

This document complements the NMKL Articles of Association and references to paragraphs (§) therein.

1 NMKL ORGANIZATION

1.1 NMKL Board

1.1.1 The NMKL Board is the highest administrative organ in NMKL and is Chaired by the NMKL President (§4b). The NMKL Board is constituted by the NMKL President, vice-President, group Chairs and National contact points. The NMKL Board appoints the National contact points.

1.1.2 The NMKL Board meets annually in January or February, at the NMKL annual meeting and *ad hoc*. The NMKL Executive Director (ED) calls for the meetings and prepares agendas and minutes. The NMKL Board meetings can be held virtually using a digital business communication platform. Administrative and financial matters, steering documents, approval of projects as well as other topics related to the directions of NMKL are handled.

1.1.3 The NMKL Board members must find a suitable substitute if unable to attend the meetings. Assigning a vice-person is recommended for all board positions.

1.2 President and vice-President

1.2.1 President. The main duty of the President is to ensure that the guidelines for the activities of NMKL are followed and to:

- convene the Annual meeting
- convene the NMKL Board meetings
- assist ED in establishing and maintaining contact with authorities and various Nordic, Baltic, and international organizations

- make the final audit of NMKL standards in cooperation with ED
- oversee that NMKL always has a secretariat hosted in one of the Nordic-Baltic countries
- oversee and sign a contract between NMKL and the NMKL secretariat's organization/ host institution
- inform the NMKL Board and the secretariat's organization/ host institution if the NMKL secretariat does not perform satisfactorily

1.2.2 vice-President. The vice-President shall assist the President and:

- take the role as President if the President is prevented from participating
- acquire the necessary knowledge about NMKL and prepare for being elected as President after a two-year period

1.3 Executive Director and secretariat

1.3.1 ED is responsible for implementing the decisions of NMKL and the NMKL Board and leads the NMKL secretariat (§3).

1.3.2 ED should have assistance from a secretary. When NMKL is hosted by an institution ED and the secretary is not elected by NMKL but assigned by the host institution.

1.3.3 The responsibilities of ED and the secretariat are to:

- administer the NMKL secretariat, appropriately assign tasks to the secretary, and ensure a good working environment with proper customer service

- be responsible, in consultation with the NMKL President, for NMKL's contact with authorities and various organizations
- provide information about NMKL, establish, and maintain contact with respect to Nordic-Baltic countries and relevant international organizations
- keep track of all NMKL projects and their status
- maintain contact with the NMKL groups and assist in contacting project leaders from other countries
- ask project leaders about status twice a year
- monitor the need for revision of NMKL methods and procedures and NordVal International certificates
- help provide a list of existing methods from other organizations on topics that are considered dealt with by NMKL
- approve the interlaboratory study plan together with the respective group Chair
- edit method texts and reports from interlaboratory studies
- lead the publishing business of NMKL
- respond to/ forward customer inquiries
- be responsible for NMKL's finances
- lead the NMKL secretariat's planning, execution and assembling the minutes of the NMKL Annual meeting (2.1, 2.2 and 2.3)
- invite to, prepare agendas for and minutes from the NMKL Board meetings
- assist group Chairs in calling for meetings, writing agendas and minutes
- submit an annual report, including budget and accounting, to the Nordic Council of Ministers, and report to EK- FJLS Food when required
- apply for funding when appropriate
- prepare NMKL News (a newsletter from NMKL) 2-3 times annually

- be responsible for the NMKL.org website and for updating it regularly with new contents such as: new standards, information about reassessments and revisions, NMKL resources, courses, Terms of Conditions, news from NMKL and NordVal International.
- be responsible for the maintenance and use of the NMKL intranet on SharePoint, 'NMKL Intra'
- assist in the practical planning of NMKL courses, workshops, and symposia in the Nordic-Baltic countries and internationally
- establish and maintain contact with, and guide, applicants in a NordVal International certification process
- prepare, in cooperation with the Chair of NordVal International, the agendas and minutes from Steering Group (SG) meetings
- prepare and issue NordVal International certificates in cooperation with the Chair of NordVal International and the respective Technical Committee (TC)

1.4 Group Chair and vice-Chair

1.4.1 The NMKL groups should have a Chair and a vice-Chair working together as a team to guide the group in line with the mandate (§1) and purpose (§2) of NMKL to ensure Nordic-Baltic added value.

