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**REGULATION**  
**on the COOMET Technical Committee**  
**“Thermometry and Thermal Physics”**  
**(TC 1.10)**

*Registered by  
COOMET Secretariat  
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## 1. GENERAL PROVISIONS. MAIN TASKS OF TC 1.10

1.1. COOMET Technical Committee TC 1.10 "Thermometry and Thermal Physics" (hereinafter TC 1.10) is a COOMET structural body of the 2nd level (CSB-II) and a member of the Joint Committee for Measurements Standards of COOMET (JCMS). The main task of TC 1.10 is organization and coordination of activities of national metrology institutions of COOMET member countries in the field of measuring thermophysical properties.

1.2. In its activities TC 1.10 is guided by the COOMET Memorandum of Understanding<sup>1</sup> (document COOMET D1), COOMET Rules of Procedure (document COOMET D2), Mission, Vision and Strategy of COOMET, resolutions of the COOMET Committee and COOMET Presidential Council, programs, documents and recommendations of COOMET, recommendations and documents of international and regional organizations related to measuring thermophysical properties, as well as this Regulation.

1.3. TC 1.10 serves as a forum for scientific and technical cooperation in the subject field "Thermometry and Thermal Physics".

1.4. TC 1.10 organizes cooperation through:

- coordination of cooperation of national metrology institutions of COOMET member countries in the field of thermometry and thermal physics within the competence of TC 1.10 and involvement of scientists and specialists from other national organizations of COOMET member countries in cooperation;
- making proposals and development of concepts, work programs and tasks, identification of problems of cooperation in the field of thermometry and thermal physics;
- organization and conduct of joint activities (including research) of interest to national metrology institutions of COOMET member countries;
- development of a program and organization of comparisons of national standards in the field of thermometry and thermal physics among national metrology institutes (NMIs) and designated institutes (DIs) of COOMET member countries (first of all under program COOMET P2);
- interaction with the relevant working bodies of international and regional organizations performing activities in similar fields;
- ensuring of participation of COOMET NMIs/DIs in the implementation of international agreements and arrangements, primarily, the CIPM MRA;
- coordination of activities of the working bodies, directly subordinate to TC 1.10;
- preparation of COOMET publications and dealing with other issues falling within the competence of TC 1.10;
- interaction with other COOMET structural bodies;
- organization of TC 1.10 meetings;
- summing up of the results of cooperation and preparation of reports on activities of COOMET in the field of measuring temperatures and other thermophysical quantities in line with the provisions defined in the COOMET Memorandum of Understanding (document COOMET D1) and COOMET Rules of Procedure (document COOMET D2);
- organization of information activities and presentation of the results of cooperation on the COOMET web resources.

## 2. STRUCTURE AND PROCEDURE FOR ESTABLISHING THE MEMBERSHIP OF TC 1.10

### 2.1. The TC 1.10 Chair

2.1.1. Technical Committee TC 1.10 is headed by a Chair whose candidature is approved by the COOMET Committee for the period of 4 years, with the possibility of extending the term of office once for

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<sup>1</sup> When using this publication it is appropriate to check the year of approval of referenced publications on the website [www.coomet.org](http://www.coomet.org) (section "COOMET publications") or on the portal [www.coomet.net](http://www.coomet.net) (section "Publications").

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the same period (according to COOMET D1, Chapter 5, Clause 12).

2.1.2. The TC 1.10 Chair is responsible for the fulfillments of the main tasks of TC 1.10, as well as for:

- coordination of the work of TC 1.10 and working groups;
- convening, management of TC 1.10 meetings, preparation of the minutes of TC 1.10 meetings;
- preparation and submission of Annual Reports and documentation to the meetings of the COOMET Committee and Joint Committee for Measurement Standards;
- informing of the COOMET Committee and COOMET Presidential Council about important issues related to the activities of TC 1.10 (inter alia, about problems, if any), as well as about successes and achievements;
- monitoring of the implementation of COOMET projects according to the COOMET Program of Comparisons (program COOMET P2) and taking of appropriate measures in case of any questions and delays;
- coordination of issues of participation in the implementation of the CIPM MRA in the field of measuring thermophysical quantities;
- provision of timely information to TC 1.10 members about upcoming meetings, as well as submission of the information on planned and ongoing works within TC 1.10 to the COOMET Secretariat;
- update of the list of COOMET technical experts on CMC reviews and of the list of COOMET technical experts on peer reviews of the quality management systems of COOMET NMIs/DIs in the field of measuring thermophysical quantities, consideration of those issues at TC 1.10 meetings.

