

Process for Receiving and Distributing WG Recommendations on Reviewed Nominations to the JCTLM Executive Committee for Approval			
Author: R I Wielgosz	Date : 12 Nov. 2008 Version : 1.1	Authorized : JCTLM Executive	JCTLM Sec P-02

PROCESS FOR RECEIVING AND DISTRIBUTING WG RECOMMENDATIONS ON REVIEWED NOMINATIONS TO THE JCTLM EXECUTIVE COMMITTEE FOR APPROVAL

PROCEDURE

JCTLM SECRETARIAT P-02

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2. Purpose

This procedure describes the process to be followed by the JCTLM Secretariat for receiving and distributing consensus RT recommendations to the JCTLM WG joint Chairs, for communicating consensus WG recommendations to the JCTLM Executive Committee and implementing decisions made by the Executive regarding the WG recommendations.

3. Scope

The procedure applies to all recommendations from WGs for reviewed CRMs, RMM/Ps and RMSs and decisions from the Executive Committee with regard to those recommendations. Included among the recommendations are: the approval for listing of higher-order CRMs, RMM/Ps and RMSs from RMLs in the JCTLM database and suggestions of correction of ambiguities or elimination of errors or inconsistencies in documentation provided by WGs in support of a recommendation.

4. Acronyms

Acronyms used in this procedure are defined in the document JCTLM WG1-P-00, Quality Policy and Definitions and JCTLM WG2-P-00, Outline of the Calibration and Measurement Hierarchy in Laboratory Medicine - Quality Policy and Definitions.

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5. Definitions

Definitions for the terms used in this procedure are given in the document JCTLM WG1-P-00, Quality Policy and Definitions and JCTLM WG2-P-00, Outline of the Calibration and Measurement Hierarchy in Laboratory Medicine - Quality Policy and Definitions.

6. Responsibilities and Authorizations

- 6.1. The JCTLM Secretariat has the responsibility and authority to communicate formally consensus recommendations from JCTLM WGs that require action and/or approval to the JCTLM Executive Committee.
- 6.2. The JCTLM Secretariat has the responsibility and authority to convene meetings of the JCTLM Executive Committee, both the scheduled JCTLM Annual Meeting and such interim meetings as may be required to carry out the activities of the JCTLM.
- 6.3. The JCTLM Secretariat has the authority to convene meetings by electronic means, e.g. conference call when suitable for transacting the business for which the meeting is convened and email polling of the Executive Committee members.
- 6.4. The JCTLM Secretariat has the authority to amend the Review Report forms so that they are consistent with JCTLM Executive Committee decisions and to include suggestions for corrections required for approval by the JCTLM Executive Committee.
- 6.5. The JCTLM Secretariat has the responsibility and authority to draft the Report of the Annual meeting of JCTLM Executive Committee.
 - 6.5.1. The JCTLM Secretariat has the responsibility and authority to publish the approved Report of the JCTLM Executive Committee Meeting on the BIPM website.
- 6.6. The JCTLM Secretariat has the responsibility and authority to communicate decisions and other recommendations from the JCTLM Executive Committee to the WG joint Chairs and to WG RTLs directly at the discretion of the WG joint Chairs.

7. Procedures

- 7.1. Consensus recommendations from WGs are received by the JCTLM Secretariat from the WG RT Leaders when a WG review cycle has been completed and recommendations accepted as described in WG1-P-05, Process for Consensus Review of Recommendations from WG1 Review Teams and Communicating the Recommendations to the JCTLM Secretariat or in WG2-P-03A, -P-03B, and -P-03C, Processes for Review of RMSs.
 - 7.1.1. The JCTLM Secretariat will receive the recommendations from each of the JCTLM Review Teams for reviewed CRM, RMM/P and RMS nominations that they have identified as compliant or non-compliant with set criteria described in the document procedures of the WG1 Quality Manual or the WG2 Procedure Manual.

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7.1.1.1. The deadline by which the JCTLM Secretariat must receive the RT recommendations stated in the reviewed Excel nomination forms and Review Report forms will be scheduled at the JCTLM WGs Meeting held annually.