1.4.2 Group Chair. The group Chairs shall monitor the scientific work of the respective group, and their tasks are to:

- appoint group members
- appoint and maintain contact with the National group representants
- appoint project leaders
- maintain contact with project leaders to ensure progress and that they keep project sheets updated
- oversee that projects in the group are administered as outlined in the protocol (4.1, 4.2, 4.3)

- prepare agendas and minutes for group meetings together with vice-Chair
- moderate the group meetings
- answer/ redirect questions from stakeholders and the secretariat
- reassess methods in the group as obliged and moderate revision processes
- when needed, between the Annual meeting and the NMKL Board meetings, approve methods for interlaboratory studies
- express their views in writing interlaboratory study plans
- suggest new candidates for Chair and vice-Chair at the Annual meeting
- participate in NMKL Board meetings and in the administrative work required
- prepare the vice-Chair for the role as Chair

1.4.3 NordVal International Chair. In addition to the group Chair tasks (1.4.2) the Chair of NordVal International shall:

- establish and maintain contact with applicants (assisted by ED)
- guide applicants during a certification process (assisted by ED)
- assist ED and technical committee in preparing and approving certificates
- ensure that the NordVal International rules of procedure presented are followed (7.1-7.11)

1.4.4 Group vice-Chair. The group vice-Chair shall assist the Chair in monitoring the scientific work of the respective group and shall:

- take the role as Chair if the Chair is prevented from participating
- assist in drafting the meeting agendas and minutes
- assist in suggesting candidates for Chair and vice-Chair at the Annual meeting
- prepare for the role as Chair if elected after a two-year period

1.5 National Contact Point

1.5.1 A National Contact Point (NCP) is appointed by the NMKL Board for each country NMKL is represented (§4c) and becomes a member of the NMKL Board.

1.5.2 The tasks of the NCP are to:

- attend the NMKL Board meetings (has voting right)
- report national issues with food analysis to the NMKL Board
- assist ED in arranging the NMKL Annual meeting when arranged in their country (2.1.2)
- suggest a vice-NCP

1.6 National group representative

1.6.1 A National group representative in each of the four NMKL groups should be appointed by the respective Chair for each country (§4d). National group representatives are not members of the NMKL Board *per se* if not appointed that role.

1.6.2 The group representatives should report issues relevant to the group from their respective country, and when necessary, be a representative for the respective NMKL group members in that country when discussion is needed. As an example, the Microbiology group should have a representant from DK, FI, IS, NO, SE, EE, LT, and LV.

1.7 NMKL member

1.7.1 NMKL members are Nordic-Baltic food analysis experts that volunteer to contribute to NMKL activities in at least one of the NMKL groups: Microbiology group, Chemistry group, Sensory group, NordVal International. Members are appointed by the respective group Chair. The members influence which topics are dealt with in NMKL.

1.7.2 NMKL members are a part of the Nordic-Baltic network of food analysis experts. Annually

they participate in: the 2-3 virtual group meetings, the NMKL Annual meeting, the NMKL projects, the reassessment of methods and procedures, the reporting of national food analytical issues, and the development of new documents. They access all NMKL publications and contents on the NMKL intranet for free and can apply for grants from NMKL for attending seminars. To facilitate communication between members of NMKL, working areas, email addresses and years of membership are stored on the NMKL intranet. Every 10-year anniversary is honored at the Annual meeting.

1.7.3 NordVal International members must sign the document Record on Personnel to accept the terms of conditions and confidentiality policy. The topics dealt with by NordVal International are mostly decided by the applications received for certification of alternative methods (§4e).

2 NMKL ANNUAL MEETING

2.1 Organizing the Annual meeting

2.1.1 The NMKL Annual meeting (§5) is to be held each year in August or September and will be arranged in Denmark, Norway, Finland, Sweden, Iceland, Estonia, Latvia, and Lithuania in turn and in that order. The duration of the Annual meeting is 2-3 working days.

2.1.2 The respective NCP assists the NMKL secretariat in selecting a suitable conference venue and accommodation in their country and investigates available governmental agreements for price reduction. The conference venue should be low budget, located close to a well-communicated airport, and have proper meeting facilities available such as 3 meeting rooms with proper Wi-Fi and audio/video conference systems. The NCP assists the secretariat in preparing an invitation, including social and scientific contributions, and a detailed program. The next meeting date is set at the Annual meeting and the conference venue presented by the respective NCP.

2.1.3 The secretariat is the main organizing part and arranges the registration and dialogue between NMKL members and the conference venue. The Annual meeting can have a virtual option for participation using a digital business communication platform.

2.1.4 ED sends the invitation, the program and registration form at least 12 weeks (3 months) before the Annual meeting to the NMKL members and relevant stakeholders.

2.1.5 ED, in cooperation with the group Chairs, prepares the agenda which is in line with the mandate (§1) and purpose (§2) of NMKL. The agenda must include the administrative parts, NMKL projects, NMKL standards to be reassessed and workplan. The agenda is separated into 5 parts: NMKL Board, Plenary sessions, Microbiology group, Chemistry group, Sensory group, NordVal International. ED provides the agenda at least 4 weeks before the Annual meeting.

