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REGULATION

on the COOMET Joint Committee for Measurement Standards (JCMS)

1. GENERAL PROVISIONS, MAJOR TASKS AND FUNCTIONS

1.1. The COOMET Joint Committee for Measurement Standards (JCMS) was formed at the 12th COOMET Committee meeting (Havana, May 2002) due to the COOMET's restructuring.

1.2. The JCMS consists of 12 Technical Committees (TCs):

- TC 1.1 "General Questions Concerning Measurements (General Metrology)"
- TC 1.2 "Acoustics, Ultrasound, Vibration"
- TC 1.3 "Electricity and Magnetism"
- TC 1.4 "Flow Measurement"
- TC 1.5 "Length and Angle"
- TC 1.6 "Mass and Related Quantities"
- TC 1.7 "Photometry and Radiometry"
- TC 1.8 "Physical Chemistry"
- TC 1.9 "Ionizing Radiation and Radioactivity"
- TC 1.10 "Thermometry and Thermal Physics"
- TC 1.11 "Time and Frequency"
- TC 1.12 "Reference Materials".

1.3. In its activities, the JCMS is guided by the COOMET Memorandum of Understanding (document COOMET D1¹) and Rules of Procedure; COOMET Mission, Vision, and Strategy; decisions of the COOMET Committee and COOMET Presidential Council; COOMET programs, documents, and recommendations; documents of the International Bureau of Weights and Measures (BIPM) and the Joint Committee of the Regional Metrology Organizations and the BIPM (JCRB).

1.4. The JCMS organizes cooperation by the following means:

- by coordinating cooperation among TCs 1.1 – 1.12 and national metrological institutions of COOMET member countries on the subject fields or objectives/problems of cooperation within the JCMS competence, and by involving scientists and specialists from other national organizations of COOMET member countries in the cooperation,
- by developing proposals, concepts, work programs, and cooperation objectives in the subject fields within the competence of TCs 1.1 – 1.12, as well as by identification of problems in cooperation;
- by organizing and carrying out joint works (including research work) which are of interest to the national metrological institutions of COOMET member countries, comparisons of measurement standards, as well as by developing COOMET recommendations and dealing with other issues within the JCMS competence,
- by establishing interaction with the working bodies of the relevant international and regional organizations on objectives and problems of cooperation,
- by ensuring participation in the implementation of international treaties and agreements, primarily the CIPM MRA and other arrangements,
- by coordinating activities of TCs 1.1 – 1.12 directly subordinated to the JCMS,
- by ensuring interaction with other COOMET structural bodies,
- by organizing JCMS meetings and ensuring agreeing on cooperation results,
- by generalizing cooperation results and preparing reports on the COOMET activities related to the subject fields and objectives/problems of cooperation within the JCMS competence in accordance with the procedure determined by the COOMET Memorandum of Understanding and the COOMET Rules of Procedure,

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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- by organizing information activities and submitting the cooperation results on the COOMET web resources, as well as by timely updating information on the JCMS webpage at www.coomet.net.

1.5. The JCMS provides coordination and methodological support of cooperation of national metrology institutes (NMIs) and designated institutes (DIs) of COOMET member countries within the following areas:

- implementation of the Mutual Recognition Arrangement of national measurement standards and of calibration and measurement certificates issued by national metrology institutes (hereinafter CIPM MRA) in COOMET member countries;
- planning, organization, and methodological support of the COOMET key and supplementary comparisons;
- organization and carrying out of COOMET projects related to the development and update of measurement standards, new measuring methods, as well as COOMET comparisons data assessment and calculation of measurement uncertainties;
- other issues related to cooperation in the field of development, research, and comparisons of measurement standards regulated by Section 4 of the COOMET Memorandum of Understanding.

2. FORMATION OF THE JCMS MEMBERSHIP

2.1. The JCMS is headed by the Chair nominated by the COOMET Committee for a period of 4 years with a possibility of one-time extension of their term of office for the same period (Section 5, Clause 12 of the COOMET Memorandum of Understanding).

2.2. There are the positions of the Deputy Chair provided in JCMS to assist the JCMS Chair in the organization of work in view of the appropriate tasks and functions.

2.3. The JCMS Chair, Deputy Chair and the Chairs of TCs 1.1 – 1.12 are voting members, and they form the personal composition of the COOMET Joint Committee for Measurement Standards.

