



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 such as the *Grande Place*, the *Atomium*, its chocolate, beer and chips. 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, ...

How to get there?

Right in the heart of Europe, Brussels has superb air, road and rail connections. For those who fly in, take the direct train from the airport to Etterbeek (4 stops, 25 minutes) and then turn right and walk about 5 minutes to the U-residence. For those who stay in the city centre, you can easily reach the venue by public transport (either by train or tram; there is a tram stop named "VUB" opposite the U-residence).

Important dates:

30 September 2019: Early Bird registration closes

20 November 2019: Registration fee payment deadline

25-27 November 2019: 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 2018
- 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 on the implementation of **ISO/IEC 17025:2017**

"From theory to practice"

25-27 November 2019

Venue:

U-residence

Generaal Jacqueslaan 271
Brussels, Belgium

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. They will discuss and most importantly investigate how to apply the revised international standard ISO/IEC 17025.

Similar classes were organised in April 2018 in Zagreb and in December 2018, April 2019, June 2019 in Brussels, with participants from many different countries sharing and discussing 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 the knowledge and the skills to progress 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:

25 November 2019

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

26 November 2019

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

27 November 2019

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 in the Master Class, course materials, certificate of attendance, lunches and refreshments.

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 20 November 2019.

Discounts:

Early bird discount (until 30 September 2019): 10 %
Other participants from the same organisation: 5 %

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€). The Master Class is conveniently held inside the U-residence. 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 and opposite the tram station named VUB).

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

Cancellation policy:

A full refund is possible for cancellations received before 20 November 2019. No refunds will be given for cancellations received after this date or in the event of no-shows. Substitutions will be accepted up to two working days before the course date.