	COOMET Document	COOMET D5/2021
	Model Regulations for COOMET Structural Bodies	
<p><i>Approved at the 13th COOMET Committee meeting in (29–30 April 2003, Yalta, Ukraine) updated and amended at the 20th COOMET Committee meeting (21-22 April 2010, Astana, Kazakhstan) according to the results of the electronic voting among COOMET Committee members (Record № COOMET E-01-2020), at the 31st COOMET Committee meeting (15-17 June 2021, online).</i></p>		

1. SCOPE

This document sets the requirements (recommendations) for a structure, content, presentation and form of Regulations for COOMET structural bodies established in the framework of COOMET organizational structure approved by the COOMET Committee (Annex 1).

Each COOMET structural body (hereinafter referred to as CSB) can also develop additional rules for its own activities, which shall not contradict the requirements of this document.

These additional rules shall be documented (i.e. shall be reflected in the Regulation on the CSB or in other documents developed in elaboration of the Regulations).

This document was prepared taking into account provisions of the Memorandum of Understanding (MoU) and COOMET Rules of Procedure, as well as the experience of cooperation of international metrology organizations (in the first place, of BIPM, OIML) and regional organizations, working in the field of metrology.

2. REFERENCES

In this document references are made to the following publications¹:

- COOMET D1/2020 "COOMET Memorandum of Understanding";
- COOMET D2/2021 "COOMET Rules of Procedure".

3. DEFINITIONS

The following definitions are used in this document:

COOMET structural body (CSB) is a permanent body included in the approved COOMET organizational structure.

CSB-I is a COOMET structural body of the 1st level, established with the purpose of organizing cooperation in the main fields stipulated by the COOMET MoU.

Note: According to the COOMET organizational structure of the year 2021 the CSBs-I are as follows:

- Joint Committee for Measurement Standards (JCMS),
- Technical Committee for Legal Metrology (TC 2),
- COOMET Quality Forum (COOMET QF),
- Technical Committee for Information and Training (TC 4),
- Technical Committee for Joint Scientific Research in the Field of Metrology (TC 5).

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").

CSB-II is a COOMET structural body of the 2nd level established with the purpose of organizing cooperation in the main fields stipulated by the MoU and subordinate to the CSB-I.

Note:

1. According to the COOMET organizational structure of the year 2021 the CSBs-II are as follows:
 - TC 1.1 – TC 1.12 subordinate to JCMS;
 - TC 3.1, subordinate to the COOMET QF.
2. SC 4.1 – SC 4.3, subordinate to TC 4, are not CSBs-II, but COOMET working bodies established to address continuous tasks of cooperation. Their tasks and functions shall be stated in the Regulation on TC 4.

4. MAIN PROVISIONS

4.1. The Regulation on a CSB is elaborated, as a rule, by its Chair appointed by the COOMET Committee taking into account the recommendations of this document.

4.2. Draft Regulations on CSBs shall be agreed with CSB members at the meeting of this structural body or according to the procedure established by the CSB Chair. A draft Regulation on a CSB-II shall be additionally agreed with the CSB-I Chair.

4.3. The Regulations on CSBs shall be adopted by the COOMET Committee upon submission by the COOMET Secretariat and/or Chair of the corresponding CSB.

Following the approval by the COOMET Committee the Regulations shall be registered by the COOMET Secretariat and posted on the COOMET web resources.

4.4. The title page of the Regulation on a CSB shall be presented according to the form given in Annex 2 to this document.

5. STRUCTURE AND CONTENT OF THE REGULATIONS ON CSBs

The Regulation on a CSB shall include the following main sections:

- general provisions, major tasks of the CSB;
- structure and procedure for establishing membership of the CSB;
- organization of the CSB work;
- main rights and obligations of the CSB members;
- expenditures for holding the CSB meetings.

The recommendations regarding the content and presentation of the above mentioned sections are given below.

5.1. GENERAL PROVISIONS, MAJOR TASKS OF A CSB

5.1.1. The major task of a CSB is to organize activities in the main areas and fields of COOMET cooperation falling within the competence of the CSB.

