

PROCESS FOR SELECTING AND APPOINTING WORKING GROUP CHAIRS			
Author: R. I. Wielgosz	Date : 27/10/09 Version : 1.0	Authorized : JCTLM Executive	JCTLM EXE-P-02

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PROCEDURE / DOCUMENT

JCTLM EXE P-02

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2. Purpose

The purpose of this document is to describe the process employed by the JCTLM Executive Committee by which candidates are identified and selected to serve as Working Group Chairs.

3. Scope

The scope of this document is limited to the appointment of Chairs of the Working Groups that have been established as described in the JCTLM Framework of the Declaration of Cooperation to carry out the mission of JCTLM.

4. Authorizations and Responsibilities

Using this procedure the JCTLM Executive Committee identifies qualified candidates to lead the WGs of JCTLM, obtains commitments from these candidates to perform the tasks required to lead a WG and appoints the individuals to serve as WG chairs.

5. Acronyms

All acronyms 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. Definitions

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

WG Chair Leader of a WG; the Chair position of a Working Group may be held by more than a single individual to facilitate WG activities.

7. Procedure

- 7.1. Qualified individuals may be identified by members of the JCTLM Executive Committee, current WG Chairs, current WG RTLs or persons belonging to a JCTLM member organization.
 - 7.1.1. Candidates for the position of WG Chair must be familiar with or indicate that they will become familiar with the JCTLM goals, objectives, procedures and ISO standards employed as references by the WGs in reviewing materials, methods and services that are nominated for listing in the JCTLM database.
 - 7.1.2. Candidates for the position of WG Chair must be able to perform the duties of leading a WG of review teams and affirm to the JCTLM Executive Committee that they can recruit members to serve on the review teams who perform the primary work of JCTLM.
 - 7.1.3. Candidates for the position of WG Chair must be able to assure the JCTLM Executive Committee that they have and can provide the time necessary to effectively lead review teams so that the mission of JCTLM can be accomplished.
- 7.2. The JCTLM Executive Committee reviews candidates for WG Chair and selects the best qualified individuals to serve as Chair of a Working Group.
 - 7.2.1. The JCTLM Executive Committee solicits and obtains a written commitment from the qualified candidate(s) to serve as WG leaders.
- 7.3. IF an individual who is selected cannot or does not have sufficient time to meet the demands of leading a WG, the identification and review process is repeated.
- 7.4. The term of the Chair of a Working Group is two years, renewable for two year periods.
- 7.5. Upon appointment of a WG Chair, the Executive Committee instructs the JCTLM Secretariat to announce the appointment on the JCTLM website and via any other announcements or publications that reach the laboratory medicine community.

8. Related documents

The JCTLM Declaration of Cooperation is available at http://www.bipm.org/utis/en/pdf/establish_jctlm.pdf

The JCTLM Framework is available at : http://www.bipm.org/utis/en/pdf/jctlm_framework.pdf

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The JCTLM WG1 Quality Manual is available at
http://www.bipm.org/en/committees/jc/jctlm/jctlm-wg1/wg1_quality-manual.html

The JCTLM WG2 Procedure manual is available at
http://www.bipm.org/en/committees/jc/jctlm/jctlm-wg2/wg2_quality-manual.html

9. Revision History

Version number	Date of Issue/Review	Summary of change
1.0	27/10/09	1 st published version

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10. Flowchart

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