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REGULATION
on the COOMET Technical Committee
"Legal Metrology"
(TC 2)

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Regulation on TC 2

1. GENERAL PROVISIONS. MAIN TASKS

1.1. The COOMET Technical Committee "Legal Metrology" (hereinafter TC 2) was established by the decision of the 12th COOMET Committee meeting (Cuba, 2002) in order to improve the organizational structure of COOMET and activities of the organization in general.

1.2. TC 2 is a COOMET structural body of the 1st level (CSB-I).

1.3. In its activity TC 2 is guided by the COOMET Memorandum of Understanding¹ (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, publications of the International Organization of Legal Metrology (OIML), as well as this Regulation.

TC 2 takes into account documents of regional legal metrology organizations (RLMO), which are of interest for both member countries and for COOMET activities in general.

1.4. TC 2 serves as a forum for scientific and technical cooperation in the subject field "Legal Metrology". TC 2 ensures coordination of cooperation of national metrology institutions of COOMET member countries in the above mentioned field and involvement of scientists and specialists from other national organizations of COOMET member countries in cooperation.

1.5. Tasks of TC 2:

- formulation of proposals, development and implementation of the work program in the field of legal metrology; identification of problems of cooperation in COOMET member countries in the field of legal metrology;
- organization and holding of joint works in the field of legal metrology (primarily under COOMET projects), which are of interest for national metrology institutions of COOMET member countries;
- ensuring of participation of COOMET in the implementation of international agreements and arrangements in the field of legal metrology (if any);
- establishment of interaction with the working bodies of OIML and RLMO, formulation of proposals on joint work with those organizations;
- analysis of OIML and RLMO publications for their implementation in COOMET member countries (in case of interest);
- preparation of COOMET publications on the issues of legal metrology;
- participation in the monitoring of demand for training events within COOMET in the area of responsibility of TC2; organization and holding of training events of COOMET on topical issues of legal metrology;
- dealing with other issues concerning cooperation and harmonization in the field of legal metrology, which are assigned to TC2 by the COOMET Committee or COOMET Presidential Council;
- organization of TC 2 meetings and ensuring of agreeing on the results of cooperation;
- ensuring of interaction with the COOMET Secretariat and other COOMET structural bodies;
- compilation of the results of cooperation, preparation and submission of reports on COOMET activities in the fields of legal metrology according to the procedure, specified in documents COOMET D1 and COOMET D2;
- organization of information activities and presentation of the outcomes of cooperation in the field of legal metrology on the COOMET web resources, as well as timely update of information on the TC 2 page on the portal at www.coomet.net.

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").

2. REFERENCES

In this document references are made to the following publications:

- document COOMET D1/2020 "COOMET Memorandum of Understanding";
- document COOMET D2/2021 "COOMET Rules of Procedure";
- document COOMET D5/2021 "Model Regulations for COOMET Structural Bodies";
- program COOMET P1/2020 "COOMET Development Program for 2020-2022";
- program COOMET P3/2021 "Work Program of TC 2 "Legal Metrology" for 2021-2023".

3. STRUCTURE AND PROCEDURE FOR ESTABLISHING THE MEMBERSHIP OF TC 2

3.1. TC 2 Chair

3.1.1. TC 2 is headed by the Chair whose candidature is approved by the COOMET Committee for the period of 4 years with the possibility of one-time extension of the term of office for the same period (according to COOMET D1/2020, Chapter 5, Clause 12).

