



***The document was approved at the  
13th COOMET Committee meeting  
29-30 April, 2003, Yalta, Ukraine***

***The document was amended at the  
33<sup>rd</sup> COOMET Committee meeting  
25-27 October 2022, online***

**REGULATION**  
**on the COOMET Technical Committee**  
**«Acoustics, Ultrasound, Vibration»**  
**(TC 1.2)**

## Regulation on TC 1.2

### 1. GENERAL PROVISIONS

1.1. Technical Committee TC 1.2 "Acoustics, Ultrasound, Vibration" (hereinafter – TC 1.2) is a structural body of COOMET, established for the organization of work and cooperation in the field and areas of cooperation within its competence.

COOMET Technical Committee TC 1.2 is a member of the COOMET Joint Committee for Measurements Standards (hereinafter - JCMS).

1.2. In its activities TC 1.2 is guided by the Memorandum of Understanding (document COOMET D1<sup>1</sup>), 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, documents of the International Bureau of Weights and Measures (BIPM) and Joint Committee of the Regional Metrology Organizations and the BIPM (JCRB), as well as this Regulation.

### 2. BASIC TASKS AND FUNCTIONS OF TC 1.2

2.1. The organization of cooperation within TC 1.2 is carried out by:

- coordination of cooperation of national metrology institutions of COOMET member countries in the assigned subject field ("Acoustics, Ultrasound, Vibration") or tasks/problems of cooperation within the competence of TC 1.2 and involvement of scientists and specialists from other national organizations of COOMET member countries in cooperation;
- formulation of proposals and development of concepts, work programs and tasks within the area of responsibility of TC 1.2, identification of cooperation problems in the field "Acoustics, Ultrasound, Vibration";
- ensuring of participation of COOMET national metrology institutes (NMIs) and designated institutes (DIs) in the implementation of the Mutual Recognition Arrangement (CIPM MRA);
- development of the program and organization of comparisons of national measurement standards in the field "Acoustics, Ultrasound, Vibration" of NMIs/DIs of COOMET member countries (primarily under program COOMET P2);
- organization and conduct of joint activities (including research) of interest to national metrology institutions of COOMET member countries;
- ensuring of interaction with the working bodies of international and regional organizations performing activities in similar fields and participation in the implementation of international treaties and agreements;
- preparation of COOMET publications;
- ensuring of interaction with other structural bodies of COOMET;
- organization of TC 1.2 meetings and ensuring of agreeing on the results of cooperation;
- summarizing of the results of cooperation and preparation of reports on the activities of TC 1.2 in accordance with the procedure defined in the COOMET Memorandum of Understanding and COOMET Rules of procedure;
- submission of the Annual Report on the activities of TC 1.2, as well as information on the planned and ongoing activities within TC 1.2 to the COOMET Secretariat;
- organization of information activities and presentation of the results of cooperation on the COOMET web resources.

---

<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 1.2

### 3. STRUCTURE AND PROCEDURE FOR ESTABLISHING THE MEMBERSHIP OF TC 1.2

#### 3.1. TC 1.2 Chair

3.1.1. TC 1.2 is headed by the Chair approved by the COOMET Committee for 4 years, with the possibility of one-time extension of this term for the same period ( (document COOMET D1).

The Chair of TC 1.2 is a member of the COOMET JCMS.

3.1.2. The TC 1.2 Chair is responsible for the implementation of tasks of the TC, namely:

- coordination of the work of TC 1.2 and its working groups;
- convocation, management of the work, preparation of the Minutes of TC 1.2 meetings;
- preparation and submission of Annual Reports and documentation to the meetings of JCMS and COOMET Committee;
- informing of the COOMET Committee and COOMET Presidential Council about important issues related to the activities of TC 1.2 (including problems, if any), as well as 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 participation in the implementation of the Mutual Recognition Arrangement CIPM MRA in the field "Acoustics, Ultrasound, Vibration";
- provision of timely information to TC 1.2 members about upcoming meetings, as well as submission of the information on planned and ongoing works within TC 1.2 to the COOMET Secretariat;
- update of the lists of technical experts on CMC review by the types of measurements and of the list of COOMET technical experts on peer review of the QMS of COOMET NMIs/DIs (within the scope of responsibility of TC 1.2), consideration of these issues at TC 1.2 meetings.

#### 3.2. Election of the TC 1.2 Chair and Deputy Chair

3.2.1. Any member of TC 1.2 having the status of "TC 1.2 member from the country" can be a candidate for the position of the TC Chair.

3.2.2. The election of the TC 1.2 Chair is carried out in the form of a closed vote among TC 1.2 members during a TC meeting.

