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REGULATION
on the COOMET Technical Committee
“General Questions Concerning Measurements
(General Metrology)”
(TC 1.1)

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1. GENERAL PROVISIONS

1.1. COOMET Technical Committee 1.1 "General Questions Concerning Measurements (General Metrology)" (hereinafter TC 1.1) is a member of the COOMET Joint Committee for Measurement Standards (JCMS). TC 1.1 is intended to organize work and cooperation between COOMET NMIs in the field of theoretical metrology in relation to COOMET activities.

1.2. TC 1.1 is to serve as a forum for scientific and technical cooperation in the subject field "General Questions Concerning Measurements (General Metrology)".

1.3. In its activities TC 1.1 is guided by the Memorandum of Understanding (COOMET D1¹) and COOMET Rules of Procedure (COOMET D2), COOMET Mission, Vision, and Strategy, decisions of the COOMET Committee and COOMET Presidential Council, COOMET programs, documents, and recommendations, recommendations and documents of international and regional organizations related to TC 1.1 activities, and by this Regulation.

2. TC 1.1 MAIN TASKS AND FUNCTIONS

2.1. The main tasks of TC 1.1 are the following:

- conduct of scientific research within COOMET projects on key issues of general metrology, primarily on processing and interpretation of COOMET comparisons data and introduction of uncertainty concepts in expressing accuracy of measurements and analysis,
- scientific and methodological support of COOMET key and supplementary comparisons of national measurement standards in terms of processing comparisons data, as well as establishing degrees of equivalence of measurement standards and support of CMCs of COOMET NMIs,
- analysis of normative documents published by international organizations in the field of general metrology and their introduction into practice of COOMET member countries.

2.2. Main functions of TC 1.1 are the following:

- organization of activities of TC 1.1 and its working groups, holding of regular meetings and special meetings, organization of training events on topical issues of general metrology,
- ensuring of cooperation with other COOMET structural bodies and NMIs of COOMET member countries,
- ensuring of cooperation with structural bodies of other RMOs on issues of general metrology,
- timely informing of TC 1.1 Members on forthcoming meetings and submission of information on planned and ongoing work within TC 1.1 to the COOMET Secretariat,
- summarizing of work results of TC 1.1 and its working groups, drawing up of the Annual Report on the TC activities and submission of the report in accordance with the procedure determined by the Memorandum of Understanding (COOMET D1) and COOMET Rules of Procedure (COOMET D2),
- organization of information activities and posting of cooperation results on COOMET web resources, as well as timely update of information on the TC 1.1 page at www.coomet.net,
- coordination of cooperation between national metrological institutions of COOMET member countries in the subject field "General Questions Concerning Measurements (General Metrology)" and on tasks/issues of cooperation within the TC 1.1 competence, as well as involving scientists and

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").

specialists from other national metrological organizations of COOMET member countries in the cooperation,

- formulation of proposals and development of concepts, work programs, and cooperation tasks in the thematic area, identification of cooperation issues,
- organization and execution of joint works (including research), which are of interest to national metrological institutions of COOMET member countries, development of COOMET recommendations, and dealing with other issues within the TC 1.1 competence,
- participation in the implementation of the CIPM MRA.

3. STRUCTURE AND COMPOSITION OF TC 1.1

3.1. TC 1.1 Chair, Deputy Chair and Executive Secretary

3.1.1. TC 1.1 is headed by the Chair who is approved by the COOMET Committee for a period of 4 years with the possibility of a one-time extension of his term of office for the same period of time (COOMET D1 "Memorandum of Understanding", Section 5, Clause 12).

3.1.2. The TC 1.1 Chair is responsible for performing the following TC 1.1 tasks:

- coordination of TC 1.1 work,
- convening, management of TC 1.1 meetings, preparation of the Minutes of TC 1.1 meetings,
- provision of annual reports and documentation for COOMET Committee meetings,
- informing of the COOMET Committee and COOMET Presidential Council on important issues related to TC 1.1 activities (including problems, if any), as well as on successes and achievements of TC 1.1,
- monitoring of implementation of COOMET projects and taking appropriate measures in case of any issues and delays.

3.1.3. On the initiative of the TC 1.1 Chair and in agreement with TC 1.1 Members, a TC 1.1 Deputy Chair can be elected to assist the Chair in conducting relevant work considering its tasks and functions.

3.1.4. If necessary, the TC 1.1 Chair appoints an Executive Secretary.

3.1.5. Election of the TC 1.1 Chair and Deputy Chair.

3.1.5.1. Any TC 1.1 member with the status of "TC 1.1 member from the country" can be a candidate for the Chair position.

3.1.5.2. Election of the TC 1.1 Chair is held as a closed vote among TC 1.1 members at a TC 1.1 meeting. Decision is considered adopted in case of 2/3 of votes IN FAVOUR of the candidate (if there is only one candidate) or by a simple majority of votes (if there are two or more candidates) of TC 1.1 members participating in the election.

