**WG REVIEW TEAM
MEMBERSHIP**

**APPLICATION/NOMINATION
FORM**

**BRIEF DESCRIPTION OF MEMBERSHIP REQUIREMENTS**

The Database Working Group (DBWG) of the JCTLM consists of volunteers who serve as members of analyte/measurand class-related review teams. Members of the review teams are individuals with recognized expertise in the measurement of the substances/measurands that are nominated for inclusion in the JCTLM Lists of Materials and Methods/Procedures of a higher metrological order and Reference Measurement Services provided by calibration (reference) laboratory. Members are expected to be familiar with reference measurement systems and metrological traceability of reference materials and measurement procedures and to actively participate in the review process which is conducted primarily by email or other electronic means.

Individuals with the required expertise who have interests in clinical chemistry and laboratory medicine are encouraged to volunteer for participation as members of DBWG review teams (DBWG RTs). Evidence of expertise is expected to be present in an applicant’s or nominee’s Curriculum Vitae, e.g. on a list of professional committees on which the prospective member has served and from the list of technical/scientific publications. When appointed, applicants are expected to familiarize themselves with the Quality Manual Procedures of JCTLM and all associated normative standards, i.e. ISO 15193, 15194, 17511 and 18153 as they are the basis for the review of certified reference materials (CRMs) and reference measurement methods/procedures (RMM/Ps) and ISO 15195 and 17025 for Reference Measurement Services (RMSs). Participation in DBWG activities involves the review of nominations of CRMs, RMM/Ps and RMSs prior to DBWG meetings and attendance and participation in DBWG meetings themselves whenever possible. The analyte/measurand classes for which review teams currently exist are available on the [JCTLM website](https://www.bipm.org/en/committees/jc/jctlm/jctlm-nominations-and-review.html). New analyte/measurand class review teams are created when reference materials and methods in those classes are nominated for listing.

The specific expectations for members of JCTLM DBWG RTs are that they have access to and become familiar with the standards and documents against which CRMs, RMP/Ps and RMSs are reviewed, review nominations of materials and procedures for the given class of measurand with which they have expertise and complete their reviews according to a schedule devised by the relevant review team leader.

Although attendance by DBWG RT members other than review team leaders (RTLs) at JCTLM DBWG meetings is not required, individuals applying for membership on a DBWG RT who wish to attend JCTLM DBWG meetings must bear the costs of attendance themselves or make arrangements with professional or commercial organizations which may wish to sponsor their attendance at these meetings.

**JCTLM WG VOLUNTEER
- Disclosure of Interests -**

Four fundamental principles govern JCTLM DBWG’s consideration of participation by individuals with vested interests:

1. Decisions made on behalf of JCTLM DBWG must be developed by processes that allow opportunity for fair and open discussion by any interested parties.
2. JCTLM DBWG must ensure that there is adequate scientific expertise represented on all Review Teams.
3. To ensure adequate expertise, and to promote expression of a variety of views, individuals who have vested interests are encouraged to participate in the review process but must inform the RTL or the DBWG Chair/vice-chair(s) of the potential for conflict of interest. Individuals from organizations making the nomination for entry into the Database shall not participate in the review of that nomination.
4. Disclosure of interests of all participants shall be made at the beginning of affiliation with JCTLM DBWG. Disclosure of interests will be available for review by request of interested parties within the JCTLM. To implement this policy, JCTLM DBWG requires that all nominees fully complete this disclosure-of-interests form. Information on disclosed interests will be kept on file by the JCTLM Secretariat. Disclosed interests will be part of the record as decisions are advanced through the JCTLM DBWG listing processes.

In addition to the above fundamental principles, JCTLM DBWG believes that under no circumstances should any JCTLM DBWG volunteer accept gifts, favors, discounts or anything else of substantial value, over and above normal professional courtesies, from anyone with a vested interest or stake in the outcome of a matter being considered by JCTLM DBWG.

I certify that I have read and understand the above JCTLM DBWG policy. To the best of my knowledge, I have disclosed all information about my interests relevant to the volunteer activity for which I am being considered.

Please check below the RT name(s) indicating which team(s) you would like to join:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Review Team Name |  |  | Review Team Name |  |
| [Blood Cell Counting and Typing](http://www.bipm.org/en/committees/cc/wg/jctlm-rt-blood-cells.html)  |[ ]   | [Metabolites and Substrates](http://www.bipm.org/en/committees/cc/wg/jctlm-rt-metabolites-substrates.html) |[ ]
| [Coagulation Factors](http://www.bipm.org/en/committees/cc/wg/jctlm-rt-coagulation-factors.html) |[ ]   | [Non-Electrolyte Metals](http://www.bipm.org/en/committees/cc/wg/jctlm-rt-non-electrolyte-metals.html) |[ ]
| [Drugs](http://www.bipm.org/en/committees/cc/wg/jctlm-rt-drugs.html) | [ ]  |  | [Non-Peptide Hormones](http://www.bipm.org/en/committees/cc/wg/jctlm-rt-non-peptide-hormones.html) | [ ]  |
| [Electrolytes and Blood Gases](http://www.bipm.org/en/committees/cc/wg/jctlm-rt-electrolytes.html) |[ ]   | [Nucleic Acids](http://www.bipm.org/en/committees/cc/wg/jctlm-rt-nucleic-acids.html) |[ ]
| [Enzymes](http://www.bipm.org/en/committees/cc/wg/jctlm-rt-enzymes.html) |[ ]   | [Proteins](http://www.bipm.org/en/committees/cc/wg/jctlm-rt-proteins.html) |[ ]
| [Infectious Diseases](http://www.bipm.org/en/committees/cc/wg/jctlm-rt-infectious-diseases.html) |[ ]   | [Vitamins and Micronutrients](http://www.bipm.org/en/committees/cc/wg/jctlm-rt-vitamins.html) |[ ]

The Terms of References and Scope of Activities of the Review Teams are available at:

http://www.bipm.org/en/committees/jc/jctlm/jctlm-nominations-and-review.html#review-teams

Completed applications must be submitted to the JCTLM Secretariat for distribution to the DBWG Chair and vice-Chairs. Forms should be sent as email attachments to jctlm@bipm.org.

**JCTLM WG VOLUNTEER
- Disclosure of Interests -**

Name:

Title or Position:

Employer:

Address:

Phone:

Fax:

Email:

A brief description of my employer's interest in the field(s) addressed by the Review Team(s) for which I am nominated:

*Relevant to the field(s) of work in which I would be involved with JCTLM DBWG, I list below the organizations and activities in which I participate.*

Personal and Professional Interests: *Please attach a curriculum vitae and, if necessary, please also provide a listing of relevant technical/scientific publications and service on professional committees.*

Financial Interests or Benefits: *Please list any controlling financial interest or benefit you may hold or have received that are not listed on your CV, which your colleagues would need to know in order to fairly assess the potential for conflicts that might influence your objectivity in decisions related to the JCTLM WG activities.*

Signature

I understand that disclosed interests will be a part of the record as Listing decisions are advanced through the JCTLM WG Listing processes and that the information will be kept on file by the JCTLM Secretariat.

Date:

**Please promptly notify the JCTLM Secretariat of any relevant additions or changes to your CV or to your financial interests.**