

2018 年春季 UILI 会議

役員会

<日環協代表団参加報告>

《テレビ会議》

1 日目：2018 年 4 月 20 日

2 日目：2018 年 8 月 7 日

一般社団法人 日本環境測定分析協会

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■会議概要

【1日目】

開催日時： 2018年4月20日(金) 21:00

開催場所： Skype 開催

出席者（敬称略）：

UIIL 役職	役員氏名	所属	国
会長	ルーク・ショルティス	VRS	オランダ
副会長	ジョルディ・オリバー・ロデス	AELI	スペイン
アルゼンチン 代表役員	ホラシオ・デナリ 代理：マルタ・サンチョ	CALIBA	アルゼンチン
カナダ 代表役員	ギブ・マケンティ	CCIL	カナダ
ナイジェリア 代表役員	フェミ・オイディラン	IPAN	ナイジェリア
EUROLAB 代表役員(仮)	ホセ・ルイス・サンチェス	EUROLAB	欧州
カナダ 代表代理	アルノール・ナトゥ	CCIL	カナダ
インド 代表役員(仮)	A・K・ネーラ	AOIL	インド
インド 代表代理(仮)	シンハ	AOIL	インド
事務局	メリッサ・M・フェルナンデス・バレロ		スペイン

【2日目】

開催日時： **2018年8月7日(火) 21:00**

開催場所： **Skype 開催**

出席者（敬称略）：

UILI 役職	役員氏名	所属	国
会長	ルーク・ショルティス	VRS	オランダ
前会長	マナヘン・フェルナンデス・アロンソ		スペイン
副会長	ジョルディ・オリバー・ロデス	AELI	スペイン
財務担当	松村 徹	JEMCA	日本
事務局長	マリアンヌ・アデコ	IPAN	ナイジェリア
非協会会員 南半球代表	アルフレド・モンテス・ニノ	Microbióticos Analises Laboratoriais 社	ブラジル
カナダ 代表役員	ギブ・マケンティ	CCIL	カナダ
ナイジェリア 代表役員	フェミ・オイディラン	IPAN	ナイジェリア
コロンビア 代表役員	ガブリエル・フォンセカ	ASOCOLAB	コロンビア
インド 代表役員	N・カリヤン	AOIL	インド
	D・S・テワリ	AOIL	インド
事務局	メリッサ・M・フェルナンデス・バレロ		スペイン

〈 協会正式名 〉

UILI	Union Internationale des Laboratoires Indépendants
AELI	Asociación Española de Laboratorios Independientes
AOIL	Association of Indian Laboratories
ASOCOLAB	Asociación Colombiana de Laboratorios
CALIBA	Cámara Argentina de Laboratorios Independientes Bromatológicos, Ambientales y Afines
CCIL	Canadian Council of Independent Laboratories
EUROLAB	European Federation of National Associations of Measurement, Testing and Analytical Laboratories
IPAN	Institute of Public Analysts of Nigeria
JEMCA	Japan Environmental Measurement and Chemical Analysis Association
RELACRE	Associação de Laboratórios Acreditados de Portugal
VRS	Vereniging van Raadgevend Scheikundige Laboratoria

■アジェンダ（1日目）

- 1 歓迎
- 2 出席者の確認と欠席のお詫び
- 3 アジェンダの承認 資料 A
- 4 2017年8月24日ボゴタ開催の2017年第2回役員会議事録の承認 資料 B
 - 4.1 議事録からの懸案事項（アジェンダ外）
- 5 新任役員：Eurolab AISBL より
- 6 財務報告
 - 6.1 2017年損益計算書
- 7 次回シンガポール役員会計画
 - 7.1 会議計画案
 - 7.2 LabMeeting 2018
- 8 ILP 委員会および2017-2018年 ILP 計画 資料 C
- 9 外部活動とワーキンググループ：資料 D
 - 9.1 加入団体への UIIL 代表者の選任：資料 E
 - 9.1.1 ILAC – LC 資料 F
 - 9.1.2 ISO/CASCO 資料 G
 - 9.1.3 ISO/REMCO 資料 H
 - 9.1.4 UNIDO 資料 I
 - 9.1.5 地域認定協会：
 - 9.1.5.1 EA 資料 J
 - 9.1.5.2 IAAC
 - 9.1.5.3 ARAC
 - 9.1.5.4 APLAC
 - 9.1.5.5 AFRAC
- 10 会員勧誘活動
 - 10.1 AOIL - Association of Indian Laboratories, India（インド試験所協会）インド
- 11 今後の会議日程
 - 11.1 2018年第2回役員会 - 2018年10月25日・26日 - シンガポール
- 12 その他（会長承認）
- 13 閉会

■アジェンダ（2日目）

1. 出席者の確認
2. アジェンダの承認 資料 K
3. 4月に開催した役員会議からの懸案事項
4. 財務報告
 - a. 2017年貸借対照表および損益計算書
5. ILP委員会（松村博士/マリアン・アンデコ氏）
 - a. 2018年度試験報告
 - b. ILPコーディネーター
 - c. ILPプロバイダー指針 資料 C
6. 外部加入団体活動
 - a. UII-UNIDO 資料 I
 - b. ISO/CASCO 資料 G
 - c. ISO/REMCO
 - d. ILAC/試験所委員会
 - e. IAAC, APLAC, ARAC, EA, AFRAC (アフリカ認定協力機構)
 - f. ISO WG 53 - マケンティ氏
 - g. 地域認定協会：
 - 1 EA
 - 2 IAAC
 - 3 ARAC
 - 4 APLAC
 - 5 AFRAC
7. シンガポール会議準備 資料 L

■議事録（1日目）

2018年第1回役員会

2018年4月20日

テレビ会議

12:00 GMT 開始

1 歓迎

ショルティス博士は出席者一同を歓迎し、本日は役員が多く欠席しているため、5月8日に2日目の会議を行うことを発表した。

2 出席者の確認と欠席のお詫び

シルバ博士、松村博士、フェルナンデス博士、アデコ氏、モンテス・ニノ氏から欠席の連絡があったことが報告された。

3 アジェンダの承認 資料A

アジェンダは一同の承認を得た。

4 2017年8月24日ボゴタ開催の2017年第2回役員会議事録の承認

資料B

ホセ・ルイス・サンチェス氏は、当議事録は届いておらず EUROLAB からは特に意見はないと答えた。

ショルティス博士は、各アクションアイテムに対し、前回役員会および幹部会の結果を報告した。

- オランダにおける UILI 登記手続き：公証役場に協会の規約を提出、オランダ当局への登記のため、その必要条件を満たす。規約改定に係る小ワーキンググループを設置する（ショルティス博士、マケンティ氏、シルバ博士） -> ショルティス博士は、フランス人法律専門家に相談しながら現在の法的側面を調査中であると報告した。
- 財務担当松村博士が、EUROLAB の UILI 入会による状況の変化に対応するため年会費の改定案を次回会議に用意する。：松村博士 -> ショルティス博士は、本件は準備中であると報告した。
- UNIDO から情報を入手する -> ショルティス博士は、UNIDO から UILI に対し、プロジェクト NO.150114 における principal consultant（総括コンサルタント）を提示されたことを報告した。
- 規格化ワーキンググループ：加入する国際団体での活動方針と参加者に係る案を提出する。案では、UILI として出席する会合と、その出席者を示し、参加報告について改善させる。 -> ショルティス博士は、5

月 6 日に UIIL 加入団体代表者の役割に係る会議が行われ、二つの文書、外部機関における活動指針と UIIL 加入団体代表者一覧を作成したことを報告した。

- グアテマラの協会 RELABSA（全国保健・環境試験所ネットワーク(仮)）、コロンビアの協会 ASOSEC（適合性評価機関協会(仮)）、ブラジルの協会 ABRAC（ブラジル適合性評価協会(仮)）と連絡を取り、入会を勧める -> フェルナンデス氏は、これら協会へ何通もメールを送り、結果、唯一グアテマラ協会のデル・シド氏から、入会には前向きで現在手続きの担当者を調整中との回答があったことを報告した。

4.1 議事録からの懸案事項（アジェンダ外）

5 新任役員：Eurolab AISBL より

ショルティス博士は、ホセ・ルイス・サンチェス氏を新しく EUROLAB を代表する役員に歓迎した。

ホセ・ルイス氏は役員一同へのお礼と、試験所業界において UIIL および EUROLAB が協力することの重要性を述べた。

6 財務報告

ショルティス博士は、本件を次回会議に持ち越すこととした。

6.1 2017 年損益計算書

7 次回シンガポール役員会計画

ショルティス博士は、ILAC 会議の指定ホテルがシンガポールのグランド・ハイアットに確定したことを発表し、フェルナンデス氏に対して UIIL 用に会議室の予約と、次週、役員へ UIIL 会議への出欠とホテル宿泊希望を確認するメール配信を依頼した。

ショルティス博士はまた、次の UIIL 会議予定を発表した。：

- 10月25日 - 役員会
- 10月26日 - LabMeeting

ILAC について、Laboratory Committee（試験所委員会）の存在と、多くの地域協会が ILAC の主要会員であることから、UIIL が発言力を強めるためにも ILAC 会議へ出席の重要性を述べた。

ショルティス博士は、Labmeeting プレゼンテーションの一環として、ILAC における試験所の地位に係るディスカッションを行うことを提案した。

AOIL シンハ氏は、数日前インドで開催されたインド試験所による ILAC LC に参加したことを報告した。

7.1 会議計画案

7.2 LabMeeting 2018

8 ILP 委員会および 2017-2018 年 ILP 計画

ショルティス博士は、ILP において、UILI の役割はプロジェクトを促進させることであること、また、多くのプロバイダーで課題となっているのはいくつかの国で通関が難しいことを報告した。

シンハ氏は、AOIL は、詳細がわかれば UILI ILP を宣伝しインド試験所の参加を集めることができると述べた。ただし、税関で問題が起きる可能性を示唆した。更には、現在 ILAC が要求する技能試験関係の認定に触れた。

ショルティス博士は、UILI は、ILP に参加を希望する全ての試験事業所が容易に参加できるプログラムを目指して戦略を練っていることを伝えた。

マケンティ氏は、CCIL はカナダ国内の認定を取得しているが、海外のものはまだないことを説明した。

ショルティス博士は、現在 17025、17042、17043 および 17045 全ての規格がそろい、ILAC はこれら全ての規格取得を要求していると述べた。

シンハ氏は、インドの認定機関は、認定を取得していない技能試験は受け入れないことを説明した。

ショルティス博士は、どの認定機関もその方針に従うものと述べ、シンハ氏へ、ILP について UILI へ提案があれば E メールで知らせてほしいと伝えた。

[添付削除 : UILI-ILP instructions for providers v6.pdf] **資料 C**

9 外部活動とワーキンググループ :

ショルティス博士は、UILI が良い国際活動を行うにはより多くの人員が必要で、追加の人員を募集する一斉メールを送信予定であることを報告した。

[添付削除 : UILI Draft Guidelines for Exter] **資料 D**

9.1 加入団体への UILI 代表者の選任 :

[添付削除 : UILI External Representatives V2.0] **資料 E**

9.1.1 ILAC – LC **資料 F**

ショルティス博士は、ILAC で最も重要なのは協会の定款に係る決定事項であると述べた。更には、この度フランクフルトにて開催された中期会議において、シルバ博士は ILAC LC アドバイザーに就任したことを報告した。

9.1.2 ISO/CASCO 資料 G

9.1.3 ISO/REMCO 資料 H

9.1.4 UNIDO 資料 I

ショルティス博士は、UNIDO と UILI は昨年から良い関係を築いており、現在、発展途上国でのプロジェクトについて具体的な話し合いを進めていることを説明した。

彼は、UNIDO が、認定取得を目指すいくつかのアフリカ国を対象にアンケートを作成していることを説明した。そこで UNIDO が UILI に求めるのは、その試験所が認定取得の準備が整っているかを判断することで、業務報酬は 2,000 EUR とのこと。

ショルティス博士は、当アンケート調査に関心のある役員は、先方への回答期日 4/30(月)までに連絡がほしいと述べた。

9.1.5 地域認定協会：

9.1.5.1 EA 資料 J

9.1.5.2 IAAC

マルタ・サンチョ氏は、自身が UILI を代表して IAAC ステークホルダー委員会に参加したことと、会議において、認定機関の最大の関心事は規格 17025 であったことを報告した。

ショルティス博士はサンチョ氏へ、会議出席報告を书面化しフェルナンデス氏へ提出することを依頼した。

9.1.5.3 ARAC

9.1.5.4 APLAC

9.1.5.5 AFRAC

10 会員勧誘活動

10.1 AOIL - Association of Indian Laboratories, India (インド試験所協会) インド

ショルティス博士は、ネーラ博士とシンハ博士に対し、AOIL の UILI 入会に対する最終的な考えを聞いた。

シンハ氏は、正式に入会を希望したい、会費支払いはこれからであることを答えた。

ショルティス博士は改めて、AOIL を正式な UILI 会員に歓迎した。

11 今後の会議日程

11.1 2018年第2回役員会 - 2018年10月25日・26日 - シンガポール
ILAC会議 : 2018年10月22~31日

12 その他 (会長承認)

13 閉会

アクションアイテム :

- ✓ 5月8日に役員会議 (後半) を開催するため役員を招集する. -> フェルナンデス・バレロ氏
 - ✓ UIIL のオランダ登記について、フランス人法律専門家に相談しながら手続きを進める-> ショルティス博士
 - ✓ 松村財務担当に対し、最近の UIIL 会員の構成が変化したことを考慮した会費見直しの調査検討を行うことを依頼する-> 松村博士
 - ✓ UNIDO プロジェクト No. 150114 への対応 -> ショルティス博士と他役員
 - ✓ デル・シド氏とともに、グアテマラ協会の入会手続きを進める -> フェルナンデス・バレロ氏
 - ✓ 10月シンガポール会議-> フェルナンデス・バレロ氏
 - 10月25、26日の UIIL 会議のため、会議室を予約する
 - 役員のホテル宿泊希望を確認する
 - SAC (Singapore Accreditation Council、シンガポール認定協議会) へ、ラボツアー訪問先を紹介してもらう
 - プログラム案を作成する -> ショルティス博士
 - ✓ 加入団体活動:
 - EA (European Cooperation for Accreditation、欧州認定協力機構) :
 - ✓ 一斉メール配信で代表参加活動人員を募集する -> ショルティス博士
 - ✓ 5月7日までに、EA ブルガリア総会へ提出する UIIL 活動報告を作成する -> フェルナンデス・バレロ氏、ショルティス博士、アデコ氏
 - IAAC (InterAmerican Accreditation Cooperation、米州認定機関協力機構) :
 - ✓ アルゼンチン会議での重要な議事結果を书面化する-> サンチョ氏
-

■議事録（2日目）

2018年第1回役員会

2018年8月7日

テレビ会議

12:00 GMT 開始

1 出席者の確認

ショルティス博士は出席者へ会議参加への歓迎と、シルバ博士、ソレス氏、サンチェス氏から欠席のお詫びがあったことを報告した。会議中、イスマチ氏、サンチョ氏よりメール連絡があり、接続に問題が生じ会議を欠席する連絡があったとのこと。

2 アジェンダの承認資料 K

アジェンダ案は一同に承認された。

3 4月に開催した役員会議からの懸案事項

- 5月8日に役員会議（2日目）を開催するため役員を招集する。-> フェルナンデス・バレロ氏が対応済み。
- 松村財務担当に対し、最近の UILI 会員の構成が変化したことを考慮した会費見直しの調査検討を行うことを依頼する-> 松村博士よりメールにより提案・コメントが提出された。
- UNIDO プロジェクト No. 150114 への対応 -> ショルティス博士と他役員-対応し提出済み。
- デル・シド氏とともに、グアテマラ協会の入会手続きを進める -> フェルナンデス・バレロ氏 -再度メールを送ったら応答がない。ショルティス博士は、マルタ・デル・シド氏へ **Skype** で確認することを勧めた。
- 10月シンガポール会議-> フェルナンデス・バレロ氏は会議準備を開始している
- 10月25、26日の UILI 会議のため、会議室を予約する - TIC より、会議室の提供とラボツアー先紹介の確約があった。
- 役員のホテル宿泊希望を確認する。 -予約済み何件かと、予約確認待ちが何件かある。
- SAC（シンガポール認定協議会）へ、ラボツアー訪問先を紹介してもらおう - TIC より、TUV SUD ラボツアーの確認があった。
- プログラム案を作成する-> ショルティス博士が作成済み
- 加入団体活動:
EA:
 - 代表参加活動人員を一斉メール配信で募集する -> 対応済み。
 - 5月7日までに、EAブルガリア総会へ提出する UILI 活動報告を作成する ->フェルナンデス・バレロ氏が作成、提出済み。IAAC:

- アルゼンチン会議での重要な議事結果を书面化する -> サンチョ氏が作成、事務局に提出された。

4 財務報告

シオルティス博士は UIIL 口座の残高が--- ユーロであることを報告した。UIIL 発行の全ての請求書は問題なく支払われているとのこと。また、ボゴタ会議にて UIIL 資産の損失は許されないことが確認されたことに触れ、現時点では問題ないことを報告した。

5 ILP 委員会 (松村博士/ マリアン・アンデコ氏)

a. 2018 年度試験報告

フェルナンデス氏は第 18 回 ILP について、試料は問題なく配送され、結果が届き始めていることを報告した。

松村博士は、報告書は 10 月発行を見込んでいることを述べた。

フェルナンデス氏より、第 19 回、20 回、および 21 回 ILP の報告があり、CALIBA より試験実施不可能の連絡があったこと、RELACRE から参加者少数により試験実施を見送るとの連絡があったことが報告された

シオルティス博士はフェルナンデス氏に対し、CALIBA へ、第 21 回 ILP については UIIL が直接運営を検討するので、トウモロコシ粉試料を UIIL へ送ることは可能か確認するよう依頼した。

b. ILP コーディネーター

議論されなかった。

c. ILP プロバイダー指針 資料 C

議論されなかった。

6 加入団体活動：

a. UNIDO: 資料 I

- i. シオルティス博士は、UIIL は、認定資格調査の準備作業を、UNIDO との協働で行ったことを報告した。本プロジェクトはフェルナンデス博士、フェルナンデス氏、およびシオルティス博士で対応したが、他の役員の協力も期待していたことを加えた。

b. ISO/CASCO 資料 G

i. ISO WG 53 - マケンティ氏

マケンティ氏は、新しく設置されたワーキンググループに、自身が UIIL 代表を務めたい…と申し出た。また、次回 ISO CASCO 総会は南アフリカで開催されるとのこと。

c. ISO/REMCO

モンテス・ニノ氏は6月の会議に出席できなかったことを報告した。その後、ISO/REMCOに係る重要な連絡は受けていないとのこと。

d. ILAC/Laboratory Committee (試験所委員会)

ショルティス博士は、シンガポールで行われる試験所委員会への出席者を募った。

モンテス・ニノ氏が出席を申し出た。また、ある中国の試験所より規格に係る提案を受け、その試験所に対し、UIILABMEETINGで簡単な講演をすることを勧めたことを報告した。

ショルティス博士は、技術系規格は早いスピードで変化しており、
...

フェルナンデス博士は、2年前に松村博士が発表した中国試験所設備と規格の講演が大変興味深かったと述べた。

ここで、ティワリ博士が会議に参加、ISO 17025がもたらすリスクとチャンスについて述べた。

ショルティス博士はティワリ氏に対し、会員間で共有し議論が交わせるよう、今の報告内容を文書化することを依頼した。

モンテス・ニノ氏は、UIILABは、数年前から続くISO17025に係る議論を終えたと述べた。各国協会は規格の解釈について議論を交わすことはあっても、一度承認されたものの修正は難しいと加えた。

ショルティス博士は、本件はISO WGにて取り上げられる内容であることを述べた。この議論を管理・文書化してEUROLABの意見も聞き、最終的にISOに提出する人員を募集した。

マケンティ氏は、自身が出席予定である、2019年1月開催予定の次回ISO会議の議題に提案することに同意した。

モンテス・ニノ氏はフェルナンデス氏へ、UIILAB会員に向けた新版ISO17025へ意見を聞くアンケート調査の実施を提案した。

ショルティス博士はティワリ氏へ、今後機会があれば、意見を会議前に送付してもらえよう依頼した。

e. 地域認定協会:

ショルティス博士は、これら組織の公式代表をUIILAB会長とし、地域組織ごとに異なる代表者を登録することを説明した。:

1. EA - 検討中

2. IAAC - モンテス・ニノ氏

フォンセカ氏は、自身が8月のジャマイカでの会議に UIIL として出席することを申し出た。

ショルティス博士は、本件については、会議前に両氏と連絡を取ると述べた。

3. ARAC

フェルナンデス氏は、ARAC 入会について先方の連絡待ちであることを報告した。

4. **APAC** - 松村博士は APAC への UIIL 代表人員を探すことを約束した。

5. **AFRAC** - オイディラン博士は AFRAC の UIIL 代表を務めることが確認された。

7 シンガポール会議準備

ショルティス博士は会議のプログラム案を発表した。

フェルナンデス博士は、殆どの役員が出席予定である点からもシンガポール会議に期待したいと述べた。また、ILAC 年会と同時開催にしたことを評価した。

ショルティス博士は発表者に対し、参加の有無と、要旨や、(あれば)意見の提出を依頼した。

その他の課題

ショルティス博士は ASOCOLAB と AOIL に対し、UIIL ホームページに掲載する会員名簿の提出を依頼した。

アクションアイテム:

- ✓ UIIL のオランダ登記について、フランス人法律専門家に相談しながら手続きを進める-> ショルティス博士
- ✓ 松村財務担当に対し、最近の UIIL 会員の構成が変化したことを考慮した会費見直しの調査検討を行うことを依頼する-> 松村博士
- ✓ UNIDO プロジェクト業務 No. 150114 への請求書を発行、送付する -> ショルティス博士
- ✓ ショルティス博士、マルタ・デル・シド氏との間でグアテマラの入会に係る Skype 会議を設定する。-> フェルナンデス・バレロ氏
- ✓ 10月シンガポール会議関係-> フェルナンデス・バレロ氏
 - 全役員に対し、ホテル予約内容の確認を依頼する
 - SAC (シンガポール認定協議会) にレストランや視察先等ソーシャルイベントの情報を確認する

- シンガポール会議のプログラムを UIIL データベース内の関係機関および TIC（試験・検査・認証）会員に一斉配信する-> ショルティス博士 CALIBA サンチョ氏へ、トウモロコシ粉の試料を直接 UIIL へ送付可能か確認する。-> フェルナンデス・バレロ氏
 - ✓ 加入団体活動:
 - モンテス・ニノ氏は、UIIL 会員に向けて新版 ISO17025 への意見を聞くアンケート調査の実施を提案した -> ISO WG とフェルナンデス氏
 - ✓ 講演者へ LABMEETING への出欠と、要旨や、（あれば）意見の提出を依頼する。
 - ✓ ASOCOLAB と AOIL の会員名簿を送付する -> フォンセカ氏、N. カリヤン氏
-

資料

UNION INTERNATIONALE DES LABORATOIRES INDÉPENDANTS

PRESIDENT: Drs L.H.A. SCHOLTIS (THE NETHERLANDS)

UNION INTERNATIONALE DES LABORATOIRES INDÉPENDANTS
UNIÃO INTERNACIONAL DE LABORATORIOS INDEPENDENTES
UNIONE INTERNAZIONALE DEI LABORATORI INDIPENDENTI
INTERNATIONALE UNION DER UNABHÄNGIGEN LABORS
國際聯盟的獨立實驗室
FONDÉE EN 1960



INTERNATIONAL UNION OF INDEPENDENT LABORATORIES
UNIÓN INTERNACIONAL DE LABORATORIOS INDEPENDIENTES
МЕЖДУНАРОДНЫЙ СОЮЗ НЕЗАВИСИМЫХ ЛАБОРАТОРИЙ
القوتسوقا تاربتسوقا برولوقا تاربتسوقا
國際獨立研究所連合
FOUNDED 1960

DRAFT MINUTES

Governing Board Meeting 2018/01

of the Union Internationale des Laboratoires Indépendants

Friday April 20th, 2018

Skype Teleconference commencing at 12 GMT

Affiliation	Board Member	Country / Time Zone	Local Time	Skype
VRS	Drs Luc H. A. Scholtis President	Netherlands	13:00	luc_scholtis
AELI	Dr. Manahén Fernandez Alonso Past-President	Spain	13:00	manahen.fernandez1
RELACRE	Dr Álvaro Silva Ribeiro First Vice President	Portugal	13:00	relacre
AELI	Mr. Jordi Oliver-Rodés Second Vice President	Spain	13:00	jordi.oliver.rodes
JEMCA	Dr Toru Matsumura Treasurer	Japan(UTC + 9)	21:00	vaio-z21
IPAN	Mrs. Mary-Anne Adeeko Secretary-General	Nigeria	13:00	subomi.adeeko
CALIBA	Dr Horacio Denari	Argentina	8:00	Horadenari
	Marta Sancho	Argentina	8:00	m_sancho
CCIL	Mr. Gib McIntee	Canada	7:00	gilbert.mcintee
	Mr. Alnoor Nathoo	Canada	7:00	
IPAN	Dr Femi Oyediran	Nigeria	13:00	femola971
VRS	Drs. Jürgen O. van den Ende	Netherlands	13:00	
	Drs Hans J.H.F. van der Wart	Netherlands	13:00	hansvdwart
RELACRE	Dr José Roseiro	Portugal	13:00	relacre
ASOCOLAB	Mr Gabriel Fonseca	Colombia	7:00	Live:atlasgabrielfonseca
AOIL	Dr A.K. Nehra	India	17:30	rbs.anulab
	Mr. Singh	India	17:30	
EUROLAB	Mr. José Luis Sanchez	Europe(UTC+2)	13:00	Jlsanchez_ceis
Unaffiliated members Northern Hemisphere	Mr. Jan Soers	Belgium	13:00	jan.soers

國際聯盟的獨立實驗室

國際獨立研究所連合

UNION INTERNATIONALE DES LABORATOIRES INDÉPENDANTS
Autorisation de l'Association Étrangère par le Ministre de l'Intérieur à Paris, France le 15 Juin 1961
WWW.UILI.ORG · SECRETARIAT@UILI.ORG · PHONE: +34 625 065 790
P.O. BOX 4602· 4803 EP BREDA· THE NETHERLANDS



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Unaffiliated members Southern Hemisphere	D. Alfredo Montes Niño	Brazil (UTC - 3)	10:00	montesninio
Secretariat	Melissa Fernández Valero Secretary	Spain (UTC + 2)	13:00	melissafeva

1. Welcome

Drs. Scholtis welcome all participants of the meeting and he also added that due to the absence of many Board members, it would be held a new Governing Board meeting to discuss some pending issues on May 8th.

2. Roll call of attendants and apologies for absence

Apologies were received from Dr Silva, Dr Matsumura, Dr Fernández, Mrs. Adeeko and Mr. Montes Niño.

3. Approval of the agenda

Everyone approved the agenda.

4. Review and approval of minutes of Governing Board Meeting 17/02 held in Bogota on August 24th, 2017

Mr. José Luis Sánchez expressed that EUROLAB has no opinion because they didn't receive the minutes.

Drs Scholtis commented one by one the action items derived from the last Governing Board and EXCO meetings.

- To follow up the process of legal status of UILI in The Netherlands: to register the articles of association in a notary and after present in the Dutch authorities to fulfil the requirements for register. To create a small committee to discuss about UILI's Constitution (Drs Scholtis, Mr. McIntee and Dr Silva) -> Drs Scholtis explained that he has contracted the services of a French lawyer to try to clarify this legal situation and he is now in this process.

コメント【U1】: You can download this document from UILI's website in the following section: "Documents-> Governing Board" 17-02 Draft Minutes Governing Board Meeting August 24th V2.0



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- To ask the treasurer Dr Matsumura if he could prepare a proposal for a next meeting to study the fees for the years coming having in mind that there are different new situations due to the incorporation of EUROLAB in UILI and it needs a reflex ion on the fee structure: Dr Matsumura. -> Drs Scholtis said that this is yet to be prepared.
- To try to get some input from UNIDO -> Drs Scholtis explained that UNIDO has proposed a project No. 150114 where UILI shall act as principal consultant.
- Standardizing working group: to have a good proposal of how and who is doing this representation in international associations. The proposal should confirm the associations where UILI has to be present, who is the representative and the reporting should also be improved. -> Drs Scholtis commented that on March 6th it was held a meeting to discuss about the role of UILI's external representatives and two documents where prepared as a result: guidelines for external representatives and list of UILI's external representatives.
- To contact Associations from Guatemala, RELABSA, ASOSEC, Colombia and ABRAC, Brazil to follow up their interest in becoming members of UILI -> Mrs. Fernández explained that several e-mails were sent to them and an answer has been received from Mrs. Del Cid from Guatemala expressing their interest in becoming members but they are still in the process of studying who to do that.

4.1. Matters arising from the minutes not otherwise on the agenda

5. New Governing Board Member: delegate from Eurolab AISBL.

Drs Scholtis welcomed Mr. José Luis Sánchez as new member of this Governing Board as representative of EUROLAB.

Mr. José Luis thanked all the board members and he expressed that it is very important for UILI and EUROLAB to work together in the interest of laboratory community.

6. Treasurer's report

Drs Scholtis commented that it would be discussed at the next meeting.



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6.1. Profit/Loss and Balance statements 2017

7. Activities for next annual Board meeting in Singapore

Drs Scholtis said that the hotel for ILAC's meeting has just been confirmed: The Grand Hyatt, Singapore and he told that Mrs. Fernández would try to block a meeting room for UILI's meetings and she will also send the next week an e-mail to all the board members asking for confirmation of attendance to book also the hotel rooms.

He also commented that for UILI the planned activities for those days will be:

- 25th October – Governing Board meeting
- 26th October - LabMeeting

He explained that regarding ILAC there's a Laboratory Committee and if you look at the regional associations, they all are holder members of ILAC so it shows how important is for laboratories to be represented in ILAC so that their opinion can be heard.

Drs Scholtis proposed to discuss the issue about the laboratory position in ILAC as part of the Labmeeting presentations.

Mr. Singh from AOIL expressed that he attended an LC of ILAC representing Indian laboratories held few days ago in India.

7.1. Preliminary program with activities

7.2. LabMeeting 2018



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8. ILP Committee, update of ILP Program 2017-2018

Drs Scholtis explained that the role of UILI in the ILPs is the facilitator and it has different providers but the main difficulty is that there are some important problems with customs in several countries.

Mr. Singh said that they could do a good publicity of UILI's ILP if we share with them the information and we could get some Indian laboratories. He added that the only point is that maybe they could also have some problems with customs. He also talked about the accreditation of the PT requested now by ILAC.

Drs Scholtis answered that the strategy of UILI is to provide easy and accessible ILP programs for all those labs who want to participate.

