

**DRAFT MINUTES
APLAC TRAINING COMMITTEE
Bangkok, Thailand**

Date: Tuesday, 20 June 2017
Venue: The Intercontinental Hotel, Bangkok, Thailand
Chairman: Wanji Yang, TAF
Secretary: Bella Ho, HKAS

The meeting started at 13.30

1. Meeting arrangements

1.1 Opening and welcome

The Chair welcomed all attendees. She mentioned that this was her first meeting chairing the Training Committee meeting. She thanked the past Chair Ms Zhang Mingxia for her kind help and experience sharing in many aspects during the year. She also thanked the Vice Chair Bella Ho, all WG convenors and members and all committee members for their support.

Members and Observers introduced themselves. Attendees were requested to sign the circulating attendance list.

1.2 Apologies

Apology was received from Ms Danielle Dicker of NATA.

1.3 Approval of the Agenda

Members were asked to review if there were any additional items to be added to the draft agenda. No comments were received. The agenda for the meeting was approved.

2. Minutes of the last Meeting held on 14 June 2016 in Taipei, Taiwan

2.1 Approval of minutes

The Chair went through the minutes of the last meeting page by page and no comments were raised by members. As such, the minutes of the Taipei meeting was approved without amendment and a copy would be sent to the APLAC secretariat for uploading to the APLAC website.

2.2 Action list

Actions listed in the Taipei minutes were reviewed and the progress of actions were checked and detailed below.

Action Number	Person Responsible Details of Action	Due date	Comment/Outcome
2015/01	Chair The workshops for accreditation of PTP and RMP in 2016 were to be proposed to the General Assembly.	June 2016	The two workshops had been held in November 2016. (DONE)
2015/02	Chair TR002 was to be revised and proposed to the General Assembly.	June 2016	The draft revision of TR002 has been proposed to be discussed in 2017 meeting. (DONE)
2015/03	WG and Committee members Trainers of the last training workshop on medical testing held in September 2014 in Hong Kong and Roxanne were to be asked for permissions of their case studies to be put in the TR005 in order to be reviewed by WG and circulated for comments from Committee members.	June 2016	Permissions were given and case studies had been put in the TR005. (DONE)
2015/04	Chair EA documents related to assessor training were to be checked for their updates.	June 2016	EA documents checked. (DONE)
2016/01	Chair To propose to General Assembly to revise the Terms of Reference of Training Committee to cooperate with MRA Council for training activities of common interests.	June 2017	Revision completed. (DONE)
2016/02	Chair	June 2017	Two attachment

	To work with PTB to implement the attachment training in 2017.		trainings have been completed. (ONGOING)
2016/03	Chair To conduct a training need survey in 2017, including the developing countries, and work out a four year training plan (2018 – 2021).	June 2017	A SINGLE training needs survey for 2018-2019 has been established and sent to both APLAC and PAC Members on 26 May to 9 June 2017. The analysis of results was reported and discussed in the Bangkok meeting. (DONE)
2016/04	Chair The Chair to seek advice from BOM if a joint training with PAC is desired for ISO 17011	June 2017	It's been agreed that ISO/IEC 17011 training for Members will not be conducted jointly. (DONE)
2016/05	Chair To propose the two training courses, respectively on ISO 17025 and ISO 17011 in 2017 to the General Assembly and seek funding from GA for the two courses, AUD30,000 for each training as more numbers of participants are anticipated for these two trainings.	June 2017	The funding had been approved by the GA. (DONE)
2016/06	Chair To seek BOM's advice on the host of the two proposed training as five ABs offered to be the host of these two trainings: HKAS, TAF, DSS, BLQS-DMSc and SAC	June 2017	The hosts of both trainings had been confirmed: 17011 – HKAS & IAS 17025 – A2LA & KOLAS (DONE)

3. Report on the APLAC Training Committee activities since last meeting Review of Action List

Report to GA on updates of the Training Committee activities from last meeting was prepared. Two APLAC trainings on accreditation of RMP and PTP were run back to back in November 2016 in Hong Kong.