3.1.2. The TC2 Chair is responsible for the fulfillments of TC 2 tasks in general (according to 1.4 and 1.5), as well as for:

- coordination of work of TC 2 and fields of cooperation within TC 2;
- convening, management of TC 2 meetings, preparation of the Minutes of TC 2 meetings;
- preparation and submission of reports and working documents to COOMET Presidential Council meetings and COOMET Committee meetings;
- informing of the COOMET Committee and COOMET Presidential Council about important issues related to TC 2 activities (inter alia, about problems, if any), as well as about successes and achievements;
- monitoring of carrying out activities related to the issues of legal metrology, envisaged in the COOMET Development Program (program COOMET P1), Work Program of TC2 in general (program COOMET P3) and specific COOMET projects, as well as taking of appropriate measures if any issues arise or any delays take place;
- maintenance and where possible expansion of working relationship with OIML and RLMO and/or their working bodies (technical committees), including participation in the RLMO Round Table.

3.1.3. The TC 2 Chair forms the TC2 Secretariat, which assists in coordinating TC 2 activities, as well in the issues of interaction with the COOMET Secretariat and other COOMET structural bodies.

3.2. TC 2 Deputy Chair

At the initiative of the TC 2 Chair and upon agreement with TC 2 members a Deputy Chair of TC 2 can be elected, who helps the Chair to organize the performance of works in view of the tasks and functions of TC 2.

The Deputy Chair replaces the TC 2 Chair when required and by mutual agreement.

3.3. Elections of the TC 2 Chair and Deputy Chair

3.3.1. Any TC 2 member, having the status of a "TC 2 member from the country" can be a candidate for the position of the TC 2 Chair or Deputy Chair.

3.3.2. The procedure for holding election of the TC 2 Chair or Deputy Chair or consideration of the issue of extending the terms of their offices shall be in accordance with COOMET D5.

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3.3.3. The results of the election of the TC 2 Chair and voting on the issue of extending the term of office of the TC 2 Chair shall be submitted for consideration and approval of the COOMET Presidential Council and further for approval of the COOMET Committee.

The TC 2 Chair informs the COOMET Secretariat about the results of the election of the TC 2 Deputy Chair.

3.4. TC 2 membership

3.4.1. The membership of TC 2 is established based on proposals submitted by COOMET Committee members from specialists in legal metrology, representing national metrology institutions of COOMET member countries.

TC 2 includes one permanent representative of each COOMET member country, who is appointed by the COOMET Committee member taking into account the interests and possibilities of cooperation in this field and the availability of the relevant specialists in the country (status "TC 2 member from the country"). The appointed TC 2 member has the voting right when making decisions within TC 2.

3.4.2. Official TC 2 members are:

- TC 2 Chair;
- TC 2 Deputy Chair (if any);
- one permanent representative from the COOMET member country, having the status of "TC 2 member from the country" (if appointed);
- field Coordinators within TC 2 (see. 3.5.1);
- representatives of the TC 2 Secretariat.

3.4.3. The membership of TC 2 is approved by the decision of the COOMET Committee.

3.4.4. National metrology institutions of COOMET member countries in consultation with the COOMET Committee member from the country and the TC 2 Chair can send their experts to take part in the work of TC 2, if necessary, in the rank of official observers. The corresponding application shall be officially sent to the TC 2 Chair.

3.5. TC 2 structure

3.5.1. Fields of activity in legal metrology

3.5.1.1. The following fields were formed within TC 2:

- 2.1. Measuring devices and systems in legal metrology;
- 2.2. Medical equipment with measuring functions;
- 2.3. Conformity assessment of measuring instruments;
- 2.4. Digitalization in legal metrology;
- 2.5. General principles of metrological control and supervision.

3.5.1.2. Field Coordinators are appointed for a term of 5 years. The terms of office of field Coordinators can be extended according to the decision of the COOMET Presidential Council on the proposal of the TC 2 Chair.

3.5.1.3. Election of a field Coordinator shall be held in the form of a secret ballot among TC 2 members at a TC 2 meeting.

The election is considered valid if 2/3 of votes are given FOR the candidature of the Coordinator (in case of one candidate) and by the simple majority of votes (in case of two and more candidates) from TC 2 members, who took part in the voting; the decision should be recorded in the Minutes of the meeting (with the indication of the term of office). The TC 2 Chair informs the COOMET Secretariat

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about the made decision. Then the issue of approving the candidacy of the field Coordinator shall be submitted to the COOMET Presidential Council for approval.