Mr. McIntee said that CCIL is accredited by national entities but not outside Canada.

Drs Scholtis said that there are all standards ready, 17025 and 17042, 17043 and 17045 and from the ILAC side they request all those standards to be accomplished.

Mr Singh commented that in Indian accreditation bodies will not accept PT programs not accredited.

Drs Scholtis said that any accreditation body should accommodate to its context. He also asked Mr. Singh to send an e-mail if they have some suggestions from UILI about ILP programs.



9. External representation and Working Groups:



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Drs. Scholtis expressed that if UILI wants to have a good international representation it has to recruit more volunteers so it will be prepared a massive mail asking for that.



9.1. Designation of UILI representatives in external organizations:



9.1.1. ILAC - LC_g

Drs Scholtis said that the most important issue from ILAC are the discussion of the articles of association. He added that at the midterm meeting in Frankfurt Dr Silva was appointed to be advisor of the LC of ILAC.

コメント [U2]: You can download these documents from UILI's website in the following section: "External representation-> ILAC/IAF -> ILAC/IAF 21st GA Vancouver 2017" JGA 17 Draft (1) Minutes_12-02-2018

9.1.2. ISO/CASCO

9.1.3. ISO/REMCO

9.1.4. UNIDO

Drs Scholtis expressed that UNIDO and UILI have started a good relationship since last year and they are now in the process of studying a concrete project in some developing countries.

He explained that UNIDO has prepared a questionnaire for some African countries to know which of them are ready to become accredited. UNIDO asked UILI to help the in the assesment to know if laboratories are ready or not to get accreditation and they would reinbourse with 2000 eur.

コメント [U3]: You can download this document from UILI's website in the following section: "External representation -> ISO/CASCO" ISO IEC 17025 (2017) Presentation

コメント [U4]: You can download the documents related to ISO/REMCO from UILI's website in the following section: "External representation -> ISO/REMCO"

コメント [U5]: You can download this document from UILI's website in the following section: "External representation -> UNIDO" EA-UILI RS Agreement signed in November 2017



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Drs Scholtis asked members who were interested in reviewing the questionnaire to answer on Monday because the deadline is 30th of April.

9.1.5. Regional accreditation associations:

9.1.5.1. EA

9.1.5.2. IAAC

Mrs. Marta Sancho said that she participated in IAAC stakeholders committee in representation of UILL and one of the most important concerns for accreditation bodies is the standard 17025.

Drs Scholtis asked her to please write down this information and to send it to Mrs. Fernández.

9.1.5.3. ARAC

9.1.5.4. APLAC

9.1.5.5. AFRAC

10. Membership recruitment

10.1. AOIL – Association of Indian Laboratories, India

Drs Scholtis asked Dr Nehra and Mr. Singh if finally AOIL would formalize its membership to UILL.

Mr. Singh answered that yes but they just have to make the payment.

Drs Scholtis welcomed them officially as new member of UILL.

11. Dates and venues of upcoming meetings

11.1. 2018/02 - October 25th / 26th 2018 – Singapore

ILAC's meeting dates: 22 – 31 October 2018

12. Any other business properly approved by the president

コメント [U6]: You can download this document from UILL's website in the following section: "External representation -> UNIDO"
Draft Minutes Skype meeting 24th October 2017



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13. Adjournment

ACTION ITEMS:

- To convene Board Members to the second part of the Governing Board meeting to be held on May 8th. -
> Mrs. Fernández Valero
- To follow up the process of legal status of UILI in The Netherlands through the French lawyer -> Drs Scholtis
- To ask the treasurer Dr Matsumura to prepare a proposal to study the fees for the years coming having in mind that there are different new situations for the recent incorporations to UILI -> Dr Matsumura
- To follow up the project of UNIDO No. 150114 -> Drs Scholtis and other Governing Board members
- To follow up the potential new membership of Guatemala with Mrs. Marta Del Cid -> Mrs. Fernández Valero
- Singapore's October meeting-> Mrs. Fernández Valero
 - To block a meeting room at the hotel for UILI's meetings on 25th and 26th October
 - To request confirmation of Board members to also book the hotel rooms.
 - To ask SAC about some laboratories for the labtour
 - To prepare the draft program -> Drs Scholtis
- External representation:
 - EA:
 - To prepare and send massive mail asking for volunteers -> Drs Scholtis
 - To prepare and send UILI's report for EA GA in Bulgaria before May 7th -> Mrs. Fernández Valero, Drs Scholtis and Mrs. Adeeko
 - IAAC:
 - To write down a document with the most important issues discussed at the meeting of Argentina -> Mrs. Sancho



議事録原文 (2日目)

**Skype Meeting held
 On August 7th 2018 commencing at
 TIME: 12:00 HR GMT**

DRAFT MINUTES

ATTENDANTS:

Association	Board Member	Country	Local Time	Skype
VRS	Drs Luc H. A. Scholtis President	Netherlands	14:00	luc_scholtis
AELI	Dr. Manahén Fernandez Alonso Past-President	Spain	14:00	manahen.fernandez1
RELACRE	Dr Álvaro Silva Ribeiro First Vice President	Portugal	13:00	relacre
AELI	Mr. Jordi Oliver-Rodés Second Vice President	Spain	14:00	jordi.oliver.rodés
JEMCA	Dr Toru Matsumura Treasurer	Japan	21:00	vaio-z21
IPAN	Mrs. Mary-Anne Adeeko Secretary-General	Houston	7:00	subomi.adeeko
CALIBA	Ing Mario Ismach	Argentina	9:00	meir-mijur
	Marta Sancho	Argentina	9:00	m_sancho
CCIL	Mr. Gib McIntee	Canada	8:00	gilbert.mcintee
	Mr. Alnoor Nathoo	Canada	8:00	
IPAN	Dr Femi Oyediran	Nigeria	13:00	femola971
VRS	Drs van den Ende	Netherlands	12:00	
	Drs Hans J.H.F. van der Wart	Netherlands	12:00	hansvdwart
RELACRE	Dr José Roseiro	Portugal	13:00	relacre
ASOCOLAB	Mr Gabriel Fonseca	Colombia	7:00	Live:atlasgabrielfonseca
AOIL	Mr. N. Kalyan, AOIL President	India	17:30	kalyan@elcalabs.com
	Mr. D.S. Tewari	India	17:30	
EUROLAB	Mr. José Luis Sanchez	Spain	14:00	jlsanchez_ceis
Unaff. members Northern Hemisphere	Mr. Jan Soers	Belgium	14:00	jan.soers
Unaff. members Southern Hemisphere	D. Alfredo Montes Niño	Spain	14:00	montesninio
Secretariat	Melissa Fernández Valero Secretary	Spain	14:00	melissafeva



1. Roll-call of attendants

Drs Scholtis welcomed all the participants of the meeting and expressed apologies received from Dr Silva, Mr. Soers and Mr. Sánchez.

During the meeting, also Mr. Ismach and Mrs. Sancho sent an e-mail expressing that they wouldn't be able to attend the meeting due to technical problems.

2. Approval of the agenda

All the members the agenda as it was sent.

3. Matters arising from April Board meeting

➤ **To convene Board Members to the second part of the Governing Board meeting to be held on May 8th.** -> This was done by Mrs. Fernández Valero

➤ **To ask the treasurer, Dr Matsumura, to prepare a proposal to study the fees for the years coming having in mind that there are different new situations for the recent incorporations to UILI** -> Dr Matsumura has made some comments by mail, proposal is to be made.

➤ **To follow up the project of UNIDO No. 150114** -> **Drs Scholtis and other Governing Board members**- It was done and sent.

➤ **To follow up the potential new membership of Guatemala with Mrs. Marta Del Cid** -> Mrs. Fernández Valero explained that the reminder was sent but no answer received. Drs Scholtis proposed to set a skype call with Mrs. Marta Del Cid.

➤ **Singapore's October meeting**-> Mrs. Fernández Valero has already established to organize all the activities of the meeting.

• **To block a meeting room at the hotel for UILI's meetings on 25th and 26th October** – TIC confirmed that they would provide us a meeting room and a laboratory for the labtour.

• **To request confirmation of Board members to also book the hotel rooms.** – Some rooms already blocked and In the process of receiving all the confirmations.

• **To ask SAC about some laboratories for the labtour** - TIC already confirmed the Labtour in TUV SUD

• **To prepare the draft program** -> Drs Scholtis already prepared it.

➤ **External representation:**

EA:

UNION INTERNATIONALE DES LABORATOIRES INDÉPENDANTS
 UNIÃO INTERNACIONAL DE LABORATORIOS INDEPENDENTES
 UNIONE INTERNAZIONALE DEI LABORATORI INDIPENDENTI
 INTERNATIONALE UNION DER UNABHÄNGIGEN LABORS
 國際聯盟的獨立實驗室
 FONDÉE EN 1960



INTERNATIONAL UNION OF INDEPENDENT LABORATORIES
 UNIÓN INTERNACIONAL DE LABORATORIOS INDEPENDIENTES
 МЕЖДУНАРОДНЫЙ СОЮЗ НЕЗАВИСИМЫХ ЛАБОРАТОРИЙ
 國際獨立研究所連合
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• **To prepare and send massive mail asking for volunteers** -> It is to be done.

• **To prepare and send UILI's report for EA GA in Bulgaria before May 7th** -> Mrs. Fernández Valero prepared it and it was sent.

IAAC:

• **To write down a document with the most important issues discussed at the meeting of Argentina** -> Mrs. Sancho prepared it and sent it to secretariat.

4. Treasurer's report

Drs Scholtis informed that currently UILI has --- euros in its bank account. He also said that all the invoices dues by UILI have been properly paid. He commented that at Bogotá's meeting it was set that UILI couldn't lose assets and at this moment accounts are fine.

5. ILP Committee (Dr Matsumura/ Mrs. Mary-Anne Adeeko)

a. Update 2018 program

Mrs. Fernández confirmed that 18th ILP is ok as samples were properly sent and results were also received.

Dr Matsumura confirmed that the final report would be ready on October.

Mrs. Fernández updated the situation of 19th, 20th and 21st ILP and explained that CALIBA can't provide the interlaboratory exercise and RELACRE confirmed that given the few number of participants registered they will not offer the 19th, 20th and 21st ILP.

Drs Scholtis asked Mrs. Fernández to ask CALIBA if they have the corn flower samples to be sent directly to UILI to organize the 21st ILP.

b. ILP coordinator

This issue wasn't discussed.

c. ILP provider's instructions

This issue wasn't discussed.

6. External representation:

a. UNIDO:



- i. Drs Scholtis commented that UILI collaborated with UNIDO in the preparation of an accreditation status survey. He said that Dr Fernández, Mrs. Fernández and he carried out this project but he expected to have more participation from board members.
- b. **ISO/CASCO [U1]**
 - i. **ISO WG 53 – Mr McIntee**

Mr. McIntee explained that there's a new working group and he would like to be the **representative..** He also said that the next ISO-CASCO General Assembly will be held in South Africa.
- c. **ISO/REMCO[U2]**

Mr. Montes Niño said that unfortunately he wasn't able to attend June's meeting and also commented that he has not received any further important news from ISO/REMCO.
- d. **ILAC/Laboratory Committee[U3]**

Drs Scholtis asked who will attend the LC in Singapore.

Mr. Montes-Niño confirmed his attendance and he commented that he also received a proposal of a Chinese laboratory regarding a standard and he suggested to invite them to make a brief presentation at UILI's Labmeeting.

Drs Scholtis expressed that the technologies' standard changes very quickly and ---

Dr Fernández commented that in the last two years presentations of Dr Matsumura about Chinese labs facilities and standards and those were very interesting.

Dr Stewari joined the call at that moment and he commented about ISO 17025 risks and opportunities.

Drs Scholtis asked Dr Tewari to please send his comments in writing so that it can be distributed among members and can be discussed.

Mr. Montes Niño expressed that UILI came at the end of the discussion of the ISO17025 because indeed it started several years ago. He commented that each national association could maybe discuss their interpretation of the standard but once it is approved it is very difficult to modify it.



Drs Scholtis suggested that this issue should be discussed at the ISO WG. He asked for a volunteer to manage this discussion and to put it in a write paper to be also discussed with Eurolab and to be presented to ISO.

Mr. McIntee agreed to put those items on table when he will attend next January 2019 ISO meeting to see what their reaction is.

Mr. Montes-Niño proposed Mrs. Fernández to prepare an easy survey to be distributed among UILI members to express their feeling about the new ISO 17025.

Drs Scholtis asked Dr Tewari to please prepare and send those kind of comments before the meetings for future occasions.

e. Regional accreditation associations:

Drs Scholtis informed that UILI's President is the official representative in those organizations but there are different representatives in each regional organization:

1. **EA** – To be decided
2. **IAAC** – Mr. Montes-Niño

Mr. Fonseca confirmed that he would attend August Jamaica's meeting so he offered to present there something on behalf of UILI.

Drs Scholtis offered to contact both of them before the meeting to discuss this issue.

3. ARAC

Mrs. Fernández confirmed that UILI is still waiting for ARAC's news about UILI's membership.

4. **APAC** – Dr Matsumura confirmed that he would try to get someone to represent UILI in APAC.
5. **AFRAC** – Dr Oyediran was confirmed as the representative

7. Organization of annual meeting in Singapore.

Drs Scholtis presented the draft program of the meeting.



Dr Fernández expressed that Singapore's meeting could be very interesting as most part of board members will be there. He also said that it was a very good idea to hold it together with ILAC's annual meeting.

Drs Scholtis asked speakers to confirm their participations and to supply their abstracts or suggestions if they have any.

Further issues:

Drs Scholtis asked ASOCOLAB and AOIL to please send him their list of members to update the information on UILI's website.

ACTION ITEMS:

- To follow up the process of legal status of UILI in The Netherlands through the French lawyer -> Drs Scholtis
- To prepare a final proposal to study the fees for the years coming having in mind that there are different new situations for the recent incorporations to UILI -> Dr Matsumura
- To prepare and send the invoice for the project of UNIDO No. 150114 -> Drs Scholtis
- To set a date for a skype call for the the potential new membership of Guatemala among Drs Scholtis and Mrs. Marta Del Cid -> Mrs. Fernández Valero
- Singapore's October meeting-> Mrs. Fernández Valero
 - To request confirmation of all the Board members to book the hotel rooms.
 - To ask SAC about information for social activities: restaurants and visits
 - To send Singapore's program to all contacts of UILI's database and members of TIC -> Drs Scholtis
- To ask Mrs. Sancho from CALIBA if they could be able to send the corn flour samples directly to UILI. -> Mrs. Fernández Valero
- External representation:
 - Mr. Montes-Niño proposed to prepare an easy survey to be distributed among UILI members to express their feeling about the new ISO 17025 -> ISO WG and Mrs. Fernández
- To ask speakers to confirm their participations at the Labmeeting and to supply their abstracts or suggestions if they have any.
- To send the members list of ASOCOLAB and AOIL -> Mr. Fonseca and Mr. N. Kalyan

UNION INTERNATIONALE DES LABORATOIRES INDÉPENDANTS

PRESIDENT: Drs L.H.A. SCHOLTIS (THE NETHERLANDS)

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資料A

Governing Board Meeting 2018/01 of the Union Internationale des Laboratoires Indépendants Friday April 20th, 2018 Skype Teleconference commencing at 12 GMT

Association	Board Member	Country	Local Time	Skype
VRS	Drs Luc H. A. Scholtis President	Netherlands	13:00	luc_scholtis
AELI	Dr. Manahén Fernandez Alonso Past-President	Spain	13:00	manahen.fernandez1
RELACRE	Dr Álvaro Silva Ribeiro First Vice President	Portugal	13:00	relacre
AELI	Mr. Jordi Oliver-Rodés Second Vice President	Spain	13:00	jordi.oliver.rodés
JEMCA	Dr Toru Matsumura Treasurer	Japan	21:00	vaio-z21
IPAN	Mrs. Mary-Anne Adeeko Secretary-General	Nigeria	13:00	subomi.adeeko
CALIBA	Dr Horacio Denari	Argentina	9:00	Horadenari
	Marta Sancho	Argentina	9:00	m_sancho
CCIL	Mr. Gib McIntee	Canada	7:00	gilbert.mcintee
	Mr. Alnoor Natur	Canada	7:00	
IPAN	Dr Femi Oyediran	Nigeria	13:00	femola971
VRS	Drs van den Ende	Netherlands	13:00	
	Drs Hans J.H.F. van der Wart	Netherlands	13:00	hansvdwart
RELACRE	Dr José Roseiro	Portugal	13:00	relacre
ASOCOLAB	Mr Gabriel Fonseca	Colombia	7:00	Live:atlasgabrielfonseca
AOIL	Dr A.K. Nehra	India	17:30	
	Mr. D.S. Tewari	India	17:30	
EUROLAB	Mr. José Luis Sanchez	Spain	13:00	Jlsanchez_ceis
Unaffiliated members Northern Hemisphere	Mr. Jan Soers	Belgium	13:00	jan.soers
Unaffiliated members Southern Hemisphere	D. Alfredo Montes Niño	Brasil	10:00	montesninio
Secretariat	Melissa Fernández Valero Secretary	Spain	13:00	melissafeva

UNION INTERNATIONALE DES LABORATOIRES INDÉPENDANTS
Autorisation de l'Association Étrangère par le Ministre de l'Intérieur à Paris, France le 15 Juin 1961
WWW.UILI.ORG · SECRETARIAT@UILI.ORG · PHONE: +34 625 065 790
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AGENDA

Governing Board Meeting 2018/01 Friday April 20th, 2018

1. Welcome
2. Roll call of attendants and apologies for absence
3. Approval of the agenda
4. Review and approval of minutes of Governing Board Meeting 17/02 held in Bogota on August 24th, 2017
 - 4.1. Matters arising from the minutes not otherwise on the agenda
5. New Governing Board Member: delegate from Eurolab AISBL.
6. Treasurer's report
 - 6.1. Profit/Loss and Balance statements 2017
7. Activities for next annual Board meeting in Singapore
 - 7.1. Preliminary program with activities
 - 7.2. LabMeeting 2018
8. ILP Committee, update of ILP Program 2017-2018



UILI-ILP instructions
for providers v6.pdf

9. External representation and Working Groups:



UILI Draft
Guidelines for Exten

- 9.1. Designation of UILI representatives in external organizations:



UILI External
Representatives V2.1

- 9.1.1. ILAC - LC

コメント [U1]: You can download this document from UILI's website in the following section: "Documents-> Governing Board" 17-02 Draft Minutes Governing Board Meeting August 24th V2.0

コメント [U2]: You can download these documents from UILI's website in the following section: "External representation-> ILAC/IAF -> ILAC/IAF 21st GA Vancouver 2017" JGA 17 Draft (1) Minutes_12-02-2018



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- 9.1.2. ISO/CASCO
- 9.1.3. ISO/REMCO
- 9.1.4. UNIDO
- 9.1.5. Regional accreditation associations:
 - 9.1.5.1. EA
 - 9.1.5.2. IAAC
 - 9.1.5.3. ARAC
 - 9.1.5.4. APLAC
 - 9.1.5.5. AFRAC

10. Membership recruitment

10.1. AOIL – Association of Indian Laboratories, India

11. Dates and venues of upcoming meetings

11.1. 2018/02 - October 25th/ 26th 2018 – Singapore

12. Any other business properly approved by the president

13. Adjournment

コメント [U3]: You can download this document from UIL's website in the following section: "External representation -> ISO/CASCO" ISO IEC 17025 (2017) Presentation

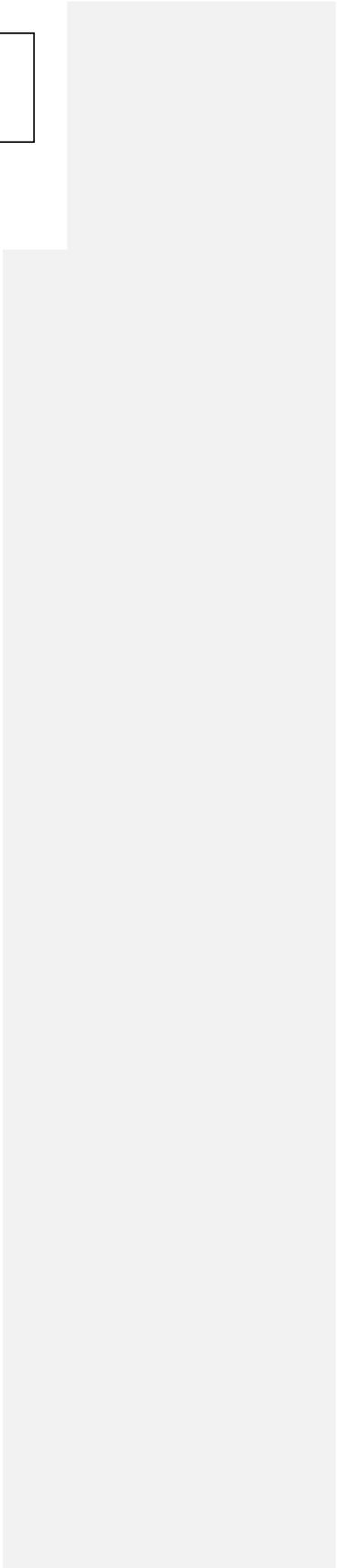
コメント [U4]: You can download the documents related to ISO/REMCO from UIL's website in the following section: "External representation -> ISO/REMCO"

コメント [U5]: You can download this document from UIL's website in the following section: "External representation -> UNIDO" EA-UIL IRS Agreement signed in November 2017

コメント [U6]: You can download this document from UIL's website in the following section: "External representation -> UNIDO" Draft Minutes Skype meeting 24th October 2017



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Governing Board Meeting 2017/02 of the Union Internationale des Laboratoires Indépendants

**Thursday August 24th, 2017 Sheraton Hotel Bogota
 commencing at 10:30 hours**

1. Welcome

Drs Scholtis welcomed all the attendees and apologized for the delay which was due to his presentation at the IAAC Stakeholders committee meeting.

2. Roll call of members and apologies for absence

Drs Scholtis expressed apologies for absence from Drs van der Wart, Mr. Soers, Mr. Oliver Rodés, Mr. McIntee and Dr Oyediran.

He also congratulated Dr Matsumura for his new presidency of JEMCA and he asked him about who would be the alternate of JEMCA from now on.

Dr Matsumura confirmed that it would be one of the two vice-presidents and he would inform the secretary of UIIL about his name.

3. Approval of the agenda

Drs Scholtis asked the members present whether there was any proposed change in the agenda, all said no and everyone approved it.

4. Review and approval of minutes of Governing Board Meeting 17/01 held by videoconference on April 11, 2017 and Minutes of the meetings of the Executive Committee

Drs Scholtis revised briefly the last minutes and all members approved them.

Drs Scholtis made a revision of the action items derived from the last GB meeting:

- *To follow up the process of legal status of UIIL in The Netherlands – Drs Scholtis.*



Regarding this issue he recounted all the difficulties encountered when Melissa and himself tried to confirm the legal status of UILI in France and given that it could not be confirmed, the Board finally decided to make the arrangements to register UILI in Holland.

Mr. Montes-Niño said that given that in the future, maybe the presidency can be in another country, maybe the best option would be to register as AISBL in Belgium because Belgium is the only legislation that allows international association registration.

Drs Scholtis answered that a lot of work has been already made and now UILI is already in the process of getting the registration in Holland.

Dr Fernández said that this was already discussed and approved to be done in Holland and he asked what the next steps are.

Drs Scholtis responded that the articles of association should be registered in a notary and after presented to the Dutch authorities to fulfil the requirements for registration.

Mrs. Adeeko asked if there are any limitations for UILI regarding the registration in Holland. Drs Scholtis answered that limitations are only regarding the money due to the taxes.

Mrs. Adeeko supported the registration of UILI in registering in The Netherlands.

- *To ask the treasurer to make a small working group to study the fees for the years coming up and to be presented at the General Assembly to be approved – Drs Scholtis Mrs. Fernández.*

Drs Scholtis asked Dr Matsumura if he could prepare a proposal for a next meeting.

Dr Silva expressed that there are different new situations due to the incorporation of EUROLAB in UILI and it needs a reflexion on the fee structure. He thinks it is a major issue if UILI wants to think in a really global way.



Drs Scholtis asked if he thought that it would be important to include it in the articles of association.

Dr Silva said that it would be important to revise well these articles to see if there is anything that is necessary to be changed.

Drs Scholtis proposed to create a small group to meet by skype who would be in charge of revising the draft for the notary based on the articles of the association.

Mr. Montes-Niño commented the example of ACIL and he also proposed to make some kind of draft in writing so that could be distributed among the group for revision. He also suggested Drs Scholtis to select some key points that he considers the most important to be checked in order not to revise the full articles.

Drs Scholtis finally said that these articles of associations are on website so he asked members to download them and send comments to the President. After that it will be organized a skype meeting to confirm the document for the notary.

- *To contact ASOCOLAB in order to finish immediately the program for Bogota's meeting 2017.- Drs Scholtis, Mrs. Fernández, Dr. Fernandez*

It was done.

- *To contact again REBLASA to follow up their interest in becoming members of UILI.- Melissa-Don Alfredo Montes Niño.*

Don Alfredo tried to contact them but finally he said that was better to wait until they solve some organization problems.

- *To program an ILP W.G. meeting to discuss all pending issues.-Melissa*

It was done.

- *To send to the members through a link the survey for ILAC LC.*

It was done.



- *To program an UILI ISO W.G. meeting to work with Eurolab in organizing some documents related to the revision of the ISO17025 that can be distributed among members. –Melissa- Mary-Anne Adeeko*

It was done.

- *To follow up the application of EUROLAB as new member of UILI – Drs Scholtis.*

It was done.

- *To continue preparing the list of proposals and contact again UNIDO – Melissa, Drs. Scholtis*

It was done.

5. Matters arising from the minutes not otherwise on the agenda

No other issues were presented.

6. Updates from member associations and the unaffiliated ordinary members' representatives (The member association reports should be presented at the General Assembly)

JEMCA – no remarks

IPAN – Mrs. Adeeko remarked that they don't have ~~more~~ accredited labs yet . She expressed that it would be very good if they could receive some support from UILI in this issue. She also added that regarding the ILP it would be very good for IPAN if bulk samples could be purchased for distribution to other labs within the country.

RELACRE – Dr Silva highlighted that the process of accreditation of ILP is going on. He also said that RELACRE with the collaboration of FELAB are preparing an Ibero-American Congress of laboratories in Lisbon for 2018. They are also preparing the world conference for non-destructive testing for 2022.

He said that Portugal is very interested in industry labs and maybe UILI could have connections with labs of industry and provide some training. Regarding ISO 17025 he said that EUROLAB has 34 guides on the application of this standard and these guides will be revised and they will



be open and free for all people and maybe it could be an added value for UILI's members and could also be translated in different languages. He added that this will help to share experiences among the experts of different parts of the world.

Unaffiliated - Mr. Montes-Niño said that his lab is a member of ABRAC and he thinks that they could be interested in becoming member of UILI but when decided, it would be through a MOU. He commented that UILI is now member of IAAC so it would be very important to continue the presence and participation of UILI in that organization.

Drs Scholtis said that first it would be important to learn more and find who would make the liaison between UILI and ABRAC and from there on UILI would start the communication with them and later it could be decided the kind of relationship that will be appropriate with UILI.

Inspection Bodies:

Mrs. Adeeko asked about the possibility of including inspection bodies in UILI.

Drs Scholtis answered that according to the constitution they could be accepted.

Dr Silva responded that for the national association's members it would be very useful to have a union also with inspection bodies because it would facilitate a way of communication.

Mrs Adeeko then suggested that it will be good for UILI to have contact with the International Confederation of Inspection and Certification Organisations CEOC Secretariat in Belgium.

CALIBA- Dr Denari said that the most important for them is what he can take in his pocket from this UILI meeting that could help the labs in CALIBA. He expressed that through UILI they can spread their views in a more global level but this is not enough. He commented the example of the necessary equipment for laboratories and that people in Argentina can't buy. He expressed the possibility a facilitator to different institutions that could obtain some money for the renewal of equipment.

Drs Scholtis commented that the TIC industry is growing very fast and maybe the best idea would be to have a crowdfunding platform where these industries could invest in different issues. He also said that in general in any laboratory if it has samples enough the money is not a problem.



Mr. Montes-Niño expressed that may be because they don't have enough samples labs can't afford the money to buy these equipment. He also said that CALIBA is now a federation of two associations

Mrs. Sancho asked UILI for help to improve the technical and business activities of the developing countries and she proposed to prepare business workshops between national experts and international experts.

Drs Scholtis concluded that all this issues have to be studied and also that UILI should be open for inspection bodies.

AELI- no comments.

VRS- Drs Scholtis informed that Dr Van der Wart had left the VRS presidency and Mr. van den Ende is the new president.

7. President's presentation

Drs Scholtis expressed that he is very happy for all the things that have been done since Buenos Aires meeting.

7.1. Eurolab Strategic Alliance Agreement GA Bologna

7.1.1. Report from UILI-EUROLAB WG

Drs Scholtis said that the incorporation of EUROLAB in UILI is properly in progress. He added that Mr. Sánchez will become the representative of EUROLAB in UILI and the UILI-EUROLAB WG is working on finding the best way of how this new alliance should work. He commented that they are going to prepare a document of the main objectives and they will be implemented.

7.2. ILAC – LC Frankfurt – Vancouver



Drs Scholtis said that the survey proposed by Dr Silva in Delhi finally was successfully passed.

7.3. UNIDO June 30th meetings in Vienna



Drs Scholtis informed that Mrs. Fernández and he had a meeting at UNIDO's headquarters in Vienna and they concluded that provide them a strategic plan for Accreditation Bodies in developing countries but at the end UNIDO needs the help of experts and project leaders to achieve their goals and there is where UILI can maybe collaborate with them. They also are very much interested in the ILP program and he has being helping them in searching for some specialized company to prepare and send some samples to Malawi because they wanted mycotoxins samples to prove that in that country the laboratories could be accredited.

7.4. External representatives at International Organizations

Drs Scholtis expressed that several steps should be taken for the next years in order to help the members and give them added value from the representation of UILI in International organizations. He asked the representatives of each association to concrete what UILI can do for them and what can they do for UILI.

8. ILP Committee, update ILP Program 2016-2017

Mrs. Fernández informed that samples and final results for 10th and 11th ILP were properly sent to participants.

She also said that samples for the 13th ILP were sent last year but they are still waiting report from CALIBA.

She provided the following information:

2016- 23 participants (around 6 unpaid)

2017- 23 Applicants

14th ILP samples - already sent the samples to participants (problems with Spanish labs).

15th ILP – To be sent soon.

16th ILP – no participants.

17th ILP- CALIBA couldn't finally send the samples and a discussion started there trying to find a solution through JEMCA or RELACRE.

Drs Scholtis expressed that the ILP must ~~to~~ run better because now it is not working well and it is a huge amount of work for UILI's secretary and the idea was different because it



was supposed that UILI would spread the information but each provider should be in charge of the management.