### 2.2. Election of the Chair and Deputy Chair of TC 1.10

2.2.1. Any member of TC 1.10 having the "TC 1.10 member from the country" status can be a candidate for the position of the TC 1.10 Chair.

2.2.2. Election of the TC 1.10 Chair is carried out in the form of a secret ballot among TC 1.10 members at a TC 1.10 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 a simple majority of votes (in case of two and more candidates) from TC 1.10 members, who took part in the voting.

If the first 4-year period of the term of office of the TC 1.10 Chair expired (see document COOMET D1 "COOMET Memorandum of Understanding", Chapter 5, Clause 12), the issue of extending the term of office of the current Chair shall be considered at the TC 1.10 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 TC 1.10 members at a TC 1.10 meeting. The decision is considered adopted if 2/3 of votes from TC 1.10 members, who took part in the voting, are given FOR the extension of the term of office of the current Chair.

The TC 1.10 members, who do not take part in the TC 1.10 meeting, can submit their positions in advance to the current TC 1.10 Chair; the information is brought to the attention of the TC 1.10 members, who take part in the voting, after their voting

For compelling reasons, voting on election of a new TC 1.10 Chair or on extension of the TC 1.10 Chair's term of office can be held using modern means of communication (via email, the Internet, etc.).

2.2.3. The results of the election of the TC 1.10 Chair and voting on the issue of extending the term of office of the TC 1.10 Chair are submitted to the COOMET Presidential Council for consideration and adoption and to the COOMET Committee for approval.

2.2.4. In case of early resignation of the current TC 1.10 Chair the COOMET Presidential Council appoints an Acting TC 1.10 Chair, who organizes a regular meeting of the TC 1.10, at which a new TC 1.10 Chair shall be elected in accordance with the procedure, established above.

2.2.5. Election of a TC 1.10 Deputy Chair is held according to the procedure established for the TC 1.10 Chair election (see 2.2.2). The TC 1.10 decision on that issue is final.

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### 2.3. TC 1.10 membership

2.3.1. The membership of TC 1.10 is formed based on proposals from COOMET Committee members from specialists in the field of measuring thermophysical quantities, representing national metrology institutions of COOMET member countries.

TC 1.10 includes one representative from a COOMET member country assigned based on the interests and possibilities of cooperation in the subject area and the availability of the relevant specialists in the country ("TC 1.10 member from the country" status).

The appointed TC 1.10 member from the country has the right to vote when making decisions within TC 1.10.

2.3.2. The position of an Executive Secretary is introduced in TC 1.10 to assist the Chair in the work.

2.3.3. At the initiative of the TC 1.10 Chair and in agreement with TC 1.10 members a Deputy Chair may be appointed who assists the Chair in organizing the work.

2.3.4. Official members of TC 1.10 are:

- TC 1.10 Chair;
- TC 1.10 Deputy Chair;
- one permanent representative of a COOMET member country, having the "TC 1.10 member from the country" status (if appointed);
- field Coordinators (see 4.3.1);
- TC 1.10 Executive Secretary.

2.3.5. The TC 1.10 membership is approved by the decision of the COOMET Committee.

2.3.6. National metrology institutions of COOMET member countries in consultation with the COOMET Committee member from the country and TC 1.10 Chair can send their experts and consultants to take part in the work of TC 1.10, if necessary, in the rank of official observers. A request for this should be formally sent to the TC 1.10 Chair.

### 2.4. TC 1.10 structure

#### 2.4.1. TC 1.10 fields of activity

2.4.1.1. For the organization of work within the fields of activities of TC 1.10, Coordinators of permanent fields by the types of measurements are appointed within the TC:

- thermometry;
- thermophysical quantities (thermal conductivity, heat capacity, thermal diffusivity etc.);
- moisture metering.

2.4.1.2. Field Coordinators are appointed for a term of 5 years. Coordinators' terms of office can be extended by the decision of the COOMET Presidential Council on the proposal of the TC Chair.