There would be four sessions of training for member bodies in 2017, two respectively for ISO/IEC 17025 and two for ISO/IEC 17011. The two ISO/IEC 17011 training sessions for Members will be conducted back to back with training of ISO/IEC 17011 for lead evaluators. PAC also had a lot of ongoing trainings organised with PTB.

4. Membership

There were at present 16 members on the list of Training Committee. Two members (Bella Ho and Tadako Yamamoto) whose term would end in 2017 agreed to remain on the committee.

As there were some observers at this meeting, the chair reminded that any nominations to become member of the Training Committee had to be sent via the nominee's own accreditation body to the APLAC Secretariat for putting onto the membership list. It was noted that there were a few new members at the meeting. They were Trace McInturff of A2LA, Surasak Muenpol of DMSc, and Phil Barnes of IANZ.

5. Training activities of APLAC in 2016-2017

- 5.1 Three APLAC trainings had been conducted in 2016. They were trainings on accreditation of medical testing, RMP and PTP. Reports had been prepared and uploaded onto APLAC website. When we did our training, feedback was provided to the Technical Committee. In future when trainings on ISO/IEC 17011 were done, they were linked to the MRA council and ISO/IEC 17025 would be linked to the Technical Committee. Clarification would be sought on whether measurement audit was considered as a type of proficiency testing activity.

Action item 1: To seek clarification from Technical Committee on whether measurement audit is acceptable as part of assessment activity and if measurement audit is regarded as a type of proficiency testing activity.

5.2 Trainings on ISO/IEC 17011

- a. Two sessions of training on ISO/IEC 17011 for Members have been arranged in 2017, one in Los Angeles hosted by IAS and one in Hong Kong hosted by HKAS. Ned Gravel, Convenor of the WG, gave a briefing on the arrangement of the coming trainings. Though there had been one appeal to the ISO CASCO, the standard ISO/IEC 17011 is expected to be published in September/October 2017 before ISO/IEC17025. It was decided that the FDIS 17011 would be skipped and the standard would be directly published from DIS.

- b. The training session in Hong Kong for APLAC Members would be on 21 and 22 September. There would be three trainers in Hong Kong, including Yoshinobu Uematsu of JAB, Anne Hofstra of IANZ, and Ned Gravel of IAS. For the training session at Los Angeles on 24-25 September 2017, Ned Gravel and Roxanne Robinson would be the trainers. .
- c. A training package was being developed. Since ISO/IEC 17011 had changed a lot, the planned training would be training on transition. The new standard had an expanded section on impartiality, options A and B, and also on risk based thinking. AB staff and assessors had to understand risk based thinking and ISO 31000 was referred. Every accreditation body should pay attention to the risk analysis process.
- d. Invitations for the two sets of trainings would be sent out in July 2017. Venue at Los Angeles had not been confirmed while those at Hong Kong were all ready. APLAC secretariat would like to send out the invitations in one go.
- e. Apart from the two rounds of APLAC training on ISO/IEC 17011, there would also be an ISO training on ISO/IEC 17011 at Kuala Lumpur on 28-30 August 2017 for the developing economies. Sean MacCurtain, ISO CASCO Secretary, and Jennifer Evans of NATA would be the trainers.
- f. PAC had also organised a PTB funded training on ISO/IEC 17011 at Taipei on 20-22 November 2017.
- g. In 2018, there would be four more sessions of training on ISO/IEC 17011 for the remaining evaluators and provisional evaluators. Two sessions would be in the first half of 2018 and two in the second half of the year. The target was to have all evaluators to be trained before the ILAC evaluation of APLAC.

5.3 Trainings on ISO/IEC 17025

Wanji Yang, Convenor of the WG, reported on the arrangements. Again there would be two sessions of training. The first session would be hosted by A2LA at its office on 14-16 Nov 2017 and the second one hosted by KOLAS from 29 Nov to 1 Dec 2017. The training hosted by KOLAS would be just before the Hong Kong APLAC mid-term meeting. Accreditation bodies would be requested to send someone with experience to attend the training. There would be two trainers for each training – Tim Osborne of A2LA and Colleen Cotter of CALA. Developing economies eligible for SANAP Project funding might apply for sponsorship from PTB for participation. As invitation would be sent out by the APLAC secretariat, information that developing economies could seek funding from PTB could also be included in the registration form.