The decision on extending the term of office of the Coordinator should be made at a TC 2 meeting (the decision is considered adopted if 2/3 of votes from TC 2 members, who took part in the voting, are given FOR the extension of the term of office of the Coordinator) and is recorded in the Minutes of the meeting (with the indication of a new term of office). The TC 2 Chair informs the COOMET Secretariat about the made decision. Then the issue of extending the term of office of the field Coordinator shall be submitted to the COOMET Presidential Council for approval.

3.5.1.4. TC 2 members send information to the TC 2 Secretariat and to field Coordinators about experts in their countries, willing to take part in discussion of the issues of cooperation in each field (it is advisable that the list of experts from the country is agreed with the COOMET Committee member of the country).

The status of such specialists is a field 2.x expert (see 3.5.1.1).

If required, the TC 2 Chair can invite experts to TC 2 meetings.

3.5.1.5. The field Coordinator defines the procedure for and the format of work within the field.

3.5.1.6. The field Coordinator submits a report about the undertaken work at a TC 2 meeting (if this issue is included in the meeting agenda).

3.5.2. Working groups

3.5.2.1. Working groups (WGs) can be formed as part of TC 2 to carry out specific current work under COOMET projects.

The project Coordinator is the Head of the WG.

The membership of the WG for a COOMET project is established based on the proposals of COOMET Committee members or their authorized persons by sending the information to the proposer of the COOMET project (project Coordinator) or to the COOMET Secretariat.

3.5.2.2. The project Coordinator defines the procedure for and the format of work of the WG.

3.5.2.3. The project Coordinator is responsible for the performance of works and drawing up of the corresponding report on the project. The project Coordinator shall submit information about the current status of work on the project and about the results of its implementation to the TC 2 Chair taking into account the requirements of the COOMET Rules of Procedure (document COOMET D2, sections 2 and 3), as well as at TC 2 meetings (if this issue is included in the meeting agenda).

Participation of project Coordinators in TC 2 meetings is advisable (at the invitation of the TC 2 Chair).

4. ORGANIZATION OF TC 2 WORK

4.1. Format of TC 2 work

4.1.1. TC 2 fulfils its tasks and functions by discussing and solving issues of cooperation by correspondence using modern means of communication and telecommunication, as well as by conducting meetings.

4.1.2. Meetings of TC 2 shall be held at least once a year in accordance with the Schedule of meetings of COOMET steering and structural bodies (the body responsible for preparation is the COOMET Secretariat).

4.1.3. The TC 2 Chair can convene an extraordinary meeting, if necessary, upon agreement with TC 2 members.

4.1.4. For valid reasons meetings may be held online in agreement with TC 2 members.

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4.1.5. The date and venue of a regular TC 2 meeting are generally determined at the previous meeting and, if necessary, corrected by the TC 2 Chair (taking into account the Schedule of meetings prepared by the COOMET Secretariat).

4.1.6. TC 2 documents are prepared in the working languages of COOMET.

4.2. Announcement and agenda of TC 2 meetings

4.2.1. A regular TC 2 meeting is generally announced no later than three month before the set date of the meeting. TC 2 members shall acknowledge the receipt of the invitation to the meeting and inform the TC 2 Chair about their possibility to participate.

If the TC 2 member from the country cannot take part in a meeting, the COOMET Committee member can send another specialist to the meeting (see 4.3.2).

4.2.2. A provisional agenda of a regular TC 2 meeting is prepared by the Chair taking into account suggestions of TC 2 members, recommendations and resolutions of the previous meeting, as well as resolutions of the COOMET Committee and COOMET Presidential Council.

The provisional agenda is circulated among all TC 2 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 2 Chair a list of issues, resulting from resolutions and requests of the COOMET Committee and COOMET Presidential Council, as well as actions, envisaged in program COOMET P1, recommended for discussion within the agenda of the TC 2 meeting.

