

EUROLAB TECHNICAL COMMITTEE ON QUALITY ASSURANCE IN TESTING AND CALIBRATION

Friday, 11th June 2021
Remote Exec. Meeting
10.00h –12.00h

Draft Minutes

List of participants: Alexander Šafařík-Pštroš, Álvaro Silva Ribeiro, Andreas Kinzel, Bernd Kroon, Christian Mueller-Schoell, Davor Zvizdic, Drewin Nieuwenhuis, Erik Dahm, Ewa Bulska, Giuseppe Filiti, Irache Visiers, John Wilson, Laura Martin, Leif Madsen, Luca Boniardi, Magnus Holmgren, Marie Bruun De Neergaard, Magnus Holmgren, Mladen Jakovcic, Ömer Güzel, Paolo Moscatti, Paolo Solinas, Pericles Agathonos.

Note to all TCQA members: from this moment on, instead of written minutes the Secretariat will share the recording of the meeting itself and the list of tasks. This is in accordance with the planned switching to the M365 online environment for TCQA.

Link to recording: [here](#)

Link to task list: [here](#)

1- Welcome and arrangements

The Chair, I. Visiers, opened the meeting and welcomed the participants. G. Filiti and B. Kroon asked for permission to record the meeting before starting, which they received.

2- Approval of the Draft Agenda

The draft agenda was approved with no comments.

3- Approval of the Remote Meeting April 2021 Draft Minutes

The draft minutes of the past meeting were approved.

4- M365 Tasks Review

Starting from this meeting, it will be made an action for every meeting to check the status of the tasks that needed to be followed up by the members via the M365 platform that is currently under the adoption process by TCQA, specifically via the “Planner” app of the environment. This will also serve to officially mark as completed the relevant tasks that were performed in the meantime.

This overview will be performed by the Chair at each meeting, members are advised to routinely check their Planner app in Teams for the necessary updates to their tasks.

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5- TCQA Internal Documents

5.1 CookBook Updates

The current status/revision of CookBook N.18 was discussed and an update was provided by G. Filiti. He explained to the committee how the CB was distributed within TIC Council (specifically, within the Commodities and the Accreditation & Standardization committees), as well as within ILAC-LC and EA-LC – thanks to the help of the respective EUROLAB representatives within EA and ILAC. The CookBook has thus been disseminated as originally proposed in the last meeting of the Risk Analysis WG, and G. Filiti will proceed to let the committee know of any relevant reactions.

5.2 New documents

- Decision rules applied to CMC's: currently A. Ribeiro and J. Wilson are currently gathering information in order to create the first draft of the document. More information will be shared during the next TCQA meeting in September.
- Method validation in calibration: A. Ribeiro and J. Wilson are still collecting state-of-the-art document, no further updates for now.

6- TCQA Projects

6.1 Working Groups

- Remote Assessments Horizontal Task Force: a recap of the progress so far was shared by G. Filiti. The HTF has been hard at work to create an outline document of the next steps, the idea is thus to create a paper on remote assessment activities for conformity assessment. More information will be shared after the next meeting of the HTF on June 15th.
- Decision Rules WG: During the last meeting of the WG, the results of the survey on decision rules that was distributed to the members were shared with the committee. It emerged that there are currently problems of communications between labs and customers, so it was decided to create and distribute a leaflet dedicated to customers in order to better explain the concept and the principles of the matters related to Decision Rules. C. Müller-Schöll and A. Silva Ribeiro are responsible, and a draft was prepared before the meeting. This draft leaflet was opened and discussed during the meeting the advice to include graphics and references to external documentation was shared within the committee. It was proposed for it to be distributed to a couple of laboratories in order to gauge their interest and receive feedback.

Furthermore, further details on the future EUROLAB webinar on Decision Rules was also shared. The idea is to create an hour and a half open space to discuss problems and issues around this topic, and the webinar will possibly be addressed to laboratories, users, accreditors and organizations such as ILAC (LC) and EA (LC and AB). The webinar has been currently set for **October, Tuesday 5th**. An invitation letter to EA-LC and EA-AB will be sent from the Secretariat, which will also create a one-pager with information to be sent to the speakers and Q&A. Relevant information shall be distributed by the end of June.

- Future WG on Measurement Uncertainty: Ö. Güzel and M. Jakovcic will address some further contacts in order to start populating the WG, while A. Kinzel will look out for and

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send further documentation. Secretariat will send out a second call for nomination with- in EUROLAB and TCQA, Which will be accompanied with a message from A. Ribeiro.

6.2 Integration of M365 in future TCQA workflow

The current status of the integration of the new M365 in the TCQA workflow is still ongoing. Currently, the Secretariat and B. Kroon are cooperating in order to pursue this integration.

7- Any other business

The news was shared within the committee that EURACHEM has created task force to work on the issue of uncertainty in sampling. As soon as more information is available, EUROLAB will consider sending a call to the members in order to gather experts and possibly join EURACHEM in their work.

8- Date and Place of the next meeting

The next meeting will take place in September. The Secretariat will send a survey to the mem- bers in order to let them choose the best date.

The Chair, I. Visiers, thanked the participants for the fruitful discussions and closed the meet- ing.

Follow-Up Actions

In accordance with the currently ongoing integration with the new M365 platform for TCQA, all the tasks will be gathered and shared via the use of the Planner app within the environment, which every member has currently access to.