5.1.2. A CSB serves as a forum for scientific and technical cooperation in the appropriate field of cooperation.

5.1.3. In its activities a CSB is guided by the MoU and Rules of Procedure of COOMET, Mission, Vision and Strategy of COOMET and decisions of the COOMET Committee and the COOMET Presidential Council COOMET programs, documents and recommendations, as well as recommendations and documents of international and regional organizations related to the thematic area of activities of the structural body.

5.1.4. The CSB cooperation is organized through:

- coordination of cooperation between state metrology institutions of COOMET member countries in the subject fields or in managing tasks/problems of cooperation, falling within the competence of

the CSB, as well as engagement of scientists and specialists from other national organizations of COOMET member countries;

- making proposals on and development of concepts, work programs and objectives of cooperation in a subject field, identification of problems of cooperation;
- organization and carrying out of joint works (including research works), which are of interest to state metrology institutions of COOMET member countries, preparation of COOMET recommendations and solving other issues falling within the competence of the CSB;
- establishment of contacts with the corresponding working bodies of international and regional organizations with the purpose of managing tasks and problems of cooperation and ensuring participation in the implementation of international agreements and arrangements (e.g., the Mutual Recognition Arrangement (CIPM MRA) and other agreements);
- implementation of the Mutual Recognition Agreement CIPM MRA (for JCMS, TC 1.1 - TC 1.12, COOMET QF and TC 3.1);
- coordination of the activities of structural and working bodies directly subordinate to the CSB;
- ensuring interaction with other COOMET structural bodies;
- organization of CSB meetings and ensuring approval of the results of cooperation.

5.1.5. The tasks of a CSB also include:

- compilation of the results of cooperation and preparation of reports on COOMET activities in the fields of cooperation according to the procedure, specified by the COOMET MoU and Rules of Procedure;
- organization of information activities and presentation of the outcomes of cooperation on the COOMET web resources, as well as timely update of information on the pages of structural bodies on the portal at www.coomet.net.

5.2 STRUCTURE AND PROCEDURE FOR ESTABLISHING MEMBERSHIP OF A CSB

5.2.1. CSB Chair

5.2.1.1. A CSB is headed by the Chair whose candidature is approved by the COOMET Committee for the period of 4 years with the possibility of extending the term of office once for the same period (COOMET MoU, Chapter 5, Clause 12).

5.2.1.2. The CSB Chair is responsible for the fulfillments of CSB tasks, namely for:

- coordination of work of the CSB, as well as CSBs-II and SCs subordinate to this CSB (if any);
- convening, management of CSB meetings, preparation of the Minutes/Lists of Resolutions of CSB meetings;
- submission of Annual reports and documentation to COOMET Committee meetings, as well as reports to COOMET Presidential Council meetings (for CSBs-I);
- informing of the COOMET Committee and the COOMET Presidential Council about important issues related to CSB activities (inter alia, about problems, if any), as well as about successes and achievements in his subject field;
- monitoring of implementation of COOMET projects and taking appropriate measures in case of any questions and delays;
- coordination of the issues of participation in the implementation of the CIPM MRA in its field (this concerns JCMS, TC 1.1 – TC 1.12, COOMET QF, TC 3.1);
- update of the list of COOMET technical experts on CMC reviews and the list of COOMET technical experts on peer reviews of QMS of COOMET NMIs and DIs (within the scope of responsibility of CSBs), consideration of these issues at CSB meetings (relates to TC 1.2 – TC 1.12, TC 3.1).

5.2.1.3. The Chair of the CSB appoints an Executive Secretary, if necessary.

5.2.2. CSB Deputy Chair

At the initiative of the Chair of the CSB and upon agreement with its members a Deputy Chair(s) of the CSB can be elected, who helps (help) the Chair to organize the performance of works in view of the tasks and functions.

5.2.3. Elections of the CSB Chair and Deputy Chair

5.2.3.1. Any CSB member, having the status of a "CSB member from the country" (see 5.2.5) can be a candidate for the position of the CSB Chair.

5.2.3.2. Elections of the CSB Chair shall be held in the form of a secret ballot among CSB members at the CSB meeting.

The decision is considered to be adopted if 2/3 of votes are given FOR the candidature of the Chair (in case of one candidate) and by the simple majority of votes (in case of two and more candidates) from the number of CSB members, who took part in the voting.

