

<b>JCTLM EXECUTIVE COMMITTEE PROCEDURE FOR INITIATION AND APPROVAL OF ACTIONS TAKEN BY JCTLM ENTITIES</b>			
Author: R. I. Wielgosz	Date : 27/10/09 Version : 1.0	Authorized : JCTLM Executive	JCTLM EXE-P-04

# ***JCTLM EXECUTIVE COMMITTEE PROCEDURE FOR INITIATION AND APPROVAL OF ACTIONS TAKEN BY JCTLM ENTITIES***

## **PROCEDURE / DOCUMENT**

### **JCTLM EXE P-04**

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**2. Purpose**

The purpose of this document is to describe the actions commonly taken by the JCTLM Executive Committee in its role of providing leadership to the Working Groups, the Review Teams and oversight of the operations of the JCTLM on behalf of the sponsoring organizations and JCTLM member organizations. These descriptions are intended to ensure transparency of the operations of the JCTLM.

**3. Scope**

The scope of this document is all activities of JCTLM that are defined and described in the Quality System Procedures of JCTLM. These include procedures for operation of the JCTLM Executive Committee (JCTLM Exe-P00), the JCTLM Secretariat (JCTLM Sec-P00) and JCTLM Working Groups (JCTLM WG1-P00 and WG2 P00). The JCTLM Quality System is maintained by the Secretariat for the Executive and Secretariat Procedures, and by the individual Working Groups for procedures applicable to their activities.

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## 4. Authorizations and Responsibilities

### 4.1. Management of Scheduled Tasks of the JCTLM Executive Committee

- 4.1.1. Authority for operation of the JCTLM resides with the Executive Committee. All decisions are made by consensus. The Secretariat, on behalf of the Executive Committee manages communications among the various entities comprising the JCTLM, including:
  - 4.1.1.1. Management of scheduled and routine tasks as defined and described in the Procedures of the JCTLM Executive, Secretariat and Working Groups is performed by the Secretariat on behalf of the Executive Committee.
  - 4.1.1.2. The Executive Committee authorizes the Secretariat to manage actions that are to be carried out during the year following an Annual Meeting of the JCTLM Executive including but are not limited to:
    - 4.1.1.2.1. Scheduling of the next annual meeting of the Executive Committee - At a scheduled annual meeting of the Executive Committee a tentative date for the next annual meeting is decided. The annual Executive Committee meetings are held at the BIPM, Pavillon Breteuil, Sevres, France at the end of November or the beginning of December unless otherwise decided. All arrangements and rescheduling are managed by the Secretariat.
    - 4.1.1.2.2. Scheduling the annual solicitation of nominations of certified reference materials, reference measurement methods (procedures) and laboratories that perform reference measurement (calibration) services that wish to be listed in the JCTLM database.
- 4.2. The Executive Committee has exclusive authority to approve recommendations from Working Groups and Review Teams including, but not limited to:
  - 4.2.1. Review and approval of recommendations of materials, methods and measurement (calibration) service providers for listing in the JCTLM Database of higher order materials and methods and reference service providers.
    - 4.2.1.1. The specific process by which materials, methods and services are reviewed are described the JCTLM Exe-P-05
  - 4.2.2. Appointments to all entities of JCTLM, including:
    - 4.2.2.1. Chair of the Executive Committee - The process for making this appointment is described in JCTLM Exe-P-01
    - 4.2.2.2. Secretariat - The process for making this appointment is described in JCTLM Exe-P-01
    - 4.2.2.3. Chairs of Working Groups – The process for these appointments is described in JCTLM Exe-P-02
    - 4.2.2.4. Leaders of Review Teams recommended by the Working Group Chairs – The process for these appointments is described in JCTLM Exe-P-03

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### 4.3. Quality System Review, Approval and Maintenance

4.3.1. The JCTLM Executive has the authority to review and approve the Quality System of all entities of the JCTLM and the Procedures comprising them.

4.3.1.1. Quality System Procedures are developed, revised and maintained by each Working Group's Quality System Team.

4.3.1.2. JCTLM Quality System is maintained by the Secretariat for the Executive and Secretariat Procedures,

4.3.2. Changes to the JCTLM Quality System do NOT take effect until they are reviewed and approved by the JCTLM Executive

### 4.4. Unscheduled Actions – New Proposals and Review of Contested Decisions

4.4.1. The Executive Committee has exclusive authority to review and approve new proposals, and contested decisions.

4.4.1.1. Proposals for establishing new working groups

4.4.1.2. Reviewing contested decisions arising out of failures to obtain consensus regarding recommendations from working groups and/or review teams or nominators of reference materials, reference methods or laboratories that provide reference measurement services pertaining to listing decisions.

