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REGULATION

on the Quality Forum

1. THE FIELD OF APPLICATION

This Regulation of the COOMET Quality Forum (further Regulation) establishes the main tasks, functions, rights and duties of the COOMET Quality Forum (further - Quality Forum) in COOMET structure.

This Regulations was developed with the consideration of the regulations set out in COOMET D5¹ "Model Regulations for COOMET Structural Body", COOMET D2 "COOMET Rules of Procedure", COOMET D1 "COOMET Memorandum of Understanding" as well as experience of international organizations.

2. REFERENCES

This Regulation gives references to the following documents:

- Mutual Recognition of National Measurement Standards and of Calibration and Measurement Certificates Issued by National Metrology Institutes (CIPM MRA) and CIPM MRA documents;
- COOMET D1 "COOMET Memorandum of Understanding";
- COOMET D2 "COOMET Rules of Procedure";
- COOMET D5 "Model Regulations for COOMET Structural Body".
- COOMET D5.16 "Provisions on Technical Committee "Technical Committee of Quality Forum (TC 3.1)";
- ISO/IEC 17025 "General requirements for the competence of testing and calibration laboratories";
- ISO 17034 "General requirements for the competence of reference materials producers".

3. GENERAL PROVISIONS

The Quality Forum is a COOMET structural body, which is established for the knowledge development and exchange of experience on organization and to conduct the work in accordance with requirements of ISO/IEC 17025 and ISO 17034 and their implementation into national metrology institutes (NMIs) and designated institutes (DIs) of COOMET member-countries.

The Quality Forum is responsible for providing a platform for conducting of presentations of the quality management systems (QMS) of COOMET members, which are participating in realization of the Mutual Recognition Arrangement of the CIPM (CIPM MRA) through COOMET and makes decision on possibility of further conducting peer review of the QMS of NMI/DI.

The Quality Forum is guided in its activity by the Memorandum of Understanding, COOMET Rules of Procedure, Mission, Vision and COOMET Strategy, COOMET Development Program, decisions of COOMET Committee and COOMET Presidential Council, this Regulation, documents and recommendations of COOMET.

The decisions made by the Quality Forum are binding for realization by NMIs/DIs of COOMET member countries.

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").

4. GOALS AND OBJECTIVES

The Quality Forum coordinates the activities of COOMET aimed at realization of the requirements of the CIPM MRA in the field of implementation, contributes to the functioning and development of quality management systems (QMS) of NMIs and DIs in accordance with the requirements of ISO / IEC 17025, ISO 17034.

The main objectives of the Quality Forum are:

- a) Organizational and methodological support of the implementation, operation and harmonization of the QMS of NMI/DI in accordance with the requirements of ISO / IEC 17025, ISO 17034, COOMET documents and recommendations, as well as the requirements of JCRB.
- b) Organization of the oral presentation of the QMS of COOMET NMI/DI.
- c) Coordination of scientific and technical cooperation for the exchange of experience regarding the best practice of QMS implementation in the NMIs/DIs of the COOMET member countries.
- d) Provision of relevant information to the members of the Quality Forum on the work of Technical Committee 3.1 (taking into account the confidentiality of information), on guiding documents and recommendations regarding the organization of work and the evaluation (peer review) of the QMS and CMC of NMI/DI, as well as information regarding the activities of the JCRB.
- e) Ensuring interaction with other structural bodies of COOMET;
- f) Planning and conducting meetings of the Quality Forum;
- g) Preparation of reports on the activities of the Quality Forum;
- h) Organization of information activities and presentation of the results of cooperation on COOMET web resources, timely updating of information on the relevant COOMET web resources.

5. STRUCTURE AND PROCEDURE FOR THE FORMATION OF COMPOSITION OF THE QUALITY FORUM

5.1. The Quality Forum performs the coordination of COOMET activities in the field of QMS of NMIs/DIs, considering part 4 of this Regulation.

5.2. The Executive body of the Quality Forum is TC 3.1. Its main tasks are defined in document COOMET D5.16.

5.3. Members of the Quality Forum are:

- Chair of the Quality Forum;
- one representative per each NMI/DI of COOMET member countries, participating or intending to participate in realization of the CIPM MRA through COOMET, including the member of TC 3.1 from the country, which represents particular NMI/DI of the country (additional representative from that NMI/DI is not appointed).

If in COOMET member countries there is more than one DI, only member of TC 3.1 from the country has the status of "member of the COOMET Quality Forum from the country (with voting right)" (further in text of this Regulation identified as "contact person (CP) of the Quality Forum from the COOMET member country").

Representatives of other DIs from this country have the status of "member of the COOMET Quality Forum (without voting rights)"

- one representative per other COOMET member countries, participating in realization of the CIPM MRA through another RMO, being members of TC 3.1 from the country – they have the status of "member of the COOMET Quality Forum from the country (with voting right)";
- Chair of TC 3.1;
- Executive Secretary of the Quality Forum.

