



APLAC PROFICIENCY TESTING COMMITTEE
23rd Meeting – Bangkok, Thailand

Minutes of the meeting

Date: 20th June 2017, 8.30 am to 5.00 pm

Venue: InterContinental Bangkok, Thailand

Item	Subject	Information/Discussion/Open Action Items	Responsible Person	Document(s)	
1	Opening of the meeting and Round-table Introduction				
	<i>Self-Introduction: Name, Organization, Background, Member/Observer, How many times you attended PTC meeting.</i>				APLAC PT Chair Mr. He Ping welcomed all the members for the meeting. Informed about Housekeeping arrangements and confidentiality requirement to all person's present. Then, he introduced himself and requested all the members to introduce themselves.
2	Membership of APLAC Proficiency Testing Committee				
2.1	Review and confirmation of membership of APLAC Proficiency Testing Committee	The changes of the members are to be introduced. A special appreciation is to be given to those who contributed to PTC work but now are not working with us. A welcome is to be delivered to the new members. Committee Member list SEC028 and 'PTContacts' are provided in the file package. Please check the entries. An attendant list with the key information from the latest issue of SEC 028 is being circulated. Please confirm the relevant information and confirm your membership through to APLAC 2017. If a change in AB staff is needed, please make the necessary change on the list and forward the change request to me at heping@cnas.org.cn. Please make sure the change is authorized by APLAC delegate from your AB. Per ToR PTC members must have the following qualifications: • Tertiary qualification in a technical or science discipline; • Direct technical work experience; • Be prepared to attend meetings and to actively contribute to the work of the proficiency testing committee.	Mr. HE Ping	PT(17)0201 aplac sec 028 issue 71 pt-hp20 170616.xlsx PT(17)0201_01_PTContacts issue no.23.xlsx	The attendance sheet was circulated to all persons present. All members were required to review SEC028 and PT contact and to confirmed. A thank note was given by the Chair to the past members of the PT committee and past PT chair's for their contribution to the development of the committee. The changes of the membership were introduced and Chair welcomed the new members. List of members was circulated and membership confirmed.
2.2	Appointment of Vice-Chair	As to the nomination received, Mr. Brahim Houla from GAC was appointed as the Vice Chair. The post of Secretary is to be discussed as well.	Mr. HE Ping	PT(17)0202 E-mail on Appointment of PTC Vice Chair.pdf	Chair announced the appointment of Vice- Chair Mr.Brahim Houla. He thanked him for the contributions made as Secretary and welcomed him as new Vice Chair of the committee. Chair also announced that Mr.Brahim becoming Vice Chair, the post of Secretary is vacant and Mr.Venkat from NABL, India was kind enough for taking up as new Secretary.

					He also said that the minutes of this meeting will be prepared jointly by the past secretary and new secretary.
2.3	Apologies	Colleen Cotter, CALA Daria Wong, HKAS Bill Hirt, ANAB Jason Stine, ANAB	Mr. HE Ping		Chair reported the absence report he had got.
3	Adoption of the Agenda				
		Please review the agenda and provide any necessary feedback at the meeting. Any “other business” should also be notified at this time. Members are reminded that their participation on Working Groups is essential for completing the necessary work in the WG to benefit the APLAC Community. If you are on a WG, please be sure you are providing timely input/feedback when requested. If you are identified on a WG but no longer wish to be, please let the Convener know so that we can seek another AB staff. For those AB staff on a SC/WG but not at this meeting, AB staff is asked to convey this message to your colleague. The marriage of APLAC and PAC will begin in 2019 officially. As informed by PSC, the single regional cooperation will not have a committee for proficiency testing any more. PTC will be dissolved into the new TC1, which will look after the (medical) testing & calibration, inspection bodies, PTPs and RMPs in the new regional cooperation.	Mr. HE Ping		Chair has requested all the members to review the agenda and provide any feedback. There were no inputs/comments received from the members. Chair opined that he has a point for including in “Other business” related to Merger of APLAC/PAC. He mentioned that PT committee may become one of the sub-committee or working group after merger and there is a need to discuss how the committee/group to be formed and way forward
4	TOR of the PT committee	The present TOR is to be reviewed and will be re-addressed later based on the discussion we will have.	Mr. HE Ping	PT(17)0400 TOR of PT committee June 2016.doc	Chair informed the members that the present Terms of Reference has to be reviewed and sought member’s comments. He informed that this agenda item can be taken up later and discussed in length.
5	Matters since 22nd PT Committee Meeting (Taipei)				
5.1	Minutes of 22nd PT Committee Meeting (Taipei)		Mr. HE Ping	PT(17)0501 APLAC PT Committee Taipei minutes(V1.1KN).docx	Chair informed that the minutes of the previous meeting was circulated to the members and there were no comments. He also informed that the minutes is being again projected and sought for any comments/ changes. There were no comments from the members. The minutes were then approved officially.
5.2	Review of work items approved in 22nd PT Committee Meeting (Taipei)	The status on the work items is to be reviewed.	Mr. HE Ping	PT(17)0502 Proficiency Testing Committee Work Plan 20170508.xlsx	Chair informed about the status of the work items and the progress made from last meeting. He thanked the members and conveners of the working groups for their active contribution.