Dr Matsumura suggested that UILI could become a PT provider. ---

Mrs. Adeeko suggested to have an interface well prepared.

Mrs. Fernández suggested to have a coordinator for ILP.

Drs Scholtis said that they should maybe prepare a letter for participants in the 17th ILP explaining the reasons why it had to be cancelled or postponed.

Mrs. Fernández asked if it wouldn't be possible to see if RELACRE could do the 17th ILP and in case it doesn't CALIBA should write a letter giving an explanation to participants.

Drs Scholtis said that CALIBA should in any case write that letter apologizing for the situation.

9. Standardization working group

9.1. ISO/CASCO Report on ISO 17025

Mrs. Adeeko confirmed that the revision of 17025 has finished but there are still some ballots. She suggested to spread this ballot through EUROLAB's secretariat too.

9.2. ISO/REMCO Berlin

Dr Matsumura commented that the start of a new standard will come in 2020.

Drs Scholtis commented that in his view the representation of UILI in each international organization is not clear yet and he expressed that he would like to have a good proposal of how and who is doing this representation in international associations.

Dr Silva gave a proposal saying that UILI should confirm the associations where UILI has to be present, who is the representative and the reporting should also be improved.

Drs Scholtis confirmed that the Secretary General should have this coordination role.

Dr Silva offered that people from EUROLAB can send the reports of different meetings and also UILI could send them.

10. Treasurer's report

10.1. Transfer of UILI Bank Accounts to ABN AMRO BANK N.V.



10.2. Financial statements as of July 31th 2017

Dr Matsumura commented that all the financial documents should be revised more deeply after this meeting.

10.3. Membership – unpaid dues

Drs Scholtis commented that some of the unpaid invoices have been paid recently and those are not reflected in the last statements sent to the treasurer for review.

Mrs. Fernández summarized the situation as it is right now:

UNAFFILIATED: Total 13 ->8 unpaid unaffiliated (Ekosmyrna and Oikonomidis unpaid also 2016)

ASSOCIATIONS: Total 9 -> 3 unpaid (AELI, CALIBA and AOIL)

10.4. Budget and rolling forecast 2017

10.5. Budget proposal 2018 and 2019

Drs Scholtis commented that the budget is going to be treated in the general Assembly

.

11. Election of officers of the Governing Board to be presented for election by the Governing Board to the 27th General Assembly

11.1. President, Vice-Presidents, Hon. Treasurer and Secretary General

Drs Scholtis asked to the officers, if they would be willing to continue in office for the next term.

All the officers present accepted to continue for one more term, so the Board for 2018-2019 continues with the current officers. This will be presented to the General Assembly.

12. Membership recruitment:

New approved members:

1. Associations:
 - a. ASOCOLAB
 - b. EUROLAB (formal application in course)
2. Unaffiliated:



a. Hamed Beik Absarkavir Lab – Iran

13. Update of activities for the promotion and expansion of UILI.

13.1. AOIL – Association of Indian Laboratories, India

13.2. Other Associations

13.2.1. Potential new members

13.2.1.1. RELABSA – Guatemala

13.2.1.2. ASOSEC – Colombia

13.3. Evaluation of new Membership Applications:

14. Dates and venues upcoming meetings

14.1. 2018/01 – Friday April 20, 2018

14.2. 2018/02 – Friday November 2, 2018

Given to the strength of time this point was not treated

15. Any other business properly approved by the president

No other business were treated.

16. Adjournment

Being 13:10 Hours meeting was ended.

15. Action items:

- To follow up the process of legal status of UILI in The Netherlands: to register the articles of association in a notary and after present in the Dutch authorities to fulfil the requirements for register. These articles of associations are on website so members must to download them and send comments to the President. After that it will be organised a skype meeting to confirm the document for the notary- All the members, Melissa and Drs Scholtis.



- To ask the treasurer Dr Matsumura if he could prepare a proposal for a next meeting to study the fees for the years coming having in mind that there are different new situations due to the incorporation of EUROLAB in UILI and it needs a reflexion on the fee structure: Dr Matsumura.
- External representatives at International Organizations: To ask the representatives of each association to concrete what UILI can do for them and what can they do for UILI.
- UNIDO: to provide them a strategic plan for Accreditation Bodies in developing countries.
- 17th ILP : To contact RELACRE asking if it wouldn't be possible to prepare the exercise and in case it doesn't CALIBA should write a letter giving an explanation to participants.- Melissa, Claudia(RELCRE), Marta(CALIBA)

Drs Scholtis said that CALIBA should in any case write that letter apologizing for the situation.

- Standardizing working group: to have a good proposal of how and who is doing this representation in international associations. The proposal should confirm the associations where UILI has to be present, who is the representative and the reporting should also be improved.
- To contact Associations from Guatemala, RELABSA, ASOSEC, Colombia and ABRAC, Brazil to follow up their interest in becoming members of UILI.-Melissa-Don Alfredo Montes Niño
- To define dates and venues upcoming meetings

2018/01 – Friday April 20, 2018

2018/02 – Friday November 2, 2018



Ref : GBM 2017/02
Version : 1.0
Date : August 24, 2017
Pag. : 12/12

POLICY DOCUMENT INTERLABORATORY PRACTICE (UILI ILP)

1. UILI ILP provider

1.1. UILI shall be the ILP provider (PT provider according to **ISO/IEC 17043:2010**).

1.2. UILI shall provide ILP schemes (PT programs) to the benefit of its members.

1.3. UILI shall name each scheme as follows:

number of ILP, year of offer and ILP content.

Example for 2018:

- ✓ 18th UILI ILP 2018: Cations and anions in natural water
- ✓ 19th UILI ILP 2018: Bituminous mixture, and bitumen
- ✓ 20th UILI ILP 2018: Sterols, Erythritol + Uviol, Wax, Acidity, Peroxide index, UV spectrophotometric test, Delta ECN 42 and insoluble impurities in olive oil
- ✓ 21th UILI ILP 2018: Nutricional labeling

1.4. UILI shall source homogenous samples for each ILP scheme offered from UILI ILP sample providers (members associations established / approved schemes and from other approved / accredited sources) to meet the needs of the participants.

1.5. When necessary, an UILI ILP scheme will be conducted in collaboration with other accredited PT providers with UILI as the contact point. In such cases, modalities for such collaboration will be approved by both parties.

1.6. UILI shall market the yearly program through listing on the UILI web platform and other approved websites and media.

1.7. UILI shall provide ILP schemes annually to support laboratories data confidence.

2. Publication of ILP programs

2.1. The publication of the yearly ILP programs shall be for two years in advance. Publication shall be done after agreement between UILI and the ILP Partners

2.2. UILI's ILP program manager will forward this information to LabWing as soon as it is received to prepare and publish the ILP program through the website.

2.3. Reminders: UILI's ILP program manager will send at least 3 reminders per year of the ILP program through the website and any other approved websites

3. UILI ILP PT Provider Partners - online activity

3.1. UILI ILP partners shall be from its members established and / or approved and / or accredited bodies

- 3.2. UILI ILP partners shall be approved by the UILI ILP Committee. (Current approved partners are JEMCA, RELACRE, and CALIBA)
 - 3.3. UILI shall receive the following documents related to each ILP exercise from the partner at least six months in advance
 - 3.4. *Sample name e.g. Cations and anions in natural water*
 - 3.5. *Test methods (with limits if necessary)*
 - 3.6. *Methods for pretreatment and measurement (if required)*
 - 3.7. *Data from homogenous sample*
 - 3.8. UILI ILP partner will be responsible for contacting and hiring the shipping company services to send the samples to the associations or individual laboratories participants
 - 3.9. UILI's ILP program manager will send to each partner a list of participants' names and addresses to send the samples
 - 3.10. The ILP partner will send the samples direct to participants delegated contact and location to avoid double handling and protect samples from contamination and ensure timely delivery
 - 3.11. ILP partner will be responsible to provide the shipping details to UILI contact who will communicated details to the participant contact person for follow up
4. **Applications online activity**
 - 4.1. Laboratories interested in participating in any of the ILPs shall make their application through UILI's web platform by completing participant contact details for sample delivery, test, test methods invoice generation and proof of payment for each ILP scheme.
 - 4.2. UILI shall send the number / details of registered participants to the ILP partner (PT provider) by UILI's ILP program manager.
 5. **Invoicing and payments – online activity**
 - 5.1. The person in charge of finances will follow up payments status and reconcile accounts annually.
 6. **ILP documents- online activity**

- 6.1. UILI's ILP Program Manager will enter all data into UILI PT program online module and trigger the online process to prompt the participants to download the document and test instructions, questionnaires and any other requirements from the website
- 6.2. Measurements and results of analysis format with limits (if any) which will be entered into UILI database for direct data entry by participants.
7. Distribution of test samples- by ILP partners
 - 7.1. UILI's ILP program manager will send to the partners a list of participants' names and addresses to send the samples.
 - 7.2. ILP partner will send the shipping details to UILI contact
 - 7.3. UILI contact will communicate shipping details to the participant contact person for follow up
8. Test Samples Receipt online activity
 - 8.1. Upon receipt of test samples, participants will enter sample receipt date online on UILI PT online module
9. Statistical techniques online activity
 - 9.1. Statistical techniques designed by UILI will be used to determine outliers and assess performance. The technique uses robust methods with few assumptions. No limits imposed on the data.
 - 9.2. The comparative statistics accepts all data variability and establishes a best value for the material by using the most agreed upon value.
10. Reporting online activity
 - 10.1. Participants will upload the test results and all other reporting requirements in-part or in-full unto UILI online data reporting template during the test period.
 - 10.2. UILI's online module contact (secretary or ILP coordinator) will confirm receipt of the reports from participants on the online module after the due date. No reports after due date /deadline are acceptable.
 - 10.3. UILI's online module will send reminders to participants twice before the due date.
 - 10.4. UILI's ILP program manager will confirm the necessary reminders get to participants
11. Result Analysis and Final reporting

- 11.1. UILI contact will analyze the data using the designed statistical technique
- 11.2. The final report will be reviewed by UILI contact before forwarding to each participant together with a letter indicating the participant code.

12. Certificates- online activity

- 12.1. UILI's ILP program manager will be responsible for preparing and sending certificates of participation to each participating laboratory.

13. Economic rules

- 13.1. UILI being a voluntary, membership and not for profit organization with income only from membership dues and voluntary donations had challenges to meet her development needs.

- 13.1.1. The ILP program was introduced by JEMCA, in which JEMCA bore all the cost & expenses. The income from the program is donated to UILI. In the first 10 years, the ILP brought in more than 60,000 Euros into UILI in addition to realizing the objectives.

- 13.2. In subsequent years, the income dwindled because there were very few participations from outside Japan. In 2015, with expansion of UILI to other regions, the Board sought for ILP participation from other Member Associations in Europe, South America & Africa. The exercise provides UILI with the opportunity to internationalize it and increase the number of participants.

- 13.3. Suggested cost structure as below:

- 13.3.1. ILP program manager: To update the database and manage the program
 - 13.3.2. ILP PAAS Provider Partner: LabWing, and another website
 - 13.3.3. ILP PT Provider Partner: Cost of homogenized sample, Cost of shipping & handling
 - 13.3.4. Finance: make Account & Income to UILI

- 13.4. UILI will pay the ILP partners as in 13.2.3



GUIDELINES FOR UILI'S REPRESENTATIVES IN EXTERNAL ORGANIZATIONS

1. Introduction:

One of the main aims of UILI as International Association of Laboratories is to represent its members in the most relevant organizations worldwide where rules and standards for the laboratory business are decided.

The representation of UILI in those organizations should be a meritorious honor for those members who are appointed for this role after a proper selection process agreed by UILI's Board.

The present documents supplies general rules for the selection and duties of UILI's representatives in those organizations.

2. Organizations where UILI is represented:

1. Standardization Organizations:

1.1. ISO

1.1.1. ISO/CASCO

1.1.2. ISO/REMCO

2. Accreditation Organizations:

2.1. ILAC

2.2. EA

2.3. ARAC

2.4. APLAC

2.5. IAAC

3. International Organizations:

3.1. UNIDO

3.2. WTO



3. Characteristics of UILI representatives:

3.1. Who can be a UILI's representative

- 3.1.1. Any person belonging to a company that is an ordinary member of UILI can opt for an international representation of UILI
- 3.1.2. The candidate must have permission of availability of time and ease to travel for the position of representativeness
- 3.1.3. The candidate must have background in the activity in which he will act as a representative.

3.2. Rights of UILI's representative

The representative may make use of the UILI secretary to contact the organization to which he / she will represent, distribute and send reports or surveys.

UILI will request or officially transmit the nomination to the corresponding organization.

3.3. Duties of UILI's representative

The people who act as representatives of UILI in international organizations should:

- 3.3.1. Maintain permanent contact with the organization, committee or working group in which is involved.
- 3.3.2. Participate at the meetings held in relation to their role of representation.
- 3.3.3. Obtain information from the UILI Board regarding the positions to be defended in the group meetings.
- 3.3.4. Prepare periodic reports on the situation and progress of each group to present to the UILI Board

3.4. Geographical localization

- 3.4.1. In the selection of the representatives, the geographical location will be taken into account in order to facilitate traveling time and costs to the meetings of the working groups.

UNION INTERNATIONALE DES LABORATOIRES INDÉPENDANTS
UNIÃO INTERNACIONAL DE LABORATORIOS INDEPENDENTES
UNIONE INTERNAZIONALE DEI LABORATORI INDIPENDENTI
INTERNATIONALE UNION DER UNABHÄNGIGEN LABORS
國際聯盟的獨立實驗室
FONDÉE EN 1960



INTERNATIONAL UNION OF INDEPENDENT LABORATORIES
UNIÓN INTERNACIONAL DE LABORATORIOS INDEPENDIENTES
МЕЖДУНАРОДНЫЙ СОЮЗ НЕЗАВИСИМЫХ ЛАБОРАТОРИЙ
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國際獨立研究所連合
FOUNDED 1960

資料E

EXTERNAL REPRESENTATIVES OF UILI

1. Standardization Organizations:

1.1. ISO:

UILI's President: Drs Luc A. Scholtis

1.1.1. ISO/CASCO:

CCIL: Mr. Gillbert McIntee (midterm meeting in México DF in April)

1.1.2. ISO/REMCO:

JEMCA: Dr Toru Matsumura
Mr. Alfredo Montes Niño

1.1.3. ISO WG53:

CCIL: Mr. Gilbert McIntee

2. Accreditation Organizations:

2.1. ILAC

UILI's President: Drs Luc A. Scholtis
UILI's Secretary: Mrs. Melissa M. Fernández
JEMCA: Dr Toru Matsumura

2.2. EA

EUROLAB: Dr Álvaro Silva

2.3. ARAC

2.4. APLAC

JEMCA?



2.5. IAAC

North-American region: CCIL

?

South-American region: CALIBA

Mr. Alfredo Montes-Niño

Mrs. Marta Sancho

2.6. AFRAC

IPAN: Dr Femi Oyediran

3. International Organizations:

3.1. UNIDO

UILI's President: Drs Luc A. Scholtis

UILI's Secretary: Mrs. Melissa M. Fernández

3.2. WTO

4. UILI-Eurolab working Group for the Strategic Alliance Agreement

EUROLAB: Dr Álvaro Silva / Mr. José Luis Sanchez

UILI: Drs Luc A. Scholtis / Dr Manahén Fernández

INTERNATIONAL ACCREDITATION FORUM
&
INTERNATIONAL LABORATORY ACCREDITATION COOPERATION

JOINT GENERAL ASSEMBLY
DRAFT (1) MINUTES

for the Seventeenth IAF & ILAC Joint General Assembly,

held at the
Sheraton Vancouver Wall Centre Hotel, Vancouver, Canada

08:30 - 17:00
on
Sunday 29 October 2017

1. Welcome and Introduction by the ILAC and IAF Chairs

The IAF Chair, Xiao Jianhua, welcomed members of ILAC and IAF and the invited representatives from organisations in liaison with ILAC and IAF, to the Seventeenth meeting of the IAF and ILAC Joint General Assembly (JGA).

The following apologies from member organisations were received:

- OGA, Guatemala
- PNGLAS, Papua New Guinea
- DPA, Albania
- ESYD, Greece
- BATA, Bosnia & Herzegovina
- ECA, Costa Rica
- CGCRE, Brazil
- ATCG, Montenegro
- OAA, Argentina
- OIML
- ITU
- WTO
- OECD

The meeting participants were then asked to introduce themselves. Refer to the Attendance List in **Annex 1**.

The meeting participants were also informed by the ILAC Secretary, Annette Dever, that the signing ceremony would be held immediately following the lunch break.

The draft Agenda was approved as presented.

2. Review and Approval of the Minutes of the Sixteenth Joint IAF/ILAC General Assembly held in New Delhi, India on 03 November 2016

There were no further comments regarding the Minutes of the Sixteenth Joint IAF/ILAC General Assembly held in New Delhi, India on 03 November 2016, which were then approved as presented.

3. Report on the Joint Executive Committee Meetings (JEC)

The IAF Chair, Xiao Jianhua, presented a brief report on the work activities covered by the JEC. He noted the JEC oversees joint activities, and the co-chairs/convenors of the joint committees/working groups would present their reports later in the meeting.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

4. Presentations/Reports by International Organisations

4.1 IEC-IAF-ILAC Steering Committee

The IEC-ILAC-IAF Steering Committee Report was presented by the IAF Chair, who concluded his two year term as Chair of the Steering Committee at the Vancouver meetings.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

4.2 IEC

Ulrich Spindler gave the IEC Presentation to the JGA. He noted that this would be his last year addressing the JGA, with Mr Shawn Paulsen from CSA, Canada taking on the role of Chair of the IEC Conformity Assessment Board.

There were no questions from the floor.

The IAF Chair thanked Dr Spindler for his support and cooperation.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

4.3 ISO and ISO/CASCO

The new ISO Secretary General, Sergio Mujica, gave the presentation to the JGA on behalf of ISO and ISO/CASCO. Mr Mujica's presentation focussed on three key areas: providing background information on ISO, the ISO Strategy and Key Priorities and the cooperation between ISO, ILAC and IAF.

When highlighting some of the many areas where ISO is actively working with ILAC and IAF, Mr Mujica noted the role ISO/CASCO plays in providing the link between ISO, ILAC and IAF.

The IAF Chair also acknowledged the importance of the cooperation between the three organisations, to facilitate trade, as actors in the Global Quality Infrastructure and noted that he looks forward to working closely with Mr Mujica in the future.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

4.4 OIML

The IAF Chair noted that OIML had sent their apologies and provided a written report that was included in the agenda papers.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

4.5 UNIDO

Bernardo Calzadilla-Sarmiento presented the UNIDO report to the JGA.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

4.6 ITU

The IAF Chair noted that ITU had sent their apologies and provided a written report that was included in the agenda papers.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

4.7 WTO

The IAF Chair noted that Aik Hoe Lim from WTO sent his apologies.

He also noted that Mr. Lim, Director of Trade and Environment at WTO, had attended the meetings earlier in the week and given a presentation during the MLA/MRA Joint Management Committee (JMC) meeting, and he also met with the Chairs, Vice Chairs and Secretaries of both ILAC and IAF and the Chair and Vice Chair of the JWG on Communications. The discussions spanned several topics, including opportunities to

further enhance cooperation between the three organisations.

The ILAC Chair, Merih Malmqvist Nilsson, acknowledged that the tools we provide are an important step in facilitating trade. She also noted that it was very positive that the WTO secretariat is well informed about the value of accreditation's contribution to trade.

The ILAC Chair further noted that the discussions with Mr Lim touched on the issue of observer status for ILAC and IAF in the WTO TBT Committee; however, some questions remain around the fact that we are organisations of members rather than organisations of governments.

There were no further questions from the floor.

Secretary's Note: A copy of the WTO presentation to the JMC meeting is available to download from both the IAF and ILAC websites.

5. Reports on Joint IAF/ILAC Activities

5.1 MLA/MRA Joint Management Committee (JMC)

Jennifer Evans presented the JMC Report to the JGA. This included a brief update on the evaluations currently underway.

There was a suggestion from the floor to clarify that a further decision is needed, under Part A, point 3 of the ISO/IEC 17011:2017 Transition Plan.

A further request was made to introduce a direct reference into JGA Resolution 2 to the title and date of the ISO/IEC 17011:2017 Transition Plan.

The above requests were approved and it was agreed the amended text would be presented for approval later in the meeting.

Steve Sidney, on behalf of ILAC stakeholders, thanked the JMC for addressing the concerns raised by the stakeholders in this resolution.

Trevor Nash, on behalf of IAF stakeholders, echoed Mr Sidney's comments and thanked the JMC.

There were no further questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

5.2 Joint Development Support Committee (JDSC)

Liliane Somma presented the JDSC Report to the JGA.

There was a question from the floor regarding the ISO/CASCO PowerPoint on the revised ISO/IEC 17011 and when this would become available on the ISO website.

The ISO/CASCO Secretary advised that the Power Point would be available in the toolkit on the ISO website towards the end of November 2017 after the standard is published.

There were no further questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

5.3 Joint Working Group on maintenance of A-Series (JWGA)

Thomas Facklam and Maribel Lopez presented the JWG A-Series report to the JGA.

Thanks were given to the previous ILAC Co-Chair Johanna Acuña Loria, and the previous JWG A-series Secretary, Frauke Behrens, for their work. It was announced that the ARAC Secretary Moslem Barrak would take over the role of Secretary for the JWG A-series in 2018.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

5.4 Joint Working Group on Communications (JWGC)

Jon Murthy presented the JWGC Report to the JGA.

The representative from ANAB congratulated Mr Murthy and his committee members on the fantastic work they have been doing on behalf of the ILAC and IAF members and their clients.

There was a suggestion from the floor to develop a set of questions to help organisations provide better information for the *business benefits* website.

Mr Murthy confirmed that guidance, in the form of parameters to follow when providing information for case studies for the *business benefits* website, will be included in the request for case studies that will be sent to members shortly.

There were no further questions from the floor.

The IAF Chair congratulated Mr Murthy on the progress made with the activities being carried out by the two committees and in particular with the *public sector* and *business benefits* websites. He asked all members to assist in contributing further case-studies for each website.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

5.5 JEC Task Force on working with the Regions (JTF Regions)

The ILAC Chair presented the JEC Task Force on working with the Regions Report to the JGA.

A comment from the floor highlighted that as a community, there needs to be recognition that counterfeit certificates and dangerous products with false IAF/ILAC logos are a significant issue and we need to work with public security and other

relevant groups to address these issues.

This comment was echoed by other delegates and it was noted that the problem was not just confined to test reports, as counterfeit certificates were an increasing problem across the whole conformity assessment area.

Initiatives being established to investigate and address these concerns include the ISO/IAF document on *Expected Outcomes for Accredited Certification to ISO Management System Standards* that will be published in the near future and a committee that has been set up by ISO TC 176 to study this issue. ILAC and IAF also have a Joint Task Force working on this and IAF will be voting in Vancouver on the implementation of a database of accredited management systems certifications, that will be a very powerful tool to assist the community with these concerns.

There were no further questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

6. Signing Ceremony

The Signing Ceremony followed the lunch break.

The amended ISO/IEC 17011:2017 Transition Plan and draft JGA Resolution 2 were presented to the JGA members at the conclusion of the Signing Ceremony.

Members raised no further comments.

7. Reports by Regional Groups

7.1 APLAC

Wong Wang Wah presented the APLAC Report to the JGA.

The ILAC Chair asked whether participants from other regions could still join APLAC training courses.

The APLAC Chair confirmed that this was still the normal practice.

There were no further questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

7.2 EA

Andreas Steinhorst presented the EA Report to the JGA.

Dr Steinhorst noted that the current EA Chair, Thomas Facklam, would be retiring at the end of 2017.

There were no questions from the floor.

The JGA acknowledged the passing of the former Chair of EA, Lorenzo Thione, at the end of 2016.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

7.3 IAAC

Randy Dougherty presented the IAAC Report to the JGA.

The ILAC Chair asked how IAAC will handle the training of peer evaluators under their new peer evaluator 'accounting' system.

Mr Dougherty noted that IAAC members must all have 1 trained Peer Evaluator for each scope where they hold signatory status and these evaluators must be available when needed. He acknowledged that this is not a straight forward process as there are many variables. Mr Dougherty went on to advise that whilst they are still reviewing the finer details at the moment, it will require a collaborative effort between the MLA Committee and the Accreditation Bodies to make it work.

There were no further questions from the floor.

7.4 PAC

Chang Kwei Fern presented the PAC Report to the JGA.

One question was taken from the floor regarding the standard of food products being sold in Africa from the Asia-Pacific region and PAC's role in improving the confidence in these products.

The PAC Chair advised that issues related to the standard of food products are addressed directly between the individual countries involved.

There were no further questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

7.5 SADCA

Ron Josias presented the SADCA Report to the JGA, noting that Viki Kanama Mbuya, SADCA Chair, sent his apologies for being unable to attend.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

7.6 AFRAC

Araya Fesseha presented the AFRAC Report to the JGA.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

7.7 ARAC

Mahmoud Eltayeb presented the ARAC Report to the JGA.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

8. Future Meetings

8.1 2018 IAF/ILAC Meetings

The ILAC Chair presented the information on Future IAF/ILAC meetings to the JGA.

The 2018 Annual meetings, will be held on 22 – 31 October at the Grand Hyatt in Singapore. The ILAC Chair confirmed that SSC would be the conference organiser.

The ILAC Chair also noted that planning was underway for meeting locations beyond 2018 with the proposed locations being;

- the 2019 Mid-term meetings to be held in the Americas,
- the 2019 Joint Annual meetings in Europe,
- the 2020 Mid-Term meetings in Asia,
- the 2020 Joint Annual meetings in the Americas.

A delegate questioned why the proposed rotation was only between the Americas, Europe and Asia, noting in particular, the absence of Africa and the Middle East.

The ILAC Chair responded by explaining that the rotation was decided upon a few years ago, and at that time there were concerns about the political situation in some areas. Other factors in the selection process included accessibility of the meeting locations for members, difficulties associated with obtaining a Visa and the cost of proposed meeting locations.

Another delegate noted that the 'local flavour' was missing when ILAC/IAF host the meetings and proposed a return to the 'member hosting model' after the current 3 year rotation concludes.

The ILAC Chair noted the comment, however the need to consider both the financial and logistical aspects of organising the meetings remains a key priority.

A request was also made to reconsider the possibility of Dubai hosting the meetings in 2020 to coincide with the Expo 2020 which is being held there.

The ILAC Chair reiterated concerns regarding cost and the ease of the process for obtaining a visa, but acknowledged that while these requests would be taken into consideration for the years beyond 2020, it was not possible to promise a particular outcome.

There were no further questions from the floor.

9. Approval of Draft Resolutions

The draft resolutions were presented to the JGA by the ILAC Secretary. The resolutions were approved as presented. Refer to the Adopted Resolutions List in **Annex 2**.

10. Other Business

Special thanks were extended to SSC for the exceptional organisation of the meetings. Considerable coordination was required to manage the large number of meetings which increased to more than 60 in Vancouver.

Brahim Houla offered his thanks to those responsible for the extensive labelling of the food, which was appreciated by the delegates with specific dietary requirements.

The ILAC Chair thanked all delegates for their participation in the meetings.

Meeting Closed at 16:10

Annex 1 - Attendance List - ILAC /IAF Joint General Assembly

NAME		ORGANISATION / ECONOMY
ACHMAD	Kukuh Syaefudin	KAN, Indonesia
ADAMS	Andrew	CALA, Canada
ALIMOV	Shokir	UZBEK, Uzbekistan
ALMARZOOQI	Alyaa	DAC, United Arab Emirates
ALONGKORNCHOTIKUL	Ratikorn	Standards Malaysia, Malaysia
ALWI	Shaharul Sadri	Standards Malaysia, Malaysia
BARRAK	Moslem	ARAC, Arab Region
BELOV	Matvey	STC-IS, Russian Federation
BOOTHE-THOMPSON	Nickoe	JANAAC, Jamaica
BORSLAVOVA	Irena	EA-BAS, Bulgaria
BROUGH-KERREBYN	Joan	IAF, Canada
BRUNNER	Norman	AA, Austria
BUTS	Bruno	BELAC, Belgium
CABALLERO	Maria Yrene	ONA, Paraguay
CALZADELLA-SARMIENTO	Bernardo	UNIDO, Austria
CEBALLOS	Eduardo	INN, Chile
CHANG	Kwei Fern	SAC, Singapore
CHAPAEV	Zhanybek	KCA, Kyrgyzstan
CHEN	Cynthia	TAF, Chinese Taipei
CHEN	Yunhua	CNAS, China
CHENG	Pei-Fen	TAF, Chinese Taipei
CHOI	Youngcheol	KOLAS, Korea
COHEN-KAGAN	Eli	IQNet, Switzerland
COMMINIS	Kenneth	IOAS, USA
CROFT	Nigel	ISO, Switzerland
CROSS	Stephen	NiNAS, Nigeria
DEVECZ	Miklos	NAH, Hungary
DEVER	Annette	ILAC Secretariat, Australia
DOROSZCZUK	Bernard	COFRAC, France
DOUGHERTY	Randy	ANAB, USA
DRAGHICI	Cristina	SCC, Canada
DUFF	Adrienne	INAB, Ireland
EAGER	Krista	IAF Secretariat, Canada
EDIRIWEERA	Chanditha	SLAB, Sri Lanka
EL DESOUKI	Hany	EGAC, Egypt
ELTAYEB	Mahmoud	ARAC, Egypt
ERHABOR	Tosan	MLSCN, Nigeria
EVANS	Jennifer	NATA, Australia
FACKLAM	Thomas	DAkkS, Germany
FEI	Yang	CNAS, China
FELLER	Etty	ISRAC, Israel
FEND	Tao	CNAS, China
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**INTERNATIONAL ACCREDITATION FORUM
&
INTERNATIONAL LABORATORY ACCREDITATION COOPERATION**

Adopted Resolutions for IAF and ILAC at the 17th IAF-ILAC Joint General Assembly

29 October 2017, Vancouver, Canada

JGA Vancouver Resolution 1 - Merger of PAC and APLAC to form APAC

The Joint General Assembly endorses the recommendation of the Joint Executive Committee to recognise the APAC MRA when APAC is established on 1 January 2019, to allow the continued signatory status in the IAF MLA for all PAC MLA signatories and continued signatory status in the ILAC MRA for all APLAC MRA signatories. This recognition is conditional on the successful outcome of a series of evaluation activities. The evaluation activities will be managed and conducted by the JMC and will include a review of the APAC management documentation in late 2018 and an evaluation of the APAC Secretariat and the APAC MRA decision making process in 2019. A decision will be made following these activities on the recognition of the APAC MRA to the IAF MLA and ILAC MRA respectively and therefore the ongoing signatory status of the APAC MRA signatories to the IAF MLA and the ILAC MRA as applicable.

