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**REGULATION**  
**on the COOMET Technical Committee**  
**«Time and Frequency»**  
**(TC 1.11)**

### 1. GENERAL

1.1. Technical Committee TC 1.11 "Time and Frequency" (hereinafter - TC 1.11) is a COOMET structural body, organized for arranging work and cooperation in the field of time and frequency measurements.

TC 1.11 is a COOMET structural body of the 2<sup>nd</sup> level (CSB-II), subordinate to the COOMET Joint Committee for Measurement Standards (SBC-I).

1.2. In its activities TC 1.11 is guided by the COOMET Memorandum of Understanding (document COOMET D1), COOMET Rules of Procedure (document COOMET D2), Mission, Vision and Strategy of COOMET, resolutions of the COOMET Committee, COOMET Presidential Council and Joint Committee for Measurement Standards (JCMS), COOMET programs, documents and recommendations, recommendations and documents of international and regional organizations in the field of time and frequency measurements, as well as this Regulation.

### 2. REFERENCES

This document contains references to the following publications<sup>1</sup>:

- document COOMET D1 / 2020 "COOMET Memorandum of Understanding";
- document COOMET D2 / 2021 "COOMET Rules of Procedure";
- program COOMET P2 / 2021 "COOMET Program of Comparisons".

### 3. TC 1.11 BASIC TASKS AND FUNCTIONS

The main task of TC 1.11 is to organize the activities and coordinate work and cooperation of national metrology institutes (hereinafter - NMI), including designated institutes (hereinafter - DI), as well as other state metrology institutions (hereinafter - SMI) of COOMET member countries in the field of time and frequency.

TC 1.11 functions:

- coordination of the work of NMIs and SMIs of COOMET member countries on joint topics falling within the competence of TC 1.11;
- formation of proposals and development of concepts, work programs in the field of responsibility of TC 1.11, identification of cooperation problems;
- organization and carrying out of joint works (including research ones) of interest to NMIs and SMIs of COOMET member countries;
- establishment of cooperation with the relevant working bodies, with international and regional organizations on the tasks and problems of cooperation in the field of responsibility of TC 1.11, ensuring of participation in the implementation of international treaties and agreements in the assigned field of measurements;
- implementation of the Mutual Recognition Arrangement (CIPM MRA) in terms of organizing the process of publishing CMC data of NMIs/DIs of COOMET member countries and comparisons of national standards in the field of time and frequency between NMIs/DIs of COOMET member countries (within program COOMET P2) and other comparisons in the field of time and frequency;
- participation in the development of COOMET publications;
- implementation of COOMET projects;
- coordination of the activities of working bodies directly subordinate to TC.1.11;

<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").

## Regulation on TC 1.11

- providing cooperation with other COOMET structural bodies;
- organization of TC 1.11 meetings and providing agreement on the results of cooperation;
- generalization of the results of cooperation and preparation of reports on the activities of TC 1.11 in accordance with the procedure determined by the COOMET Memorandum of Understanding (document COOMET D1) and COOMET Rules of Procedure (document COOMET D2);
- timely informing of TC members, as well as the Chair of the JCMS about upcoming meetings, as well as submission of information on planned and ongoing works within the Technical Committee to the COOMET Secretariat;
- organization of information activities and presentation of the obtained results of cooperation on the COOMET web resources, as well as timely update of information on the TC 1.11 page on the [www.coomet.net](http://www.coomet.net) portal.

### **4. STRUCTURE AND PROCEDURE FOR ESTABLISHING THE MEMBERSHIP OF TC 1.11**

#### **4.1. TC 1.11 Chair**

4.1.1. TC 1.11 is headed by the Chair, whose candidacy is approved by the COOMET Committee for a period of 4 years with the possibility of one-time extension of the term of office for the same period (COOMET Memorandum of Understanding, document D1/2020, Chapter 5, Clause 12). TC 1.11 Chair is a member of the COOMET JCMS.

