

**DRAFT IAF Technical Committee Record of Meeting**  
**Le Meridien Park Hotel, Frankfurt, Germany – Friday/Saturday 25<sup>th</sup>-26<sup>st</sup> April 2014**

| Item # | Subject  | Background/Discussion  | Decisions   | Actions  |
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| 01     | Welcomes and Introduction (Romyanon)   | The TC Chair, Ekanit Romyanon, welcomed everyone and explained the principals and practises under which this committee operates. He continued that everyone's thoughts and opinions were important. Members were requested to be considerate and remain in scope with the subject being discussed while respecting other members' views. He encouraged all members to fully participate as it was important that all stakeholders' interests were considered.<br>There was a round of introductions and an attendance sheet was circulated.  |   |  |
| 02     | IAF TC Terms of Reference(Nash)<br>IAF-TC-03-14  | The Vice Chair, Trevor Nash, reviewed the Terms of Reference for new members. He hi-lighted that the main objective of the Technical Committee was to support the IAF objective of global acceptance of accredited certification. He continued with the nature of the roll of the sub committees the Working Groups (WG) and Task Forces (TF). While the TC normally functions through consensus the Terms of Reference provide for one vote per member. He concluded with an explanation that the TC Chair is elected by the general membership while the Vice Chair is selected by the TC Chair.   |   |  |
| 03     | Agenda and Objectives of Meeting (Romyanon)<br>IAF-TC-01-14  | The draft agenda presented to the membership was reviewed and approved with no suggested amendments from the members.  | Agenda approved                                     |  |
| 04     |  |  |   |  |
| 04.1   | Minutes of Meeting held on October 20–21, 2014 in Seoul, South Korea (Brough-Kerrebyn)<br>IAF-TC-95-13 | The TC Secretary, Joan Brough-Kerrebyn, explained that suggested amendments received after the circulation of the minutes of the last meeting were reviewed and that all changes indicated in red text. Members did not offer any additional amendments.   | Minutes Approved                                    | <b>TC Secretary:</b><br>Finalize minutes and post on TC committee page.                                    |
| 04.2   | Log of Key IAF TC Decisions (Romyanon, Brough-Kerrebyn)<br>IAF-TC-02-14                                | The TC Secretary explained that the decisions provided in the paper represented the consensus of the last meeting and were to be endorsed at this meeting for addition into the Decision Log. She indicated that the text in red was post meeting changes to retain the context of the decision.<br>The decisions were endorsed as presented with the exception of para <i>12.8 Decision Log: 13/10/06 IAF MD5 clause 3.9</i> that the members revised as recorded below.<br><br><i>Current document IAF MD5 (Issue 2) allows for a reduction of up to 30% in all cases (MD5-clause 3.9). The limitation may not be appropriate in multi-sites where</i> | Decision Log amendment was endorsed by the members. | <b>TC Secretary:</b><br>Revise decision from Seoul 2013 meeting as provided. Add to Decision Log and post. |

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|           |  | <i>sampling is allowed (MD1). In cases of multi-sites where sampling is not allowed each site must be treated individually in accordance with MD5 (i.e. Maximum reduction of 30% per site).</i>   |           |   |
| <b>05</b> | <b>Working Groups/Task Force/Progress Reports (Romyanon Nash)</b>                      |   |           |   |
| 05.1      | <b>Working Groups (Romyanon)</b>   |   |           |   |
| 05.1.1    | WG Management System Certification (ISO/IEC 17021) (Gillespie / Savov)<br>IAF-TC-41-14 | <p>Lori Gillespie provided a presentation on the WG MSC meeting. The terms of Reference which had not changed and the list of members was referred to. The number of participants, at this meeting, increased due to the cancellation of another sub-committee meeting.</p> <p>Lori continued that the WG had previously formed four new TF which were approved. The WG reviewed 8 of the discussion papers for which their opinion and suggestions were submitted for discussions tomorrow. Two of these discussion papers were further referred to other TFs. The WG reviewed updates of the Task Forces.</p> <p>Lori continued that the WG discussed strategies to improve the efficiency and effectiveness of the TFs in completing their assignments. She indicated that many TFs needed co-conveners and they should be encouraged to meet between meetings, perhaps with a smaller group of members. It was noted that the current web system does not work well for larger groups. It was forwarded that all meetings should be restricted to ½ days. Another suggestion was to provide an additional day for meetings. The WG also considered that the arrangement of meeting, in an order of TF, WG then TC, may assist. She also offered that for larger meetings extra microphone are needed.</p> <p>The TC chairs request for co-conveners (from Accreditation Bodies) resulted in no volunteers, however if members reconsidered they were asked to contact the TC Secretary.</p> <p>There was an WG recommendation that the incorporation of ISO 14001 not be included in the 9001 transition TF. There was a discussion regarding the actions</p> |           | <p><b>IAF TC Members:</b><br/>Consider accepting role as a co-convenor to a subcommittee.</p> <p><b>TC Chair:</b><br/>Approach members to be potential co-conveners</p> |

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| 05.1.2 | WG Product Certification Accreditation (ISO/IEC 17065) (Moliski)<br>IAF-TC-45-14 | <p>needed to address the transition of ISO 14001 to be continued in further sections of the meeting.</p> <p>Paul Moliski provided a report on the WG Product meeting. He indicated that there was a participation of 45 persons. They reviewed the discussion paper topics for which he indicated they did not have a clear consensus on all. These would be discussed in day two. The WG also discussed issues that need to be monitored and discussed further in the future:</p> <p>ISO/IEC 17065 clause 6.2 regarding the identification of internal and external resources (outsourcing). While no clear consensus came from the WG, the main issue appeared to be how to demonstrate organizational control. This issue may require a more formal position in the future.</p> <p>Issues from the implementation challenges of ISO/IEC 17065. The WG agreed that the training requirements and resources were significant and originally underestimated. This emphasized that the three year transition was the right decision. The WG plans to also further address this issue.</p> <p>On the topic on consulting the WG discussion was divided. As a result the WG is requesting an interpretation from ISO/CASCO. The WG responded to the IEC-ILAC-IAF Steering Committee Resolution concerning a request to collaborate with their TF4 Product Consultancy and Independence. The WG decided to form a small group to draft a response on “product consultancy and independence” according to the requirements in ISO/IEC 17065.</p> <p>A sub group was formed to complete the WG Terms of Reference which they agreed to Reviewed changes to the Terms of Reference, changes were mostly editorial and added section 7 on liaison. Members endorsed the revisions.</p> <p>In response to a request to discuss the replacement of IAF GD5 the WG decided to focus on this issue at the next meeting.</p> <p>There was a need identified to get the number and the percentage of the number of CBs that have transitioned with a survey of ABs in product.</p> | T of R endorsed by members                                 | <p><b>IAF TC Members:</b><br/>Co-convener needed</p> <p><b>TC Secretary:</b><br/>Provide list of Product AB members for survey</p> |
| 05.1.3 | WG Person Certification (ISO/IEC 17024) (Woodley)<br>IAF-TC-31-14                | Ekanit explained that Roy Swift’s departure from IAF and Cynthia Woodley’s absence resulted in the last minute cancellation of this meeting. It was indicated by TC Chair that the WG would need time to consider any other support documents. Sean Mac Curtain noted that ISO/IEC17024 Clause 8 has a portion that outlines requirements for scheme which some scheme owners are unaware of.  | Cynthia Woodley endorsed as Acting convener for WG Persons |  |

