INTERNATIONAL LABORATORY ACCREDITATION COOPERATION

MEETING OF THE
SEVENTEENTH GENERAL ASSEMBLY

DRAFT (1) MINUTES

for the meeting of the Seventeenth General Assembly of the
International Laboratory Accreditation Cooperation
held at Lotte Hotel, Seoul, Korea

on

Wednesday 23 October 2013 13:00 – 17:00 and
Friday 25 October 2013, 13:00 – 17:00.

1.   Welcome

The ILAC Chair, Peter Unger, welcomed delegates to the Seventeenth General Assembly of the International Laboratory Accreditation Cooperation.

The following apologies from member organisations were noted:

- BELAC, Belgium
- HAA, Croatia
- OGA, Guatemala
- IAS, USA
- PJLA, USA
- DAK, Kosovo

The delegates were asked to briefly introduce themselves, their organisation and the economy they represent.

2.   Program and Arrangements for the General Assembly

The delegates were asked to ensure they signed the Attendance List **(Annex 1)** being circulated.

The Chair noted that the Arrangement Council Meeting is to take place directly after the first session of the General Assembly. The Chair reminded delegates that only ILAC Full Members and Associates are able to attend the meeting, only ILAC Full Members are able to vote, and each ILAC Full Member can only have one representative while other delegates from their organisation are able to attend as observers. It was later added that representatives of ILAC Regional Cooperation Bodies are also able to attend the Arrangement Council Meeting.

The Chair advised the members that Agenda Item 10, Liaison Reports from International Organizations, will be addressed after Agenda Item 6.3. The draft Agenda was adopted by the General Assembly with the changes noted.

The Chair also noted the progress of the Resolutions Committee comprised of Sharon Kelly (working remotely), Merih Malmqvist-Nilsson, Regina Robertson and Jon Murthy.

3.   ILAC Chair's Address and Executive Committee Report

The Chair referred the members to the *ILAC Chair's Address and Executive Committee Report* included in the agenda papers.

The Chair also noted the large amount of work being undertaken by the ILAC Secretariat.

There were no questions from the floor.

4.   Minutes of the Sixteenth General Assembly held on the 24 & 26 October 2012

The Chair noted that the Minutes of the Sixteenth General Assembly, held in Rio de Janeiro, Brazil on 24 and 26 October 2012, had been distributed for a 60 day comment period. The comments received were of an editorial nature only and have been incorporated. The delegates were asked for any further comments regarding the Minutes.

There were no additional comments regarding the Minutes, which were then approved as presented. **ILAC Resolution GA 17.01 (Annex 2)**

5.   Membership – Status Report

The Chair referred delegates to the full report provided in the Agenda Papers.

The Chair added that following the recent successful electronic ballot AoV, Vietnam has become an ILAC Associate member, and the proposed resolutions reflect this.

The new Full Members, Associates and Regional Cooperation Bodies were welcomed. The results of the following electronic ballots were confirmed:

Regional Cooperation Body - **ILAC Resolution GA 17.02**

Associates – **ILAC Resolution GA 17.03**

Full Members (signatories to the ILAC Arrangement) – **ILAC Resolution GA 17.04**

There were no questions from the floor.

ILAC Resolution GA 17.10 relates to the confirmation that ILAC will not accept applications for peer evaluation from accreditation bodies that are eligible to apply for signatory status to a current Recognised Regional Cooperation MRA/MLA.

6.   ILAC Administration

The Chair referred delegates to the full report provided in the Agenda Papers.

6.1   ILAC Secretariat

The Chair introduced the ILAC Secretariat's newly appointed Policy Research & Project Officer, Rana Baleh.

Delegates welcomed Ms Baleh.

6.2   ILAC Website

The ILAC Secretary, Annette Dever, highlighted that ILAC Full Member logos are now in the Members (by category) section of the website, and invited Full Members that have not already sent the ILAC Secretariat their logo to do so.

It was noted that the annual website audit has been undertaken by the ILAC Secretariat, and updates are either completed or underway.

It was also noted that the contract for the new website has recently been received by ILAC and is currently under review. More detail on the establishment of the new website will be provided by Jon Murthy, ILAC MCC Chair, in his presentation at the Joint IAF-ILAC General Assembly.

There were no questions from the floor.

6.3   ILAC Document Update

The Chair referred delegates to the *ILAC Documents* and *ILAC Document Ballots* information included in the Agenda Papers.

The Secretary noted that these documents indicate the committee that is responsible for the revision of each document, and the expected revision date as per the regular cycle. The Secretary added that both documents are available on the ILAC website.

There were no questions from the floor.

The General Assembly confirmed the results of the electronic ballots undertaken by ILAC since the last meeting - **ILAC Resolution GA 17.09 & Attachment A**

6.4   ILAC MRA Mark – Registration and Licensing Agreements

The Secretary presented an update on the developments of the registration of the ILAC MRA Mark and Licensing Agreements. *A copy of the presentation is available to download from the ILAC website.*

A question was asked about the estimated Euro 30-50k expected to be spent on the re-registrations of the ILAC MRA Mark through the Madrid registration system. Specifically, what the cost would be to each individual accreditation body, what these costs covered and the percentage breakdown of these costs.

The Secretary noted that the cost estimate presented covers the registration of the ILAC MRA Mark in about 50 Madrid signatory countries where there are ILAC accreditation body members. The costs will be divided equally between the Full Members from the Madrid signatory countries. The cost estimate includes registration renewal costs, filing costs and associated trademark attorney fees. At this time, the ILAC Secretariat does not have the information to be able to provide a percentage breakdown of the estimated costs; however, the bulk of the cost relates to the registration.

The Chair advised that one of the reasons we are now only seeking to register the ILAC MRA Mark in one class is to reduce the cost of registration. He also noted that there is a possibility that he and the Secretary may travel to Amsterdam in 2014 to meet with the Trademark Attorney's, to discuss the best possible way of administering the registration of the ILAC MRA Mark to reduce the legal fees.

ILAC Treasurer, Eric Lo, noted that this is actually a relatively reasonable price because ILAC members are receiving a discount by undertaking a bulk registration through the Madrid system. The Treasurer also noted that the costs for receiving

general legal advice are not included in the costs of registration recovered from ILAC Full Members. Instead, the costs of legal advice are paid for directly from the ILAC Budget, and these costs have been budgeted for in the 2014 Budget. Further, the Treasurer noted that at this time only an estimate of the costs can be provided because there are some matters that still have not been confirmed by the Trademark Attorney's, but it is unlikely that costs will be in the high end of the range provided.