Note – Decision on appointment of a representative(s) of NMI/DI from the country to the Quality Forum (including TC 3.1 member from the country) is taken by the COOMET Committee member from the country.

The obligations, rights and responsibilities of each Quality Forum member are described in section 8.

6. CONTACT PERSONS OF THE QUALITY FORUM (COOMET QF members from the country (with voting rights))

Each COOMET member country for participation in the Quality Forum can appoint a contact person (CP) – member of the COOMET Quality Forum from the country (with voting right), it is also possible to appoint one additional representative per each NMI/DI of the COOMET member country - member of the COOMET Quality Forum (without voting right). The CP of the COOMET member country is responsible for coordinating the participation of such additional representatives.

The designated CP shall be authorized and act on behalf of the COOMET member country in matters related to QMS of NMI/DI related to the CIPM MRA. If a COOMET member country is a participant in the CIPM MRA and has a CMC in the KCDB or is seeking for it, CP shall be appointed to ensure appropriate participation in the CIPM MRA.

CP shall be competent in QMS matters and preferably be qualified to participate in the TC 3.1, while ensuring reasonable continuity in the representation of participants in the Quality Forum.

In exceptional cases, if the contact person is unable to attend the meeting of the Quality Forum, his/her functions may be delegated to one of the representatives from the NMI/DI of the given COOMET country, if any, otherwise - to a specially authorized representative, about which the Chair of the Quality Forum must be informed in written form, prior to the meeting. A representative from the NMI/DI, to whom the function of the CP has been delegated, or a specially authorized representative is an official substitute, and his/her presence at the meeting is taken into account in defining a quorum (see section 7).

The CP is the main contact in the COOMET member country in the matters of QMS of NMI/DI and is responsible for:

- dissemination of information among NMIs/DIs within the country (taking into account its confidentiality);
- coordination of activities within the framework of the Quality Forum and TC 3.1, provision of documents, requested by the COOMET Quality Forum and TC 3.1 from the NMI/DI of the country, representative of which CP is in TC 3.1 and in the Quality Forum.

7. ORGANIZATION AND HOLDING OF THE QUALITY FORUM MEETING

The Quality Forum meets once a year, unless there is a need to hold more meetings.

Participants of the meeting are:

- CPs of the COOMET member countries (members of the COOMET Quality Forum from the country (with voting right);
- appointed representatives of NMI/DI (members of the COOMET Quality Forum (without voting right);
- representatives of other RMOs and BIPM (invited by the Chair of the Quality Forum as observers);
- guests invited by the Chair of the Quality Forum (as observers).

A quorum at a meeting is defined by the presence of at least 50 % of CPs of COOMET member countries (members of the COOMET Quality Forum from the country (with voting right) or their official substitutes (see section 6). If a CP 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 CP of the COOMET member country (member of the COOMET Quality Forum from the country (with voting right) shall be given the status of an observing CP of the COOMET member country starting from the current meeting. The status will terminate if the CP of the COOMET member country or his/her official substitute takes part in the next QF meeting.

The Quality Forum operates by consensus whenever possible. Decisions on the issues under consideration are taken by a simple majority of votes in an open vote and recorded in the minutes of the meeting. Only one representative from a COOMET member country – CP – has the right to vote, the Secretary of the Quality Forum does not have the right to vote. In case of equality of votes, the vote of the Chair is decisive.

In justified cases between QF meetings an electronic vote among CPs of COOMET member countries (members of the COOMET Quality Forum from the country (with voting right) can be taken upon a decision of the QF Chair. The procedure for e-voting is in accordance with COOMET Document D5.

At the meeting of the Quality Forum, NMIs/DIs have the opportunity to present an oral presentation of their QMS. The Quality Forum decides whether or not to accept the oral presentation of the QMS of NMI/DI and further approve the NMI/DI for peer (external) evaluation of QMS of NMI/DI, which presented an oral presentation.

The host country of the Quality Forum, the date and place of the next meeting are defined during the previous meeting and, if necessary, are further clarified by the Chair of the Quality Forum (taking into account the Schedule of meetings of COOMET structural bodies prepared by the COOMET Secretariat).

The preliminary agenda of the next meeting of the Quality Forum is formed by its Chair taking into account the proposals of the members, recommendations and decisions of its previous meeting, as well as decisions of the COOMET Committee and the COOMET Presidential Council.

Preliminary information about the dates of meeting and draft agenda are disseminated to all members of the Quality Forum, when appropriate at least one month before the planned date of the Quality Forum meeting.

CPs of COOMET member countries (members of the COOMET Quality Forum from the country (with voting right) shall acknowledge the receipt of the invitation to the meeting and inform the Quality Forum Chair about their possibility to participate.

Control over the implementation of the decisions of the Quality Forum is carried out by the Secretary of the Quality Forum, about which Secretariat notifies the members of the Quality Forum at the next meeting.

