

Process for Appealing Decisions of the JCTLM Executive			
Author: C. M. Jackson	Date: 2006/01/15 Version : 1.1	Authorized : JCTLM Executive	JCTLM WG1-P-09

PROCESS FOR APPEALING DECISIONS OF THE JCTLM EXECUTIVE

JCTLM WG1-P-09

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2. Purpose

The purpose of this document is to define the process by which a decision by the JCTLM Executive not to accept a WG1 recommendation can be appealed.

It is the policy of WG1 to make its actions and recommendations transparent to all organizations affected by them. Such transparency is obtained through explicit statement of the rationale for its recommendations and the rationale on which an appeal to a rejected recommendation is made.

3. Scope

The process described in this document applies to all technical and WG membership recommendations forwarded from WG1RTs and the WG1 Chair(s) via Secretariat to the JCTLM Executive for approval.

4. Acronyms

All acronyms employed in JCTLM Procedure Documents are given in the procedure document WG1-P-00, Quality Policy and Definitions. Acronyms particularly relevant to this document are repeated below.

JCTLM Joint Committee for Traceability in Laboratory Medicine

JCTLM Executive .. Committee of the JCTLM comprising representatives of the IFCC, BIPM and ILAC. See at website:

<http://www.bipm.org/en/committees/jc/jctlm/>

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- WG1 Working Group 1 of the JCTLM
- WG1 Chair(s) Leader(s) of WG1, during some time periods the Chair position may be held by more than a single individual to facilitate WG1 activities
- WG1RT Working Group 1 Review Team
- WG1RTL Working Group 1 Review Team Leader

5. Definitions

All definitions generally employed in JCTLM Procedure Documents are given in the procedure document WG1-P-00, Quality Policy and Definitions

- White Paper A document that presents the factual basis for a difference in judgment or opinion regarding the appropriateness of a recommendation or decision and a proposed compromise when appropriate. JCTLM does not use a formal white paper, but rather a brief statement that might be considered analogous to a white paper.

6. Responsibilities and Authorizations

- 6.1. Appeals to decisions made by the JCTLM Executive are permitted by:
 - 6.1.1. The Chair(s) of JCTLM WG1.
 - 6.1.1.1. The WG1 Chair(s) is/are solely authorized to transfer an appeal to the JCTLM Executive via the Secretariat
 - 6.1.2. A WG1RTL, via a brief statement submitted to the Chair(s), WG1.
 - 6.1.3. A WG1RT member, via a brief statement submitted via the RTL to the chair of WG1
 - 6.1.4. Users of the lists of higher-order reference materials and reference measurement methods/procedures and other stakeholders via the WG1 Chair.
 - 6.1.4.1. Appeals from individuals or organizations NOT represented on the RT whose recommendation is being appealed must direct their appeal to the WG1 Chair(s).
 - 6.1.4.2. Appeals must be presented in a form similar in content to a “white paper”.
 - 6.1.4.3. Appeals from organizations represented by a member on the RT whose recommendation is being appealed MAY file their appeal via that RT member.
- 6.2. Changes in a JCTLM procedure, process or wording in a Quality System document are NOT covered under this appeal process.
 - 6.2.1. Changes in a JCTLM procedure, process or wording in a Quality System document are covered under WG1-P-07, Processes for Making Changes in WG1 Quality System Procedures.

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7. Related documents

JCTLM Preamble	Website: http://www.bipm.org/utis/en/pdf/jctlm_preamble.pdf
JCTLM WG1-P-00	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	Process for Requesting and Accepting Nominations for Certified Reference Materials (CRMs) and Reference Measurement Methods/Procedures (RMM/Ps)
JCTLM WG1-P-03	Process for Review and Approval of Nominated Certified Reference Materials (CRMs) and Reference Measurement Methods/Procedures (RMM/Ps)
JCTLM WG1-P-04A	Process for Comparing Certified Values of the Same Measurand in Multiple Certified Reference Materials (CRMs)
JCTLM WG1-P-04B	Process for the Demonstration of the Extent of Equivalence of Multiple Reference Measurement Methods/Procedures (RMM/Ps) for the Same Nominal Measurand
JCTLM WG1-P-05	Process for Consensus Review of Recommendations from WG1 Review Teams and Communicating the Recommendations to the JCTLM Secretariat
JCTLM WG1-P-06	Application, Nomination and Approval for Membership on WG1 Review Teams
JCTLM WG1-P-07	Process for Making Changes in WG1 Quality System Procedures
JCTLM WG1-P-08	Process for Creating, Restructuring, and Retiring WG1 Review Teams

8. Procedure

- 8.1. The WG1 Chair(s) receive(s) notification from the JCTLM Secretariat of all decisions rendered by the JCTLM Executive.
- 8.2. When an adverse decision is made, i.e., a recommendation of the WG1 is not accepted or approved, the WG1 Chair(s) inform(s) the relevant WG1RT of the adverse decision.
 - 8.2.1. The justification provided by the JCTM Executive is distributed to the RT members for review and evaluation.
- 8.3. If the consensus of the RT members is that the adverse decision is acceptable on the basis of the technical review issues that are used to justify the adverse decision, the RT informs the WG1 Chair(s) that the adverse decision is acceptable to the RT.

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- 8.3.1. The RT drafts an addendum to the original document that presents the revised recommendation and notes the basis and rationale for acceptance.
- 8.3.2. The revised recommendation is transferred to the WG1 Chair(s) for forwarding to the Executive via the Secretariat
- 8.4. If the consensus of the RT members is that the adverse decision is NOT acceptable on the basis of the technical review issues that are used to justify the adverse decision, the RT informs the WG1 Chair that the adverse decision will be appealed.
- 8.4.1. The RTL appoints a subgroup of the RT to draft a brief statement to document the basis for the difference in the recommendation of the RT and the Executive.
- 8.4.2. The draft brief statement is circulated to the entire WG1RT for comment and consensus development.
- 8.4.2.1. Email or conference call discussion is acceptable for uncomplicated issues and is adequate for obtaining and documenting consensus.
- 8.4.2.2. Complicated or contentious issues that emerge from the brief statement should, but are not required to be, discussed in a conference call, or if the appeal is not considered to be urgent by the RT, at the next face-to-face meeting of WG1 members.
- 8.4.3. The consensus brief statement is transferred to the WG1 Chair for forwarding to the Executive via the Secretariat.
- 8.5. Final disposition of the appeal is described in the relevant JCTLM Executive procedure document. (To be developed)
- 8.6. Upon receipt of the final decision from the JCTLM Executive the Secretariat will inform the nominator or applicant of the decision.
- 8.6.1. Contested or appealed decisions by a WG1RT will be resolved prior to the Secretariat communicating the decision to the nominator or applicant.

9. Revision History

Version number	Date of Issue/Review	Summary of change
1.0	11-15-2005	Initial issue of WG1 Quality System Procedure for Appealing Decisions of the JCTLM Executive.
1.1	24/11/2006	Minor text changes

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10. Flowchart

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