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|          |  | <p>In response to the request for a co-convenor, George Anastasopoulos of IAS put his name forward for nominations for co-convenor.</p>  |  |   |
| 05.1.4   | WG Forests (Rantanen)<br>IAF-TC-44-14        | <p>Varpu Rantanen reported on the WG Forest meeting. She began with a review that the last meeting of the WG in Seoul which raised concerns about the scheme owner's revisions of the requirements and arrangements for the transition. She further explained that the objective of the WG is to improve cooperation between IAF and the scheme owner as well as harmonized AB work.</p> <p>Most of their work focuses on the Chain of Custody criteria for certification which are global. While Sustainable Forest requirements are national standards and therefore provide some barriers for global adoption.</p> <p>Varpu continued that the meeting focus on clarifying misunderstandings and she was sure that relationships would improve with further discussions. In the past, training resources were not available to meet the time frame given. In addition, the transition period of 9 months was not practical due to annual review practises and the resulting added cost. The scheme owner accepted the concept of training the trainers but did not extend the transition period deadlines.</p> <p>The WG also discussed another C of C program for non-wood based products. The issues identified were that the standards and certification requirements utilized only take into account the forest industry and not the food industry. The WG agreed to the need to prepare a document to align with the existing C of C program to ISO/IEC 17065 and plan to first do a gap analysis. Reinaldo Figueiredo offered to provide a base gap analysis they performed to the WG.</p> <p>The WG also discussed multi-site issues (group certification) as well as scoping to national standards for multi economy activities. They also discussed the scheme owner's expectations for the programs and in this regard the need for enhanced communications and feedback from IAF members.</p> <p>In terms of improvements, the WG discussed, as an option, to use webinar between meetings and suggested a co-convenor from the scheme owners. Michael Berger offered to provide a name for the co-convenor from the scheme owner.</p> | Co-convenor from the scheme owner was endorsed | <b>M Berger:</b> To provide name for a scheme owner co-convenor |
| T 05.1.5 | WG Food (ISO 22000)<br>(Greenaway / Sheehan) | <p>Kylie Sheehan reported orally for the WG which had not yet met at these meetings. She announced that the MD for ABs on ISO 22000 certification was in its final stage and would soon go for ballot. Since the last meeting the ID transition document had</p>   |  | <b>WG:</b> Submit for Ballot to TC Chair -                      |

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|        | No report  | <p>gone out to 30 day comment and would also be balloted shortly. She reminded members that at the last GA a three years transition was endorsed. The WG is still working on an expected outcome documents.</p> <p>Their next meeting agenda includes the 22003 revision which represents significant changes on competence which will be reviewed, the 22000 revision and the expected outcomes document. Other agenda information items include: Food Safety Act, GFSI auditor certification, liaison reports and food fraud.</p> <p>Finally, Kylie noted that the WG may only meet annually if no major projects are proposed.</p>  |           | MD AB 22000<br>ID Transition   |
| 05.1.6 | WG Medical Devices (ISO13485)<br>(Ramaley / Nakagawa)                            | <p>There was no meeting scheduled for this WG.</p> <p>Azusa Nakagawa reported that the 60 day IAF member comment period of MD8 and MD9 resulted in many comments which need to be revised and resolved before going to ballot. They hoped to complete these documents before next meeting and publish after the Bangkok meeting.</p>   |           | <b>WG:</b> Submit to TC Chair to approve for Ballot - MD8 and MD9.   |
| 05.1.7 | WG Greenhouse Gases (GHG) and Energy (ISO 14065) (Makino / Shaw)<br>IAF-TC-42-14 | <p>Makino provided a report on the WG GHG activities.</p> <p>Her report provided a list of a significant number of GHG schemes seeking ISO14065 accreditation. There was also provided a list of the potential AB in the three regions that are progressing with GHG recognition.</p> <p>She announced that MD6:14065:2014 had been published in March 2014 with a 12 month application date. She continued that the MD on ISO/IEC 17011 requirements was successfully balloted and results in 20 comments to be addressed. The WG hopes to request publication by May 2014. The last required action to launch the scope, the submission of the Check list of PL3, has been completed.</p> <p>Progress with ISO 50003 at ISO/CASCO was reported. It had been proposed that the transition period be the same as that for ISO/IEC 17021:201X commencing on the date of publication of ISO/IEC 17021:201X. The WG recommends this to be confirmed in the IAF decision log for discussing with ISO.</p> <p>In response, Randy Dougherty noted that WG of 50003 is not expecting a long transition (12 months) nor is it directly tied to the revision ISO/IEC 17021 and hence similar transition dates were not necessary. Publication of ISO 50003 is actually very close to being finished and in the translation stage.</p> <p>The TC Chair noted that there is a need to address as a resolution if not the default 2 years. Randy suggested that once the document is published the WG should</p> |           | <p><b>WG:</b> Submit to TC Chair for approval to publish – MD (ISO/IEC 17011).</p> <p><b>WG:</b> Once ISO 50003 is published IAF should discuss a transition period in liaison with WG 242 for a consensus position.</p> |