The full evaluation of APAC will be scheduled to commence in 2021.

JGA Vancouver Resolution 2 - Implementation of transition to ISO/IEC 17011:2017

The Joint General Assembly endorses the recommendation of the Joint Executive Committee, to ensure JGA Delhi Resolution 1 – Transition to ISO/IEC 17011:2017 is fully implemented, and that all peer evaluation activities carried out from 1 July 2018 will use ISO/IEC 17011:2017 as the requirements document. Details of this transition plan are described in the document entitled “ISO/IEC 17011:2017 Transition Plan” dated 29 October 2017.

JGA Vancouver Resolution 3 – Reports from External Organisations

The Joint General Assembly received with appreciation the presentations and reports from the following organisations:

- International Electrotechnical Commission (IEC)
- International Organisation for Standardization (ISO) and in particular the activities of CASCO
- International Organisation for Legal Metrology (OIML)
- United Nations Industrial Development Organization (UNIDO)
- International Telecommunication Union (ITU)
- World Trade Organisation (WTO)

JGA Vancouver Resolution 4 – Reports from IAF and ILAC Regional Groups

The Joint General Assembly received with appreciation the reports provided by APLAC, ARAC, EA, IAAC, PAC, AFRAC and SADCA.

End of resolutions.

ISO/IEC 17025:2017

General requirements for the competence of testing and calibration laboratories



Contents

- Revision process
- Objectives of revision
- Main changes
- Detailed review of changes and updates



Revision process



CASCO Working Group 44

Co-Convenors

Heribert Schorn

Steve Sidney

Warren Merkel

Nominating Member:

International Electrotechnical Commission (IEC)

South African Bureau of Standards

International Laboratory Accreditation Cooperation (ILAC)

~150 experts

- 129 Committee members
- 21 Liaison members

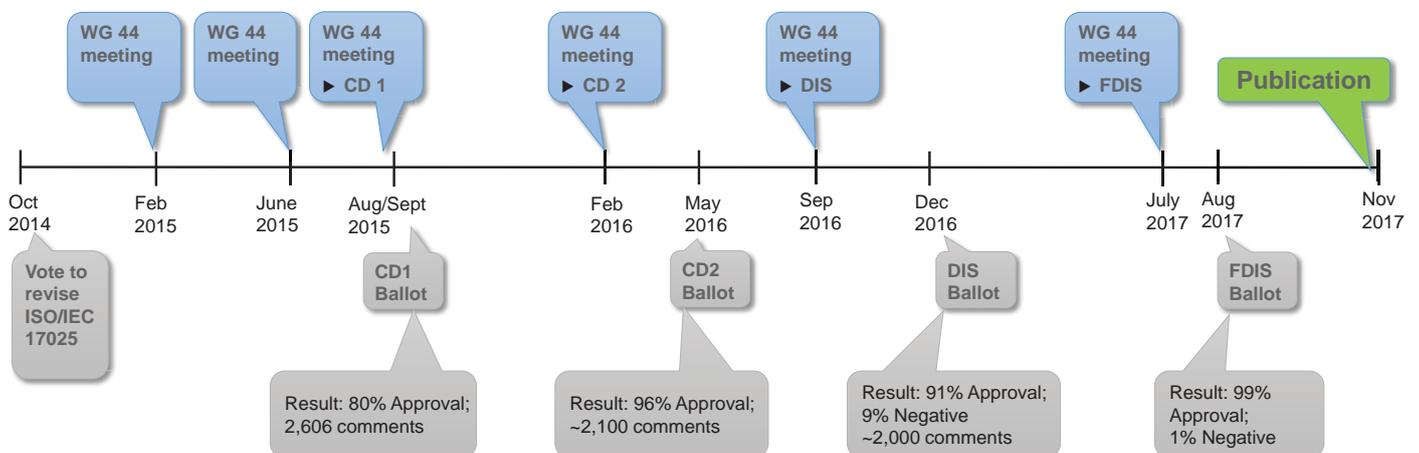




**Fifth meeting of
Working Group 44
20-23 September 2016
ISO Headquarters, Geneva**



Revision timeline



Objectives of revision



Objectives of revision

- Align structure and content with other recently revised ISO standards
 - CASCO QS-CAS-PROC/33, Common elements in ISO/CASCO Standards
 - Other CASCO toolbox standards
 - ISO 9001:2015
- Focus on outcomes rather than prescriptive requirements
- Update language to reflect current practices and technologies
- Retain language from 2005 version whenever possible



Main changes



Main changes

From the Foreword of ISO/IEC 17025:2017:

- the risk-based thinking applied in this edition has enabled some reduction in prescriptive requirements and their replacement by performance-based requirements;
- there is greater flexibility than in the previous edition in the requirements for processes, procedures, documented information and organizational responsibilities;
- a definition of “laboratory” has been added.



Main changes (2)

- Scope of the standard: laboratory activities
 - Testing, calibration, sampling associated with subsequent testing
- Defined range of activities for laboratory
 - Excludes externally provided laboratory activities on an ongoing basis
- Emphasis on “Impartiality” vs. “Independence”
- Process orientation
- Information Technology: Risks, data integrity, confidentiality, validation of software, considering electronic documents
- Metrological traceability
- Decision Rules for statements of conformity (pass/fail)



Detailed review of changes
and updates



New structure

1. Scope
 2. Normative references
 3. Terms and definitions
 4. General requirements
 5. Structural requirements
 6. Resource requirements
 7. Process requirements
 8. Management requirements
- Annex A Metrological traceability
- Annex B Management system



1 Scope

This document specifies the general requirements for the **competence, impartiality and consistent operation** of laboratories.

This document is applicable to all organizations performing laboratory activities, **regardless of the number of personnel**.

Laboratory customers, regulatory authorities, organizations and schemes using peer-assessment, accreditation bodies, and others use this document in confirming or recognizing the competence of laboratories.



3 Terms and definitions

[new or modified]

3.4

intralaboratory comparison

organization, performance and evaluation of measurements or tests on the same or similar items, within the same laboratory (3.6), in accordance with predetermined conditions

[New, based on ISO/IEC 17043:2010 definition for “interlaboratory comparison”, which is included as 3.3 in ISO/IEC 17025:2017]



3 Terms and definitions

[new or modified]

3.5

proficiency testing

evaluation of participant performance against pre-established criteria by means of interlaboratory comparisons (3.3)

[SOURCE: ISO/IEC 17043:2010, 3.7, modified — Notes to entry have been deleted.]



3 Terms and definitions [new or modified]

3.6 laboratory

body that performs one or more of the following activities:

- calibration
- testing
- sampling, associated with subsequent calibration or testing

Note 1 to entry: In the context of this document, “laboratory activities” refer to the three above-mentioned activities.



3 Terms and definitions [new or modified]

3.7 decision rule

a rule that describes how measurement uncertainty will be accounted for when stating conformity with a specified requirement



4 General requirements



4.1 Impartiality

- Language taken from CASCO Procedure document (consistent with other conformity assessment standards)
- New/changed requirements:
 - Identifying and risks to impartiality on an on-going basis
 - Addressing risks to impartiality



4.2 Confidentiality

- Language taken from CASCO Procedure document (consistent with other conformity assessment standards)
- New/changed requirements:
 - Stronger emphasis on customer awareness
 - More detail regarding specific cases where confidentiality could be affected



5 Structural requirements



5 Structural requirements

- Removed terms “technical management” and “quality manager”
 - Retained same essential functions
- Introduced requirement for laboratory to identify range of laboratory activities for which it conforms with ISO/IEC 17025
 - Restricts claims of conformity to the defined range
 - Excludes externally provided laboratory activities on an on-going basis



5 Structural requirements

- 5.5 c) requires laboratory to “document its procedures to the extent necessary to ensure the consistent application of its laboratory activities and the validity of the results.”
 - Revised standard consistently uses term “procedure” when the intent is for laboratory to maintain documentation
 - The extend of detail in that documentation is up to the laboratory, subject to the conditions in 5.5 c)



6 Resource requirements



6.1 General

“The laboratory shall have **available** the personnel, facilities, equipment, systems and support services necessary to perform its laboratory activities.”

- Use of the term “available” indicates an approach in the revision to focus less on the status or ownership of resources and more on the relevant requirements for those resources
- Examples:
 - 6.2.1 refers to all personnel, internal or external [vs. 2005 version requiring personnel be employed by or under contract]
 - 6.4.1 requires laboratory to have access to equipment
 - [vs. 2005 version requiring laboratory be furnished with all items]



6.2 Personnel

- Terminology and requirements have been updated and reorganized in the revision
- Otherwise, no significant changes to this clause compared to the 2005 version



6.3 Facilities and environmental conditions

- Terminology and requirements have been updated and reorganized in the revision
- Otherwise, no significant changes to this clause compared to the 2005 version



6.4 Equipment

6.4.1 The laboratory shall have access to equipment (**including, but not limited to, measuring instruments, software, measurement standards, reference materials, reference data, reagents, consumables or auxiliary apparatus**) that is required for the correct performance of laboratory activities and that can influence the results.

- Description of items considered as equipment is more inclusive than in 2005 version
- Notes provide more information regarding reference materials



6.4 Equipment

- 6.4.6 identifies two criteria that determine when calibration of equipment is requirement
 - the measurement accuracy or measurement uncertainty affects the **validity** of the reported results, or
 - calibration of the equipment is required to establish the **metrological traceability** of the reported result.
- These criteria apply for all laboratory activities
[2005 version had different requirements for calibration and testing]
- Metrological traceability addressed in a separate clause (6.5)
[2005 version included calibration in the traceability clause]



6.5 Metrological traceability

- Terminology and requirements have been updated in the revision to reflect current practice in traceability
- Reduced the number of Notes compared to 2005 version
- Additional explanatory information included in Annex A



6.6 Externally provided products and services

- Combines 4.5 Subcontracting and 4.6 Purchasing services and supplies from 2005 version
- In all cases, have requirements and controls
- Focuses on communication with customer



7 Process requirements



7.1 Review of requests, tenders and contracts

New/updated requirements

- 7.1.3 requires statements of conformity and associated decision rules be addressed during contract review
- 7.1.4 states that deviations requested by the customer shall not impact the integrity of the laboratory or the validity of the results



7.2 Selection, verification and validation of methods

- Terminology and organization of clause updated from 2005 version
- Note after 7.2.1.1 clarifies that “method” as used in this document can be considered synonymous with the term “measurement procedure” as defined in ISO/IEC Guide 99.



7.3 Sampling

- Definition of laboratory (3.6) clarifies that the sampling activity is associated with subsequent testing or calibration
- Otherwise, no significant changes to this clause compared to the 2005 version



7.4 Handling of test or calibration items

- 7.4.3 includes a new requirement:
“When the customer requires the item to be tested or calibrated acknowledging a deviation from specified conditions, the laboratory shall include a disclaimer in the report indicating which results may be affected by the deviation.”
- Otherwise, no significant changes to this clause compared to the 2005 version



7.5 Technical records

- Technical records placed in this clause as process requirements
- Other types of records (e.g., management system records) addressed in Clause 8
- Otherwise, no significant changes to this clause compared to the 2005 version



7.6 Evaluation of measurement uncertainty

- 7.6.1 requires all laboratories to identify contributions to measurement uncertainty
- 7.6.2 requires evaluation of measurement uncertainty for all calibrations, including those a laboratory performs on its own equipment (i.e. “in-house” calibrations)
- 7.6.3 includes essentially the same requirements for evaluation of uncertainty for testing as the 2005 version
- Note 2 applies to all laboratories, and clarifies that a laboratory is not required to calculate a unique uncertainty every time a test or calibration is performed provided the stated conditions are met



7.7 Ensuring the validity of results

- Clause separates requirements for monitoring done within the laboratory (7.7.1) and those involving comparison with other laboratories (7.7.2)
- Data from internal activities (7.7.1) required to be recorded such that trends can be detected and, where practicable, statistical techniques applied
- Both required to be planned and reviewed, analyzed, used to control and (if applicable) improve laboratory activities
- Action required when results of analysis of data found to be outside pre-defined criteria



7.8 Reporting of results

- Language reflects current approaches to reporting
- New/updated requirements
 - 7.8.2.2 addresses data provided by a customer, including a disclaimer when those data can affect validity of results
 - 7.8.5 reporting sampling
 - 7.8.6 reporting statements of conformity



7.9 Complaints

- Language taken from CASCO Procedure document (consistent with other conformity assessment standards)
- New/updated requirements
- 7.9.2 requires a description of the complaints handling process be available to any interested party upon request
- 7.9.6 requires the outcomes to be communicated to the complainant be made by, or reviewed and approved by, individual(s) not involved in the original laboratory activities in question



7.10 Nonconforming work

- No significant changes to this clause compared to the 2005 version



7.11 Control of data and information management

- Extends and updates 5.4.7 in the 2005 version to address current laboratory practice
- 7.11.2 Note 1 clarifies that use of the term “laboratory information management system(s)” in this document includes both computerized and non-computerized systems
- 7.11.4 requires laboratory to ensure that off-site or external providers of information management comply with applicable requirements of ISO/IEC 17025



8 Management system requirements



8.1 Options

- The revision now provides two distinct options (A or B) for establishing a management system
 - **Option A:** As a minimum the management system of the laboratory shall address the requirements in clauses 8.2 to 8.9
 - **Option B:** Establish and maintain a management system in accordance with the requirements of ISO 9001
- Both options require that the management system is capable of supporting and demonstrating the consistent achievement of the requirements of ISO/IEC 17025 clauses 4 to 7 and assuring the quality of the laboratory results.
- Laboratories need only conform to one of the options (not both)



8.1 Options

8.1.2 Option A

As a minimum the management system of the laboratory shall address the following:

Similar to 2005 version

- management system documentation (see 8.2)
- control of management system documents (see 8.3)
- control of records (see 8.4)

Aligned with ISO 9001:2015

- actions to address risks and opportunities (see 8.5) **New**
- improvement (see 8.6)
- corrective action (see 8.7)
- internal audits (see 8.8)
- management review (see 8.9)



8.5 Actions to address risks and opportunities (Option A)

- Revision incorporates “risk-based thinking”
- Introduction and Note after 8.5.2 include two important points:
 - There is no requirement for formal methods for risk management or a documented risk management process
 - The laboratory is responsible for deciding which risks and opportunities need to be addressed



Thank you

For questions contact: casco@iso.org

For additional resources visit the ISO page dedicated to [ISO/IEC 17025](#).



9.1.3. ISO/REMCO 関連資料(参照サイト)

資料H

http://www.uili.org

ISO/REMCO

- Festlegung von Konzepten, Begriffen und Definitionen in Bezug auf Referenzmaterialien.
- Spezifizierung der grundlegenden Eigenschaften von Referenzmaterialien, wie sie für den vorgesehenen Verwendungszweck erforderlich sind.
- Vorschläge für Maßnahmen zu Referenzmaterialien, die zur Unterstützung anderer ISO-Aktivitäten erforderlich sind.
- Ausarbeitung von Leitlinien für technische Ausschüsse der ISO im Umgang mit Referenzmaterial.
- Mit anderen internationalen Organisationen in Bezug auf Referenzmaterial zu kommunizieren.
- Beratung des ISO Technical Management Board (TMB) bei Referenzmaterialproblemen.

Documents - Governing board meetings**Governing Board Meeting 17/02 - 2017, August 24 - Bogota - Colombia**

[2017-2017-Program UILI Labmeeting Bogota Fourth announcement](#)

REMCO - Committee on reference materials**ISO / REMCO**

[2018-ISO-REMCO N1572 ISO-TC034-SC09 N2234 Resolutions 37th meeting Lausanne 19-22 June 2018ISO-REMCO N1572 ISO-TC034-](#)

[SC09 N2234 Resolutions 37th meeting Lausanne 19-22 June 2018.pdf](#)

[2018-ISO-REMCO N1571 REMCO Report of the secretariat-41st mtg 2018 - Ottawa 10-13 July 2018 \(1\)](#)

[2018-ISO-](#)

[REMCO N1570 Letter of REMCO Chair to REMCO Members on ISO17043 of CASCO](#)

[2018-ISO-REMCO N1569 DIN report to REMCO - June 2018 \(2\)ISO-REMCO N1569 DIN report to REMCO - June 2018 \(2\).pdf](#)

[2018-ISO-REMCO N1568 REMCO CIB result on FDIS 20387 of TC276 \(2\)](#)

[2018-ISO-REMCO N1567 Result of REMCO ad-hoc enquiry N 1536 on Ref materialsISO-](#)

[REMCO N1567 Result of REMCO ad-hoc enquiry N 1536 on Reference materials for process analytical applications.pdf](#)

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[2018-ISO-REMCO N1531 Comments from Afnor on E text after pub of Guide35ISO-](#)



[REMCO N1531 Comments from Afnor on E text after pub of Guide 35 during editing of F text - 2018-01-16.pdf](#)

[2018-ISO-REMCO N1530 Result of REMCO CIB on NWIP on qual prop val N 1520 outline in N1523ISO-REMCO N1530 Result of REMCO CIB on NWIP on qualitative property value N 1520 outline in N1523.pdf](#)

[2017-ISO-REMCO N1529 ISOIEC 17011 2017ISO-REMCO N1529 ISOIEC 17011 2017 - Conformity assessment -- Requirements for accreditation bodies accrediting conformi.pdf](#)

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[2017-ISO-REMCO N1527 REMCO Report to liaisons after 40th meetingISO-REMCO N1527 REMCO Report to liaisons after 40th meeting.pdf](#)

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[2017-PRESENTATION ISO-REMCO Oct. 2017](#)

[2017-ISO-REMCO N1525 CASCO N655 Circular letter - results of FDIS ballots of ISOIEC 17011 and ISOIEC 17025](#)

[2017-ISO-REMCO N1523 Outline of the REMCO N 1520 New work item proposal WG 13 - follow up of resolution 182017](#)

[2017-ISO-REMCO 20171009T115907](#)

[2017-N1516 - FDIS 17025 of CASCO under ballot - REMCO CIB until 06 Oct](#)

[2017-ISO_FDIS 17025 CASCO commenting template REMCO N 1516](#)

[2017-ISO-REMCO N1521 TMB resolution 1122017 on new perspective on the Guide to the expression of uncertainty in measurement](#)

[2017-ISO-REMCO N1517 Approval of extension of mandate of REMCO chair for period 2018 2020 - TMB - resolution 103 2017](#)

[2017-ISO-REMCO N1511 ISO-TC34-SC18 N0183 Resolutions 5th plenary SC 18-meeting 30 June 2017 Côte d Ivoire](#)

[2017-ISO-REMCO N1506 ISO-CASCO N0598 Circular letter - Ballot opens on appeal from ANSI on ISOIEC 17011](#)

[2017-ISO-REMCO N1502 SAC report to REMCO - May 2017](#)

[2017-ISO-REMCO N1521 TMB resolution 1122017 on new perspective on the Guide to the expression of uncertainty in measurement](#)

[2017-ISO-REMCO N1521 TMB resolution 1122017 on new perspective on the Guide to the expression of uncertainty in measurement](#)

[2017-ISO-REMCO New work item proposal WG 13 follow up of resolution 18 2017](#)

[2017-ISO-REMCO N1520 REMCO New work item proposal from WG 13 - follow up of resolution 182017](#)

[2017-ISO-REMCO N1519 REMCO report to TMB for 70th TMB meeting September 2017](#)

[2017-ISO-REMCO N1516 FDIS 17025 of CASCO under ballot - REMCO CIB until 06 Oct](#)

[2017-ISO-REMCO N1515 DIS 20387 of TC276 under ballot - REMCO CIB until 29 September 2017](#)

[2017-ISO-REMCO N1513 ISOCASCO N0630 - CIB results on appeal from ANSI on ISO/IEC 17011](#)

[2017-ISO-REMCO N1512 Eurachem report to REMCO - June 2017](#)

[2017-ISO-REMCO N1502 SAC report to REMCO - May 2017](#)

[2017-ISO-REMCO N1474 Report Template 2017 for liaisons](#)

[2017-ISO-REMCO N1493 PKN report to REMCO - May 2017](#)

[2017-ISO-REMCO N1492 PDG EDQM report to REMCO - May 2017](#)

[2017-ISO-REMCO N1491 SABS NMISA report to REMCO - May 2017](#)

[2017-ISO-REMCO N1490 OIML report to REMCO April 2017](#)

[2017-ISO-REMCO N1489 GOST R UNIIM report to REMCO April 2017](#)

[2017-ISO-REMCO N1488 CITAC report to REMCO April 2017](#)

[2017-ISO-REMCO N1487 JISCNMIJ report to REMCO April 2017](#)

[2017-ISO-REMCO N1486 IAG report to REMCO April 2017](#)

[2017-ISO-REMCO N1491 SABS NMISA report to REMCO - May 2017](#)

[2017-ISO-REMCO N1485 UILI report to REMCO April 2017](#)

[2017-ISO-REMCO N1483 CASCO N584 - Circular letter - Ballot results of DIS 17025](#)

[2017-ISO-REMCO N1482 CZ UNMZ report to REMCO - April 2017](#)

[2017-ISO-REMCO N1481 EC report to REMCO - March 2017](#)

[2017-ISO-REMCO N1480 Guide 35 for publication - final documents provided by WG16 N 121 and N 122](#)

[2017-ISO-REMCO N1476 ISO-CASCO N0488 Circular letter - ballot results DIS ISO/IEC 17011](#)

[2017-ISO-REMCO N1473 Report Template 2017 for members](#)

[2017-ISO-REMCO N1472 Guide 35 approved for publication - Resolution C22016 - Results of CIB N 1467](#)

[2016-ISO-REMCO N1465 Result of REMCO CIB N 1461 on DIS 17011](#)

[2016-ISO-REMCO N1462 position on current terminology discussion in JCGM/WG2](#)

[2016-ISO-REMCO N1463 Result of REMCO CIB N 1452 -
_comments_receiv](#)

[2016-ISO-REMCO Minutes and annexes of 39th Meeting of Ekaterinburg
June 2016](#)

[2016-ISO-REMCO N1456 Approved resolutions of the 39th meeting of
REMCO Ekaterinburg 14-16 June 2016](#)

[2016-Overview of REMCO presented during the WG6 meeting held on 16
June 2016 in Ekaterinburg](#)

[2016-ISO-REMCO N1416 Liaison A with UILI created -
_Result of CIB .pdf](#)

[2016-ISO-REMCO N1415 Draft Agenda - 39th REMCO mtg 2016 -
_Ekater.pdf](#)

[2016-ISO-
REMCO N1407 Report Template 2016 for members and liaison.doc](#)

[2016-ISO-
REMCO N1405 Invitation and registration form to the 39th.docx](#)

[2016-ISO-
REMCO N1393 Approved resolutions of the 38th meeting of .pdf](#)

ISO / REMCO meetings documents

[2014-37th REMCO meeting - Boulder - 08-11 July 2014](#)

External Representation - ILAC - International Laboratory Accreditation Cooperation ILAC - Communication

[2018-ILAC infographic R6 \(May 2018\)ILAC infographic R6 \(May 2018\).pdf](#)

UNION INTERNATIONALE DES LABORATOIRES INDÉPENDANTS
 UNIÃO INTERNACIONAL DE LABORATÓRIOS INDEPENDENTES
 UNIONE INTERNAZIONALE DEI LABORATORI INDIPENDENTI
 INTERNATIONALE UNION DER UNABHÄNGIGEN LABORS
 國際聯盟的獨立實驗室
 FONDÉE EN 1960



INTERNATIONAL UNION OF INDEPENDENT LABORATORIES
 UNIÓN INTERNACIONAL DE LABORATORIOS INDEPENDIENTES
 МЕЖДУНАРОДНЫЙ СОЮЗ НЕЗАВИСИМЫХ ЛАБОРАТОРИЙ
 國際獨立研究所連合會
 FOUNDED 1960

資料

UILI - UNIDO
Skype Meeting held
On October 24th 2017 commencing at
12:30PM GMT

Agenda

ATTENDEES	COUNTRY	TIME
DRS. LUC SCHOLTIS / PRESIDENT / VRS	NETHERLANDS	14:30 H
MR. JUAN PABLO DÁVILA / UNIDO	AUSTRIA	14:30 H
Ms. CINDY PAROKKIL / UNIDO	AUSTRIA	14:30 H
MRS. MARY-ANNE ADEEKO/ UILI SECRETARY-GENERAL	NIGERIA	7:30 H
MRS MELISSA FERNANDEZ / SECRETARY	SPAIN	14:30 H

Mr. Dávila apologized for not being in the radar last months but he expressed that they had many work to do.

Drs Scholtis said that they just wanted to update the situation. He introduced Mrs. Adeeko as Secretary-General of UILI.

Drs Scholtis asked about the situation of Malawi because he said that he didn't hear about it anymore.

Mr. Dávila responded that he should ask directly to the project manager.

Drs Scholtis explained that he was asked by the project manager of Malawi to help them to find a company for testing of mycotoxins so a member laboratory of UILI sent the samples to Malawi but later they didn't hear anything. They discussed about the possibility of organizing the training of labs in Malawi but he hadn't any other communication with him since August.

Mr. Dávila confirmed that Mr. Otto probably won't continue managing the projects in Malawi. He said that he would try to get informed about the situation with the other person in charge of Malawi projects.



Mrs. Fernández said that she would try to ask also Mr. Nájera who was the one in charge of this project in Masterlab.

Mr. Dávila asked about the procedure how this contact with Mr. Loasener was made.

Drs Scholtis commented that he asked the provider about a quotation for samples testing and training and he forwarded this information to Mr. Loasener.

Mr. Dávila expressed that that they were in contact with Mr. Montes-Niño to have some assessment and they signed a contract with him. He explained a little bit how this collaboration was.

Drs Scholtis asked Mr. Dávila if they could send a proposal in terms of reference about how would be the way of collaboration but they commented that first of all UILI should make the registration in UNIDO as supplier.

Mrs. Parokkil said that she would send the link of the website where UILI has to register.

Mr. Dávila commented that the type of contract that would be established with UILI should cover the terms of references rather than a MOU which doesn't include economic implications.

Drs Scholtis asked about a meeting that Mr. Calzadilla commented to be held in November because he had the impression that Mr. Calzadilla wanted Drs Scholtis to give a speech at that meeting but he isn't sure.

Mr. Dávila said that he would confirm with Mr. Calzadilla and he would come back to us with the right information.

Drs Scholtis reviewed the action items derived from the last UILI-UNIDO meeting:

- **To prepare a guide about cost pricing of testing**
 - Mr. Dávila expressed that this is crucial for them because it is applicable everywhere not only for a concrete project.
- **To identify testing markets in countries and opportunities for investments**

Drs Scholtis commented that PT testing is an item very important for them as it is the way in which labs can make sure that they tests are competitive.



Mr. Dávila asked to wait a bit until the end of the year to confirm some projects for the next year regarding the issue of cost pricing and testing markets.

➤ **To prepare a guide to set up and run properly a national association of laboratories**

1. SOUTH AFRICA:

- a. To support national associations.
- b. To bring exchange of experiences.
- c. To offer proficiency testing.
- d. To participate in the conformity assessment of ECOWAS
- e. To participate in the creation of studies as the necessities of assessment and the impact of the accredited services.

2. MALAWI:

- a. Mr. Dávila said that he would confirm

3. NIGERIA:

- a. To set a date in Nigeria with Mrs. Adeeko.
- b. To send to UILI the market study which shows why a laboratory can be liable or not.
- c. To send them the ILP programs of UILI for 2017/18.

4. SENEGAL:

- a. To send to UILI the contact list of labs from Senegal.
- b. To get input regarding the need of this country.

Mr. Dávila said that he had to talk to the project managers of each country to get some input from the last meeting of June and to confirm how UILI can collaborate with UNIDO.

Drs Scholtis offered the experience of UILI's people to help in any way possible.

ACTION ITEMS:

- To send the link of UNIDO's website where UILI has to register as supplier -> Mrs. Parokkil
- To register UILI as supplier of UNIDO -> Mrs. Fernández
- To prepare the proposal of terms of reference for UNIDO and UILI -> Mr. Dávila



- To revise this proposal and discuss it later -> Drs Scholtis, Mrs. Adeeko and Mr. Dávila
- To confirm the conference of Mr. Calzadilla in November -> Mr. Dávila
- To get input from different project managers in Africa to concrete the ways of collaboration with UIIL -> Mr. Dávila

Annex B Template for Agreement with Recognized Stakeholders**Recognised Stakeholder Agreement**

between

The European co-operation for Accreditation (EA)

and

The Union Internationale des Laboratoires Indépendants (the Stakeholder)

EA the “European co-operation for Accreditation” – which is the Association of nationally recognised Accreditation Bodies of the Member States of the European Union (EU) and of the European Free Trade Association (EFTA) and of countries that have been formally identified as candidates for membership of EU and EFTA – whose mission is to provide, through its members, effective and reliable accreditation services fulfilling at best the needs of the European economy and society

and

The Stakeholder “Union Internationale des Laboratoires Indépendants” – which is the worldwide organisation for independent testing and calibration laboratories and for independent consultancy organisations. – whose mission is to represent the interest of laboratories worldwide at international forums such as ILAC, ISO or UNIDO

hereinafter referred to as the Parties,

recognizing that

- EA applies, for accreditation, the pertinent standards and guides, duly supported by EA applicative documents, to further the effective and harmonized operation of accreditation by its member Accreditation Bodies.
- EA ensures that such Accreditation Bodies are properly following the applicable rules and duly enforcing their observance by the accredited conformity assessment bodies, by operating a peer evaluation system founded on solid and transparent criteria and procedures and managing the related Multilateral Agreement (MLA).
- Accreditations issued under the EA MLA pursuant to the provisions of Regulation (EC) 765/2008 – that establish, among others, a legal base and principle rules for accreditation, strengthen its use in the mandatory area and provide for the recognition of EA as the official European Accreditation Infrastructure – provide confidence in the effectiveness of conformity assessment services and in the reliability of the corresponding results, contributing to promote their recognitions and use in both voluntary and regulated areas.

A handwritten signature in blue ink, consisting of a stylized 'N' followed by a horizontal line and a diagonal stroke.

- The Stakeholder "**Union Internationale des Laboratoires Indépendants**" relies upon the use of accreditation and/or accredited conformity assessment services and may provide a significant contribution to the best development of the accreditation rules and practices.
- A recognised cooperation between the Parties will be beneficial to both organizations and to the respective members and stakeholders.