2.4.1.3. Proposals on coordinators' candidatures are submitted to the TC 1.10 Chair or Executive Secretary.

2.4.1.4. Elections of field Coordinators shall be held in the form of a secret ballot among TC 1.10 members at a TC 1.10 meeting.

The election shall be considered valid if 2/3 of votes are given FOR the candidature of the Coordinator (in case of one candidate) and by a simple majority of votes (in case of two and more candidates) from TC 1.10 members, who took part in the voting. The decision is recorded in the Minutes of the meeting (specifying the term of office). The TC 1.10 Chair informs the COOMET Secretariat of the decision made. Further, the issue of approval of the coordinator's candidature is submitted for approval to the COOMET Presidential Council.

The decision on extending the term of office of the Coordinator is made at a TC 1.10 meeting (the decision is considered adopted if 2/3 of votes are given FOR the extension of the term of office of the Coordinator from TC 1.10 members, who took part in the voting. The decision is recorded in the Minutes of the meeting (specifying the new term of office). The TC 1.10 Chair informs the COOMET Secretariat of the

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decision made. Further, the issue is submitted for approval to the COOMET Presidential Council.

2.4.1.5. The procedure and format of work within the field shall be determined by the field Coordinator.

2.4.1.6. The field Coordinator shall submit a report on the work done at a TC 1.10 meeting (if the issue is included in the meeting agenda).

### 2.4.2. Working groups

2.4.2.1. Working groups (WG) can be formed within TC 1.10 to carry out specific current works under COOMET projects.

2.4.2.2. The Head of the WG is the Coordinator of the corresponding project.

2.4.2.3. The membership of WGs for COOMET projects is formed based on proposals from COOMET Committee members or their authorized persons by sending information to the proposer of the COOMET project (project Coordinator) or to the COOMET Secretariat.

2.4.2.4. The procedure and format of work of the WG shall be determined by the project Coordinator.

The project Coordinator is responsible for carrying out work and drawing up the relevant report on the project. The project Coordinator provides information on the current state of work on the project or the results of its implementation to the TC 1.10 Chair, taking into account the requirements of the COOMET Rules of Procedure (document COOMET D2, clauses 2 and 3), as well as at TC 1.10 meetings.

It is advisable that project Coordinators participate in TC 1.10 meetings (at the invitation of the TC 1.10 Chair).

## 3. TC 1.10 WORK ORGANIZATION

### 3.1. TC 1.10 format of work

3.1.1. TC 1.10 implements its functions and solves its tasks through cooperation using modern means of communication and telecommunications, as well as by holding meetings.

3.1.2. TC 1.10 meetings are held at least once a year in accordance with the Schedule of meetings of COOMET steering and structural bodies.

3.1.3. For compelling reasons and in agreement with TC 1.10 members, it is allowed to hold meetings online.

3.1.4. The TC 1.10 Chair may convene an extraordinary meeting in agreement with the TC members.

3.1.5 Documents of TC 1.10 are in the working languages of COOMET.

### 3.2. Announcement and agenda of TC 1.10 meetings

3.2.1. The date and venue of the next TC 1.10 meeting are determined, as a rule, at the previous meeting and specified by the TC 1.10 Chair as required (taking into account the Schedule of meetings prepared by the COOMET Secretariat).

3.2.2. The announcement of the next TC 1.10 meeting is made, as a rule, no later than three months before the scheduled date of the meeting. TC 1.10 members shall confirm that they have received an invitation to the meeting and notify the TC 1.10 Chair of the possibility of their participation. If a TC 1.10 member cannot participate in a meeting, the COOMET Committee member may send another specialist to the meeting (see 3.3.3).

3.2.3. A provisional agenda of the next TC 1.10 meeting is formed by the Chair taking into account the proposals of TC 1.10 members, decisions and recommendations of the previous meeting, as well as resolutions of the COOMET Committee, COOMET Presidential Council and Joint Committee for Measurement Standards.

3.2.4. A provisional agenda is sent to all TC 1.10 members and to the COOMET Secretariat no later than one month before the scheduled date of the meeting.

The COOMET Secretariat sends to the TC 1.10 Chair a list of issues arising from the resolutions and instructions of the COOMET Committee and COOMET Presidential Council, recommended for discussion

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under the agenda of the TC 1.10 meeting.

