



Terms of Reference

Working group: ISO Standards

The purpose of this document is to clarify the terms of reference for the EQALM ISO Standards working group (WG).

Scope

The EQALM ISO Standards Working Group (WG) has been established to support EQALM's strategic engagement with international standards relevant to external quality assessment (EQA) and proficiency testing.

The Working Group will:

- Identify opportunities for EQALM involvement in revisions/consultations. Monitor, review, and contribute to the development and revision of ISO and related standards where appropriate.
- Represent EQALM interests within international technical revision groups and stakeholder consultations where appropriate. Coordinate and submit consolidated EQALM feedback.
- Provide guidance and support to EQALM members in understanding, interpreting, and implementing relevant standards.

Tasks

1. To hold a WG meeting at the annual EQALM symposium
2. To hold at least 2 Steering Committee meetings between the yearly symposiums
3. To identify and prioritise projects of interest
4. To organize workshops throughout the year to share activities and support
5. To report activities to the EQALM scientific committee
6. To report activities to the wider EQALM membership through the EQALM Symposium
7. To report activities to the EEE-PT WG and take note of the EEE-PT WG 's work in the field
8. To support and promote the EQALM organisation through publication of projects, posters and presentations.

WG Steering Committee

Core Members

Sam Jones (Chair)
Stéphanie Albarède
Estelle Bugni
Wim Coucke
Rachel Marrington

Additional members or contributors may be co-opted as required to support specific activities or projects.

Associated Contributors

Erika Sárkány and Stéphanie Albarède will be liaison members for collaboration with the EEE PT Group.

Roles and Responsibilities

Chair (Sam Jones)

- Lead and coordinate WG activities.
- Facilitate meetings and set agendas.
- Provide a WG report and updates to the Scientific Committee.
- Promote engagement and recruit additional contributors.

Working Group Members

- Actively contribute to discussions and projects.
- Support standards review and consultation responses.
- Share expertise and experiences from their organisations.
- Lead or support defined workstreams (e.g. workshops, briefing papers).

Designated Leads (as agreed)

- Coordinate specific activities such as:
 - Workshop organisation.
 - Collation of consultation feedback (e.g. WC for ISO 13528 amendment).

Current ongoing projects

See also annual report

The scope of the WG includes, but is not limited to, the following key standards and guidance documents:

- **ISO 17034:2016** – General requirements for the competence of reference material producers
- **ISO 13528:2022** – Statistical methods for use in proficiency testing by interlaboratory comparison
- **ISO/IEC 17043:2023** – Conformity assessment — General requirements for the competence of proficiency testing providers

Financial aspects

EQALM does not finance working group chairs or members. For specific and approved projects, the Executive Board can allocate financial support.

Publication list

None to report as yet. ISO Standards WG is newly formed for 2026.

Updated: 20/07/26, Samantha Jones