All the above being stated, the Parties have reached the following agreement

- The stakeholder organization will be recognised by EA as a Recognized Stakeholder.
- A representative of the Recognized Stakeholder will be invited to attend meetings of the EA General Assembly (with no voting rights and except for parts restricted to EA Members).
- Representatives of the Recognized Stakeholder will be entitled to participate in the work of Technical Committees, Working Groups and Task Forces of EA (excluding the fora institutionally reserved to particular member categories, for example, the meetings of the EA MLA Council).
- EA will make available to the Recognized Stakeholder the relevant policy and technical documents and will grant appropriate level of access to the EA Intranet. The Recognized Stakeholder will have the opportunity to contribute to the development of such documentation, providing inputs and comments, although not being entitled to vote on their approval.
- The Recognized Stakeholder will regularly inform EA on the development of those of its activities that are related to those of EA.
- The Recognised Stakeholder will provide financial compensation for costs incurred by EA or EA AB members, such as paying registration fees for participation to the EA General Assemblies and other meetings.
- EA and the Recognised Stakeholder may arrange joint cultural/educational initiatives, such as conferences, seminars, workshops, training courses and other pertinent activities. The practical modalities and the financial aspects of such collaboration will be subject to separate specific agreements.
- In the frame of this *Agreement*, the Parties will provide each other with the details of one or more contact persons.
- The Parties will observe confidentiality regarding information mutually exchanged and identified as confidential. Breach of confidentiality may lead to the termination of this *Agreement*.

This *Agreement* shall enter into force upon signature by both Parties.

The *Agreement* is concluded for an indefinite period of time and will be formally reviewed every five years after its signature and amended, as far as necessary and applicable, including possible development into stricter forms of cooperation or termination. The *Agreement* may, however, be terminated at any time by any one of the Parties, after due notification to the other Party.

In witness whereof, the undersigned, being duly authorized by the respective organizations, have signed this *Agreement*.

Done at The Netherlands, in duplicate, on ~~July 10th~~, in the English language.

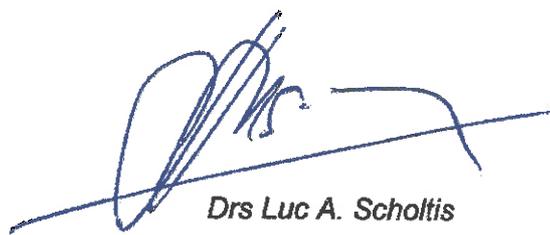
in Berlin on 23 November 2017

For EA
The European co-operation for Accreditation

For the Stakeholder Organisation
Union Internationale des Laboratoires
Indépendants



The Chairman



Drs Luc A. Scholtis



**UII EXECUTIVE COMMITTEE
Skype Meeting to be held**

On August 7th 2018 commencing at GMT 1,00 p.m.

Association	Board Member	Country	Local Time	Skype
VRS	Drs Luc H. A. Scholtis President	Netherlands	14:00	luc_scholtis
AELI	Dr. Manahén Fernandez Alonso Past-President	Spain	14:00	manahen.fernandez1
RELACRE	Dr Álvaro Silva Ribeiro First Vice President	Portugal	13:00	relacre
AELI	Mr. Jordi Oliver-Rodés Second Vice President	Spain	14:00	jordi.oliver.rodés
JEMCA	Dr Toru Matsumura Treasurer	Japan	21:00	vaio-z21
IPAN	Mrs. Mary-Anne Adeeko Secretary-General	Nigeria	14:00	subomi.adeeko
CALIBA	Dr Horacio Denari	Argentina	9:00	Horadenari
	Marta Sancho	Argentina	9:00	m_sancho
CCIL	Mr. Gib McIntee	Canada	8:00	gilbert.mcintee
	Mr. Alnoor Nathoo	Canada	8:00	
IPAN	Dr Femi Oyediran	Nigeria	14:00	femola971
VRS	Drs van den Ende	Netherlands	14:00	
	Drs Hans J.H.F. van der Wart	Netherlands	14:00	hansvdwart
RELACRE	Dr José Roseiro	Portugal	14:00	relacre
ASOCOLAB	Mr Gabriel Fonseca	Colombia	7:00	Live:atlasgabrielfonseca
AOIL	Dr A.K. Nehra	India	17:30	
	Mr. D.S. Tewari	India	17:30	
EUROLAB	Mr. José Luis Sanchez	Spain	14:00	Jlsanchez_ceis
Unaff. members Northern Hemisphere	Mr. Jan Soers	Belgium	14:00	jan.soers
Unaff. members Southern Hemisphere	D. Alfredo Montes Niño	Brasil	11:00	montesninio
Secretariat	Melissa Fernández Valero Secretary	Spain	14:00	melissafeva

UNION INTERNATIONALE DES LABORATOIRES INDÉPENDANTS

PRESIDENT: DRs LUC A. SCHOLTIS (THE NETHERLANDS)

UNION INTERNATIONALE DES LABORATOIRES INDÉPENDANTS
UNIÃO INTERNACIONAL DE LABORATÓRIOS INDEPENDENTES
UNIONE INTERNAZIONALE DEI LABORATORI INDIPENDENTI
INTERNATIONALE UNION DER UNABHÄNGIGEN LABORS
國際聯盟的獨立實驗室
FONDÉE EN 1960



INTERNATIONAL UNION OF INDEPENDENT LABORATORIES
UNIÃO INTERNACIONAL DE LABORATORIOS INDEPENDIENTES
МЕЖДУНАРОДНЫЙ СОЮЗ НЕЗАВИСИМЫХ ЛАБОРАТОРИЙ
الاتحاد الدولي للمختبرات المستقلة
國際獨立研究所連合
FOUNDED 1960

1. Roll-call of attendants
2. Approval of the agenda (**Please send proposed changes before the meeting**)
3. **Matters arising from April Board meeting**
4. Treasurer's report
 - a. Profit/Loss and Balance statements 2017
5. ILP Committee (Dr Matsumura/ Mrs. Mary-Anne Adeeko)
 - a. Update 2018 program
 - b. ILP coordinator
 - c. ILP provider's instructions
6. External representation:
 - a. UILI-UNIDO
 - b. **ISO/CASCO**
 - c. **ISO/REMCO**
 - d. **ILAC/Laboratory Committee**
 - e. IAAC , APLAC, ARAC, EA, AFRAC (African Accreditation Cooperation)
 - f. ISO WG 53 – Mr McIntee
 - g. Regional accreditation associations:
 1. EA
 2. IAAC
 3. ARAC
 4. APLAC
 5. AFRAC
7. Organization of annual meeting in Singapore.

コメント [U1]: SUMMARY REPORT:

➤ To convene Board Members to the second part of the Governing Board meeting to be held on May 8th. -> Mrs. Fernández Valero

➤ To follow up the process of legal status of UILI in The Netherlands through the French lawyer -> Drs Scholtis

➤ To ask the treasurer Dr Matsumura to prepare a proposal to study the fees for the years coming having in mind that there are different new situations for the recent incorporations to UILI -> Dr Matsumura

➤ To follow up the project of UNIDO No. 150114 -> Drs Scholtis and other Governing Board members- It was done and sent.

➤ To follow up the potential new membership of Guatemala with Mrs. Marta Del Cid -> Mrs. Fernández Valero- Reminder sent but no answer received.

➤ Singapore's October meeting-> Mrs. Fernández Valero

● To block a meeting room at the hotel for UILI's meetings on 25th and 26th October – TIC confirmed that they would provide us a meeting room and a laboratory for the labtour.

● To request confirmation of Board members to also book the hotel rooms. – Some rooms already blocked and In the process of receiving all the confirmations.

...

コメント [U2]: You can download the documents from UILI's website in the following section: "External representation -> ISO/CASCO"

コメント [U3]: You can download the documents related to ISO/REMCO from UILI's website in the following section: "External representation -> ISO/REMCO"

コメント [U4]: You can download these documents from UILI's website in the following section: "External representation-> ILAC/IAF"

*Annual Forum
Governing Board and
Working Group Meetings
Singapore*

FIRST ANNOUNCEMENT
JULY 2018



THE 2018 UIL LABMEETING

*Trusting
Labreports*

Friday October 26, 2018

Annual forum

*- In conjunction with the
IAF - ILAC 2018 Joint Annual Meetings
International Laboratory Accreditation Cooperation*

*- In cooperation with TIC Intrest Group
Singapore Manufacturing Federation*



SINGAPORE, 22 OCTOBER - 31 OCTOBER 2018

2018 UILI LABMEETING

UILI Welcome at the 2018 UILI LABMEETING

Dear laboratory friends,

It gives me great pleasure to invite you to attend the '2018 UILI LABMEETING – Governing Board and Working Group Meetings' that the International Union of Independent Laboratories (UILI) will organize on October 24 - 26, 2018 in Singapore. Our event will be hosted by and will organized conjunction with the General Assembly of IAF - ILAC Joint Annual Meetings, 2018 on the ILAC Laboratory Committee Meetings.

Our UILI LABMEETINGS should be seen as an initiative to raise awareness for the importance of the laboratory industry societal level. From this perspective, it also forecasts composite talks: many social and economic aspects of laboratory testing do pass in review by prominent speakers from around the globe. I refer to the website of UILI (www.uili.org). There you can find all information and documentation concerning the activities.

UILI members, I would like to welcome to our Governing Board and Working Group Meetings. I express the expectation that the '2018 UILI LABMEETING' will give a valuable contribution to the image and authority of the laboratory industry in the world.

Yours sincerely,

UILI - Union Internationale des Laboratoires Indépendants

Drs Luc.H.A. Scholtis
14th UILI President



UILI LABMEETING WELCOMES

The UILI LABMEETING is open to all UILI Members, representatives of laboratories and laboratory associations and their stakeholders. UILI invites all registered attendees of the IAF - ILAC Joint Annual Meetings and members of the ILAC Laboratory Committee and the member of TIC.



The Union Internationale des Laboratoires Indépendants (UILI) is an international organization representing the laboratory industry. Established in 1960, UILI membership includes over 3000 laboratories through Member Associations as well as individual ordinary Members.



PROGRAM 2018 UI LI LABMEETING

GOVERNING BOARD AND WORKING GROUP MEETINGS

Singapore, 22 October - 31 October 2018

Time	Wednesday October 24
09:00 – 12:00	Arrival/ Check-in at Grand Hyatt Hotel Singapore
12:00 – 14:00	Welcome lunch
14:30 – 18:00	<p>UI LI Governing Board meeting (Part1) at the TUV SUD PSB Board room:</p> <p>Accreditation working group - ILAC, IAAC, APLAC, EA, ARAC, AFRAC</p> <p>Standardisation working group - ISO, ISO/CASCO, REMCO</p> <p>UI LI Development working group - UNIDO</p> <p>Interlaboratory Practice working group - UI LI ILP 2019/2020</p>
18:00	IAF - ILAC Welcome Reception

Time	Thursday October 25
09:00- 12:30	UI LI Governing Board meeting (Part 2) at the TUV SUD PSB Board room:
12:30 - 14:00	Lunch
14:00 - 18:00	LabTour visit to Singapore laboratories of TUV SUD PSB
20:00	Gala dinner

IAF - ILAC 2018 Joint Annual Meetings

PROGRAM 2018 UILI LABMEETING

IAF - ILAC 2018 Joint Annual Meetings
Singapore, 22 October - 31 October 2018

Time	Friday October 26
TUV SUD PSB 10:00 – 10:15	<p>LabMeeting 2018 Trusting Labreports</p> <ul style="list-style-type: none"> • Opening: <ul style="list-style-type: none"> - Drs. Luc Scholtis, 14th President of UILI, Union Internationale des Laboratoires Indépendants, Past-President of VRS, Vereniging van Raadgevend Scheikundige Laboratoria and CEO of LabWing B.V. (The Netherlands). - Ms Merih Malmqvist Nilsson, ILAC Chair (Sweden) - Jeff Gust, ILAC Laboratory Committee, Chief metrologist fluke cooperation
10:15 – 10:30	
10:30 – 10:50	<p>Implementating Accreditation to make Labreports trustworthy</p> <p>Moderator: Dr. Manahén Fernández, Immediate Past-President of UILI, Past-President of AELI, Asociación Española de Laboratorios Independientes (Spain)</p> <ul style="list-style-type: none"> • ‘Accreditation Interpretation documents on trustworthy certification’, Dr. Sze Thiam Siong, Chairman TIC Interest Group, Singapore Manufacturing Association (Singapore) , General manager of SETSCO services Pte Ltd • ‘Trusting Laboratory Reports from developing countries’, Dr. Femi Oyediran, Mrs. Mary-Anne Adeeko, Secretary-General of UILI (Nigeria). • ‘Can Accreditation ensure that Labreports will not be falsified’, Dr. Álvaro Silva Ribeiro, Vice-President of UILI, President of RELACRE, Associação de Laboratórios Acreditados de Portugal and President of EUROLAB, European Federation of National Associations of Measurements, Testing and Analytical Laboratories (Portugal).
10:50 – 11:10	
11:10 – 11:30	
11:50 – 12:10	<p>Implementing technologies to make Labreports trustworthy</p> <p>Moderator: Ir. Jan Soers , UILI Unaffiliated ordinary members representative and CEO of GEOS N.V. (Belgium).</p> <ul style="list-style-type: none"> • ‘Implementing blockchain applications to sign laboratory reports’, Dr. Alfredo Montes-Niño, UILI Unaffiliated ordinary members representative and Managing Director of Microbióticos. (Paraguay-Uruguay-Brasil). • ‘Asian encryption systems to confirm authenticity of lab reports’, Mr Junichi Ichida, president of Tokai Techno Co.Ltd. Member of the board of Jemca, (Japan). • ‘Developments in North-American technologies to close the chain of custody’, Gib McIntee Canadian Counsel of Independant Laboratories ,CCIL (Canada) • ‘Accreditation and Fraud in the falsification of Labreports’, José Luis Sánchez Director of Ceis, Member of the board of Eurolab AISBL.
12:10 – 12:30	
12:30 – 12:50	
12:50 – 13:10	
13:10 - 14:00	Lunch
15:00 - 17:00	City Tour



PROGRAM 2018 UILI LABMEETING

IAF - ILAC 2018 Joint Annual Meetings
Singapore, 22 October - 31 October 2018

Time	Saturday October 27
09:00 - 12:00	Singapore City tour
13.30 - 17:00	ILAC Laboratory Committee

Time	Sunday October 28
09:00 - 12:00	Tourist Activity
12: 00- 17:00	ILAC Laboratory Committee

Time	Monday October 29
09:00 - 12:00	Free
13:00 – 17:00	ILAC General Assembly

Time	Tuesday October 30
09:00 - 17:00	Free
Evening	ILAC- IAF Farewell Reception

Time	Wednesday October 31
13:30 - 17:00	ILAC General Assembly

DATE AND PLACE

- IAF - ILAC Joint Annual Meeting
From Wednesday 24th to Wednesday 31th October
in Singapore. Hyatt Hotel
- UILI Labmeeting 2018, Governing Board and Working Group
Meeting
On Thursday 25th and Friday 26th October
in Singapore:
TUV SUD PSB
1 Science Park DR, Singapore 118221

CALL FOR SPONSORS

Given the worldwide nature and perspective of this meeting, we consider it to be a good opportunity for international suppliers to the laboratory sector to be represented in such a relevant event. For this reason if your company is interested in being one of our main sponsors, together with other influential companies from our sector please contact us by sending an e-mail to secretariat@uili.org and we will provide you all the information about it.

REGISTRATION

Interested parties can register as a participant through online registration form via the website UILI: www.uili.org or by sending an e-mail to the UILI (secretariat@uili.org).

COSTS

- Registration fee Labmeeting € 75,00
or equivalent in Singapore Dollar (113 SGD), Students € 50,00
- The registration fee includes:
 - Lunch, coffee breaks
 - Abstracts
- Labmeeting diner € 75,00



UNION INTERNATIONALE DES LABORATOIRES INDÉPENDANTS
 UNIÃO INTERNACIONAL DE LABORATÓRIOS INDEPENDENTES
 UNIONE INTERNAZIONALE DEI LABORATORI INDIPENDENTI
 INTERNATIONALE UNION DER UNABHÄNGIGEN LABORS
 國際聯盟的獨立實驗室
 FONDÉE EN 1960



INTERNATIONAL UNION OF INDEPENDENT LABORATORIES
 UNIÓN INTERNACIONAL DE LABORATORIOS INDEPENDIENTES
 МЕЖДУНАРОДНЫЙ СОЮЗ НЕЗАВИСИМЫХ ЛАБОРАТОРИЙ
 國際獨立研究所連合
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WE INVITE OUR UILI MEMBERS TO THE LABMEETING:



ABOUT UILI

The Union Internationale des Laboratoires Indépendants is the worldwide organisation for testing and calibration laboratories and for consultancy organisations.

Besides receiving regular information on developments of interest to members, their interests are represented at international forums such as ILAC, AFRAC, ARAC, APLAC, EA, IAAC, ISO and UNIDO,

The Union Internationale des Laboratoires Indépendants was registered in France in 1961 as an international association of independent laboratories and consultants. UILI operates under the terms of its Constitution adopted, under its current form, by the 26th General Assembly held in Buenos Aires on September 17, 2015.

A Governing Board, elected by the Ordinary Members through their Member Associations, exercises policy control over all UILI activities. Laboratories and consultants may enjoy membership of UILI either through membership of a Member Association, itself being recognised by UILI, or by individual non-affiliated ordinary membership.

The Constitution permits ordinary membership within a country that has a recognised Member Association. In addition, to accommodate the breadth of scientific disciplines that seek membership of UILI, the constitution permits more than one Member Association per country.

UILI

WWW.UILI.ORG ■ SECRETARIAT@UILI.ORG

ABN AMRO BANK ■ BIC: ABNANL2A ■ IBAN: NL79ABNA0533251109



The present membership represents over three thousand laboratories offering a diverse range of laboratory testing and consulting services. UILI has members throughout Europe, North- and South America, Africa, the Middle East and Asia.



資料(和訳)

UNION INTERNATIONALE DES LABORATOIRES INDÉPENDANTS

PRESIDENT: DRs L.H.A. SCHOLTIS (THE NETHERLANDS)

資料A

UNION INTERNATIONALE DES LABORATOIRES INDÉPENDANTS
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國際獨立研究所連合
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Union Internationale des Laboratoires Indépendants 2018 年第 1 回役員会

2018 年 4 月 20 日(金) 12:00 GMT 開始
Skype 会議

協会	役員	国	現地時間	Skype
VRS	Drs Luc H. A. Scholtis President	オランダ	13:00	luc_scholtis
AELI	Dr. Manahén Fernandez Alonso Past-President	スペイン	13:00	manahen.fernandez1
RELACRE	Dr Álvaro Silva Ribeiro First Vice President	ポルトガル	13:00	relacre
AELI	Mr. Jordi Oliver-Rodés Second Vice President	スペイン	13:00	jordi.oliver.rodés
JEMCA	Dr Toru Matsumura Treasurer	日本	21:00	vaio-z21
IPAN	Mrs. Mary-Anne Adeeko Secretary-General	ナイジェリア	13:00	subomi.adeeko
CALIBA	Dr Horacio Denari	アルゼンチン	9:00	Horadenari
	Marta Sancho	アルゼンチン	9:00	m_sancho
CCIL	Mr. Gib McIntee	カナダ	7:00	gilbert.mcintee
	Mr. Alnoor Natur	カナダ	7:00	
IPAN	Dr Femi Oyediran	ナイジェリア	13:00	femola971
VRS	Drs van den Ende	オランダ	13:00	
	Drs Hans J.H.F. van der Wart	オランダ	13:00	hansvdwart
RELACRE	Dr José Roseiro	ポルトガル	13:00	relacre
ASOCOLAB	Mr Gabriel Fonseca	コロンビア	7:00	Live:atlasgabrielfonseca
AOIL	Dr A.K. Nehra	インド	17:30	
	Mr. D.S. Tewari	インド	17:30	
EUROLAB	Mr. José Luis Sanchez	スペイン	13:00	Jlsanchez_ceis
Unaffiliated members Northern Hemisphere	Mr. Jan Soers	ベルギー	13:00	jan.soers
Unaffiliated members Southern Hemisphere	D. Alfredo Montes Niño	ブラジル	10:00	montesninio
Secretariat	Melissa Fernández Valero Secretary	スペイン	13:00	melissafeva

國際聯盟的獨立實驗室

國際獨立研究所連合

UNION INTERNATIONALE DES LABORATOIRES INDÉPENDANTS
Autorisation de l'Association Étrangère par le Ministre de l'Intérieur à Paris, France le 15 Juin 1961
WWW.UILI.ORG · SECRETARIAT@UILI.ORG · PHONE: +34 625 065 790
P.O. BOX 4602· 4803 EP BREDA· THE NETHERLANDS



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アジェンダ

2018年第1回役員会 2018年4月20日(金)

1. 歓迎
2. 出席者の確認と欠席のお詫び
3. アジェンダの承認
4. 2017年8月24日ボゴタ開催の2017年第2回役員会議事録の承認
 - 4.1. 議事録からの懸案事項 (アジェンダ外)
5. 新任役員 : Eurolab AISBL より
6. 財務報告
 - 6.1. 2017年損益計算書
7. 次回シンガポール役員会計画
 - 7.1. 会議計画案
 - 7.2. LabMeeting 2018
8. ILP委員会および2017-2018年ILP計画



UILI-ILP instructions
for providers v6.pdf

9. 外部活動とワーキンググループ :



UILI Draft
Guidelines for Exten

- 9.1. 加入団体へのUILI代表者の選任 :



UILI External
Representatives V2.t

コメント【U1】: 資料は次のUILIサイトよりダウンロードしてください:
"Documents-> Governing Board"
17-02 Draft Minutes Governing Board Meeting August 24th V2.0



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- 9.1.1. ILAC - LC
- 9.1.2. ISO/CASCO
- 9.1.3. ISO/REMCO
- 9.1.4. UNIDO
- 9.1.5. 地域認定協会 :
 - 9.1.5.1. EA
 - 9.1.5.2. IAAC
 - 9.1.5.3. ARAC
 - 9.1.5.4. APLAC
 - 9.1.5.5. AFRAC

10. 会員勧誘活動

10.1. AOIL – Association of Indian Laboratories, India (インド試験所協会) インド

11. 今後の会議日程

11.1. 2018年第2回役員会 - 2018年10月25日・26日 - シンガポール

12. その他 (会長承認)

13. 閉会

コメント [U2]: 資料は次の UIIL サイトよりダウンロードしてください:
“External representation-> ILAC/IAF -> ILAC/IAF 21st GA Vancouver 2017”
JGA 17 Draft (1) Minutes_12-02-2018

コメント [U3]: 資料は次の UIIL サイトよりダウンロードしてください:
“External representation -> ISO/CASCO”
ISO IEC 17025 (2017) Presentation

コメント [U4]: 資料は次の UIIL サイトよりダウンロードしてください: (ファイル多数のためサイトをご確認ください)
“External representation -> ISO/REMCO”

コメント [U5]: 資料は次の UIIL サイトよりダウンロードしてください:
“External representation -> UNIDO”
EA-UIIL RS Agreement signed in November 2017

コメント [U6]: 資料は次の UIIL サイトよりダウンロードしてください:
“External representation -> UNIDO”
Draft Minutes Skype meeting 24th October 2017



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資料B

2017年第2回 UIIL 役員会

2017年8月24日(木)

於・シェラトン ホテル ボゴタ

10:30 開始

1. 歓迎

ショルティス博士は出席者を歓迎し、IAAC ステークホルダー委員会出席のため遅れたことを陳謝した。

2. 出席者の確認と欠席のお詫び

ショルティス博士はファン・デル・ワルト博士、ソレス氏、オリバー・ロデス氏、マケンティ氏、オイディラン博士から欠席のお詫びがあったことを報告した。

また、松村博士が JEMCA 新会長に就任したことにお祝いを述べ、新しい JEMCA 代表代理について質問した。

松村博士は、現副会長2名のうちどちらかが担当する予定で、追って事務局までその名前を連絡することを約束した。

3. アジェンダの承認

ショルティス博士は出席者に対しアジェンダへの意見を確認したが、特になく案通りで承認された。

4. 2017年4月11日テレビ会議にて開催された2017年第1回 UIIL 役員会および幹部会議事録の承認

ショルティス博士は前回会議の議事録に簡単に触れ、一同はこれを承認した。

ショルティス博士は前回会議からのアクションアイテムを確認した：



➤ オランダ政府への **UILI** 登記手続き - ショルティス博士

UILI 事務局とショルティス会長自身がフランスにおける **UILI** 登記の状況を確認できない問題に直面し、最終的に、役員会は **UILI** をオランダに登記する結論に至った経緯に触れた。

モンテス・ニノ氏は将来会長国が変わることを考えると、世界で唯一国際団体の登記を認めるベルギーで **AISBL**（国際非営利団体）として登記する案を述べた。

ショルティス博士は、本件には多くの労力が費やされ、**UILI** は現在、オランダでの登記に向け手続きを進めていると述べた。

フェルナンデス博士は、本件については既に議論が交わされオランダに登記することで一同合意したことであることを説明し、次の段階について質問した。

ショルティス博士は協会の規約を公証役場に登記し、それがオランダ当局に渡り登記の要件を満たすものか審査されると答えた。

アデコ氏は、**UILI** がオランダに登記されることについての制約の有無を質問した。それに対しショルティス博士は、税法に係る金銭についてのみと答えた。

アデコ氏は、**UILI** のオランダ登記を支持した。

➤ 財務担当が今後数年間の年会費に係る小ワーキンググループを立ち上げ、その成果を総会に提出、承認を受ける - ショルティス博士、フェルナンデス氏

ショルティス博士は松村博士に対し、次回会議までに案の作成を依頼した。



シルバ博士は **EUROLAB** の入会で **UILI** はその会費構造を見直す必要があると述べた。**UILI** が真に国際団体として活動する上で重要な課題であると添えた。

ショルティス博士はこのことを協会の規約に反映させる必要があるか確認した。

シルバ博士は規約を十分に見直し、他に変更が必要な個所がないかを確認することが重要であると述べた。

ショルティス博士は小委員会を立ち上げて **Skype** 会議を開き、公証役場への提示に対応できる規約に改定することを提案した。

モンテス・ニノ氏は **ACIL** の規約改定を例に挙げ、改定案を書面で作成し改定委員会に配布することを提案した。また、ショルティス博士に対し、確認すべき要点を挙げ、全体を見直すことのないようにすることを提案した。

最終的に、ショルティス博士は協会の規約は **UILI** のホームページに掲載されているので、各自これをダウンロードし意見を会長へ提出することを依頼した。その後に **Skype** 会議を開催し、公証役場に対応できる内容かを確認するとのこと。

➤ **ASOCOLAB** に連絡をとり、早急に **2017** 年ボゴタ会議プログラムを完成させる.- ショルティス博士は、フェルナンデス氏、フェルナンデス博士
対応済み。

➤ **RELABSA** に再度連絡をとり、**UILI** への入会を勧める - フェルナンデス氏、
アルフレド・モンテス・ニノ氏

アルフレド氏は連絡を試みたが、最終的には先方が協会内の問題に対処できるまで待つこととした。

➤ **ILP WG** 会議を開催し、懸案事項を解消する - フェルナンデス氏



対応済み。 .

- **ILAC LC** のアンケート調査のリンクを関係者へ配信する

対応済み。

- **UIIL ISO WG** 会議を開催し、**Eurolab** が会員へ配布予定の **ISO 17025** 改定に係る文書作成に取り組む - マリアンヌ・アデコ氏

対応済み。 .

- **EUROLAB** の **UIIL** 入会手続きを進める - ショルティス博士.

