


Selection of the JCTLM Executive Committee Chair and Secretariat				
Author: Robert Wielgosz	Date : 18 December 2019 Version: 2.1	Authorized : JCTLM Executive	JCTLM EXE P-01	

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1. Purpose

The purpose of this procedure is to describe how the Executive Committee of the JCTLM appoints its Chair from among individuals suggested to serve in this position by the JCTLM Executive Committee Member Organizations, and selects the organization acting as the Secretariat of the JCTLM from among those nominated by the JCTLM Executive Committee Member Organizations.

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3. Scope

The scope of this document is limited to the selection of the Chair of the Executive Committee and the organization serving as the Secretariat of the JCTLM.

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 operation of the Joint Committee for Traceability in Laboratory Medicine (JCTLM).

6. Procedure

6.1. (Role of the) Chair of the JCTLM Executive Committee

- 6.1.1. The Chairman of the Executive Committee of the JCTLM leads the Executive Committee which oversees the operation of the JCTLM.

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6.1.1.1. The Chairman of the Executive Committee inherits the Chairmanship of the Database Working Group which is tasked to evaluate against relevant international documentary standards the nominated reference materials and measurement methods/procedures, as well as reference measurement (calibration) services performed by reference laboratories. The JCTLM nomination and review process employed by the Database WG is described in the procedure documents available at:

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

6.1.2. The Chairman of the Executive Committee shall be selected by the Executive Committee from individuals nominated by the Executive Committee Member Organizations.

6.1.3. The term of the chairmanship of the Executive Committee shall be two years, renewable for an additional period of two years, and shall not exceed four consecutive years.

6.2. Nominations of candidates to serve as Chair of the JCTLM Executive Committee

6.2.1. Reappointment of the Chair or selection of the successor to the current chair will be made on a two year cycle at an annual meeting of the Executive Committee.

6.2.1.1. The Secretariat shall inform the representatives of the JCTLM Executive Committee Member Organizations that the nominations are open for candidates to serve as Chair of the Executive Committee approximately 6 months prior to the annual meeting of the Executive Committee.

6.2.1.2. Representatives of the Executive Committee Member Organizations shall inform the Secretariat by email of their nominee and if deemed necessary or useful, the credentials that qualify their nominee to serve as Chair of the JCTLM Executive Committee.

6.2.1.3. Nominations must be received by the Secretariat for distribution to the members of the Executive Committee one month prior to the Executive Committee meeting.

6.3. Selection of the Chair of the Executive Committee

6.3.1. The JCTLM Executive Committee will review nominations for the position of Chair of the JCTLM at its annual meeting.


6.3.2. One nominee is selected by consensus of the members of the Executive Committee to serve for a two year term.

6.4. Secretariat of the JCTLM

The operation of JCTLM is managed by the JCTLM Secretariat.

6.4.1.1. The role of the Secretariat will include: the calling of meetings; preparation of agendas and action lists; and the maintenance of the JCTLM database and website. The procedures for the operation of the Secretariat are available at: <http://www.bipm.org/en/committees/jc/jctlm/jctlm-nominations-and-review.html>

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6.4.2. The organization that hosts the Secretariat of the JCTLM is selected by the Executive Committee from among suggested candidate JCTLM Executive Committee Member Organizations.

6.4.2.1. The individual acting on behalf of the Secretariat at the hosting organization is selected by the host organization with the consent of the Executive Committee.

6.4.3. The Secretariat of the JCTLM shall serve for renewable two year periods.

6.5. Nomination of the organization hosting the Secretariat

6.5.1. The Secretariat shall inform the representatives of the JCTLM Executive Committee Member Organizations, that the renewal or replacement of the organization serving as Secretariat can be entertained approximately 6 months prior to the annual meeting of the Executive Committee.

6.5.1.1. This announcement will be made simultaneously with the call for nominations for Chair position of the JCTLM.

6.5.2. Suggestions for change of organization must be received by the Secretariat for distribution to the members of the Executive Committee one month prior to the relevant Executive Committee Meeting.

6.6. Selection of the organization to host the Secretariat

6.6.1. The JCTLM Executive Committee will consider proposal to relocate the Secretariat at its annual meeting and select by consensus of the members of the Executive Committee the alternative organization to serve as Secretariat for a two year term.

6.6.2. If no proposal to relocate the JCTLM Secretariat is received one month prior to the biennial meeting the term of the Secretariat will automatically renew for an additional 2 year period.

7. Related documents

The Declaration of Cooperation for a Joint Committee for Traceability in Laboratory Medicine available at: https://www.bipm.org/utis/en/pdf/establish_jctlm.pdf

8. Revision history

Version number	Date of Issue/Review	Summary of change
1.0	27/10/2009	1 st Published Version
2.0	27/01/2017	Document modified after the revision of the Declaration of Cooperation in April 2016
2.1	18/12/2019	Editorial modifications after revision of the Declaration of Cooperation in December 2019

9. Flowchart

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