

## Appealing decisions of the JCTLM Executive

### 1. Purpose

The purpose of this document is to define the process by which a decision taken by the JCTLM Executive that was not to accept a DB WG recommendation can be appealed.

It is the policy of DB WG to make its actions and recommendations transparent to all organizations affected by them. Such transparency is obtained through explicit statement of the rationale for its recommendations and the rationale on which an appeal to a rejected recommendation is made.

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### 3. Scope

The process described in this document applies to all technical and WG membership recommendations forwarded from WG RTs and the WG Chairs via Secretariat to the JCTLM Executive for approval.

### 4. Acronyms and definitions

All acronyms and definitions employed in the procedures of the JCTLM DB WG Quality Manual are given in the procedure document JCTLM EXE-G01, Glossary of terms and definitions. Another definition that applies to this procedure is given below:

White Paper .....A document that presents the factual basis for a difference in judgment or opinion regarding the appropriateness of a recommendation or decision and a proposed compromise when appropriate. JCTLM does not use a formal white paper, but rather a brief statement that might be considered analogous to a white paper.


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## 5. Responsibilities and Authorizations

- 5.1. Appeals to decisions made by the JCTLM Executive are permitted by:
- 5.1.1. The Chairs of JCTLM Database WG.
    - 5.1.1.1. The Database WG Chairs are solely authorized to transfer an appeal to the JCTLM Executive via the Secretariat
  - 5.1.2. A RT Leader, via a brief statement submitted to the DB WG vice-chair who is responsible of his team.
  - 5.1.3. A RT member, via a brief statement submitted via the RT Leader to the DB WG vice-chair who is responsible of his team
  - 5.1.4. Users of the lists of higher-order reference materials, reference measurement methods/procedures and reference measurement laboratories and other stakeholders via the DB WG Chair.
    - 5.1.4.1. Appeals from individuals or organizations NOT represented on the RT whose recommendation is being appealed must direct their appeal to the DB WG Chair.
    - 5.1.4.2. Appeals must be presented in a form similar in content to a “white paper”.
    - 5.1.4.3. Appeals from organizations represented by a member on the RT whose recommendation is being appealed MAY file their appeal via that RT member.
- 5.2. Changes in a JCTLM procedure, process or wording in a Quality System document are NOT covered under this appeal process.
- 5.2.1. Changes in a JCTLM procedure, process or wording in a Quality System document are covered under DB WG-P-07, Processes for Making Changes in DB WG Quality Manual Procedures.

## 6. Procedure

- 6.1. The Database WG Chairs receive notification from the JCTLM Secretariat of all decisions rendered by the JCTLM Executive.
- 6.2. When an adverse decision is made, i.e., a recommendation of the Database WG is not accepted or approved, the Database WG vice-chair inform the relevant RT of the adverse decision.
  - 6.2.1. The justification provided by the JCTM Executive is distributed to the RT members for review and evaluation.
- 6.3. If the consensus of the RT members is that the adverse decision is acceptable on the basis of the technical review issues that are used to justify the adverse decision, the RT informs the WG vice-chair who is responsible of the team that the adverse decision is acceptable to the RT.
  - 6.3.1. The RT drafts an addendum to the original document that presents the revised recommendation and notes the basis and rationale for acceptance.

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- 6.3.2. The revised recommendation is transferred to the DB WG Chair for forwarding to the Executive via the Secretariat
- 6.4. If the consensus of the RT members is that the adverse decision is NOT acceptable on the basis of the technical review issues that are used to justify the adverse decision, the RT informs the relevant DB WG vice-chair that the adverse decision will be appealed.
- 6.4.1. The RTL appoints a subgroup of the RT to draft a brief statement to document the basis for the difference in the recommendation of the RT and the Executive.
- 6.4.2. The draft brief statement is circulated to the entire RT for comment and consensus development.
- 6.4.2.1. Email or conference call discussion is acceptable for uncomplicated issues and is adequate for obtaining and documenting consensus.
- 6.4.2.2. Complicated or contentious issues that emerge from the brief statement should, but are not required to be, discussed in a conference call, or if the appeal is not considered to be urgent by the RT, at the next face-to-face meeting of DB WG members.
- 6.4.3. The consensus brief statement is transferred to the DB WG Chair for forwarding to the Executive via the Secretariat.
- 6.5. Final disposition of the appeal is described in the JCTLM Executive procedure document EXE-P06.
- 6.6. Upon receipt of the final decision from the JCTLM Executive the Secretariat will inform the nominator or applicant of the decision.
- 6.6.1. Contested or appealed decisions by a RT will be resolved prior to the Secretariat communicating the decision to the nominator or applicant.

## 7. Related documents

JCTLM Database WG Quality Manual Procedures are available at :

<https://www.bipm.org/en/committees/cc/wg/jctlm-dbwg.html#manual>

JCTLM EXE P-06 Process for the review of contested recommendations

## 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 Appealing Decisions of the JCTLM Executive.
1.1	24/11/2006	Minor text changes
2.0	27/01/2017	Document revised after implementation of new organizational structure of JCTLM and its Working Groups
2.1	01/02/2019	Update of hyperlinks

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## 9. Flowchart

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### PROCESS FOR APPEALING DECISIONS OF THE JCTLM EXECUTIVE DB WG-P-09

