

DRAFT Minutes (rev 17/12/2007)
SIM Quality System Working Group Meeting
November 15th, 2007
San José, Costa Rica

Former Chair: Dianne Lalla-Rodrigues, ABBS
Interim Acting Chair: Annamaria Narizano, LATU
Acting Secretary: Gabriela De La Guardia, CENAMEP

Members:

Canada – Katalin Deczky, NRC
Chile – Francisco García, CESMEC
Costa Rica – Jessica Chavarria, LACOMET
Dominica– Simon Nyaaba- DBS
Ecuador – René Alfredo Chanchay Pillajo- INEN
Antigua and Barbuda – Dianne Lalla-Rodrigues, ABBS
Brazil – Silvio Francisco dos Santos, INMETRO (DIMCI)
Canada – Mexico – Rubén Lazos, CENAM
Panama – Gabriela De La Guardia, CENAMEP
Paraguay– Rubén Ricardo Ramírez, INTN
Uruguay – Annamaria Narizano, LATU
Uruguay – Carina di Candia, LATU

Observers:

CROSQ– Deenish Maharaj

Acronyms:

AC	Accreditation Community
CMC	Calibration and Measurement Capability
DWG	Documentation Working Group
NMI	National Metrology Institute
QMS/ QS	Quality Management System
QSTF	Quality System Task Force
QSWG	Quality System Working Group

All material will be posted at the SIM website: <http://www.sim-metrologia.org.br/>

The meeting was called to order by the Interim Acting Chair Annamaria Narizano at 8:30 am, Thursday, November 15th, 2007

Chair's Opening Remarks

The Acting Chair welcomed the attendees and presented the final agenda.

8:30-9:00	Role of QSWG & Summary of the Group's Activities in the last period	Dianne Lalla Rodrigues
9:00-9:30	Election of New QSWG Chair.	
9:30-10:00	WG Activities' Expected Results. Integration and Working Methodology.	
10:00-10:45	Identification of SIM Sub regions and Individual NMIs QMS Training needs.	
10:45-11:15	Coffee Break	
11:00-12:30	Identification of Training and Awareness Activities	
12:30-14:00	Lunch	
14:00-15:00	2008 QMS Training and Awareness Plan	
15:00-15:30	Coffee Break	
15:30- 15:45	Final Considerations	

Presentation on the Role of QSWG & Summary of the Group's Activities in the last period.

Dianne Lalla-Rodrigues made a presentation on the role of the QSWG and the history of its creation and a summary of the activities since 2002 which were completed this week with the Workshop "Steps to achieve recognized CMCs", San José, Costa Rica, November 12 to 14th with 15 countries represented.

Election of New QSWG Chair.

Dianne Lalla-Rodrigues explained that she would not be able to take the position of Chair again, after the resignation of Anthea Ishmael of Barbados, who took her place during the SIM Presidency, and asked the Group to proceed to the election of a new Chair to be proposed to the Technical Committee. In fact, SIM Bylaws require the presence of at least 5 members, and at least one of each sub region for the Group and this was complied. Katalin Deczky made a motion of proposal of Annamaria Narizano as new Chair.

Gabriela de la Guardia asked if there was a possibility of designation of a Vice Chair also. Dianne Lalla-Rodrigues explained that it was not previewed in SIM Bylaws, although in larger groups, as the Mass Working Group, the need had been identified. She gave the advice to wait until the Bylaws, that are being reviewed, included this possibility and the Group had enough evidence of the need of a Vice Chair.

Francisco García told that a proposal of the possibility of designation of a vice chair had been sent to the Documentation Working Group by the Mass Working Group, the week before.

Gabriela de la Guardia then seconded the motion and Silvio Francisco dos Santos seconded it also. Rubén Lazos agreed with the motion as well as the other members present.

The motion was passed with the approval of all members present and the Technical Committee will be informed of the proposal in order to appoint the Chairperson for the Group.

