

INTERNATIONAL LABORATORY ACCREDITATION COOPERATION

MEETING OF THE FIFTEENTH GENERAL ASSEMBLY

DRAFT MINUTES

for the meeting of the Fifteenth General Assembly of the
International Laboratory Accreditation Cooperation
held at the
office of the National Association of Testing Authorities, Australia
and via Webinar
on

Wednesday 21 December 2011 (13:00 AEDT)

ADOPTED RESOLUTIONS OF THE FIFTEENTH ILAC GENERAL ASSEMBLY

21 DECEMBER 2011

MINUTES

ILAC Resolution GA 15.01

The General Assembly accepts the Minutes of its fourteenth meeting, held on 27 and 29 October 2010 in Shanghai, as a true and accurate record of the meeting.

MEMBERSHIP

ILAC Resolution GA 15.02

The General Assembly confirms the results of the electronic ballot to accept the following organisation as a Regional cooperation body:

- African Accreditation Cooperation (AFRAC), South Africa

ILAC Resolution GA 15.03

The General Assembly confirms the results of the electronic ballots to accept the following organisations as Associates:

- Algerian Accreditation Body (ALGERAC), Algeria
- Belarusian State Centre for Accreditation (BSCA), Republican of Belarus
- Southern African Development Community Accreditation Service (SADCAS), Botswana
- Quality Management Program – Laboratory Services (QMPLS), Canada

ILAC Resolution GA 15.04

The General Assembly welcomes the following new signatories to the ILAC Arrangement:

- Forensic Quality Services (FQS), USA for testing
- Office Luxembourgeois d'Accreditation et de Surveillance (OLAS), Luxembourg for testing

ILAC Resolution GA 15.05

The General Assembly ratifies the Executive Committee decision to admit the following organisations as Affiliates:

- Afghan National Standards Authority (ANSA), Afghanistan
- Ethiopian National Accreditation Office (ENAO), Ethiopia
- Yemen Standardization Metrology and Quality Control Organization, Yemen Accreditation Scheme (YAS), Republic of Yemen

ILAC Resolution GA 15.06

The General Assembly ratifies the Executive Committee decision to admit the following organisation as a Stakeholder:

- United Kingdom National External Quality Assessment Service (UK NEQAS), UK

DOCUMENTS

ILAC Resolution GA 15.07 & Attachment

The General Assembly confirms the results of the electronic ballots, as listed in the attachment to this document, undertaken by ILAC since the 14th General Assembly in 2010.

FINANCE

ILAC Resolution GA 15.08

The General Assembly approves the audited financial accounts for 2010.

ILAC Resolution GA 15.09

The General Assembly accepts the report of the Financial Audit Committee on the 2010 accounts and instructs the Executive Committee to respond to the recommendations included in this report.

ILAC Resolution GA 15.10

The General Assembly notes the financial report for the period 1 January 2011 to 30 September 2011.

ILAC Resolution GA 15.11

The General Assembly approves the 2012 Budget as proposed by the Executive Committee.

ILAC Resolution GA 15.12

The General Assembly approves a 0% increase in the fee rate for 2012 as proposed by the Executive Committee.

The General Assembly notes that the annual membership fee payable by a Full Member or Associate, will still vary (increase or decrease) if the number of testing and calibration laboratories accredited by the accreditation body changes from the number that was submitted for the 2011 fee calculation.

SECRETARIAT DEED OF AGREEMENT

ILAC Resolution GA 15.13

The General Assembly approves the continuation of the provision of the ILAC Secretariat by NATA, Australia for a four year period beginning 1 January 2012 in accordance with the Deed of Agreement proposed by the Executive Committee.

ILAC INSPECTION COMMITTEE

ILAC Resolution GA 15.14

The General Assembly supports the recommendation from the Executive Committee to establish the ILAC Inspection Committee.

ILAC Resolution GA 15.15

The General Assembly endorses the appointment of Mr Lal Ilan from UKAS, as Chair of the ILAC Inspection Committee following the call for nominations for this position in July 2011. The term of this appointment is until the General Assembly in 2012.

OTHER BUSINESS

ILAC Resolution GA 15.16

The General Assembly expresses its appreciation for the time and effort spent by our Thai colleagues, over an extended period of time, in preparing to host the Fifteenth ILAC General Assembly and associated

meetings, scheduled for 2 to 11 November 2011, in Bangkok, Thailand. The General Assembly further acknowledges the difficult decision taken to cancel these meetings as a result of unfortunate flooding in Thailand and wishes our Thai colleagues all the best as they recover from this crisis.

ILAC Resolution GA 15.17

The General Assembly notes the contribution of USD \$8,000 made by the International Accreditation Forum to the National Standardization Council of Thailand. This amount represents 50% of unrecoverable expenses following the cancellation of the 2011 Annual Meetings.

The General Assembly notes the Executive Committee decision to allocate USD \$5000, in line with the limit prescribed in Article 15.2, to reimburse the National Standardization Council of Thailand for unrecoverable expenses following the cancellation of the 2011 Annual Meetings.

The General Assembly approves the allocation of USD \$3,000 to reimburse the National Standardization Council of Thailand for unrecoverable expenses following the cancellation of the 2011 Annual Meetings.

ILAC Resolution GA 15.07 Attachment

ILAC ELECTRONIC BALLOTS 29 October 2010 – 16 November 2011

| DOCUMENTS PROPOSED | CLOSING DATE | RESULTS | PUBLISHED AS |
|--|---------------------|--------------------------|---|
| ILAC P5:XX/201X ILAC Mutual Recognition Arrangement (Arrangement) | 3 Nov 2011 | 59 Responses 100% Yes | ILAC P5:11/2011 ILAC Mutual Recognition Arrangement (Arrangement). |
| ILAC P10:XX/2011 ILAC Policy on Traceability of Measurement Results | 7 Oct 2011 | 62 Responses 67% Yes | Document was not approved for publication. |
| IAF/ILAC A3:0X/2010 IAF/ILAC MLAs/MRAs: Narrative Framework for Reporting on the Performance of an Accreditation Body (AB) | 17 May 2011 | 55 Responses 98% Yes | IAF/ILAC A3:07/2011 IAF/ILAC MRAs: Narrative Framework for Reporting on the Performance of an Accreditation Body (AB) |
| IAF/ILAC A5:04/2009 Application of ISO/IEC 17011:2004 Amendment Clause 7.5.7.3 | 2 Mar 2011 | 52 Responses 98% Yes | IAF/ILAC A5:03/2011 IAF/ILAC MRAs: Application of ISO/IEC 17011:2004 |