5.2.3.3. If the first 4-year period of the term of office of a CSB Chair expired (see 5.2.1.1), the issue of extending the term of office of the current Chair should be considered at the CSB meeting one year before the expiration of the term of office. A secret ballot on the issue of extending the term of office shall also be held among CSB members at the CSB meeting.

The decision is considered to be adopted if 2/3 of votes from the number of CSB members, who took part in the voting, are given FOR the extension of the term of office of the current Chair.

5.2.3.4. CSB members, who do not take part in the CSB meeting, can submit their positions in advance to the CSB Secretariat or to the current Chair; this information is brought to the attention of the CSB members, who take part in voting, after their voting.

5.2.3.5. For compelling reasons voting among CSB members on the issue of the election of the CSB Chair or extension of the term of office of the CSB Chair, can take place through modern means of communication (email, Internet etc.).

5.2.3.6. Recommended forms of ballots are given in Annex 3.

5.2.3.7. Election of a Deputy CSB Chair(s) is held in accordance with the procedure, established for the election of a CSB Chair (see 5.2.3.2 – 5.2.3.6).

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

5.2.3.9. In case of early resignation of the current CSB Chair the COOMET Presidential Council appoints an Acting CSB Chair, who organizes a regular meeting of the CSB, at which a new CSB Chair shall be elected in accordance with the procedure, established in 5.2.3.2, 5.2.3.5, 5.2.3.6.

5.2.4. CSB structure

5.2.4.1. A CSB structure depends on the level of subordination (CSB-I and CSB-II) and is defined by the COOMET Memorandum of Understanding and Organizational structure, approved by the COOMET Committee. CSBs-II are subordinate to CSBs-I.

5.2.4.2. CSBs can form working bodies:

- subcommittees (SCs) to address continuous tasks of cooperation;
- working groups (WGs) within the corresponding SCs/TCs to carry out specific ongoing works under COOMET projects.

5.2.4.3. The SC competence and membership shall be established by the corresponding structural body.

5.2.4.4. A SC Chair shall be appointed by the COOMET Committee (upon the recommendation of the CSB Chair) for 4 years with the possibility of extending this term once for the same period.

The election of a SC Chair shall be held in accordance with the procedure, established in the CSB.

It is recommended that voting be held among TC and/or SC members using modern means of communication (email, Internet etc.).

When the first 4-year period of the term of office of the SC Chair expires, the issue of extending the term of office of the current SC Chair shall be considered at the CSB meeting one year before the expiration of the term of office.

The results of the election of a SC Chair or the decision on extending the term of office of the SC Chair shall be submitted for consideration of the COOMET Presidential Council and approval of the COOMET Committee.

5.2.4.5. A CSB can appoint field coordinators. Field coordinators are appointed for a term of 5 years (decision shall be made at a CSB meeting in accordance with the procedure, established in the CSB). Terms of office of field coordinators can be extended according to the decision of the COOMET Presidential Council on the proposal of the CSB Chair.

5.2.5. CSB membership

5.2.5.1. The membership of a CSB is established by the Chair on the basis of proposals submitted by COOMET Committee members and is approved by the decision of the COOMET Committee.

5.2.5.2. A CSB consists of specialists in the given field of cooperation, representing state metrology institutions of COOMET member-countries.

5.2.5.3. Members of a CSB-I having a subordinate CSB-II in the general case include:

- one permanent representative from each COOMET member-country, having the status of a "CSB member from the country" (the decision on the appointment of a permanent representative shall be made by the COOMET Committee member);
- CSBs-II Chairs who are the members of this CSB-I and coordinators of the fields of cooperation within CSB-I (if appointed within the CSB);
- CSB-I Deputy Chair(s) and/or Executive Secretary (if necessary).

Notes (in view of the COOMET structure as of year 2021):

1. Members of the JCMS include the Chairs of TC 1.1 – TC 1.12, Deputy Chair of JCMS and Executive Secretary of JCMS.

2. Members of the COOMET QF include:

- *one representative from all NMIs/DIs of COOMET member countries, participating or considering the participation in the implementation of the CIPM MRA through COOMET, including the TC 3.1 member from the country, who represents a particular NMI/DI of the country (an additional representative of this NMI/DI is not appointed),*
- *one representative from other COOMET member countries (TC 3.1 member from the country),*
- *TC 3.1 Chair,*
- *Executive Secretary of the COOMET QF.*

Since the TC 3.1 member from the country is an official contact person of the country for the issues of QMS in COOMET, he/she also obtains the status of a "COOMET QF member from the country" (inter alia, if there are representatives of several NMIs/DIs from the country in the COOMET QF). Representatives of other NMIs/DIs have the status of a "COOMET QF member".