4.3. Procedure for holding TC 2 meetings and drawing up decisions

4.3.1. TC 2 meetings are headed by the Chair who:

- opens the meeting;
- submits a draft agenda for approval;
- announces the list of participants of the meeting, background information and statements;
- organizes discussion of the agenda items,
- puts to the vote proposals and draft resolutions on the matters discussed;
- negotiates the Minutes of the meeting with the participants;
- announces, upon agreement with the participants, closing of the meeting.

4.3.2. If instead of a TC 2 member from the country their substitute takes part in the meeting, they shall have a written confirmation of their authority from the COOMET Committee member of the country, which shall be submitted to the Chair of the meeting.

4.3.3. A quorum at a meeting is defined by the presence of at least 50% of TC 2 members or their official substitutes (see 3.4.1, 4.2.1 and 4.3.2).

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 2 member from the country shall be given the status of an observing TC 2 member starting from the current meeting. The status will terminate if the TC 2 member or their official substitute takes part in the next TC 2 meeting.

4.3.4. If any TC 2 member from any COOMET member country or their representative is absent at the TC 2 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 2 meeting only if there is a consensus among (general agreement of) all TC 2 members, taking part in the meeting.

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4.3.5. The TC 2 Chair can invite experts, consultants, representatives of OIML working bodies, representatives of RLMOs, as well as other organizations, with which working contacts are established, to participate in the TC work.

4.3.6. 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 2 members from the countries or their official substitutes (in view of the requirements for a quorum under 4.3.3), 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 are more than one representatives from a COOMET member country at the meeting, only an officially appointed TC 2 member from the country or their official substitute can take part in voting.

Observers and guests do not participate in the vote on agenda items.

4.3.7. TC 2 meetings are conducted in the working languages of COOMET (simultaneous interpretation is organized whenever possible).

4.3.8. Resolutions and recommendations of a TC 2 meeting shall be drawn up in the form of the Minutes, kept by the TC 2 Secretariat. The Minutes are signed by the TC 2 Chair and by a representative of the TC 2 Secretariat.

The Minutes can be given to the TC 2 members present at the meeting or to their official substitutes, as well as to observers (if the Minutes are prepared by the end of the meeting).

Otherwise draft Minutes of the meeting shall be sent to all TC 2 members for agreement within 1 month after the meeting. The Minutes of the TC 2 meeting shall be agreed within a month after its receipt by email correspondence.

The TC 2 Chair or Secretariat shall send copies of the agreed Minutes (inter alia to those TC 2 members, whose representatives were not able to attend the meeting) by email within a month following the approval procedure.

Minutes of TC 2 meetings shall also be sent to the COOMET Secretariat and posted on the COOMET web resources.

4.4. E-voting

4.4.1. In justified cases between TC 2 meetings an electronic vote among TC members can be taken on the relevant issues of TC activities upon a decision of the TC 2 Chair.

4.4.2. The TC 2 Chair shall set the timeframe for voting.

4.4.3. To hold an electronic vote the TC 2 Chair or Secretariat shall prepare a voting ballot with a list of questions and answer options, which shall be sent to the TC 2 members from the countries by email or posted on the COOMET information resource with notification of the TC 2 members.

The answer having a simple majority of votes of TC 2 members from the countries is accepted as the result of voting for each question of the ballot. If a TC 2 member votes negatively on an issue, put to a vote, the reason for such a decision shall be stated.

4.5. Work Program of TC 2

4.5.1. To draw up an action plan for TC 2 for a medium term period, the Work Program of TC 2 is prepared once in three years (program COOMET P3), which is approved by the COOMET Committee (before the approval the Program is submitted for discussion and adoption within the COOMET Presidential Council).

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4.5.2. All current COOMET projects in the subject field "Legal Metrology", as well as other activities related to the performance of works in the area of responsibility of TC 2, are included in the Work Program of TC 2.