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|         |  | convene and should discuss a transition period in liaison with WG 242 for a consensus position.  |   |  |
| 05.1.8  | WG Information Technology Management Systems (ITSM) (ISO 20000) (Nonaka)<br>IAF-TC-37-14   | Takeshi Nonaka reported that the MD document for ISO/IEC 17021 requirements had been reviewed in the WG to address the comments from the 60 day IAF members and is now ready to ballot. This MD will be provisional not in effect until a new standard ISO 20000-6 is published.<br>The WG plans to discuss ISO 20000-6 at their next meeting.   |   | <b>WG:</b> Submit to TC Chair for approval to Ballot – MD. |
| 05.1.9  | WG Information Security Management System (ISMS) (ISO/IEC 27001) MLA Scope (Nakagawa)<br>IAF-TC-38-14                            | Azusa Nakagawa reported that the revised ISO/IEC 27006 CD ballot closed in March 2014. A summary of the changes in ISO/IEC 27006 will be published after the DIS of ISO/IEC 17021 is released.<br>The IAF MD on competence has submitted the final draft to the TC Chair for approval to publish.<br>The WG consensus was that no scope for ISMS is needed.<br>It was also indicated that the WG would conduct a survey on the harmonization of the new revision. Member will receive a survey via the TC Secretary.<br>She indicated they would proactivity monitor the progress of ISO/IEC 27006 and propose a transition period before publication.   |   | <b>Secretariat:</b><br>Publish MD ISMS Competence          |
| 05.1.10 | WG Business Continuity Management Systems (BCMS) (Dougherty / Savov)   | Randy Dougherty indicated that the TF would have its first electronic meeting on May 20, 2014 and identified members have received invitations.  |   |  |
| 05.1.11 | Auditing Practices Group and Accreditation Auditing Practices Group [APG and AAPG] ISO 9001 (Ezrakhovich / Yang)<br>IAF-TC-48-14 | Alex Ezrakhovich reported that Fei Yang had offered to step in as the new co-convenor as a result of Venkat's departure from IAF. He added his appreciation for all the effort and assistance provided by Venkat.<br>He continued that major changes will be required in the APG papers in order to align them if the new ISO/IEC 17021. A summary of the changes were provided.<br>He continued that the group develop a draft document on integrated assessment of CAB and is working on another paper for CAB indicators of performance. Other potential future topics of papers were listed in the report such as alignment with ISO 9001:2015. Other topics for papers were welcomed.<br>The next AAPG meeting was scheduled for November 15, 2014 in Tenerife. | Endorsement of Fei Yang as the new co-convenor. |  |
| 05.1.12 | JWG Accreditation Bodies Inconsistency (Jauhri / Guay)   | TC Chair described the background for the formation of this sub-committee.<br>Anil Jauhri indicated he would meet the co-convenor tomorrow.<br>The JWG was scheduled for their first meeting on Sunday April 27, 2014.   |   |  |

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| <b>05.2</b> | <b>Task Forces (Nash)</b>  |  |                               |   |
| 05.2.1      | TF Indicator CB performance (Cortez / Saelzle)                           | Leopoldo Cortez reported that with the assistance of Ian Savov they reviewed comments from the 60 day IAF member period. They have a document ready for Ballot. The main change was editorials and the removal of the informative annex. They also increased by one the number of mandatory indicators to include total number of audit days.<br>The annex removed was referred to the APG/AAPG WG.  |                               | <b>TF:</b> Submit to TC Chair for approval for Ballot –ID Indicators.           |
| 05.2.2      | TF Competence of AB Assessors & Experts (Shaw / Woodley)<br>IAF-TC-30-14 | While there was no meeting of this TF at these meetings, Phil Shaw reported on the history of the document. At this point they need to form a small sub-group. They hope to present the completed document in Bangkok.   |                               |   |
| 05.2.3      | TF Complex, Multi-Site Certification without Sampling (Dalrymple)        | Alister Dalrymple indicated that the TF will meet on Sunday where they will review the comments received on the document.  |                               |   |
| 05.2.4      | TF Environmental Management Systems Scoping (Gignac)                     | Guillaume Gignac orally reported that this TF met for the last time. They reviewed and resolved the comments from the March 2014 Ballot which resulted in a small editorial change. The document is now ready for sign off for publication.  | Endorsed disbanding of the TF | <b>TF:</b> Submit to TC Chair for approval to Publish – Scope ID.<br>Disband TF |
| 05.2.5      | TF Revisions to MD5 (Bennett / Riva)<br>IAF-TC-43-14                     | Roger outlined the progress made by this TF. Twenty-nine persons attended. In Seoul the TF attempted to align MD5 with ISO/IEC 17021/17023, They developed a risk table, and addressed outsourcing as well as a definition virtual sites. The content will need to be reviewed by AB members and test run by Certification Bodies. Another meeting is needed to finalize the document.<br>In response to a question it was explained that MD5 is applied first and then MD 11. MD11 reductions are separate and require justification. |                               |   |
| 05.2.6      | TF Counterfeit Certificates (Schattner / Savov)                          | This TF will have its first meeting on Sunday April 28, 2014.  |                               |   |

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| 05.2.7  | TF Witnessing (Riva/ Cortez)<br>IAF-TC-46-14                                      | Emmanuelle Riva indicated that there were 19 participants for the second meeting. The draft had already been circulated to the participant before this meeting. He continued that the MD Witnessing document was ready to go for TC comment. Progress will depend on the number of comments received.   |           | <b>TF:</b> Submit to TC Chair for approval for 30 day TC member circulation – MD Witnessing. |
| 05.2.8  | TF Control of Franchisees and Subcontractors (CFS) (Savov)<br>IAF-TC-53-14        | Lori Gillespie reported for Ivan She indicated that the Terms of Reference for this TF was provided. She continued that 28 people participated in the meeting where they performed the first review of their draft document. The first draft will be completed by May 7, 2014 for TF participant circulation and the second version will be completed before the next meeting.  |           |  |
| 05.2.9  | TF Remote Assessment (Morr)<br>IAF-TC-36-14                                       | Morr indicated that the Terms of Reference was agreed to. He added that 18 people attended the meeting. They had decided to form a sub group of 4 participants to produce a draft document. They decided on some principles for the document and decided it should be an ID document. They reviewed the comments on the sub group draft and revised. They plan to re-convene a sub group and recirculate to participants.             |           |  |
| 05.2.10 | TF Industry Specific Certification Programs (ISCP) (Salle)                        | This TF did not meet due to last minute unavailability of the convener.   |           |  |
| 05.2.11 | TF Principles for Determining Duration of AB Assessments (Garner)<br>IAF-TC-47-14 | Suprpto reported for the WG on the progress of the TF and provided a Project Plan with timelines. Document will cover office assessment and the scope will cover all types of accreditation. It will be an ID first with future consideration as a MD. He requested that ILAC be informed of this document for potential joint activity. The WG send a survey on the principals. They plan to have a draft document by November 2014. |           |  |
| 05.2.12 | TF Transition for ISO 9001 (Ezrakhovich)<br>IAF-TC-49-14                          | Alex Ezrakhovich reported that the TF members reviewed the status of changes in the revised ISO 9001:2015 and planned their actions regarding gap analysis potential guidance documents. Some member will attend an ISO WG23 (product support group) meeting. A draft transition document was developed and will go to TC member in June.   |           | TC Chair: Request a co-convener  |



