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REGULATION
on the COOMET Technical Committee
“Reference Materials”
(TC 1.12)

*Registered by
COOMET Secretariat
Reg. No. **COOMET D5.7/2022***

1. GENERAL

1.1. Technical Committee TC 1.12 "Reference Materials" is a COOMET structural body (hereinafter referred to as TC 1.12) established to organize work and scientific and technical cooperation in the subject field "Reference materials".

1.2. In its activities Technical Committee TC 1.12 is guided by the Memorandum of Understanding (MoU) (document COOMET D1¹), COOMET Rules of Procedure (document COOMET D2), Mission, Vision, and Strategy of COOMET, resolutions of the COOMET Committee, COOMET Presidential Council, and COOMET Joint Committee for Measurement Standards (JCMS), COOMET programs, documents and recommendations, recommendations and documents of international and regional organizations on metrology related to activities on reference materials, as well as by this Regulation.

2. MAIN TASKS AND FUNCTIONS OF TC 1.12

2.1. The main task of TC 1.12 is the organization, development of the activities, and cooperation of national metrological institutions, researchers and specialists from organizations of COOMET member countries in the assigned subject field "Reference materials". TC 1.12 is intended to serve as a forum for scientific and technical cooperation in the field of activities related to the development, creation, and application of reference materials.

2.2. The main functions of TC 1.12 are:

- coordination and methodological support of cooperation of national metrology institutions of COOMET member countries in the assigned subject field and involvement of researchers and experts from other national organizations of COOMET member countries in cooperation;
- preparation of proposals and development of concepts, work programs and cooperation tasks for the subject field, identification and solution of cooperation problems;
- development, update and harmonization of recommendations and other COOMET documents on reference materials;
- organization and performance of work (including research) on the development, creation, and recognition (registration) of COOMET reference materials, organization of certified reference materials comparisons, and addressing of other issues within the competence of TC 1.12 and of interest to the national metrology institutions of COOMET member countries;
- implementation of the CIPM MRA in the field of reference materials;
- maintenance of the Register and the Data Bank of reference materials produced within COOMET;
- analysis and summing up of the results of cooperation and preparation of reports on COOMET activities in the assigned subject field according to the procedure, established by the MoU and COOMET Rules of Procedure;
- organization of information activities and presentation of the outcome of cooperation in the subject field "Reference Materials" on the official COOMET web resources.
- organization of TC 1.12 meetings to discuss concepts and work programs, and forms of cooperation; coordination of stakeholder actions and agreement on final documents according to the results of cooperation;
- ensuring of interaction with other COOMET structural bodies;

¹ When using this publication it is appropriate to check the year of approval of referenced publications on the website www.coomet.org (section "COOMET publications") or on the portal www.coomet.net (section "Publications").

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- interaction with the relevant international and regional organizations in the areas of cooperation in the assigned subject field, ensuring of participation in the implementation of international agreements and arrangements, related to the issues of reference materials.

3. STRUCTURE AND PROCEDURE OF ESTABLISHING THE MEMBERSHIP OF TC 1.12

Technical Committee TC 1.12 "Reference Materials" is a COOMET structural body of the 2nd level (CSB-II), subordinate to the JCMS (CSB-I). The TC 1.12 Chair is a member of the COOMET JCMS.

3.1. The Chair of TC 1.12

3.1.1. TC 1.12 is headed by the Chair, whose candidature is approved by the COOMET Committee for a 4-year period, with the possibility of extending the term of office once for the same period (according to COOMET D1 "COOMET Memorandum of Understanding", Chapter 5, Clause 12).

3.1.2. The duties of the Chairman of TC 1.12 are listed in 5.

3.1.3. The positions of a Deputy Chair and Executive Secretary have been introduced to assist the Chair of TC 1.12 in organizing work, taking into account the tasks and functions.

3.2. The Deputy Chair of TC 1.12

At the initiative of the Chair of TC 1.12 and in agreement with the members of TC 1.12, a Deputy Chair of TC 1.12 can be elected who helps the Chair with the organization of work, taking into account the tasks and functions. The Deputy Chair replaces the Chair of TC 1.12 if necessary and by mutual agreement.

3.3. Election of the Chair and Deputy Chair of TC 1.12

3.3.1. Any member of TC 1.12 who has the status of "TC 1.12 member from the country" (see 3.5.2) can be a candidate for the position of the TC 1.12 Chair.

3.3.2. The election of the TC 1.12 Chair is held in the form of a secret ballot among the members of TC 1.12 at a meeting of TC 1.12. The decision is considered adopted if there are 2/3 of votes given FOR the candidacy of the Chair (if there is one candidate) and by a simple majority of votes (if there are two or more candidates) from TC 1.12 members who took part in the voting.

