

TERMS OF REFERENCE OF THE TECHNICAL NETWORKS OF THE EA LABORATORY COMMITTEE – Approved by the LC in March 2016

Reporting to:	EA Laboratory committee
Convenor:	Preferably a member of the EA LC. Convenors of TN are members of the LC Management Group.
Members:	Staff members of EA members involved in accreditation of the specific laboratory sector

ROLE

1. Information sharing

- Identify sector related documents that are useful for the assessors and describe where to find them (to the given format / structure, to be defined)
- Collect, compile, structure and make the information collected available in EA provided with the rules on how to use it
- Keep members updated on relevant developments arising from stakeholders: This may include standardisation bodies, regional/international scheme owners, customer and/or end-user groups, the European Commission, etc

2. Benchmarking, accreditation and harmonisation issues

- Identify and collect questions arising from the assessments performed by the EA AB members and provide recommended answers/solutions to the LC
- Identify critical issues that should be addressed in the accreditation process
- Define key issues to be harmonized for the technical assessment of the sector
- Suggest and manage workshops and training activities within the LC and EA
- Suggest promotion and communication activities for consideration at the LC and discussion with the CPC
- Interact with convenors of the networks for directives as necessary
- Share information on availability of technical assessors

3. Flexible scopes

- Create examples of flexible scopes for the network field(s) of interest.

WORKING PROCEDURE

The TN constitute the LC forum for information / experience sharing, discussing and reviewing practices with a view to consolidate opinions and suggest an approach to issues / questions raised.

Any proposed “best practice” or solution to a problem will have to be endorsed by the LC before wider dissemination.

The networks report directly through their convenors to the Laboratory Committee.

The networks shall communicate mainly through electronic means, and on an ongoing basis through a “chat” forum or similar facility to be created by the CPC and the EA secretariat. The networks shall discuss questions from members via the EA intranet or email.

Convenors of the TN are responsible for managing discussions and submitting to the LC for discussion and, possibly, endorsement of proposals.

Convenors are responsible for the management of the TN in terms of tools to be made available, management of members’ list, promotion of the TN, in close cooperation with the LC MG and the Secretariat.