

## **Appendix V: Participation of organizations in the JCTLM**

### **Principles concerning participation of organizations in the JCTLM**

#### **I. Purpose of JCTLM participation**

The purpose is to secure for the JCTLM expert information, advice and resources required to carry out its activities, including the tasks set for its Working Groups.

Participation enables organizations which are authorities in their fields of professional and technical competence to express the views of their members in the JCTLM, and to play an appropriate role in providing a worldwide platform to promote and give guidance on internationally recognized and accepted equivalence of measurements in Laboratory Medicine and metrological traceability to appropriate measurement standards.

#### **II. Type of JCTLM participation**

Organizations may apply for JCTLM membership as follows:

- JCTLM Executive Committee Member;
- JCTLM National and Regional Members; and
- JCTLM Stakeholder Members.

##### **A. JCTLM Executive Committee Member status**

The JCTLM Executive Committee is the impartial final decision-making organ. Representatives are accountable to the organization nominating them.

The JCTLM Executive Committee establishes Working Groups to undertake the activities within the mission of the JCTLM; provides oversight of the processes to evaluate reference materials, reference measurement procedures and reference measurement services against appropriate international documentary standards; and promotes the value and use of the JCTLM Database.

The organizations eligible for JCTLM Executive Committee Member status are intergovernmental and international non-governmental organizations and bodies having technical competence in the field or a subspecialty, that:

- a) are representative of the specialized field of interest in which they operate;
- b) are concerned with matters covering a part or all of the JCTLM's activities;
- c) have a permanent directing body, authorized representatives and systematic procedures for communicating with its membership

The organizations that currently constitute the JCTLM Executive Committee are listed in Appendix I

Other organizations can be invited to join the JCTLM Executive Committee. The JCTLM Executive Committee shall establish the necessary procedures for accession to and exclusion from the JCTLM Executive Committee.

## **B. JCTLM National and Regional Member status**

The following organizations shall be eligible for JCTLM National and Regional Member Status:

National and regional organizations that adhere to and/or contribute to the activities of the intergovernmental and international non-governmental organizations that are members of the JCTLM Executive Committee and that have expertise in metrological traceability in laboratory medicine and demonstrate a willingness to provide experts for JCTLM Working Groups and Review Teams.

Eligible organizations may include:

- a) National and international metrology institutes and organizations that are signatories to the CIPM MRA, or to Regional Metrology Organizations recognized by the CIPM;
- b) National Laboratory Medicine Societies affiliated with IFCC;
- c) Accreditation bodies that are signatories to the ILAC MRA for the relevant accreditation activities; or
- d) Recognized regional cooperation bodies whose regional MRA/MLA have been successfully peer evaluated by ILAC.

## **C. JCTLM Stakeholder Member status**

The following organizations shall be eligible for JCTLM Stakeholder Member status: Properly constituted “non-profit” and “for-profit” organizations, with interest, expertise and a demonstrable record of working to reduce the between method variability in laboratory medicine measurements and a commitment to promote the JCTLM Database and activities.

Examples of organizations that may be eligible for JCTLM Stakeholder Member status include:

- a) National and regional organizations active in laboratory medicine;
- b) EQAS providers;
- c) Standards writing bodies;
- d) In-vitro diagnostic instrument and reagent manufacturers;
- e) Private laboratory organizations.

## **III. Notification of the JCTLM Executive Committee**

Organizations should inform the JCTLM Secretariat ([jctlm@bipm.org](mailto:jctlm@bipm.org)) of their desire to participate in the work of the JCTLM, and supply the information outlined below:

1. Official name of the organization (with acronym).
2. Full postal address, Telephone, Telex address, Facsimile and Email as appropriate.
3. The name and contact details of the contact person(s) for the organization.
4. Aims and subject fields of the organization.
5. Summary of activities being undertaken by the organization to reduce the between method variability in laboratory medicine measurements.
6. Description of any previous interaction/support of the JCTLM.
7. Members (where applicable).
8. Structure (indicating the form of governing body).
9. Name, function and address of the person providing the information.