6	Updates from WGs				
	The typical content includes: • Review of ToR • Review of Membership • Updates on the work • Future plan				
6.1	Updates from WG1	A new round of need survey was conducted.	Ms Edita Grujic	A report will be given. PT(17)0601 APLAC PTC WG1 Report.pdf	A detailed presentation was made by Ms.Edita about the survey. She specially thanked Mr.Brahim Houla for his contributions. There were queries from Mr.Ned Gravel and other members about acceptance by AB's top management, reason for not including electrical testing as PT program in EMC testing was most required, etc. The convenor requested all members to review and provide inputs. Chair added more information from the meeting on Sunday with BoM. APLAC full members will be surveyed by Secretariat for APLAC PTs issue, say the need and the "to be or not to be". PTC will provide our support. The survey draft could be sent out within PTC before it is sent out to Secretariat.
6.2	Updates from WG2	All the APLAC PT proposals and reports have been reviewed by the APLAC PT Committee. WG2 is actively contributing to the review including Mr. Dan Tholen. However, the change might be needed. More information could be found in Item 9.2	Mr. HE Ping	A report will be given. PT(17)0602 PTWG2update20130720.docx	The Chair informed that this group was handled by Dr.Koichi Nara, the past chair and now it has been taken care by him. Then he informed that this item can be discussed with agenda 9.2 later.
6.3	Updates from WG3	Directory of PT Schemes (PT 003) will be discussed at the meeting	Mr. HE Ping	A report will be given. PT(17)0603 WG3 Bangkok 2017.zip	Update was provided by the Chair. ToR reviewed. Information about non-availability of working group member Mr.Aran Tanunkat was updated. Overview about use of database and pressing note was explained to all members. There were discussions among the committee about different options in the database. A suggestion was provided about possibility of "Search mechanism by name of PTP". It was demonstrated the suggested mechanism is already available in the database. All member queries were addressed by the convenor. Action Item 1 The information about the database be submitted to APLAC General Assembly for approval and then officially announced. Then PT003 will be withdrawn.
6.4	Updates from WG4	PT for Inspection body	Mr. HE Ping	A report will be given. PT(17)0604 WG4 Bangkok 2017.zip	Report was presented by the Chair. Suggestions and comments were sought for this group. Discussion took place regarding some of the AB's considering some part of testing as inspection activity and some consider the same thing as forensic science testing and grant accreditation based on different standard's like ISO 17020 or ISO 17025. It is suggested to collect more information on PTs for inspection. To be continued after tea break.