The decision is considered adopted if there are 2/3 of the votes cast FOR the Chair's candidacy (if there is one candidate) and by a simple majority of votes (if there are two or more candidates) from TC 1.2 members who took part in the voting.

3.2.3. The issue of extending the term of office of the TC 1.2 Chair is considered at a TC meeting one year before the expiration of the first 4-year period of his/her term of office (see Section 5, Clause 12 of document COOMET D1 "COOMET Memorandum of Understanding"). A secret ballot is held among the TC members on the issue of extending the term of office of the TC 1.2 Chair.

A decision is considered adopted if there are 2/3 of votes of the TC 1.2 members, who took part in the voting, cast FOR the extension of the term of office of the current Chair.

3.2.4. The TC 1.2 members, who do not take part in a TC 1.2 meeting, can submit their positions in advance to the current Chair; the information is brought to the attention of the TC members after their voting.

3.2.5. For compelling reasons voting may be held among TC members on the election or extension of the term of office of the TC 1.2 Chair using modern means of communication (email, Internet, etc.).

3.2.6. The results of the election of the TC 1.2 Chair and voting on the issue of extending the term of office of the TC 1.2 Chair are submitted to the COOMET Presidential Council for consideration and to the COOMET Committee for approval.

## **Regulation on TC 1.2**

3.2.7. In case of early resignation of the current TC 1.2 Chair, the COOMET Presidential Council appoints an Acting TC 1.2 Chair, who organizes a regular meeting of the TC 1.2, at which a new TC 1.2 Chair shall be elected in accordance with the procedure, established above.

3.2.8. Election of a TC 1.2 Deputy Chair is held according to the procedure established for the TC 1.2 Chair election (see 2.2.2). The TC 1.2 decision on that issue is final.

### **3.3. TC 1.2 membership**

3.3.1. The membership of TC 1.2 is formed based on proposals from COOMET Committee members from specialists in the field "Acoustics, Ultrasound, Vibration" representing national metrology institutions of COOMET member countries, based on the interests and possibilities of cooperation in the subject field and the availability of the relevant specialists.

3.3.2. TC 1.2 includes one representative from a COOMET member country representing a national metrology institution of the COOMET member country (having the status "TC 1.2 member from the country").

3.3.3. The appointed TC 1.2 member from the country has the right to vote when making decisions within TC 1.2.

3.3.4 The position of a Deputy Chair of TC 1.2 was introduced in TC 1.2 to assist the Chair in the work.

3.3.5. Official members of TC 1.2 are:

- TC 1.2 Chair;
- TC 1.2 Deputy Chair;
- one permanent representative of a COOMET member country, having the "TC 1.2 member from the country" status (if appointed);
- field Coordinators (see 4.3.1);

3.3.6. The TC 1.2 membership is approved by the decision of the COOMET Committee.

3.3.7. National metrology institutions of COOMET member countries in consultation with the COOMET Committee member from the country and TC 1.2 Chair can send their experts and consultants to take part in the work of TC 1.2, if necessary, in the rank of official observers. A request for this should be formally sent to the TC 1.2 Chair.

### **3.4. TC 1.2 structure**

#### **3.4.1. TC 1.2 fields of activity and their Coordinators**

3.4.1.1. To organize work in the fields of activities of TC 1.2, permanent areas of activities within the type of measurements are identified and their coordinators appointed:

- acoustics of the air;
- ultrasound;
- acoustics of the water;
- vibration.

3.4.1.2. 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.

3.4.1.3. Proposals on coordinators' candidatures are submitted to the TC 1.2 Chair or Deputy Chair.

3.4.1.4. Elections of field Coordinators shall be held in the form of a secret ballot among TC 1.2 members at a TC 1.2 meeting.

The election shall be considered valid if 2/3 of votes are given FOR the candidature of the Coordinator, and by a simple majority of votes (in case of two and more candidates) from TC 1.2 members, who took part in the voting; the decision is recorded in the Minutes of the meeting (specifying

## **Regulation on TC 1.2**

the term of office). The TC 1.2 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.

3.4.1.5. The decision on extending the term of office of the Coordinator is made at a TC 1.2 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 1.2 members, who took part in the voting) and is recorded in the Minutes of the meeting (specifying the new term of office). The TC 1.2 Chair informs the COOMET Secretariat of the decision made. Further, the issue is submitted for approval to the COOMET Presidential Council.

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

3.4.1.7. The field Coordinator shall submit a report on the work done at a TC 1.2 meeting (if the issue is included in the meeting agenda).

