

Programme Co-ordinating Group

Quality Assurance Committee

Minutes of the business meeting held in Larnaca, Cyprus, 26 May 2008

Prepared by

Marco Ferretti and Nils König

1. Objective of the meetings were (see invitation letter, QA document T-2008-9):
 - a. obtain a feedback about the discussion paper (see QA document Discussion Paper v1 r1), in particular
 - b. obtain a feedback for the suggested structure of the Manual/Sub-manuals
 - c. reach an agreement and obtain an engagement on the part of the EPs, WGs, coordinating bodies and data managers to adopt the agreed format for the revision of their relevant Sub-manuals and give their contribute
 - d. put the revision process into an operational context
2. The meeting was open at 19.00 and attended by 17 delegates representing the various Expert Panels and Working Groups active within the ICP-Forests. Few delegates from participating Countries attended the meeting as well (see attached list).
3. Ferretti gave a brief summary of the discussion paper.
4. After the ensuing discussion several points were made. In particular:

as for objective a): the QA-C agreed upon the proposed approach described in the discussion paper. Minor editorial changes will be forwarded to the chairman of the QA-C by individual delegates. It was decided that this revision process can start and can be relatively independent from the outcome of the project proposal submitted under Life+.

As for the objective b): the QA-C agreed upon the suggested structure for the ICP-Forests Manual and sub-manuals as described in the discussion paper.

A major point raised was how to manage "off-quality" situations (e.g. data out of the plausibility limits, poor data completeness, unsatisfactory performance during ring-tests). It was suggested to adopt different procedure, either informal (contact with relevant National Focal Center) and formal (in the data submission phase). This issue will be of concern in the revision process of the sub-manuals.

As for objective c): the chairpersons of the EPs and WGs as well as delegates of data managers agreed to provide their contribution in the revision of the Manual/Sub-manuals.

The contribution will follow the guidelines outlined in the discussion paper. As a first step, the revision will start with the adoption of the format with the available material: this will allow to identify gaps and areas of improvement.

As for objective d): the following operational steps were suggested and agree upon by the delagates:

- (i) Ferretti will summarize the result of the meeting to the Task Force in order to obtain approval and starting the revision process. This has been done on 28 May 2008.
- (ii) Ferretti will prepare the general QA chapter according to the suggestion in the discussion paper.
- (iii) EPs and WGs chairs and data mangers will work on existing Manuals and adapt them to the new format. They will submit their revised chapter to Ferretti two weeks before the envisaged PCG meeting to be held in Autumn 2008 (provisional: end of october 2008).
- (iv) Ferretti will go through the revised chapter to figure out possible inconsistency and areas for improvement.
- (v) The QA-C will meet back-toback with the PCG at its session in Autumn 2008. EPs and WGs chairs and data managers will give presentations about the progress made. Planning of future activity will be developed.