2.1.6 The costs associated with participating in the Annual meeting are to be covered by the participants and their respective employers. In extraordinary cases members may apply to NMKL for financial support to attend the meetings. NMKL covers the costs for the secretariat, the President, the NordVal International members (when attending the NordVal International meeting held at the Annual meeting), and guests invited by the NMKL Board or by ED.

2.2 Conducting the Annual meeting

2.2.1 The work at the Annual meeting takes place partly in plenary and partly in the NMKL groups. The NMKL Board and NordVal International, respectively, have separate meetings that should not overlap with other meeting activities.

2.2.2 The following sections should be included, and a secretary appointed for each:

- NMKL Board meeting: just before the Annual meeting
- Plenary session 1: just before the group meetings
- Separate Microbiology, Chemistry and Sensory group meetings held at the same time points
- Scientific presentations and social activities
- Plenary session 2: just after the group meetings
- NMKL Board meeting: just after plenary session 2
- NordVal International meeting: just before (preferably) or just after the official Annual meeting

2.2.3 The NMKL Board normally meets before the official program starts and may have items to add to plenary session 1. If necessary, the NMKL Board also meets after the official meeting. The President is the Chair of the NMKL Board meeting, and the NMKL secretariat handles the minutes.

2.2.4 The group Chairs are responsible for conveying their respective agendas and chairing their meetings. A group secretary must be appointed before the meeting starts and the respective vice-Chair is the first choice. The NMKL groups record their decisions, and the Chairs convey the main decisions to plenary session 2.

2.2.5 The Annual meeting can be arranged as follows: The NMKL Board meets before the Annual meeting opens for all members. In the first plenary session ED and the President give their statements and present items addressed by the NMKL Board and tasks that should be dealt with by the groups. Then, the groups, except NordVal International, meet separately and thereafter report any issues to be addressed in plenary session 2 to the secretariat. Social and scientific contributions are included in between sessions. In plenary

session 2 inputs from the groups are considered and the formal elections take place. The NMKL Board meets again if necessary. NordVal International meets before (preferably) or after the official Annual meeting.

2.3 Minutes from the Annual meeting

2.3.1 Immediately after the Annual meeting, ED combines all minutes into a single overall Annual meeting minutes document. The parts of the NordVal International minutes that are not confidential are included.

2.3.2 GDPR ethics must be followed such that publishing personal opinions and email addresses should be avoided. The Annual meeting minutes document is considered public and distributed through the NMKL secretariat to interested parties such as NMKL members, participants, project leaders, food authorities and stakeholders in the Nordic Council of Ministers.

3 KEEPING AND AUDITING ACCOUNTS

NMKL's accounts are kept in accordance with NMKL's accounting instructions and audited in accordance with the rules for auditing of public administration in the country hosting the NMKL secretariat and overseen by ED (§3, §9). ED must present the annual budget and accounting to the NMKL Board, the host institution, and the Nordic Council of Ministers.

4 NMKL PROJECTS

4.1 Administration of projects

4.1.1 An NMKL project is defined as an activity that requires investigation and documentation by NMKL, such as developing/ revising a standard, and addressing other tasks requiring elucidation.

4.1.2 Projects assigned by the NMKL Board, inter-group projects, projects involving development of new standards, and projects

involving extensive revisions of standards need to be addressed by the NMKL Board (Approval route 4.3.1).

4.1.3 Project involving revision of standards, documentation of a subject, updating of documents and lists, scientific networks and similar do not need to be addressed by the NMKL Board. These projects are approved by the respective group (Approval route 4.3.2).

4.1.4 An NMKL project is administered as follow:

- An NMKL project is executed by a project group administered by a project leader.
- The NMKL project members are appointed by the respective group and project leader and could be NMKL members as well as external experts. Countries with members in that respective group appoint, if possible, a project member. The project members should assist the project leader, as well as the respective group, in the work to be performed, such as: giving scientific advice, constructing an interlaboratory study, analyzing validation reports, drafting a standard, revising a standard, etc.
- The project leader is appointed by the relevant group Chair and can be an NMKL member or an external expert. If external, a project co-leader that is an NMKL member must also be appointed. It is important that both the project leader and his/her employer are well-informed about what the job entails before they accept the job.
- The NMKL secretariat keeps track of all NMKL projects using NMKL Intranet on SharePoint, as the projects define the NMKL workplan needed for annual budgets and reporting.
- Each project is given a unique number based on the NMKL group it belongs to, e.g., C-1 for Chemistry group project 1, and C-N for New Chemistry group project ideas. Common projects not belonging to a single group (intergroup projects) are administered by the NMKL Board.

