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REGULATION
on the COOMET Technical Committee
«Flow Measurement»
(TC 1.4)

1. GENERAL PROVISIONS

1.1. Technical Committee TC 1.4 "Flow Measurement" is a structural body of COOMET (hereinafter – TC 1.4), established for the organization of work and cooperation in the field of gas and liquid flow.

1.2. In its activities TC 1.4 is guided by the Memorandum of Understanding (document COOMET D1¹), COOMET Rules of Procedure (document COOMET D2), Mission, Vision and Strategy of COOMET, decisions of the COOMET Committee, COOMET Presidential Council and the Joint Committee for Measurement Standards, programs, documents and recommendations of COOMET, recommendations and documents of international and regional organizations related to the scope of TC 1.4 activities, as well as this Regulation.

2. BASIC FUNCTIONS AND TASKS OF TC 1.4

2.1. The main task of TC 1.4 is to organize the activities of the state metrological institutions of COOMET member countries in the field of gas and liquid flow measurements and to attract scientists and specialists from other national organizations of COOMET member countries to cooperation.

2.2. The organization of cooperation is carried out by:

- formulation of proposals and development of concepts for work programs and cooperation tasks in the subject area, identification of cooperation problems;
- organization and conduct of cooperative research and development;
- development of the program and organization of comparisons of national flow standards between NMIs/NIs of COOMET member countries, including key comparisons;
- cooperation procedures with relevant international and regional organizations on the tasks and problems of cooperation in the field of gas and liquid flow, ensuring of participation in the implementation of international treaties and agreements related to the issue of gas and liquid flow;
- study of international normative documents issued by international organizations in the field of legal metrology, in order to harmonize approaches to the theory of measurement, errors in the transmission of units of physical quantities, terminology;
- ensuring of interaction with other structural bodies of COOMET;
- implementation of the Mutual Recognition Arrangement CIPM MRA.

2.3. The tasks of TC 1.4 also include:

- summarizing of the results of cooperation and preparation of reports on the activities of COOMET in the assigned field of cooperation 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 the Technical Committee to the COOMET Secretariat;
- timely informing of the members of the Technical Committee about the forthcoming meetings, as well as providing the COOMET Secretariat with information on the planned and ongoing activities within the Technical Committee;
- organization of information activities and presentation of the results of cooperation in the areas of activity of the Technical Committee on the COOMET web resources, as well as timely updating of information on the pages of structural bodies on the portal 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").

3. STRUCTURE AND ORDER OF FORMATION OF TECHNICAL COMMITTEE 1.4

3.1. TC 1.4 is headed by a Chair nominated by the COOMET Committee for 4 years, with the possibility of one-time extension of this term for the same period (see COOMET Memorandum of Understanding (document COOMET D1), Section 5, Clause 12). The Chair of TC 1.4 is a member of the Joint Committee for Measurements Standards (JCMS) of COOMET.

3.2. Election of the Chair

3.2.1. Any member of TC 1.4 may be a candidate for the position of Chair of TC 1.4.

3.2.2. The election of the TC 1.4 Chair is carried out in the form of a closed vote among the members of the Technical Committee at a meeting of TC 1.4.

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 or by a simple majority of votes (if there are two or more candidates) from the number of TC 1.4 members who took part in the voting.

3.2.3. If the first 4-year period of the term of office of the TC 1.4 Chair has expired, the issue of extending the term of office of the current Chair is considered at a meeting of TC 1.4 one year before the expiration of the term of office. On the issue of extending the term of office a secret vote is also held among the members of TC 1.4.

A decision will be accepted in case of 2/3 of votes of the members of TC 1.4, who took part in the vote, cast FOR the extension of the term of office of the Chair.

3.2.4. TC 1.4 members not participating in a TC 1.4 meeting can send their position to the TC 1.4 Secretariat or to the current Chair in advance; the information about this is brought to the notice of the members of the Technical Committee participating in the vote, after their vote.

3.2.5. For compelling reasons a vote may be held among the members of TC 1.4 on the election of the Chair of TC 1.4 or the extension of the term of office of the Chair of TC 1.4 using modern means of communication (email, Internet, etc.).

3.2.6. The results of the election of the TC 1.4 Chair and voting on the issue of extending the term of office of the TC 1.4 Chair are submitted to the COOMET Presidential Council for consideration and to the COOMET Committee for approval.

3.3. The TC 1.4 Chair is responsible for the implementation of tasks of the Technical Committee, namely

- coordination of the work of TC 1.4 and its working groups;
- convocation, management of the work of TC 1.4 meetings, preparation of Minutes of TC 1.4 meetings;
- submission of Annual Reports and documentation to the meetings of the Joint Committee for Measurement Standards and COOMET Committee;
- informing of the COOMET Committee and COOMET Presidential Council about important issues related to the activities of TC 1.4, as well as successes and achievements in their subject field;
- monitoring of the implementation of COOMET projects and taking of appropriate measures in case of any questions and delays;
- coordination of issues of participation in the implementation of the Mutual Recognition Arrangement CIPM MRA in the field of gas and liquid flow measurements;
- update of the composition of groups of technical experts on CMC review by the types of measurements and of the list of COOMET technical experts on peer review of QMS of COOMET NMI/Dis (within the scope of responsibility of TC 1.4), consideration of these issues at TC 1.4 meetings.