The proposed resolution was then discussed and some amendments were proposed and agreed by the ILAC members. These included specifying that one of the outstanding matters to be addressed is the inclusion of the use of the ILAC MRA Mark for inspection.

The Chair noted that as part of the process of reviewing the classes of registration, ILAC is looking into adding inspection bodies in the wording of the classes, as well as including any other users of the ILAC MRA Mark.

The Secretary added that in the process of reviewing the classes of registration, ILAC has to be mindful that use of the ILAC MRA Mark is able to be demonstrated. This is because some jurisdictions, in particular the United States, require that a Declaration of Use be filed during the period of registration, and this can be problematic if we are unable to provide acceptable examples of the use of the ILAC MRA Mark by accreditation bodies in line with the use specified in the registration class.

A question was asked about which class of registration will now be used to register the ILAC MRA Mark, given that it has been proposed to move from three classes of registration to one.

The Secretary noted that registration will most probably be in either class 41 or class 42, depending on the jurisdiction. The Secretary noted that the wording of the classes of registration is also being revised because currently it reflects the use of the ILAC MRA Mark by ILAC, and therefore amendments will be made to allow for use by accreditation bodies to also assist with proving use in each jurisdiction. The Secretary added that the legal advice has suggested that the class of registration and the wording may vary slightly in each jurisdiction depending on the intellectual property requirements and legal system.

Maureen Mutasa noted that SADCAS registered their Mark through the African Regional Intellectual Property Organisation, and found this process very efficient. SADCAS offered to provide further information on this to the ILAC Secretariat to assist the process of registering the ILAC MRA Mark in African countries.

The Secretary accepted this offer.

Questions were asked about the implication of the presented changes on the use of the ILAC MRA Mark by accredited laboratories under the sub-licensing agreement, including whether the licensing agreements expire in April 2014 along with the registration and will the licensing agreements have to be withdrawn

The Secretary noted that, as was presented, the sub-licensing agreements may not be valid. The Secretary noted that the process for the use of the ILAC MRA Mark by accredited laboratories and inspection bodies is currently under review, and ILAC is obtaining legal advice on the implications of these changes on accredited laboratories and inspection bodies. At this stage, ILAC does not know the full ramifications of these changes and new developments on accredited laboratories and inspection bodies.

The Secretary also noted that if the sub-licensing agreements are invalid there are other avenues for protecting the ILAC MRA Mark for use by laboratories, and these options are also currently being investigated with the Trademark Attorney's.

Vagn Andersen, a member of the ILAC Executive Committee, also noted the critical issue is that the ILAC MRA Mark needs to be re-registered before April 2014 in Madrid countries. It was also noted that these changes may not necessarily have an impact on the relationship between accreditation bodies and their accredited laboratories and inspection bodies. The intention of ILAC is to allow accreditation bodies to continue using the ILAC MRA Mark and continue to allow sub-licensing to accredited laboratories and inspection bodies. ILAC is currently investigating if there are any impacts, and will inform members as soon as further information is gained.

There were no other questions from the floor.

ILAC Resolution GA 17.13 relates to the acceptance of the ILAC MRA Mark registration procedure.

7.   Financial Report

7.1   Audited financial report for the period 1 January – 31 December 2012 and report from the ILAC Financial Audit Committee

The ILAC Financial Audit Committee (FAC) Chair, Dr Llew Richards, referred delegates to the full report in the Agenda Papers, and provided a short history of the operation of the FAC.

The FAC Chair noted that the 2012 accounts have been externally audited and the auditor's opinion is that they present a fair and accurate representation of ILAC's financial position.

The following points were highlighted from the report:
- Income was up by 6% largely as a result of growth in the number of accredited facilities accredited by members.
- Expenditure was down by 5% due to savings in legal fees and travel costs.
- The combination of the above two points resulted in a surplus of $105,000.

The FAC Chair noted that given the favourable results of the 2012 accounts, ILAC is able to invest significantly in its future development to benefit ILAC members.

The FAC Chair congratulated the ILAC Executive Committee and ILAC Secretariat on their well-managed finances for 2012.

There were no questions from the floor.

The General Assembly approved the audited accounts for 2012 - **ILAC Resolution GA 17.05**, and accepted the report from the Financial Audit Committee on the 2012 accounts - **ILAC Resolution GA 17.06.**

7.2   Financial report for the period 1 January 2013 to 31 August 2013

The Treasurer referred delegates to the full report provided in the Agenda Papers and the recent updates distributed via email. *A copy of the presentation that covers items 7.2, 7.3, 7.4 and 7.5 is also available to download from the ILAC website.*

The Treasurer highlighted that the increase in legal costs is associated with the complex legal issues faced by ILAC in 2013.

A question was asked about the details of the legal costs, and in particular, whether the costs are acceptable in terms of the number of sub-licensing agreements that are signed, and if there is a KPI to ensure that the legal budget is being spent in an effective manner.

The Secretary noted that 52 licensing agreements have been signed with accreditation bodies to date and there are a few currently underway. ILAC does not have current information on the number of sub-licensing agreements signed, as accreditation bodies manage these. The Secretary also noted that the MCC had previously undertaken a questionnaire on how the ILAC MRA Mark is being used, however this was aimed more towards gaining information on problems experienced with the use of the ILAC MRA Mark and suggestions for improvement.

It was recommended that a similar questionnaire be undertaken to see how many sub-licensing agreements have been issued for the use of the ILAC MRA Mark.

Secretary's Note: Following the meeting the results obtained from the MCC questionnaire were again reviewed. The questionnaire was undertaken in 2008 and one of the questions was about the number of sub-licensing agreements that had been signed at that time. There were 45 members that responded, 32 of those had signed the licensing agreement with ILAC and 4,733 sub licensing agreements had been signed at that time.

There were no other questions from the floor.

ILAC Resolution GA 17.07 noted the financial report for this period.

7.3   Fee Proposals for 2014

The Treasurer referred delegates to the *Fee Proposals for 2014* and *Explanatory Notes* provided in the Agenda Papers, and also noted that all ILAC members have been sent their proposed fee for 2014 prior to the meetings.