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|           |  | <p>He also indicated that there was discussion of expanding the TF to include ISO 14001 which was rejected.</p> <p>There was identification of the need to have an Accreditation Body co-convener. Leopoldo indicated that the transitions of which there are many need to be co-ordinated due to the cost and management issues involved.</p> <p>Post Meeting Note: Regarding the addition of ISO 14000 to the mandate of this TF. The recommendation is to change this TF to “Transition for ISO 9001 and ISO 14001” Azusa from JAB is willing to co-convene with Alex and ANAB will provide Tina Garner as an “EMS expert” participant and Chikako volunteered to be a member also, as an “EMS expert”.</p>  |   |   |
| <b>06</b> | <b>Liaison Reports (Romyanon)</b>      |   |   |   |
| 06.1      | ISO TC 176 (Kotte)<br>IAF-TC-17-14     | <p>Alex Ezrakhovich reported on behalf of Baskar Kotte, the ISO TC 176 liaison, who was unable to attend. The report highlighted the membership and structure of the Sub-Committees and their key activities. The structure of the new ISO 9001:2015 was provided as well as the current status as a DIS to be released in May 5, 2014. A proposed work item, TS 9002 was included in the report; it is intended to give guidance and enhanced understanding of requirements to suppliers, customers and third parties involved in the application of ISO 9001. The document includes specific types of examples, to assist the user to put ISO 9001 into their own context. The status of subsequent support documents was included.</p> <p>Alex concluded that, with Venkat’s departure, there was a need to nominate a person as the IAF liaison to TC 176. Alex volunteered to take on this responsibility.</p> | Endorsed Alex Ezrakhovich as IAF liaison to ISO TC 176. |   |
| 06.2      | ISO TC 207/SC1(Makino)<br>IAF-TC-26-14 | <p>Chiako Makino provided a report. It included expected timelines and meeting date leading to a projected publication of the revised ISO 14001 in June – July, 2015. Chiako indicated that the revised ISO14001 will represent a major change and therefore significantly impact on the future ISO 14001 accredited certification holders worldwide. IAF Accreditation Bodies and their accredited certification organizations will need to proactively prepare for this revision. She continued that due to the major structural changes, a two years transition is not likely to be sufficient for the accredited certified organization, and it may be necessary to have an additional year. A website is available to obtain additional information on the revision.</p>   | Three year transition for ISO 14001:201x                | <b>TC Chair:</b> Draft resolution for GA. |

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|        |   | In response, the TC Chair asked the TC members' agreement to have a three year transition for ISO 14001:201x.<br>The TC Chair also concluded that there is a need to have a transition document and possibly a new TF. This was deferred to Day 2.<br>Makino was asked to confer with TC 207 regarding a joint transition document.   |           |                    |
| 06.3   | ISO/TC 207/SC 7 (Shaw)<br>IAF-TC-33-14                          | Phil Shaw reported on the activities of the three WG within ISO TC 207 addressing Green House Gas Management Systems. Phil's report provided the approach, goals and concepts outlined by the WG as they proceed with their revisions. He indicated that the next meeting of SC7 is in May to start detailed work.  |           |                    |
| 06.4   | ISO/IEC 17024 WG 30   | Sean Mac Curtain reported that work in this committee had been completed and the WG disbanded.  |           | Remove from agenda |
| 06.5   | ISO 22003 JWG 36 (Sheehan)<br>IAF-TC-50-14                      | Kylie Sheehan indicated that this JWG had its final meeting in November 2013. The document now reflexed a full competence based system, categories, audit day calculations. The Food Chain Categories included clusters but not sectors. The new annex provided types of schemes and what standards they use.<br>Work in this JWG had been completed and the JWG disbanded.   |           | Remove from agenda |
| 06.6   | ISO/IEC JTC1/ SC27 WG1 (Nonaka)<br>IAF-TC-39-14<br>IAF-TC-40-14 | Takeshi Nonaka reported of the progress of ISO 27006 from their meeting in Hong Kong in April 2014. This included the first CD released in April 2014. The major aims of the ISO/IEC 27006 revision are: the alignment with DIS of ISO/IEC17021 including the removal of overlapping and/or generic content, alignment with 27001/27002/27000-revision, improvement of competence criteria for clause 7 and improvement of audit time for annex C. Takeshi explained that Annex C on audit time will be normative and will have two sections. A mandatory part with a time chart, contributing factors and restrictive maximum time deviations and a second part with informative examples of calculations. |           |                    |
| 06.7   | ISO/TC 242 (Kotte/Makino)<br>IAF-TC-18-14<br>IAF-TC-24-14       | Chiako Makino reported on the development of ISO 50003 <i>Requirements for bodies providing audit and certification of energy management systems</i> , as a mandatory document for ISO50001 certification. It was offered that the next draft for voting would occur by June to August 2014 with publishing in the fall or winter. She indicated that once the publication schedule is determined she will raise this issue of transition time, probably at the next IAF TC meeting in Bangkok. Included in her report was the detailed structure of the proposed document.   |           |                    |