8. OBLIGATIONS, RIGHTS AND RESPONSIBILITIES OF QUALITY FORUM MEMBERS

8.1. Chair of the Quality Forum

The work of the Quality Forum is coordinated by the elected Chair, whose appointment was confirmed by the decision of the COOMET Committee and who shall be one of the TC 3.1 members.

The term of office of the Quality Forum Chair – according to the COOMET D1 "COOMET Memorandum of Understanding"

The Chair of the Quality Forum is elected by its members according to COOMET D5.

The Chair of the Quality Forum coordinates the work of the Quality Forum in accordance with this Regulation, COOMET Memorandum of Understanding and COOMET Rules of Procedure.

The Chair of the Quality Forum, in particular, is responsible for presenting the results of the NMI/DI QMS review to the Presidential Council and the COOMET Committee.

The Chair of the COOMET Quality Forum may be invited by President of COOMET to the meetings of the COOMET Presidential Council.

The Chair of the COOMET Quality Forum is a permanent member of the COOMET delegation at the JCRB meetings.

The Chair of the Quality Forum also:

- declares the meeting of the Quality Forum eligible;
- makes a decision on participation in the meeting of persons who are not its members;
- signs the Minutes of the meeting;
- signs the COOMET Confirmation of Recognition of QMS of COOMET NMI/DI;
- ensures the preparation of an Annual Report on the activities of the Quality Forum, upload of information materials on the activities of the Quality Forum on the COOMET web resources;
- reports at the meeting of the COOMET Committee and COOMET Presidential Council the results of the Quality Forum activities.

8.2. Member of the Quality Forum

Quality Forum member is obliged to:

- participate in meetings of the Quality Forum and in decision-making;
- have the necessary documentation at the meeting of the Quality Forum, be prepared on all issues under consideration at the QF meeting and actively participate in the discussion of issues in the agenda;
- facilitate the implementation and implement the decisions of the Quality Forum and the instructions of the Chair in a timely manner;
- inform the management of their NMIs/DIs about the results of the discussion of all issues considered at the meetings of the Quality Forum, about the course of implementation of the decisions and recommendations of the Quality Forum;
- inform all interested specialists in their country about the results of the activities of the Quality Forum.

Quality Forum member has the right to:

- receive full information about the results of the Quality Forum;
- submit documents to meetings of the Quality Forum;
- have a complete set of documents and materials submitted for consideration at the QF meeting;

CP of the Quality Forum has exclusive rights to:

- make proposals for consideration at meetings of the Quality Forum in the framework of activities thereof;
- state objections or suggestions in case of disagreement with the decisions or recommendations made at the Quality Forum meeting (if necessary – coordinated position from their country);
- vote at meetings of the Quality Forum.

CP of the Quality Forum is responsible for:

- coordination and collection of documents that are requested by the Quality Forum and TC 3.1 from the institutes in their country, as well as for the submission of these documents to the Quality Forum and TC 3.1.

8.3. Secretary of the Quality Forum

Secretary of the Quality Forum has the following responsibilities:

- ensures preparation for meetings;

- informs the members of the Quality Forum about the meetings to be held and the preparation of the necessary materials on the issues under consideration;
- ensures proper keeping of Minutes of the Quality Forum meetings, recording the decisions and communication thereof in a timely manner to the members of the Quality Forum;
- ensures maintenance of the documentation of the COOMET Quality Forum - development and maintenance of the infrastructure and tools used for the QMS peer review process;
- monitors the implementation of the decisions taken;
- sends the agreed Minutes of the meeting of the Quality Forum to the COOMET Secretariat, and also publishes it on the COOMET web resources;
- uploads information regarding the activities of the Quality Forum on COOMET web resources, as well as ensures update thereof;
- ensures the storage of the originals of the Minutes of the meetings;

The Secretary of the Quality Forum has the right to receive from the Chair, members of the Quality Forum documents necessary for the work of the Quality Forum.

In case of absence of the Secretary of the Quality Forum, his/her obligations are performed by the person appointed by the Chair of the Quality Forum as acting Secretary, who is responsible for realization of these obligations.

The Secretary of the COOMET Quality Forum can also be the Secretary of TC 3.1.

8.4. The Chair, contact persons, members and Secretary of the Quality Forum are responsible for failure to fulfill the duties established by this Regulation.

9. CONFIDENTIALITY

Minutes of the COOMET Quality Forum meetings are published on COOMET web resources.

All documents submitted by COOMET NMIs/DIs in the framework of peer reviews of QMS shall be treated as confidential, considering the limited access for TC 3.1 members, as well as oral presentations submitted by COOMET NMIs/DIs at the Quality Forum, considering the limited access of QF members.

10. EXPENSES FOR THE QUALITY FORUM MEETINGS

The expenses for the business trip of the participants of the QF meeting shall be borne by the state metrological institution or other national organization of the COOMET member country, which sends their specialists to the QF meetings.

The expenses related to the organization of the QF meetings (including the provision of premises and technical means necessary for holding the QF meeting) shall be borne by the state metrological institution or other national organization of the COOMET member country, which has assumed the obligations of the host party.