

<b>PROCESS FOR APPOINTING JCTLM WORKING GROUP REVIEW TEAM LEADERS AND TEAM MEMBERS</b>			
Author: R. I. Wielgosz	Date : 27/10/09 Version : 1.0	Authorized : JCTLM Executive	JCTLM EXE-P-03

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**PROCEDURE / DOCUMENT**

**JCTLM EXE P-03**

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**2. Purpose**

This document describes the process by which individuals nominated by Working Group Chairs, JCTLM member organizations and other parties interested in contributing experts to JCTLM review teams to perform the reviews of nominated materials, methods and reference measurement services on behalf of JCTLM are reviewed and appointed by the JCTLM Executive Committee.

**3. Scope**

The scope of this document is limited to the identification and appointment of individuals nominated to serve as leaders and members of the JCTLM WG review teams.

**4. Authorizations and Responsibilities**

Review Team Leaders are responsible to the WG Chairs for providing reviews of nominated reference materials, reference measurement methods/procedures and reference measurement services delivered by reference laboratories.

Responsibility for nominating individuals to serve as Review Team Leaders and Review Team Members lies with the WG Chairs.

Appointment of individuals nominated by WG Chairs is a responsibility of the Executive Committee.

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## 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. Pertinent to this document are:

WGRT ..... Working Group Review Team – group of experts qualified to review materials, methods and laboratory services on behalf of the two working groups

WGRTL..... Working Group Review Team Leader – individual responsible for the review of nominations by a review team

## 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. Pertinent to this document are:

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

## 7. Procedure

7.1. Qualified individuals to serve as WG RTLs are identified by WG Chairs and presented to the JCTLM Executive Committee for appointment.

7.1.1. Individuals qualified to serve may be suggested to the current WG Chairs by current WG RTLs, members of RTs, members of the Executive Committee or persons belonging to a JCTLM member organization.

7.1.2. Candidates for the position of RTL must be able to assure the WG Chairs that they have and can provide the time necessary to review nominations of CRMs, RMM/Ps and/or RMSs according to the schedule of the WGs.

7.2. Individuals wishing to serve or organizations nominating individuals to serve as RT members must have reviewed the requirements for RT membership described in WG1-P-06, Application, Nomination and Approval for Membership on JCTLM WG Review Teams

7.2.1. The JCTLM Secretariat will forward completed WG1-P-06-F-01, JCTLM WG Membership Application/Nomination Forms to WG Chairs

7.2.2. WG Chairs will have reviewed candidates for the position of RTL and member to verify that they are familiar with or indicate that they will become familiar with the ISO standards employed as references by the WGs in reviewing materials, methods and procedures, and services that are nominated for listing in the JCTLM database.

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7.3. WG Chairs present a list of recommended candidates to the Executive Committee for approval of the Executive Committee at its annual meeting.

7.3.1. If a sufficient number of qualified individuals have not been nominated, WG Chairs will expand their search and recruitment to expand the list of nominees until an adequate number of individuals can be appointed to carry out the mission of the RTs.

7.4. The JCTLM Executive Committee formally appoints the candidates presented by the WG Chairs as members of JCTLM WG RTs.

7.4.1. The relevant WG Chair/Secretariat notifies the appointed candidate(s) to RTs.

7.5. Upon appointment of a WG RTL or RT member, the Executive Committee instructs the JCTLM Secretariat to announce the appointments on the JCTLM website.

7.6. If an insufficient number of qualified nominees are available, the Executive Committee instructs the Chairs of the two WGs to search for suitable candidates to serve as members of the RTs relevant to the review activities, e.g. review of materials and methods for WG1 and reference measurement (calibration) services for WG2.

## 8. Related documents

JCTLM ..... Joint Committee for Traceability in Laboratory Medicine  
PREAMBLE (2005), MRA 2002 Website: <http://www.bipm.org>

WG1-P-06 ..... Application, Nomination and Approval for Membership on JCTLM  
WG Review Teams

WG1-P-06-F-01 ..... WG Review Teams membership application/nomination form

## 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

**PROCESS FOR APPOINTING WG REVIEW TEAM LEADERS  
AND REVIEW TEAM MEMBERS  
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