


Initiation and approval of actions taken by JCTLM Entities				 Accurate results for patient care
Author: Robert Wielgosz	Date : 27 January 2017 Version : 2.0	Authorized : JCTLM Executive	JCTLM EXE- P-04	

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1. 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 and review teams, and oversight of the operations of the JCTLM on behalf of the Executive Committee Member Organizations.

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3. Scope

The scope of this document is all activities of JCTLM that are defined and described in the Quality Manuals of JCTLM. These include procedures for operation of the JCTLM Executive Committee (JCTLM EXE-P00), JCTLM Secretariat (JCTLM SEC-P00) and JCTLM Database Working Group (JCTLM DB WG-P01A, -P01B).

4. Acronyms and definitions


All acronyms and definitions employed in the JCTLM Executive procedure documents are given in the procedure document JCTLM EXE-G01, Glossary of terms and definitions.

5. Responsibilities and authorizations


Responsibilities and authority of the Executive Committee of the JCTLM are derived from the *Declaration of Cooperation* between the BIPM, IFCC and ILAC, for the establishment of a Joint Committee for Traceability in Laboratory Medicine (JCTLM).

5.1. Management of scheduled tasks of the JCTLM Executive Committee

- 5.1.1. 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:

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- 5.1.1.1. Management of scheduled and routine tasks as defined and described in the procedures of the JCTLM Executive, Secretariat and Database Working Group is performed by the Secretariat on behalf of the Executive Committee.
- 5.1.2. 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:
- 5.1.2.1. 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.
- 5.1.2.2. Scheduling the annual solicitation of nominations of certified reference materials, reference measurement methods (procedures) and reference measurement services provided by calibration (reference) laboratories that wish to be listed in the JCTLM database.
- 5.2. The Executive Committee has exclusive authority to approve recommendations from working groups including, but not limited to:
- 5.2.1. Review and approval of recommendations for listing higher order materials and methods and reference measurement services in the JCTLM Database.
- 5.2.1.1. The specific process by which materials, methods and services are reviewed is described in JCTLM EXE-P-05.
- 5.2.2. Appointments to JCTLM entities, including:
- 5.2.2.1. Chair of the Executive Committee - The process for making this appointment is described in JCTLM EXE-P-01
- 5.2.2.2. Secretariat - The process for making this appointment is described in JCTLM EXE-P-01
- 5.2.2.3. Chair of working group on Traceability: Education and Promotion - The process for these appointments is described in JCTLM EXE-P-02
- 5.2.2.4. Vice-chairs of Database Working Group - The process for these appointments is described in JCTLM EXE-P-02
- 5.2.2.5. Leaders and members of review teams recommended by the Database WG Chair and vice-chairs – The process for these appointments is described in JCTLM EXE-P-03
- 5.2.2.6. RELA Advisor – The Executive invites the RELA advisor at its annual meeting for advice on matters related to the listing of Reference Measurement Laboratory in the JCTLM Database
- 5.3. Quality Manuals Review, Approval and Maintenance**
- 5.3.1. The JCTLM Executive has the authority to review and approve the Quality Manuals of the JCTLM entities

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5.3.1.1. Quality Manual of Database WG is developed, revised and maintained by the Quality System Development Team.

5.3.1.2. Quality Manual for the Executive and Secretariat is maintained by the Secretariat.

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

5.4. Unscheduled Actions – New Proposals and Review of Contested Decisions

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

5.4.1.1. Proposals for establishing and restructuring new review teams

5.4.1.2. Proposals for establishing new working groups

5.4.1.3. 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.

6. Procedure

6.1. 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.

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

6.1.1.1. Decisions regarding recommendations for listing nominations in the database are recorded on the relevant review report forms as described in the procedures of the Database working group.

6.1.2. Decisions may be taken at times other than the annual meeting by email.


6.1.2.1. Secretariat records decisions taken by email by the Executive.

6.2. JCTLM Executive Committee Approval of Unscheduled Actions

6.2.1. 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

6.2.1.1. 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.

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

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6.2.1.2.1. 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

6.2.1.2.2. 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.

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

6.3.1. Decisions regarding nominated materials, methods and measurement services are published only as specified in the procedures of the Database WG.


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

7. 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/utis/en/pdf/establish_jctlm.pdf

8. Revision History

Version number	Date of Issue/Review	Summary of change
1.0	27/10/09	First version published
2.0	27/01/2017	Document revised after the revision of the Declaration of Cooperation in April 2016

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9. Flowchart

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