7.1.2. The JCTLM Secretariat will review for completeness the RT recommendations in the reviewed Excel nomination forms and Review Report forms sent by the WG RT Leaders.

7.1.2.1. If the RT recommendation for a reviewed nomination is not consistent within the two forms, the JCTLM Secretariat will request clarification from RT Leader.

7.1.3. The JCTLM Secretariat will transfer the received RT recommendations and Review Reports to the joint Chairs of the WGs for review as described in WG1-P-05 or WG2-P-02.

7.2. Consensus recommendations from the WGs are distributed by the JCTLM Secretariat to the members of the Executive Committee prior to a scheduled JCTLM Annual Meeting (or an ad hoc meeting, if prudent or necessary).

The process for review by the members of the JCTLM Executive Committee of the consensus recommendations from WGs is described in the Procedure JCTLM EXE-P-05, JCTLM Executive Committee review of recommendations from Working Groups.

7.3. Following the annual JCTLM Executive Committee meeting the JCTLM Secretariat annotates the Review Report forms of the decisions of the JCTLM Executive Committee and suggestions for corrections required for approval by the JCTLM Executive Committee.

7.4. Record of decisions made by the JCTLM Executive Committee regarding consensus recommendations from WGs are recorded in the Report of the meetings of the Executive Committee by the JCTLM Secretariat.

7.5. The JCTLM Secretariat will publish the Reports of Executive Committee meetings, following their approval by the members of the Executive Committee. Reports of Executive Committee Meetings are available on the BIPM website (<http://www.bipm.org/cc/AllowedDocuments.jsp?cc=JCTLM>).

7.6. The JCTLM Secretariat will list the approved nominations in the JCTLM Database.

7.7. The JCTLM Secretariat will send the Review Report forms to the nominating party for all reviewed nominations.

8. Related Documents

JCTLM WG1-P00	Quality Policy and Definitions
JCTLM WG1-P-01	Outline of JCTLM Procedures for Evaluating Certified Reference Materials and Reference Measurement Methods/Procedures to be Listed as Being of Higher Metrological Order
JCTLM WG1-P-02-F-01	Certified reference material Excel nomination form

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- JCTLM WG1-P-02-F-02 Reference measurement method/procedure Excel nomination form
- JCTLM WG1-P-03 Process for Review and Approval of Nominated Certified Reference Materials and Reference Measurement Methods/Procedures
- JCTLM WG1-P-03-F-03 Reference Material or Method/Procedure Review Report
- JCTLM WG1-P-05 Process for Consensus Review of Recommendations from WG1 Review Teams and Communicating the Recommendations to the JCTLM Secretariat
- JCTLM WG2-P-00 Outline of the Calibration and Measurement Hierarchy in Laboratory Medicine - Quality Policy and Definitions
- JCTLM WG2-P-02 Process for the Requesting and Processing Nominations for JCTLM Listing of Reference Measurement Laboratory Services
- JCTLM WG2-P-02-F-01 Reference laboratory measurement service Excel nomination form
- JCTLM WG2-P03-A Process for Verification and Publication of Calibration and Measurement Capability (CMC) Claims in the JCTLM Database (National Metrology Institutes)
- JCTLM WG2-P-03-B Process for Review of Reference Measurement Services from Laboratories that are Accredited as Calibration Laboratories (ISO/IEC 17025 and ISO 15195)
- JCTLM WG2-P-03-C Process for Review of Reference Measurement Services from Laboratories Preparing for Accreditation
- JCTLM WG2-P-03-F-02 Reference measurement laboratory service Review Report
- JCTLM EXE-P-05 JCTLM Executive Committee review of recommendations from Working Groups

9. Revision History

Version number	Date of Issue/Review	Summary of change
0.1	10 Aug. 2007	Initial draft of Secretariat Quality System Procedures
1.0	04 Dec. 2007	Initial issue of procedure
1.1	12 Nov. 2008	Secretariat review

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10. Flowchart

Revised on 12 November 2008

PROCESS FOR RECEIVING AND DISTRIBUTING CONSENSUS WG RECOMMENDATIONS ON REVIEWED NOMINATIONS TO THE JCTLM EXECUTIVE COMMITTEE FOR APPROVAL

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