3.1.5.3. When the first 4-year term of office of the TC 1.1 Chair has expired (see Section 5, Clause 12 of COOMET D1 "Memorandum of Understanding"), possible extension of the term of office of the current Chair is discussed at the TC 1.1 meeting one year before the expiration of his term of office. Extension of the term of office is also a subject of a closed vote among TC 1.1 members at a TC 1.1 meeting. Decision is considered adopted in case of 2/3 of votes from TC 1.1 members taking part in the vote, cast IN FAVOUR of extending the term of office of the current Chair.

3.1.5.4. TC 1.1 members, who do not participate in the TC 1.1 meeting, may inform the current Chair on their position in advance; this information is brought to the notice of TC 1.1 members participating in the voting after they have submitted their votes.

3.1.5.5. For compelling reasons, voting among TC 1.1 members on electing a TC 1.1 Chair or extending the term of office of the TC 1.1 Chair can be carried out using modern means of communication (email, Internet, etc.).

3.2. TC 1.1 Structure

3.2.1. Working bodies can be formed within TC 1.1, such as working groups (WGs) designed to carry out specific work within the framework of COOMET projects.

3.2.2. Composition of WGs on COOMET projects is formed based on proposals of the COOMET Committee members or their authorized persons by sending information to the COOMET project proposer (project Coordinator) or the COOMET Secretariat. The project Coordinator informs the TC 1.1 Chair on the WG composition. WGs may include experts and consultants as agreed by the TC 1.1 member from the country.

3.3. TC 1.1 Composition

3.3.1. TC 1.1 composition is formed based on proposals of the COOMET Committee members and is approved by the decision of the COOMET Committee.

3.3.2. TC 1.1 consists of one representative of each COOMET member country, representing the national metrological institution of this country (the status of "TC 1.1 member from the country"). It is advisable that an expert in the field of general measurement theory, directly involved in data processing of CIPM key comparisons and/or COOMET comparisons, be appointed as a TC 1.1 member.

3.3.3. If necessary, COOMET national metrological institutions may send their experts and consultants to participate in TC 1.1 activities as official observers by agreement with the COOMET Committee member from the country and TC 1.1 Chair.

4. ORGANIZATION OF TC 1.1 WORK

4.1. TC 1.1 implements its tasks and functions by cooperation via correspondence using modern means of communication and by holding meetings. For valid reasons online meetings are allowed in agreement with TC 1.1 members.

4.2. TC 1.1 meetings are held at least once a year in accordance with the Schedule of meetings of COOMET steering and structural bodies. If necessary, the TC 1.1 Chair may convene an extraordinary TC 1.1 meeting in agreement with its members.

4.3. Generally, the date and place of the next TC 1.1 meeting are decided at the previous meeting and if necessary, specified by the TC 1.1 Chair (taking into account the Schedule of meetings of COOMET steering and structural bodies).

4.4. As a rule, the next TC 1.1 meeting is announced no later than three (3) months before the appointed date. TC 1.1 members shall acknowledge the receipt of the invitation to the meeting and inform the TC 1.1 Chair about their possibility to participate. If a TC 1.1 member cannot take part in a meeting, the COOMET Committee member can send another specialist to the meeting (see 4.6).

A tentative Agenda of the next TC 1.1 meeting is prepared by the TC 1.1 Chair taking into account TC 1.1 members' proposals, recommendations and decisions of the previous meeting, and decisions of the COOMET Committee, COOMET Presidential Council, and JCMS. A tentative Agenda is sent to all TC 1.1 members and COOMET Secretariat no later than one (1) month before the scheduled TC 1.1 meeting. The COOMET Secretariat supplies the TC 1.1 Chair with a list of issues resulting from decisions and instructions of the COOMET Committee and COOMET Presidential Council recommended for discussion within the TC 1.1 Agenda.

4.5. TC 1.1 meetings are chaired by the TC 1.1 Chair, who:

- opens the meeting,
- submits the draft agenda of the meeting for approval,
- announces the list of participants, notes, and statements,
- calls for a vote on proposals and draft decisions on the issues under consideration,
- coordinates the Minutes and List of Resolutions with the participants,
- announces closure of the meeting in agreement with the participants.

4.6. If a substitute takes part in a TC 1.1 meeting instead of the TC 1.1 member from the country, he/she must present the TC 1.1 Chair with a written confirmation of authority from the COOMET Committee member of their country.

4.7. A quorum at a meeting is defined by the presence of at least 50% of TC 1.1 members or their official substitutes (see 4.4 and 4.6).

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 1.1 member from the country shall be given the status of an observing TC member starting from the current meeting. The status will terminate if the TC 1.1 member or his/her official substitute takes part in the next TC 1.1 meeting.

4.8. In the absence of a TC 1.1 member from a COOMET member country or his/her representative at a meeting, issues concerning the interests of this COOMET member country may be discussed and decided at the TC 1.1 meeting only if there is a consensus (general agreement) among all the participating members of TC 1.1. The TC 1.1 Chair can invite representatives of international and regional metrology organizations, and other organizations, with which working contacts have been established to participate in meetings as guests.