Decision on the appointment of a representative (representatives) of NMIs/DIs of the country in the COOMET QF (including the TC 3.1 member from the country) shall be made by the COOMET Committee member from the country.

The Chair of the COOMET QF, Chair of TC 3.1 and members, having the status of a "COOMET QF member from the country" can vote at the COOMET QF.

5.2.5.4. Members of a CSB-I having no subordinate CSB-II in the general case include:

- one permanent representative from each COOMET member-country, having the status of a "CSB member from the country" (decision on the appointment of a permanent representative shall be made by the COOMET Committee member);
- SC Chairs and Coordinators of the fields of cooperation within a CSB-I (if appointed within the CSB);
- CSB-I Deputy Chair(s) and/or Executive Secretary (if necessary).

5.2.5.5. A CSB-II in the general case includes one specialist representing each COOMET member country, having the status of a "CSB member from the country" (decision on the appointment of a permanent representative shall be made by the COOMET Committee member, based on interests and opportunities for cooperation in this field and availability of the appropriate experts), as well as SC Chairs and Coordinators of the fields of cooperation within the CSB-II (if appointed within the CSB). A CSB-II staff may include, if necessary, a Deputy Chair(s) and/or Executive Secretary, who assist the Chair in his work.

5.2.6. State metrology institutions of COOMET in consultation with the COOMET Committee member and s CSB Chair can send their experts and consultants to take part in the work of the CSB, if necessary, in the rank of official observers.

5.3. ORGANIZATION OF THE CSB WORK

5.3.1. To fulfil its tasks and functions a CSB shall deal with issues of cooperation by correspondence using modern means of communication and telecommunication, as well as by holding meetings.

5.3.2. CSB meetings shall be held at least once a year according to the Schedule of meetings of COOMET steering and structural bodies.

The Chair of the CSB can convene an extraordinary meeting, if necessary, upon the agreement with CSB members.

For valid reasons meetings may be held online in agreement with the CSB members.

Note: The Schedule of meetings is prepared annually by the COOMET Secretariat, updated as required and posted on the COOMET information resources.

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

5.3.4. A regular CSB meeting is generally announced not later than three month before the set date of the meeting. CSB members shall acknowledge the receipt of the invitation to the meeting and inform the CSB Chair about their possibility to participate. If a CSB member cannot take part in a meeting, the COOMET Committee member can send another specialist to the meeting (see 5.3.6)

A provisional agenda of a regular CSB meeting is prepared by the CSB Chair taking into account suggestions of the CSB members, recommendations and resolutions of the previous meeting, resolutions of the CSB-I for CSB-II, as well as resolutions of the COOMET Committee and COOMET Presidential Council.

The provisional agenda is circulated among all CSB members and COOMET Secretariat not later than one month before the scheduled date of the CSB meeting.

The COOMET Secretariat sends a list of issues to the CSB Chair, resulting from resolutions and requests of the COOMET Committee and COOMET Presidential Council, recommended for discussion within the agenda of the CSB meeting.

5.3.5. CSB meetings are headed by the Chair, who

- opens the meeting;
- submits a draft agenda for approval;

- announces the list of participants of the meeting, references and statements;
- puts to the vote proposals and draft resolutions on the matters discussed;
- coordinates the Minutes and List of Resolutions with the participants of the meeting;
- announces, upon agreement with the participants, closing of the meeting.

5.3.6. If instead of a CSB member from the country his/her substitute takes part in the CSB meeting, he/she shall have a written confirmation of his/her authority from the COOMET Committee member of his/her country, which shall be submitted to the Chair of the meeting.

5.3.7. A quorum at a meeting is defined by the presence of at least 50% of CSB members or their official substitutes (see 5.3.4 and 5.3.6).