There was only one comment from the floor from a member asking for clarification on how their fee had been calculated. The Secretary undertook to address this with the delegate during the break.

There were no other questions from the floor.

ILAC Resolution GA 17.11 relates to the approval of the revised fee model, and **ILAC Resolution GA 17.12** relates to the approval of the membership application fee.

7.4   Draft Budget for 2014

The Treasurer referred delegates to the *Draft Budget for 2014* provided in the Agenda Papers.

There were no questions from the floor.

ILAC Resolution GA 17.08 relates to the approval of the ILAC Budget for 2014.

7.5   Budget Forecast for 2015 and 2016

The Treasurer referred delegates to the *Budget Forecast for 2015 and 2016* provided in the Agenda Papers.

The Treasurer noted that the presented document is a forecast only, and is not the actual budget for 2015 and 2016. The Treasurer noted that ILAC has the capacity to respond quickly to signals in the market.

There were no questions from the floor.

8.   **Review of the ILAC Strategic Plan**

The leader of the Strategic Plan Task Force, Steve Sidney, referred delegates to the report provided in the Agenda Papers. He then provided an update on the work carried out to date including the ILAC Executive Committee brainstorming session held the previous week in Seoul.

A copy of the presentation is available to download from the ILAC website.

There were no questions from the floor.

9.   **Revision of the ILAC Rules**

The ILAC Secretary noted that ILAC is currently in contact with a Public Notary in the Netherlands to discuss the revision of ILAC's Articles of Association and By-Laws. It was also noted that Vagn Andersen, the EA representative on the ILAC Executive Committee, will assist the ILAC Secretariat by sharing the experiences of the EA in aligning their Articles to Dutch law. This will reduce the work required to be undertaken by the Dutch Notaries. The work is still in its early stages.

The leader of the ILAC Voting Rules Task Force, Ron Josias, reported on the status of the revision of the ILAC Voting Rules and referred delegates to the information provided in the Agenda Papers and the results of the member ballot distributed via email.

Mr Josias noted the mandate of the Task Force is not to change the rules but instead to clarify the existing rules, specifically the "unless otherwise specified" clause. Though the ballot was unsuccessful, we cannot leave things as they are because the issue has not yet been resolved.

There were some comments from the floor including:
- Members voted no on the basis that they either wanted a "one vote per economy" or a "one vote per member" on every vote, and not a hybrid voting system.
- ILAC needs to clarify the rules, but we do not need another vote on this as the issue has already been discussed and voted on by members.

The ILAC Vice-Chair, Merih Malmqvist-Nilsson, noted that we still have not yet clarified the "unless otherwise specified" clause and ILAC currently has no policy or process to manage the application of this.

The Chair noted that 13 years ago ILAC took a vote before each vote to clarify how members could vote, and APLAC currently does this. This is administratively inefficient for an organisation as large as ILAC.

A question was then raised about whether we are currently in violation of the Rules.

It was confirmed that we are not in violation of the rules and the current procedure being undertaken is in line with the rules. The concern now is to clarify the "unless otherwise specified" clause because we do not know how to deal with this at present.

There were no other questions from the floor.

10.   Liaison Reports from International Organisations

10.1   BIPM

OIML Representative, Dr Willem Kool, presented the BIPM report on behalf of the BIPM Representative, Andy Henson, and referred delegates to the full report provided by Mr Henson in the Agenda Papers. *A copy of the presentation is also available to download from the ILAC website.*

A question was asked about the JCTLM Database, noting that there are many reference measurement laboratories, but only a handful are accredited to the ISO standards.

ILAC Executive Liaison Officer, Alan Squirrell, noted that there are currently only eight reference measurement laboratories that are accredited to ISO 15195 and ISO/IEC 17025 at present, and there may also be three more in the process of being accredited. The database should clearly mark those laboratories that are accredited. Mr Squirrell offered to follow up with Mr Henson to clarify this.

There were no other questions from the floor.

10.2   WADA

WADA Representative, Victoria Ivanova, presented the WADA report. *A copy of the presentation is also available to download from the ILAC website.*

Ms Ivanova noted that the ILAC-WADA MoU will be re-signed at the World Conference on Doping in Sport in Johannesburg, November 2013.

A question was asked about the involvement of WADA in drug testing in the workplace.

Ms Ivanova noted that there is some overlap between this issue and WADA's interests, however, WADA does not have any oversight on this area. It was noted that WADA is working actively with educators to try and promote the message of the harmfulness of drugs.

There were no other questions from the floor.

ILAC Resolution GA 17.17 relates to the General Assembly's appreciation of the reports from BIPM and WADA.

11.   ILAC Liaison Update

Alan Squirrell referred delegates to the full report in the Agenda Papers. *A copy of the presentation is also available to download from the ILAC website.*

Mr Squirrell noted that some changes have been made to liaison officers following decisions at the Executive Committee meeting.

Mr Squirrell noted that ILAC is an A liaison member of ISO, this means ILAC can comment but has no voting power. National standards writing bodies can vote, and accreditation bodies can utilise their relationship with these organisations if they wish to have greater input into the work of ISO. Mr Squirrell noted that there is currently great cooperation between ILAC

and ISO/CASCO, particularly noting the work undertaken with Sean MacCurtain and his team.

Mr Squirrell suggested that, if a working group is established to revise ISO/IEC 17011, then ILAC should appoint at least two liaison officers to be on the group. ISO has to make a decision on the establishment of a working group by 16 March 2014.

Mr Squirrell noted that the end result of the revision of ISO/IEC 17020 was not fully in line with what ILAC wanted, however, it was better than it might have been due to the work of the two ILAC Liaison Officers on the working group. It is vital that ILAC has representatives on working groups to ensure that the view of accreditation bodies can be presented in the international standards arena and to ensure that a working group is not dominated by the views of one or two interested parties.

Mr Squirrell passed on his thanks to Ian Mann, ILAC Liaison Officer to TC212, who has worked tirelessly for ILAC, and noted that his contribution will be missed. ILAC is, however, fortunate to have Zhai Peijun from CNAS, commencing as the new ILAC Liaison officer for TC212 in 2014.