3.3.3. If the first 4-year term of office of the TC 1.12 Chair has expired, then the issue of extending the term of office of the current Chair is considered at a meeting of TC 1.12 one year before the expiration of the term of office. A secret ballot on the issue of extending the term of office shall also be held among TC 1.12 members at a TC 1.12 meeting. The decision is considered adopted if 2/3 of votes from TC 1.12 members, who took part in the voting, are given FOR the extension of the term of office of the current Chair.

3.3.4. Members of TC 1.12 not taking part in the TC 1.12 meeting can send their position to the TC 1.12 Secretariat or to the current Chair in advance. Information about this is brought to the attention of the TC 1.12 members taking part in the voting after their voting.

3.3.5. For compelling reasons voting on the election of the TC 1.12 Chair or the extension of the term of office of the TC 1.12 Chair can be held among TC 1.12 members using modern means of communication (e-mail, Internet, etc.). The recommended forms of voting ballots are given in document COOMET D5 (Annex 3).

3.3.6. Election of the Deputy TC 1.12 Chair is held in accordance with the procedure established for the election of the TC 1.12 Chair (see 3.3.2 -3.3.5). The Chair of TC 1.12 informs the COOMET Secretariat about the results of the election of the Deputy TC 1.12 Chair.

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3.3.7. The results of the election of the TC 1.12 Chair and voting on the issue of extending the term of office of the TC 1.12 Chair are submitted to the COOMET Presidential Council for consideration and to the COOMET Committee for approval.

3.4. In case of early resignation of the current TC 1.12 Chair, the COOMET Presidential Council appoints the Acting TC 1.12 Chair. The TC 1.12 Chair organizes the next meeting of TC 1.12, at which the election of a new Chair of TC 1.12 is held according to the procedure established by document COOMET D5.

3.5 Membership of TC 1.12

3.5.1. The membership of TC 1.12 is formed based on the proposals from the members of the COOMET Committee from the specialists in the field of reference materials representing national metrology institutions of COOMET member countries and is approved by the decision of the COOMET Committee.

3.5.2. TC 1.12 includes one representative from a COOMET member country assigned by the COOMET Committee member based on the interests and possibilities of cooperation in the subject field "Reference Materials" and the availability of the relevant specialists in the country ("TC 1.12 member from the country" status).

3.5.3. The TC 1.12 Chair appoints an Executive Secretary.

3.5.4 Official members of TC 1.12 are:

- Chair of TC 1.12;
- Deputy Chair of TC 1.12;
- One permanent representative from a COOMET member country with the status of "TC 1.12 member from the country" (in case of appointment);
- Executive Secretary and representatives of the TC 1.12 Secretariat.

3.5.5. Working groups can be formed within TC 1.12 to carry out specific tasks and projects of COOMET.

The Head of the working group is the Coordinator of the relevant project (task). The membership of the WG on COOMET projects is formed based on proposals of the COOMET Committee members or their authorized persons by sending information to the COOMET project proposer (project Coordinator) or to the COOMET Secretariat.

The project Coordinator is responsible for carrying out works within the given project (task) and reporting.

The project Coordinator provides information on the current state of work on the project or on the results of the implementation to the TC 1.12 Chair, taking into account the requirements of the COOMET Rules of Procedure (document COOMET D2, Clauses 2 and 3), as well as at the meetings of TC 1.12. It is advisable that the Coordinators of projects take part in the meetings of TC 1.12.

3.5.6. National metrology institutions or other national organizations of COOMET member countries in agreement with the COOMET Committee member and TC 1.12 Chair may invite their experts and consultants to participate in the work of TC 1.12 in the rank of official observers, if necessary.

4. ORGANIZATION OF WORK OF TC 1.12

4.1. TC 1.12 implements its tasks and functions by addressing the issues of cooperation by correspondence using modern means of communication and telecommunication, as well as by holding meetings.

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4.2. The meetings of TC 1.12 are held annually, in accordance with the Schedule of meetings of COOMET steering and structural bodies. If necessary, the Chair of TC 1.12, in the consultation with its members, may convene an extraordinary meeting. In agreement with the members of TC 1.12, it is allowed to hold meetings online for valid reasons.

Note: The schedule of meetings is prepared annually by the COOMET Secretariat, updated as necessary, and published on the COOMET information resources.

The date and venue of a TC 1.12 regular meeting are fixed at its previous meeting or defined by the Chair of TC 1.12 with the members of TC 1.12 by correspondence. Information about the date and venue of the next meeting is submitted to the COOMET Secretariat.