	10:30-10:45 Morning Tea Break				
6.4	Updates from WG4				It was observed that this working group requires deliberations and the Chair requested the attendees to suggest a volunteer to take up as Convenor and members to provide feedback.
6.5	Updates from WG5	<i>APLAC PTXXX Guidance on Means to assure the Quality of test / calibration results</i> Mr. Jason Stine asked for the help on this work due to his heavy workload of merging two ABs. Mr. Venkateswaran was kind to provide his hand. A major change was made based on the comments received.	Mr. Jason Stine & Mr. N. Venkateswaran	A report will be given.	Mr.Venkateswaran, NABL, India is the new convenor for this group and has provided a verbal update. He thanked all the members of the working group and the previous convenor for the contribution made. Then, he updated the members about the new document and changes made including the title of the document. Comments were sought from the members. There were no comments. Action Item 2 The WGD PTXXX Guidance on Means to assure the Quality of test / calibration results be sent to Chair for committee comment and then to sent to Secretariat.
6.6	Updates from WG6	APMP-APLAC Joint PT WG To be reported at 10.2	Mr. HE Ping		Co-convenor reviewed the membership and structure. A presentation was invited to be made by APMP Chair, Dr.Toshi He appreciated the Joint work of APLAC and APMP. He updated that the next meeting is scheduled on 26.11.2017 at New Delhi, India.
6.7	Updates from WG7	Revision of benchmark frequency of PT-006.	Ms Utumporn KAEWNAMD EE	PT(17)0607 00WG7-Presentation2017.pptx PT(17)0607 01APLAC PT006 3 (draft5 for PT committee).pdf	Ms.Utumporn, convenor has made the presentation of the work carried out. Mr.Venkat has sought clarification about the need of the document and the convenor explained that it is only a benchmark frequency document. Mr.Philip Briggs, member of the group conveyed that the document is only a guidance and not mandatory as a requirement to be followed by AB's. Mr.Brahim Houla informed that the document will be useful for the AB's to prepare their policy and internal documents. Action Item 3 The revised document (PT006) with the feedback on the comments ne to Chair for confirmation within the committee and then be submitted to Secretariat.
6.8	Updates from WG8	Revision of APLAC PT-documents PT0YY combining and replacing PT001 and PT002. PT0ZZ is our internal document.	Mr. HE Ping	PT(17)0608 WG8 Bangkok 2017.zip	Presentation was done by the Chair. The combining work is suggested to be postponed until the new working mode is settled down.. The chair informed that after new entity is made, the need of this quality manual can be ascertained by the committee.
6.9	Updates from WG9	A survey was conducted and reported to BOM last year. BOM also gave out the feedback.	Mr. Ned Gravel	PT(17)0609 WG9 Bangkok 2017.zip	Presentation was made by the convenor Mr.NedGravel. There were no comments.
7	Status of PT documents		Mr. HE Ping		
	APLAC PT 001	(149.8 KB 25.03.08) Issue No. 5, 03/08 APLAC Calibration Interlaboratory Comparisons Under revision		No document	Postponed

	APLAC PT 002	(155.9 KB 25.03.08) Issue No. 6, 03/08 APLAC Testing Interlaboratory Comparisons Under revision		No document	Postponed
	APLAC PT 003	(171.6 KB 04.11.10) Issue No. 15, 11/10 APLAC Proficiency Testing Directory To be replaced by the database.		Replaced by the online database (if approved by GA)	Online database was explained and the document can be replaced after approval by GA
	APLAC PT 004	APLAC Measurement Audits - Withdrawn		Withdrawn	This document is withdrawn.
	APLAC PT 005	(125.4 KB 27.09.10) Issue No. 2, 09/10 Artefacts for Measurement Audits To be discussed			Ms.Edita presented a verbal report. Requested all members to review and provide comments regarding whether it is required or to be withdrawn. She has proposed for withdrawing the document. As no comments were received from any members, the Chair informed that the same will be proposed to GA for withdrawal Action Item 4 PT005 be suggested to be withdrawn.
	APLAC PT 006	(70.5 KB 27.09.10) Issue No. 2, 09/10 Proficiency Testing Frequency Benchmarks Under revision		Document from the convenor to be received	Document to be received from the convenor and sent for comments. Thereafter to be submitted to Secretariat.
	APLAC PT 00X	<i>Guidance on Means to assure the Quality of test / calibration results</i> Under preparation		Document to be circulated	Title of the document changed. Document to be received from the convenor and sent for comments. T Thereafter to be submitted to Secretariat.
	APLAC XXX	PTC Internal Quality Manual Suspended.		Suspended	Suspended.
8	Status of APLAC PT Schemes				
8.1	Record of APLAC PT Schemes		Mr. HE Ping	PT(17)0801 APLAC PT Masterlist 20170503-1 Corrected.xlsx	Chair updated about the record of APLAC PT schemes. All members noted
8.2	Programs completed since previous meeting	Six programs were completed. The efforts of the organizer and coordinator are highly appreciated.	Mr. HE Ping		Chair informed about the completion of the programs and all the members noted. No comments were received.
	T095 Determination of elements (e.g. Calcium and Cadmium) in drinking water	APMP-APLAC (GLHK,NMIJ)			
	T099 Diesel Fuel	NABL			
	T100 Toxic Elements in Wheat Flour	APMP-APLAC (KRISS)			
	T101 Winding temperature rise	CNAS/SMEC			
	T102 Pesticides in Fruit Juice	APMP-APLAC Jointed PT			
	T104 Trace elements (e.g. Lead and Nickel) in drinking water	KOLAS/K-Water			
8.3	Programmes currently underway	If an organizing body wishes to make a comment, please let the Chair know in advance.	Mr. HE Ping		Chair informed about the programs in progress. There were no comments
	M021 Volume	KAN			
	M027 E2_Weight	KAN			
	T086r Metals in three areas of analysis - Environmental- Food-	SCC			