Mr Squirrell recommended that ILAC should be represented when the next revision of ISO Guide 34 is undertaken by ISO REMCO and ISO/CASCO. ILAC members should use the Accreditation Committee (AIC) reference material producers (RMP) working group to channel comments on RMPs back to ISO REMCO.

Mr Squirrell went on to discuss liaisons with other organisations, noting the close cooperation with Andy Henson from the BIPM. Mr Squirrell advised that critical issues were raised this week in regards to ILAC P10. These are currently being worked through and will also be discussed with BIPM to help clarify some of the metrological issues.

Mr Squirrell mentioned that ILAC's liaison with WADA is a good example of how we can work with another organisation to allow both to benefit from the interaction. It was also noted that the ILAC/WADA MoU will be re-signed at the WADA World Conference in November.

Rana Baleh presented the last three slides of the liaison presentation, and noted that the liaison section of the ILAC website is currently being reviewed to encourage members to access liaison documents, and further changes will occur in 2014 with the new ILAC website.

There were no questions from the floor.

12.   **ILAC Arrangement Council and Arrangement Management Committee reports**

Dr Andreas Steinhorst presented the reports from the Arrangement Council and the Arrangement Management Committee (AMC). As the report from the Arrangement Management Committee had already been presented in full to the Arrangement Council meeting on 23 October and the report from the joint meeting of the ILAC AMC and the IAF MLA MC (JMC) had already been presented at the Joint General Assembly on 24 October, only the key points were reiterated:

- Dr Steinhorst advised that, following the decision of the Arrangement Council, taken during their meeting on the 23rd October, The Kyrgyz Center of Accreditation (KCA) is now a signatory to the ILAC MRA for the accreditation of testing laboratories (ISO/IEC 17025). There are now 84 signatories to the ILAC MRA.
- The final report on the EGAC re-evaluation is currently being reviewed by the ILAC/IAF joint report review task force.
- The joint pre-evaluation of KENAS, Kenya is a very good example of cooperation between ILAC and AFRAC.

- The joint task force investigating ways of improving the evaluator resources is being led by Ron Josias. The task force is looking at a number of mechanisms for addressing this important issue, including the suggestion to pay team leaders that was raised during the IAF General Assembly.
- The AMC also discussed the use of remote technology to observe decision making activities during the re-evaluation of a region.
- De-identifying the evaluations of accreditation bodies observed during the evaluation of a region in the final report was discussed by the AMC and then referred to the JWG A series for further consideration.

There were no questions from the floor and with the AMC report concluded, the Chair noted that this was Dr Steinhorst's final meeting as the ILAC AMC Chair. He then presented a certificate of appreciation to Dr Steinhorst and thanked him for his valuable contribution to the work of ILAC.

ILAC Resolution GA 17.14 relates to the resignation of the AMC Chair Dr Andreas Steinhorst and **ILAC Resolution GA 17.15** relates to the appointment of Ms Etty Feller as Chair of the AMC until the end of the current term which concludes at the end of 2014.

13.   **Arrangement Committee – Report, Proposed Resolutions and Matters Arising**

Ileana Martinez presented the Arrangement Committee (ARC) report, and referred delegates to the report in the Agenda Papers. *A copy of this presentation is available to download from the ILAC website.*

Ms Martinez noted that the ARC has developed a policy statement on ILAC's management of transition periods that is to be made available to the public, particularly external stakeholders.

A question was raised about the need for this policy statement.

Ms Martinez advised that the reason for preparing this was because some regulators allow old versions of standards to be used after transition periods, and in these cases the accreditation body will still specify the old standard on test reports, so we need to make it clear that the report is not covered by the ILAC MRA. ILAC is not dictating to accreditation bodies how they should operate in this area. This is just a general statement to specify how ILAC manages the transition period and what is covered under the ILAC MRA.

There were no further questions from the floor.

14.   **Accreditation Committee - Report, Proposed Resolutions and Matters Arising**

Regina Robertson presented the Accreditation Committee (AIC) report, and referred delegates to the report in the Agenda Papers. *A copy of this presentation is available to download from the ILAC website.*

A question was asked about whether ILAC G26, which relates to the new clauses of ISO 15189, will advise countries on how to build their capacity for accrediting medical laboratories.

It was noted that ILAC G26 is just a guide to what is already in ISO 15189, and this will continue to be its main focus, which is not to say that it could not be expanded in the future.

It was also noted that the reason for revising ILAC G26 was to bring it into line with the new ISO 15189 standard, to include topics such as risk management and information systems. An additional guidance document may be written to cover other topics in the medical testing field, such as measurement uncertainty, but this should be done outside of ILAC G26.

Ms Robertson confirmed that ILAC G26 will not cover topics outside of ISO 15189, and if required a separate document would be developed to address this.

There were no other questions from the floor.

15.   Inspection Committee – Report, Proposed Resolutions and Matters Arising

Lal Ilan presented the Inspection Committee (IC) report, and referred delegates to the report in the Agenda Papers. *A copy of this presentation is available to download from the ILAC website.*

Mr Ilan detailed the significant progress made in the area of inspection to date and the work currently being undertaken by the Inspection Committee. He also noted that the document titled *Application of ISO/IEC 17020 for the Accreditation of Inspection Bodies* is currently out for a 60 day comment period amongst ILAC members.

There were no questions from the floor.

16.   Laboratory Committee – Report, Proposed Resolutions and Matters Arising

Steve Sidney presented the Laboratory Committee (LC) report, and referred delegates to the full report in the Agenda Papers. *A copy of this presentation is available to download from the ILAC website.*

Mr Sidney noted that the LC has a deficiency in members from the Asia-Pacific and South American regions, and encouraged ILAC members to become involved in the LC.

Mr Sidney highlighted the following proposed resolution from the LC: "The LC recommends that ILAC request that ISO/CASCO establish a new work item to comprehensively revise ISO/IEC 17025:2005 as soon as possible."

He noted that the LC had a long discussion about ISO/IEC 17025 during their meeting in Seoul. People may remember that a few years ago the LC was one of the primary instigators of a vote for 'no change' being made to the standard during the systematic review that, had it been successful, would have resulted in the revision of ISO/IEC 17025 being undertaken starting in 2010. Now ISO/IEC 17025 is again up for systematic review in 2015 which means that after the ISO formal processes have concluded it will most likely be 2016 before the actual revision of the document will be able to commence. It is true to say in the context of the LC that they felt the need to encourage some further action.