### **3.4.2. Working groups**

3.4.2.1. Working groups (WG) can be formed within TC 1.2 to implement COOMET projects.

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

3.4.2.3. The membership of the WG for a COOMET project 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.

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

3.4.2.5. The project Coordinator is responsible for carrying out work and drawing up the relevant report. The project Coordinator provides information on the current state of work on the project or the results of its implementation to the TC 1.2 Chair, taking into account the requirements of the COOMET Rules of Procedure (document COOMET D2, clauses 2 and 3), as well as at TC 1.2 meetings.

3.4.2.6. Participation of project Coordinators in TC 1.2 meetings is implemented at the invitation of the TC 1.2 Chair.

## **4. TECHNICAL COMMITTEE WORK ORGANIZATION**

### **4.1. TC 1.2 format of work**

4.1.1. TC 1.2 implements its functions and solves its tasks through cooperation using modern means of communication and telecommunications, as well as by holding meetings.

4.1.2. TC 1.2 meetings are held at least once a year in accordance with the Schedule of meetings of COOMET steering and structural bodies.

4.1.3. Where necessary the TC Chair may convene an extraordinary meeting in agreement with the TC members.

4.1.4. For compelling reasons and in agreement with TC 1.2 members, it is allowed to hold meetings online.

4.1.5 Documents of TC 1.2 are in the working languages of COOMET.

### **4.2. Announcement and agenda of a TC 1.2 meeting**

4.2.1. The date and venue of the next TC 1.2 meeting are determined, as a rule, at the previous meeting and specified by the TC 1.2 Chair as required (taking into account the Schedule of meetings prepared by the COOMET Secretariat) and agreed with TC members by correspondence.

4.2.2. The announcement of the next TC 1.2 meeting is made, as a rule, no later than three months before the scheduled date of the meeting. TC 1.2 members shall confirm that they have received

## **Regulation on TC 1.2**

an invitation to the meeting and notify the TC 1.2 Chair of the possibility of their participation. If a TC 1.2 member cannot participate in a meeting, the COOMET Committee member can send another specialist to the meeting (see 3.3.2).

A provisional agenda of the next TC 1.2 meeting is formed by the TC 1.2. Chair taking into account the proposals of TC 1.2 members, recommendations and decisions of the previous meeting, as well as resolutions of the COOMET Committee, COOMET Presidential Council and COOMET JCMS.

4.2.3. A provisional agenda is sent to all TC 1.2 members no later than one month before the scheduled date of the TC 1.2 meeting.

4.2.4. The COOMET Secretariat sends to the TC 1.2 Chair a list of issues arising from the resolutions and instructions of the COOMET Committee and COOMET Presidential Council, recommended for discussion under the agenda of the TC 1.2 meeting.

### **4.3. Procedure of TC 1.2 meetings and documentation of decisions**

4.3.1. TC 1.2 meetings are chaired by its Chair, who:

- opens and chairs 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 with the participants;
- announces, in agreement with the participants, the closure of the meeting.

4.3.2. If a substitute takes part in a TC 1.2 meeting instead of the TC 1.2 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.

4.3.3. A quorum at a meeting is defined by the presence of at least 50 % of TC 1.2 members or their official substitutes (see 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 1.2 member from the country shall be given the status of an "observing TC member" starting from the current meeting. This status will terminate if the TC 1.2 member or their official substitute takes part in the next TC 1.2 meeting.

4.3.4. If a TC 1.2 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 1.2 meeting only if there is a consensus among (general agreement of) of all TC 1.2 members participating in the meeting.

4.3.5. The TC 1.2 Chair can invite COOMET Committee members, experts, representatives of international and regional metrology organizations, as well as other organizations with which working contacts have been established, to take part in the meeting.

4.3.6. Decisions shall be made, whenever possible, based on 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 1.2 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 1.2 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.

## **Regulation on TC 1.2**

4.3.7. The decisions and recommendations of a TC 1.2 meeting are drawn up in the form of the Minutes of the meeting or List of Resolutions.

The Minutes of the meeting are kept by any person at the instruction of the Chair. The Minutes or List of Resolutions are signed by the TC 1.2 Chair or Deputy Chair.

4.3.8. The Minutes or List of Resolutions are distributed among the TC 1.2 members or their official substitutes present at the meeting, as well as observers (if the Minutes or List of Resolutions are prepared by the end of the meeting).

Otherwise, the draft Minutes or List of Resolutions shall be sent to all TC 1.2 members within one month after the meeting. Approval of the draft Minutes or List of Resolutions of the TC 1.2 meeting is carried out by email correspondence within a month after its receipt.

