

Meeting Information	
Topic	Reference Materials Guidelines Document Subgroup
Co-Chairs	Joe Konschnik and Alex Krynitsky
Date	04-08-2020
Time	11:00 – 12:00 PM
Location	Skype Video Conference Call
Attendees	Joe, JoMarie, Alex, Kelly, Francesca, Marcus

Discussion	
Topic	Comments
Host	➤ Joe Konschnik
Logistics	➤ Skype Video Conference Call arranged and hosted by Joe K
Biweekly calls	Joe has sent out meeting notices for the dates: April 22 nd at 11:00am EDT Two more meetings will be scheduled for May.
Share Drive	<ul style="list-style-type: none"> • Jo Marie will send Alex a link to the shared drive. • Jo Marie will post any documents if people are having trouble accessing the drive
Glossary	<ul style="list-style-type: none"> • Glossary is available for author's use. Please let Melissa know if there is a definition that needs to be added to the glossary.
Review of Guide Outline	<ul style="list-style-type: none"> • No updates needed to the March 25 version of the outline
Scope of Guide	<ul style="list-style-type: none"> • No updates to the scope of the guide at this time. • If there are large tables that authors are compiling, they could be added as an appendix • In the future, appendix might be updated more easily and frequently than that guide as a whole. • All chapters are to be written as a chapter to a book and not as a research paper, so no abstract is necessary at the beginning of a chapter, just an introductory paragraph is sufficient.
Review of Chapters	<ul style="list-style-type: none"> • Marcus and Pat have one more discussion and will be ready to upload their section of the introduction. Marcus noted that there are significant differences between countries (EU, US, China) in how accessors audit to the ISO standards. These differences will be noted in their chapter. Joe noted that many of the readers are from non-US countries and Jo agreed that these differences would be of interest to many of the readers who work in a global economy. • Alex is nearly ready to submit his chapter. It will cover both neats and stock solutions • It was decided that the table that Kelly has drafted might remain in the chapter on stability. She will upload her draft once reviewed and approved according to her company policy. • Joe will review Francesca's chapter • Francesca will review Joe's chapter and also will provide generic COA provided by one of the EU accessing bodies.

	<ul style="list-style-type: none"> • Jo has completed a 1st draft of the chapter on In-House Materials and has asked Hakan Emteborg to review and make suggestions. • Progress on reviews depends on the status workers during this on-going emergency and quarantine.
NACRW	<ul style="list-style-type: none"> • Joe indicated that he has submitted an abstract for an oral presentation on understanding RM stability and that he will reference Kelly's research paper.
Deadlines	<ul style="list-style-type: none"> • June 1: Send "draft" to reviewers • NACRW: present the "draft" to attendees of the Working Group for comment
Assignments & Next Steps	<p>Other Action/Next Steps:</p> <ul style="list-style-type: none"> • Jo will send Alex a new link to the One Drive. • Joe will review Francesca's chapter and Jo's chapter.
Next Meeting Date	Joe has sent out meeting invitation for April 22 nd and will send out two more invitations for May 6 th and May 20 th at the same time: 11am EDT
Adjournment	11:35 am EST