6. APLAC-PAC-PTB SANAP project

6.1 Report on SANAP project activities

Simon Heisig of PTB gave a report on the Strengthening Accreditation Networks in Asia Pacific (SANAP) programme. The SANAP programme would end in March 2018. An evaluation of the effectiveness of the project would be completed before the end of 2017. Money would be sought for a follow up project.

6.2 Knowledge sharing programme – attachment training

This programme funds AB staff from developing accreditation bodies requesting attachment training to developed accreditation bodies for 1-2 weeks for readiness for MRA scope extension. Two attachment trainings had been successfully carried out: PAB staff attaching to IAS for ISO/IEC 17020 and MNAS staff attaching to HKAS for ISO 15189. Other ISO 15189 attachments were being arranged. PNAC would be attached to BLQS-DMSc, Thailand and BAB to NABL, India. It was noted that PNAC would be attached to CNAS for ISO/IEC 17020; BAB to A2LA or NACAB. PNGLAS had also requested for attachment for ISO 15189 and ISO/IEC 17020 but the hosts had not been determined. Both SLAB and MNAS had also indicated their wish for attachment for ISO/IEC 17034 and ISO/IEC 17043. Accreditation bodies wanting attachment were urged to identify host and make contact with the host proactively. Developed accreditation bodies were encouraged to host the training requests. Arrangement of attachment should be made between the two accreditation bodies. When the host AB and the requesting AB come to agreement, the training committee chair was to be informed and a training plan, together with budget proposal should be developed through discussion with the host AB, and sent to PTB for approval at least three months before the attachment.

Preparing for evaluation

Simon Heisig of PTB clarified the concept of another SANAP project to prepare the developing accreditation bodies from emerging economies for APLAC MRA evaluation, and conceptually this consisted of two parts. PTB would provide funding for the management team of a developing AB to observe an evaluation, and the second part was to have someone from a developed AB to go to the developing AB and carry out an extended internal audit to help them to get ready for evaluation. The accreditation body of Cambodia, DA-CANC, agreed to pilot this programme.

Train-the-trainer

A second area to develop further was the train-the-trainer concept. The idea came from previous SANAP Project Steering Committee meetings and was reinforced by the recent training needs survey. There had been requests from developing AB to have help to train the trainers. This was again a two part process, the first was to make identification of the potential trainer who had to meet certain criteria before being nominated for the train-the-trainer course, since the right person had to have the required quality and with backing from his/her own AB. This training would look at the soft skills. Second part of the train-the-trainer concept was to identify the technical areas that APLAC and PAC were interested in, e.g. trainers for ISO/IEC17025.

The SANAP project was up to evaluation in the second half of 2017, any follow up budget required for these proposed projects would be sought. Members were urged to provide ideas to either PTB or chair of the training committee for following up. There were other projects sponsoring different trainings. The goal is to help new members to strengthen their capability. The attachment training is one of the programmes under this project.

6.3 Translation of documentation

Another SANAP project was on translation of documentation to developing economy's own language so that they would have better understanding of the requirements. But there was a need on identifying which document required translation and after translation, someone from the local AB would also need to check the translation. It was suggested that a list of most accessed ILAC documents would be available from Jon Murthy, the ILAC MCC/IAF CMC Chair. From the list, the documents most often downloaded would be considered as the most needed and it could be a start to select which document to translate. A WG would be established to look to this issue.

Action item 2: To get the most downloaded ILAC document list from Jon Murthy.

If any funding was needed from PTB for translation, this had to be done before the project ends, i.e. before March 2018.

6.4 Joint training course on ISO/IEC 17011

The SANAP Project Steering Committee considered holding an APLAC-PAC joint training session on ISO/IEC 17011 for emerging economies. This will be further discussed by the SANAP Project Steering Committee.

