


Appointment of JCTLM review team leaders and members				
Author: Robert Wielgosz	Date : 26 July 2016 Version : 2.0	Authorized : JCTLM Executive	JCTLM EXE-P-03	

Appointment of JCTLM review team leaders and members

1. Purpose

This document describes the process by which qualified individuals are appointed by the JCTLM Executive Committee to serve as experts on JCTLM review teams to perform the reviews of nominated materials, methods and services on behalf of JCTLM.

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3. Scope

The scope of this document is limited to the appointment of qualified individuals recommended by the Database Working Group to serve as leaders and members of the JCTLM review teams.

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

Review team leaders report to their Database Working Group vice-chair who is responsible for the Analyte Group their team is part of.

Review team leaders are responsible for providing reviews of nominated reference materials, reference measurement methods/procedures and reference measurement services delivered by calibration (reference) laboratories.

Responsibility for identifying qualified individuals to serve as review team leaders lies with the Database WG vice-chairs.

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Responsibility for recommending individuals to serve as review team leaders and members lies with the Database WG vice-chairs in consultation with the Database WG chair.

Appointment of individuals recommended by Database WG is a responsibility of the Executive Committee.

6. Procedure

6.1. (Role of the) JCTLM review team leader

6.1.1. JCTLM review team leader shall initiate and coordinate among the members of the review team the process of assessing against JCTLM review criteria the nominations for reference materials, measurement methods/procedures, and reference measurement services performed by the calibration (reference) laboratories. The review process and criteria employed by the review teams are described in the JCTLM Database WG procedure documents available at:

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

6.1.1.1. JCTLM review team leader shall ensure the completion of the review of nominations within the deadlines set in the JCTLM review schedule.

6.1.1.2. JCTLM review team leader shall produce review reports (DB WG-P-03A-F-03, DB WG-P-03B-F-02) including the consensus review team's recommendation for listing the nominations in the JCTLM Database, and, any observed non-compliances with ISO Standards' mandatory requirements and JCTLM criteria.

6.1.1.3. JCTLM review team leader shall report at the annual meeting of the Database WG on the outcomes of the reviews for validation by the members of the Database WG, notably the recommendations for listing the nominations in the JCTLM Database, and the classification of any observed non-compliance with ISO Standards' mandatory requirements and JCTLM criteria.

6.1.2. JCTLM review team leader shall alert the relevant Database WG vice-chair if there is a need to recruit new members to accomplish the mission of the review team.


6.1.3. The term for membership shall be a renewable period of five years.

6.2. Nominations of candidates to serve as JCTLM review team leader

6.2.1. The reappointment of review team leaders or the selection of the successors to the current leaders of the review teams will be made on a five year cycle at an annual meeting of the Executive Committee.

6.2.2. Qualified individual to serve as a leader of a review team shall be identified by the relevant Database WG vice-chair in consultation with current Database WG chairpersons, and review team leader.

6.2.2.1. Candidates for the position of review team leader must be able to assure the relevant Database WG vice-chair that they are familiar with or indicate that they will become familiar with the ISO standards employed by the review

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teams in reviewing materials, methods and procedures, and services that are nominated for listing in the JCTLM database.

6.2.2.2. Candidates for the position of review team leader must be able to assure the Database WG vice-chair that they have and can provide the time necessary to review JCTLM nominations to meet the deadline set in the JCTLM review schedule.

6.2.3. Individuals who are willing to serve or organizations nominating individuals to serve as review team leaders must have reviewed the requirements for review teams' membership described in JCTLM DB WG-P-06, Application and nomination for membership on JCTLM review teams.

6.2.3.1. The JCTLM Secretariat will forward the completed application/nomination form (DB WG-P-06-F-01) to the chairpersons of the Database WG for their review, and recommendation for the position of leader for approval by the Executive.

6.3. (Role of the) JCTLM review team member

The membership requirements for experts to serve as members of JCTLM review teams are described in the procedure document JCTLM DB WG-P-06.

6.4. Nominations of candidates to serve as JCTLM review team member

6.4.1. The Database WG will review the membership of JCTLM review teams at its annual meeting, and will recommend if necessary to launch a call for experts' nominations for specific area.

6.4.1.1. Upon recommendation from the Database WG, the Executive Committee will instruct the Secretariat to announce the call for experts to serve as members of the review teams.


6.4.2. Individuals who are willing to serve or organizations nominating individuals to serve as review team members must have reviewed the requirements for review teams' membership described in JCTLM DB WG-P-06, Application and nomination for membership on JCTLM review teams.

6.4.2.1. The JCTLM Secretariat will forward the completed application/nomination form (DB WG-P-06-F-01) to the chairpersons of the Database WG and review team leader for their review and recommendation for the position of member for approval by the Executive.

6.5. Appointment of JCTLM review team leaders and members

6.5.1. The Executive Committee reviews the list of qualified candidates recommended by the Database WG.

6.5.2. The Executive Committee approves by consensus of its members the qualified individuals to serve as leader or member of the review team for a five year term, at its annual meeting or in between annual meeting by email.

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6.5.3. The Executive Committee instructs the Secretariat to confirm to the candidates their appointment as a leader and member of the review team, and to announce the appointment in the meeting report and on the JCTLM webpages.