4.1.2. The Chair of TC 1.11 is responsible for the fulfillment of the following tasks of TC 1.11:

- coordination of the work of TC 1.11, as well as of the WGs for projects (see clause 4.5);
- convocation, management of the work of TC 1.11 meetings, preparation of the Minutes of TC 1.11 meetings;
- preparation and submission of Annual reports on the activities of TC 1.11 to the COOMET Secretariat and documentation at the meetings of the JCMS and COOMET Committee;
- informing of the COOMET Committee and COOMET Presidential Council about important issues related to the activities of TC 1.11 (including problems - if any), as well as successes and achievements;
- monitoring of the implementation of COOMET projects under the COOMET Program of Comparisons (program COOMET P2) and taking appropriate measures in case of issues and delays;
- coordination of participation in the implementation of the Mutual Recognition Arrangement (CIPM MRA) in the field of time and frequency measurements;
- update of the list of technical experts on CMC review in the field of time and frequency and the list of COOMET technical experts on peer review of the QMS of COOMET NMIs/DIs (within the scope of responsibility of TC 1.11), consideration of those issues at TC 1.11 meetings.

#### **4.2. Election of the Chair**

4.2.1. Any member of TC 1.11 can be a candidate for the position of the TC 1.11 Chair.

4.2.2. The election of the TC 1.11 Chair is held in the form of a closed voting among the members of TC 1.11 at the regular meeting.

The decision is considered adopted if there are 2/3 of votes cast FOR the candidacy of the Chair (if there is one candidate), and a simple majority of votes (if there are two or more candidates) from TC 1.11 members who took part in the voting.

4.2.3. If the first 4-year term of office of the 1.11 Chair has expired, then the issue of extending the term of office of the current Chair is considered at the meeting of TC 1.11 one year before the expiration of the term of office. A closed voting is also held among the members of the technical committee at a TC 1.11 meeting on the issue of extending the term of office.

## **Regulation on TC 1.11**

The decision is considered adopted if there are 2/3 of votes from TC 1.11 members who took part in the voting, cast FOR the extension of the term of office of the current Chair.

4.2.4. TC 1.11 members who do not participate in the TC 1.11 meeting, may send their position to the TC 1.11 Secretariat or to the current Chair in advance; information is communicated to the voting members of the technical committee after they have voted.

4.2.5. If there are compelling reasons, voting on the election of the TC 1.11 Chair or the extension of his/her term of office can be held using modern means of communication (email, Internet, etc.).

4.2.6. The results of the election of the TC 1.11 Chair and voting on the issue of extending his/her term of office are submitted for consideration to the COOMET Presidential Council and for approval to the COOMET Committee.

4.2.7. In case of early resignation of the current TC 1.11 Chair, the COOMET Presidential Council appoints an Acting Chair, who organizes a regular TC meeting, at which the election of a new TC 1.11 Chair is held in accordance with the procedure prescribed above.

### **4.3. Deputy Chair of TC 1.11 and Secretary**

4.3.1. On the initiative of the TC 1.11 Chair and in agreement with TC members, a Deputy Chair is appointed to participate (if necessary to replace the Chair) in the fulfilment of the tasks assigned to the Chair.

The election of the TC 1.11 Deputy Chair is held in the form of a closed voting among the members of TC 1.11 at a regular meeting in accordance with the rules set out in clause 4.2.

4.3.2. To assist the Chair in his/her work in TC 1.11, the Chair shall appoint an Executive Secretary.

### **4.4. TC 1.11 membership**

4.4.1. The membership of TC 1.11 is formed based on proposals from national organizations which are COOMET members and is approved by the decision of the COOMET Committee.

4.4.2. TC 1.11 includes one specialist from each COOMET member country, representing a NMI or SMI of a COOMET member country, based on the interests and possibilities of cooperation in the field of time and frequency measurements, as well as the availability of relevant specialists (status "TC 1.11 member from the country").

The appointed member of TC 1.11 from the country has the right to vote when making decisions within TC 1.11.

