

EURO-ASIAN COOPERATION
OF NATIONAL
METROLOGICAL INSTITUTIONS

COOMET



ЕВРО-АЗИАТСКОЕ СОТРУДНИЧЕСТВО
ГОСУДАРСТВЕННЫХ
МЕТРОЛОГИЧЕСКИХ УЧРЕЖДЕНИЙ

КОOMET

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REGULATION
of the Technical Committee
"Quality Forum Technical Committee"
(TC 3.1)

*Registered by
COOMET secretariat
under the number COOMET D5.16/2019*

1. SCOPE OF APPLICATION

This Regulation of the Technical Committee of TC 3.1 "Quality Forum Technical Committee" (hereinafter - Regulation) specifies the main tasks, functions, rights and obligations of TC 3.1 "Quality Forum Technical Committee" (hereinafter – TC 3.1) in the structure of COOMET.

This Regulation is developed taking into account the provisions set out in COOMET D5/2010 "Model regulation on COOMET structural body", COOMET D2/2013 "COOMET Rules of procedure", D1/2012 "COOMET Memorandum of Understanding", as well as the experience of international organizations.

2. REFERENCES

This Regulation refers to the following documents:

- CIPM MRA - Mutual recognition of national measurement standards and of calibration and measurement certificates issued by national metrology institutes
- COOMET D1 / 2012 "COOMET Memorandum of Understanding”;
- COOMET D2/2013 "COOMET Rules of procedure”;
- COOMET D5/2010 "Model regulations for COOMET structural bodies”
- ISO/IEC 17025 "General requirements for the competence of testing and calibration laboratories”;
- ISO 17034 "General requirements for the competence of reference material producers”.

3. DEFINITIONS

In this Regulation, following definitions are applied:

TC 3.1 "Quality Forum Technical Committee" (TC 3.1) is a structural body of COOMET, created to organize cooperation in the field of implementation, application and international recognition of Quality Management Systems (QMS) in accordance with the requirement of ISO/IEC 17025, ISO 17034, provided by the CIPM MRA Agreement and the COOMET Memorandum of Understanding.

4. GENERAL PROVISIONS

4.1 In its activities TC 3.1 is governed by this regulation, the COOMET Memorandum of Understanding and the Rules of procedures of COOMET, decisions of COOMET Committee and President's Council of COOMET, documents and recommendations of COOMET, recommendations and documents of the International Bureau of Weights and Measures (BIPM) and Joint Committee of Regional Metrology Organizations (RMOs) and BIPM (JCRB).

4.2 Regulation on TC 3.1 is developed and agreed by the TC 3.1, taking into account the recommendations of COOMET D5/2010 "Model regulation on the structural body of COOMET".

4.3 Regulation of TC 3.1 is approved at the COOMET Committee meeting at the proposal of the Chairperson of TC 3.1 and registered by COOMET Secretariat.

5. THE MAIN TASKS AND FUNCTIONS OF TC 3.1 COOMET

5.1 TC 3.1 carries out coordination and methodological support of cooperation of National Metrology Institutes/Designated Institutes (NMI/DIs) of the countries – members of COOMET in the following areas:

- realization of the requirements of CIPM MRA Mutual recognition of national measurement standards and of calibration and measurement certificates issued by national metrology institutes in the field of implementation, application and international recognition of Quality Management Systems (QMS) in accordance with the requirements of ISO/IEC 17025, ISO 17034;
- development and implementation of documents on peer review of QMS NMI/DIs;
- planning and carrying out presentations and peer reviews of QMS of NMI/DIs;
- Establishment of cooperation with relevant international and regional organizations in the field of QMS, ensuring participation in the implementation of international treaties and agreements;
- organization and management of COOMET projects related to implementation, application and international recognition of QMS;
- development of proposals for cooperation in the field of QMS;
- organization of meetings of TC 3.1 and reaching consensus about results.
- planning, organization and methodological support of training seminars on the implementation, application and international recognition of QMS for the wider metrological community in COOMET member States.
- summarizing the results of cooperation and preparation of reports on TC 3.1 activities in the field of QMS in accordance with the procedure defined by the Memorandum of Understanding of COOMET and rules of procedure of COOMET;
- organization of information activities and presentation of the results of cooperation on the COOMET website.

5.2 TC 3.1 performs its functions within the competence of the COOMET Quality Forum.

6. THE RULE OF FORMATION OF TC 3.1

6.1 TC 3.1 is composed of official representatives of COOMET member states. Composition of TC 3.1 should include only one permanent representative of COOMET member state, with expertise in the area of QMS.

6.2 Official representatives - members of TC 3.1 shall be appointed in agreement with the COOMET Committee member of the COOMET member state.

6.3 TC 3.1 is chaired by the Chairperson nominated by the official members of TC 3.1. The COOMET Committee approves the candidacy of the TC 3.1 Chairperson for 4 years with the right of re-election for a second term (in accordance with the COOMET Memorandum, section 5, paragraph 10 and the Rules and Procedures).

6.4 Chairperson of TC 3.1 appoints the Deputy and/or the Executive Secretary (if necessary).

7. ORGANIZATION OF THE WORK OF TC 3.1

7.1 TC 3.1 implements its tasks and functions through holding the meetings, as well as by solving issues regarding the cooperation via correspondence using the up to date means of information technologies.

7.2 Meetings of TC 3.1 are carried out at least once a year. If necessary, the Chairman of TC 3.1, with agreement with its members, may convene an extraordinary session of the TC 3.1.