対応済み。

- 引き続き **UNIDO** への提案事項をまとめ、先方へ連絡する - フェルナンデス氏、ショルティス博士

対応済み。

5. アジェンダ外、議事録からの懸案事項

その他の議事は挙がらなかった。

6. 会員協会・非協会会員代表からの活動報告（総会にて発表）

JEMCA – 特に無し。

IPAN – アデコ氏は協会会員に認定を取得した事業所はまだなく、この課題について **UIIL** の協力を得たい旨述べた。 **ILP** については、一定量の試料を購入することができれば国内に配布したいと述べた。

RELACRE – シルバ博士は **ILP** の認定が進行中であると述べた。また、**RELACRE** は **FELAB** と共同で「Ibero-American Congress of laboratories in Lisbon for 2018（イベロアメリカ試験所会議 2018 年リスボン大会）」を計画していることを報告した。同時に、2022 年開催予定の非破壊検査に係る世界会議の準備も進めているとのこと。



ポルトガルは産業試験所への関心が高く、UIILの紹介で業界の試験所からの教育訓練を受けたいと考えていることを述べた。EUROLABは、ISO 17025 認定申請に係る34の指針を設けているが、これを見直し一般に無料公開する予定で、UIIL会員に向けてこれに特典を付けた各国言語に翻訳することを提案した。これは各国専門家の中で技術情報を交換できる機会となると添えた。

非協会会員 – モンテス・ニノ氏は、自身の経営する試験所がABRACの会員であることに触れ、ABRACのUIIL入会を考えたいがそのためにはMOUを取り交わす必要があると述べた。UIILはこの度IAACに入会したが、これからも引き続き協会行事に参加することの重要性を述べた。

ショルティス博士は、まず始めにUIILとABRACの連絡役となる人物を選定する必要があり、人選が行われた後に連絡を取り合い協会間でこういった関係を築くのが最良かを模索する必要があると述べた。

監査機関:

アデコ氏はUIILに監査機関を加入させる可能性について意見を聞いた。

ショルティス博士は、規約によれば可能であると答えた。

シルバ博士は、協会会員は、監査機関を会員に受け入れることでコミュニケーションが容易になり便利であると答えた。

これら意見を受けアデコ氏は、ベルギーに本部を置く International Confederation of Inspection and Certification Organisations (CEOC、国際監査・認証機関同盟(仮))へ連絡をとることを提案した。

CALIBA- デナリ博士は、CALIBAにとって最も重要なのは、UIIL会議から得たものがどれだけCALIBAの会員試験所の助けになるかであると述べた。CALIBAはUIILを通して国際レベルで意見を拡散できるがこれだけでは不十分であると加え、アルゼンチンでは購入できない試験所の機材不足を例に挙げた。UIILに、機材買い替えのための資金調達を目的とした研究機関紹介の仲介役の可能性を示唆した。

ショルティス博士はTIC (Testing, Inspection and Certification/試験・検査・認証) 業界は急速に発展していることに触れ、業界内の課題毎に投資できるクラウドファンデ



イングのプラットフォーム設置を提案した。彼はまた、一般的に、どの試験所に対しても言えることとして、試料が十分にそろって入れば資金は大きな問題ではないと加えた。

モンテス・ニノ氏は、そういった試験所は、試料が不足しているために機材を購入できない可能性があるとして述べた。彼はまた、**CALIBA** は今二つの協会の連合組織であることを加えた。

サンチョ氏は **UILI** に対し、途上国の技術および事業の面での協力と、国内外の専門家によるワークショップの開催を要望した。

ショルティス博士は、これら全ての要望に対処すべきで、また、**UILI** は監査機関を受け入れるべきと述べた。

AELI- 特に無し。

VRS- ショルティス博士は、ファン・デル・ワルト博士が **VRS** 会長を退任し、後任の会長はファン・デン・エンデ氏であることを報告した。

7. 会長からの報告

ショルティス博士は、ブエノスアイレス会議以降の作業の進捗状況に大変満足していることを述べた。

7.1. Eurolab 戦略的合意契約 ポロニヤ総会

7.1.1. UILI-EUROLAB WG 報告

ショルティス博士は、**EUROLAB** の加入手続きは問題なく進行中であると報告した。また、サンチェス氏が **UILI** に対する **EUROLAB** 側窓口となり、**UILI-EUROLAB WG** が両協会の協働を調整することとなったと加え、これから主な活動目的を文書化し、それを実行すると述べた。

7.2. ILAC-LC バンクーバー会議 報告





ショルティス博士はデリーでシルバ博士が提案した調査が無事完了したことを報告した。

7.3.6 月 30 日ウィーン開催 UNIDO 会議

ショルティス博士は、フェルナンデス氏とともにウィーンの UNIDO 本部を訪問し、途上国における認定機関の戦略計画を発表したが、UNIDO が必要としていたのは専門家やプロジェクトリーダーによる協力で、これに UIIL が応えられる可能性がある」と述べた。UNIDO はまた ILP に大変興味を示し、マラウイでマイコトキシン分析に対する試験所認定を取得できることを証明するためその試料が必要とされているということで、ショルティス博士はそれを提供できる専門企業の調査の手助けをしている」と述べた。

7.4. UIIL 加入国際団体活動

ショルティス博士は、UIIL が加入する国際団体活動による成果を会員に還元するまでには、これから数年の内にとるべきステップがいくつかあると述べ、各国会員協会の代表に対し、UIIL が彼らにできること、また、彼らが UIIL にできる事柄を具体的に挙げるよう促した。

8. ILP 委員会より 2016-2017 年 ILP 報告

フェルナンデス氏は、第 10 回および第 11 回については、試料も報告書も配布済であると報告した。

第 13 回 ILP については昨年試料を配布したが、CALIBA から報告書がまだ発行されていないとのこと。

続いて以下を報告した：

2016- 23 組参加（約 6 事業所が参加費未払い）

2017- 23 組申込済

14th ILP 試料 – 参加者へ配布済（スペイン事業所で問題）



15th ILP – 近く配布予定

16th ILP – 参加者無し

17th ILP- 最終的に CALIBA は試料を配布できず、JEMCA や RELACRE が対応を検討中

ショルティス博士は ILP 運営の改善を求め、当初 UILI は情報の配信のみを行い、管理運営は各プロバイダーが行うとのことで、今 UILI 事務局への負担が大きいことを指摘した。

松村博士は、UILI が技能試験のプロバイダーとなることを提案した。---

アデコ氏は、連携を改善させることを提案した。

フェルナンデス氏は、ILP のコーディネーターを置くことを提案した。

ショルティス博士は、第 7 回 ILP への申込者に対し、試験を取りやめ、あるいは延長することとなった経緯を説明する文書を発信しなければならないと述べた。

フェルナンデス氏は、もし RELACRE が第 17 回 ILP を引き継げるようであれば CALIBA が文書を用意する必要はないのではないかと述べた。

それに対し、ショルティス博士は、CALIBA はいずれにせよ今の状況に対する詫言状を作成しなければならないと述べた。

9. 規格化 WG

9.1. ISO 17025 に係る ISO/CASCO 報告

アデコ氏は、17025 改定作業は完了しているが、まだ投票 (ballot) が残っていると報告し、投票に係る情報を EUROLAB 事務局へ拡散することを提案した。

9.2. ISO/REMCO ベルリン会議

松村博士は、2020 年に新たな規格が発効されると述べた。

ショルティス博士は、国際団体への UILI 参加についてまだ明確ではなく、活動方法と、参加者についてどう定めるべきか意見を聞いた。

シルバ博士は、UILI は会員協会に対し、現在 UILI として出席する会合、そこへの出席者を確認し、また、参加報告について改善させることを提案した。



ショルティス博士は、その調整役は事務局長が行うことを確認した。
シルバ博士は、その他の会合について EUROLAB からの参加報告を提供することを申し出、同様に UIIL から情報提供を求めた。

10. 財務報告

10.1. ABN AMRO 銀行への UIIL 口座移転

10.2. 2017 年 7 月 31 日現在財務諸表

松村博士は、財務文書について、会議終了後により詳しく確認する必要があると述べた。

10.3. 未払い会費

ショルティス博士は、未払いだった請求書の内、最近何件かが支払われ、そのことが反映されていた資料を財務担当に提出済であることを補足した。

フェルナンデス氏は、以下の通り簡単に報告した。：

非協会会員： 全 13 -> 8 会員未払い (Ekosmyrna 社、Oikonomidis 社は 2016 年会費も未払い)

協会会員： 全 9 -> 3 会員未払い (AELI、CALIBA、および AOIL)

10.4. 2017 年予算とローリングフォーキャスト

10.5. 2018・2019 年予算案

ショルティス博士は、本議事については総会にてとり挙げると述べた。

11. 第 27 回総会における役員改選に向けた候補者の選出

11.1. 会長、副会長、名誉財務担当、事務局長

ショルティス博士は役付役員に対し、次期継続の意思を確認した。

出席の全役付役員は次期も継続して同役職を務めることを承知し、よって、2018～2019 年も現役職のままとすることとなった。これは総会に提出される。

12. 会員勧誘活動:



新規加入が承認された会員：

1. 協会：
 - a. ASOCOLAB
 - b. EUROLAB（正式申請）
2. 非協会：
 - a. Hamed Beik Absarkavir Lab – イラン

13. UILI 拡大・促進のための活動報告

13.1. AOIL:インド試験所協会

13.2. その他協会

13.2.1. 入会可能性のある協会

13.2.1.1. RELABSA – グアテマラ

13.2.1.2. ASOSEC – コロンビア

13.3. 加入希望者の検討評価:

14. 今後の会議予定

14.1. 2018 年第 1 回-2018 年 4 月 20 日(金)

14.2. 2018 年第 2 回-2018 年 11 月 2 日(金)

時間の関係で、本議事は取り挙げなかった。

15. その他(会長承認)

特に無し。

16. 閉会

13:10 に閉会した。

15. アクションアイテム:



- オランダにおけるUILI登記手続き：公証役場に協会の規約を提出、オランダ当局への登記のため、その必要条件を満たす。役員はウェブサイトより規約をダウンロード後、会長へ意見を提出する。意見が集まった時点で、公証役場対策としての規約改定に係るskype会議を行う。- 全役員、フェルナンデス氏、ショルティス博士
- 財務担当松村博士が、EUROLABのUILI入会による状況の変化に対応するため年会費の改定案を次回会議に用意する。：松村博士
- 加入する国際団体での活動：UILIが各国協会にできることと、会員協会がUILIにできることの具体案を考える。
- UNIDO：途上国の認定機関に係る戦略計画を提示する。。
- 第17回ILP：RELACREへ試験を引き継ぐ可能性を確認し、それば難しければ、CALIBAは申込者への詫び状を作成する - フェルナンデス氏、クラウディア・シルバ氏（RELACRE）、マルタ・サンチョ氏（CALIBA）

ショルティス博士は、いずれの場合でもCALIBAは詫び状を作成すべきと述べた。
- 規格化ワーキンググループ：加入する国際団体での活動方法と参加者に係る案を提出する。案では、UILIとして出席する会合、そこへの出席者を示し、また、参加報告について改善させる。
- グアテマラの協会RELABSA（全国保健・環境試験所ネットワーク(仮)）、コロンビアの協会ASOSEC（適合性評価機関協会(仮)）、ブラジルの協会ABRAC（ブラジル適合性評価協会(仮)）と連絡を取り、入会を勧める - フェルナンデス氏、アルフレド・モンテス・ニノ博士
- 今後の会議の日程と開催地を決定する



2018年第1回-2018年4月20日(金)

2018年第2回-2018年11月2日(金)

POLICY DOCUMENT INTERLABORATORY PRACTICE (UILI ILP)

- 1 UILI ILP provider
 - 1.1 UILI shall be the ILP provider (PT provider according to ISO/IEC 17043:2010).
 - 1.2 UILI shall provide ILP schemes (PT programs) to the benefit of its members.
 - 1.3 UILI shall name each scheme as follows: number of ILP, year of offer and ILP content.
 Example for 2018:
 - ✓ 18th UILI ILP 2018: Cations and anions in natural water
 - ✓ 19th UILI ILP 2018: Bituminous mixture, and bitumen
 - ✓ 20th UILI ILP 2018: Sterols, Erythritol + Uviol, Wax, Acidity, Peroxide index, UV spectrophotometric test, Delta ECN 42 and insoluble impurities in olive oil
 - ✓ 21th UILI ILP 2018: Nutricional labeling
 - 1.4 UILI shall source homogenous samples for each ILP scheme offered from UILI ILP sample providers (members associations established / approved schemes and from other approved / accredited sources) to meet the needs of the participants.
 - 1.5 When necessary, an UILI ILP scheme will be conducted in collaboration with other accredited PT providers with UILI as the contact point. In such cases,

**運営方針
試験所間比較試験 (UILI ILP)**

資料C

1. UILI ILP プロバイダー
 - 1.1 UILI が ILP のプロバイダーとなる (ISO/IEC17043:2010 取得の技能試験プロバイダー)
 - 1.2 UILI は会員に向け、その特典として ILP 試験 (技能試験) を実施提供する
 - 1.3 UILI は、プログラム名を、ILP 回数、実施年、実施内容でつける。

 2018 年の例 :
 - ✓ 第18回 UILI ILP 2018 「天然水中の陽イオンおよび陰イオン」
 - ✓ 第19回UILI ILP 2018 「瀝青 (れきせい) 混合物と瀝青」
 - ✓ 第20回UILI ILP 2018 「オリーブ油中のステロール、エリスリトールとユビオール、紫外線分光光度、デルタECN 42、および不溶成分」
 - ✓ 第21回UILI ILP 2018:「栄養成分分析」
 - 1.4 UILI は、各 ILP 回において、UILI ILP 試料プロバイダー (会員協会が確立/第三者承認の計画/認定取得人材) より均質化試料を調達し、参加者の要望に応える
 - 1.5 UILI ILP プログラムは、必要に応じて UILI を窓口とし、他の認定 PT プロバイダーと共同実施できる。共同実施の場合、双方で合意された試験様式をとる。

<p>modalities for such collaboration will be approved by both parties.</p> <p>1.6 UILI shall market the yearly program through listing on the UILI web platform and other approved websites and media.</p> <p>1.7 UILI shall provide ILP schemes annually to support laboratories data confidence.</p> <p>2 Publication of ILP programs</p> <p>2.1 The publication of the yearly ILP programs shall be for two years in advance. Publication shall be done after agreement between UILI and the ILP Partners</p> <p>2.2 UILI's ILP program manager will forward this information to LabWing as soon as it is received to prepare and publish the ILP program through the website.</p> <p>2.3 Reminders: UILI's ILP program manager will send at least 3 reminders per year of the ILP program through the website and any other approved websites</p> <p>3 UILI ILP PT Provider Partners - online activity</p> <p>3.1 UILI ILP partners shall be from its members established and / or approved and / or accredited bodies</p> <p>3.2 UILI ILP partners shall be approved by the UILI ILP Committee. (Current approved partners are JEMCA, RELACRE, and CALIBA)</p> <p>3.3 UILI shall receive the following documents related to each ILP exercise from the partner at least</p>	<p>1.6 UILI は、その年間プログラムを、UILI およびその他承認されたウェブサイトにて宣伝する。</p> <p>1.7 UILI は、ILP を毎年開催し、試験所のデータ信頼性向上を支援する。</p> <p>2. ILP プログラムの公開</p> <p>2.1. ILP は、2 年先までの年間プログラムを公開する。公開は、UILI およびパートナー間での合意の上で行う。</p> <p>2.2. UILI プログラムマネジャーから Labwing 社へ、試験情報が伝えられ次第、ILP 年間プログラムが作られウェブサイトにて公開される。</p> <p>2.3. リマインダー：UILI プログラムマネジャーは UILI およびその他承認されたウェブサイトを通じ少なくとも年に3回 ILP プログラムのリマインダーを発信する。</p> <p>3. UILI ILP PT プロバイダーパートナー — オンライン作業</p> <p>3.1. UILI ILP パートナーは、会員協会、UILI の承認する団体、認定機関、のいずれかとする。</p> <p>3.2. UILI ILP パートナーは UILI ILP 委員会の承認を受ける。(現在承認されているパートナーは JEMCA、RELACRE および CALIBA)</p> <p>3.3. UILI は、各 ILP に係る次の文書を、プログラム開始 6 ヶ月以上前にパートナーから受け取る：</p>
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<p>six months in advance</p> <p>3.4 <i>Sample name e.g. Cations and anions in natural water</i></p> <p>3.5 <i>Test methods (with limits if necessary)</i></p> <p>3.6 <i>Methods for pretreatment and measurement (if required)</i></p> <p>3.7 <i>Data from homogenous sample</i></p> <p>3.8 UILI ILP partner will be responsible for contacting and hiring the shipping company services to send the samples to the associations or individual laboratories participants</p> <p>3.9 UILI's ILP program manager will send to each partner a list of participants' names and addresses to send the samples</p> <p>3.10 The ILP partner will send the samples direct to participants delegated contact and location to avoid double handling and protect samples from contamination and ensure timely delivery</p> <p>3.11 ILP partner will be responsible to provide the shipping details to UILI contact who will communicated details to the participant contact person for follow up</p> <p>4 Applications online activity</p> <p>4.1 Laboratories interested in participating in any of the ILPs shall make their application through UILI's web platform by completing participant contact details for sample delivery, test, test methods invoice generation and proof of payment for each ILP scheme.</p>	<p>3.4. 試料名 (例) 天然水中の陽イオンおよび陰イオン</p> <p>3.5. 分析方法 (必要に応じて条件付き)</p> <p>3.6. 前処理方法および分析方法 (必要に応じて)</p> <p>3.7. 均質化試料の測定データ</p> <p>3.8. UILI PT パートナーは、参加協会や試験所への試料配布の委託業者を選定し、窓口となる。</p> <p>3.9. UILI ILP プログラムマネジャーは各パートナーへ、試料送付のための参加者名と連絡先を伝える。</p> <p>3.10. ILP パートナーは、試料を直接参加申込者へ送付する。再配送は行わず、試料の汚染を防止し、且つ迅速な配布を行う。</p> <p>3.11. ILP パートナーは試料の配送情報を UILI 窓口へ伝える。UILI 窓口は、参加者側窓口へその情報を伝えることで配送状況を監視できる。</p> <p>4. 参加申込み オンライン作業</p> <p>4.1. どれか ILP プログラムへの参加に興味のある試験所は、ILP 毎に UILI ウェブサイト上で申込手続きを行い、試料配送先、試験名、測定方法、請求書発行、および支払証書について回答する。</p>
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<p>4.2 UILI shall send the number / details of registered participants to the ILP partner (PT provider) by UILI's ILP program manager.</p> <p>5 Invoicing and payments – online activity</p> <p>5.1 The person in charge of finances will follow up payments status and reconcile accounts annually.</p> <p>6 ILP documents- online activity</p> <p>6.1 UILI's ILP Program Manager will enter all data into UILI PT program online module and trigger the online process to prompt the participants to download the document and test instructions, questionnaires and any other requirements from the website</p> <p>6.2 Measurements and results of analysis format with limits (if any) which will be entered into UILI database for direct data entry by participants.</p> <p>7 Distribution of test samples- by ILP partners</p> <p>7.1 UILI's ILP program manager will send to the partners a list of participants' names and addresses to send the samples.</p> <p>7.2 ILP partner will send the shipping details to UILI contact</p> <p>7.3 UILI contact will communicate shipping details to the participant contact person for follow up</p> <p>8 Test Samples Receipt online activity</p> <p>8.1 Upon receipt of test samples, participants will enter sample receipt date online on UILI PT online module</p>	<p>4.2. UILI ILP プログラムマネジャーは、ILP パートナー (PT プロバイダー) へ、参加登録数/登録情報を報告する。</p> <p>5. 請求書発行および支払い — オンライン作業</p> <p>5.1. 会計担当は支払状況を監視し、年間の会計調整を行う。</p> <p>6. ILP documents- ONLINE ACTIVITY</p> <p>6.1. UILI 事務局 (あるいはコーディネーター) は全データを PT オンラインモジュールに入力し、参加者がウェブ上で関係文書や試験の案内をダウンロード、問合せ等を行えるようオンライン環境を整える。</p> <p>6.2. 測定と結果の回答様式の条件 (あれば) は UILI データベースに反映させ、参加者はここへ結果を直接入力する。</p> <p>7. 試料配布 — ILP パートナー</p> <p>7.1. UILI ILP プログラムマネジャーは ILP パートナーへ、試料送付のための参加者名と住所の一覧を提出する。</p> <p>7.2. ILP パートナーは UILI 窓口へ、配送情報を伝える。</p> <p>7.3. UILI 窓口は参加者側窓口へ、配送状況を監視できるよう配送情報を伝える。</p> <p>8. 試料の受取り — オンライン作業</p> <p>8.1. 試験試料を受取った後、参加者は UILI PT オンラインモジュールへ、試料の受取日を入力する。</p>
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- 9 Statistical techniques online activity
- 9.1 Statistical techniques designed by UILI will be used to determine outliers and assess performance. The technique uses robust methods with few assumptions. No limits imposed on the data.
- 9.2 The comparative statistics accepts all data variability and establishes a best value for the material by using the most agreed upon value.
- 10 Reporting online activity
- 10.1 Participants will upload the test results and all other reporting requirements in-part or in-full unto UILI online data reporting template during the test period.
- 10.2 UILI's online module contact (secretary or ILP coordinator) will confirm receipt of the reports from participants on the online module after the due date. No reports after due date /deadline are acceptable.
- 10.3 UILI's online module will send reminders to participants twice before the due date.
- 10.4 UILI's ILP program manager will confirm the necessary reminders get to participants
- 11 Result Analysis and Final reporting
- 11.1 UILI contact will analyze the data using the designed statistical technique
- 11.2 The final report will be reviewed by UILI contact before forwarding to each participant together with a letter indicating the participant

9. 統計解析技術- オンライン作業
- 9.1. UILI が定めた統計解析法に基づいて外れ値を確定しパフォーマンスを評価する。統計解析にはロバスト法といくつかの推定法が用いられる。データ条件はない。
- 9.2 比較統計法はデータの変動性を許容し、また、最も受け入れられている評価法を用いることで物質の最適値を定めることができる。
10. 報告 - オンライン作業
- 10.1. 試験期間中、参加者は、測定結果とその他報告が必要な情報を一部ないし全て UILI オンラインデータ報告様式に入力する。
- 10.2. 期日後、UILI オンラインモジュール窓口(事務局あるいは ILP コーディネーター) は、オンラインモジュール上の参加者からの結果報告の有無を確認する。期日後の結果提出は認められない。
- 10.3. 期日前に、UILI オンラインモジュールは参加者へリマインダーを 2 回発信する。
- 10.4. UILI プログラムマネージャーは参加者に適切なリマインダーが発信されているかを確認する。
11. 結果解析 / 報告書
- 11.1. UILI 窓口は定められた統計解析法を用いてデータを分析する。
- 11.2. 報告書は参加者番号が記された通知書と共に各参加者へ配信されるが、その前に、UILI 窓口が内容を見直す。

code.

12 Certificates- online activity

12.1 UILI's ILP program manager will be responsible for preparing and sending certificates of participation to each participating laboratory.

13 Economic rules

13.1 UILI being a voluntary, membership and not for profit organization with income only from membership dues and voluntary donations had challenges to meet her development needs.

13.1.1 The ILP program was introduced by JEMCA, in which JEMCA bore all the cost & expenses. The income from the program is donated to UILI. In the first 10 years, the ILP brought in more than 60,000 Euros into UILI in addition to realizing the objectives.

13.2 In subsequent years, the income dwindled because there were very few participations from outside Japan. In 2015, with expansion of UILI to other regions, the Board sought for ILP participation from other Member Associations in Europe, South America & Africa. The exercise provides UILI with the opportunity to internationalize it and increase the number of participants.

13.3 Suggested cost structure as below:

12. 参加証- オンライン作業

12.1. UILI ILP プログラムマネージャーは、参加証の作成し、各参加者へ送付する。

13. 財務ルール

13.1. UILI は任意の、会員による非営利組織で、その収入は会費や寄付によってのみ賄われており、組織の発展に難しさを感じていた。

13.1.1. ILP は JEMCA によって導入され、その費用は全て JEMCA が負担してきた。プログラムによる収入は UILI に寄付されている。最初の 10 年間で、ILP が UILI にもたらした金額は 60,000 ユーロを超え、加えて、当会の活動目的の実現にもなっている

13.2. その後、日本以外からの参加数が少なかったことで収入は減少した。2015 年、UILI は活動地域を拡大し、UILI 役員はヨーロッパ、南米およびアフリカ地域役員へ対して ILP への参加を呼びかけた。本試験の運営により、UILI は国際活動の機会が増え、会員増強につなげたい。

13.3. 費用構成案は次の通り：

<p>13.3.1 ILP program manager: To update the database and manage the program</p> <p>13.3.2 ILP PAAS Provider Partner: LabWing, and another website</p> <p>13.3.3 ILP PT Provider Partner: Cost of homogenized sample, Cost of shipping & handling</p> <p>13.3.4 Finance: make Account & Income to UILI</p> <p>13.4 UILI will pay the ILP partners as in 13.2.3</p>	<p>13.3.1. ILP プログラムマネジ ャー: データベースの更新と プログラム管理</p> <p>13.3.2. ILP PAAS プロバイダー パートナー : Labwing および その他ウェブサイト</p> <p>13.3.3. ILP PT プロバイダーパ ートナー : 均質化試料調整 費、輸送料・手数料</p> <p>13.3.4. 会計 : アカウ ントの作成、UILI への収入の管理</p> <p>13.4. UILI は、13.2.3 に記された ILP パ ートナーに対し、代金を支払う</p>
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GUIDELINES FOR UILI'S REPRESENTATIVES IN EXTERNAL ORGANIZATIONS

1. Introduction:

One of the main aims of UILI as International Association of Laboratories is to represent its members in the most relevant organizations worldwide where rules and standards for the laboratory business are decided.

The representation of UILI in those organizations should be a meritorious honor for those members who are appointed for this role after a proper selection process agreed by UILI's Board.

The present documents supplies general rules for the selection and duties of UILI's representatives in those organizations.

2. Organizations where UILI is represented:

1. Standardization Organizations:

1.1. ISO

1.1.1. ISO/CASCO

1.1.2. ISO/REMCO

2. Accreditation Organizations:

2.1. ILAC

2.2. EA

2.3. ARAC

2.4. APLAC

外部団体における UILI 代表活動のための ガイドライン(指針)

1. はじめに:

UILI が国際試験所協会として掲げる大きな目的の一つに、試験所業界における取り決めや標準の制定が行われる関係団体へ会員へ代表して参加することがある。

これら国際団体での代表活動の役割を担うことは、正式な手続きを経て役員の同意を得た会員で、大変な榮譽に値する。

このガイドライン (指針) は、これら外部団体への UILI 代表者 (以下「UILI 代表者」という) に対する全般的な取り決めや責務を記すものである。

2. UILI 代表者が参加する団体

1. 標準化機関:

1.1. ISO

1.1.1. ISO/CASCO

1.1.2. ISO/REMCO

2. 認定機関:

2.1. ILAC

2.2. EA

2.3. ARAC



2.5. IAAC

3. International Organizations:

3.1. UNIDO

3.2. WTO

3. Characteristics of UIIL representatives:

3.1. Who can be a UIIL's representative

3.1.1. Any person belonging to a company that is an ordinary member of UIIL can ~~appoint~~ **appoint** for an international representation of UIIL

3.1.2. The candidate must have permission of availability of time and ease to travel for the position of representativeness

3.1.3. The candidate must have background in the activity in which he will act as a representative.

3.2. Rights of UIIL's representative

The representative may make use of the UIIL secretary to contact the organization to which he / she will represent, distribute and send reports or surveys. UIIL will request or officially transmit the nomination to the corresponding organization.

3.3. Duties of UIIL's representative

The people who act as representatives of UIIL in international organizations should:

2.4. APLAC

2.5. IAAC

3. 国際機関 :

3.1. UNIDO

3.2. WTO

3. UIIL 代表者の資格 :

3.1. UIIL 代表者の条件

3.1.1. UIIL 正会員企業の職員は UIIL 代表者へ申請できる。

3.1.2. 申請者は、代表活動のための時間、移動手段を与えられ、その許可を得ている。

3.1.3. 申請者は、申請する活動分野での活動実績を有する。

3.2. UIIL 代表者の権限

UIIL 代表者は、自身が担当する団体への活動報告の提出やアンケート回答等の連絡を UIIL 事務局へ依頼できる。その場合、UIIL は当該団体に対し、公式に連絡役の登録手続きを行う。

3.3. UIIL 代表者の責務

UIIL 代表者、は担当する国際団体に係



- 3.3.1. Maintain permanent contact with the organization, committee or working group in which is involved.
- 3.3.2. Participate at the meetings held in relation to their role of representation.
- 3.3.3. Obtain information from the UIIL Board regarding the positions to be defended in the group meetings.
- 3.3.4. Prepare periodic reports on the situation and progress of each group to present to the UIIL Board

3.4. Geographical localization

- 3.4.1. In the selection of the representatives, the geographical location will be taken into account in order to facilitate travelling time and costs to the meetings of the working groups.

る次の業務を行う：

- 3.3.1. 団体と関係の委員会、ワーキンググループとの連絡。
- 3.3.2. 活動目的に応じた、参加資格を有する会議への出席。
- 3.3.3. グループ会議へ提示するための、UILI 役員の見解取りまとめ。
- 3.3.4. UIIL 役員に対する、グループ毎の定期報告。

3.4. 地理的環境

- 3.4.1. UIIL 代表者の選定には、ワーキンググループ会議出席に想定される移動時間や費用負担から、地理的環境を考慮する。

UNION INTERNATIONALE DES LABORATOIRES INDÉPENDANTS
 UNIÃO INTERNACIONAL DE LABORATORIOS INDEPENDENTES
 UNIONE INTERNAZIONALE DEI LABORATORI INDIPENDENTI
 INTERNATIONALE UNION DER UNABHÄNGIGEN LABORS
 國際聯盟的獨立實驗室
 FONDÉE EN 1960



INTERNATIONAL UNION OF INDEPENDENT LABORATORIES
 UNIÓN INTERNACIONAL DE LABORATORIOS INDEPENDIENTES
 МЕЖДУНАРОДНЫЙ СОЮЗ НЕЗАВИСИМЫХ ЛАБОРАТОРИЙ
 國際獨立研究所聯合會
 FOUNDED 1960



EXTERNAL REPRESENTATIVES OF UILI

外部団体へのUILI代表者

1. Standardization Organizations:

標準化団体

1.1. ISO:

UILI's President: Drs Luc A. Scholtis

UILI会長：ルーク・A・ショルティス博士

1.1.1. ISO/CASCO:

CCIL: Mr. Gillbert McIntee (midterm meeting in México DF in April)

CCIL：ギルバート・マケンティ(4月メキシコシティ開催中期会議)

1.1.2. ISO/REMCO:

JEMCA: Dr Toru Matsumura JEMCA：松村徹博士

Mr. Alfredo Montes Niño アルフレド・モンテス・ニノ氏

1.1.3. ISO WG53:

CCIL: Mr. Gilbert McIntee CCIL：ギルバート・マケンティ

2. Accreditation Organizations:

認定団体

2.1. ILAC

UILI's President: Drs Luc A. Scholtis UILI会長：ルーク・A・ショルティス博士

UILI's Secretary: Mrs. Melissa M. Fernández UILI事務局：メリッサ・M・フェルナンデス氏

JEMCA: Dr Toru Matsumura JEMCA：松村徹博士

2.2. EA

EUROLAB: Dr Álvaro Silva

EUROLAB：アルバロ・シルバ博士

2.3. ARAC

2.4. APLAC

JEMCA?



2.5. IAAC

North-American region: CCIL 北半球 : CCIL ?

?

South-American region: CALIBA 南半球 : CALIBA

Mr. Alfredo Montes-Niño アルフレド・モンテス・ニノ氏

Mrs. Marta Sancho マルタ・サンチョ氏

2.6. AFRAC

IPAN: Dr Femi Oyediran IPAN : フェミ・オイディラン博士

3. International Organizations:

国際機関

3.1. UNIDO

UILI's President: Drs Luc A. Scholtis UILI会長 : ルク・A・ショルティス博士

UILI's Secretary: Mrs. Melissa M. Fernández UILI事務局 : ミッサ・M・フェルナンデス氏

3.2. WTO

UILI-EuroLab 戦略的提携合意ワーキンググループ

4. UILI-EuroLab working Group for the Strategic Alliance Agreement

EUROLAB: Dr Álvaro Silva / Mr. José Luis Sanchez

UILI: Drs Luc A. Scholtis / Dr Manahén Fernández

EUROLAB : アルバロ・シルバ博士/ホセ・ルイス・サンチェス氏

UILI : ルク・A・ショルティス博士/マナヘン・フェルナンデス博士

国際認定フォーラム
および
国際試験所認定協力機構
合同総会
議事録 第1案

第17回 IAF・ILAC 合同総会
於・Sheraton Vancouver Wall Centre Hotel, Vancouver, Canada

2017年10月29日 08:30 - 17:00

1. ILACおよびIAF会長より歓迎

The IAF Chair, Xiao Jianhua, welcomed members of ILAC and IAF and the invited representatives from organisations in liaison with ILAC and IAF, to the Seventeenth meeting of the IAF and ILAC Joint General Assembly (JGA).

The following apologies from member organisations were received:

- OGA, Guatemala
- PNGLAS, Papua New Guinea
- DPA, Albania
- ESYD, Greece
- BATA, Bosnia & Herzegovina
- ECA, Costa Rica
- CGCRE, Brazil
- ATCG, Montenegro
- OAA, Argentina
- OIML
- ITU
- WTO
- OECD

The meeting participants were then asked to introduce themselves. Refer to the Attendance List in **Annex 1**.

The meeting participants were also informed by the ILAC Secretary, Annette Dever, that the signing ceremony would be held immediately following the lunch break.

The draft Agenda was approved as presented.

2. 2016年11月3日インド・ニューデリー開催の第17回IAF/ILAC合同総会 議事録の確認と承認

There were no further comments regarding the Minutes of the Sixteenth Joint IAF/ILAC General Assembly held in New Delhi, India on 03 November 2016, which were then approved as presented.