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|        |   | Baskar Kotte the ISO liaison on TC 242 also submitted a summary report on the structure and activities of all the sub committees   |  |  |
| 06.8   | ISO-CASCO (Mac Curtain)<br>IAF-TC-05-14   | <p>Sean Mac Curtain reported that ISO was in the process of consulting on the ISO strategic plan for 2016 to 20220. He indicated that ISO would be asking IAF for input to the ISO strategic plan.</p> <p>He also reported on the status of the current ISO strategic plan (2011 to 2015) which is customer focused. ISO has taken a simpler faster better approach to standards development. For example, the potential to skip CD and FDIS stages with the agreement of the TC or WG.</p> <p>ISO has also launched an education program including participating in a Master's degree program at the university of Geneva. ISO is also in the process of consolidating is educational and training activities under an ISO Academy. .</p> <p>He continued that there were 7 parts of ISO/IEC 17021 either already or in process of being finalized, with the possibility of more parts in the future.</p> <p>He added that while the systematic review ballot for ISO/IEC 17011 did not succeed the CASCO Chairman's Policy and Coordination group (CPC) agreed based on the recommendations of a task group that the decision should be reviewed. The task group recommended the ISO members should be given additional information on the document and a new ballot will be launched in May. .</p> <p>He indicated a NWIP was received for revision of ISO/IEC 17025 and he expected to receive another soon. The NWIP will be balloted as soon as the second one was received.</p> <p>The pilot scheme of the accredited certificate database continues and the decision to go ahead with the full project will be subject to ISO council discussions in September 2014.</p> |  |  |
| 06.9   | ISO request for input on transition for OHSAS 18001 transition to ISO 45001<br>IAF-TC-27-14 | <p>Charles Corrie reported that a CD is due around August and the FDIS of ISO 45001 is projected for April 2015 with a target completion by September 2016. There is a need to manage the migration to the new standard. Charles continued that they were requesting IAF assistance in a survey to accreditation bodies. He continued that the survey was planned partially to create awareness of this transition and plan the transition. Hope to start survey in two weeks and finished in November 2014.</p> <p>In response there was concern with the relationship with OHSAS and the potential of both standards existing, It was also noted that a MLA scope extension may be needed.</p>   | <p>Agreed to co-operate in the survey.</p> <p>New TF on OHSAS 18001 transition to ISO 45001.</p> <p>Leonardo Omodeo Zorini endorsed as</p> | <p><b>TC Secretary:</b><br/>Assist in distribution of the survey to IAF members.</p> |

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|           |  | <p>The TC discussed that there may not necessarily be a transition. Randy Dougherty proposed a migration, rather than transition, if there were enough similarities. Charles indicated the OHSAS had every intention to withdraw their standard once the ISO version was released and IAF needed to be pro-active. Lori encouraged a positive endorsement on the migration and to be proactive in this manner. Randy proposed a TF to determine if there will be a transitional period and how to adopt the new standard. The output of the TF could be to produce a migration document with a potential period if deemed necessary.</p> <p>Randy Dougherty and Leonardo Omodeo Zorini offered to co-convene this TF. Leonardo Omodeo Zorini also agreed to be the IAF liaison to the ISO committee.</p>  | the IAF liaison to the ISO committee. |         |
| 06.10     | ILAC Inspection (Hernandez Colotla)                | Fabian will send a report later as this meeting was also scheduled at this time.  |                                       |         |
| 06.11     | Interpol - Counterfeit Certificates (Savov)        | No report at this time.   |                                       |         |
| <b>07</b> | <b>Sector Liaison Reports (Nash)</b>               |   |                                       |         |
| 07.1      | Aerospace – IAQG (Borzek / Gordon)<br>IAF-TC-34-14 | <p>Norbert Borzek reported on the recent IAQG March meeting. Key issues from discussions for ABs remain: the transfer of certificates and certification structural changes, increase of audit time as a result of certification body structure and complexity of new requirements, clarification of clause 5.3.7c, commercial pressures, as well as a review of FAQ responses. There were, in addition, other last minute agenda items which Norbert provided in his report. As an output of the meeting they drafted a resolution regarding transfers of certificates, desire for a change report to track structural changes, and a database (OASIS) reporting requirement to indicate where there were no increases in audit duration. Overall the discussions were positive.</p> <p>At the end of Norbert's presentation Dale Gordon added that IAQG welcomed input on the OASIS database. He indicated that they have plans for the revision of the database. They have IAQG specification 9104-1-3 for the aerospace scheme including rules for AB, CB and oversight for the scheme AS 9104-2 will be revised</p> |                                       |         |

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|        |   | shortly as well as changes to AS 9104-3 on qualification which will add competence factors. The recent CD ISO 9001 is not well received and amendment are needed for it to be useful for the aerospace program, they await the DIS version for further comment.  |           |         |
| 07.2   | Forestry – PEFC (Kanner)<br>IAF-TC-54-14              | Michael Berger provided an update. He started with an introduction as scheme operator with two main elements, forest management (management system) and chain of custody certification (product certification).<br>He explained the 37 member system. New member since last April: IAFC application and Argentina. The growth of certified area was presented with 2/3 in North America and a majority of smaller areas in Europe. There was a C of C growth with 2/3 in Europe with over 10 thousand certificates.<br>About to finalize two guidance documents on C of C. Development on a revision on Forest Management is on-going.<br>Improved communication with IAF is an initiative. Would like to raise the issue with IAF's potential role in sustainability standards.   |           |         |
| 07.3   | Telecoms – QuEST Forum (Jeffries)<br>IAF-TC-07-14     | Sheronda Jeffries provided an update on QuEST Forum activities. Their membership and number of certificates were reviewed. In order to review their scheme requirements, in consideration with the new ISO 9001, QuEST will have a webinar on the DIS provided by Dr. Nigel Croft. QuEST supports the development of the ISO database on certified organizations and is now a member of CASCO STAR committee. Sheronda provided a list of the expanded statistics now required from certification bodies on a quarterly basis. They also track the number of audit days. Progress on the Validation Audit Project was outlined. Actions as a result are being planned. Additional information will be required from certified companies. A TL 9000 Industry Report concluded that, based on the reported benchmarks, TL Certified companies are demonstrating improved quality and performance in Information and Communications Technologies (ICT). |           |         |
| 07.4   | Food – GFSI (Swoffer)<br>IAF-TC-14-14<br>IAF-TC-28-14 | Kevin Swoffer provided a report that explained there guidance document and included all the schemes that had passed the GFSI benchmark application and their scope of recognition. The report also provided a food chain distribution chart that illustrated the complexity of the systems being evaluated. He indicated that they recently had significant applications for the Storage and Distribution including from IFS, BRC and SQF. Other areas of focus for new documentation were indicated.  |           |         |

