

Minutes from the ART Lab SIG Business Meeting

Quebec City, September 10, 2014

The SIG activities that have taken place since the 2013 meeting in Victoria are summarized as follows:

- Certificates have been issued to all Lab/Sci Directors who were grandfathered last year
- 123 applications received from the eligible senior ART Lab Professionals for certification under the grandfathering clause.
- All were reviewed prior to recommendations being made to the Board of Directors for final approval
- All applications attested by a certified Lab/Sci Director will be granted with certification.

Results of the election for Executive position :

- Haimant Bissessar was elected unopposed. Haimant will join the the ART Lab SIG executive whose members are: Lynda Hughes (chair), Pascal Desrosiers (past chair), Siamak Bashar (full member), Jennifer Alexis(full member) and Ainhoa Garcia (junior member).

Results of *ad hoc* committee elections:

- Hanna Balakier, Marie-Claude Leveille, Sergey Moskovtsev and Francis Tekpetey were elected through secret ballot to this committee
- The ad hoc committee is responsible for the development of the examination component of the ART Lab Professional's Certification program.

2014/2015 SIG Priorities:

- Maintenance of certification through CPDs. A CPD process needs to be established for the membership, and this is especially important for the Lab/Sci Ds who are coming into their second year of certification, and will be required to demonstrate their compliance with respect to CPDs.
 - Create a list of acceptable CPD activities and assign weight to each activity; process for tracking activities and submission; time period to acquire activities (1 year vs 2 years)

- Exam Creation/Writing/Formatting. This will be the mandate of the *ad hoc* committee. This committee will be tasked with the complete work for the exam, including questions, resources, application, execution
- Opening of Certification Program for the first cohort.
- Executive elections in June/July 2015. One junior position and one full position will be required.
- Reviews of SIG ToR and Certification Documents. Examine and update ToR and Lab Certification documents.

Other Business:

- David Mortimer and Marie-Claude Leveille proposed the creation of a working committee to determine guidelines for shipping of vitrified embryos/gametes, and perhaps to create some standards around shipping of frozen materials.

CFAS Board approval is not needed to form a working subcommittee, nor do we need to hold any elections for proposed members of the subcommittee.

The guidelines that are developed will have to be approved by the ART Lab SIG executive and by the SIG, then onto the Board for final approval prior to publishing.

- Pascal introduced Lynda Hughes as the incoming ART Lab SIG chair, followed by meeting adjournment.