

EUROLAB General Assembly 2016
21st April 2016, 10.00-15.30
The Crutherland Hotel, East Kilbride, Scotland

Participants: Active members, Associated members, International Affiliates, Invited guests

Registration: 9.45 am

Opening: 10.00 am

Draft minutes of the General Assembly 2016

Meeting attendees: Á. S. Ribeiro, J. Llewellyn, R. Zantman, P. Moscatti, M. Schwaiger, D. Zvizdic, R. Cevelik, L. P. Sibbesen, P. Launey, K. Ziegler, P. Agathonos, A. Brzyski, I. Visiers, U. von Känel, B. Kroon, Ö. Güzel, C. Stewart, M. Holmgren, P. Dewolfs, A. Kinzel, D. Nieuwenhuis, L. Martin, Z. Zheleva

Apologies: J. L. Sánchez, M. A. Anghel, E. Bulska, G. Todorov, A. Šafařík-Pštrosz, B. Georgiev

1. Welcome address

The EUROLAB President, Á. S. Ribeiro, opened the meeting and welcomed the participants. He thanked BMTA for hosting this year's General Assembly.

The EUROLAB Vice-President and host of the GA, Jeff Llewellyn, addressed welcome remarks and thanked all sponsors of the event.

2. Roll call of delegates, approval of the agenda

The delegates briefly introduced themselves. A change was made to the sequence of the agenda items – item 7 was taken before item 6.

A new item was added to the agenda – a short presentation prepared and presented by the host of the next EUROLAB National Members' Meeting, U. von Känel.

The agenda was approved as amended.

3. Approval of the minutes of the National Members' Meeting held in Istanbul (decision)

The minutes were approved.

4. EUROLAB issues (information/discussion)

- Report by the President

Á. S. Ribeiro presented the report on the main EUROLAB activities, which included:

- **Institutional Representation**

Á. S. Ribeiro pointed out that it is of high importance to promote more effectively the voice of the laboratory community and to improve the cooperation with other relevant European and international organisations. To this end EUROLAB has published various Position papers, White papers, reports and is currently working on the draft of a Policy Paper.

- **International Cooperation**

The EUROLAB President stressed the importance of cooperating and improving communications with other relevant organisations such as EURAMET, EURACHEM, IMEKO, UILI, CEOC International, NCSLI, NLA – South Africa as well as European and International institutions. Á. S. Ribeiro, informed the participants that

EURAMET is currently undergoing a project within the Research Council to which Á. S. Ribeiro was invited to participate. The EUROLAB Members welcomed this opportunity and a proposal to participate in the next EURAMET GA and Research Council. In order to have a better understanding of these organisations and their activities, the EUROLAB Secretariat will prepare an overview with a short description of all these organisations. This overview will be further distributed among all the EUROLAB Members, asking for their interest and expectations from this cooperation. They will be also asked to suggest specific topics to be discussed with these organisations.

- **Towards a Safety Alliance**

EUROLAB is looking further into possible cooperation models with other organisations sharing similar objectives and interests. A possible model of such cooperation could be the Safety Alliance.

- **The EUROLAB General Secretariat**

Services provided by EUROLAB General Secretariat: communication with the EU institutions; monitoring selected EU legislation; organising meetings / events; publication of quarterly newsletter / position papers; improve the cooperation with relevant stakeholders; become involved and raise visibility within laboratory communities.

The priority areas of focus for 2016 are:

- The Product Safety and Market Surveillance Package;
- The Single Market Strategy;
- Revision of ISO / IEC 17025;
- Food legislation.

- **Revision of the ISO / IEC 17025**

- Main task for TC QA;
- Opportunity for the laboratory community to influence the key standard for its work;
- Be a valuable partner for discussions at the ILAC and ISO CASCO level;
- EUROLAB White Paper on the revision of ISO / IEC 17025;
- On-going discussions in WG 44.

- **EUROLAB Publications 2015/2016:**

EUROLAB Newsletters, EUROLAB Special Briefings, EUROLAB 25th Anniversary Book, Annual Report 2015.

- **Events:**

Safety Seminar 2015 in Brussels: CEOC International – EUROLAB – IFIA Safety Conference 2016, 8th November 2016, Brussels.

- **Activity Highlights for 2016**

- Promote meetings with European Commission DGs;
- Added-value of EUROLAB membership for national associations and for their members;
- Galaxy revision based on the Strategy and cost/benefit analysis;
- Nominations EUROLAB representatives in EAAB and EA LC

The Board Members agreed that I. Visiers will be the official EAAB representative and A. Šafařík-Pštrosz will be her substitute. The EUROLAB Secretariat will contact the EAAB Secretariat to inquire if this proposal is in line with EA policy. Provided this proposal is valid the EUROLAB Secretariat will confirm the above-mentioned information.

EA LC: A. Kinzel and Ö. Güzel will be the official EUROLAB representatives. The participants agreed that the coordination between the EUROLAB representatives in ILAC LC is very important.