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|           |  | <p>He continued that revision of the guidance document from version 6 to 7 will require two years with multiple WGs and in this regard they will consult with the ABs directly. GFSI will be making increasing use of scheme owners and stakeholder to improve communications. He noted that they would be considering addressing food fraud. There was also activity identified at a recent meeting that Auditor Competence was a major area for improvement and a committee formed. Progress in this regard was outlined.</p> <p>GFSI is also arranging Focus Days in different regions in the world through their Local Working Groups located in USA/Canada, China and Mexico. Their aim is to implement global strategy at a local level to expand their regional presence.</p> <p>Another focus is private/public partnerships such as in the USA is the FDA Food Safety Modernization Act (FSMA), which represents a shift of focus from responding to preventing contamination. Within this legislation there is provision for two sectors where public/private partnerships are currently under great scrutiny and GFSI is actively engaged with the Government Agencies. Both the UAS and Canada are looking seriously at third party certification as part of their regulations.</p> |           |         |
| 07.5      | Global G.A.P (Fekete)<br>IAF-TC-35-14                          | Global Gap did not provide a report, however, members were provided with a link to a report on the internet.  |           |         |
| <b>08</b> | <b>Regional Accreditation Group Liaison Reports (Romyanon)</b> |   |           |         |
| 08.1      | EA (Cortez)<br>IAF-TC-32-14                                    | <p>Leopoldo Cortez provided a report on the Certification Committee. This included a revision of the EA document for Management Systems and Product, a listing the latest relevant EA GA resolutions including a revision of the Terms of Reference with a Vice Chair and Management Group. Details of a number of revised documents were provided. These changes ensured the application of IAF documents for their non IAF members. He continued that the new GHG Document EA-6/03 incorporate a regulatory partnership. The EA also abandon their development efforts on a document on Witnessing as this is being done at IAF. The EA will also cooperate with IAF on a transition for the OHSAS document.</p> <p>Leo summarized highlights from the EC/CC meeting in March 2014. This included review of strategic direction including improved co-operation and communications</p>  |           |         |

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|        |                             | with IAF. There are some concerns with the MD application to ISO/IEC 17011 for ISMS and GHG scopes. The meeting also considered some revisions to the FAQs. He continued that the EA has adopted a regime of individual AB initial review of sector schemes (with a prescribed documented EA methodology) rather than a centralized approach to deal with the significant volume of schemes (over 400) in the EA region. He outlined how the schemes are managed on an on-going basis. As most of these schemes support regulatory authorities they cooperate with scheme owners as recognized stakeholders. Activities on their Working Groups for Food, Environment, and Green House Gas as well as future training activities on ISO/IEC17065 and ISO/IEC 17024 were included in his report. |           |         |
| 08.2   | PAC (Yang)<br>No report     | Fei Yang orally reported that the next Technical meeting for PAC/APLAC is in June in Mexico. There will be a one day meeting of three of the five WGs (Halal, Product, Person, GHG, FAQ) meeting in the morning and a plenary in the afternoon. Their main focus is the expansion of the MLA scopes and exchange of practises and to address issues of mutual interest. There is a need for more conveners for two WGs committees.  |           |         |
| 08.3   | IAAC (Melo)<br>IAF-TC-09-14 | Andrea Melo reported on the recent activities of the IAAC CBSC. IAAC membership statistics were provided. March 19-20 2014 was the last meeting. ABs are progressing with the transitions plans for: ISO/IEC 17065, 17024 and 17021-2&3. There was a recent workshop on ISO/IEC 17065. The region is progressing towards scope extensions for Persons, ISMS, GHG, FSMS and MDMS. Other WG activities included an exercise to improve harmonization of classification of findings in assessments and the evaluation of impartiality of CB training activities.<br><br>The next technical meeting is in August 23-29, 2014 in Guatemala.  |           |         |
| 08.4   | ARAC<br>IAF-TC-29-14        | Eltayeb Mahmoud reported that the ARAC (14 members) which now had 3 AB members recognized under their MLA. Training activities remain a central focus with sessions on ISO/IEC 17021 for committee members as well as peer evaluators. ARAC TC will continue to adopt a number of IAF documents. The next Technical Meeting will be in May 20, 2014.  |           |         |
| 08.5   | AFRAC                       | No report   |           |         |

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| <b>09</b> | <b>Any Other Business</b>                        |  |           |         |
| 09.1      | IAF Logo Renewal                                 | Tom Arnold announced that the application for the IAF logo is now up for renewal. As part of the process IAF is asked for proof that the logo is being used. He will distribute pins and take photos of members to provide this as demonstration of use. He indicated that a supply of pins was available and requested that all the members wear their pins tomorrow.   |           |         |
| <b>10</b> | <b>Meeting Conclusion and Results (Romyanon)</b> |  |           |         |
| 10.1      | Update of the Work Program (Brough-Kerrebyn)     | <p><b>Continuing Task Force Projects:</b></p> <ul style="list-style-type: none"> <li>Log of key IAF Technical Committee Decisions (Brough-Kerrebyn)</li> <li>IAF Task Force Indicators of Certification Body Performance (Cortez &amp; Saelzle)</li> <li>IAF Task Force Competence of Accreditation Assessors and Experts (Shaw &amp; Woodley)</li> <li>IAF Task Force Complex, Multi-site Certification without Sampling (Dalrymple )</li> <li>IAF Task Force Revisions to MD5- to make it more effective (Bennett &amp; Riva)</li> <li>IAF Task Force Counterfeit Certificates (Schattner &amp; Savov)</li> <li>IAF Task Force Remote Assessment (Morr)</li> <li>IAF Task Force Control Franchisees and Subcontractors (CFS) (Savov)</li> <li>IAF Task Force Witnessing (Riva &amp; Cortez)</li> <li>IAF Task Force Industry Specific Certification Programs (ISCP) (Salle)</li> <li>IAF Task Force Principles for determining Duration of AB Assessments, (Sagala &amp; Garner)</li> <li>IAF Task Force Transition for ISO 9001 (Ezrakhovich)</li> </ul> <p><b>New Task Force Projects:</b></p> <ul style="list-style-type: none"> <li><b>IAF Task Force OHSAS 18001 transition to ISO 45001</b> (Dougherty and Omodeo-Zorini) Members: Edelio Gago, Azusa Nakagawa-Inoue, Alister Dalrymple</li> </ul> <p><b>Task Forces Terminated:</b></p> |           |         |