Noting that ILAC has A liaison status with ISO, and is therefore in a position to recommend to ISO that a new work item be initiated, the LC proposed this resolution, which has also been sent to the resolutions committee for review. This resolution clearly cannot be resolution to do anything, but it is a call for action. The LC is asking ILAC to please initiate a NWIP (new work item proposal) to do a systematic review of ISO/IEC 17025. The standard is now 8 years old and it will likely take several years to finalise a revision.

Sean MacCurtain, ISO/CASCO representative, advised that ILAC, as an A Liaison to ISO, is able to submit (not just recommend) a new work item proposal (NWIP). This was added to the proposed resolution.

There were no questions from the floor.

The General Assembly noted the recommendation from the LC to request that ISO/CASCO establish a new work item to comprehensively review ISO/IEC 17025: 2005. Refer also to the discussion under item 18. **ILAC Resolution GA 17.16**

17. **Marketing and Communications Committee** – *Report presented to the ILAC/IAF Joint General Assembly Meeting.*

18. **Adoption of ILAC 2013 General Assembly Resolutions**

Merih Malmqvist-Nilsson the ILAC Vice-Chair presented the resolutions to the General Assembly.

ILAC Resolutions GA 17.01, 17.02, 17.04 - 17.12, 17.14, 17.15, 17.17, 17.19 were approved unanimously and without any additional comment.

ILAC Resolution 17.03 – BOA, Vietnam objected to the inclusion of AoV in this resolution.

The resolution was then **approved with 1 objection recorded** and no abstentions.

ILAC Resolution 17.13 – It was noted that some members may not know the cost recovery process implemented in 2004 that is referred to in the resolution. Therefore this process should be documented and made available to the membership. The resolution was **approved** with the inclusion of this information.

ILAC Resolution 17.16 – It was noted that accreditation bodies need time to consult with their accredited laboratories before they are able to vote on the proposed resolution, and therefore it was suggested that the proposed resolution be withdrawn until a period of consultation has taken place.

A vote was commenced; however, it became clear that there was no consensus to proceed with the proposed resolution in its current form.

The Chair suggested that the resolution be amended to include that ILAC members are to be given a 90 day consultation period with their accredited laboratories starting from 1 November 2013. Following this, a 30 day electronic ballot will occur from 1 February 2014.

It was then proposed that when members vote on this resolution in February, that the vote be undertaken on the basis of one vote per member, rather than one vote per economy, as each accreditation body will consult their laboratories and will be taking this feedback into account when they vote. The Chair agreed to take a vote on this proposal based on the "unless otherwise specified" clause in the voting rules. There were no objections to having a vote based on one vote per member for this resolution.

The resolution was then amended to include this information and **approved with 1 abstention recorded** from Dakks.

It was suggested that in the future, a short consultation period be given to members during the General Assembly before being asked to vote on whether to allow a vote on the basis of one vote per member. The Chair agreed with this suggestion, and noted that members should also raise substantial concerns when committees present their reports during the General Assembly to avoid last minute "word smithing". He added that the proposed resolutions are sent to all members the night before the last session of the General Assembly.

ILAC Resolution 17.18 – The Chair advised that, in agreement with IAF, the acknowledgement of the IEC-IAF-ILAC Steering Committee report be added to the JGA Seoul Resolutions. The resolution was **approved** with the inclusion of this information.

19.   Any Other Business

This being former ILAC Chair, Daniel Pierre's final meeting before his retirement, ILAC Chair, Peter Unger, took the opportunity to share his appreciation of the contribution of his predecessor. Daniel Pierre expressed his thanks and wished ILAC good luck for the future.

As this is the last meeting for the ILAC Executive Liaison Officer, Alan Squirrell, who is retiring in December, both the Chair and the Secretary took the opportunity to comment on Alan's extensive contribution to the work of ILAC in the roles of Secretary and Executive Liaison Officer. The Chair then presented a certificate of appreciation to Mr Squirrell.

The meeting closed at 15:05 on 25 October 2013.

Annex 1 – Attendance List

NAME		ORGANISATION / ECONOMY	Comments
ABBEL	Tom	KAN, Indonesia	Day 1 only
AHMED	Pervaiz	PNAC, Pakistan	Day 1 only
AHMED	Amina	DAC, UAE	
ALAM	Mohammed Abbas	BAB, Bangladesh	
ALASKAR	Saud R	GCC (GAC), Saudi Arabia	Day 1 only
ANDERSEN	Vagn	DANAK, Denmark	
ANDERSON	Tony	ACIL, USA	Day 1 only
AROMSOOK	Saovanee	BLQS-DMSc, Thailand	
BALEH	Rana	ILAC Secretariat	
BELOV	Matvey	STC-IS, Russian Federation	
BELZER	Barbara	NVLAP, USA	
BLUM	Martine	EA Secretary	Day 1 only
BRIMLEY	Charlie	CALA, Canada	
BROWN	Claudette	JANAAC, Jamaica	
BRUNNER	Norman	AA - Akkreditierung Austria	
CADERETTE	Susan	SCC, Canada	
CEBALLOS	Eduardo	INN, Chile	
CERNA	Eva	CAI, Czech Republic	
CHANG	Kwei Fern	SAC, Singapore	
CHANG	Shu Fen	TAF, Chinese Taipei	
CHIN	Seong Hwan	KAB, Korea	Day 1 only
CHO	Kisung	KAB, Korea	Day 2 only
CRAWFORD	Linda	QMPLS, Canada	
DATTA	Sudhakar	BAB, Bangladesh	
DEVER	Annette	ILAC Secretary	
DIONISIO	Ernani	PAO, Philippines	
DOMVILLE	Marguerite	JANAAC, Jamaica	
DOROSZCSUK	Bernard	COFRAC, France	
DUFF	Adrienne	INAB, Ireland	
EL DESOUKI	Hany	EGAC, Egypt	
ELTAYEB	Mahmoud	ARAC, Morocco	
EUMATSU	Yoshinobu	JAB, Japan	
EVANS	Jennifer	NATA, Australia	
FACHLAN	Thomas	DAkkS, Germany	
FELLER	Etty	ISRAC, Israel	
FESSEHA	Araya	ENAO, Ethiopia	
FRASER	Michael	APLAC	
FUJIMA	Ichiro	IAJapan, Japan	
FUJIMAKI	Shianjiro	JAB, Japan	
GILL	Pervaiz Ahmed	PNAC, Pakistan	Day 1 only
GODEC	Bostjan	SA, Slovenia	
GOPEE	Robin	MARUITAS, Mauritius	
GRAVEL	Ned	A-S-B, USA	
GUAY	Chantel	SCC, Canada	
GUILAN	Song	CNAS, China	
GUST	Jeff	NCSLI, USA	Day 1 only
HASSAN	Qasem	ARAC, Morocco	
HIN	Ho Siong	SAC, Singapore	
HOULA	Brahim	GCC (GAC), Saudi Arabia	
HOY	Jesper	DANAK, Denmark	