7. Training needs

7.1 Training provided in recent years:

In 2017, APLAC had arranged two training sessions on ISO/IEC 17011 respectively hosted by IAS in Los Angeles, US and hosted by HKAS in Hong Kong, China. There would also be two training sessions on ISO/IEC 17025 to be hosted by A2LA in Frederick, US and by KOLAS in Seoul, Korea.

7.2 Results of training needs survey and training plans for 2018-19

The Chair combined APLAC and PAC surveys into single survey and the two Secretariats distributed it to all Members from 26 May to 9 June. The Chair also undertook the job of compilation and result analysis. 37 completed surveys had been received. The most wanted trainings for AB operations were ISO/IEC 17011, train-the-trainer and attachment training. For technical standards, training on ISO/IEC 17025, ISO 15189 and ISO/IEC 17020 were the most needed.

Trainings on ISO/IEC 17025

It was suggested two trainings on ISO/IEC 17025 would be organised in 2018, one for testing and one for calibration. Funding would be sought from APLAC to support one training on ISO/IEC 17025 while funding for the other training would be sought from PTB.

It was also suggested other issues of common concern e.g. for calibration, on CMC; and for testing, on measurement uncertainty, and on decision rule could be included in trainings on ISO/IEC 17025. The trainings had to be conducted in the first season of 2018 if funding was to be sought from PTB as the project funding of PTB would end in March 2018.

As problems with using the new ISO/IEC17025 would be more easily shared and visualised after it was being used in accreditations, some more trainings could be run in 2019 when more experience was gained.

Action item 3: To propose two training sessions on ISO/IEC 17025 (respectively for testing and calibration) in the first half of 2018 to the General Assembly and seek funding AUD 30,000 from GA for one training session. The other seeks for PTB funding.

Training on inspection

It was noted that there was no training on inspection since 2013. However, the standard ISO/IEC 17020 would be coming up for review and that no two

economies in APLAC were using ISO/IEC 17020 in the same industry, training courses might not be useful. Experience sharing and sharing boundary of application of ISO/IEC 17020 could be useful. One workshop for experience sharing among the experienced inspection assessors was suggested. It was also noted that the ILAC inspection committee was very active. Some guidance documents were being prepared by this committee on description of scope and accreditation of inspection with testing activities. We could get shared experience from this workshop and provide feedback to the ILAC inspection committee. This issue will be revisited in the next meeting in June 2018.

Action item 4: To get input from Technical Committee to see if they want this experience sharing workshop and decision on whether there will be one could be made in the next meeting.

8. APLAC TR documents

With the development of the new entity in 2019, we would need to develop new documents. Other documents of training committee were suggested not to be reviewed at this stage.

8.1 APLAC TR002 “Guidelines for formulating training proposals, obtaining funding and delivering training”

Proposals for revision of TR002 had been made. These included the retaining of 3-star rating hotel for the training venue and the time to send out training invitations was proposed to be changed from one month before the training to at least 2 months. Training certificates would be signed by the training committee chair and Appendix 1 on training record would be simplified and Appendix 2 would be deleted as most requested information would not be available to the Training Committee chair when fund was requested.

The hotel rating was suggested to be deleted by some members because in some economies, there was no meeting rooms in 3-star hotels, so long as the hotel cost was within the allowable budget, it would be acceptable. The proposed revision would be further reviewed by the APLAC secretariat and the training committee chair. Once the revised version was agreed, it would be sent to members of training committee for comments.

Action item 5: The training committee chair and APLAC secretariat to further review the proposed revision of TR002 and then send to members of training committee for comments.

8.2 APLAC TR005 – database for case studies

TR005 had been revised by a small working group with Danielle Dicker of NATA as the convener. It had been extended to include cases specific for inspections, PTP, RMP. Danielle requested for guidance from the training committee on how to handle the document when ISO/IEC 17025 was updated. Some option A and option B case studies were suggested.

There might be a lot of discussions on certified management systems and non-certified management systems. At present, it might be too early to put in case studies related to option A and option B, but such case studies used in later trainings could be included when available. As TR005 was an internal document used by members, there was no need to send it to members for comments. The revised version could be published when the case studies for option A and option B were available.