### 3.3. Procedure of TC 1.10 meetings and documentation of decisions

3.3.1. TC 1.10 meetings are chaired by the TC 1.10 Chair, who:

- opens the meeting;
- submits the draft agenda of the meeting for approval;
- announces the list of participants of the meeting, references and statements;
- puts to the vote proposals and draft decisions on the issues under consideration;
- agrees the Minutes of the meeting with the participants;
- announces, in agreement with the participants, the closure of the meeting.

3.3.2. If a substitute takes part in a TC 1.10 meeting instead of the TC 1.10 member from the country, there shall be a written confirmation of his/her authority from the COOMET Committee member from the country which shall be submitted to the Chair.

3.3.3. A quorum at a meeting is defined by the presence of at least 50 % of TC 1.10 members from the counties or their official substitutes (see 3.2.2).

If a representative of a COOMET member country has not attended meetings for three or more consecutive years, the country is not taken into account in defining the quorum of the current meeting. At the same time, the officially appointed TC 1.10 member from the country shall be given the status of an observing TC 1.10 member starting from the current meeting. This status will terminate if the TC 1.10 member or their official substitute takes part in the next TC 1.10 meeting.

3.3.4. If a TC 1.10 member from any COOMET member country or their representative is absent at the meeting, the issues affecting the interests of that COOMET member country can be considered and necessary decisions on them can be made at the TC 1.10 meeting only if there is a consensus among (general agreement of) of all TC 1.10 members participating in the meeting.

3.3.5. If a TC 1.10 member from the country or their representative cannot participate in a TC 1.10 meeting, the TC 1.10 member from the country shall send to the TC 1.10 Chair or Executive Secretary information about the current state of work on the projects registered by the country no later than one week before the scheduled date of the meeting.

3.3.6. The TC 1.10 Chair may invite experts, consultants, representatives of international and regional metrology organizations, as well as other organizations with which working contacts have been established, to take part in the work.

3.3.7. Decisions shall be made, whenever possible, on the basis of consensus (general agreement). If consensus cannot be reached, when voting on the agenda items, decisions are considered to be adopted if more than half of the TC 1.10 members or their official substitutes (in view of the quorum requirements under 3.3.3) present at the meeting have voted for their adoption. In the event of an equality of votes, the Chair shall have the casting vote.

If there is more than one representative of a COOMET member country at the meeting, only the officially appointed TC 1.10 member from the country or their official substitute can take part in the voting.

Observers and guests do not participate in voting on agenda items.

3.3.8. TC 1.10 meetings and all documents are in the working languages of COOMET (simultaneous translation is organized, whenever possible).

3.3.9. The decisions and recommendations of a TC 1.10 meeting are drawn up in the form of the Minutes of the meeting. The Minutes of the meeting are kept by the TC 1.10 Executive Secretary or another person at the instruction of the TC 1.10 Chair. The Minutes of the meeting are signed by the TC 1.10 Chair and Executive Secretary.

3.3.10. The Minutes are distributed among the TC 1.10 members or their official substitutes present at the meeting, as well as observers (if the Minutes are prepared by the end of the meeting).

Otherwise, the draft Minutes shall be sent to all TC 1.10 members within one month after the

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meeting. Approval of the draft Minutes is carried out by email correspondence within a month after its receipt.

Copies of the agreed Minutes are sent by the TC 1.10 Chair or Executive Secretary to all TC 1.10 members (including those TC 1.10 members whose representatives were not able to participate in the meeting) by email within one month after the approval procedure is completed.

The TC 1.10 Chair informs the JCMS Chair about the decisions made at the TC 1.10 meeting.

The Minutes of the meeting are sent by the TC 1.10 Chair or Executive Secretary to the COOMET Secretariat, and are also published on the COOMET web resources.

3.3.11. The TC 1.10 Chair and Executive Secretary, COOMET Secretariat, as well as the COOMET Committee member and/or the Head of the national organization acting as the convener of the TC 1.10 meeting, shall ensure that the documents and work of the meeting are presented and conducted in the working languages of COOMET.

### 3.4. Electronic voting

3.4.1. For compelling reasons electronic voting may be held among TC 1.10 members on important issues of TC 1.10 activities between TC 1.10 meetings based on the decision of the TC 1.10 Chair.

3.4.2. To conduct electronic voting, the TC 1.10 Chair or Executive Secretary prepares a voting ballot containing a list of questions and answer options, which is sent to TC 1.10 members by e-mail or posted on the COOMET information resource with notification of the TC 1.10 members from the countries.