NAME		ORGANISATION / ECONOMY	Comments
ISLAM	Md Nasirul	BAB, Bangladesh	
IVANOVA	Victoria	WADA	Day 1 only
JAUHRI	Anil	NABCB, India	
JEKSHEN	Urmanbetov	KCA, Kyrgyzstan	Day 1 only
JENA	Mrutunjay	NABCB, India	
JIANHUA	Xiao	CNAS, China	
JOSIAS	Ron	SANAS/SADCA, South Africa	
JOU	Nigel	TAF, Chinese Taipei	
KARATAS	Soner	TURKAK, Turkey	
KHAN	Farid Bakhtiar	PNAC, Pakistan	Day 1 only
KIKUGAWA	Maki	IAJapan, Japan	
KNAPPENBERGER	John	ANSI-ASQ, USA	
KOOL	Willem	OIML/BIPM	
KUBO	Makoto	JAB, Japan	
KUBONO	Katsuo	JAB, Japan	
KUO	Ya Wen	TAF, Chinese Taipei	
LAAKE	Inger Cecilie	NA, Norway	
LAL	Ilan	UKAS, UK	
LEE	Kwang Eum	KOLAS, Korea	Day 1 only
LERI	Samson	PNGLAS, Papua New Guinea	Day 1 only
LIN	Sylvia	TAF, Chinese Taipei	
LO	Eric	NATA - Australia	
LOPEZ	Maribel	ema, Mexico	
LORIA	Johanna A	ECA, Costa Rica	
Mac CURTAIN	Sean	ISO/CASCO	Day 1 only
MAEDA	Junko	VLAC, Japan	
MALHINA	Ema	BSCA, Belarus	Day 1 only
MALMQVIST NILSSON	Merih	ILAC Vice Chair	
MARTINEZ	Ileana	NVLAP, USA & IAAC	
MARTINEZ	Gerardo	ONAC, Colombia	
MELO	Andrea	CGCRE, Brazil	
MIGIN	Sergey	RusAccreditation, Russia	
MILGO	Sammy	KENAS, Kenya	
MOLLA	Nabil A	GCC (GAC), Saudi Arabia	
MORTON	Cheryl	AIHA-LAP, USA	
MOSES	Johnny Kolove	PNGLAS, Papua New Guinea	
MOVAC	Larisa	MOLDAC, Moldova	
MURATA	Hiromi	IAJapan, Japan	
MURTHY	Jon	UKAS, UK	
MUTASA	Maureen	SADCAS, Botswana	
NANTAVITHYA	Suda	BLA-DSS, Thailand	
NEUNER	John	ASCLD/LAB, USA	
NIKOLAEVA	Tatyana	BSCA, Belarus	Day 1 only
NIKOLIC	Ranko	ATCG, Montenegro	Day 1 only
OCHIENG	Susanah Munyiri	KENAS, Kenya	
OLBORSKA	Lucyna	PCA, Poland	
OLDEGART	Maria	SWEDAC, Sweden	Day 1 only
OLIVEIRA	Marcos	CGCRE, Brazil	
OSABE	Kunihiro	VLAC, Japan	
PASHA	Monirul Hoque	BAB, Bangladesh	
PATEL	Jagat	NABL, India	
PEIJUN	Zhai	CNAS, China	

NAME		ORGANISATION / ECONOMY	Comments
PETPAIBOON	Pusadee	NSC-ONAC, Thailand	
PIEDRAHITA	Francisco	ONAC, Colombia	
PIERRE	Daniel	COFRAC, France	
PIND	Ignacio	ENAC, Spain	
QIAO	Dong	CCAI, China	
RAHARJO	Sugeng	KAN, Indonesia	
REIFF	Jean-Marie	OLAS, Luxembourg	
RELIA	Anil	NABL, India	
REZK	Mohamed Adel	EGAC, Egypt	
RHYU	Gyung Ihm	KOLAS, Korea	
RICHARDS	Llewellyn	IANZ, New Zealand	
RING	Dr Rozsa	NAT, Hungary	
RISTOSKI	Trpe	IARM, Macedonia	
RIVERA	Beatriz	ENAC, Spain	
ROBERTSON	Regina	NATA, Australia	
ROBINSON	Roxanne	A2LA, USA	
ROGUSKI	Eugeniusz	PCA, Poland	
ROMYANON	Ekanit	NSC-ONAC, Thailand	Day 1 only
SAMUELSON	Geir	NA, Norway	
SANCRICCA	Julia	OAA, Argentina	Day 1 only
SENCAK	Martin	SNAS, Slovakia	
SEONG	Ji-Hyun	KAB, Korea	
SEONG	Hwan Choi	KAB, Korea	Day 2 only
SHEEHAN	Kylie	JAS-ANZ, Australia/New Zealand	
SHI	Cao	CNAS, China	
SHIMODA	Katsuji	JAB, Japan	Day 1 only
SHIPOV	Savva	RusAccreditation, Russia	Day 1 only
SHUM	Wilson	HKAS, Hong Kong, China	Day 1 only
SIDNEY	Steve	NLA-SA (ILAC-LC), South Africa	
SOBOLA	Jiri	EUROLAB	Day 1 only
SOMMA	Liliane	OUA, Uruguay	
SPOIALA	Eugenia	MOLDAC, Moldova	
SQUIRRELL	Alan	ILAC Secretariat	
STRÖMBÄCK	Peter	SWEDAC, Sweden	
STEINHORST	Andreas	DAkkS, Germany	
STENNETT	Paul	UKAS, UK	
STOJANOVIĆ	Jasna	ATS, Serbia	
STRAUB	Rolf	SAS, Switzerland	
SUB	Han	KOLAS, Korea	
SUGIYAMA	Haruhiko	VLAC, Japan	
SUKSAI	Apassorn	TISI, Thailand	Day 2 only
SUPRAPTO		KAN, Indonesia	
TANAPAVARIT	Pataraporn	BLA-DSS, Thailand	
TAVARES	Paulo	IPAC, Portugal	
THUY	Vu X	BoA, Vietnam	
TIKKANEN	Leena	FINAS, Finland	
TIWARI	Manoj Kumar	NABL, India	
UNGER	Peter	ILAC Chair	
UTHONGSAP	Yannapat	NSC-ONAC, Thailand	
VAN DER POEL	Jan	RvA, Netherlands	
VINCENT	Karine	COFRAC, France	
VISES	Pranee	NSC-ONAC, Thailand	Day 1 only