6.6. If an insufficient number of qualified nominees are available, the Executive Committee instructs the chairs of the Database WG to search for suitable candidates to serve as leaders and members of the review teams relevant to the review activities.

7. Related documents

ISO Standards Standards employed by JCTLM in reviewing and judging suitability for listing materials (ISO 15194), methods (ISO 15193) and procedure-defined measurands (ISO 18153) as being of higher metrological order (ISO 17511) as required in the European Community In Vitro Diagnostic Directive (EC IVDD) (98/79/EC, Annex1 (A) (3) 2nd paragraph) and reference measurement service laboratories (ISO 15195, ISO/IEC 17025:2005).

JCTLM Database Working Group Quality Manual available at:

<http://www.bipm.org/en/committees/jc/jctlm/jctlm-nominations-and-review.html>

JCTLM DB WG P-06... Application and nomination for membership on JCTLM review teams

JCTLM DB WG-P-06-F-01 Review teams membership application/nomination form

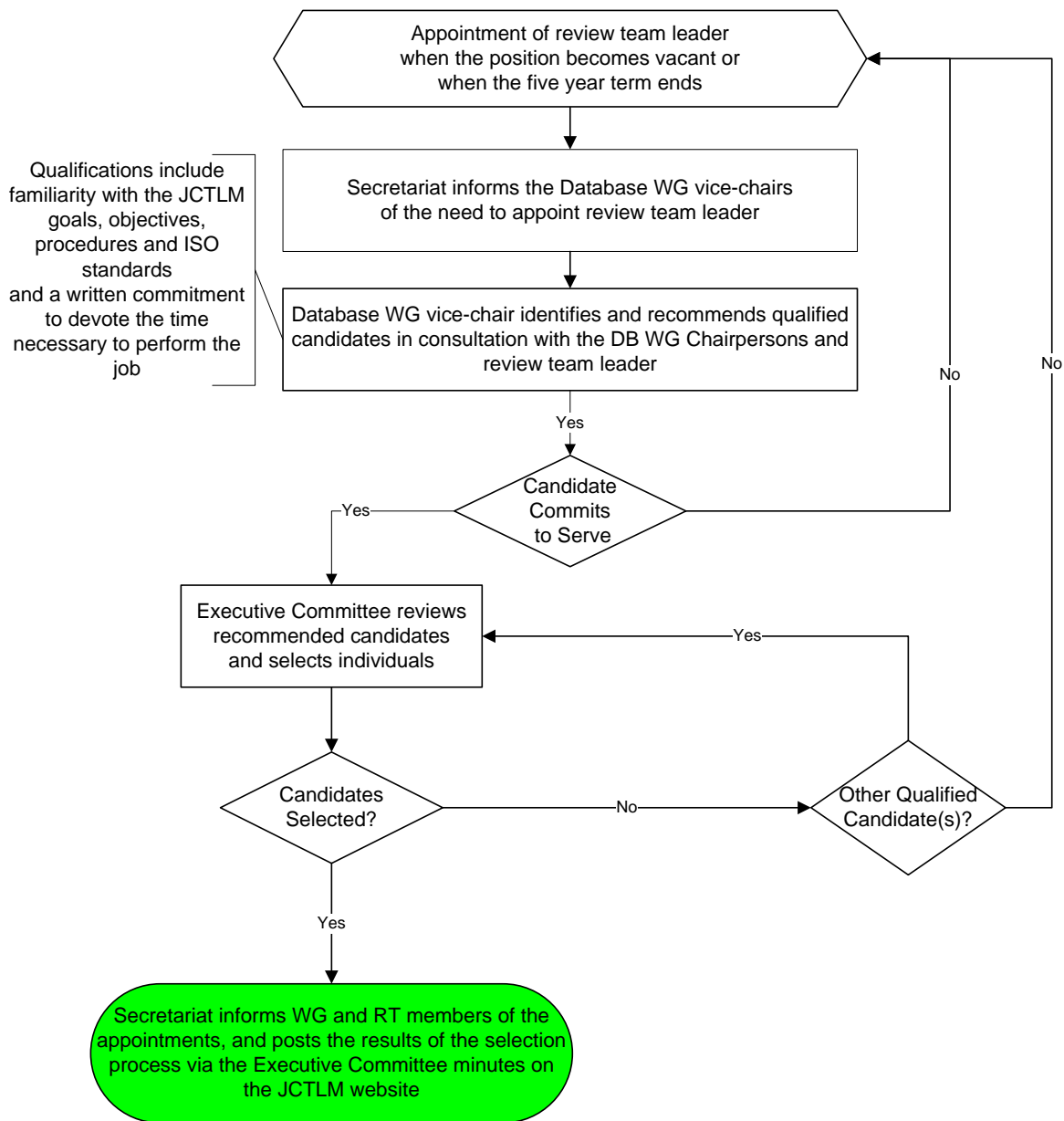
8. Revision History


Version number	Date of Issue/Review	Summary of change
1.0	27/10/09	1 st Published Version
1.1	27/10/12	Terms for membership included following the decision of the 10 th Executive meeting
2.0	27/01/17	Document revised after revision of the Declaration of Cooperation in April 2016

9. Flowcharts

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