4.3. The announcement of the next meeting of TC 1.12 is made, as a rule, not later than three months before the appointed date of the meeting. TC 1.12 members must acknowledge receipt of the invitation to the meeting and notify the Chair of TC 1.12 of the possibility of their participation. If a TC 1.12 member cannot take part in a meeting, the COOMET Committee member may send another specialist to the meeting (see 4.6).

4.4. Draft agenda of a forthcoming meeting is formed by the Chair of TC 1.12, taking into account the proposals of TC 1.12 members and also recommendations and resolutions of the COOMET Committee, COOMET Presidential Council, and COOMET JCMS. The draft agenda is circulated among all TC 1.12 members and the COOMET Secretariat no later than one month before the scheduled date of the meeting.

The COOMET Secretariat sends to the TC 1.12 Chair a list of issues arising from resolutions and instructions of the COOMET Committee and COOMET Presidential Council and recommended for discussion within the TC meeting agenda.

4.5. The meetings of TC 1.12 are presided by its Chair or by the TC 1.12 official substitute authorized by the Chair, who:

- opens the meeting;
- presents the draft agenda of the meeting for approval;
- reads out the list of participants of the meeting, references and statements;
- puts to the vote proposals and draft decisions on the issues under discussion;
- agrees the Minutes or the List of Resolutions of the meeting with the participants of the meeting;
- announces, by the agreement with the participants, the closure of the meeting.

4.6. If a substitute participates in the work of a TC 1.12 meeting instead of the TC 1.12 member from the country, he/she must have a written confirmation of authority from the COOMET Committee member of his/her country, which is submitted to the Chair of the meeting.

4.7. The quorum at the meeting is determined by the presence of at least 50% of TC 1.12 members or their official substitutes (see 3.5.1, 4.3 and 4.6).

If a representative of a COOMET member country is not present at a meeting for three or more consecutive years, this country is not taken into account when determining the quorum of the current meeting. The officially appointed TC 1.12 member from the country, starting from the current meeting, is assigned the status of an "observing TC 1.12 member". This status ceases to be valid in case of participation of a member of TC 1.12 or a substitute at the next meeting of TC 1.12.

4.8. Wherever possible, decisions are made by consensus (general agreement). If it is impossible to reach a consensus, decisions during voting on agenda items are considered adopted if more than half of the TC 1.12 members or their official representatives participating in the meeting voted for their adoption (taking into account the quorum requirements under 4.7). In the event of an equality of votes, the Chair shall have the casting vote.

In the absence of a TC 1.12 member from a COOMET member country or his/her representative at the meeting, issues affecting the interests of that COOMET member country are not

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considered at the meeting, and decisions on them are not made if there is no corresponding request from that organization.

If several representatives of a COOMET member country are present at the meeting, then only an officially appointed TC 1.12 member from the country or an official substitute can take part in the voting (see clause 4.6).

4.9. The TC 1.12 Chair may invite representatives of international and regional metrological organizations, as well as other organizations with which working contacts have been established, to the meetings of TC 1.12. Observers (see clause 3.5.6) and guests do not participate in voting.

4.10. The Minutes of the meeting are kept by the Executive Secretary of TC 1.12, or by another person on behalf of the Chair.

4.11. Decisions and recommendations of TC 1.12 meeting are recorded in the form of the Minutes or the List of Resolutions and are distributed to the present members of TC 1.12 or to official substitutes, as well as observers (if the Minutes or the List of Resolutions are prepared by the end of the meeting).

Otherwise, the draft Minutes/List of Resolutions of the meeting must be sent to all members of TC 1.12 within 1 month after the meeting. Approval of the Minutes of the TC 1.12 meeting is carried out by e-mail correspondence within a month after its receipt.

A scan of the agreed Minutes/List of Resolutions of the meeting is sent by e-mail by the Executive Secretary of TC 1.12 within a month after the approval procedure to all TC 1.12 members (including those TC 1.12 members whose representatives could not take part in the meeting).

The Minutes of the meeting or the List of Resolutions are sent by the Chair or the Executive Secretary of TC 1.12 to the COOMET Secretariat and are also published on the COOMET Web resources.

The Chair of TC 1.12 informs the Chair of the COOMET JCMS about the decisions made at the meeting.

4.12. The Chair of TC 1.12, COOMET Secretariat and COOMET member, hosting the meeting, have to ensure that the documents are presented and the meeting is held in the COOMET working languages.

4.13. Based on the results of TC 1.12 activities its Chair ensures the preparation of the annual report according to clause 3 of the COOMET Rules of Procedure, and information materials to be posted on the COOMET web resources.

The Chair reports the results of TC 1.12 activities at the meeting of the COOMET Joint Committee for Measurement Standards and at the meeting of the COOMET Committee, if necessary.