- Planned projects not yet activated, and inactive, should be set as pending, and ultimately moved to the respective 'New project ideas' project sheet.
- Each active project should have its own project folder and/or project sheet in the respective NMKL Intra group SharePoint domain, or in a subdomain folder if external experts are invited to the project.
- The project sheet should contain background information, and the project meeting minutes as well as the group meeting minutes concerning the project.
- Relevant project sheets must be available at the NMKL Group meetings (e.g., hyperlink in agendas).
- The project leader is responsible for updating the project sheet according to the minutes from the meetings where their project was discussed.

4.2 Workflow of projects

4.2.1 Implementation and execution. The following workflow should be followed:

- ED sets up a project folder with a project sheet to be administered by the project leader.
- ED and the project co-leader, if required, inform the project leader about the NMKL Rules of procedure and instruct and support the project leader when needed.
- The project leader prepares a background of the project, including available literature on the topic, and a proposed approach.
- ED arranges a kick-off meeting for the project group.
- The project leader should call for project meetings when needed and ensure progress in the project. NMKL Intra allows for editing documents simultaneously. NMKL can cover the costs for in-person project meetings if in agreement with the Chair and ED.
- The project leader is responsible to the Chair for reporting, i.e., keeping project sheets

updated with information and meeting minutes and completing the project.

- ED asks for a project report from the project leader twice a year, 1 Aug ahead of the Annual meeting and 1 Dec ahead of reporting to EK-FJLS Food. Any complications and delays are explained in this report.

4.2.2 Finalizing.

- The total processing time from the project group was established as 1 y for small projects, 2 y for standard revisions and 3 y for development of new methods. The respective Chair is responsible for the project being completed within these time frames and oversees that the project leader is reporting any complications underway.
- The project leader states in the project sheet the date the project was finalized and approved by the project group.
- The project leader notifies the Chair for review by the group.
- The group deals with the subject within one month of date of receipt.
- The Chair sends amendment proposal and comments to ED.
- If needed, the project leader makes the necessary corrections or additions, normally within three months.
- In consultation with ED and the Chair, the project leader decides whether it is necessary that the group reviews the revised proposal.
- The finalized project must be approved according to 4.3.
- ED adds the final decisions to the project sheet which is ultimately archived for traceability.

4.3 Approval route of projects

4.3.1 NMKL Board as final instance. Projects assigned by the NMKL Board and projects involving the development of new standards need to be addressed by the NMKL Board. The approval route is as follows:

- a) The initiation of the new project is approved by the NMKL Board.
- b) The relevant group Chair appoints a project group with a project leader.
- c) The project leader runs the project and reports to the group Chair and ED.
- d) The group Chair addresses the progress in the project in group meetings. ED includes the project in the Board agenda.
- e) When the project group has finalized and approved the project (minor editorial comments can accompany) the project leader notifies the Chair who asks the group for review. The outcome can be approval (limited to editorial changes) or that further work is needed by the project group.
- f) When approved by the group the Chair notifies ED that either includes the item on the NMKL Board agenda or asks for decision electronically by silent procedure.
- g) When approved by the NMKL Board the President and ED proofread the final document.
- h) ED publishes the final document on NMKL website and informs in the NMKL communication channels (5.8).

4.3.2 NMKL group as final instance. Projects involving revision of standards, documentation of a subject, updating of documents and lists, scientific networks and similar do not need approval by the NMKL board. These projects are approved by the respective group by the approval route as follows:

- a) The initiation of the new project is approved by an NMKL group.
- b) The respective group Chair appoints a project group with a project leader.
- c) The project leader runs the project and reports to the group Chair and ED.
- d) The group Chair addresses the progress in the project at group meetings.

- e) When the project group has finalized and approved the project (minor editorial comments can accompany) the project leader notifies the Chair who asks the group for review. The outcome can be approval (limited to editorial changes) or that further work is needed by the project group.
- f) When approved by the group the Chair notifies ED.
- g) The President and ED proofread the final document.
- h) ED publishes the final document on NMKL website and informs in the NMKL communication channels.

5 NMKL STANDARDS

NMKL methods and procedures are herein referred to as NMKL standards and when sold on NMKL.org they are referred to as NMKL publications.

5.1 Development of a new standard

5.1.1 A project involving development of a new NMKL standard (method or procedure) may be proposed by a group, the NMKL Board or by stakeholders and should be administered as outlined in 4. and follow approval route **4.3.1**.

5.1.2 ED and the relevant group Chair check whether other organizations are already in the process of preparing a similar standard. The respective group comments on whether they consider there is a need for a standard for the proposed topic, and if the group is prepared to prioritize the project.

