Review of contested recommendations				
Author: Robert Wielgosz	Date : 27 January 2017 Version : 2.0	Authorized : JCTLM Executive	JCTLM EXE P-06	JCTLM Accurate results for patient care

Review of contested recommendations

1. Purpose

The purpose of this document is to describe the process by which the Executive Committee reviews recommendations and/or decisions made by a Working Group or by the Executive Committee that are contested by an adversely affected party.

2. Contents

3. Scope

The scope of this document is all recommendations made by an entity of the JCTLM and decisions made by the Executive Committee.

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. Authorizations and Responsibilities

The Executive Committee is authorized to review and revise contested recommendations by any JCTLM entity including decisions that it has itself made.

6. Procedure

Any party participating in the JCTLM review process for identifying materials, methods/procedures or reference measurement services, e.g. a nominator of a reference material, method or service, or a review team or an adversely affected laboratory may contest a decision made by a JCTLM entity including the Executive Committee.

The contesting party submits a brief written description by making annotations on the review report, e.g. DBWG-P-03A-F03 for a material or method, or DBWG-P-03B-F02 for a service or

other document arising out of JCTLM activities to communicate the basis for its disagreement with a decision of the Executive Committee or recommendation of the Database working group.

The document describing the contested decision, e.g. a copy of an annotated review report is submitted to the Secretariat for record keeping and for circulation to the Executive Committee

Review of the contested decision is made by the members of the Executive Committee who note on the contested review report their evaluation of the substance and merit of the basis for the claim.

The Executive Committee, by face-to-face meeting, by conference telephone call or by email communicate their evaluations among the members of the Executive Committee of the substance and merit of the points of fact submitted to them for reversing a previously made decision.

By the established consensus method of decision making the Executive Committee records the decision arising out of its revaluation and transmits the decision to the Secretariat.

The Secretariat informs the party contesting the decision of the outcome of the review by the Executive Committee and takes any other actions, e.g. lists or removes from a list or initiates evaluation of a process as applicable.

Affected party is provided with an annotated copy of the report or document submitted as the basis for the reconsideration by the Executive Committee.

7. Related documents

All JCTLM Documents

Any document, e.g. Declaration of Cooperation, JCTLM DBWG Preamble, JCTLM Executive, Secretariat or Working Group Quality Manual, review report or standard employed by any entity of JCTLM in its process that may be relevant to the issue at hand may be referenced and/or cited.

8. Revision History

Version number	Date of Issue/Review	Summary of change
1.0	27/10/09	First Version Published
2.0	27/01/17	Document modified after revision of the text of the Declaration of Cooperation in April 2016

9. Flowchart

January 2017

**Review of contested recommendations
JCTLM EXE-P-06**

A recommendation of the Database WG, the Executive Committee or a listing organization is contested by the disagreeing DB WG or an adversely affected party

The appeal to change a contested decision is filed on a document that must address points of fact as noted in the review report (DB WG-P03A-F03 or DBWG-P03B-F02) with evidence of error in assessment in the review report of the working group

Upon receipt of a formally submitted request for rEconsideration, the JCTLM Executive evaluates the claim and the bases for the previous recommendation or decision

The Executive Committee notes on the relevant review report its consensus regarding the contested points of fact and makes Its recommendation

Decision Reversed?

No — **Contesting Party Informed of Decision**

Yes

Secretariat informs the affected parties of the decision and provides a copy of the annotated review report to the Database Working Group for consideration in revising procedures used in the review process