4.4.3. Official members of TC 1.11 are:

- TC 1.11 Chair;
- Deputy Chair of TC 1.11;
- one officially appointed authorized representative from a COOMET member country, having the status of a "TC 1.11 member from the country" (in case of appointment);
- Executive Secretary of TC 1.11.

4.4.4. NMIs and SMIs of COOMET member countries, if necessary, in agreement with the COOMET Committee member from their country and the TC 1.11 Chair, can send their experts in the rank of official observers to participate in TC 1.11. An application for this shall be officially sent to the Chair of TC 1.11.

### **4.5. Working Groups**

4.5.1. Within TC 1.11 Working Groups (WG) can be formed to carry out specific current works under COOMET projects.

The Head of the WG is the Coordinator of the relevant project.

4.5.2. The membership of WGs for COOMET projects is formed based on the proposals of

## **Regulation on TC 1.11**

COOMET Committee members or their authorized persons by sending information to the COOMET project proposer (project Coordinator) or to the COOMET Secretariat.

4.5.3. The procedure for and format of the WG work is determined by the project Coordinator.

4.5.4. The project Coordinator is responsible for the execution of works and preparation of an appropriate report on the project. The project Coordinator provides information on the current state of works on the project or on the results of implementation to the TC 1.11 Chair, taking into account the COOMET Rules of Procedure (document COOMET D2, clauses 2 and 3), as well as at the meetings of TC 1.11.

It is advisable for project Coordinators to participate in the meetings of TC 1.11 (at the invitation of the TC 1.11 Chair).

## **5. ORGANIZATION OF WORK OF TC 1.11**

### **5.1. Format of work of TC 1.11**

5.1.1. TC 1.11 implements its functions and solves its tasks through cooperation by email, using modern means of communication and telecommunications, as well as by holding meetings.

5.1.2. Meetings of TC 1.11 are held at least once a year in accordance with the Schedule of meetings of COOMET steering and working bodies. The date and place of the regular meeting is determined at the previous meeting or specified and agreed with the members of TC 1.11 by email.

5.1.3. If necessary, the TC 1.11 Chair, in agreement with its members, may convene an extraordinary meeting of the committee. If there are compelling reasons, in agreement with the members of TC 1.11 and the COOMET Secretariat, it is allowed to conduct meetings online.

5.1.4. TC 1.11 documents are kept in the working languages of COOMET.

### **5.2. Announcement and agenda of TC 1.11 meetings**

5.2.1. The announcement of the regular meeting of TC 1.11 is made, as a rule, no later than three months before the appointed date of the meeting. Members of TC 1.11 must confirm receipt of the invitation to the meeting and notify the TC 1.11 Chair about the possibility of their participation.

If a TC 1.11 member cannot participate in a meeting, the COOMET Committee member may send another specialist to the meeting (see 5.3.2).

5.2.2. The preliminary agenda of the regular meeting is formed by the TC 1.11 Chair, taking into account the proposals of TC members, decisions and recommendations of the previous meeting, as well as resolutions of the COOMET Committee, COOMET Presidential Council and COOMET Joint Committee for Measurement Standards and is sent to all TC 1.11 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 1.11 Chair a list of issues arising from resolutions and instructions of the COOMET Committee and COOMET Presidential Council, recommended for discussion under the agenda of the TC 1.11 meeting.

### **5.3. Procedure for holding TC 1.11 meetings and documentation of decisions**

5.3.1. TC 1.11 meetings are chaired by its Chair, who:

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

5.3.2. If instead of the TC 1.11 member from the country their substitute participates in the work

## Regulation on TC 1.11

of a TC 1.11 meeting, they must have a written confirmation of authority from the COOMET Committee member of their country, which is submitted to the TC 1.11 Chair.

5.3.3. The quorum at the meeting is determined by the presence of at least 50% of TC 1.11 members or their official substitutes (see 4.4.2 and 5.3.2).