Action item 6: The training committee chair to follow up on seeking agreement from trainers for case studies used in coming trainings of ISO/IEC17025 for incorporation into the revised TR005.

9. **Online training**

The possibility of developing online training for APLAC was discussed. Online training was considered to have pros and cons. It would be good for those who could not attend face to face training and maybe when the number of trainees was large. But online training might not be suitable for all types of training. It was noted that there had been discussion at PAC CBC about developing electronic module for training ISO/IEC 17011. Online training could not totally replace face-to-face training, but could be useful for some. There was also a need to explore the kind of electronic tools required for online training, and to overcome the time zone limitation.

It was suggested to have some pilot scheme starting with training on some standards. Those accreditation bodies having experience in providing online training for assessors (NATA, JAB, A2LA) would be invited to present at the next meeting their use of online training.

Action item 7: To invite accreditation bodies to share their experience on using online training in the next meeting.

10. **APAC from 2019**

The APLAC-PAC Project Steering Committee (PSC) had advised that, the APLAC Training Committee and the PAC Capacity Building Committee (CBC) would merge to form a single committee. The new name of the

committee was decided to be APAC Capacity Building Committee (CBC). The draft Terms of Reference for this new CBC had to be developed before September 2017. The Chair suggested forming a WG on drafting the ToR, comprising of 3 members from APLAC Training Committee and 3 members from PAC CBC. Wanji, Bella and Mingxia joined the WG.

Action item 8: The drafting group will produce a draft TOR for the new CBC before September 2017.

11. Work plan for 2017-18

- a. Two trainings had been arranged for members in 2017 including two training sessions for ISO/IEC 17011 in Hong Kong and at Los Angeles, US; and two training sessions for ISO/IEC 17025 in Frederick, US and Seoul, Korea . A further two training sessions for ISO/IEC 17025, one for testing and one for calibration would be arranged in 2018.
- b. A working group on document translation with Graham Drake as convenor would work on selecting documents for translation and have the translation done before March 2018 if funding was to be from PTB. Representatives from developing economies were to be recruited to help in checking the accuracy of the translation.
- c. Another working group to draft the terms of reference was formed to work on the draft TOR.
- d. Revision of TR002 would be sent out to members of training committee for comments, then sent out to members for ballot.
- e. Will continue the cooperation with SANAP project.

12. Any other business

No other business was raised.

13. Date of next meeting

Next meeting for the training committee would be in Kyoto Japan jointly held by IAJapan, JAB, ISMS-AC and VLAC in June 2018. The first APAC general assembly will be hosted by SAC in Singapore, in June 2019.

Appendix to the Minutes

Action list from the Training Committee meeting in Bangkok, Thailand on 20 June 2017

Bangkok 2017 Action Number	Details of Action	Person	Timelines
01	To seek clarification from Technical Committee on whether measurement audit is acceptable as part of assessment activity and if measurement audit is regarded as a type of proficiency testing activity.	Chair	Jun 2018
02	To get the most downloaded ILAC document list from Jon Murthy.	Chair	Sep 2017
03	To propose two training sessions on ISO/IEC 17025 (respectively for testing and calibration) in the first half of 2018 to the General Assembly and seek funding AUD 30,000 from GA for one training session. The other seeks for PTB funding.	Chair	Jun 2017
04	To get input from Technical Committee to see if they want this experience sharing workshop on ISO/IEC 17020 and decision on whether there will be one could be made in the next meeting.	Chair	Jun 2018
05	The training committee chair and APLAC secretariat to further review the proposed revision of TR002 and then send to members of training committee for comments.	Chair, Secretary	Sep 2017
06	The training committee chair to follow up on seeking agreement from trainers for case studies used in coming trainings of ISO/IEC17025 for incorporation into the revised TR005	Chair	Jun 2018
07	To invite accreditation bodies to share their experience on using online training in the next meeting	Chair	Jun 2018
08	The drafting group will produce a draft TOR for the new CBC before September 2017.	Chair	Sep 2017