7.3 The date and place of the next meeting of TC 3.1 is determined during its previous meeting and, if necessary, is further clarified by the Chairman of TC 3.1.

7.4 Provisional agenda for the next meeting of TC 3.1 is developed by the Chairperson of TC 3.1, considering proposals of members of TC 3.1, as well as of the recommendations and decisions of the previous meeting.

7.5 The date and place of the next meeting of TC 3.1 is determined not less than 3 months prior to the meeting of TC 3.1. 2 months before the planned date of the meeting of TC 3.1, secretariat of TC 3.1 sends the provisional agenda of the meeting and documents, which are planned to be discussed at the meeting to its members and to participants. Members of TC 3.1 can make proposals, additions and clarifications to the agenda of the meeting and send them to the secretariat of TC 3.1 not later than 1 month before the meeting.

7.6 Meeting of TC 3.1 is directed by its Chairperson, who:

- opens the meeting;
- presents for the approval the draft agenda of the meeting;
- announces the list of participants, references and statements;
- submits for voting proposals and draft decisions on the issues under discussion;
- agrees the minutes with the participants of the meeting;
- announces, with consent of the participants of the meeting, the closure of the meeting.

In justified cases, the Chairperson has the right to entrust the directing of meeting of TC 3.1 to his deputy.

During the meetings of TC 3.1 tries to reach always agreed decisions on all issues related to its activities.

7.7 If in the meeting of TC 3.1 takes part another specialist instead of its permanent member, he/she shall have a written confirmation from the COOMET Committee member of the COOMET member state about the authorization, which shall be presented to the Chairperson of the meeting.

7.8 While voting on the agenda items, decisions shall be deemed adopted if more than half of the members of TC 3.1 members presented at the meeting expressed their support for its adoption. In case of an equal number of votes, the vote of the Chairperson shall be decisive.

7.9 The minutes of the meeting are recorded by the Executive Secretary of TC 3.1 or other person with authorization of the Chairperson of TC 3.1.

7.10 Decisions and recommendations of the TC 3.1 meeting shall be laid down in the form of a protocol. The draft of the protocol should be sent to all members of TC 3.1 and participants of the meeting within 3 months after the meeting. Approval of the minutes of the TC 3.1 meeting is carried out by means of the electronic voting form, via e-mail within a month after its receipt.

Copies of the agreed minutes of the TC 3.1 meeting are sent by the secretariat of TC 3.1 within one month after their approval, in general by e-mail, including those national organizations - members of COOMET, whose representatives were not able to participate in the TC 3.1 meeting.

The minutes of the meeting or the list of resolutions is sent by the Chairperson of TC 3.1 to the COOMET Secretariat.

7.11 the Chairman and the Secretary of TC 3.1, as well as COOMET Member - organizer of the meeting of TC 3.1 shall ensure the conditions that would allow to carry out work and manage documentation on the official languages of COOMET.

7.12 Based on the results of activities of TC 3.1, its Chairperson shall ensure the preparation of the annual report in accordance with paragraph 3 of the COOMET Rules of procedure, as well as of information materials for uploading thereof on COOMET website.

The results of activities of TC 3.1 are reported by the Chairman of TC 3.1 at COOMET Committee meeting.

8 BASIC RIGHTS AND RESPONSIBILITIES OF THE MEMBERS OF TC 3.1

8.1 Members of TC 3.1 have right:

- to have a complete set of documents and materials submitted for consideration by the TC 3.1, which should be distributed, in general not later than 15 days before the meeting;

- to submit for discussion of TC 3.1 proposals on any issue under consideration in the framework of TC 3.1;

- in case of disagreement with the decisions and recommendations made at the meeting of TC.3.1, to declare objection or proposals in the "Special opinion", which are attached to the minutes of the meeting, and send the justification of their objections or proposals to the COOMET Secretariat;

- to address through its national COOMET member bodies the COOMET Secretariat with proposals on the submission of specific issues for consideration on the COOMET Committee;

- to obtain full information on the performance of TC 3.1;

- between meetings of TC 3.1 to discuss any questions by correspondence, involving all members of TC 3.1;

- to publish the results of work in the field of TC 3.1 in agreement with all parties involved in the work, concerned thereof.

8.2 Members of TC 3.1 should:

- participate in the meetings of TC 3.1;

- have the necessary documentation at the TC 3.1 meeting, be prepared for all issues discussed at the TC 3.1 meeting and actively participate in the discussion of the agenda points and in the preparation of recommendations of TC 3.1;

- not disclose confidential information obtained in the process of realization of works in the framework of TC 3.1;

- inform the management of their national organizations - members of COOMET about the results of discussion of all issues and problems at the meeting of TC 3.1 and to promote their implementation in due time;

- to take part in COOMET joint works, based on the financial and technical resources available at their disposal, depending on the degree of their interest and competence;
- to take into account in the activities of their national metrology institutes the COOMET recommendation and to facilitate the implementation of the results of COOMET project in their countries;
- to inform all interested parties in their country on the results of TC 3.1.

9. COSTS OF HOLDING THE MEETING OF TC 3.1

9.1 Costs of sending participants of the meeting of TC 3.1, including experts and consultants, are covered by the national organization members of COOMET.

9.2 Expenses related to the organization of meetings of TC 3.1, are borne by the national organization member of COOMET, which took over the obligation of the receiving party.