WG Activities' Expected Results. Integration and Working Methodology.

Francisco García told that the proposal made to the Documentation Working Group by the Mass Working Group, the week before, included a proposal of working methodology that could be considered, if approved in the new Bylaws and Rules of Order.

The Group agreed on requesting the DWG for a change in the name of this Group from Quality System to Quality Management System Group in agreement with the new ISO 17025 standard.

After a long discussion the group agreed that the objectives of the Group should include training activities, both for the NMIs for the QMS implementation and assessment and for the members of the Quality System Task Force as peer reviewers, as requested in Miami in the QSTF meeting, in February 2007.

Identification of SIM Sub regions and Individual NMIs QMS Training needs. Identification of Training and Awareness Activities. 2008 QMS Training and Awareness Plan.

Simon Nyaaba proposed to evaluate the expected results and establish a working plan for 2008 by identifying objectives, results, activities needed for each result, deadlines and persons responsible for each activity through the Logical framework methodology.

Gabriela de la Guardia introduced the agreed expected results and the corresponding related activities in a Gantt diagram to facilitate the subsequent planning.

Four main expected results related to the Working Group Objectives were identified:

1. Harmonized understanding of standards in QMS in NMI's
2. NMIs and designated labs trained in effective QMS implementation and presentation
3. A virtual library established on SIM Website
4. Awareness of the benefits of QMS at managerial and technical level

The following table summarizes the Draft Plan resulting of the meeting. As indicated in it, this Draft Plan will be completed, explained and circulated to all NMIs in order to validate and adjust, as necessary, the needs detected.

The activity *a. Develop the training plan 2008-2009* corresponding to objective 2. *NMIs and designated labs trained in effective QMS implementation and presentation* will have the results of the circulation of the Draft Plan as an input.

The meeting adjourned as planned November 15th, 16:00.

Expected Results/ Objectives	Main Activities	Tentative Deadline	Responsible
1. Harmonized understanding of standards in QMS in NMI's and AC		April 2008	Annamaria Narizano
	a. Action Plan for the QMS needs of NMI		Annamaria Narizano
	a.1. Complete Proposed Plan (Gantt diagram-excell file)		Annamaria Narizano
	a.2. Revise Proposed Plan		Ruben Lazos
	a.3. Send the Draft Plan to all NMIs		Annamaria Narizano
	a.4. Provide information		Each NMI
	a.5. Inform TC		Annamaria Narizano
	b. Develop a list of all relevant standards / guides		Dianne Lalla-Rodrigues
	Prepare and send a draft list		Annamaria Narizano
	Send the list to reviewers		
	Review the list		Ruben Lazos, Gabriela de la Guardia
	Send the list to NMIs and post it on the web-site		Annamaria Narizano
	c. Promote observer assessment exchanges		Annamaria Narizano
	Ask each NMI for their acceptance		Each NMI
	Prepare a plan to present to SIM for support		Annamaria Narizano
	Set up an internal assessor forum / chat room		Francisco García
2. NMIs and designated labs trained in effective QMS implementation and presentation		April 2008	Ruben Lazos
	a. Develop the 2008-2009 Training Plan		
	a.1. Training workshops on QMS in specific topics as "internal communication and awareness tools", "continous improving", others, as well as the more common: QMS implementation and assessment		
	a.2. Training of internal assessors at the regional/subregional levels		
	a.3 Awareness seminar on SIM 09/JCRB 12-09		
3. A virtual library established on SIM Website		January 2008	Silvio Francisco dos Santos
	a. Document good practices/experiences and post on SIM Website		
	b. Post list of relevant standards/guides		
4. Awareness of the benefits of QMS at managerial and technical level		April 2008	Katalin Deczky
	a. Develop the 2008-2009 Awareness Plan		
	a.1. Awareness Seminars for NMI Directors		
	a.2. QMS participation in Technical Working Groups		
	b. Support to the QSTF		