Receiving and distributing DB WG recommendations on reviewed nominations to the Executive Committee for approval

1. Purpose

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

2. Contents

3. Scope

The procedure applies to all recommendations from DB WG 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 the DB WG in support of a recommendation.

4. Acronyms and definitions

All acronyms and definitions employed in the procedures of the JCTLM Secretariat Quality Manual are given in the procedure document JCTLM EXE-G01, Glossary of terms and definitions.

5. Responsibilities and Authorizations

5.1. The JCTLM Secretariat has the responsibility and authority to communicate formally consensus recommendations from the JCTLM Database WG that require action and/or approval to the JCTLM Executive Committee.

5.2. 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.

5.3. 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.

5.4. 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.

5.5. The JCTLM Secretariat has the responsibility and authority to draft the Report of the Annual meeting of JCTLM Executive Committee.

    5.5.1. The JCTLM Secretariat has the responsibility and authority to publish the approved Report of the JCTLM Executive Committee Meeting on the BIPM website.

5.6. The JCTLM Secretariat has the responsibility and authority to communicate decisions and other recommendations from the JCTLM Executive Committee to the DB WG Chairs and to WG RTLs directly at the discretion of the DB WG Chairs.

6. Procedures

6.1. Consensus recommendations from DB WG 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 DB WG-P-05.

    6.1.1. 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 DB WG Quality Manual.

        6.1.1.1. The deadline by which the JCTLM Secretariat must receive the RT recommendations stated in the Review Report forms is 31 October.

    6.1.2. The JCTLM Secretariat will review for completeness the RT recommendations in the Review Report forms sent by the WG RT Leaders.

    6.1.3. The JCTLM Secretariat will transfer the Review Reports to the Chairs of the WGs for review prior the DBWG Annual meeting.

6.2. 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.

6.3. 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.

6.4. 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.

6.5. The JCTLM Secretariat will publish the report for the Executive Committee meeting, 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/en/committees/cc/wg/jctlm-exec.html).

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

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

7. Related Documents

JCTLM DB WG Quality Manual   Available at: (to be updated)

JCTLM DB WG-P-05   Communicating consensus Database WG Recommendations

JCTLM EXE-P-05   Review of recommendations from the Database WG

8. 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
2.0	27 Jan. 2017	Document revised after implementation of new organizational structure of JCTLM and its Working Groups

9. Flowchart

January 2017

Receiving and distributing DB WG recommendations on reviewed nominations to the JCTLM Executive Committee for approval SEC P-02

Nomination forms for CRMs & RMM/Ps: DBWG-P-02A-F-01 & F-02.xls
Nomination form for RMSs: DB WG-P-02B-F-01.xls
Review Report form for CRMs and RMM/Ps: DBWG-P-03A-F-03.doc
Review Report form for RMSs: DBWG-P-03B-F-02.doc

JCTLM Secretariat Receives Reviewed Nomination forms and Review Report forms from JCTLM WG RTLs with RT consensus recommendations

JCTLM Secretariat sends confirmation to the JCTLM WG RTL

Is the WG RT consensus recommendation clearly stated in the two forms

— No → JCTLM Secretariat notifies the JCTLM WG RTL of the missing information with a request for clarification for the RT consensus recommendation

Yes

JCTLM Secretariat transfers consensus RT recommendations for reviewed nominations to the DB WG Chairs for review according to Procedure JCTLM DB WG-P-05

JCTLM Secretariat receives the consensus WG recommendations for distribution and review by the members of the JCTLM Executive Committee according to Procedure JCTLM Exe P-05

JCTLM Secretariat maintains record of the decisions and requested modifications for approval of the JCTLM Executive Committee as annotations to Review Report forms and Report of the Annual Executive Committee Meeting

JCTLM Secretariat publishes approved nominations in the JCTLM Database, sends Review Report forms to the nominating party and publishes the Report of the JCTLM Executive Committee Meeting