

| APLAC Public Information Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                      | Draft Meeting Minutes                                                                                                                                                 |
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| <b>Attendees:</b> <ol style="list-style-type: none"> <li>1. Saovanee Aromsook</li> <li>2. Aparna Dhawan</li> <li>3. Michael Fraser</li> <li>4. Zhaowei He</li> <li>5. Bella Ho</li> <li>6. Jae Mam Lee</li> <li>7. Trace McInturff</li> <li>8. Emre Metin</li> <li>9. Cheryl Morton (PIC Vice Chair)</li> <li>10. Surasak Muenphon</li> <li>11. Dusadee Munkwamdee</li> <li>12. Sho Onishi</li> <li>13. Anil Relia</li> <li>14. William Llewellyn Richards</li> <li>15. Juhee Song</li> <li>16. Chanya Suttajinda</li> <li>17. Graham Talbot</li> <li>18. Yoshinobu Uematsu</li> <li>19. Natalia Volkovich</li> <li>20. Liang Xiao</li> <li>21. Tadako Yamamoto (PIC Chair)</li> <li>22. Wanji Yang</li> </ol> | <b>Apologies:</b> <ol style="list-style-type: none"> <li>1. Roger Muse</li> <li>2. Raj Nathan</li> <li>3. Danielle Dicker</li> </ol> | <p>Date: Tuesday 20 June 2017, 8:30 to 10:00</p> <p>Venue: InterContinental Bangkok, Thailand</p> <p>Chaired by: Tadako Yamamoto</p> <p>Minutes by: Cheryl Morton</p> |
| <b>Distribution:</b> PIC Members, APLAC Secretariat, APLAC Committee Chairs, ILAC MCC Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                      |                                                                                                                                                                       |

## Minutes

| Item     | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Actions                                                                                                                        |
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| <b>1</b> | <b>Welcome</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                |
| 1.1      | <b>Welcome &amp; Attendance</b><br>Tadako Yamamoto welcomed all attendees and thanked the hosts.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                |
| 1.2      | <b>Apologies</b><br>See above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                |
| 1.3      | <b>Approval of Agenda</b><br>Agenda was approved<br>The APLAC PIC and PAC CMC joint meeting will be held in Kyoto. As the two committees will merge as a single committee under a new regional entity APAC, it was reported that the PIC meeting and CMC meeting will no longer be held independently from 2018 and forward. The Chair Informed the committee that a name of PIC/CMC joint committee to be formed under APAC was discussed at the PIC and CMC joint meeting on 2017 06 19 and agreed to be "Communications and Promotion Committee". |                                                                                                                                |
| 1.4      | <b>Approval of Last Minutes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                |
| <b>2</b> | <b>Events</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                |
| 2.1      | <b>ILAC MCC Mid-Year Meeting</b><br>Tadako Yamamoto reported on the ILAC MCC mid-year meeting held in Auckland, New Zealand, March 2017 and hosted by IANZ.<br>ILAC brochures are under review by ILAC MCC and APLAC PIC was requested to review a revised version of the ILAC Brochures before the Vancouver meeting and that Jon Murthy would be providing PIC with his draft.                                                                                                                                                                     | <b><u>ACTION: Jon Murthy to provide the draft versions of ILAC Brochures for PIC to review.</u></b>                            |
| 2.2      | <b>APLAC 25<sup>th</sup> Anniversary (1992 – 2017)</b><br>Tadako Yamamoto and Wanji Yang provided information on the celebration plans for the 25 <sup>th</sup> anniversary and members previewed two short movies that will be played on Thursday, June 22, 2017 at the Joint APLAC PAC Official Dinner.<br>The past APLAC chairs and MRA Council chairs were invited to celebrate the anniversary on June 22, 2017.<br>It was also noted that the 25 <sup>th</sup> Anniversary was the last APLAC anniversary event before the formation of APAC.  | <b><u>ACTION: Wanji Wang and Tadako Yamamoto to rehearse the event based on the rundown after APLAC GA (June 22). DONE</u></b> |
| <b>3</b> | <b>Promotion and Documents</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                |