Copies of the agreed Minutes or List of Resolutions are sent by the TC 1.2 Chair or Deputy Chair to all TC 1.2 members (including those TC 1.2 members whose representatives were not able to participate in the meeting) by email within one month after the approval procedure is completed.

4.3.9. The TC 1.2 Chair informs the JCMS Chair about the decisions made at the meeting.

4.3.10. The Minutes or List of Resolutions are sent by the TC 1.2 Chair to the COOMET Secretariat, and are also published on the COOMET web resources.

4.3.11. The TC 1.2 Chair, COOMET Secretariat, as well as the COOMET Committee member and/or the Head of the national organization acting as the convener of the TC 1.2 meeting, shall ensure that the documents and work of the meeting are presented and conducted in the working languages of COOMET (simultaneous interpretation shall be organized where possible).

### **4.4. Electronic voting**

4.4.1. For compelling reasons electronic voting may be held among TC 1.2 members on important issues of the TC activities between TC 1.2 meetings based on the decision of the TC 1.2 Chair.

4.4.2. To conduct electronic voting, the TC 1.2 Chair or Deputy Chair prepares a voting ballot containing a list of questions and answer options, which is sent to TC 1.2 members by e-mail or posted on the COOMET information resource with notification of the TC 1.2 members from the countries.

4.4.3. The TC 1.2 Chair shall set the timeframe for voting.

4.4.4. The answer having a simple majority of votes of TC 1.2 members is accepted as the result of voting for each question of the ballot. If a TC 1.2 member votes negatively on an issue, put to a vote, the reason for such a decision shall be stated.

### **4.5. Reports on TC 1.2 activities**

4.5.1. Based on the results of TC 1.2 activities, its Chair ensures the preparation of the Annual Report in accordance with clause 3 of the COOMET Rules of Procedure (document COOMET D2), as well as information materials to be published on the COOMET web resources.

4.5.2. The results of TC 1.2 activities are reported by the TC 1.2 Chair or by an appointed representative at a meeting of COOMET JCMS (as required).

### **4.6. Information activities**

4.6.1. The TC 1.2 Chair and/or Deputy Chair in conjunction with the COOMET Secretariat organizes presentation of the results of cooperation on the COOMET web resources.

4.6.2. The TC 1.2 Chair and TC 1.2 online editor are responsible for the update of the TC 1.2 page on the COOMET webportal ([www.coomet.net](http://www.coomet.net)).

### 5. BASIC RIGHTS AND OBLIGATIONS OF TC 1.2 MEMBERS

#### 5.1. Obligations of field Coordinators:

- organization of work on the conduct of intraregional reviews of calibration and measurement capabilities of NMIs/DIs of COOMET member countries in the subject field of activities;
- organization of work on comparisons of national measurement standards of COOMET NMIs/DIs in the assigned fields;
- organization of work on the implementation of COOMET projects in the assigned subject fields;
- implementation of procedures and recommendation of COOMET, BIPM and JCRB;
- preparation of proposals on the subject matter of cooperation of the Technical Committee.

#### 5.2. TC 1.2 members are obliged to:

- take an active part in the work of the TC in all areas of activities within their professional interests;
- participate in the work of all TC 1.2 meetings as far as possible;
- have necessary documentation at a TC 1.2 meeting, be prepared on all issues considered at the meeting, actively participate in the discussion of agenda items and in the preparation of TC 1.2 recommendations;
- implement the decisions and recommendations adopted at the TC 1.2 meeting;
- inform the management of their national metrology institutions, as well as COOMET Committee members about the results of the discussion of all issues and problems at TC 1.2 meetings 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 1.2) and promote implementation of the results of work carried out in TC 1.2 in their countries;
- inform all interested specialists in their countries about the results of TC 1.2 activities.

#### 5.3. TC 1.2 members have the right:

- to have a complete suite of documents and materials submitted for consideration at the 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 1.2 activities for consideration by TC 1.2;
- propose COOMET projects to be included in the thematic work plan of TC 1.2;
- in case of disagreement with the recommendations adopted at a TC 1.2 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;
- 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 1.2 activities;
- to discuss any issues between TC 1.2 meetings by correspondence with the participation of all TC 1.2 members.

### 6. EXPENDITURES FOR HOLDING TC 1.2 MEETINGS

6.1. Travel expenses of the participants of TC 1.2 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 1.2 meetings.

The expenses connected with the organization of TC 1.2 meetings (including facilities and technical support necessary for holding the meeting) shall be borne by the national metrology institution



**Regulation on TC 1.2**

or another national organization of the COOMET member country, which has assumed the obligations of being the host party.