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|        |  | <p>IAF Task Force Environmental Management Systems Scoping (Gignac)</p> <p><b>Working Groups:</b><br/>                     IEC-IAF-ILAC-Steering Committee (Dougherty)<br/>                     IAF Working Group on Person Certification (ISO/IEC 17024) (Woodley)<br/>                     IAF Working Group on Forests (Rantanen)<br/>                     IAF Working Group on Product Certification Accreditation (ISO/IEC 17065) (Moliski )<br/>                     IAF Working Group on Medical Devices (ISO 13485) (Ramaley &amp; Nakagawa))<br/>                     IAF Working Group on Food (ISO 22000) ( Sheehan &amp; Greenaway)<br/>                     IAF Working Group on Greenhouse Gases and Energy [GHG] (ISO 14065) (Shaw &amp; Makino)<br/>                     ISO 9001 Auditing Practices Group and Accreditation Auditing Practices Group [APG and AAPG] (Balakrishnan &amp; Ezrakhovich)<br/>                     IAF Working Group on Management System Certification (ISO/IEC 17021) (Scheid-Gillespie &amp; Savov)<br/>                     IAF Working Group on Information Technology Management Systems (ITMS) (ISO 20000) (Nonaka)<br/>                     Working Group on Information Security Management System [ISMS] MLA Scope (ISO 27001) (Nakagawa)<br/>                     IAF Working Group on Business Continuity Management Systems (BCMS) (Dougherty)</p> <p><b>New (Joint) Working Groups:</b><br/> <b>IAF JWG Accreditation Bodies Inconsistency (Anil Jauhri, [TC] Chantal Guay [MLAC])</b></p> <p><b>Working Groups Terminated:</b><br/> <b>none</b></p> |                     |         |
| 10.2   | IAF TC Resolutions for the IAF General Assembly (Romyanon) | <p>Ekanit proposed resolution for endorsement and transition of ISO 14001 transition:</p> <p>Endorsement of Revision of ISO 14001:2004<br/>                     The General Assembly acting on the recommendation of the Technical Committee, resolved to endorse the next revision of ISO 14001:2004 Environmental</p>  | Endorsed resolution |         |

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|           |  | management systems – Requirements with guidance for use, as a normative document.<br>The General Assembly further agreed that the transition period for the next revision of ISO 14001:2004 will be three years from the date of publication.  |           |                              |
| <b>11</b> | <b>Next Meetings (Romyanon)</b>                      |  |           |                              |
| 11.1      |  | 8-17 October, 2014 in Bangkok, Thailand  |           |                              |
| 11.2      |  | 9-16 April, 2015 in Frankfurt, Germany   |           |                              |
| 11.3      |  | 28 October – 6 November 2015, Milan, Italy   |           |                              |
| <b>12</b> | <b>Discussion papers for action by the TC (Nash)</b> |  |           |                              |
| 12.1      | Access to Witness Audits – HKAS<br>IAF-TC-06-14      | Consensus of the IAF TC: <b>Decision Log: 14/04/01</b><br>Access to Witness Audits<br><br>Accredited CABs shall have enforceable arrangements with organizations holding an accredited certificate, to ensure access to witness the CABs audit team performing an audit at the organization's site. (A5: M.8.1.1.e).<br>Clause 5.1.2 of ISO/IEC 17021 requires that the CAB shall have an enforceable arrangement for provision of certification activities to its clients.<br>The nonconformity raised by AB was considered correct by the TC.<br>An action taken by the CAB to remove one AB's accreditation mark, leaving other ABs' marks on the certificate, is not considered by the TC as effective corrective action in respect to this nonconformity. |           |                              |
| 12.2      | Proficiency Testing- MLAMC<br>IAF-TC-08-14           | This paper was specifically sent to the WG Product but not discussed. Steve explained the background of the paper as a result of a peer evaluation. Steve concluded that Proficiency Testing is not relevant for Product Certification. Reinaldo Figueiredo noted that if it is linked to a scheme it would be applicable. Veronica Garcia suggested that if the CAB is using non accredited laboratory then it may apply. Varpu Rantanen added that it is only one means to assure quality  |           | Referred back to WG Products |

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|        |   | Randy added that it needs to be discussed in the WG Product to get a global perspective.<br>Paul Moliski apologized for not addressing the paper in the WG. It was referred back to the WG Product.  |           |  |
| 12.3   | Integrated Assessments-KAN<br>IAF-TC-10-14                              | Aspects related to assessment duration and integration should be referred to the TF on AB Assessment Duration as an extension of scope. Once completed it should be referred to the JWG A series.<br>An AAPG paper on integrated assessments has been developed as an interim response.  |           | Issue referred to the TF on AB Assessment Duration.<br><br>TC Chair to approach JWG A with the resulting document to determine a comment interest. |
| 12.4   | Separate legal entities activities- ISO/IEC 17065-DANAK<br>IAF-TC-11-14 | Consensus of the IAF TC: <b>Decision Log: 14/04/02</b><br>Separate Legal Entities for Consultancy<br><br><i>Question 1: Does ISO 17065 require the same separation in legal entities as ISO 17021 when it comes to a certification body and another part of the same legal or related organizational entity that offers consultancy (or designer etc.) activities?</i><br><br>The requirements for impartiality in ISO/IEC 17021 and ISO/IEC 17065 need to be considered separately.<br><br><i>Question 2A: Is it possible that a certification body and a consultancy unit within the same legal entity both offers their services in the same industry sector provided that some mechanism ensure that there are no coincidence in the clients (no certification possible if the related body has been involved in services mentioned in ISO 17065, clause 4.2.6)?</i><br><br>Request interpretation from ISO/CASCO related to ISO/IEC 17065.<br><br><i>Question 2B: What is the agreed definition/interpretation of "its clients"?</i><br><br>Request interpretation from ISO/CASCO "its clients" means clients of the certification body noting the definition of "client" in ISO/IEC 17065 clause 3.1 |           | <b>WG Product:</b> To submit two CASCO interpretations. Send to Seam Mac Curtain by e-mail.  |

