


Application, nomination and approval for membership on JCTLM review teams				
Author: Robert Wielgosz	Date : 13 May 2020 Version : 3.2	Authorized : JCTLM Executive	JCTLM DBWG-P-06	

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1. Purpose

The purpose of this document is to describe the process employed by the JCTLM Database Working Group (JCTLM DBWG) to identify and recommend qualified individuals to serve as members of the JCTLM DBWG review teams (RTs).

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3. Scope

This document applies to all applications and nominations of expert volunteers willing to serve as members of review teams.


4. Acronyms and definitions

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

5. Responsibilities and Authorizations

The responsibilities of the members of the DBWG RTs are:

- to execute the Volunteer Disclosure of Interests form, DBWG-P-06-F01, as a condition of membership on a review team.
- to **have access to and** become familiar, if not already so, with the normative standards against which certified reference materials (CRMs), reference measurement methods/procedures (RMM/Ps), and reference measurement services (RMSs) are reviewed.

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- to become familiar with the JCTLM DBWG Quality Manual (QM) by which reviews and recommendations for listing materials, methods/procedures, and services by JCTLM are made.
- to review materials, methods/procedures and services for the class of measurand with which they have expertise.
- to review nominations according to a schedule devised by their review team leader (RTL)
- to provide review findings and recommendations to their review team leader (RTL) for listing nominations recognized as being of a higher metrological order.

DBWG RT members, being representatives of organizations listed as JCTLM members in **Appendix II of the Declaration of Cooperation between the BIPM, IFCC and ILAC**, for the **operation** of the Joint Committee for Traceability in Laboratory Medicine (JCTLM), are authorized and encouraged to nominate members of their organizations who possess recognized expertise to serve on review teams to which their expertise is relevant. Suggestions are made to the relevant vice-chair of DBWG and RT leader.

Current members and leaders of RTs are authorized to solicit, nominate and encourage individuals to serve on DBWG RTs.

The Chair and vice-chair(s) of DBWG are authorized to solicit, nominate and encourage individuals with relevant expertise to serve on the review teams on the basis of the current needs for expertise to perform DBWG reviews.

Individuals with expertise in reference measurement systems and/or measurement of measurands employed in clinical chemistry and laboratory medicine who may not be members of JCTLM member organizations are authorized and encouraged to apply for membership on RTs.

The JCTLM Secretariat receives, distributes and maintains the archival records of nominations for membership on DBWG RTs.

Responsibility for identifying and recommending qualified individuals to serve as members lies with the Database WG Chair and vice-chair(s).


The JCTLM Secretariat is authorized to forward the DBWG's recommendations for accepting experts' nominations to serve as members on the RTs to the Executive for formal appointment.

6. Procedure


6.1. The Database WG reviews the membership of the review teams at its annual meeting, and solicits nominations and applications to recruit new experts to advise RT leaders

6.1.1 The Secretariat will periodically launch a call for nominations for membership of RTs of recognized experts in measurement systems for the measurand classes in which they will advise the RT leaders.

6.2 Applications and nominations are welcomed from JCTLM member organizations; current members and leaders of RTs; users of the JCTLM databases and members of organizations with professional interests in clinical chemistry, laboratory medicine and similarly related parties.