4.14. Electronic voting

4.14.1. In justified cases electronic voting can be held among the members of TC 1.12 on important issues of the activities of TC 1.12 between meetings of TC 1.12 based on the decision of the TC 1.12 Chair.

4.14.2. The voting timeframe is set by the TC 1.12 Chair.

4.14.3. To conduct electronic voting, the Chair or the Secretariat of TC 1.12 prepares a voting ballot containing a list of questions and answer options, which is sent to TC 1.12 members from the countries by e-mail or posted on the COOMET information resource with the notification of TC 1.12 members.

The result of voting on each question of the ballot is the answer for which a simple majority of votes of TC 1.12 members from the countries is given. If a TC 1.12 member votes negatively on the issue put to the vote, the reason for such a decision should be indicated.

5. THE DUTIES OF THE TC 1.12 CHAIR

The Chair of TC 1.12 is responsible for the fulfillment of the following tasks within TC 1.12:

- coordination of the work of TC 1.12 and its working groups (if any);
- convening, management of the work of TC 1.12 meetings, preparation of Minutes/Lists of Resolutions of TC 1.12 meetings;
- submission of Annual reports and documentation to COOMET JCMS and COOMET Committee meetings;
- informing of the COOMET Committee and COOMET Presidential Council about important issues related to the activities of TC 1.12 (including problems if any), as well as successes and achievements in the field "Reference materials";
- monitoring of the implementation of COOMET projects and taking of appropriate measures in case of questions and delays;
- coordination of issues of participation in the implementation of the CIPM MRA in the field of reference materials;
- update of the membership of groups of COOMET technical experts on CMC review by the types of measurements and of the list of COOMET technical experts on peer reviews of the quality management systems (QMS) of COOMET NMIs/DIs (within the scope of responsibility of TC 1.12), consideration of those issues at TC 1.12 meetings.

6. BASIC RIGHTS AND OBLIGATIONS OF TC 1.12 MEMBERS

6.1. TC 1.12 members have the right:

- to submit proposals on any issue within the scope of work of TC 1.12 for consideration by TC 1.12;
- to propose joint projects and to take part in their implementation;
- to have a complete set of documents and materials subject to consideration by the meeting of TC 1.12, which should be distributed, as a rule not later, than 15 days before the meeting;
- if no agreement can be reached on recommendations adopted at the meeting of TC 1.12, to state their objections or suggestions in the "Dissenting Opinion", attached to the Minutes of the meeting and to put forward the rationale of their objections or suggestions to the COOMET Secretariat;
- to address the COOMET Secretariat through their national bodies which are COOMET members with proposals to submit specific issues for consideration by the COOMET Committee;
- to receive full information on the results of TC 1.12 activities;
- to discuss any issues by correspondence with the participation of all TC 1.12 members between meetings of TC 1.12.

6.2. The members of TC 1.12 are obliged:

- to participate in the work of TC 1.12 meetings;
- to facilitate organization and carrying out scientific research and works on the development of COOMET recommendations and documents, production of specific reference materials types, the implementation of the Arrangement on Mutual Recognition of National Measurement Standards and Calibration and Measurement Certificates issued by NMI, concerning the formation of Annex C, on the basis of CRM use; and addressing other problems within the scope of TC 1.12;
- to have the required documentation at the meeting of TC 1.12, to be prepared for consideration of all issues, included in the agenda, to take an active part in the discussion of agenda items and in drafting TC 1.12 recommendations;

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- to keep the administration of national metrology institutions of their countries and COOMET Committee members informed on the outcome of discussion of the issues and problems at the meeting of TC 1.12;
- to keep the administration of national metrology institutions of their countries informed on the progress of the projects, authored by the experts of those countries and also on the implementation of TC 1.12 decisions and recommendations;
- to promote the implementation of TC 1.12 decisions and recommendations in due time;
- to take into account, if possible, in the activities of their national metrology institutions, COOMET programs, documents, and recommendations (on the issues within the competence of TC 1.12) and promote the implementation of the results of work carried out in TC 1.12 in their countries;
- to keep all interested specialists in their countries informed on the results of TC 1.12 activities.

7. EXPENSES FOR HOLDING TC 1.12 MEETINGS

7.1. The expenses for delegating participants to the meetings of TC 1.12, including experts and consultants, shall be borne by the national metrology institution or other national organization of the COOMET member country, which sends its specialists to the meeting of TC 1.12.

7.2. The expenses related to the organization of TC 1.12 meetings (including the provision of premises and equipment, necessary for the meeting of TC 1.12) shall be borne by the national metrology institution or other national organization of the COOMET member country, which has accepted the responsibilities of the host party.