If a representative of a COOMET member country is not present at meetings for three years in a row or more, this country is not taken into account when determining the quorum of the current meeting. In this case, the officially appointed member of TC 1.11 from the country, starting from the current meeting, is assigned with the status of "observing TC member". This status expires in case of participation of the TC 1.11 member or their official substitute in the next meeting of TC 1.11.

5.3.4. In the absence of a TC 1.11 member from a COOMET member country or their representative at the meeting, issues affecting the interests of this COOMET member country can be considered at the meeting and necessary decisions can be made only if there is a consensus among (general agreement of) all TC 1.11 members participating in the meeting.

5.3.5. SMIs and NMI of COOMET member countries, if necessary and in agreement with the TC 1.11 Chair, can send their experts and consultants to participate in the work of TC 1.11 meetings.

5.3.6. TC 1.11 Chair can invite representatives of international and regional metrology organizations, as well as other organizations with which working contacts have been established, to the meetings in the rank of guests.

5.3.7. When voting on agenda items, decisions are made by consensus (general agreement). If it is impossible to reach consensus, decisions during voting on agenda items are considered adopted if more than half of the TC 1.11 members or their official substitutes (taking into account the requirements of clause 5.3.2) present at the meeting voted for their adoption. In the event of an equality of votes, the TC 1.3 Chair shall have the casting vote.

If several representatives of a COOMET member country are present at the meeting, only an officially appointed member of TC 1.11 from the country or an official substitute will take part in the voting.

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

5.3.8. Meetings of TC 1.11 are conducted in the working languages of COOMET (if possible, simultaneous interpretation is organized).

5.3.9. Decisions and recommendations of the TC 1.11 meeting are drawn up in the form of Minutes.

The Minutes of the meeting are kept by the Executive Secretary of TC 1.11 or another person at the request of the TC 1.11 Chair.

The Minutes are signed by the TC 1.11 Chair and the Executive Secretary of TC 1.11.

The Minutes are handed over to all TC 1.11 members present at the meeting or their official substitutes, as well as to the observers (if the Minutes are prepared by the end of the meeting) and sent to all TC 1.11 members from the countries (no later than one month from the date of the meeting).

Approval of the Minutes of the TC 1.11 meeting is made by email correspondence within a month after its receipt by TC 1.11 members.

Copies of the approved Minutes of the meeting are sent by email by the Chair or Executive Secretary of TC 1.11 within a month after the end of the approval procedure to all members of TC 1.11 (including those who were not able to take part in the meeting).

The TC 1.11 Chair informs the Chair of JCMS about the decisions made at the meeting.

The Minutes of the TC 1.11 meeting are sent by the Chair or Executive Secretary of TC 1.11 to the COOMET Secretariat, and are also published on the COOMET web resources.

5.3.10. The Chair of TC 1.11, COOMET Secretariat, as well as the COOMET Committee member and/or the Head of the national organization acting as the organizer of the TC 1.11 meeting,

## **Regulation on TC 1.11**

must ensure that the documents and work of the meeting are presented and kept in the working languages of COOMET.

### **5.4. Electronic voting**

In justified cases between meetings of TC 1.11, based on the decision of the TC 1.11 Chair, electronic voting can be held among TC members on important issues of TC 1.11 activities.

To conduct electronic voting, the Chair or Executive Secretary of TC 1.11 prepares a voting ballot containing a list of questions and answer options, which is sent to TC 1.11 members by email or posted on the COOMET information resource with notification of TC 1.11 members from the countries.

The timeframe for voting is set by the TC 1.11 Chair.

As the result of voting on each question of the ballot, the answer is accepted, for which a simple majority of votes of TC 1.11 members are submitted. If a member of TC 1.11 votes negatively on a question, he/she must indicate the reason for such a decision.

### **5.5. TC 1.11 activities reports**

Based on the results of TC 1.11 activities, its Chair provides for the preparation of the Annual Report on the activities of TC 1.11 in accordance with clause 3 of the COOMET Rules of Procedure (document COOMET D2), as well as posting of information materials on the activities of TC 1.11 on the COOMET web resources.