3. 共同理事会(JEC) からの報告

The IAF Chair, Xiao Jianhua, presented a brief report on the work activities covered by the JEC. He noted the JEC oversees joint activities, and the co-chairs/convenors of the joint committees/working groups would present their reports later in the meeting.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

4. 国際機関の発表/報告

4.1 IEC-IAF-ILAC Steering Committee

The IEC-ILAC-IAF Steering Committee Report was presented by the IAF Chair, who concluded his two year term as Chair of the Steering Committee at the Vancouver meetings.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

4.2 IEC

Ulrich Spindler gave the IEC Presentation to the JGA. He noted that this would be his last year addressing the JGA, with Mr Shawn Paulsen from CSA, Canada taking on the role of Chair of the IEC Conformity Assessment Board.

There were no questions from the floor.

The IAF Chair thanked Dr Spindler for his support and cooperation.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

4.3 ISO and ISO/CASCO

The new ISO Secretary General, Sergio Mujica, gave the presentation to the JGA on behalf of ISO and ISO/CASCO. Mr Mujica's presentation focussed on three key areas: providing background information on ISO, the ISO Strategy and Key Priorities and the cooperation between ISO, ILAC and IAF.

When highlighting some of the many areas where ISO is actively working with ILAC and IAF, Mr Mujica noted the role ISO/CASCO plays in providing the link between ISO, ILAC and IAF.

The IAF Chair also acknowledged the importance of the cooperation between the three organisations, to facilitate trade, as actors in the Global Quality Infrastructure and noted that he looks forward to working closely with Mr Mujica in the future.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

4.4 OIML

The IAF Chair noted that OIML had sent their apologies and provided a written report that was included in the agenda papers.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

4.5 UNIDO

UNIDO Bernardo Calzadilla-Sarmiento氏から報告があった。

特に質問はなかった。

事務局メモ：プレゼンテーションの資料はIAFおよびILAC両サイトより入手可能。

4.6 ITU

The IAF Chair noted that ITU had sent their apologies and provided a written report that was included in the agenda papers.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

4.7 WTO

The IAF Chair noted that Aik Hoe Lim from WTO sent his apologies.

He also noted that Mr. Lim, Director of Trade and Environment at WTO, had attended the meetings earlier in the week and given a presentation during the MLA/MRA Joint Management Committee (JMC) meeting, and he also met with the Chairs, Vice Chairs and Secretaries of both ILAC and IAF and the Chair and Vice Chair of the JWG on Communications. The discussions spanned several topics, including opportunities to further enhance cooperation between the three organisations.

The ILAC Chair, Merih Malmqvist Nilsson, acknowledged that the tools we provide

are an important step in facilitating trade. She also noted that it was very positive that the WTO secretariat is well informed about the value of accreditation's contribution to trade.

The ILAC Chair further noted that the discussions with Mr Lim touched on the issue of observer status for ILAC and IAF in the WTO TBT Committee; however, some questions remain around the fact that we are organisations of members rather than organisations of governments.

There were no further questions from the floor.

Secretary's Note: A copy of the WTO presentation to the JMC meeting is available to download from both the IAF and ILAC websites.

5. IAF/ILAC 共同活動の報告

5.1 MLA/MRA Joint Management Committee (JMC)

Jennifer Evans presented the JMC Report to the JGA. This included a brief update on the evaluations currently underway.

There was a suggestion from the floor to clarify that a further decision is needed, under Part A, point 3 of the ISO/IEC 17011:2017 Transition Plan.

A further request was made to introduce a direct reference into JGA Resolution 2 to the title and date of the ISO/IEC 17011:2017 Transition Plan.

The above requests were approved and it was agreed the amended text would be presented for approval later in the meeting.

Steve Sidney, on behalf of ILAC stakeholders, thanked the JMC for addressing the concerns raised by the stakeholders in this resolution.

Trevor Nash, on behalf of IAF stakeholders, echoed Mr Sidney's comments and thanked the JMC.

There were no further questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

5.2 Joint Development Support Committee (JDSC)

Liliane Somma presented the JDSC Report to the JGA.

There was a question from the floor regarding the ISO/CASCO PowerPoint on the revised ISO/IEC 17011 and when this would become available on the ISO website.

The ISO/CASCO Secretary advised that the Power Point would be available in the toolkit on the ISO website towards the end of November 2017 after the standard is published.

There were no further questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

5.3 Joint Working Group on maintenance of A-Series (JWGA)

Thomas Facklam and Maribel Lopez presented the JWG A-Series report to the JGA.

Thanks were given to the previous ILAC Co-Chair Johanna Acuña Loria, and the previous JWG A-series Secretary, Frauke Behrens, for their work. It was announced that the ARAC Secretary Moslem Barrak would take over the role of Secretary for the JWG A-series in 2018.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

5.4 Joint Working Group on Communications (JWGC)

Jon Murthy presented the JWGC Report to the JGA.

The representative from ANAB congratulated Mr Murthy and his committee members on the fantastic work they have been doing on behalf of the ILAC and IAF members and their clients.

There was a suggestion from the floor to develop a set of questions to help organisations provide better information for the *business benefits* website.

Mr Murthy confirmed that guidance, in the form of parameters to follow when providing information for case studies for the *business benefits* website, will be included in the request for case studies that will be sent to members shortly.

There were no further questions from the floor.

The IAF Chair congratulated Mr Murthy on the progress made with the activities being carried out by the two committees and in particular with the *public sector* and *business benefits* websites. He asked all members to assist in contributing further case-studies for each website.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

5.5 JEC Task Force on working with the Regions (JTF Regions)

The ILAC Chair presented the JEC Task Force on working with the Regions Report to the JGA.

A comment from the floor highlighted that as a community, there needs to be recognition that counterfeit certificates and dangerous products with false IAF/ILAC logos are a significant issue and we need to work with public security and other relevant groups to address these issues.

This comment was echoed by other delegates and it was noted that the problem was

not just confined to test reports, as counterfeit certificates were an increasing problem across the whole conformity assessment area.

Initiatives being established to investigate and address these concerns include the ISO/IAF document on *Expected Outcomes for Accredited Certification to ISO Management System Standards* that will be published in the near future and a committee that has been set up by ISO TC 176 to study this issue. ILAC and IAF also have a Joint Task Force working on this and IAF will be voting in Vancouver on the implementation of a database of accredited management systems certifications, that will be a very powerful tool to assist the community with these concerns.

There were no further questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

6. 署名式

The Signing Ceremony followed the lunch break.

The amended ISO/IEC 17011:2017 Transition Plan and draft JGA Resolution 2 were presented to the JGA members at the conclusion of the Signing Ceremony.

Members raised no further comments.

7. 地域協会からの報告

7.1 APLAC

Wong Wang Wah presented the APLAC Report to the JGA.

The ILAC Chair asked whether participants from other regions could still join APLAC training courses.

The APLAC Chair confirmed that this was still the normal practice.

There were no further questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

7.2 EA

Andreas Steinhorst presented the EA Report to the JGA.

Dr Steinhorst noted that the current EA Chair, Thomas Facklam, would be retiring at the end of 2017.

There were no questions from the floor.

The JGA acknowledged the passing of the former Chair of EA, Lorenzo Thione, at the end of 2016.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

7.3 IAAC

Randy Dougherty氏より、IAAC活動報告が発表された。

ILAC議長から、IAACが、新しい総合評価者による経理システム（peer evaluator 'accounting' system）下で、相互評価者（peer evaluators）に教育訓練の運営する方法が質問された。

Dougherty氏は、IAAC全会員に対し、目的毎に署名権限を持つ熟練の相互評価者1名を置き、求めに応じて対応させるべきと述べた。あらゆる環境があり、簡単にできることではないと添えた。加えて、IAACは現在そのシステムの更なる精査を行っておりMLA委員会および認定機関との共同作業となると述べた。

その他会場内からの質問はなかった。

7.4 PAC

Chang Kwei Fern presented the PAC Report to the JGA.

One question was taken from the floor regarding the standard of food products being sold in Africa from the Asia-Pacific region and PAC's role in improving the confidence in these products.

The PAC Chair advised that issues related to the standard of food products are addressed directly between the individual countries involved.

There were no further questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

7.5 SADCA

Ron Josias presented the SADCA Report to the JGA, noting that Viki Kanama Mbuya, SADCA Chair, sent his apologies for being unable to attend.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

7.6 AFRAC

Araya Fesseha presented the AFRAC Report to the JGA.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

7.7 ARAC

Mahmoud Eltayeb presented the ARAC Report to the JGA.

There were no questions from the floor.

Secretary's Note: A copy of this presentation is available to download from both the IAF and ILAC websites.

8. 今後の会議開催

8.1 2018 IAF/ILAC Meetings

ILAC議長より、IAF/ILAC 会議の開催予定が発表された。

2018年総会は、10月22～31日にシンガポール Grand Hyattにて開催予定。ILAC議長は、会議運営はSSCが行うことを確認した。

ILAC議長は、2018年以降の開催予定地について次の通り発表した。；

- 2019年中期会議：アメリカ大陸
- 2019年合同総会：ヨーロッパ
- 2020年中期会議：アジア
- 2020年合同総会：アメリカ大陸

出席者より、開催地がアメリカ大陸・ヨーロッパ・アジアに限られており、その他、例えばアフリカや中東地域とならない理由を質問した。

ILAC議長は、この開催予定地については数年前に検討されたもので、当初の政治情勢が考慮された場合もあると説明した。その他選定の要因としては、会員の会場へのアクセスのよさ、査証取得手続き、運営予算が挙げられるとのこと。

別の出席者からは、ILAC/IAFが会議を主催した場合に「地域色」が消えているとの指摘があり、次の3年が経過した後には、再び「会員による会議運営モデル」の実施が提案された。

ILAC議長は意見を確認し、いずれの場合でも、会議運営にはコストおよび地理要素が重要なポイントとなると述べた。

2020年国際博覧会との同時開催として、ドバイ開催の再考が提案された。

ILAC会長は、運営費用と査証取得手続きが考慮されること、2020年以降の予定についてはまだ約束できないことが確認された。

特に質問はなかった。

9. 決議案の承認

The draft resolutions were presented to the JGA by the ILAC Secretary. The resolutions were approved as presented. Refer to the Adopted Resolutions List in **Annex 2**.

10. その他

Special thanks were extended to SSC for the exceptional organisation of the meetings. Considerable coordination was required to manage the large number of meetings which increased to more than 60 in Vancouver.

Brahim Houla offered his thanks to those responsible for the extensive labelling of the food, which was appreciated by the delegates with specific dietary requirements.

The ILAC Chair thanked all delegates for their participation in the meetings.

Meeting Closed at 16:10

Annex 1 - Attendance List - ILAC /IAF Joint General Assembly

NAME		ORGANISATION / ECONOMY
ACHMAD	Kukuh Syaefudin	KAN, Indonesia
ADAMS	Andrew	CALA, Canada
ALIMOV	Shokir	UZBEK, Uzbekistan
ALMARZOOQI	Alyaa	DAC, United Arab Emirates
ALONGKORNCHOTIKUL	Ratikorn	Standards Malaysia, Malaysia
ALWI	Shaharul Sadri	Standards Malaysia, Malaysia
BARRAK	Moslem	ARAC, Arab Region
BELOV	Matvey	STC-IS, Russian Federation
BOOTHE-THOMPSON	Nickoe	JANAAC, Jamaica
BORSLAVOVA	Irena	EA-BAS, Bulgaria
BROUGH-KERREBYN	Joan	IAF, Canada
BRUNNER	Norman	AA, Austria
BUTS	Bruno	BELAC, Belgium
CABALLERO	Maria Yrene	ONA, Paraguay
CALZADELLA-SARMIENTO	Bernardo	UNIDO, Austria
CEBALLOS	Eduardo	INN, Chile
CHANG	Kwei Fern	SAC, Singapore
CHAPAEV	Zhanybek	KCA, Kyrgyzstan
CHEN	Cynthia	TAF, Chinese Taipei
CHEN	Yunhua	CNAS, China
CHENG	Pei-Fen	TAF, Chinese Taipei
CHOI	Youngcheol	KOLAS, Korea
COHEN-KAGAN	Eli	IQNet, Switzerland
COMMINIS	Kenneth	IOAS, USA
CROFT	Nigel	ISO, Switzerland
CROSS	Stephen	NiNAS, Nigeria
DEVECZ	Miklos	NAH, Hungary
DEVER	Annette	ILAC Secretariat, Australia
DOROSZCZUK	Bernard	COFRAC, France
DOUGHERTY	Randy	ANAB, USA
DRAGHICI	Cristina	SCC, Canada
DUFF	Adrienne	INAB, Ireland
EAGER	Krista	IAF Secretariat, Canada
EDIRIWEERA	Chanditha	SLAB, Sri Lanka
EL DESOUKI	Hany	EGAC, Egypt
ELTAYEB	Mahmoud	ARAC, Egypt
ERHABOR	Tosan	MLSCN, Nigeria
EVANS	Jennifer	NATA, Australia
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FEI	Yang	CNAS, China
FELLER	Etty	ISRAC, Israel
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FINKE	Stephan	DAkkS, Germany
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IACOBESCU	Fanel	RENAR, Romania
IONESCU	Daniela	RENAR, Romania
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Mac CURTAIN	Sean	ISO, Switzerland
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YEH	Wei-Fen	TAF, Chinese Taipei
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YOSHIDA	Kotaro	IAJapan, Japan
ZHAI	Peijun	CNAS, China
ZHANG	Mingxia	CNAS, China



**INTERNATIONAL ACCREDITATION FORUM
&
INTERNATIONAL LABORATORY ACCREDITATION COOPERATION**

Adopted Resolutions for IAF and ILAC at the 17th IAF-ILAC Joint General Assembly

29 October 2017, Vancouver, Canada

JGA Vancouver Resolution 1 - Merger of PAC and APLAC to form APAC

The Joint General Assembly endorses the recommendation of the Joint Executive Committee to recognise the APAC MRA when APAC is established on 1 January 2019, to allow the continued signatory status in the IAF MLA for all PAC MLA signatories and continued signatory status in the ILAC MRA for all APLAC MRA signatories. This recognition is conditional on the successful outcome of a series of evaluation activities. The evaluation activities will be managed and conducted by the JMC and will include a review of the APAC management documentation in late 2018 and an evaluation of the APAC Secretariat and the APAC MRA decision making process in 2019. A decision will be made following these activities on the recognition of the APAC MRA to the IAF MLA and ILAC MRA respectively and therefore the ongoing signatory status of the APAC MRA signatories to the IAF MLA and the ILAC MRA as applicable.

The full evaluation of APAC will be scheduled to commence in 2021.

JGA Vancouver Resolution 2 - Implementation of transition to ISO/IEC 17011:2017

The Joint General Assembly endorses the recommendation of the Joint Executive Committee, to ensure JGA Delhi Resolution 1 – Transition to ISO/IEC 17011:2017 is fully implemented, and that all peer evaluation activities carried out from 1 July 2018 will use ISO/IEC 17011:2017 as the requirements document. Details of this transition plan are described in the document entitled “ISO/IEC 17011:2017 Transition Plan” dated 29 October 2017.

JGA Vancouver Resolution 3 – Reports from External Organisations

The Joint General Assembly received with appreciation the presentations and reports from the following organisations:

- International Electrotechnical Commission (IEC)
- International Organisation for Standardization (ISO) and in particular the activities of CASCO
- International Organisation for Legal Metrology (OIML)
- United Nations Industrial Development Organization (UNIDO)
- International Telecommunication Union (ITU)
- World Trade Organisation (WTO)

JGA Vancouver Resolution 4 – Reports from IAF and ILAC Regional Groups

The Joint General Assembly received with appreciation the reports provided by APLAC, ARAC, EA, IAAC, PAC, AFRAC and SADCA.

End of resolutions.

ISO/IEC 17025:2017

試験所及び校正機関の能力に関する一般要求事項



内容

- 改正の手順
- 改正の目的
- 主な改正点
- 改正箇所の詳しい説明



改正の手順



CASCO Working Group 44

共同コンベナー 選出役:

Heribert Schorn	International Electrotechnical Commission (IEC)
Steve Sidney	South African Bureau of Standards
Warren Merkel	International Laboratory Accreditation Cooperation (ILAC)

~150 専門家

- 129委員
- 21 リエゾン

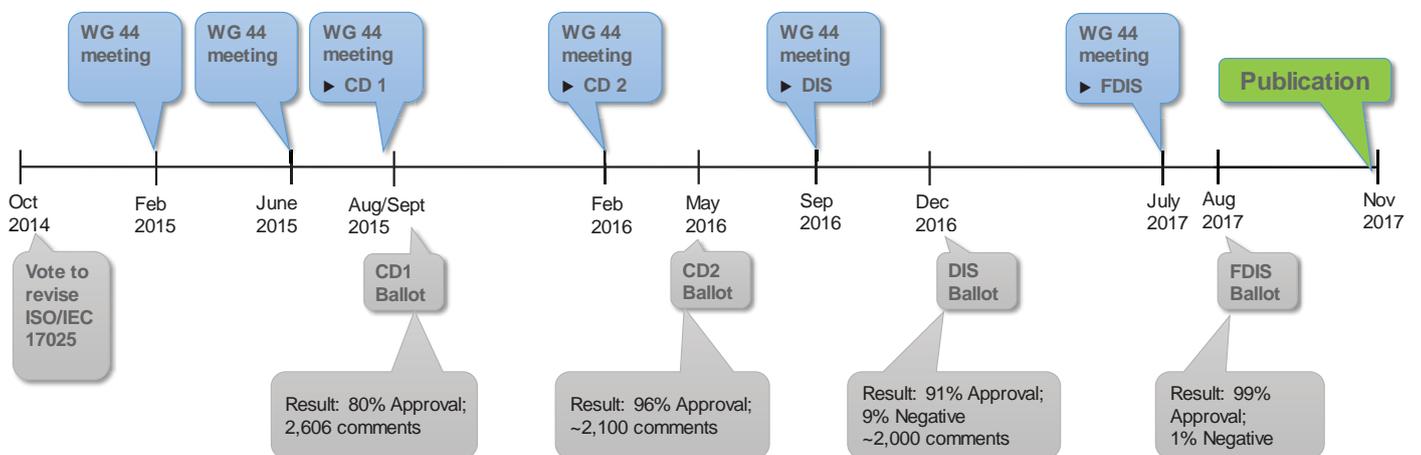




第5回WG44
2016年9月20-23日
ジュネーブ ISO本部



改正の作業スケジュール



改正の目的



改正の目的

- Align structure and content with other recently revised ISO standards
 - CASCO QS-CAS-PROC/33, Common elements in ISO/CASCO Standards
 - Other CASCO toolbox standards
 - ISO 9001:2015
- Focus on outcomes rather than prescriptive requirements
- Update language to reflect current practices and technologies
- Retain language from 2005 version whenever possible



主な改正点



主な改正点

From the Foreword of ISO/IEC 17025:2017:

- the risk-based thinking applied in this edition has enabled some reduction in prescriptive requirements and their replacement by performance-based requirements;
- there is greater flexibility than in the previous edition in the requirements for processes, procedures, documented information and organizational responsibilities;
- a definition of “laboratory” has been added.



主な改正点 (2)

- Scope of the standard: laboratory activities
 - Testing, calibration, sampling associated with subsequent testing
- Defined range of activities for laboratory
 - Excludes externally provided laboratory activities on an ongoing basis
- Emphasis on “Impartiality” vs. “Independence”
- Process orientation
- Information Technology: Risks, data integrity, confidentiality, validation of software, considering electronic documents
- Metrological traceability
- Decision Rules for statements of conformity (pass/fail)



改正箇所の詳しい説明



新構造

1. 適用範囲
2. 引用規格
3. 用語及び定義
4. 一般要求事項
5. 組織構造要求事項
6. 資源要求事項
7. プロセス要求事項
8. マネジメント要求事項

Annex A 計量計測トレーサビリティ

Annex B メネジメントシステム



1 適用範囲

This document specifies the general requirements for the **competence, impartiality and consistent operation** of laboratories.

This document is applicable to all organizations performing laboratory activities, **regardless of the number of personnel**.

Laboratory customers, regulatory authorities, organizations and schemes using peer-assessment, accreditation bodies, and others use this document in confirming or recognizing the **competence of laboratories**.



3 用語及び定義 [新規もしくは修正]

3.4

intralaboratory comparison

organization, performance and evaluation of measurements or tests on the same or similar items, within the same laboratory (3.6), in accordance with predetermined conditions

[New, based on ISO/IEC 17043:2010 definition for “interlaboratory comparison”, which is included as 3.3 in ISO/IEC 17025:2017]



3 用語及び定義 [新規もしくは修正]

3.5

proficiency testing

evaluation of participant performance against pre-established criteria by means of interlaboratory comparisons (3.3)

[SOURCE: ISO/IEC 17043:2010, 3.7, modified — Notes to entry have been deleted.]



3 用語及び定義 [新規もしくは修正]

3.6 laboratory

body that performs one or more of the following activities:

- calibration
- testing
- sampling, associated with subsequent calibration or testing

Note 1 to entry: In the context of this document, “laboratory activities” refer to the three above-mentioned activities.



3 用語及び定義 [新規もしくは修正]

3.7 decision rule

a rule that describes how measurement uncertainty will be accounted for when stating conformity with a specified requirement



4 一般要求事項



4.1 公平性

- Language taken from CASCO Procedure document (consistent with other conformity assessment standards)
- New/changed requirements:
 - Identifying and risks to impartiality on an on-going basis
 - Addressing risks to impartiality



4.2 守秘義務

- Language taken from CASCO Procedure document (consistent with other conformity assessment standards)
- New/changed requirements:
 - Stronger emphasis on customer awareness
 - More detail regarding specific cases where confidentiality could be affected



5 組織構造要求事項



5 組織構造要求事項

- Removed terms “technical management” and “quality manager”
 - Retained same essential functions
- Introduced requirement for laboratory to identify range of laboratory activities for which it conforms with ISO/IEC 17025
 - Restricts claims of conformity to the defined range
 - Excludes externally provided laboratory activities on an on-going basis



5 組織構造要求事項

- 5.5 c) requires laboratory to “document its procedures to the extent necessary to ensure the consistent application of its laboratory activities and the validity of the results.”
 - Revised standard consistently uses term “procedure” when the intent is for laboratory to maintain documentation
 - The extend of detail in that documentation is up to the laboratory, subject to the conditions in 5.5 c)



6 資源要求事項



6.1 一般

“The laboratory shall have **available** the personnel, facilities, equipment, systems and support services necessary to perform its laboratory activities.”

- Use of the term “available” indicates an approach in the revision to focus less on the status or ownership of resources and more on the relevant requirements for those resources
- Examples:
 - 6.2.1 refers to all personnel, internal or external [vs. 2005 version requiring personnel be employed by or under contract]
 - 6.4.1 requires laboratory to have access to equipment
 - [vs. 2005 version requiring laboratory be furnished with all items]



6.2 要員

- Terminology and requirements have been updated and reorganized in the revision
- Otherwise, no significant changes to this clause compared to the 2005 version



6.3 施設と環境

- Terminology and requirements have been updated and reorganized in the revision
- Otherwise, no significant changes to this clause compared to the 2005 version



6.4 設備

6.4.1 The laboratory shall have access to equipment (**including, but not limited to, measuring instruments, software, measurement standards, reference materials, reference data, reagents, consumables or auxiliary apparatus**) that is required for the correct performance of laboratory activities and that can influence the results.

- Description of items considered as equipment is more inclusive than in 2005 version
- Notes provide more information regarding reference materials



6.4 設備

- 6.4.6 identifies two criteria that determine when calibration of equipment is requirement
 - the measurement accuracy or measurement uncertainty affects the **validity** of the reported results, or
 - calibration of the equipment is required to establish the **metrological traceability** of the reported result.
- These criteria apply for all laboratory activities
[2005 version had different requirements for calibration and testing]
- Metrological traceability addressed in a separate clause (6.5)
[2005 version included calibration in the traceability clause]



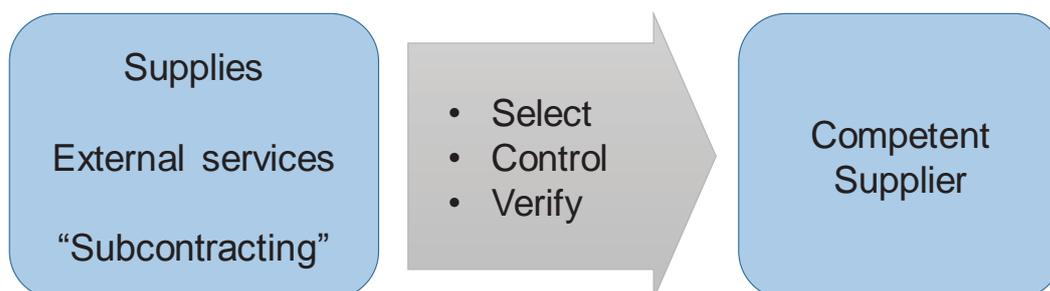
6.5 計量計測トレーサビリティ

- Terminology and requirements have been updated in the revision to reflect current practice in traceability
- Reduced the number of Notes compared to 2005 version
- Additional explanatory information included in Annex A



6.6 外部から供給される製品及びサービス

- Combines 4.5 Subcontracting and 4.6 Purchasing services and supplies from 2005 version
- In all cases, have requirements and controls
- Focuses on communication with customer



7 プロセス要求事項



7.1 要望、提案、及び契約の確認

New/updated requirements

- 7.1.3 requires statements of conformity and associated decision rules be addressed during contract review
- 7.1.4 states that deviations requested by the customer shall not impact the integrity of the laboratory or the validity of the results



7.2 方法の選定、妥当性、及び検証の確認

- Terminology and organization of clause updated from 2005 version
- Note after 7.2.1.1 clarifies that “method” as used in this document can be considered synonymous with the term “measurement procedure” as defined in ISO/IEC Guide 99.



7.3 サンプリング

- Definition of laboratory (3.6) clarifies that the sampling activity is associated with subsequent testing or calibration
- Otherwise, no significant changes to this clause compared to the 2005 version



7.4 試験及び校正品目の取り扱い

- 7.4.3 includes a new requirement:
“When the customer requires the item to be tested or calibrated acknowledging a deviation from specified conditions, the laboratory shall include a disclaimer in the report indicating which results may be affected by the deviation.”
- Otherwise, no significant changes to this clause compared to the 2005 version



7.5 技術記録

- Technical records placed in this clause as process requirements
- Other types of records (e.g., management system records) addressed in Clause 8
- Otherwise, no significant changes to this clause compared to the 2005 version



7.6 測定の不確かさ測定

- 7.6.1 requires all laboratories to identify contributions to measurement uncertainty
- 7.6.2 requires evaluation of measurement uncertainty for all calibrations, including those a laboratory performs on its own equipment (i.e. “in-house” calibrations)
- 7.6.3 includes essentially the same requirements for evaluation of uncertainty for testing as the 2005 version
- Note 2 applies to all laboratories, and clarifies that a laboratory is not required to calculate a unique uncertainty every time a test or calibration is performed provided the stated conditions are met



7.7 結果の品質の検証

- Clause separates requirements for monitoring done within the laboratory (7.7.1) and those involving comparison with other laboratories (7.7.2)
- Data from internal activities (7.7.1) required to be recorded such that trends can be detected and, where practicable, statistical techniques applied
- Both required to be planned and reviewed, analyzed, used to control and (if applicable) improve laboratory activities
- Action required when results of analysis of data found to be outside pre-defined criteria



7.8 結果の報告

- Language reflects current approaches to reporting
- New/updated requirements
 - 7.8.2.2 addresses data provided by a customer, including a disclaimer when those data can affect validity of results
 - 7.8.5 reporting sampling
 - 7.8.6 reporting statements of conformity



7.9 苦情

- Language taken from CASCO Procedure document (consistent with other conformity assessment standards)
- New/updated requirements
- 7.9.2 requires a description of the complaints handling process be available to any interested party upon request
- 7.9.6 requires the outcomes to be communicated to the complainant be made by, or reviewed and approved by, individual(s) not involved in the original laboratory activities in question



7.10 不適合業務

- No significant changes to this clause compared to the 2005 version



7.11 データ管理・情報マネジメント

- Extends and updates 5.4.7 in the 2005 version to address current laboratory practice
- 7.11.2 Note 1 clarifies that use of the term “laboratory information management system(s)” in this document includes both computerized and non-computerized systems
- 7.11.4 requires laboratory to ensure that off-site or external providers of information management comply with applicable requirements of ISO/IEC 17025



8 マネジメント要求事項



8.1 選択肢

- The revision now provides two distinct options (A or B) for establishing a management system
 - **Option A:** As a minimum the management system of the laboratory shall address the requirements in clauses 8.2 to 8.9
 - **Option B:** Establish and maintain a management system in accordance with the requirements of ISO 9001
- Both options require that the management system is capable of supporting and demonstrating the consistent achievement of the requirements of ISO/IEC 17025 clauses 4 to 7 and assuring the quality of the laboratory results.
- Laboratories need only conform to one of the options (not both)



8.1 選択肢

8.1.2 Option A

As a minimum the management system of the laboratory shall address the following:

Similar to 2005 version

- management system documentation (see 8.2)
- control of management system documents (see 8.3)
- control of records (see 8.4)

Aligned with ISO 9001:2015

- actions to address risks and opportunities (see 8.5) **New**
- improvement (see 8.6)
- corrective action (see 8.7)
- internal audits (see 8.8)
- management review (see 8.9)



8.5 リスクとチャンスに取り組むための行動 (オプション A)

- Revision incorporates “risk-based thinking”
- Introduction and Note after 8.5.2 include two important points:
 - There is no requirement for formal methods for risk management or a documented risk management process
 - The laboratory is responsible for deciding which risks and opportunities need to be addressed



ありがとうございました

ご意見・ご質問受付: casco@iso.org

その他の情報についてはこちらよりISOウェブサイトをご訪問ください [ISO/IEC 17025](https://www.iso.org/iso/iec_17025).