4.5.3. The Work Program of TC 2 is updated in due course, including review and approval of the current versions at annual TC 2 meetings.

4.5.4. Information about the implementation of the Work Program of TC 2 is presented by the TC 2 Chair at annual COOMET Presidential Council meetings and COOMET Committee meetings. If there are significant amendments in the Program, its updated version can be approved with the indication of the year of update in the registration number of the Program.

4.6. Training events within TC 2

4.6.1. TC 2 can organize training events on topical issues of legal metrology independently or in conjunction with TC 4 "Information and Training".

4.7. Reports on TC 2 activities

4.7.1. Based on the results of TC 2 activities its Chair ensures the preparation of the Annual report on TC 2 activities in accordance with Clause 3 of the COOMET Rules of Procedure (document COOMET D2).

4.7.2. The Chair reports the results of the TC 2 activities at annual COOMET Committee meetings and at COOMET Presidential Council meetings (if the item is included in the agenda).

4.7.3. The TC 2 Chair provides in conjunction with the COOMET Secretariat preparation of reports on TC 2 activities for meetings of RLMO Round Table and RLMO meetings (if invited to participate).

4.8. Information activities

4.8.1. The TC 2 Secretariat organizes in conjunction with the COOMET Secretariat representation of information about the results of cooperation in legal metrology on the COOMET web resources.

4.8.2. The TC 2 Secretariat is responsible for updating the TC 2 page on the COOMET web portal (www.coomet.net).

5. BASIC RIGHTS AND OBLIGATIONS OF TC 2 MEMBERS

5.1. TC 2 members have the right to:

- have a full suite of documents and materials to be submitted for consideration at the TC 2 meeting, which shall be circulated, as a rule, no later than 15 days before the meeting²;
- submit proposals concerning any issue within the framework of TC 2 activities for consideration of TC 2;
- in case of disagreement with the recommendations adopted at the TC 2 meeting, state their objections or suggestions in the "Dissenting Opinion" attached to the Minutes of the meeting, and forward the reasons for their objections or suggestions to the COOMET Secretariat;

² Those specialists, who are not TC 2 members from the countries and who are delegated to officially participate in the meeting by the COOMET Committee member to represent the country at the meeting, also have full access to the working documents of the current TC 2 meeting.

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- address the COOMET Secretariat through the COOMET Committee member of the country with suggestions to submit specific issues for consideration of the COOMET Committee;
- receive complete information about the outcomes of TC 2 activities;
- between meetings discuss any issues involving all TC 2 members by correspondence.

5.2. TC 2 members are obliged to:

- take part in all TC 2 meetings;
- have the required documentation with them at the TC 2 meeting, be prepared on all issues to be considered and participate actively in the discussion of the agenda items and in the preparation of TC 2 resolutions;
- inform the management of their state metrology institutions as well as COOMET Committee members about the results of the discussion of all issues and problems at the TC 2 meeting;
- inform the management of their state metrology institutions as well as COOMET Committee members about the implementation of the TC 2 resolutions and recommendations and facilitate their implementation within the specified timeframe;
- take into account, whenever possible, COOMET programs, documents and recommendations (on the issues falling within the competence of TC 2) in the activities of their national metrology institutions and to facilitate the implementation of the results of TC 2 works in their countries;
- inform all interested specialists in their countries about the results of TC 2 activities.

6. EXPENDITURES FOR HOLDING TC 2 MEETINGS

6.1. A national metrology institution or any other national organization of a COOMET member country, which sends its specialists to TC 2 meetings, bears the expenses for the secondment of the participants of the TC 2 meeting, including invited experts and consultants.

6.2. A national metrology institution or any other national organization of a COOMET member-country, which hosts the meeting, bears the expenses related to the organization of the TC 2 meeting (inter alia provision of premises and technical facilities, required for holding the TC 2 meeting).