	Biological				
	T103 Determination of artificial sweeteners - Acesulfame Potassium and Sucralose in cake mix flour	SAC/HSA			
	T105 Nutritional elements (Iron and Zinc) in Wheat Flour	APMP-APLAC KOLAS/KRISS			
	T106 Pesticides in Ginseng	APMP-APLAC/GLHK			
	T107 Elements in Food Supplement	APMP-APLAC/GLHK			
8.4	Proposals being reviewed	If an organizing body wishes to make a comment, please let the Chair know.	Mr. HE Ping		Chair explained current situation and thus the two proposals were declined. If the applicant is still interested, the application should be submitted again if the decision of APLAC PT is made to continue. The committee was informed of two new proposals from APMP.
	ZT026 Luminous Flux of LED packager	KOLAS/KTR			
	ZT031 Analysis Pb in Phosphor bronze	KOLAS/KTR			
					Break for early lunch 12.15 hrs to 13.30 hrs
12:30-13:30	Lunch				
9					
9.1	Some issues on the operations of the PT programs	All are invited to comment Examples may be - Border Issue and Customs/ - Distribution of samples Sending specimens directly to nominated laboratories rather than to the accredited bodies, if they are one time use (time & costs).	Mr. HE Ping		Chair opined about the new requirements of ISO 17011 and non-interference by AB into the operations of the PT provider's. Mr. Yoshinobu clarified that the new standard doesn't bar coordination done by AB's. Yoshi confirmed with the ISO WG42 of the coordination of PT activities is not forbidden. Mr. Philip Briggs sought further clarification that whether it means only nominating or extending the name of AB in the program. Mr. Brahim suggested the discussion of the issues after the new standard ISO 17011 is published. Chair suggested that it would be a good practice that the samples be presented directly to the labs
9.2	Possible way of sharing the issues identified within APLAC PT activities	There are already 9 WGs under PTC. Taking consideration of the nature of this work, it is suggested to have this work covered in WG2. A convener needs to be identified.	Mr. HE Ping		Chair briefed about the past chair Dr. Koichi Nara ideas and views. Also a Presentation was made and suggested that this work be covered in WG 2. The chair wanted a volunteer to take up as the Convenor for this work. Mr. Venkat, NABL, India volunteered and was accepted by the Chair. It was decided that the PT reports from the organizer's has to be sent as a draft to the Working Group (WG2) first for their inputs and then to the PT Committee members for comments and approval.
9.3	Exchange of information on the	The update on our working site.	Mr. Brahim		Presentation was made by Mr. Brahim.