3.4. The composition of TC 1.4 is formed on the basis of proposals from COOMET Committee members and is approved by the decision of the COOMET Committee.

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3.5. TC 1.4 includes one representative from the COOMET member country (TC member from the country), representing the state metrological institution of the COOMET member country, based on the interests and possibilities of cooperation in the subject area "Flow measurement" and the availability of relevant specialists (status " member of TC 1.4 from the country").

3.6. TC 1.4 Chair appoints the Executive Secretary.

3.7. Working groups can be formed within TC 1.4 to carry out specific tasks and projects of COOMET.

The Head of the working group is the Coordinator of the relevant project (task). The composition of WGs for COOMET projects is formed on the basis of 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.

The project Coordinator is responsible for carrying out work on the project (task) and preparing a report.

The Coordinator of the project provides information on the current state of work on the project or on the results of the implementation to the TC 1.4 Chair, taking into account the requirements of the COOMET Rules of Procedure (document COOMET D2, clauses 2 and 3), as well as at the meetings of TC 1.4. It is advisable that the Coordinators of projects participate in the meetings of TC 1.4.

3.8. State metrological institutions or other national organizations of COOMET member countries, if necessary, in agreement with the COOMET Committee Member and the TC Chair, may send their experts and consultants in the rank of official observers to participate in TC 1.4.

4. TC 1.4 ORGANIZATION

4.1. The Technical Committee implements its functions and solves its tasks through cooperation by correspondence using modern means of communication and telecommunications, as well as by holding meetings.

4.2. TC 1.4 meetings are convened as necessary, but at least once a year in accordance with the Schedule of meetings of COOMET steering and structural bodies. The TC 1.4 Chair may convene extraordinary meetings in agreement with its members.

For compelling reasons and in agreement with the members of TC 1.4, it is allowed to hold meetings online.

4.3. The date and venue of the next meeting of TC 1.4 are determined, as a rule, at the previous meeting or specified by the TC 1.4 Chair with the members of TC 1.4 by correspondence. Information about the date and venue of the next meeting is forwarded to the COOMET Secretariat.

4.4. The announcement of the next meeting of TC 1.4 is made, as a rule, no later than three months before the scheduled date of the meeting. Members of TC 1.4 must confirm that they have received an invitation to the meeting and notify the TC 1.4 Chair of the possibility of their participation. If a member of TC 1.4 cannot participate in a meeting, the COOMET Committee member may send another specialist to the meeting (see 4.6).

Provisional agenda of the next meeting is formed by the TC 1.4 Chair taking into account the proposals of its members, decisions and recommendations of the previous meeting, as well as decisions of the COOMET Committee, COOMET Presidential Council and Joint Committee for Measurement Standards and sent to all TC 1.4 members and to the COOMET Secretariat no later than one month before the scheduled date of the meeting.

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The COOMET Secretariat shall send 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 to the TC 1.4 Chair.

4.5. Meetings of TC 1.4 are chaired by its 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;
- approves the minutes with the participants of the meeting;
- announces, in agreement with the participants, the closure of the meeting.

4.6. If a substitute participates in the work of the TC 1.4 meeting instead of the TC 1.4 member from the country, then he/she must have a written confirmation of authority from the COOMET Committee member of his/her country, which is presented to the Chair of the meeting.

4.7. A quorum at a meeting is determined by the presence of at least 50 % of TC 1.4 Members or their official substitutes (see 4.4 and 4.6).

If a representative of a COOMET member country is not present at a meeting for three consecutive years or more, this country is not taken into account when determining the quorum of the current meeting. At the same time, the officially appointed TC 1.4 member from the country, starting from the current meeting, is assigned the status of "TC member-observer". This status is terminated if a member of TC 1.4 or his/her substitute participates in the next meeting of TC 1.4.

4.8. If a TC 1.4 Member from a COOMET member country or his/her representative is absent from the meeting, issues affecting the interests of this COOMET member country at the meeting of the Technical Committee may be considered with the necessary decisions only if there is a consensus (general agreement) of all members of the Technical Committee participating in the meeting.

The TC 1.4 Chair may invite representatives of international and regional metrology organizations, as well as other organizations with which working contacts have been established, to the meetings with the rank of guests.

4.9. Decisions are made on the basis of consensus (general agreement), if possible. If it is impossible to reach a consensus, decisions on the agenda items are considered adopted if more than half of the TC 1.4 members or their official substitutes (taking into account the quorum requirements in accordance with 4.7) present at the meeting are in favor of their adoption. In the event of an equal number of votes, the Chair's vote is decisive.

If several representatives of a COOMET member country are present at the meeting, only an officially appointed TC 1.4 Member from the country or his/her official substitute can take part in the voting.

