

Dear ILAC members,

As you are aware the ILAC 30 day ballot on the question “Do you support ILAC, submitting a New Work Item Proposal to ISO/CASCO, to revise ISO/IEC 17025 as soon as practicable?”, was approved and the ILAC Executive Committee has now commenced preparation of the New Work Item Proposal (NWIP) to revise ISO/IEC 17025, for submission to ISO/CASCO.

If the ISO/CASCO ballot for the NWIP is successful a working group will be established to revise the document and a convener or co-convener will be appointed by the CASCO Chair. In addition, the members of the working group will be nominated by eligible organisations in accordance with ISO/CASCO rules. ILAC, as an A Liaison organisation in ISO, can nominate a person to be considered by the CASCO Chair for the role of working group convener and can also appoint two ILAC representatives to participate in the working group.

The NWIP submission includes provision to nominate a person at this stage of the process for the role of convener. The ILAC Executive Committee agreed, during their recent meeting in Frankfurt, that ILAC should provide a nomination for the role of convener when submitting the NWIP. It is understood that ISO/CASCO will most likely appoint co-convener for this working group.

#### 1. Working Group Convener

The ILAC Executive Committee is therefore calling for nominations from suitably qualified and experienced people from ILAC member organisations, to fill the role of convener of the working group that will be established to undertake the revision of ISO/IEC 17025, should the ISO/CASCO NWIP ballot be successful.

Nominees for the role of convener must be prepared to commit to the following:

- There will be 2 or 3 meetings each year (3 if there is a need for a separate drafting group meeting);
- The convener MUST attend all of the meetings in person and MUST therefore have the full support of their employer;
- The likely scenario, should the ballot be successful, would be: 2014 – 1 meeting; 2015 – 3 meetings; 2016 – 2 meetings;
- The time frame to complete the revision is 3 years maximum;
- The convener will have the full support of the CASCO Secretariat throughout this process.

*It is strongly preferred that nominees for the role of convener have previous experience as a participant/drafting group member/convener of a CASCO working group and a good understanding of the standards development process. Nominees must be prepared to work with a co-convener and to manage a large and diverse group of people who will bring a variety of different perspectives and interests to the working group.*

**All nominations must be accompanied by a short summary detailing experience relevant to this role and must be received by the ILAC Secretariat at [ilac@nata.com.au](mailto:ilac@nata.com.au) by no later than **Wednesday 21 May 2014.****

#### 2. Working Group Participants (representing ILAC)

As noted above, ILAC's A Liaison status in ISO means that ILAC will be able to appoint two representatives to participate in the working group when it is established. This is in addition to the nomination of a convener.

Accordingly, the ILAC Executive Committee is also calling for nominations from member organisations, for people to participate in this working group (should the ISO/CASCO ballot be successful) as representatives of ILAC. The two ILAC representatives will be expected to represent the consensus view of ILAC and will be supported by the ILAC Secretariat and the ILAC Executive Committee in obtaining the ILAC consensus view where required.

Members are reminded that eligible national standards bodies will also have the opportunity to provide two representatives to participate in this working group. This may therefore be another avenue for participation by interested persons and members are encouraged to actively explore this option.

**All nominations for the two ILAC Representatives on the working group must be received by the ILAC Secretariat by no later than **Friday 6 June 2014.****

Selection of Convenor Nominee and ILAC WG Representatives

The ILAC Executive Committee will be responsible for determining the nomination to be put forward by ILAC, to ISO/CASCO, for the role of convenor and for selecting the two ILAC representatives to participate in the working group.

If there are any questions please contact the Secretariat.

Kind regards

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ILAC Secretary

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World Accreditation Day  
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