2.4. The JCMS Chair may appoint a Secretary.

3. ELECTION OF THE JCMS CHAIR AND DEPUTY CHAIR

3.1. Any JCMS member according to 2.3 can be nominated as the JCMS Chair.

3.2. Election of the JCMS Chair is carried out in the form of a secret ballot among the JCMS members at a JCMS meeting. The decision is considered adopted if 2/3 of votes are given FOR the candidature of the Chair (in case of one candidate) and by the simple majority of votes (in case of two and more candidates) from the number of JCMS members, who took part in the voting.

3.3. If the first 4-year period of the term of office of the JCMS Chair expired, the issue of extending the term of office of the current JCMS Chair should be considered at the JCMS meeting 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 JCMS members at the JCMS meeting. The decision is considered adopted if 2/3 of votes from the number of JCMS members, who took part in the voting, are given FOR the extension of the term of office of the current Chair.

3.4. The JCMS members, who do not take part in the JCMS meeting, can submit their positions in advance to the current Chair; the information is brought to the attention of the JCMS members, who take part in voting, after their voting

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3.5. For compelling reasons, voting on election of a new JCMS Chair or on extension of the JCMS Chair's term of office can be held using modern means of communication (via email, the Internet, etc.).

3.6. A candidate for the JCMS Deputy Chair is nominated by the JCMS Chair or JCMS members from specialists of NMIs/DIs of COOMET member countries. Election of the JCMS Deputy Chair is held according to the procedure established for the JCMS Chair election.

3.7. The results of the JCMS Chair election and voting on the extension of their term of office are submitted to the COOMET Presidential Council for consideration and to the COOMET Committee for approval.

3.8. In case of early resignation of the JCMS Chair, the COOMET Presidential Council appoints an Acting Chair, who then organizes the next JCMS meeting to hold the election of a new JCMS Chair.

4. ACTIVITIES MANAGEMENT

4.1. The JCMS realizes its cooperation objectives and functions via correspondence using modern means of communication and telecommunication and by organizing meetings.

4.2. The JCMS Chair holds the JCMS meetings at least once a year. JCMS meetings precede regular meetings of the COOMET Committee.

If necessary, the Chair of JCMS can organize an extraordinary JCMS meeting by agreement with its members.

For compelling reasons, meetings can be held online by agreement with JCMS members.

Organization of the JCMS activities shall comply with the requirements of this Regulation.

4.3. The date and venue of the next JCMS meeting is determined by the JCMS Chair (taking into account the Schedule of meetings prepared by the COOMET Secretariat).

4.4. Generally, the next JCMS meeting is announced no later than three months before its date. JCMS members shall acknowledge the receipt of the meeting invitation and notify the JCMS Chair on the possibility of their participation.

If any TC 1.1 – TC 1.12 Chair cannot take part in a JCMS meeting for a compelling reason, they can be substituted by the Deputy Chair of this TC or another specialist appointed by the TC Chair, who is the official representative at the current meeting.

A provisional agenda for the next JCMS meeting is prepared by the JCMS Chair taking into account proposals of JCMS members, recommendations and decisions of the previous JCMS meeting, as well as resolutions of the COOMET Committee and COOMET Presidential Council.

The provisional agenda is sent to all JCMS members and to the COOMET Secretariat no later than one month before the scheduled JCMS meeting.

The COOMET Secretariat provides the JCMS Chair with the list of issues resulting from the resolutions and instructions of the COOMET Committee and COOMET Presidential Council, recommended for discussion within the JCMS agenda.

4.5. A quorum at a JCMS meeting is achieved when 50% of JCMS members or their official substitutes are present at the meeting (see 3.4).

4.6. The JCMS Chair can invite members of the COOMET Committee, specialists, COOMET project coordinators, as well as representatives of international and regional organizations and other organizations in cooperation with the JCMS to participate in a JCMS meeting as guests.

Guests do not participate in voting on the agenda items.

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4.7. If possible, decisions are made by consensus (general agreements). If consensus cannot be reached when voting on agenda items, a decision is considered adopted if more than half of the JCMS members or their official substitutes present at the meeting voted in favor of its adoption (taking into account the quorum requirements in 4.5). In the event of an equality of votes, the Chair shall have the casting vote.

4.8. JCMS meetings are chaired by the JCMS Chair, who:

- opens the meeting,
- submits the draft agenda for approval,
- announces the list of participants, references, and statements,
- calls for a vote on proposals and draft decisions on the issues under consideration,
- negotiates the Minutes or the List of Resolutions with the participants,
- announces the closure of the meeting in agreement with the participants.