4.9. Whenever possible, decisions are made by consensus (general agreement). If consensus is impossible, decisions on agenda items are considered adopted if more than a half of TC 1.1 members or their official substitutes (in view of the requirements for a quorum under 4.7), present at the meeting, have voted for their adoption. In case of equally divided votes, Chair's vote is decisive. If several representatives of a COOMET member country are present at the meeting, only an officially appointed TC 1.1 member from the country or his/her official substitute can vote. Observers and guests do not have a voting right.

4.10. In justified cases between TC 1.1 meetings an electronic vote among TC 1.1 members can be taken on relevant issues of the TC 1.1 activities upon a decision of the TC 1.1 Chair.

To hold an electronic vote the TC 1.1 Chair or Executive Secretary shall prepare a voting ballot with a list of questions and answer options, which shall be sent to TC 1.1 members by email or posted on the COOMET information resource with notification of the TC 1.1 members.

The TC 1.1 Chair shall set the timeframe for voting.

The answer having a simple majority of votes of TC 1.1 members is accepted as the result of voting for each question of the ballot. If a TC 1.1 member votes negatively on an issue, put to a vote, the reason for such a decision shall be stated.

4.11. Minutes of TC 1.1 meetings are kept by the TC 1.1 Executive Secretary or another person appointed by the TC 1.1 Chair.

4.12. Decisions and recommendations of a TC 1.1 meeting are drawn up in a form of Minutes, which can be distributed among participating TC 1.1 members or their official substitutes and observers (if the Minutes or List of Resolutions are prepared by the end of a meeting). Otherwise, the draft Minutes/List of Resolutions is to be sent to all TC 1.1 members within one (1) month after the meeting. Approval of the Minutes of TC 1.1 meetings is carried out by email within a month after their receipt. Copies of the approved Minutes/List of Resolutions are distributed via email by the TC 1.1

Chair or Executive Secretary to all TC 1.1 members (including TC 1.1 members whose representatives were unable to participate in the TC 1.1 meeting) within one (1) month after approval. The TC 1.1 Chair informs the JCMS Chair on decisions taken at the meeting. The TC 1.1 Chair or Executive Secretary sends the Minutes/List of Resolutions of the TC 1.1 meeting to the COOMET Secretariat. Minutes/List of Resolutions are also published on the COOMET web-resources.

4.13. The TC 1.1 Chair, COOMET Committee member, and/or Head of a national organization organizing a particular TC 1.1 meeting must ensure that all the meeting documentation and work are in the COOMET working languages.

4.14. Based on the results of TC 1.1 activities, the Chair prepares the Annual Report on TC 1.1 activities in accordance with Clause 3 of the *COOMET* Rules of Procedure (COOMET D2), as well as posts informational materials on TC 1.1 activities on the COOMET web resources. If necessary, the TC 1.1 Chair presents the results of TC 1.1 activities at the COOMET JCMS and COOMET Committee meeting.

5. BASIC RIGHTS AND OBLIGATIONS OF TC 1.1 MEMBERS

5.1. TC 1.1 Members have the following rights:

- to have a full set of documents and materials submitted for discussion at a TC 1.1 meeting, which are generally distributed no later than 15 days before the meeting,
- to submit for consideration of TC 1.1 proposals on any issues within the framework of TC 1.1 activities,
- in case of disagreement with the recommendations adopted at TC 1.1 meetings, to state their objections or proposals in the "Dissenting Opinion" sheet attached to the Minutes and submit arguments in support of their objections/proposals to the COOMET Secretariat,
- to apply to the COOMET Secretariat through the COOMET Committee member of their country to bring specific issues to consideration of the COOMET Committee,
- to receive complete information on the results of TC 1.1 activities,
- between TC 1.1 meetings – to discuss any issues with TC 1.1 members by correspondence.

5.2. TC 1.1 Members have the following obligations:

- to participate in all TC 1.1 meetings,
- to have at TC 1.1 meetings the required documentation, to be prepared on all issues considered at a TC 1.1 meeting, and to participate in discussion on the agenda items and in preparation of TC 1.1 decisions,
- to inform the management of their national metrological institutions and COOMET Committee members on outcomes of discussions at TC 1.1 meetings, and on progress of realization of TC 1.1 decisions and recommendations, as well as to facilitate their implementation in a timely manner,
- as far as possible, to take into account COOMET programs, documents, and recommendations (on issues within the TC 1.1 competence) in activities of their national metrological institutions, and to promote implementation of TC 1.1 work results in their countries,
- to inform all interested parties from their countries on the results of TC 1.1 activities.

6. COSTS OF TC 1.1 MEETINGS

Regulation on TC 1.1

6.1. Travel expenses of all TC 1.1 meeting participants, including experts and consultants, are borne by the national metrological institution or other national organization of the COOMET member country sending their specialists to a TC 1.1 meeting.

6.2. Costs associated with organization of TC 1.1 meetings (including provision of premises and technical means necessary for a TC 1.1 meeting) are borne by the national metrological institution or other national organization of the COOMET member country, which has undertaken to host a TC 1.1 meeting.