Selection and appointment of Database WG vice-chairs, and TEP WG Chair

1. Purpose

The purpose of this document is to describe the process employed by the JCTLM Executive Committee by which candidates are identified and selected to serve as chairpersons of the JCTLM Working Groups.

2. Contents

3. Scope

The scope of this document is limited to the appointment of the TEP WG Chair and vice-chairs of the JCTLM Database WG which was established as described in the JCTLM Framework of the Declaration of Cooperation to carry out the mission of 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. Authorizations and responsibilities

JCTLM Executive identifies qualified candidate to lead the TEP WG of JCTLM, obtains commitment from this candidate to perform the tasks required to lead the WG

Database WG vice-chairs report to the Database WG chair/JCTLM Chair.

Database WG vice-chairs are responsible for leading the subgroups of the Database WG, each of these being tasked for a specific Analyte Group and comprising three or more JCTLM review teams.

Selection and appointment of JCTLM Database Working Group vice-chairs				JCTLM Accurate results for patient care
Author: Robert Wielgosz	Date : 27 January 2017 Version: 2.0	Authorized : JCTLM Executive	JCTLM EXE P-02	

Responsibility for identifying and recommending qualified individuals to serve as vice-chairs lies with the Database WG Chair/JCTLM Chair.

Appointment of qualified individuals to serve as WG Chairpersons is a responsibility of the Executive Committee.

6. Procedure

6.1. (Role of the) Vice-chairs of the Database working group

6.1.1.   The vice-chairs of the Database WG shall supervise the technical review of JCTLM nominations for reference materials, measurement methods/procedures, and calibration (reference) laboratories' measurement services performed by the review teams. The process employed by the Database WG to evaluate these nominations is described in the procedure documents available at:
https://www.bipm.org/en/committees/jc/jctlm/jctlm-nominations-and-review

6.1.1.1.   The vice-chairs of the Database WG shall ensure the reporting at the annual meeting of the Database WG on the review teams' recommendations for listing the nominations assessed during a review cycle

6.1.1.2.   The vice-chairs of the Database WG shall ensure the follow-up of any issues raised during the Database WG meeting to harmonize the review findings and recommendations among the review teams of the Database WG.

6.1.2.   The vice-chairs of the Database WG shall report at the annual meeting of the Executive Committee on the review teams' recommendations for JCTLM listing nominations that must have been validated during the Database WG meeting.

6.1.3.   The vice-chairs of the Database WG shall recruit members to serve on the review teams who perform the primary work of JCTLM.

6.1.4.   The term of the vice-chairs of the Database WG is two years, renewable for two year periods.

6.2. Nominations of candidates to serve as vice-chairs of the Database WG

6.2.1.   Reappointment of vice-chairs or selection of the successors to the current vice-chairs of the Database WG 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 Executive Committee and the Chair of the Database WG that the nominations are open for candidates to serve as vice-chairs of the Database WG approximately 12 months prior to the annual meeting of the Executive Committee.

6.2.2.   Qualified individuals shall be identified by the Database WG chair in consultation with the current vice-chairs.

6.2.2.1.   Candidates for the position of Database WG vice-chair must be familiar with or indicate that they will become familiar with the JCTLM goals, objectives, procedures and ISO standards employed by the Database WG in reviewing materials, methods and services that are nominated for listing in the JCTLM database.

6.2.2.2. Candidates for the position of Database WG vice-chair must be able to assure the Database WG chair that they have and can provide the time necessary to effectively lead an Analyte Group (/a sub-group of the Database WG) so that the mission of JCTLM can be accomplished.

6.2.3. The Chair of the Database WG solicits and obtains a written commitment from the candidate(s) to serve as an Analyte Group leader.

6.2.4. Database WG Chair will provide a list of recommended candidates for distribution to the members of the Executive Committee one month prior to the relevant Executive Committee Meeting.

6.3. Selection of candidates to serve as vice Chair of the Database WG

6.3.1. The Executive Committee reviews the list of qualified candidates recommended by the Database WG Chair for the position of vice-chairs at its annual meeting

6.3.2. The Executive Committee selects by consensus of its members the best qualified individuals to serve as vice-chairs of the Database WG for a two year term.

6.3.3. The Executive Committee instructs the Secretariat to confirm to the candidates their appointment as vice-chair of the Database WG, and to announce the appointment via the minutes on the JCTLM website.

6.4. (Role of the) Chair of the JCTLM WG on Traceability: Education and Promotion

6.4.1. The Chair of the TEP WG leads the JCTLM WG being tasked for producing and promoting educational materials to demonstrate the value of traceability in Laboratory Medicine. The Terms of Reference of the TEP WG is available at : https://www.bipm.org/en/committees/jc/jctlm/wg/jctlm-tepwg

6.4.2. The term of the Chair of the TEP WG is two years, renewable for an additional period of two year periods.

6.5. Nominations of candidates to serve as Chair of the JCTLM TEP WG

6.5.1. 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.

6.5.1.1. The Secretariat notifies the Committee that the nominations are open for candidates to serve as chair of the TEP WG 12 months prior to the annual meeting of the Executive Committee

6.5.2. Qualified individuals may be identified by members of the JCTLM Executive Committee, current WG Chairs.

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

6.6. Selection of the Chair of the TEP WG

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

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

7. Related documents

The JCTLM Declaration of Cooperation between the BIPM, IFCC and ILAC for the establishment of a Joint Committee for Traceability in Laboratory Medicine (JCTLM). This document and its Appendices are available at:
https://www.bipm.org/en/committees/jc/jctlm/jctlm-declaration-of-cooperation

JCTLM Database Working Group Quality Manual available at:

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

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).

8. Revision History

Version number	Date of Issue/Review	Summary of change
1.0	27/10/2009	1st published version
2.0	27/01/2017	Document revised after the revision of the Declaration of Cooperation in April 2016

9. Flowchart

Januray 2017

Appointment of Chairpersons of JCTLM WGs
JCTLM EXE-P-02

Appointment of Database WG vice Chairs
AND
TEP WG Chair
when the position becomes vacant or
when the two year term ends

Twelve months prior to a biennial Executive Committee
meeting the Secretariat informs the Executive Committee of
the need to appoint Database WG vice Chairs
AND
TEP WG Chair

Qualifications include familiarity with the JCTLM goals, objectives, procedures and ISO standards and a written commitment to devote the time necessary to perform the job

The Chair of the Database WG identifies prospective qualified
candidates in consultation with the current vice Chairs
AND
JCTLM Executive Committee and current WG Chairs identify
qualified individuals to serve as TEP WG Chair

Yes

Candidate Commits to Serve — No / Yes

Executive Committee reviews
qualified candidates
and selects individuals

Yes

Candidates Selected? — No — Other Qualified Candidate(s)? — No / Yes

Yes

Secretariat informs WG and RT members of the
appointments, and posts the results of the selection
process via the Executive Committee minutes on
the JCTLM website