NAME		ORGANISATION / ECONOMY	Comments
WALSH	Máire	CITAC	
WICKREMASINGHE	T	SLAB, Sri Lanka	Day 1 only
WONG	Wang Wah	HKAS, Hong Kong, China	
YANG	Wanji	TAF, Chinese Taipei	
YEO	Renny	SAC, Singapore	
YOSHIDA	Kotaro	IAJapan, Japan	Day 1 only
YUAN	Song Hong	CNAS, China	
ZHANG	Mingxia	CNAS, China	Day 1 only
ZLYGOSTEV	Konstantin	RusAccreditation, Russia	

Annex 2:

ADOPTED RESOLUTIONS OF THE SEVENTEENTH ILAC GENERAL ASSEMBLY

SEOUL, KOREA

25 OCTOBER 2013

ILAC Resolution GA 17.01
The General Assembly accepts the Minutes of the 16th meeting of the ILAC General Assembly, held on the 24 and 26 October 2012 in Rio de Janeiro, Brazil as a true and accurate record of the meeting.

ILAC Resolution GA 17.02
The General Assembly confirms the results of the electronic ballot to accept the following organisation as a Regional Cooperation Body:

- Arab Accreditation Cooperation (ARAC), Morocco

ILAC Resolution GA 17.03
The General Assembly confirms the results of the electronic ballots to accept the following organisations as Associates:

- Joint Accreditation System of Australia and New Zealand (JAS-ANZ), Australia/New Zealand
- Ethiopian National Accreditation Office (ENAO), Ethiopia
- National Accreditation Board for Certification Bodies (NABCB), India
- Jamaica National Agency for Accreditation (JANAAC), Jamaica
- Federal Accreditation Service (RusAccreditation), Russia
- The Agency for Standardization, Metrology and Certification of Uzbekistan (UZSTANDARD), Uzbekistan
- Accreditation of Vietnam Joint Stock Company (AoV), Vietnam

ILAC Resolution GA 17.04
The General Assembly welcomes the following new signatories to the ILAC Arrangement for the accreditation scopes listed:

- Joint Accreditation System of Australia and New Zealand (JAS-ANZ), Australia/New Zealand, for inspection
- Belgian Accreditation Structure (BELAC), Belgium, for extension of scope to include inspection
- Institute for Accreditation of Bosnia and Herzegovina (BATA), Bosnia and Herzegovina, for calibration, testing (ISO/IEC 17025), and inspection
- General Coordination for Accreditation (CGCRE), Brazil, for extension of scope to include inspection
- Quality Management Program – Laboratory Services (QMP-LS), Canada, for testing (ISO 15189)

- Cyprus Organisation for the Promotion of Quality (CYS) Cyprus Accreditation Body (CYSAB), Cyprus, for extension of scope to include inspection
- Hellenic Accreditation System S.A (ESYD), Greece, for extension of scope to include inspection
- Oficina Guatemalteca de Acreditación (OGA), Guatemala, for extension of scope to include inspection
- National Accreditation Board for Certification Bodies (NABCB), India, for inspection
- National Accreditation Body of Indonesia (KAN), Indonesia, for extension of scope to include testing (ISO 15189)
- L'Ente Italiano di Accreditamento (ACCREDIA), Italy, for extension of scope to include inspection
- Jamaica National Agency for Accreditation (JANAAC), Jamaica, for testing (ISO/IEC 17025)
- The Kyrgyz Center of Accreditation (KCA), The Kyrgyz Republic, for testing (ISO/IEC 17025)
- National Institute for the Defense of Competition and Protection of Intellectual Property – National Accreditation Service (INDECOPI–SNA), Peru, for calibration, testing (ISO/IEC 17025) and inspection
- ANSI-ASQ National Accreditation Board *doing business as* ACLASS & FQS, USA, for extension of scope to include inspection
- International Accreditation Service, Inc (IAS), USA, for extension of scope to include inspection
- Bureau of Accreditation (BOA), Vietnam, for extension of scope to include testing (ISO 15189)

ILAC Resolution GA 17.05
The General Assembly accepts the audited financial accounts for 2012.

ILAC Resolution GA 17.06
The General Assembly accepts the report of the Financial Audit Committee on the 2012 accounts.

ILAC Resolution GA 17.07
The General Assembly notes the financial report for the period 1 January 2013 to 30 September 2013.

ILAC Resolution GA 17.08
The General Assembly approves the 2014 Budget (dated 21 October 2013) as proposed by the Executive Committee.

ILAC Resolution GA 17.09 & Attachment A
The General Assembly confirms the results of the electronic ballots, as listed in Attachment A to this document, undertaken by ILAC since the 16th ILAC General Assembly held in 2012.

Executive Committee

ILAC Resolution GA 17.10
The General Assembly rescinds Decision GA 6.54 (to establish a fixed fee for bodies who choose to dis-affiliate from a region and join ILAC) and confirms that ILAC will not accept applications for peer evaluation from accreditation bodies that are eligible to apply for signatory status to a current Recognised Regional Cooperation MRA/MLA.

ILAC Resolution GA 17.11
The General Assembly approves the revised fee model (*Proposed ILAC Fee Model for 2014 version 28 Aug 2013*) as proposed by the Executive Committee.

ILAC Resolution GA 17.12
The General Assembly approves the introduction of a membership application fee of AUD 500 effective as of 1 January 2014.