	Information on PT activities through WEB		Houla		Comments were sought from members. Mr.Philip Briggs enquired whether there is a plan to discontinue the present system of email correspondence. It was responded that slowly it has to be transferred to online method and changeover period can be given to the members Action Item 5 Request be sent to Secretariat to add a link to the working site of the committee into APLAC website.
9.4	A Pilot use of Prioritizing policy	It will not be discussed.	Mr. HE Ping	Item is kept for the future reference	Item is kept for the future reference
9.5	Additional measures to encourage new PT proposals.		Mr. HE Ping	Item is kept for the future reference	Item is kept for the future reference
9.6	New areas where PT needs to be developed	All are invited to comment. Please note WG1 made the 2nd round of needs survey.	Mr. HE Ping	No document	Verbal update done by chair and no comments from members
9.7	Discussion of the working mode of APLAC PTs - Impacts of the new 17011 on the APLAC PT activities	All are invited to comment. The new ISO/IEC 17011 was in DIS stage to publication directly. It was expected to be published in this May. However the publication is postponed by an appeal from a Member. If no big issues, it will be issued this year. In the coming 17011, the PT provision by accreditation body will not be allowed. As WG9 survey indicated, the majority of our members support to continue with our APLAC PTs. The operation mode needs to be no harm to our Member ABs. EA`s practice can be a start point for discussion.	Mr. HE Ping	PT(17)0907 Working mode discussion.pdf	Presentation made by chair and requested members for discussion. Chair has suggested his views as a possible way forward that AB should restrict only by nominating the names of the lab and not involve in the operations of the PT Program. Mr. Brahim gave a presentation about how things can happen like Identification – tender – connect – follow – strategy / benefits thru contracting PT providers to cover PT needs, then APLAC can decide. Mr.Yoshinobu suggested that one of the solution can be charging the fee from participant so that there is no conflicts. Action Item 6 Chair prepare a document on work mode of the PT work and send for comments within the committee.
9.8	Discussion on Maximum amount of PTs every year.	One hand, some members reflected that it is good that we have done a lot of work but the workload for one AB might be too much. The other hand, the budget might be another issue.	Mr. HE Ping	PT(17)0908 Max Amount.pdf	Chair has briefed about the topic and opened for discussions. Some suggested 2 programs, 4 programs in a year, 6 programs in a year, etc. To postpone the discussion after approval from the APLAC BoM.
9.9	Any training needs	Is there a need for other types of PT training, offered by Training Committee or PT Committee?	All members		No training needs suggested by members
10	APLAC/APMP Cooperation				
10.1	APMP meeting	A report will be given.	Mr. Yoshinobu Uematsu	A report will be given.	Mr.Yoshinobu has attended the 32 nd APMP General assembly and provided a brief of the activity and he mentioned that there is a change in chair of APMP. He highlighted the important points about the meeting. There were no comments from the members.
10.2	Jointed Working Group meeting on PT at Da Nang, Vietnam	As the delegate from APLAC, Mr. Brahim Houla attended the joint PTWG.	Dr. Toshiyuki Takatsuji & Mr. Brahim Houla	PT(17)1002_01 APMP-APLAC PT Da Nang.zip PT(17)1002 Progress report - APMP-APLAC Joint PT WG (APLAC 2017 meeting).pdf	Information noted by members. It was discussed in the morning session when Dr.Toshi was at the meeting.
10.3	The future meeting	As agreed by both sides, the meetings would be held alternatively by APMP and APLAC. However, in fact the meetings were held only at APMP meetings and will	Mr. HE Ping		This item was discussed in the morning session when Dr.Toshi was at the meeting After the presentation of Dr.Toshi, taking into consideration of the

		be held in APMP meeting this year. APMP delegate attended APLAC meeting. A new mechanism might be worthy of discussion.			experience we have got, Chair suggested that APLAC-APMP meeting mechanism worthy of discussion. It is suggested that - the WG meeting be held during APMP GA every year - APMP be invited to attend APLAC annual meetings every year. - APLAC send delegate(s) to WG meetings. This can hold as much technical discussion as possible in the WG meeting and enable both sides aware of the update from mutual sides.
11	ILAC Activity				
11.1	Report from the ILAC/AIC/WG PTP meeting	Report will be made.	Mr. HE Ping	PT(17)1101 2017 ILAC PTWG Introduction.pdf	Report was presented by the Chair and no comments were there.
11.2	Report to ILAC/IC	Upon request, a verbal presentation was made during IC meeting during IAF/ILAC meeting (India) in terms of APLAC T087 and T096.	Mr. HE Ping	PT(17)1102 Slides of APLAC T086&097 to ILAC-IC.zip	Chair provided an update and noted by members.
15:15-15:30 Afternoon Tea					
12	Cooperation with other organizations				
12.1	Report from EEE-PT, EA-EUROLAB-EURACHEM Working Group: "Proficiency Testing in Accreditation" (EEE-PT)	Mr. Brahim Houla attended 42 nd meeting in Berlin last Oct. Chair sent the updates to the 43 rd meeting held this May in UK. Full report sets were provided from EEE-PT. Some may be interesting.	Mr. Brahim Houla	PT(17)1201-1 EEE PT meeting materials.zip	Inputs to be obtained from BoM if we can share the results of the APLAC Survey.
12.2	Updates of PT activities in IAAC, (From IAAC Laboratories Subcommittee Chair)		Ms Cheryl Morton	PT(17)1202 Report from the IAAC LSC to APLAC PT Committee June 2017.doc	Ms.Cheryl gave a report on the IAAC activities and on the document changes being undergone.
12.3	Update on APLAC-PTB Programs	No report		Item is kept for the future reference.	Item is kept for the future reference.
12.4	Invitation based on the reciprocal agreements with EA	IMEP used to invite APLAC to participate. However EC decided to stop IMEP. EA requested the collective performance results from us.	Mr. HE Ping	No document.	No discussion.
12.5	Invitation from others organizations	APLAC members were invited to following programs		Item is kept for the future reference.	Item is kept for the future reference.
12.6	Endorsement of Eurachem 9 th PT workshop.	Last year, with the approval from APLAC, Eorochem 9 th PT workshop got the endorsement of APLAC. It will be held at Portorož, Slovenia Oct 9-12 2017.	Mr. HE Ping	PT(17)1206 Eurachem PT Workshop 2017 1st Leaflet.pdf	Chair informed about the workshop and members noted.
13	ISO Activities				
13.1	ISO/TC69	ISO 13528 was issued in 2015.	Mr. HE Ping	No document.	Information noted Workshop was conducted last year by Mr.Dan Tholen
13.2	ISO/CASCO				
	ISO/IEC 17025	DIS was balloted. Drafting group met in this May to discuss and CASCO WG44 will meet on 10-12 July 2017 in Geneva to address the DIS comments. FDIS might be produced.	Mr. HE Ping	No document.	Information noted Drafting group met in May 2017. WG 44 will meet in July 2017 for finalization
	ISO/IEC 17043	Systematic review last year indicated that the revision of ISO/IEC 17043 might be done next time after the revision of ISO/IEC 17025.	Mr. HE Ping	No document.	Information noted Revision may be initiated after 17025 revision
	ISO/IEC 17011	See 8.7	Mr. HE Ping	No document.	Already addressed in sec 8.7