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

5.3.8. If any CSB member from any COOMET member country or his/her representative (see 5.3.6) is absent at the CSB meeting, the issues affecting the interests of this COOMET member country can be considered and necessary decisions on them can be made at the CSB meeting only if there is a consensus among (general agreement of) all CSB members, taking part in the meeting..

The CSB Chair can invite to meetings representatives of international and regional metrology organizations, as well as other organizations with which working contacts are established, in the rank of guests.

5.3.9. Decisions shall be made, whenever possible, on the basis of consensus (general agreement). If consensus cannot be reached, when voting on the matters of the agenda, decisions are considered to be adopted, if more than half of the CSB members or their official substitutes (in view of the requirements for a quorum under item 5.3.7), 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 CSB member from the country or his official substitute can take part in voting (see 5.3.6).

Observers (see 5.4.2) and guests (see 5.3.8) do not participate in the vote.

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

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

The CSB Chair shall set the timeframe for voting.

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

5.3.11. The Minutes of the meeting are taken by the CSB Executive Secretary or by any other person at the instruction of the CSB Chair.

5.3.12. Resolutions and recommendations of a CSB meeting shall be drawn up in the form of the Minutes of the meeting or List of Resolutions of the meeting and can be given to the CSB members present at the meeting or to their official substitutes, as well as to observers (if the Minutes or List of Resolutions are prepared by the end of the meeting).

Otherwise draft Minutes of the meeting/List of Resolutions of the meeting shall be sent to all CSB members within 1 month after the meeting. The Minutes of the CSB meeting shall be agreed within a month after its receipt by email correspondence.

The CSB Chair or Executive Secretary shall send copies of the agreed Minutes of the meeting /List of Resolutions of the meeting to all CSB members (including those CSB members, whose representatives were not able to attend the CSB meeting) by email within a month following the approval procedure.

The CSB-II Chair informs the Chair of the higher CSB-I (if any) about the resolutions taken at the meeting (if any).

The Minutes/List of Resolutions of the CSB meeting shall be forwarded by the CSB Chair or Executive Secretary to the COOMET Secretariat, and shall be posted on the COOMET web resources.

5.3.13. The CSB Chair, as well as the COOMET Committee member and/or Head of the national organization, who organizes the given CSB meeting, shall ensure that documents are submitted and the meeting is held in the working languages of COOMET.

5.3.14. On the basis of the results of CSB activities the Chair ensures the preparation of the Annual report on CSB activities in accordance with Clause 3 of the COOMET Rules of Procedure, as well as making information materials on CSB activities available on the COOMET web resources.

The Chair reports on the results of the CSB-II activities at the CSB-I meeting and COOMET Committee meeting (as required).

The Chair reports on the results of the CSB-I activities at the COOMET Committee and COOMET Presidential Council meetings.

5.4. BASIC RIGHTS AND OBLIGATIONS OF CSB MEMBERS

5.4.1. CSB members have the right to:

- have a full suite of documents and materials to be submitted for consideration at the CSB meeting, which shall be circulated, as a rule, not later than 15 days before the meeting;
- submit proposals concerning any issue within the framework of the CSB activities for consideration by the CSB;
- in case of disagreement with the recommendations adopted at the CSB 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;
- address the COOMET Secretariat through the COOMET Committee member from their country with suggestions to submit specific issues for consideration by the COOMET Committee;
- receive complete information about the outcomes of the CSB activities;
- discuss any issues by correspondence involving all CSB members between meetings.

5.4.2. CBS members are obliged to:

- take part in all CSB meetings;
- have the required documentation at the CSB meeting, be prepared on all issues to be considered at the CSB meeting and participate in the discussion of the items of the agenda and in the preparation of CSB 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 CSB meeting and the progress achieved in realization of CSB resolutions and recommendations; and to promote their implementation in due course;