ILAC Resolution GA 17.13
The General Assembly approves the Executive Committee proposal to recover the registration costs associated with the renewal and territorial extensions required for the ILAC MRA Mark, in accordance with the cost recovery policy implemented in 2004. The General Assembly also notes the on-going work to resolve the remaining outstanding matters, including the extension for use by accredited inspection bodies, in relation to the registration and licensing of the ILAC-MRA Mark. The cost recovery policy implemented in 2004 will be documented and made available to the membership.

ILAC Resolution GA 17.14
The General Assembly notes the resignation of the Arrangement Management Committee (AMC) Chair Dr Andreas Steinhorst from 25 October 2013 and thanks him for his past contributions in this role and on the ILAC Executive Committee.

ILAC Resolution GA 17.15
The General Assembly notes the appointment by the Executive Committee of Ms Etty Feller, from ISRAC, as Chair of the Arrangement Management Committee (AMC) to complete the current term until the 2014 General Assembly.

Laboratory Committee

ILAC Resolution GA 17.16
The General Assembly notes the recommendation from the Laboratory Committee, that ILAC in its capacity as an A Liaison organisation to ISO, request that ISO/CASCO establish a new work item to comprehensively revise ISO/IEC 17025:2005 as soon as practicable. The General Assembly agrees to allow accreditation bodies to have a 90 day consultation period with their accredited laboratories, commencing on 1 November 2013. A letter ballot, based on one vote per member, on whether to proceed with the request to submit a new work item to ISO/CASCO will be commenced on 1 February 2014.

General

ILAC Resolution GA 17.17
The General Assembly notes with appreciation the reports from, and the close cooperation with, the following international organisations:
- Bureau International des Poids et Mesures (BIPM)
- World Anti-Doping Agency (WADA)

ILAC Resolution GA 17.18 & Attachment B
The General Assembly confirms the Resolutions adopted by IAF and ILAC at the 13th IAF-ILAC Joint General Assembly as listed in Attachment B to this document.

ILAC Resolution GA 17.19
The General Assembly expresses its appreciation for the excellent arrangements and support services provided by the Korean Agency for Technology and Standards (KATS), Korea Laboratory Accreditation Scheme (KOLAS), Korea Accreditation System (KAS) & Korea Accreditation Board (KAB) for the 17th meeting of the ILAC General Assembly and associated meetings, 16 to 25 October 2013, in Seoul, Korea.

ILAC ELECTRONIC BALLOTS 26 October 2012 – 25 October 2013

DOCUMENTS PROPOSED	CLOSING DATE	RESULTS	PUBLISHED AS
ILAC-P5:Draft 2013 May - ILAC Mutual Recognition Arrangement (Arrangement) .	17 Oct 2013	67 Responses 99% Yes	To be published
ILAC P4 Draft 2013 May, ILAC Mutual Recognition Arrangement (Arrangement): Policy Statement	17 Oct 2013	66 Responses 98% Yes	To be published
Executive Proposal - ILAC Voting Rules for General Assembly Decisions	2 Oct 2013	Did not achieve 75% yes votes – only 70% (with 76 responses)	
IAF/ILAC A5: XX/201X IAF/ILAC Multi-Lateral Mutual Recognition Arrangements (Arrangements): Application of ISO/IEC 17011:2004	6 Jul 2013	68 Responses 97% Yes	To be published
ILAC P10: XX/201X Policy on the Traceability of Measurement Results	19 Jan 2013	73 Responses 93% Yes	ILAC P10:01/2013 ILAC Policy on Traceability of Measurement Results
ILAC-P14:12/2010 - ILAC Policy for Uncertainty in Calibration - Draft revision for Clause 6.1 only	17 Jan 2013	70 Responses 97% Yes	ILAC P14:01/2013 ILAC Policy for Uncertainty in Calibration
IAF/ILAC A3:01/2013 IAF/ILAC Multi-Lateral Mutual Recognition Arrangements (Arrangements): Narrative Framework for Reporting on the Performance of an Accreditation Body (AB) - A Tool for the Evaluation Process	21 Dec 2012	64 Responses 100% Yes	IAF/ILAC A3:01/2013 IAF/ILAC Multi-Lateral Mutual Recognition Arrangements (Arrangements): Narrative Framework for Reporting on the Performance of an Accreditation Body (AB) - A Tool for the Evaluation Process

INTERNATIONAL ACCREDITATION FORUM

&

INTERNATIONAL LABORATORY ACCREDITATION COOPERATION

Draft Resolutions for IAF and ILAC at the 13th IAF-ILAC Joint General Assembly

24 October 2013, Seoul, Korea

JGA Seoul Resolution 1 – Reports from External Organisations
The Joint General Assembly received with appreciation the presentations and reports from the following organizations:
- International Electrotechnical Commission (IEC) and IEC/CAB
- International Organisation for Standardization (ISO) and ISO/CASCO
- International Organisation for Legal Metrology (OIML)
- United Nations Industrial Development Organization (UNIDO)

JGA Seoul Resolution 2 – KATS Symposium
The Joint General Assembly received with appreciation the presentation from Dr Lee on the KATS Symposium and the Role of Conformity Assessment in Facilitating International Trade.

JGA Seoul Resolution 3 – IEC-IAF-ILAC Steering Committee
The Joint General Assembly received with appreciation the report from the Chairman of the IEC-IAF-ILAC Steering Committee.

JGA Seoul Resolution 4 – JWG A-series Terms of Reference
The Joint General Assembly endorses the revised Terms of Reference for the JWG A-series. This amendment was required to clarify the membership of the JWG A-series.

JGA Seoul Resolution 5 – Reports from IAF and ILAC Regional Groups
The Joint General Assembly received with appreciation the reports provided by APLAC, EA, IAAC, PAC, AFRAC, ARAC and SADCA.

JGA Seoul Resolution 6 – Invitation for the 2015 Annual Meetings
The Joint General Assembly accepted with appreciation the invitation from L'Ente Italiano di Accreditamento (ACCREDIA), Italy to host the 2015 IAF-ILAC Joint Meetings.

JGA Seoul Resolution 7 – Invitation for the 2016 Annual Meetings
The Joint General Assembly accepted with appreciation the invitation from the National Accreditation Board for Certification Bodies (NABCB) and the National Accreditation Board for Testing & Calibration Laboratories (NABL), India to host the 2016 IAF-ILAC Joint Meetings.

End of resolutions.