The results of the TC 1.11 activities are reported by the Chair at the meetings of the JCMS and COOMET Committee (if necessary).

### **5.6. Information activity**

The Executive Secretary of TC 1.11 together with the COOMET Secretariat organizes presentation of information on the results of cooperation on the COOMET web resources.

The Executive Secretary of TC 1.11 and the online editor of TC 1.11 are responsible for updating the TC 1.11 page on the COOMET web portal ([www.coomet.net](http://www.coomet.net)).

## **6. BASIC RIGHTS AND OBLIGATIONS OF TC MEMBERS**

### **6.1. The TC 1.11 Chair shall:**

- ensure and coordinate the work of TC 1.11, timely inform the JCMS, COOMET Committee and COOMET Presidential Council about important issues related to the activities of the technical committee, as well as successes and achievements in the subject field;
- ensure the monitoring of the COOMET project implementation in the field of "Time and Frequency" and the adoption of appropriate measures in case of any issues and delays;
- coordinate the issues of participation in the implementation of the CIPM MRA in the field of time and frequency measurements;
- ensure the organization of work on the intraregional review of CMCs of COOMET NMIs/DIs and on the participation of COOMET in the interregional review of CMCs of NMIs/DIs of other regional metrology organizations;
- update the lists of technical experts on CMC review in the field of "Time and Frequency" and the list of COOMET technical experts on peer review of the QMS of COOMET NMIs/DIs;
- ensure the preparation of reports on the results of TC 1.11 activities in accordance with clause 3 of the COOMET Rules of Procedure (document COOMET D2), as well as posting of information materials on the TC 1.11 activities on the COOMET web resources.

## Regulation on TC 1.11

### 6.2. TC 1.11 members have the right to:

- have a full suite of documents and materials submitted for consideration at a TC 1.11 meeting, which must be distributed no later than 15 days before the meeting;
- submit for consideration of TC 1.11 proposals on any issue within the framework of its competence;
- propose topics for joint works and participate in their implementation;
- in case of disagreement with the decisions and recommendations made at the TC 1.11 meeting, state their objections or proposals in the "Dissenting Opinion" attached to the Minutes of the meeting, and send reasoning of their objections or proposals to the COOMET Secretariat;
- apply through the COOMET Committee member to the COOMET Secretariat with proposals on bringing specific issues to the consideration of the COOMET Committee;
- receive full information on the results of TC 1.11 activities;
- discuss any issues between meetings of TC 1.11 by email correspondence with the participation of all members of the technical committee.

### 6.3. TC 1.11 member shall:

- participate in the work of TC 1.11 meetings;
- have the necessary documentation and provide it at the meeting of TC 1.11; be prepared on all issues considered at the TC meeting, actively participate in their discussion, in the preparation of decisions and recommendations;
- implement decisions and recommendations adopted at the meeting of TC 1.11, and promote their implementation as scheduled;
- take an active part in the discussion of issues on the agenda of the meeting and in the development of decisions and recommendations of the meetings;
- inform the management of their SMIs, as well as COOMET Committee members about the results of discussion of all issues and problems at the meetings of TC 1.11, about the progress in the implementation of those decisions, as well as facilitate their implementation as scheduled;
- take into account, as far as possible, in the activities of their SMIs programs, documents and recommendations of COOMET (on the issues falling within the competence of TC 1.11) and promote the implementation of the results of work carried out within TC 1.11 in their countries;
- inform all interested specialists in their countries about the results of TC 1.11 activities.

## 7. EXPENDITURES FOR HOLDING TC 1.11 MEETING

7.1. The expenses for the secondment of the participants of TC 1.11 meetings, including experts and consultants, shall be borne by the NMI, the SMI or another national organization that sends its specialists.

7.2. The costs associated with the organization of TC 1.11 meetings (including the provision of premises and technical means necessary for holding a TC 1.11 meeting) shall be borne by the NMI or SMI, which accepted the obligations of the host party.