5.1.3 The current templates for methods and for procedures must be used. A section about method development, including downloadable NMKL protocols and templates, should be available on the NMKL.org website.

5.2 Guidelines for development of a new method

5.2.1 The project leader should specify whether the purpose of the project is a method for research, if validation by interlaboratory study is required, and if results from internal validations and comparative laboratory tests can be used. The project leader prepares a literature list on the topic and a proposal, summarizing the background and status, and if a method has been tested/validated in a laboratory known to the project leader. The method procedure and implementation must be clearly and accurately written in a protocol to avoid any ambiguities before a validation study can start.

- a) **Interlaboratory study (ILS) validation.** The method should be single laboratory validated and an accurate method protocol must be available and strictly followed. The project leader prepares an interlaboratory study plan according to the project leader guidelines (NMKL protocol No. 1 and NMKL protocol No. 3), which includes sample material, number of samples, levels, schedule etc. The plan should include estimates of the number of working days required per laboratory and if consumables/media etc. are provided. The test plan is submitted to ED, who consults the respective group Chair. The interlaboratory study cannot begin until ED has approved the plan.
- b) **Other validation.** If the method is to be validated in an internal validation and/or using results from comparative laboratory tests (PT schemes), use NMKL protocol No. 6 (Chemistry) and No. 7 (Microbiology), respectively, as guidelines, and then go to **5.2.4**.

5.2.2 Appointing laboratories for ILS. The group appoints laboratories which may participate in the interlaboratory study. It is the responsibility of the group to appoint laboratories which are willing to accurately follow the schedule and method description as elaborated by the project leader. The group shall also ensure that the

laboratories appointed have sufficient experience with the special analysis technique to be applied, and that they have the equipment which the method requires.

5.2.3 Project leader and laboratories. First, the project leader forwards the method proposal together with samples for analysis to be used when implementing the method. Then, the project leader provides the samples for analysis in the interlaboratory study.

The project leader shall ensure that participating laboratories are equipped with:

- A method protocol, which is designed in such a way that results can be easily processed statistically, and which can be used for comparison between different method descriptions as concerns sensitivity, repeatability, reproducibility, and accuracy. It should be apparent how many parallel determinations to perform and that no results except results obtained when introducing the method may be excluded.
- Instructions about how to store the samples, pretreatments, how to dilute, etc.

The project leader monitors the laboratories participating in the interlaboratory study to assist if any complications that may result in a laboratory not being able to carry through the testing. The project leader ensures that the laboratories follow the method protocol exactly without any deviations.

5.2.4 Compiling and evaluating results. The project leader compiles the validation results and processes the data statistically. If necessary, ED can establish contact with a statistician. The project leader prepares a validation report which agrees with the project group for evaluation by the group. The group arranges a committee to review the validation report if needed.

5.2.5 Reviewing validation report. The group evaluates the validation report and, if available, the recommendation from a committee. It is

recommended to use "Form for evaluation of test report", which should be available on the NMKL web page.

5.2.6 NMKL method approval. When approved by the group, the project group prepares the NMKL method text on the current NMKL template in cooperation with ED. The validation results should be stated in the method. The project sheet is completed according to **4.2.2** and accompanies the final method to be approved by the Board according to **4.3.1** and subsequently published as outlined in **5.7**.

5.2.6 Peer-review publication.

The report from the interlaboratory study can be published in an internationally peer-reviewed journal. That the work was undertaken by NMKL, and the laboratories participated must be mentioned. The project leader can apply NMKL for funding to publish in an open access journal.

5.3 Guidelines for development of a new procedure

5.3.1 The project leader should specify the purpose of the project, prepare a literature list on the topic, summarizing the background and status, and investigate if a similar procedure already exists.

5.3.2 The procedure must be clearly and accurately written using the current template and cite relevant work on the topic as well as requirements by legislation when relevant. The application of the procedure and its limitations should be clearly stated.

5.4 Reassessment of standards

The reassessment status of standards should be publicly available as outlined in **5.8**.

5.4.1 The NMKL groups reassess their respective methods and procedures to evaluate whether there are known challenges with the current edition. The NMKL standards that are ready for reassessment should be available for members

and listed, e.g., on NMKL Intra. Reassessment frequency of standards should be as follows:

- NMKL methods that are not interlaboratory validated/ interlaboratory validation was not approved should be reassessed every 5 years.
- NMKL methods that are interlaboratory validated should be reassessed every 10 years.
- NMKL procedures should be reassessed for the first time after 2 years, and then every 5 years.