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- 6.3 Application or nomination is made by completing the JCTLM DBWG Review Team Membership Application/Nomination form that can be obtained on the JCTLM website.
- 6.3.1 Completed nomination forms should be sent to the JCTLM Secretariat as attachments to an email message to jctlm@bipm.org.
- 6.3.2 The information provided on the application/nomination form will be available for review by the DBWG Chair and vice-chairs, and the relevant RT leader.
- 6.3.3 All nomination forms shall be kept by the JCTLM Secretariat for access by the Executive Committee, DB WG Chair and vice-chairs and RT Leaders.
- 6.4 Worldwide representation will be sought for members of RTs. The RT membership will be drawn from representatives of:
- 6.4.1 JCTLM member organizations, National Metrology Institutes (NMIs), clinical laboratories, manufacturers of IVD devices, reference measurement laboratories, professional organizations devoted to clinical chemistry and laboratory medicine and others as deemed needed.
- 6.5 There are no limits on the number of applications that can be received or nominations that can be made for membership on RTs.
- 6.6 Nominations made by organizations or individuals other than the person being nominated must obtain the consent of the nominee prior to submitting the nomination form.
- 6.6.1 A copy of an item of correspondence that indicates consent by the nominee should be attached to the nomination form.
- 6.7 JCTLM cannot provide financial support for travel and other expenses incurred by individuals who serve on RTs.
- 6.7.1 RT members may, but are not expected to attend JCTLM meetings. The review process employs email or other electronic means for communicating review documents.
- 6.7.2 Organizations that nominate individuals to serve on RTs must make arrangements with their nominee regarding reimbursement for travel and other expenses associated with participation in JCTLM.
- 6.7.3 Individuals applying for membership on a RT must bear the costs of participation in JCTLM meetings themselves or make arrangements with professional or commercial organizations which may wish to sponsor them as a member of a RT.
- 6.8 The number of appointments that can be made during any solicitation will be limited to the needs for expert reviewers as determined by the measurand classes and CRMs, RMM/Ps and RMSs that are to be reviewed or are anticipated from the nomination process.
- 6.9 No RT may have among its members more than one individual affiliated with the same entity if a conflict of interest could or could be perceived to influence a recommendation from the WG.
- 6.10 The DB WG Chair and vice-chair(s) in consultation with RT leaders recommend nominated individuals to serve on the various review teams based on the expertise and the commitment of the nominee to participate in the work of the review process.

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6.11 The DB WG vice-chair(s) is/are responsible for nominating the leader(s) of the RTs from the membership of the RTs and for assuring their compliance to this procedure.


6.12 The WG Chair and vice-chair(s) forward the list of recommended nominees for membership and to serve as RT leaders to the JCTLM Secretariat for formal appointment by the JCTLM Executive. A list of nominees who were not selected is provided also.

7. Related documents

DBWG-P-06-F-01	JCTLM Database WG Membership Application/Nomination Form available at : https://www.bipm.org/utis/common/pdf/JCTLM/DBWG-P-06-F-01.docx .
JCTLM	Declaration of Cooperation between the IPM, IFCC, ILAC for the Establishment of a Joint Committee for Traceability in Laboratory Medicine (JCTLM) – available at: http://www.bipm.org/en/worldwide-metrology/jctlm-cooperation/
SI	The International System of Units (SI), 8th Edition. Paris, France (2006) – available at: https://www.bipm.org/en/publications/si-brochure/ .
VIM	BIPM/IEC/IFCC/ISO/IUPAC/IUPAP/OIML <i>International Vocabulary of Metrology – Basic and General Concepts and Associated Terms</i> , 3 rd Edition JCGM 200:2008.
IVDD	Directive 98/79/EC of the European Parliament and of the Council of 27 October 1998 on in vitro diagnostic medical devices
ISO Standards	Standards employed by JCTLM in reviewing and judging suitability for listing materials (EN ISO 15194:2009), methods (EN ISO 15193:2009) and procedure-defined measurands (EN ISO 18153:2003) as being of higher metrological order (EN ISO 17511:2003) as required in the European Community In Vitro Diagnostic Directive (EC IVDD) (98/79/EC, Annex1 (A) (3) 2 nd paragraph) and reference measurement service laboratories (ISO 15195:2018, ISO/IEC 17025:2017)

8. Revision History

Version number	Date of Issue/Review	Summary of change
1.0	11/15/2005	Initial issue of WG1 Quality System Procedure for Application, Nomination and Approval for Membership on WG1 Review Teams
1.1	24/11/2006	Minor text corrections
1.2	18/07/2009	Clarification to wording of approval by Executive and addition of a record retention requirement for Secretariat
2.0	27/01/2011	Corrections made in version 1.2 accepted
3.0	27/01/2017	Document revised after implementation of new organizational structure of JCTLM and its Working Groups
3.1	01/02/2019	Update of hyperlinks
3.2	13/05/2020	Editorial changes

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9. Flowchart

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