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| 12.5   | Accreditation to multiple parts of ISO/IEC 17021-IIOC<br>IAF-TC-12-14 | <p>Consensus of the IAF TC: <b>Decision Log: 14/04/03</b><br/>                     Accreditation to multiple parts of ISO 17021</p> <p>The ISO/IEC 17021-#'s (e.g. ISO/IEC 17021-2) -# series of documents should be part of the normally scheduled office assessments. Transition plans and special assessments should not be required or necessary in most cases.</p> <p>During the transition period (e.g. 2 year period) if the CB is not in conformance to the -#'s during their normally scheduled office assessment/s then the AB should issue findings; the category of the finding (observation, minor NCR, major NCR, etc.) depending on the AB process and depending on when the office assessment is conducted within the transition period.</p> <p>Accreditation Bodies should make it clear to Certification Bodies that where an assessment is conducted including ISO/IEC 17021-#, any nonconformities identified should be dealt with according to the Accreditation Body's normal processes and must be cleared before the end of transition before accreditation including ISO/IEC 17021-# can be granted.</p> <p>All accredited CB's must have demonstrated full conformance to the new document/s by the end of the transition period.</p> |           |   |
| 12.6   | Application of MD12-IIOC<br>IAF-TC-13-14                              | <p>Consensus of the IAF TC: <b>Decision Log: 14/04/04</b><br/>                     Application of MD12 Cross Frontier</p> <p>The IAF Technical Committee consensus was to endorse that IAF MD 12 should be applied as written and intended, and that the assessment programme should be based on risk with locations assessed on a representative sample basis.</p> <p>Note: TC agreed to request the JWG AB Inconsistency to review this once experience has been gained.</p>  |           | <p><b>IAF TC:</b><br/>                     Wait until end of the transition period before a review/revision of MD12 concerning risk is considered by the original TF. Refer to the JWG AB Inconsistency for potential review.</p> |
| 12.7   | Transfers-IAQG<br>IAF-TC-15-14  | <p>Consensus of the IAF TC: <b>Decision Log: 14/04/05</b><br/>                     Certification Transfer IAF MD2</p> <p>The IAF decision remains that the transfer decision must be made prior to the surveillance or recertification audit.</p>   |           |   |

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|        |   | If an onsite audit is necessary it must be performed prior to a transfer decision.   |           |   |
| 12.8   | Definition of site MD1-IAQG<br>IAF-TC-16-14                         | Consensus of the IAF TC:<br>Definition of “site” IAF MD1<br><br>Issue on hold pending the TF on Complex multi-site (w/o sampling) output of their document and a potential opportunity to relook at MD 1.  |           | Refer to future TF tasked to look at combining MD1 and MD on multi-site w/o sampling. |
| 12.9   | Competence of CAB auditors and AB assessors – MLAMC<br>IAF-TC-19-14 | Consensus of the IAF TC:<br>Competence of CAB auditors and AB assessors<br><br>Draft Consensus<br><br>The competence required for CAB auditors and AB assessors depends on the scheme requirements but have to take into account the following:<br>If a Product Certification Body is performing evaluation activities that include testing, auditing and/or inspection and these activities are carried out by a CAB (internal or external) accredited by a signatory of the ILAC MRA or IAF MLA, competence in ISO/IEC 17025, 17021 and 17020 is not required.<br>In cases where the Product Certification Body is using its own non-accredited resources or outsourcing to non-accredited laboratories, management system certification bodies and/or inspection bodies, the AB has to ensure that the Product Certification Body has competence in the applicable relevant parts of ISO/IEC 17025, 17021 and 17020 as defined in ISO 17065 as appropriate.<br>It follows that the AB assessment team must also have competence in these same standards as appropriate. |           | Refer back to WG Product to review for amendments.                                    |
| 12.10  | Evaluation Activities – ISO/IEC 17065 – JAS-ANZ<br>IAF-TC-21-14     | Consensus of the IAF TC: <b>Decision Log: 14/04/06</b><br>Evaluation Activities ISO/IEC 17065<br><br>Concerning the question if a certification body can be accredited to ISO/IEC 17065 where the CB does not undertake any evaluation activity and just undertakes review and decision the answer is yes as ISO/IEC 17065 Clause 7.4.5 and 6.2.2.4 permits the acceptance of the evaluation. Nevertheless, all other clauses of ISO/IEC17065 need to be met.  |           |   |

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|           |   | Note: The discussion does not accurately reflect the two schemes operated in the USA, because such schemes are not type testing.  |           |  |
| 12.11     | Interpolation of 0,5 days MD5-IPAC<br>IAF-TC-22-14                          | Consensus of the IAF TC:<br>Interpolation of 0,5 days MD5<br><br>The issue has been taken on by the TF Audit Duration.<br>Proposes a note: If drawn as a graph, the line will be drawn thru the midpoint of each band.<br>Guidance will be provided on how to deal with parts of a day.   |           | Refer to TF Audit Duration MD5   |
| 12.12     | ISO/IEC 17021-TS Inclusion on certificates/schedules – UKAS<br>IAF-TC-23-14 | Consensus of the IAF TC:<br>ISO/IEC 17021-TS' inclusion on certificates/schedules<br><br>Identified as an ISO/IEC 17011 issue -referred to the JWG A Series.  |           | Refer to JWG A Series  |
| <b>13</b> | <b>Improvement for TC activities (Romyanon)</b>                             |   |           |  |
| 13.1      | Conveners' Handbook<br>IAF-TC-04-14   | The draft Conveners' Handbook and the attached report template was reviewed by the members and a brief summary provided by the TC Secretary. Members expressed that the information was useful and that it should apply to all committees rather than just specifically the TC. The document will be referred to the Executive for further consideration. |           | <b>TC Chair:</b><br>To refer Executive for further action - the Handbook draft to apply to all of IAF. |
| 13.2      | Technical document development process<br>IAF-TC-51-14                      | The TC Chair presented a proposal to amend the document development process to shorten the length of time.<br><br>Consensus was for the proposal to be sent to the Executive to request an action to draft a new document process.  |           | <b>TC Chair:</b><br>To present to Executive the revised development proposal.                          |
| 13.3      | Systematic review of IAF TC documents                                       | The TC Chair explained that it was noted that MD3 needed revision due to its references to out of date standards. It follows that the TC would need a system to have a systematic review of its documents.  |           | TC Chair:<br>Document maintenance  |

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|--------|--|--|-----------|------------------------------|
|        |  | <p>It was agreed that the TC needed some process for review of documents but the details would need to be thought out.</p> <p>It was proposed that sub committees be assigned responsibility to review specific documents.</p> <p>Randy suggested a review of the list of TC documents at each meeting. It was suggested that it be included in a revision to PR2.</p> |           | procedures to be considered. |
| 13.4   | <p>Draft IAF TC program for the next meeting</p> <p>IAF-TC-20-14</p> <p>IAF-TC-52-14</p> | <p>The schedule for the Bangkok meeting was reviewed and conveners provided input to arrive at the best compromise to address the needs of conveners and all participants.</p>   |           |                              |

**DRAFT IAF Technical Committee Record of Meeting**  
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**List of Meeting Participants – October 20-21, 2013**

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