5.5 Revision not needed

5.5.1 Revision not needed (confirmed). When the current edition is decided by the group to still be valid and a revision is not needed, the current edition is thereby confirmed, meaning that the text in the standard is not changed. The date of confirmation is published as outlined in **5.8**.

5.5.2 Revision not needed (minor changes). When revision of the current edition is not needed, but minor changes required, the edition is not changed. Minor changes could be updating references or adding clarifications to the text. ED prepares, in cooperation with the respective group, a proposed amendment to be introduced in the standard document and to be published as outlined in **5.8**.

5.6 Revision needed

5.6.1 When revision of an edition is needed a project is initiated according to **4.1** and follows the approval route **4.3.2**. In special cases, where the revision is extensive, or the project is appointed by the NMKL Board, the project follows approval route **4.3.1**. The new edition is subsequently published as outlined in **5.8**.

5.7 Withdrawal of standards

5.7.1 If the standard is not anymore valid, and the respective group has decided that a revision is not to be performed, the method must eventually be removed. First, the method is

repealed, kept for 5 years, and then withdrawn. The method should thus be available for 5 years with the watermark “Withdrawn” and might be stored in a specific folder on the NMKL website. The NMKL Board should be notified, and the information published as described in **5.8**.

5.8 Publication of standards and reassessment status

5.8.1 Information about new standards from NMKL, and about the date and outcome of reassessment of NMKL standards, must be available to stakeholders. The information should be published in our communication channels:

- on www.NMKL.org: on the web shop page of the respective standard
- on www.NMKL.org: as a news post on the home webpage
- on www.NMKL.org: method overview list
- by email to subscribers and buyers of the standard
- in NMKL News
- relevant communication platforms, e.g. LinkedIn.
- on the method overview list on NMKL Intra for members

5.8.2. Organizations in collaboration affected by the reassessment outcome should be notified. If a CODEX endorsed method is revised or withdrawn the CODEX secretariat should be notified.

6 TECHNICAL REPORTS

6.1 If a project is too premature to result in preparing a standard, e.g., due to lack of working techniques or commercial reagents, etc., experts can prepare a technical report. Technical reports can also be prepared in other areas which do not naturally fall under NMKL procedures and NMKL protocols.

6.2 ED creates a new project (4.1) aiming at publishing a technical report. The project should follow the NMKL group approval route (4.3.2) and the report should subsequently be published on nmkl.org and communicated (5.8).

7 NORDVAL INTERNATIONAL

7.1 Companies who want to apply for a NordVal International certification of a proprietary or other alternative methods must fill in and sign the NordVal International's application form. The application form lists NordVal International terms of conditions for customers. Extensive workflow and terms of conditions must be published on nmkl.org. The application form is sent to ED, who immediately forwards it to the NordVal International Steering Group (SG). SG reviews the application. If SG does not hold a meeting within four weeks, the application is handled by electronic correspondence.

7.2 If the application is approved by SG, NordVal International appoints, in accordance with its statutes, a technical committee (TC) consisting of 2-3 NordVal International experts whereof one is the TC leader. Each TC member should use the respective NordVal International evaluation form for reviewing the alternative method documents individually. The TC leader invites to the TC meeting, chairs the meeting, and uniforms a TC recommendation based on the individual reviews. The TC leader reports the recommendation to ED, who forwards to SG for review and approval.

7.3 The expert laboratory is to be appointed by the applicant and must be approved by SG. ED sends a quotation to the applicant and asks for a product order number to be associated with the invoice. ED assigns a unique NordVal International number to the method certification process. The expert laboratory prepares a plan for the validation in accordance with relevant NordVal International's validation protocol. NordVal International can assist when needed.

7.4 NordVal International evaluates the validation plan within eight weeks. Once this is approved, the validations are performed by the expert laboratory in accordance with the plans. The expert laboratory prepares a validation report from the method comparison study, and when approved by NordVal International (TC and SG), the interlaboratory study can be initiated by the expert laboratory. The applicant pays the expert laboratory directly for the work performed.

7.5 The report from the MCS should be approved before the ILS is initiated, in case the MCS validation is not approved. When the interlaboratory study (ILS) report and package insert (distributed together with the method/product) are received the TC reviews and submits its recommendations to SG. From receipt of report to submission of conclusion to the SG no more than six weeks should pass.

7.5 NordVal International considers the TC's conclusion. If the SG does not meet within four weeks, the conclusion is evaluated by electronic correspondence.

7.6 ED, or Chair of NordVal International, informs the applicant about the conclusion. The applicant must pay a fee according to the agreement even if the method is not certified.

7.7 ED together with the TC and Chair prepares a NordVal International certificate, which includes method principles and validation results, and assigns a unique NordVal certificate number. The certificate is sent to the applicant for comments and approval. The Chair of NordVal International and ED sign the final certificate.