The President Á. S. Ribeiro mentioned that the work of the secretariat has been relevant for all the projects developed and led to a higher involvement in the relevant topics.

For further information regarding the report please see the presentation which was distributed by the EUROLAB Secretariat.

5. Policy update (information/discussion)

D. Nieuwenhuis presented the policy updates on:

- Consumer Safety and Market Surveillance Package;
- Energy and Environment issues;
- Food;
- Transatlantic Trade and Investment Partnership;
- Medical Devices.

D. Nieuwenhuis presented the Safety Alliance model which implies a closer cooperation between associations that share similar goals and have a defined common position with one strong voice when communicating with other parties. The Safety Alliance model would imply a loose umbrella organisation that could gather associations such as EUROLAB, CEOC International, IFIA, EFNDT, EFAC, EEPKA, and other interested associations which cooperate and coordinate all regional activities, with a main focus on lobbying. In addition, D. Nieuwenhuis made an introduction to the Combined Communications Group and the next steps which consist in splitting this big combined Communications group into smaller groups:

Ø Group 1 – Overall message

- Ø Group 2 – Consumer Products
- Ø Group 3 – Medical Devices
- Ø Group 4 – Food

The EUROLAB Members discussed the added value of joining forces in order to improve the visibility of the sector and close the gaps in the market. The members also mentioned the recent scandals that can affect the sector image such as the medical devices and VW scandals. In relation to these issues, the EUROLAB members proposed to include in the Policy Paper a general statement explaining the responsibilities of testing laboratories. As an overall conclusion, the EUROLAB members agreed that the sector should become more proactive and focus on promoting the added value of the services provided.

6. EUROLAB Strategy *(information/discussion)*

a. EUROLAB Experts Advisory Groups (EAGs)

The President Á. S. Ribeiro gave an introductory presentation about the recently established EAGs. The aim is to create a network of contacts, who will often communicate between them and will engage with the European Commission, e.g. by providing their input on arising issues. Comprising subject matter experts from the EUROLAB members, these EAGs will help establish and maintain relations with EU institutions (e.g. the European Commission) and stakeholders. They will provide the EUROLAB Board with expert technical advice in formulating EUROLAB policies and positions in response to issues concerning the established key areas.

EUROLAB has created 13 Experts Advisory Groups (EAGs) in the following key areas:

- Ø EAG 01 Health & Safety
- Ø EAG 02 Energy & Energy efficiency
- Ø EAG 03 Calibration & Metrology
- Ø EAG 04 Consumer Products
- Ø EAG 05 Environment
- Ø EAG 06 Construction
- Ø EAG 07 Food Agriculture & Animal Health
- Ø EAG 08 Medical Laboratories & Devices
- Ø EAG 09 Social Responsibility
- Ø EAG 10 Research & DI
- Ø EAG 11 Mutual Recognition
- Ø EAG 12 Chemicals
- Ø EAG 13 Accreditation

The EUROLAB General Secretariat will further send an inquiry among the members asking for experts from their national members.

b. EUROLAB Policy Paper

The EUROLAB Policy Paper is currently in draft version and further discussions will take place during the next Board meeting in June. Once it has been finalised, the paper will be distributed to all the EUROLAB Members.

The EUROLAB members discussed the possibility to develop a revised Strategy 2020 – to be further discussed in the EUROLAB COMMs Committee.

7. EUROLAB Organization *(information/discussion/decision)*

a. EUROLAB Galaxy

The following changes will be made to the EUROLAB Galaxy:

- TCQA Members: replace J. Llewellyn with T. Smith;
- WG 42, WG 43 and WG 44 should be represented as reporting to TCQA and JTCPTC;
- EEE-PT, CAB College and EAAB should be represented as reporting to TCQA as well, not only to the BoA;
- Delete ILC Calibration and ILC Testing.

- Nominations EUROLAB representatives in EAAB and EA LC

The Board Members agreed that I. Visiers will be the official EAAB representative and A. Šafařík-Pštrosz will be the substitute.

EA LC: A. Kinzel and Ö. Güzel will be the official EUROLAB representatives.

This topics were already discussed under item 4.

b. Membership issues

The EUROLAB members discussed the communication activities of EUROLAB in order to improve its visibility and engage more with the national members' members.

Several proposals were made:

- Invite experts at the national level to be part of the EAGs network;
 - Promote EUROLAB activities in the conferences to which our members participate. It would be recommended that some EUROLAB representatives participate in meetings of the members' members.
 - Use the EUROLAB documents (publications, position papers, etc) and present them at the national level – e.g. in the National Ministries.
 - Possibility to draft and distribute a survey and an overview of EUROLAB activities among the members to create better links with the members' members and to ask for possible ideas/suggestions for communication improvement - to be further discussed in the EUROLAB COMMs Committee.
- c. Approval of the financial report (2015)
The Treasurer, R. Zantman presented the financial report for 2015. The financial report was approved.
- d. Approval of the budget 2016
The Treasurer, R. Zantman presented the budget for 2016. The budget was approved.
- e. Determination of the annual membership fee scheme and of the 2017 fees
The Treasurer, R. Zantman proposed to keep the same membership fees for 2017, without any increase. The proposal was approved.
The EUROLAB President, A. S. Ribeiro, thanked the Treasurer, R. Zantman for all the work and the added value brought to EUROLAB.
- f. Discharge of the administrators
The administrators were discharged.
- g. Elections to the Board of Administrators
J. Llewellyn presented the overview of the candidates. The new candidate standing for the position of Board Member and Treasurer briefly introduced himself.
The following candidates were elected/re-elected by unanimous vote, without any objections from the members for two-year term:
- Ø Re-elected Members of the Board of Administrators:
 - Álvaro Silva Ribeiro, RELACRE
 - Pascal Launey, LNE
 - Ø Newly elected Member of the Board of Administrators:
 - Bernd Kroon, Fenelab
 - Ø Re-elected President:
 - Álvaro Silva Ribeiro, RELACRE
- Considering that there is a free seat in the Board of Administrators, it is up to the Board Members to decide whether to co-opt a new member until the next General Assembly 2017.
- h. Elections of the Treasurer and Vice-President
Ö. Güzel withdrew his application for the position of Treasurer. The following candidates were elected by unanimous vote, without any objections from the members for two year term:
- Ø Newly elected Vice-President:
 - Kurt Ziegler, EUROLAB-Deutschland
 - Ø Newly elected Treasurer:
 - Bernd Kroon, Fenelab
- i. New TCQA Vice-Chair
The TCQA Vice-Chair, Ömer Güzel was confirmed with no objection.

New item on the agenda: National Members' Meeting 2016

Urs von Känel, EUROLAB-CH invited the EUROLAB Members to the National Members' Meeting 2016, which will take place from 27th to 29th September, in Lucerne, Switzerland. He gave an introductory presentation regarding the practical arrangements and draft programme.

8. Technical Committees – Aims & Achievements (information)

a. TCQA (Irache Visiers)

The TCQA updates presented by I. Visiers include, among others, the following topics:

- EUROLAB Galaxy and EUROLAB representatives in various working groups;

- TCQA documents: discussions on the 'Continuous improvement within QM systems' – a new Drafting Group has been created by the EUROLAB members from Turkey, Bulgaria and Croatia;
- Cookbooks proposals: 'Risk Based Approach', 'Traceability in measurement for medical laboratories', 'Decision rules'. Working Groups have been created for drafting these proposed cookbooks;
- TCQA projects: 'Harmonisation of Assessors' led by TURKLAB. The aim of the project is to address the lack of harmonisation of assessors at the European level. EUROLAB will work on the possibility of gathering the input from accredited laboratories regarding their experience with National Accreditation Bodies;
- Activities and developments in the TCQA Working Groups;
- TCQA actions in relation to accreditation and standardisation issues.
- Revision of ISO / IEC 17025 – During the TCQA meeting it was decided to organise a WebEx conference meeting with the members of the WG on the revision of ISO / IEC 17025, on Wednesday, 11 May 2016, which will focus on the comments on the CD2 ISO / IEC 17025. The EUROLAB comments on CD2 resulting from this meeting will be further distributed to the EUROLAB members for commenting period. Once the deadline for commenting is met, the final comment will be sent to ISO;
- EUROLAB comments on the EEE-pt document will be submitted to the EEE-PT Working Group.

b. JTC PTC (Carol Stewart)

The JTC PTC updates presented by C. Stewart include, among others, the following key points:

- ISO/IEC 17011 (*Requirements for accreditation bodies accrediting conformity assessment bodies*);
- ISO/IEC 17025 (*General requirements for the competence of testing and calibration laboratories*);
- The newly published Blue Guide;
- Revision of the Medical Devices legislation;
- Product Safety and Market Surveillance;
- Modern Conformity Scheme/Global Compliance System;
- IFIA - CEOC market study - The presentation on the results of the 2012-2015 IFIA-CEOC market studies can be downloaded from the CEOC website by following the link:
<http://www.ceoc.org/documents/Consumer%20Products%20Survey%202015%20-%20Marcello%20Manca.pdf>

c. EUROLAB COMMs Committee

J. Llewellyn presented the report from the EUROLAB COMMs Committee.

Key items:

- EUROLAB Communication objectives for 2016: internal and external communication;
- EUROLAB publications: Newsletters and Special Briefings 2016, Annual Report;
- EUROLAB Policy Paper;
- Communications channels, etc.

The EUROLAB members discussed that it is very important to have the national members' feedback on the EUROLAB publications.

It was suggested to create general slides on EUROLAB which could be used when members give presentations at different events.

For further details, please see the reports.

9. Other business None

10. Next meeting

The EUROLAB General Assembly and Annual Meetings 2017 will take place from 26th to 28th April 2017, in Bologna, Italy, and will be kindly hosted by ALPI.

The EUROLAB President, Á. S. Ribeiro, ended the meeting and thanked the organisers and the participants for their attendance.