3.4.3. The TC 1.10 Chair shall set the timeframe for voting.

3.4.4. The answer having a simple majority of votes of TC 1.10 members is accepted as the result of voting for each question of the ballot. If a TC 1.10 member votes negatively on an issue, put to a vote, the reason for such a decision shall be stated.

### 3.5. Reports on TC 1.10 activities

3.5.1. Based on the results of TC 1.10 activities, the TC 1.10 Chair ensures preparation of the Annual Report on TC 1.10 activities in accordance with clause 3 of the COOMET Rules of Procedure (document COOMET D2), as well as publication of information materials on TC 1.10 activities on the COOMET web resources.

3.5.2. The results of TC 1.10 activities are reported by the TC 1.10 Chair at a meeting of the Joint Committee for Measurement Standards (as required).

### 3.6. Information activities

3.6.1. The TC 1.10 Executive Secretary in conjunction with the COOMET Secretariat organizes the presentation of the results of cooperation on the COOMET web resources.

3.6.2. The TC 1.10 Executive Secretary acts as the TC 1.10 online editor and is responsible for timely updating the TC 1.10 page on the COOMET webportal ([www.coomet.net](http://www.coomet.net)).

## 4. BASIC RIGHTS AND OBLIGATIONS OF TC 1.10 MEMBERS

### 4.1. TC 1.10 members have the right:

- to have a complete suite of documents and materials submitted for consideration at a TC 1.10 meeting, which generally shall be circulated no later than 15 days before the meeting;
- to submit proposals on any issue within the framework of TC 1.10 activities for consideration by TC 1.10;
- propose COOMET projects to be included in the thematic work plan of TC 1.10;
- in case of disagreement with the recommendations adopted at a TC 1.10 meeting, state their objections or proposals in the "Dissenting Opinion", which is attached to the Minutes, and send substantiation of their objections or proposals to the COOMET Secretariat;

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- to apply through COOMET Committee members of their countries to the COOMET Secretariat with proposals on bringing specific issues to the consideration of the COOMET Committee;
- to receive full information on the results of TC 1.10 activities;
- to discuss any issues between TC 1.10 meetings by correspondence with the participation of all TC 1.10 members.

### 4.2. TC 1.10 members are obliged to:

- participate in the work of all TC 1.10 meetings;
- have necessary documentation at a TC 1.10 meeting, be prepared on all issues considered at the meeting, actively participate in the discussion of agenda items and in the preparation of TC 1.10 decisions;
- implement the decisions and recommendations adopted at the TC 1.10 meeting and facilitate their implementation within the specified timeframe;
- inform the management of their national metrology institutions, as well as COOMET Committee members about the results of the discussion on all issues and problems at TC 1.10 meetings and facilitate their implementation within the specified timeframes;
- inform the management of their national metrology institutions, as well as COOMET Committee members about the results of the discussion on all issues and problems at TC 1.10 meetings and about the progress in implementing decisions and recommendations of TC 1.10 and facilitate their implementation within the specified timeframes;
- take into account, as far as possible, in the activities of their national metrology institutions programs, documents and recommendations of COOMET (on the issues within the competence of TC 1.10) and promote implementation of the results of work carried out in TC 1.10 in their countries;
- inform all interested specialists in their countries about the results of TC 1.10 activities.

### 4.3. Field Coordinators are obliged to:

- facilitate the creation of CMCs and conduct of CMC reviews in the assigned subject field;
- facilitate the implementation of projects in the assigned subject field.

### 4.4. Field Coordinators have the right to:

- take active part in all areas of TC 1.10 activities in the sphere of their professional interests;
- participate in the work of all TC 1.10 meetings;
- submit proposals in the fields of TC 1.10 activities for consideration.

## 5. EXPENDITURES FOR HOLDING TC 1.10 MEETINGS

5.1. Travel expenses of the participants of TC 1.10 meetings, including experts and consultants, shall be borne by the national metrology institution or another national organization of the COOMET member country that sends its specialists to TC 1.10 meetings.

5.2. The expenses connected with the organization of TC 1.10 meetings (including facilities and technical support necessary for holding a TC 1.10 meeting) shall be borne by the national metrology institution or another national organization of the COOMET member country, which has assumed the obligations of being the host party.