7.8 ED submits the certificate to the applicant, publishes it on NMKL homepage, and announces the validation in the NMKL newsletter. The certificate is issued in English and is valid for two years from the date issued. ED sends an invoice to the applicant.

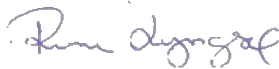
7.9 ED contacts the holder of a NordVal International certificate four months prior to expiry date to learn whether the holder wants a renewal of the certificate and if the method is to be extended. ED sends a quotation accordingly to the applicant and asks for a product order number to be associated with the invoice.


7.10 NordVal International SG meets 2-4 times a year as needed. The meetings can be held virtually using a digital business communication platform. ED prepares, in cooperation with the Chair of NordVal International, an agenda for the meeting, which is sent to the SG at least 10 days before the meeting is held. The Chair is moderator of the meeting. The SG can decide when at least 3/5 of its members are present. Majority decision applies.


7.11 The members of the SG are reimbursed for travel and accommodation expenses in connection with SG meetings and the NMKL Annual meeting.

NMKL Rules of Procedure Version February 2023 replaces previous versions and is approved by the NMKL Board year 2023:



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Janne Nieminen, vice-President of NMKL



Saija Hallanvuo, FI National contact point



Eystein Oveland, Executive Director of NMKL


Hrólfur Sigurðsson, IS National contact point



Saija Hallanvuo, Microbiology Chair



Dag Grønningen (Feb 27, 2023 09:15 GMT+1)
Dag Grønningen, NO National contact point



Rune E. Lyngsø, Chemistry Chair



Linda Andersson (Mar 14, 2023 10:30 GMT+1)
Linda Andersson, SE National contact point


Liv Bente Strandos, Sensory Chair


Toomas Kramarenko (Feb 23, 2023 10:14 GMT+2)
Toomas Kramarenko, EE National contact point


Hilde Skår Norli (Feb 27, 2023 09:18 GMT+1)
Hilde Skår Norli, NordVal International Chair


Vadims Bartkevics (Feb 26, 2023 13:25 GMT+2)
Vadims Bartkevičs, LV National contact point


Egidijus Pumputis (Feb 24, 2023 09:49 GMT+2)
Egidijus Pumputis, LT National contact point












NMKL Rules of Procedure Ver Feb 2023

















Final Audit Report








2023-04-18

Created:	2023-02-22
By:	Eystein Oveland (Eystein.Oveland@hi.no)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAtHyn2l0wAJdC4yAz179ewPjz0MZk6lOQ

"NMKL Rules of Procedure Ver Feb 2023" History

-  Document created by Eystein Oveland (Eystein.Oveland@hi.no)
2023-02-22 - 1:51:02 PM GMT- IP address: 158.37.28.100
-  Document emailed to runeellegaardlyngso@eurofins.dk for signature
2023-02-22 - 1:57:48 PM GMT
-  Email viewed by runeellegaardlyngso@eurofins.dk
2023-02-22 - 2:07:05 PM GMT- IP address: 104.47.25.254
-  Signer runeellegaardlyngso@eurofins.dk entered name at signing as Rune Lyngsø
2023-02-22 - 2:10:46 PM GMT- IP address: 147.161.155.92
-  Document e-signed by Rune Lyngsø (runeellegaardlyngso@eurofins.dk)
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-  Document emailed to toomas.kramarenko@labris.agri.ee for signature
2023-02-22 - 2:10:49 PM GMT
-  Email viewed by toomas.kramarenko@labris.agri.ee
2023-02-23 - 8:09:00 AM GMT- IP address: 213.184.49.190
-  Signer toomas.kramarenko@labris.agri.ee entered name at signing as Toomas Kramarenko
2023-02-23 - 8:14:46 AM GMT- IP address: 213.184.49.190
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-  Document emailed to hrolfur@matis.is for signature
2023-02-23 - 8:14:49 AM GMT
-  Email viewed by hrolfur@matis.is
2023-02-23 - 10:32:23 AM GMT- IP address: 89.160.220.162

