

<b>PROCESS FOR SELECTION OF THE JCTLM EXECUTIVE COMMITTEE CHAIR AND JCTLM SECRETARIAT</b>			
Author: R.I. Wielgosz	Date : 27/10/09 Version 1.0	Authorized : JCTLM Executive	JCTLM EXE P-01

# ***PROCESS FOR SELECTION OF THE EXECUTIVE COMMITTEE CHAIR AND SECRETARIAT***

**PROCEDURE / DOCUMENT**

**JCTLM EXE P-01**

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<b>SIGNATURE</b>	<b>SIGNATURE</b>

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## **SELECTION OF THE JCTLM EXECUTIVE COMMITTEE CHAIR AND JCTLM SECRETARIAT**

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### **2. Purpose**

The purpose of this procedure is to describe how the Executive Committee of the JCTLM selects its chair from among individuals suggested to serve in this position by the JCTLM Sponsoring Organizations. It also provides an opportunity for the sponsoring organizations to review the responsibilities for the Secretariat and if desired, suggest that the Secretariat be moved from the current organization, the BIPM, to another of the sponsoring organizations. The presentation of this procedure implements the policy of the JCTLM to ensure transparency of its operations.

### **3. Scope**

The scope of this document is limited to the selection of the Chair of the Executive Committee and the organization serving as Secretariat of the JCTLM.

### **4. Acronyms**

All acronyms employed in this JCTLM procedure document are given in the procedure document Exe-P-00, Outline of JCTLM Executive Committee Procedures.

### **5. Definitions**

All definitions employed in this JCTLM procedure document are given in the procedure document Exe-P-00, Outline of JCTLM Executive Committee Procedures.

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## 6. Responsibilities and Authorizations

- 6.1. Responsibilities and authority of the Executive Committee of the JCTLM are derived from the *Declaration of Cooperation* between the CIPM, IFCC and ILAC, for the establishment of a Joint Committee for Traceability in Laboratory Medicine (JCTLM). This document available at:  
[http://www.bipm.org/utis/en/pdf/establish\\_jctlm.pdf](http://www.bipm.org/utis/en/pdf/establish_jctlm.pdf)

## 7. Procedure

### 7.1. Chair of the JCTLM Executive Committee

- 7.2. The operation of the JCTLM is overseen by its Executive Committee which is comprised of representatives of the BIPM, IFCC and ILAC, the founding organizations of the JCTLM.
- 7.2.1. The Executive Committee is led by the Chair of the Executive Committee.
- 7.2.2. For the first two years, the Chairman is from IFCC as mandated in the Declaration of Cooperation.
- 7.2.3. For the years following the initial two year period, the Chairman of the Executive Committee shall be selected from individuals nominated by the members of the founding organizations of JCTLM.

### 7.3. Nomination of Candidates to Serve as Chair of the JCTLM Executive Committee

- 7.4. The term of the Chair of the Executive Committee shall be two years, renewable for an additional period of two years
- 7.4.1. The term of the Chair shall not exceed four consecutive (4) years.
- 7.5. Reappointment of the Chair or selection of the successor to the current chair will be made on a two year cycle at a scheduled Annual Meeting.
- 7.5.1. The Secretariat shall inform the representatives of JCTLM founding organizations that the nominations are open for candidates to serve as Chair of the Executive Committee approximately 6 months prior to a relevant Annual Meeting of the Executive Committee.
- 7.5.2. Founding organizations shall by whatever means appropriate for that organization inform their representatives and the Secretariat of the JCTLM Executive Committee of their nominee and if deemed necessary or useful, the credentials that qualify their nominee to serve as Chair of the JCTLM Executive Committee.
- 7.5.2.1. Nominations must be received by the Secretariat for distribution to the members of the Executive Committee one month prior to the Executive Committee meeting.

### 7.6. Process of Selection of the Executive Committee Chair

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7.6.1. The JCTLM Executive Committee will review nominations for the position of Chair in JCTLM.

7.6.2. One nominee is selected by consensus of the members of the Executive Committee to serve for a two year term.

### 7.7. Selection of the Organization to Host the Secretariat

7.7.1. The operation of JCTLM is managed by the JCTLM Secretariat.

7.7.1.1. The role of the Secretariat will include: the calling of meetings; preparation of agendas and action lists; and the maintenance of the JCTLM database and website. The procedures for the operation of the Secretariat are available at: *(to be added when published)*

7.7.2. The organization that hosts the Secretariat of the JCTLM is selected by the Executive Committee.

7.7.2.1. For the first two years the Secretariat is from the BIPM as mandated in the Declaration of Cooperation.

7.7.2.2. The individual acting on behalf of the secretariat at the hosting organization is selected by the host organization with the consent of the Executive Committee.

7.7.3. The Secretariat of the JCTLM shall serve for 3 consecutive, two year periods that are automatically renewed biennially for two years unless action to change the Secretariat is taken by the Executive Committee

7.7.4. The Secretariat shall inform the representatives of JCTLM founding organizations that renewal or replacement of the organization serving as Secretariat can be entertained approximately 6 months prior to a relevant Annual Meeting of the Executive Committee.

7.7.5. Suggestions for change of organization must be received by the Secretariat for distribution to the members of the Executive Committee one month prior to the relevant Executive Committee Meeting.

7.7.6. Unless a proposal to relocate the JCTLM Secretariat is received by the Executive Committee, the term of the Secretariat will automatically renew every two years for an additional 6 year period.

## 8. Related Documents

The Declaration of Cooperation for a Joint Committee for Traceability in Laboratory Medicine available at: [http://www.bipm.org/utls/en/pdf/establish\\_jctlm.pdf](http://www.bipm.org/utls/en/pdf/establish_jctlm.pdf)

## 9. Revision History

Version number	Date of Issue/Review	Summary of change
1.0	27/10/09	1 <sup>st</sup> Published Version

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10. Flowchart

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**JCTLM Exe-P-01**