資料

UIIL - UNIDO
Skype会議
2017年10月24日
12:30PM GMT 開始

アジェンダ

出席者	国	開始時間
DRS. LUC SCHOLTIS / PRESIDENT / VRS	NETHERLANDS	14:30 H
MR. JUAN PABLO DÁVILA / UNIDO	AUSTRIA	14:30 H
Ms. CINDY PAROKKIL / UNIDO	AUSTRIA	14:30 H
MRS. MARY-ANNE ADEEKO/ UIIL SECRETARY-GENERAL	NIGERIA	7:30 H
MRS MELISSA FERNANDEZ / SECRETARY	SPAIN	14:30 H

ダヴィラ氏 (Mr. Dávila) は、先月電波が届かず失礼したことを詫び、業務多忙であったことを説明した。

ショルティス博士は現状の確認を求め、事務局長アデコ氏を紹介した。

ショルティス博士は、その後の様子がわからないマラウイ業務について質問した。

ダヴィラ氏は、直接プロジェクトマネジャーに状況を確認する必要があると答えた。

ショルティス博士は、マラウイ業務のプロジェクトマネジャーからマイコトキシンの分析会社の紹介を依頼され、あるUIIL会員会社からマラウイへ試料を送ったがその後の連絡がないことを説明した。また、マラウイの試験所への教育訓練について議論を交わしたが、この件について8月以来進展が無いことを説明した。

ダヴァリ氏は、オット氏 (Mr. Otto) は恐らくマラウイ業務から離れることを伝え、今後は、当該プロジェクトの新マネジャーからの報告を伝えられるよう努めることを約束した。

フェルナンデス氏は、マラウイ業務に係る Masterlab プロジェクトのナヘラ氏 (Mr. Nájera) へも確認してみることを伝えた。

UNION INTERNATIONALE DES LABORATOIRES INDÉPENDANTS
 UNIÃO INTERNACIONAL DE LABORATÓRIOS INDEPENDENTES
 UNIONE INTERNAZIONALE DEI LABORATORI INDIPENDENTI
 INTERNATIONALE UNION DER UNABHÄNGIGEN LABORS
 國際聯盟的獨立實驗室
 FONDÉE EN 1960



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 МЕЖДУНАРОДНЫЙ СОЮЗ НЕЗАВИСИМЫХ ЛАБОРАТОРИЙ
 國際獨立研究所連合
 FOUNDED 1960

ダヴィラ氏は、ローズナー氏（Mr. Loasener）へ連絡をとった方法について質問した。

ショルティス博士は、プロバイダーが用意した試料測定と技術訓練の見積りをローズナー氏へ送ったことを説明した。

ダヴィラ氏は、以前、モンテス・ニノ氏から調査について連絡を受け、契約を取り交わしていたことを述べ、その内容を簡単に説明した。

ショルティス博士はダヴィラ氏へ、UNIDOと協力関係を結ぶための付託条項の提示を求めた。それに対し、ダヴィラ氏は、UIILは先ずUNIDOにサプライヤー登録する必要があることを説明した。

パロッキル氏（Mrs. Parokkil）は、登録サイトのリンクを送ることを約束した。

ダヴィラ氏はUIILとの間の取り交しでは、金銭的な内容を含む点でMOUより委託条項を満たしていることを説明した。

ショルティス博士は、カルサディーリ氏（Mr. Calzadilla）から、11月の会議でショルティス博士がプレゼンテーションする話があったが確かではないことを説明した。

ダヴィラ氏はカルサディーリ氏へ確認し、結果を報告することを約束した。

ショルティス博士は前回のUIIL-UNIDO会議からのアクションアイテムを確認した。

- ✓ 試験の価格設定ガイド（Guide of cost pricing）を作成する
 - ダヴィラ氏は、本ガイドは、実際のプロジェクトだけでなく様々な場面で利用できる点で大変重要であることを説明した。
- ✓ 諸国の試験市場や調査研究の機会を調査する

ショルティス博士は、試験所の技能を証明する手段としての技能試験の重要性に触れた。

ダヴィラ氏は、次年度の、価格設定や試験市場に係るプロジェクトを調べる期間として、年末まで時間がほしいと述べた。

- ✓ 国内の試験協会を設立・運営するためのガイドを作成する

UNION INTERNATIONALE DES LABORATOIRES INDÉPENDANTS
 UNIÃO INTERNACIONAL DE LABORATÓRIOS INDEPENDENTES
 UNIONE INTERNAZIONALE DEI LABORATORI INDIPENDENTI
 INTERNATIONALE UNION DER UNABHÄNGIGEN LABORS
 國際聯盟的獨立實驗室
 FONDÉE EN 1960



INTERNATIONAL UNION OF INDEPENDENT LABORATORIES
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 МЕЖДУНАРОДНЫЙ СОЮЗ НЕЗАВИСИМЫХ ЛАБОРАТОРИЙ
 國際獨立研究所連合
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1. 南アフリカ:

- a. 国協会を支援する
- b. 経験を共有する
- c. 技能試験を提供する
- d. ECOWAS（西アフリカ諸国経済共同体）の適合性評価に参加する
- e. 評価や認定サービスに応じて研究の立ち上げに参加する

2. マラウイ:

- a. ダヴィラ氏が確認する。

3. ナイジェリア:

- a. ナイジェリアで、アデコ氏と日程を調整する
- b. UIILへ、試験所の責任の有無に係る市場調査結果を送る
- c. UNIDOへ、2017年2018年UIIL-ILPプログラムを送る

4. セネガル:

- a. UIILへ、セネガルの試験所連絡先リストを送る
- b. 国内の需要に係る情報を得る

ダヴィラ氏は、各国のプロジェクトマネジャーと、6月の前回会議結果からUIILとUNIDOの協働方法について話し合う必要があると述べた。

ショルティス博士はUIIL関係者の実績を伝え、何にも対応可能であると話した。

アクションアイテム:

- ✓ UIILへ、UNIDOサプライヤー登録のためのサイトのリンクを送る -> パロツキル氏
- ✓ UIILをUNIDOサプライヤー登録する -> フェルナンデス氏
- ✓ UNIDOとUIIL間の委託条項を作成する -> ダヴィラ氏
- ✓ 提案内容を議論・見直す -> ショルティス博士、アデコ氏、ダヴィラ氏
- ✓ カルサディーリ氏からの、11月コンファレンスの件を確認する -> ダヴィラ氏
- ✓ アフリカの新プロジェクトマネジャーから情報を得て、UIILとの協働について具体案を用意する-> ダヴィラ氏

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EA-1/15 • EA Policy for Relation with Stakeholders

Annex B Template for Agreement with Recognised Stakeholder

Recognised Stakeholder Agreement

between

The European co-operation for Accreditation (EA)

and

..... **(the Stakeholder)**

EA the “European co-operation for Accreditation”

– which is the Association of nationally recognised Accreditation Bodies of the Member States of the European Union (EU) and of the European Free Trade Association (EFTA) and of countries that have been formally identified as candidates for membership of EU and EFTA – whose mission is to provide, through its members, effective and reliable accreditation services fulfilling at best the needs of the European economy and society

and

The Stakeholder “Union Internationale des Laboratoires Indépendants”

– which is worldwide organization for independent testing and calibration laboratories and for independent consultancy organizations. - whose mission is to represent the interest of laboratories worldwide at international forums such as ILAC, ISO or UNIDO

hereinafter referred to as the Parties,

recognizing that

- EA applies, for accreditation, the pertinent standards and guides, duly supported by EA applicative documents, to further the effective and harmonized operation of accreditation by its member Accreditation Bodies.

- EA ensures that such Accreditation Bodies are properly following the applicable rules and duly enforcing their observance by the accredited conformity assessment bodies, by operating a peer evaluation system founded on solid and transparent criteria and procedures and managing the related Multilateral Agreement (MLA).

- Accreditations issued under the EA MLA pursuant to the provisions of Regulation (EC) 765/2008 – that establish, among others, a legal base and principle rules for accreditation, strengthen its use in the mandatory area and provide for the recognition of EA as the official European Accreditation Infrastructure – provide confidence in the effectiveness of conformity assessment services and in the reliability of the

EA-1/15 • ステークホルダーに係る EA 方針

アネックス B ステークホルダーとの合意書様式

欧州認定協力機構 (EA)

および

国際民間分析試験所連合 (ステークホルダー)

間の

ステークホルダー合意書

EA「欧州認定協力機構」は、欧州連合 (EU) および欧州自由貿易連合 (EFTA) の加入国、もしくは EU および EFTA 会員に承認されている国の各国公認の認定機関で構成され、その活動目的は、会員を通じ、欧州の経済や社会の需要に応え効果的且つ信頼性の高い認定サービスを提供することである。

また、

ステークホルダー「国際民間分析試験所連合」

は、独立系の分析および校正試験所、独立系コンサルタント機関による国際団体であり、その活動目的は、ILAC、ISO および UNIDO のような国際機関において試験所の立場を代表することである。

当事者らは、次の認識を持つ。

- EAは、EA申請書で公認およびサポートされた関係規格やガイドについて、会員認定機関が提供する認定業務の運営がより高い効果と調和を得るための活動支援を行う。

-EAは、認定機関が、適用規則に準じ、認定適合性評価機関として、強固且つ透明性の高い基準および手順を定めた相互評価システムを運営し、関係の国際相互承認協定 (MLA) を管理することを保証する。

- 規制(EC) 765/2008 の規則に基づいた EA MLA に準じ発行された認定は、他者間で認定の法的基盤や基本ルールを定め、EA を公式な「欧州認定社会基盤」としてその適用地域における利用促進を図る一すなわち、適合性評価業務の高い効果と信頼性の高い結果を示し、その認知度を高めて任意および規制区域での認定の利用を促進させる。

- The Stakeholder “**Union Internationale des Laboratoires Indépendants**” *relies upon the use of accreditation and/or accredited conformity assessment services* and may provide a significant contribution to the best development of the accreditation rules and practices.

- A recognised cooperation between the Parties will be beneficial to both organizations and to the respective members and stakeholders.

All the above being stated, the Parties have reached the following agreement

- The stakeholder organization will be recognised by EA as a Recognized Stakeholder.

- A representative of the Recognized Stakeholder will be invited to attend meetings of the EA General Assembly (with no voting rights and except for parts restricted to EA Members).

- Representatives of the Recognized Stakeholder will be entitled to participate in the work of Technical Committees, Working Groups and Task Forces of EA (excluding the fora institutionally reserved to particular member categories, for example, the meetings of the EA MLA Council).

- EA will make available to the Recognized Stakeholder the relevant policy and technical documents and will grant appropriate level of access to the EA Intranet. The Recognized Stakeholder will have the opportunity to contribute to the development of such documentation, providing inputs and comments, although not being entitled to vote on their approval.

- The Recognized Stakeholder will regularly inform EA on the development of those of its activities that are related to those of EA.

- The Recognised Stakeholder will provide financial compensation for costs incurred by EA or EA AB members, such as paying registration fees for participation to the EA General Assemblies and other meetings.

- EA and the Recognised Stakeholder may arrange joint cultural/educational initiatives, such as conferences, seminars, workshops, training courses and other pertinent activities. The practical modalities and the financial aspects of such collaboration will be subject to separate specific agreements.

- In the frame of this *Agreement*, the Parties will provide each other with the details of one or more contact persons.

- ステークホルダー「**国際民間分析試験所連合**」は、認定または認定適合性評価業務に関係もしくは従事し、認定規則や実務の発展に多大なる貢献を果たす可能性をもつ。

- 当事者間の協働については、両組織および両組織の関係会員やステークホルダーに有益なものとする。

上述の事項を踏まえ、次の事柄について合意に至った。

- ステークホルダー組織はEAより認可ステークホルダーとしての認可を受ける。

- 認可ステークホルダーの代表者を、EA総会の関係会議に招待する（EA会員の一部を除き、投票権はない）。

- 認可ステークホルダーの代表者は、EAの **Technical Committees**（技術委員会）、**Working Groups**（ワーキンググループ）、**Task Forces**（作業部会）への出席資格を有する（ただし、EA **MLA** 評議会のように、特定の会員枠向けの会議を除く）。

- EAは認可ステークホルダーに対し、会員資格に準じたEA内部ネットワークへのアクセスのための関係指針や技術文書を示す。認可ステークホルダーはこれら文書の改正に係り意見を提出できできない。

- 認可ステークホルダーは、EAに係る自組織の活動について定期的に報告する。

- 認可ステークホルダーは、例えばEA総会等関係会議への参加費など、EAもしくは、EA認定機関に係る費用を負担する。

- EAおよび認可ステークホルダーは、文化および教育的行事、例えばコンファレンス、セミナー、ワークショップ、研修会等を共同主催できる。行事の具体的な様式および費用については、別途合意書を取り交わす。

- 当合意の枠組みにおいて、当事者らは双方の連絡担当者の連絡先を交換する。

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資料K

UILI 幹部会

Skype 会議

2018 年 8 月 7 日 GMT 13:00 開始.

協会	役員	国	現地時間	Skype アドレス
VRS	Drs Luc H. A. Scholtis President	Netherlands	14:00	luc_scholtis
AELI	Dr. Manahén Fernandez Alonso Past-President	Spain	14:00	manahen.fernandez1
RELACRE	Dr Álvaro Silva Ribeiro First Vice President	Portugal	13:00	relacre
AELI	Mr. Jordi Oliver-Rodés Second Vice President	Spain	14:00	jordi.oliver.rodés
JEMCA	Dr Toru Matsumura Treasurer	Japan	21:00	vaio-z21
IPAN	Mrs. Mary-Anne Adeeko Secretary-General	Nigeria	14:00	subomi.adeeko
CALIBA	Dr Horacio Denari	Argentina	9:00	Horadenari
	Marta Sancho	Argentina	9:00	m_sancho
CCIL	Mr. Gib McIntee	Canada	8:00	gilbert.mcintee
	Mr. Alnoor Nathoo	Canada	8:00	
IPAN	Dr Femi Oyediran	Nigeria	14:00	femola971
VRS	Drs van den Ende	Netherlands	14:00	
	Drs Hans J.H.F. van der Wart	Netherlands	14:00	hansvdwart
RELACRE	Dr José Roseiro	Portugal	14:00	relacre
ASOCOLAB	Mr Gabriel Fonseca	Colombia	7:00	Live:atlasgabrielfonseca
AOIL	Dr A.K. Nehra	India	17:30	
	Mr. D.S. Tewari	India	17:30	
EUROLAB	Mr. José Luis Sanchez	Spain	14:00	Jlsanchez_ceis
Unaff. members Northern Hemisphere	Mr. Jan Soers	Belgium	14:00	jan.soers
Unaff. members Southern Hemisphere	D. Alfredo Montes Niño	Brasil	11:00	montesninio
Secretariat	Melissa Fernández Valero Secretary	Spain	14:00	melissafeva



1. 出席者の確認
2. アジェンダの承認（会議前にご確認の上ご意見をご提出ください）
3. 4月に開催した役員会議からの懸案事項

サマリー報告:

- 5月8日に役員会議（2日目）を開催するため役員を招集する。→ フェルナンデス・バレロ氏
- UIIのオランダ登記について、フランス人法律専門家に相談しながら手続きを進める→ ショルティス博士
- 松村財務担当に対し、最近のUII会員の構成が変化したことを考慮した会費見直しの調査検討を行うことを依頼する→ 松村博士
- UNIDOプロジェクト No. 150114への対応 → ショルティス博士と他役員 - 対応し提出済み。
- デル・シド氏とともに、グアテマラ協会の入会手続きを進める → フェルナンデス・バレロ氏 - 再度メールを送ったら応答がない
- 10月シンガポール会議→ フェルナンデス・バレロ氏
 - ・10月25、26日のUII会議のため、会議室を予約する - TICより、会議室の提供とラボツアー-先紹介の確約があった。
 - ・役員のホテル宿泊希望を確認する - 予約済み何件かと、予約確認待ちが何件かある
 - ・SAC (Singapore Accreditation Council、シンガポール認定協議会)へ、ラボツアー訪問先を紹介してもらう
 - プログラム案を作成する → ショルティス博士 - TICより、TUV SUDへのラボツアーが確約された。
- 加入団体活動:
 - EA (European Cooperation for Accreditation、欧州認定協力機構) :
 - 一斉メール配信で代表参加活動人員を募集する → ショルティス博士
 - 5月7日までに、EAブルガリア総会へ提出するUII活動報告を作成する → フェルナンデス・バレロ氏、ショルティス博士、アデコ氏
 - IAAC (InterAmerican Accreditation Cooperation、米州認定機関協力機構) :
 - アルゼンチン会議での重要な議事結果を书面化する→ サンチヨ氏

-
4. 財務報告

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a. 2017 年貸借対照表および損益計算書

5. ILP 委員会 (松村博士/ マリアン・アンデコ氏)

- a. 2018 年度試験報告
- b. ILP コーディネーター
- c. ILP プロバイダー指針

6. 外部加入団体活動 :

- a. UIIL-UNIDO
- b. ISO/CASCO [U1]
- c. ISO/REMCO [U2]
- d. ILAC/試験所委員会 [U3]
- e. IAAC, APLAC, ARAC, EA, AFRAC (アフリカ認定協力機構)
- f. ISO WG 53 – マケンティ氏
- g. 地域認定協会 :
 - 1. EA
 - 2. IAAC
 - 3. ARAC
 - 4. APLAC
 - 5. AFRAC

7. シンガポール会議準備



資料L

Annual Forum
Governing Board and
Working Group Meetings
Singapore

FIRST ANNOUNCEMENT
JULY 2018 2018年7月

シンガポール年次会
役員およびワーキンググループ



THE
2018 UIIL
LABMEETING

Trusting Labreports 信頼できる試験所報告

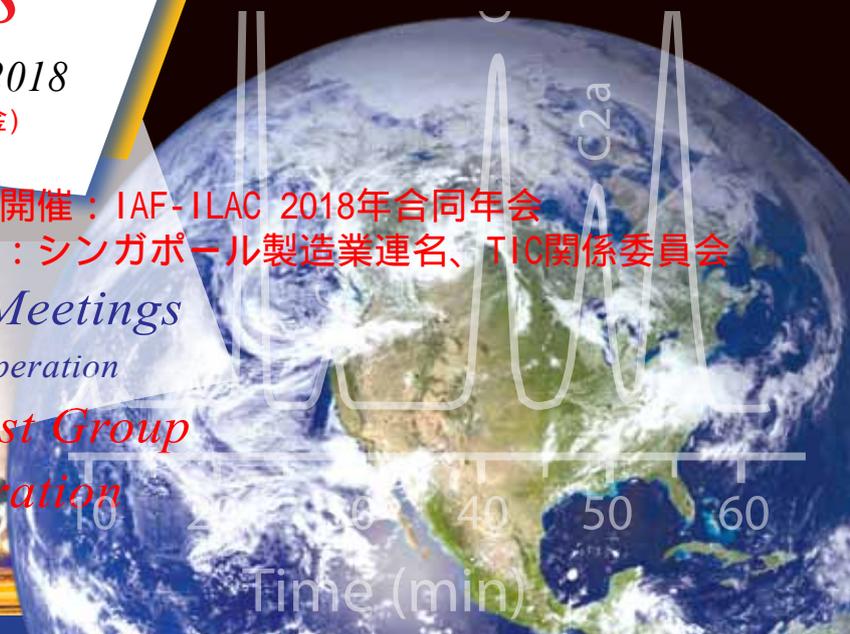
Friday October 26, 2018
2018年10月26日(金)

Annual forum

- In conjunction with the
IAF - ILAC 2018 Joint Annual Meetings
International Laboratory Accreditation Cooperation

- In cooperation with TIC Intrest Group
Singapore Manufacturing Federation

同時開催：IAF-ILAC 2018年合同年会
協力：シンガポール製造業連名、TIC関係委員会



2018 UILI LABMEETING

UILI Welcome at the 2018 UILI LABMEETING

Dear laboratory friends,

It gives me great pleasure to invite you to attend the '2018 UILI LABMEETING – Governing Board and Working Group Meetings' that the International Union of Independent Laboratories (UILI) will organize on October 24 - 26, 2018 in Singapore. Our event will be hosted by and will organized conjunction with the General Assembly of IAF - ILAC Joint Annual Meetings, 2018 on the ILAC Laboratory Committee Meetings.

Our UILI LABMEETINGS should be seen as an initiative to raise awareness for the importance of the laboratory industry societal level. From this perspective, it also forecasts composite talks: many social and economic aspects of laboratory testing do pass in review by prominent speakers from around the globe. I refer to the website of UILI (www.uili.org). There you can find all information and documentation concerning the activities.

UILI members, I would like to welcome to our Governing Board and Working Group Meetings. I express the expectation that the '2018 UILI LABMEETING' will give a valuable contribution to the image and authority of the laboratory industry in the world.

Yours sincerely,

UILI - Union Internationale des Laboratoires Indépendants

Drs Luc.H.A. Scholtis
14th UILI President



UILI LABMEETING WELCOMES

The UILI LABMEETING is open to all UILI Members, representatives of laboratories and laboratory associations and their stakeholders. UILI invites all registered attendees of the IAF - ILAC Joint Annual Meetings and members of the ILAC Laboratory Committee and the member of TIC.



The Union Internationale des Laboratoires Indépendants (UILI) is an international organization representing the laboratory industry. Established in 1960, UILI membership includes over 3000 laboratories through Member Associations as well as individual ordinary Members.



PROGRAM 2018 UILI LABMEETING

GOVERNING BOARD AND WORKING GROUP MEETINGS

Singapore, 22 October - 31 October 2018
2018年10月22日～31日、シンガポール

時間 10月24日(水)

Time	Wednesday October 24
09:00 – 12:00	Arrival/ Check-in at Grand Hyatt Hotel Singapore グランド・ハイアット・ホテル・シンガポール到着、チェックイン
12:00 – 14:00	Welcome lunch 歓迎ランチ
14:30 – 18:00	<p>UILI Governing Board meeting (Part1) at the TUV SUD PSB Board room: UILI役員会(第1部)、於・TUV SUD PSB会議室</p> <p>Accreditation working group - ILAC, IAAC, APLAC, EA, ARAC, AFRAC -認定ワーキンググループ：ILAC, IAAC, APLAC, EA, AFRAC</p> <p>Standardisation working group - ISO, ISO/CASCO, REMCO -標準化ワーキンググループ：ISO, ISO CASCO, REMCO</p> <p>UILI Development working group - UNIDO -UILI開発ワーキンググループ：UNIDO</p> <p>Interlaboratory Practice working group - UILI ILP 2019/2020 -UILI ILPワーキンググループ：2019/2020年 UILI ILP</p>
18:00	IAF - ILAC Welcome Reception IAF-ILAC歓迎レセプション

時間 10月25日(木)

Time	Thursday October 25
09:00- 12:30	UILI Governing Board meeting (Part 2) at the TUV SUD PSB Board room: UILI役員会(第2部)、於・TUV SUD PSB会議室
12:30 - 14:00	Lunch ランチ
14:00 - 18:00	LabTour visit to Singapore laboratories of TUV SUD PSB シンガポール試験所TUV SUD PSBラボツアー
20:00	Gala dinner ガラディナー

IAF - ILAC 2018 Joint Annual Meetings

PROGRAM 2018 UIIL LABMEETING

同時開催 IAF-ILAC 2018年合同年会 関係会議
2018年10月22日～31日、シンガポール

IAF - ILAC 2018 Joint Annual Meetings
Singapore, 22 October - 31 October 2018

UIIL Trusting Labreports

時間 10月26日(金)

Time	Friday October 26
	LabMeeting 2018 Trusting Labreports LABMEETING 2018 信頼できる試験所報告
TUV SUD PSB 10:00 – 10:15	<ul style="list-style-type: none"> Opening: 開会 - Drs. Luc Scholtis, 14th President of UIIL, Union Internationale des Laboratoires Indépendants, Past-President of VRS, Vereniging van Raadgevend Scheikundige Laboratoria and CEO of LabWing B.V. (The Netherlands)
10:15 – 10:30	<ul style="list-style-type: none"> ルーク・ショルティス博士: 第14第UIIL会長, VRS元会長, LabWing B.V. 社CEO(オランダ) - Ms Merih Malmqvist Nilsson, ILAC Chair (Sweden) ILAC会長, メリ・マルクヴィスト・ニルソン氏(スウェーデン) - Jeff Gust, ILAC Laboratory Committee, Chief metrologist fluke cooperation ILAC試験所委員会委員, Fluke Corporation社 測定責任者 ジェフ・ガスト氏
10:30 – 10:50	<p>Implementating Accreditation to make Labreports trustworthy 試験所報告の信頼性向上のための認定</p> <p>Moderator: Dr. Manahén Fernández, Immediate Past-President of UIIL, Past-President of AELI, Asociación Española de Laboratorios Independientes (Spain)</p> <p>モデレーター: マナヘン・フェルナンデス博士, 前UIIL会長, AELI元会長(スペイン)</p> <ul style="list-style-type: none"> 'Accreditation Interpretation documents on trustworthy certification', Dr. Sze Thiam Siong, Chairman TIC Interest Group, Singapore Manufacturing Association (Singapore) , General manager of SETSCO services Pte Ltd <p>「信頼度の高い認証に係る認定解説書」シンガポール製造業連名 TIC IG委員長, SETSACO services Pte Ltd社役員 セー・ティム・シオン博士(シンガポール)</p>
10:50 – 11:10	<ul style="list-style-type: none"> 'Trusting Laboratory Reports from developing countries', Dr. Femi Oyediran, Mrs. Mary-Anne Adeeko, Secretary-General of UIIL (Nigeria). <p>「途上国における信頼性の高い試験所報告とは」フェミ・オエイラン博士, UIIL事務局長 マリアンヌ・アデコ氏(ナイジェリア)</p>
11:10 – 11:30	<ul style="list-style-type: none"> 'Can Accreditation ensure that Labreports will not be falsified', Dr. Álvaro Silva Ribeiro, Vice-President of UIIL, President of RELACRE, Associação de Laboratórios Acreditados de Portugal and President of EUROLAB, European Federation of National Associations of Measurements, Testing and Analytical Laboratories (Portugal). <p>「認定は試験所報告が虚偽ではないと保証できるか」</p> <p>EUROLAB会長, RELACRE会長, UIIL副会長 アルバロ・シルバ・リベイロ博士(ポルトガル)</p>
11:50 – 12:10	<p>Implementing technologies to make Labreports trustworthy 試験所報告の信頼性向上のための技術</p> <p>Moderator: Ir. Jan Soers , UIIL Unaffiliated ordinary members representative and CEO of GEOS N.V. (Belgium).</p> <p>モデレーター: UIIL非協会会員(代), SEOS N.V. CEO, ヤン・ソース氏(ベルギー)</p> <ul style="list-style-type: none"> 'Implementing blockchain applications to sign laboratory reports', Dr. Alfredo Montes-Niño, UIIL Unaffiliated ordinary members representative and Managing Director of Microbióticos. <p>「ブロックチェーン アプリケーションを利用した試験所報告の認証」UIIL非協会会員代表, Microbióticos社役員 アルフレド・モンテスニノ博士(ウルグアイ-ブラジル)</p>
12:10 – 12:30	<ul style="list-style-type: none"> 'Asian encryption systems to confirm authenticity of lab reports', Mr Junichi Ichida, president of Tokai Techno Co.Ltd. Member of the board of Jemca, (Japan). <p>【仮】「アジアにおける試験所報告の信憑性を高めるための暗号化システム」(株)東海テクノ社長, JEMCA理事 市田淳一氏</p>
12:30 – 12:50	<ul style="list-style-type: none"> 'Developments in North-American technologies to close the chain of custody', Gib McIntee Canadian Counsel of Independant Laboratories ,CCIL (Canada) <p>「北アメリカにおける加工流過程の管理を終了させるための技術開発」CCIL ギブ・マクティエ氏(カナダ)</p>
12:50 – 13:10	<ul style="list-style-type: none"> 'Accreditation and Fraud in the falsification of Labreports', José Luis Sánchez Director of Ceis, Member of the board of Euroiab AISBL. <p>「試験所報告の改ざんに係る認定と捏造」EUROLAB理事, Ceis社役員 ホセ・ルイス・サンチェス氏</p>
13:10 - 14:00	Lunch ランチ
15:00 - 17:00	City Tour 市街視察



PROGRAM 2018 UILI LABMEETING

同時開催 IAF-ILAC 2018年合同年会 関係会議
2018年10月22日～31日、シンガポール

IAF - ILAC 2018 Joint Annual Meetings
Singapore, 22 October - 31 October 2018

時間 10月27日(土)

Time	Saturday October 27
09:00 - 12:00	Singapore City tour 市街視察
13.30 - 17:00	ILAC Laboratory Committee ILAC試験所委員会

10月28日(日)

Time	Sunday October 28
09:00 - 12:00	Tourist Activity ツアー
12: 00- 17:00	ILAC Laboratory Committee ILAC試験所委員会

10月29日(月)

Time	Monday October 29
09:00 - 12:00	Free 自由
13:00 - 17:00	ILAC General Assembly ILAC総会

10月30(火)

Time	Tuesday October 30
09:00 - 17:00	Free 自由
Evening	ILAC- IAF Farewell Reception ILAC- IAF閉会レセプション

10月31日(水)

Time	Wednesday October 31
13:30 - 17:00	ILAC General Assembly ILAC総会

DATE AND PLACE

日程と会場

REGISTRATION

参加登録

- IAF - ILAC Joint Annual Meeting
From Wednesday 24th to Wednesday 31th October
in Singapore. Hyatt Hotel
- UILI Labmeeting 2018, Governing Board and Working Group
Meeting
On Thursday 25th and Friday 26th October
in Singapore:
TUV SUD PSB
1 Science Park DR, Singapore 118221

- IAF-ILAC合同年会 :
10/24-31, 於・ハイアットホテル
- UILI LABMEETING 2018, 役員会, WG :
10/25・26, 於・TUV SUD PSB(1 Science Park DR, Singapore 118221)

Interested parties can register as a participant through
online registration form via the website UILI: www.uili.org
or by sending an e-mail to the UILI (secretariat@uili.org).

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Given the worldwide nature and perspective of this meeting,
we consider it to be a good opportunity for international
suppliers to the laboratory sector to be represented in such a
relevant event. For this reason if your company is interested
in being one of our main sponsors, together with other
influential companies from our sector please contact us by
sending an e-mail to secretariat@uili.org and we will provide
you all the information about it.

LABMEETING登録料 75EURもしくは同等シンガポールドル(113SGD),
• Registration fee Labmeeting € 75,00 学生50EUR
or equivalent in Singapore Dollar (113 SGD), Students € 50,00
• The registration fee includes: 登録料に含まれるもの
- Lunch, coffee breaks -ランチ, コーヒーブレイク
- Abstracts -要旨集
• Labmeeting diner € 75,00
LABMEETINGデイナー 75EUR



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 國際聯盟的獨立實驗室
 FONDÉE EN 1960



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 國際獨立研究所連合
 FOUNDED 1960

WE INVITE OUR UILI MEMBERS TO THE LABMEETING:



ABOUT UILI

The Union Internationale des Laboratoires Indépendants is the worldwide organisation for testing and calibration laboratories and for consultancy organisations.

Besides receiving regular information on developments of interest to members, their interests are represented at international forums such as ILAC, AFRAC, ARAC, APLAC, EA, IAAC, ISO and UNIDO,

The Union Internationale des Laboratoires Indépendants was registered in France in 1961 as an international association of independent laboratories and consultants. UILI operates under the terms of its Constitution adopted, under its current form, by the 26th General Assembly held in Buenos Aires on September 17, 2015.

A Governing Board, elected by the Ordinary Members through their Member Associations, exercises policy control over all UILI activities. Laboratories and consultants may enjoy membership of UILI either through membership of a Member Association, itself being recognised by UILI, or by individual non-affiliated ordinary membership.

The Constitution permits ordinary membership within a country that has a recognised Member Association. In addition, to accommodate the breadth of scientific disciplines that seek membership of UILI, the constitution permits more than one Member Association per country.

UILI

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The present membership represents over three thousand laboratories offering a diverse range of laboratory testing and consulting services. UILI has members throughout Europe, North- and South America, Africa, the Middle East and Asia.