-  Signer hrolfur@matís.is entered name at signing as Hrólfur Sigurðsson
2023-02-24 - 7:41:24 AM GMT- IP address: 89.160.220.162
-  Document e-signed by Hrólfur Sigurðsson (hrolfur@matís.is)
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-  Document emailed to egidijus.pumputis@nmrvvi.lt for signature
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-  Email viewed by egidijus.pumputis@nmrvvi.lt
2023-02-24 - 7:48:33 AM GMT- IP address: 195.182.69.54
-  Signer egidijus.pumputis@nmrvvi.lt entered name at signing as Egidijus Pumputis
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-  Document e-signed by Egidijus Pumputis (egidijus.pumputis@nmrvvi.lt)
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-  Document emailed to vadims.bartkevics@bior.lv for signature
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-  Email viewed by vadims.bartkevics@bior.lv
2023-02-26 - 11:24:34 AM GMT- IP address: 217.146.90.134
-  Signer vadims.bartkevics@bior.lv entered name at signing as Vadims Bartkevics
2023-02-26 - 11:25:04 AM GMT- IP address: 217.146.90.134
-  Document e-signed by Vadims Bartkevics (vadims.bartkevics@bior.lv)
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-  Document emailed to Saija Hallanvuo (saija.hallanvuo@ruokavirasto.fi) for signature
2023-02-26 - 11:25:07 AM GMT
-  Email viewed by Saija Hallanvuo (saija.hallanvuo@ruokavirasto.fi)
2023-02-27 - 7:30:45 AM GMT- IP address: 104.47.51.254
-  Document e-signed by Saija Hallanvuo (saija.hallanvuo@ruokavirasto.fi)
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-  Document emailed to dag.gronningen@vetinst.no for signature
2023-02-27 - 7:33:17 AM GMT
-  Email viewed by dag.gronningen@vetinst.no
2023-02-27 - 8:13:10 AM GMT- IP address: 128.39.96.99
-  Signer dag.gronningen@vetinst.no entered name at signing as Dag Grønningen
2023-02-27 - 8:15:28 AM GMT- IP address: 128.39.96.99

-  Document e-signed by Dag Grønningen (dag.gronningen@vetinst.no)
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-  Document emailed to hilde.skar.norli@mattilsynet.no for signature
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-  Email viewed by hilde.skar.norli@mattilsynet.no
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-  Signer hilde.skar.norli@mattilsynet.no entered name at signing as Hilde Skår Norli
2023-02-27 - 8:18:01 AM GMT- IP address: 194.19.30.150
-  Document e-signed by Hilde Skår Norli (hilde.skar.norli@mattilsynet.no)
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-  Document emailed to grhy@food.dtu.dk for signature
2023-02-27 - 8:18:04 AM GMT
-  Email viewed by grhy@food.dtu.dk
2023-02-27 - 5:20:24 PM GMT- IP address: 46.16.19.26
-  Signer grhy@food.dtu.dk entered name at signing as Grethe Hyldig
2023-03-03 - 1:37:51 PM GMT- IP address: 192.38.81.6
-  Document e-signed by Grethe Hyldig (grhy@food.dtu.dk)
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-  Document emailed to linda.andersson2@holmen.com for signature
2023-03-03 - 1:37:54 PM GMT
-  Email viewed by linda.andersson2@holmen.com
2023-03-14 - 9:26:01 AM GMT- IP address: 104.47.51.190
-  New document URL requested by linda.andersson2@holmen.com
2023-03-14 - 9:26:08 AM GMT- IP address: 194.93.84.11
-  Signer linda.andersson2@holmen.com entered name at signing as Linda Andersson
2023-03-14 - 9:30:17 AM GMT- IP address: 194.93.84.11
-  Document e-signed by Linda Andersson (linda.andersson2@holmen.com)
Signature Date: 2023-03-14 - 9:30:19 AM GMT - Time Source: server- IP address: 194.93.84.11
-  Document emailed to liv.strandos@elopak.com for signature
2023-03-14 - 9:30:21 AM GMT
-  Email viewed by liv.strandos@elopak.com
2023-03-14 - 10:04:30 AM GMT- IP address: 104.47.30.126

 Signer liv.strandos@elopak.com entered name at signing as Liv Bente Strandos

2023-03-14 - 10:18:23 AM GMT- IP address: 109.68.63.37

 Document e-signed by Liv Bente Strandos (liv.strandos@elopak.com)


Signature Date: 2023-03-14 - 10:18:25 AM GMT - Time Source: server- IP address: 109.68.63.37- Signature captured from device with phone number XXXXXX0879

 Document emailed to janne.nieminen@ruokavirasto.fi for signature


2023-03-14 - 10:18:27 AM GMT

 Email viewed by janne.nieminen@ruokavirasto.fi


2023-04-18 - 5:55:18 PM GMT- IP address: 104.47.30.126

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2023-04-18 - 5:55:25 PM GMT- IP address: 46.30.132.205

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2023-04-18 - 5:57:07 PM GMT- IP address: 46.30.132.205

 Document e-signed by Janne Nieminen (janne.nieminen@ruokavirasto.fi)

Signature Date: 2023-04-18 - 5:57:09 PM GMT - Time Source: server- IP address: 46.30.132.205

 Agreement completed.

2023-04-18 - 5:57:09 PM GMT

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