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

4.10. For compelling reasons an electronic vote may be held among TC members on important issues of the TC's activities between the meetings of TC 1.4 on the basis of the decision of the TC 1.4 Chair.

To conduct electronic voting, the Chair or Executive Secretary of TC 1.4 prepares a voting ballot containing a list of questions and answer options, which is sent to TC members by e-mail or posted on the COOMET information resource with notification of TC members.

The TC 1.4 Chair shall set the timeframe for voting.

The answer having a simple majority of votes of TC 1.4 members is accepted as the result of voting for each question of the ballot. If a TC 1.4 member votes negatively on an issue, put to a vote, the reason for such a decision shall be stated.

4.11. The Minutes of the meeting are kept by the Executive Secretary of TC 1.4 or another TC 1.4 member on behalf of the Chair.

The documents and proceedings of the meeting are conducted in the working languages of COOMET.

4.12. The decisions and recommendations of a TC 1.4 meeting are drawn up in the form of Minutes and handed over to all members of TC 1.4 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 should be sent to all members of TC 1.4 within 1 month after the meeting. Approval of the Minutes of the TC 1.4 meeting is carried out by email correspondence within a month after its receipt.

Copies of the agreed Minutes of the meeting are sent by the Chair or Executive Secretary of TC 1.4 to all members of the Technical Committee (including those members of TC 1.4 whose representatives were unable to participate in the meeting of the Technical Committee) by email within one month after the approval procedure is completed.

The TC 1.4 Chair informs the Chair of the JCMS about the decisions taken at the meeting.

The Minutes of the TC 1.4 meeting are sent by the Chair or the Executive Secretary of TC 1.4 to the COOMET Secretariat, and are also published on the COOMET web resources.

4.13. Based on the results of TC 1.4 activities, its Chair ensures the preparation of the Annual Report on the activities of TC 1.4 in accordance with clause 3 of the COOMET Rules of Procedure (document COOMET D2), as well as publication of information materials on the activities of TC 1.4 on the COOMET web resources.

The results of TC 1.4 activities are reported by the Chair at the meeting of the Joint Committee for Measurement Standards and COOMET Committee (if necessary).

5. BASIC RIGHTS AND OBLIGATIONS OF THE CHAIR AND MEMBERS OF TC 1.4

5.1. The TC 1.4 Chair is obliged to:

- ensure and coordinate the work of TC 1.4, timely inform 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 monitoring of the implementation of COOMET projects in the subject field "Flow measurement" and taking of appropriate measures in case of questions and delays;
- ensure the organization of work on participation in the interregional review of the calibration and measurement capabilities of NMIs/DIs of other regional metrology organizations in COOMET;
- update the composition of groups of technical experts on CMC review by the type of measurements "Flow Measurement" and the list of COOMET technical experts on peer review of quality management systems (QMS) of COOMET NMIs/DIs;
- coordinate the issues of participation in the implementation of the Mutual Recognition Arrangement CIPM MRA in the field of gas and liquid flow measurements;
- ensure the preparation of reports on the results of TC 1.4 activities in accordance with clause 3 of the COOMET Rules of Procedure (document COOMET D2), as well as information materials for posting on the COOMET web resources.

5.2. TC 1.4 members have the right:

- to have a complete set of documents and materials submitted for consideration at the TC meeting, which must be circulated no later than 15 days before the meeting;
- to submit for consideration TC 1.4 proposals on any issue within the framework of its competence;

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- propose topics for joint work and participate in their implementation;
- in case of disagreement with the decisions and recommendations made at a TC 1.4 meeting, state their objections or proposals in the "Dissenting Opinion", which is attached to the Minutes of the meeting, and send substantiation of their objections or proposals to the COOMET Secretariat;
- to apply through the COOMET Committee Member 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 1.4 activities;
- to discuss any issues between the meetings of TC 1.4 by correspondence with the participation of all members of the Technical Committee.

5.3. TC 1.4 members are obliged to:

- participate in the work of TC 1.4 meetings;
- be prepared on all issues considered at the meeting, actively participate in their discussion, in the preparation of decisions and recommendations;
- 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 TC 1.4 meetings, about the progress in the implementation of these decisions, as well as facilitate the implementation of the resolutions adopted by TC 1.4 within the established timeframe;
- take into account, as far as possible, in the activities of their state metrology institutions programs, documents and recommendations of COOMET (on issues within the competence of TC 1.4) and promote the implementation of the results of work carried out in TC 1.4 in their countries;
- inform all interested specialists in their country about the results of TC 1.4 activities.

6. EXPENDITURES FOR HOLDING TC 1.4 MEETINGS

6.1. Travel expenses of participants of TC 1.4 meetings, including experts and consultants, shall be borne by the state metrology institution or other national organization of the COOMET member country that sends its specialists.

6.2. The expenses connected with accommodation and technical means, which are necessary for holding a TC 1.4 meeting, are borne by the state metrology institution or another national organization which is a COOMET member and which has assumed the obligations of being the host party.