| Item     | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Actions                                                                                                                                                                                                               |
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| 3.1      | <p><b>Terms of Reference</b></p> <p>The committee reviewed the draft version of PIC ToR (APLAC PIC (17) A02_draft_tor) and agreed to keep as it is and prioritize the APAC CPC ToR and other tasks for CPC.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b><u>ACTION: Tadako Yamamoto to submit the revised ToR to the APLAC Secretariat as part of PIC report to the GA (Completed).</u></b></p>                                                                          |
| 3.2      | <p><b>APLAC documents</b></p> <p>Tadako Yamamoto provided current status of the PR and relevant documents that are currently work in progress. The committee agreed to focus and prioritise the tasks for the new committee CPC and minimize the efforts of document review and revision of PIC documents.</p> <p><b>APLAC SEC 046</b></p> <p>Combined Comments (CC) table for SEC 046 Guidelines for the Use of the APLAC Logo (with APLAC Tag Line) is under review by PIC Chair.</p> <p><b>APLAC PR 008</b></p> <p>Issue No. 58 of PR 008 titled "International Recognition of Accredited Test, Calibration and Inspection Reports" was issued on May 3, 2017.</p> <p><b>APLAC PR 009</b></p> <p>The chair noted that a decision was made at the Taipei meeting to change the newsletter structure and move towards a twice per year newsletter targeting APLAC members and stakeholders. As such, the committee agreed to remove APLAC PR 009 Issue No. 9, 09/10 titled "APLAC Procedures for Editors of APLAC News Notes" from the PR document list. For the next 18 months, APLAC Secretary Michael will carry out his newsletter duties as agreed at the 22<sup>nd</sup> APLAC GA in Taipei outlined in until the CPC launches its e-newsletter.</p> <p><b>APLAC PR 011</b></p> <p>CC table for PR 011 Guidance for the Promotion of the APLAC MRA is under review by PIC Chair.</p> | <p><b><u>ACTION: Tadako Yamamoto to complete the observations to the CC tables for SEC 046 and PR 001 before August, 2017.</u></b></p>                                                                                |
| <b>4</b> | <b>Communications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                       |
| 4.1      | <p><b>APLAC Website</b></p> <p>Michael Fraser provided latest developments of the rebuild of APLAC website giving a demonstration of the new site targeted to be launched at the end of July.</p> <p>It was informed that the new website will be mobile friendly allowing the site to be viewed on any device that is being used. The site will also have more functionality and information for</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p><b><u>ACTION: Michael Fraser to include APLAC organisation structure and names of leadership under the APLAC "About" section (ASAP).</u></b></p> <p><b><u>ACTION: Michael Fraser to confirm about Word</u></b></p> |

| Item     | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Actions                                                                                                                                                                                                                                  |
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|          | <p>evaluators and it will allow for electronic balloting, providing multiple rounds of comments and the posting of videos.</p> <p>The committee provided several comments to the site such as organisational structure of APLAC and names of leadership under the "About" section of the new website.</p> <p>The committee also requested the APLAC Secretary to add social media share buttons on the new website pages and Michael Fraser agreed to confirm with the developer.</p> <p>The tagline is to be added beneath the APLAC logo.</p> <p>PIC members were requested to participate in a pilot test of the site prior to the launch and provide feedback to Michael.</p> | <p><b><u>Press add-on features for social media and e-newsletter (Post meeting)</u></b></p> <p><b><u>ACTION: Michael Fraser to invite PIC members to participate in the pilot test so that PIC members can provide feedback.</u></b></p> |
| 4.2      | <p><b>Survey</b></p> <p>Tadako Yamamoto confirmed the priority of this work item at the APLAC Board of Management and Committee Chair meeting held on June 18, 2017. The Chair noted that the BoM advised to remove the item from PIC work item.</p>                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b><u>ACTION: Tadako Yamamoto to remove this work item from the PIC Work Plan (Completed).</u></b></p>                                                                                                                                |
| 4.3      | <p><b>PIC Work Plan</b></p> <p>Tadako Yamamoto provided future changes and progress of agreed work plan for PIC. The committee discussed the need for some funds to be included in the 2018 January to June budget for the e-newsletter. Michael Fraser and Tadako Yamamoto agreed to confirm the amount and to share the information with PAC CMC Chair Noriko Tominaga.</p> <p><u>Post note: The funding of AUD 3,400 to be approved by GA as part of the 2018 January to June PIC budget.</u></p>                                                                                                                                                                              | <p><b><u>ACTION: Michael Fraser and Tadako Yamamoto to add a funding request for the e-newsletter (Completed).</u></b></p> <p><b><u>ACTION: Tadako Yamamoto to share the information with PAC CMC Chair (Completed).</u></b></p>         |
| <b>5</b> | <b>AOB</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                          |
| 5.1      | <p><b>Promoting ILAC MRA by APAC CPC</b></p> <p>Llew Richards shared his thought about additional work that PIC can do to promote the ILAC MRA. He agreed to share his thoughts via email.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b><u>ACTION: Llew Richards to provide his thoughts on a new expanded role of CPC to the PIC Chair and Vice Chair.</u></b></p>                                                                                                        |
| <b>6</b> | <b>Future meetings</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                          |
| 6.1      | <b>ILAC MCC / IAF CMC / Joint Communication Meeting:</b> October 24 to 25, 2017 – Vancouver, Canada                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                          |
| 6.2      | <b>ILAC MCC / IAF CMC / Joint Communication Mid-Year Meeting:</b> Q1 2018 – TBC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                          |
| 6.3      | <b>Next Joint PIC &amp; CMC Meeting:</b> June 2018 – Kyoto, Japan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                          |
| 6.4      | <b>ILAC MCC / IAF CMC / Joint Communication Meeting:</b> October/November – TBC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                          |