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| **Meeting Attended:** | **38th Meeting of the Eurachem Proficiency Test (PT) Working Group**  |
| **Date:** | **17th/18th Nov 2016** |
| **Location:** | **Espace d'Affaires, Paris Rive-Gauche, Le Cardinal, Paris, France** |
| **Chair :** | **Brian Brookman, LGC** |
| **Meeting Summary:** | **Bi-annual meeting for Eurachem PT Working Group (1st time attendee)** |
| **Meeting Detail:** | * **Organisation of 9th Eurachem PT Workshop (to be held in Portoroz, Slovenia, 9th-12th October); including deciding on topics for workshop and breakout sessions, the structure of the event, speakers, procedure for review of abstracts, and promotion of event across the wider Eurachem network.**
* **Working on translations of leaflet on “Selection of Appropriate PT”**
* **Input provided for new leaflet on “Level and Frequency of PT Participation”**
* **Update on survey for “Evaluation of Qualitative PT” guide**
* **Commencing draft of new leaflet on “How to Investigate Poor Performance in PT”**
* **Update on status of leaflet on “Use of Surplus PT Materials”**
* **Feedback from/to other PT groups (such as EEE and ILAC)**
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| **Date of Next meeting:** | **21st/22nd March 2017** |
| **Report Completed By:** | **Colmán Ó Ríordáin, State Laboratory** |
| **Date:** | **28/04/2017** |