

AGENDA
FORENSIC SCIENCE
ACCREDITATION ADVISORY COMMITTEE

25th MEETING
4 May 2018 commencing at 10am
Venue: NATA Melbourne

Chairman: Mr Chris Pearman

Secretary: Mr Andrew Griffin

1. Meeting introduction and associated administrative matters

1.1 **Confirmation of attendance and apologies**

1.2 **Chair's opening remarks**

1.3 **Reminder regarding conflict of interest and confidentiality**

Committee members are reminded of their declaration regarding conflict of interest e.g. commercial interest, existing or prior association, in relation to a person or issue considered by the Committee.

Members of the Committee are asked to consider the agenda papers prior to the meeting and to declare at the beginning of the meeting any actual or potential conflict of interest in relation to any of the items under consideration.

The other members of the Committee will determine the course of action in relation to the declared conflict. Such action may include exclusion from the meeting during discussion of the item in question, exclusion from any decision making process such as voting or no action if the conflict is judged immaterial by the Committee.

The minutes of the meeting will record the member declaring the conflict of interest; the nature of the conflict interest; if it was judged material or immaterial by the Committee and any subsequent action. If a member is excluded from the meeting on the basis of a conflict of interest, his/her copy of the minutes will not include information on the item in question.

Committee members are also reminded of their confidentiality obligations and their agreement to hold confidential any information about the activities and deliberations of the Committee unless a decision is made to disclose such information.

1.4 **Confirmation of the minutes of the previous meeting held 26 May 2017**

1.5 **Matters arising from the minutes of the previous meeting not included in this agenda**

2. Committee membership

2.1 **Review of current membership and composition of the Committee**

3. Reports from committee members

4. Presentations and updates
5. General Manager Operations and Technical or delegate will provide an update to AAC members on major NATA initiatives occurring since the previous meeting
6. International update
7. Any other presentations or updates deemed necessary
8. Stakeholder engagement
9. Review of accreditation criteria and processes
10. Review of the NATA Accreditation Criteria
11. Review of Classes of Tests
12. Reviews of other policies including general NATA policies and ILAC and APLAC documents, where applicable
13. Proficiency testing matters
14. Feedback from AAC on technical issues raised during accreditation recommendation and decision reviews.
15. Technical matters

Any technical issues for the field/program requiring discussion or input by the AAC. To be tailored to suit the needs of the field/program but could include:

 - 15.1 **Issues arising from assessments**
 - 15.2 **Major projects being undertaken within the field/program e.g. new surveillance model**
 - 15.3 **Precedents**
16. Assessors
17. Summary of new appointments and retired Assessors since the previous meeting
18. Assessor training
19. Identification of areas/disciplines where Assessors need to be recruited
20. Other business
21. Accreditation statistics
22. Next meeting and close