4.9. The Minutes are kept by the JCMS Secretary or another person as instructed by the JCMS Chair.

4.10. Decisions and recommendations of a JCMS meeting are drawn up as the Minutes, which then can be distributed among the JCMS members or their official substitutes present at the meeting (if the Minutes are prepared by the end of the meeting).

Otherwise, the draft Minutes shall be sent to all the JCMS members within 1 month after the meeting. Agreeing on the Minutes is carried out via email correspondence within 1 month after their receipt.

The JCMS Chair or the JCMS Secretary shall distribute the agreed Minutes among all JCMS members within 1 month after the approval procedure is concluded (including those JCMS members whose representatives were not able to take part in the meeting).

The Minutes of the JCMS meeting shall be sent by the JCMS Chair or the JCMS Secretary to the COOMET Secretariat, as well as published on the COOMET web resources.

4.11. JCMS Chair, as well as the COOMET Committee member and/or the Head of the national institution organizing the CSB meeting shall ensure the meeting and its documents are in the COOMET working languages.

4.12. For compelling reasons and based on the JCMS Chair's decision, an electronic vote on important issues related to the JCMS activities can be held between the JCMS meetings.

To carry out an electronic vote, the JCMS Chair or the JCMS Secretary shall prepare a voting ballot containing a list of questions and answer options, which is then sent to JCMS members via email or is posted on the COOMET web resource upon notice.

The JCMS Chair sets the deadline for the vote.

The result of the vote is determined by the majority of votes of JCMS members on each question of the ballot. A negative vote from a JCMS member requires a reason for such a decision.

4.13. Based on the results of the JCMS activities, the JCMS Chair ensures preparation of the Annual Report in accordance with the Clause 3 of the COOMET Rules of Procedure and publication of information materials on the JCMS activities on the COOMET web resources.

The JCMS Chair reports the results of the JCMS activities at the meetings of the COOMET Committee and COOMET Presidential Council.

5. BASIC RIGHTS AND DUTIES OF THE JCMS MEMBERS

5.1. The JCMS members have the following rights:

- to have a complete set of documents and materials submitted for consideration at a JCMS meeting, distributed, as a rule, no later than 15 days before the meeting;
- to submit for consideration of the JCMS any proposals on issues within the JCMS framework;
- in case of opposition to any of the recommendations adopted at a JCMS meeting, to state their objections or proposals in the Dissenting Opinion appendix to the Minutes, and to send their arguments in support of opposition or proposals to the COOMET Secretariat;
- though a COOMET Committee member of their country, to submit to the COOMET Secretariat any specific issues to be considered by the COOMET Committee;
- to receive complete information on the results of the JCMS activities;
- in between the JCMS meetings, to discuss any issues with all the JCMS members via correspondence.

5.2. The JCMS Chair has the following duties:

- to coordinate projects on development and improvement of the procedures to implement the CIPM MRA in terms of carrying out the COOMET comparisons and review of the calibration and measurement capabilities (CMCs) of the NMIs/DIs of COOMET and other RMOs;
- to coordinate works on the implementation of the COOMET Program of Comparisons;
- to participate in monitoring of the COOMET comparison database on the COOMET website and in preparation of reports for meetings of the JCRB and COOMET Presidential Council;
- to communicate with the management of the COOMET Quality Forum on peer reviews of the QMS of COOMET NMIs/DIs;
- to provide consultations to the TC Chairs on any emerging issues;
- to develop proposals on topics assigned to the JCMS, and to report periodically on the results of the JCMS activities to the Presidential Council and COOMET Committee.

5.3. TC Chairs have the following duties:

- to organize comparisons of the measurement standards of COOMET NMIs within the assigned subject field;
- to organize works on compiling and reviewing the CMC data of COOMET NMIs within the assigned subject field;
- to organize works on interregional CMC review of NMIs of other RMOs,
- to organize works on the implementation of COOMET projects within the assigned subject field;
- to implement procedures and recommendations of COOMET, the BIPM, and the JCRB;
- to develop cooperation proposals within the TC subject field and to report periodically on the results of the TC activities to the JCMS.

6. EXPENDITURES FOR HOLDING MEETINGS

Funding of the JCMS meetings under items 4.1 and 4.2 of this document is subject to COOMET D5 "Model Regulations for COOMET Structural Bodies". Work of the JCMS and its TCs shall comply with the requirements of this Regulation.

Expenses associated with the facilities and technical support necessary for holding the TC1 meetings are borne by the national organization which is a COOMET member and which assumed the responsibilities of the host party.