14	PT Committee Chair Operations				
14.1	The report submitted to BoM	Interim report on APLAC PT activities was submitted to BOM in 2016. Annual Report was submitted to BOM in this May. These reports were drafted according to the correspondence we had. A formal input might be needed from WGs. The use of <i>Update on APLAC PT Committee WG XX</i> should be activated	Mr. HE Ping	PT(17)1401 Reports to BoM.zip	Chair informed about the importance of report submission to BoM. Action Item7: 7-8 weeks before the annual meeting as the deadline for the WGs to submit an update about their WG work progress.
14.2	Peer Evaluation Reports	The provision by the PT Committee Chair has been terminated. The participation records should be provided by the accreditation body to the evaluation team. However, last year, one Team leader came first and was declined against this resolution. Then the AB came and then the performance was sent at last. EA also came for the performance results from EA nominated participants. Two issues were identified from this situation. - ABs need to be more careful with the record of performance for each program. - A mechanism might be established to help our members for this issue with the modern technology.	Mr. HE Ping	No document	Update was given on the discussion with BoM for this issue.
14.3	Review of proposed Work Items and proposal to be made to GA		Mr. HE Ping		Requested all WG convenors for providing the report so that those points can be included in the proposal submitted to GA
15	Review of TOR	According to the discussion held above, the TOR will be reviewed for the revision. If revised, it will be submitted to GA for approval.	Mr. HE Ping	PT(17)1501 TOR of PT committee draft 2017.doc	Chair made the presentation. Discussed the ToR . Inputs received and document modified accordingly. Action item 8: Updated ToRs be submitted to GA for approval.
16	Other Business	Meeting mechanism will be discussed under the new structure (APAC).	Mr. HE Ping		The Chair informed that the PT committee may either be placed under technical committee 1 or a separate committee. This item can be left now and can discuss later after some inputs.
17	Comment from Observers	Observers are welcome to make a comment.			No comments received from observer's.
18	Next Meeting	The next meeting will be held during the APLAC-PAC annual meetings, to be held in Kyoto, June, 2018..	Mr. HE Ping	Info provided	The next meeting will be held during the APLAC-PAC annual meetings, to be held in Kyoto, June, 2018
19	Closing		Mr. HE Ping		Chair has thanked all the members for their time and closed the meeting.

Action items:

1. The information about the database be submitted to APLAC General Assembly for approval and then officially announced. Then PT003 will be withdrawn.
2. The WGD PTXXX *Guidance on Means to assure the Quality of test / calibration results* be sent to Chair for committee comment and then to sent to Secretariat.
3. The revised document (PT006) with the feedback on the comments ne to Chair for confirmation within the committee and then be submitted to Secretariat.
4. PT005 be suggested to be withdrawn.
5. Request be sent to Secretariat to add a link to the working site of the committee into APLAC website.
6. Chair prepare a document on how to go on with the PT work and send for comments within the committee
7. 7-8 weeks before the annual meeting as the deadline for the WGs to submit an update about their WG work progress.
8. Updated ToRs be submitted to GA for approval.