



We meet in Brussels!

Brussels houses many European Institutions and perhaps this is the reason why some claim it has an unexciting reputation. But then it is also known for its eccentricity, just think of *Manneken Pis*. Yes, there are the classics like the *Grande Place*, the *Atomium*, its chocolate, beer and frites. But there are a lot of other interesting things to discover: its renovated Africa museum, rich Art Nouveau architecture, its many queue-free museums, landscaped parks, its interesting music scene, ...

This master class will also coincide with its Christmas market, which spreads across 2 kilometres through Brussels' city centre and is a must-see for anyone visiting the city around this time of year

How to get there?

Right in the heart of Europe, Brussels has superb air, road and rail connections. For those who fly in, it takes only 20 minutes from the airport to the city centre. You can also use Charleroi airport, which is a hub for many low cost carriers and has a direct shuttle bus connection to Brussels South railway station.

Important dates:

31 October 2018: Early Bird registration closes

21 November 2018: Registration fee payment deadline

5-7 December 2018: Master Class

Contact:

European Centre for Laboratory Excellence

info@ec4le.eu

Why choose an EC4LE training course?

- EC4LE organises about 30 courses per year for laboratory personnel
- EC4LE trained more than 500 people in 2017
- 100 % of participants expressed that they were "Satisfied" or "Very satisfied" with the training
- EC4LE has a pool of highly qualified trainers from many European countries
- Most of the EC4LE's trainers are experienced laboratory assessors

Who will be the trainers at this Master Class?

Several international trainers from different European countries, all richly experienced trainers.

For more details on the technical and social programme as well as on the learning methodology used, please consult www.ec4le.eu.



An International Master Class
to find cost effective ways for the

transition into

ISO/IEC 17025:2017

"From theory to practice"

5-7 Dec 2018

Venue:

Conference Centre of the
Free University of Brussels (VUB)

Co-organised by:



EUROPEAN CENTRE FOR
LABORATORY EXCELLENCE

Participate and return home with solutions:

This International Master Class will on the one hand bring together laboratory personnel who are responsible for the implementation, maintenance, improvement and operation of the laboratory management system, with experienced international trainers and representatives of an accreditation body. They will discuss and most importantly investigate how to apply the revised international standard ISO/IEC 17025.

The first of these classes was organised in June 2018 in Zagreb and participants from nine different countries joined and also shared their issues and experiences.

The focus of this three-day event will be the practical application of the new standard. The intention is to have a very interactive course, with problem based learning. Participants will leave with knowledge and skills to get from theory into practical application and to discover what is the most cost effective way to adapt the standard to their organisation. They will also have an opportunity to discuss with the trainers and their peers on the very specific issues they are struggling with.

Aim:

At the end of this master class, you will be able to

- INTERPRET the changes needed to manage the transition of your laboratory management system
- SET UP a plan of what to undertake inside your organisation in the next year
- FACILITATE implementation of risk based thinking
- IMPLEMENT requirements of the new standard effectively

Who should attend?

- Laboratory personnel who are responsible for the implementation, maintenance, improvement or operation of the laboratory management system
- Laboratory assessors and internal auditors
- Laboratory staff involved in training colleagues

Pre-requisites:

Familiarity with ISO/IEC 17025:2005

Topics:

- Key changes in ISO/IEC 17025
- Impartiality and confidentiality
- Structural requirements
- Resource requirements
- Process requirements
- Management system requirements

Programme:

4 December 2018

20:00 Registration & get together

5 December 2018

9:00 – 17:00 workshops on impartiality and confidentiality / structural requirements / resource requirements

6 December 2018

9:00 – 17:00 workshops on resource requirements / process requirements

7 December 2018

9:00 – 16:00 workshops on management system requirements

Registration and fee:

Registration fee for this three day event is 890 €. The registration fee covers participation to the Master Class, course materials, certificate of attendance, lunches and refreshments, as well as participation to the get-together social event and a dinner.

The number of participants is limited and therefore it is recommended to register as soon as possible. Please use the online registration on www.ec4le.eu. Following your registration, you will be sent an invoice by the VUB. All payments shall be made before 21 November 2018.

Discounts:

Early bird discount (until 31 October): 10 %
Second participant from the same organisation: 5 %
Third participant from the same organisation: 10 %

Accommodation:

Participants will make, and pay for, their own accommodation arrangements. The new university residence (www.u-residence.be) offers rooms at very favourable rates (single/double at 75€/ 100€). Of course, there are plenty of other hotel possibilities around.

Venue:

U-residence, Generaal Jacqueslaan 271, 1050 Brussels (which is 200m from the Etterbeek railway station).

See <http://www.u-residence.be/en/location>

Cancellation policy:

A full refund is possible for cancellations received before 28 November 2018. No refunds will be given for cancellations received after 28 November or no-shows. Substitutions will be accepted up to two working days before the course date.