## 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.

## 6. Definitions

All definitions employed in this JCTLM Procedure document are given in the procedure document JCTLM Exe-P-00, Outline of JCTLM Executive Committee procedures. Definitions particularly relevant to this document are repeated below.

Consensus..... Group solidarity in sentiment and belief - the phrase consensus of opinion (which is not actually redundant) has been so often claimed to be a redundancy that many writers avoid it. You are safe in using consensus alone when it is clear you mean consensus of opinion, and most writers in fact do so. (From Miriam Webster – Online Dictionary)

JCTLM Executive .. Committee of the JCTLM comprising representatives of the IFCC, BIPM and ILAC Website; the founding organizations of JCTLM  
<http://www.bipm.org/en/committees/jc/jctlm/>

JCTLM Secretariat . Secretariat maintained by the BIPM, email address: [jctlm@bipm.org](mailto:jctlm@bipm.org)

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## 7. Procedure

**7.1. JCTLM Executive Committee Approval of Scheduled Actions** – Review with approval by consensus of all JCTLM entities and scheduled activities is carried out at the Annual Meeting of the Executive Committee as described under Responsibilities and Authorizations.

7.1.1. Decisions taken by the Executive Committee are recorded in the Minutes of the Executive Committee by the Secretariat.

7.1.1.1. Decisions regarding recommendations from working groups are recorded on the relevant review report forms as described in the procedures of the working groups.

7.1.2. Decisions may be taken at times other than the Annual Meeting by any electronic means, e.g. telephone, email or facsimile.

7.1.2.1. Decisions taken by electronic means are recorded as addenda to the Minutes of the preceding Annual Meeting by the Secretariat.

### **7.2. JCTLM Executive Committee Approval of Unscheduled Actions**

7.2.1. The Executive Committee receives written proposals or requests for review of a contested decision from the Secretariat on behalf of the organization or person making a proposal that requires review and approval by the Executive Committee

7.2.1.1. If the proposal requires action outside the scope of the JCTLM as described in the Declaration of Cooperation, the Secretariat informs the organization or individual making the proposal of this fact and that the JCTLM cannot act.

7.2.1.2. If the proposal or contested decision is necessary or desirable, the Executive Committee reviews and decides an appropriate course of action.

7.2.1.2.1. If the appropriate course of action is for no change in a policy, procedure or contested decision, the Secretariat informs the organization or individual making the proposal of this fact

7.2.1.2.2. If the appropriate course of action is to change a decision, revise a policy or procedure, the Secretariat informs the organization or individual making the proposal of the recommendation of the Executive Committee for implementing the proposal or reversing a decision.

**7.3. JCTLM Secretariat** – maintains records of decisions of the Executive Committee and publishes the decisions as appropriate.

7.3.1. Decisions regarding nominated materials, methods and measurement services are published only as specified in the procedures for the reviewing and recommending nominations in the Quality System documents of the JCTLM Working Groups.

7.3.2. Decisions regarding changes to policies or procedures are communicated to the appropriate entities within JCTLM for implementation.

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## 8. Related documents

- JCTLM ..... ***Declaration of Cooperation*** between the BIPM, IFCC and ILAC, for the establishment of a Joint Committee for Traceability in Laboratory Medicine (JCTLM) - available at:  
[http://www.bipm.org/utills/en/pdf/establish\\_jctlm.pdf](http://www.bipm.org/utills/en/pdf/establish_jctlm.pdf)
- ..... Appendix I: JCTLM Members
- ..... Appendix II: JCTLM Working Groups
- ..... Appendix III: The JCTLM Framework: A Framework for the international recognition of available higher-order reference materials, available higher-order reference measurement procedures and reference measurement laboratories for laboratory medicine.  
Available at: [http://www.bipm.org/utills/en/pdf/jctlm\\_framework.pdf](http://www.bipm.org/utills/en/pdf/jctlm_framework.pdf)
- ..... Appendix IV: Participation of Organizations in the JCTLM
- ..... ***Mission Statement*** - available at:  
[http://www.bipm.org/en/committees/jc/jctlm/declaration\\_online.html](http://www.bipm.org/en/committees/jc/jctlm/declaration_online.html)

## 9. Revision History

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

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**10. Flowchart**

**JCTLM EXECUTIVE COMMITTEE PROCEDURE FOR INITIATION AND APPROVAL OF ACTIONS TO BE TAKEN BY JCTLM ENTITIES  
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