The JCTLM Secretariat shall transfer these to the JCTLM Executive Committee. Upon confirmation that the organization is in a position to make a significant contribution to advancing the purposes of the committee, the appropriate “Member” status shall be granted.

**IV. The Benefits of JCTLM National and Regional Member status and JCTLM Stakeholder Member status**

- Receipt of an annual report from JCTLM and updates of the JCTLM database
- Receipt of at least one JCTLM newsletter per year
- Notification of new listings on the JCTLM Database of reference materials and reference measurement systems
- Invitation to meetings of JCTLM Members and Stakeholders
- Opportunities to run scientific or educational meetings under JCTLM auspices
- Access to all documents and discussion documents presented at meetings of JCTLM Members and Stakeholders
- Opportunity to nominate individuals to serve on Working Groups and Review Teams where they have appropriate expertise
- Opportunity to be involved in education and public relations projects to promote the benefits of metrological traceability in laboratory medicine
- Freedom to submit written documents to the JCTLM Secretariat for consideration by the JCTLM Executive Committee or at meetings of JCTLM Members and Stakeholders
- Opportunity to comment on the JCTLM Executive Committee reports and plans presented to meetings of JCTLM Members and Stakeholders

**V. Meetings and relationship of Members and Stakeholders with the JCTLM Executive Committee**

- All JCTLM National and Regional Members and JCTLM Stakeholder Members will be invited to attend the meeting of JCTLM Members and Stakeholders, which will be held once every two years, and submit a report of their activities in support of metrological traceability in laboratory medicine over the preceding period.
- At each meeting of JCTLM Members and Stakeholders, the JCTLM Executive Committee will present a report on activities during the past two years and plans for the next two years.
- JCTLM Members will be able to comment on the report and to pose questions on the plans for future activities

**VI. Organizational responsibilities as JCTLM National and Regional Member and JCTLM Stakeholder Member**

- JCTLM Members shall promote the concept of metrological traceability of measurement results in Laboratory Medicine to the Système International d’Unités (SI) or, where necessary, to other internationally agreed references;
- JCTLM Members shall work towards implementing reference measurements systems which are applicable to their activities;
- JCTLM Members shall provide written reports on a biennial basis of their activities in the areas listed above, to be submitted to the JCTLM Executive Committee a minimum of one calendar month prior to the annual meeting of the JCTLM Executive Committee in the years that a report is due.

- JCTLM National and Regional Members and JCTLM Stakeholder Members in particular are expected to actively and impartially contribute to the activities carried out by the JCTLM Working Groups.

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#### **VII. Financial commitments of membership**

- There will be no membership fee for JCTLM Members
- JCTLM National and Regional Members and JCTLM Stakeholder Members will be responsible for all travel, accommodation and registration costs associated with attendance at the meeting of JCTLM Members and Stakeholders
- Where appropriate, JCTLM Members may make a financial contribution to support the work of the JCTLM

#### **VIII. Review of JCTLM participation**

The JCTLM Executive Committee shall establish the necessary procedures for accession to, and termination of, JCTLM participation.

- The JCTLM Executive Committee Member status may be terminated by a decision of the JCTLM Executive Committee taken by majority of its members if the organization:
  - no longer meets the criteria for membership;
  - activities are incompatible with the goals and mission of the JCTLM; or
  - does not participate in JCTLM activities.
- If an organization wishes to terminate its membership within the JCTLM Executive Committee it shall inform the JCTLM Secretariat in writing within six (6) months prior of the termination date.
- The JCTLM National and Regional Member or JCTLM Stakeholder Member status may be terminated by a decision of the JCTLM Executive Committee taken by the majority of its members if the organization:
  - no longer meets the criteria for membership;
  - activities are incompatible with the goals and mission of the JCTLM; or
  - does not participate in JCTLM activities.

The JCTLM Secretariat shall inform Parties to the Declaration of Cooperation, in writing, about any decision to terminate JCTLM participation.