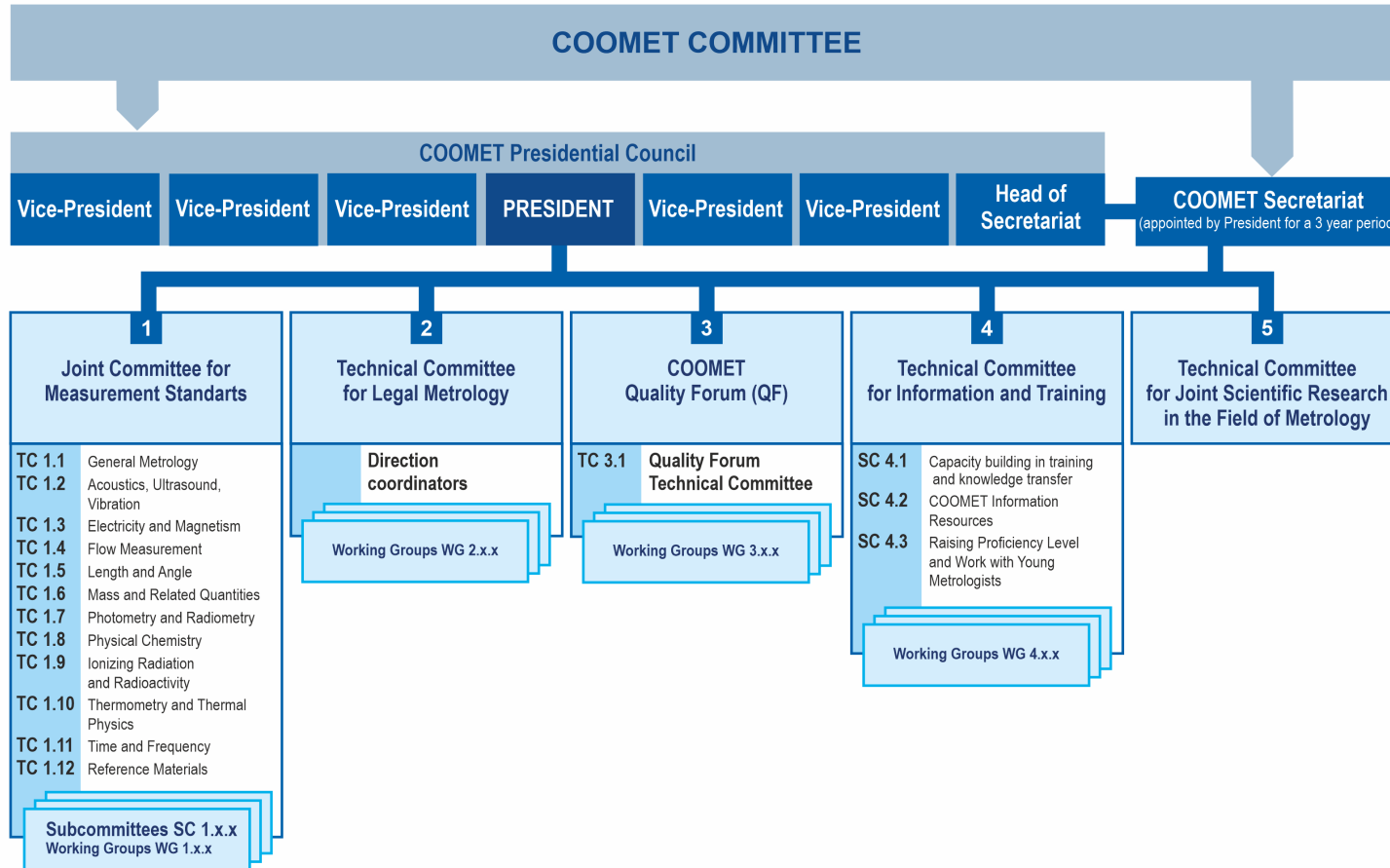
- take into account, whenever possible, COOMET programs, documents and recommendations (on the issues falling within the competence of the CSB) in the activities of their state metrology institutions and to facilitate the implementation of the results of CSB works in their countries;
- inform all interested specialists in their countries about the results of CSB activities.

5.5. EXPENDITURES FOR HOLDING CSB MEETINGS

5.5.1. A state metrology institution or any other national organization of a COOMET member country, which second its specialists to CSB meetings, bears the expenses for the secondment of the participants of the CSB meeting, including experts and consultants.

5.5.2. A state 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 CSB meeting (inter alia provision of premises and technical facilities, required for holding the CSB meeting).

Annex 1 (informative) COOMET organizational structure



**Annex 2
(normative)**

Form of the Title Page of the Regulation on a COOMET Structural Body

EURO-ASIAN COOPERATION
OF NATIONAL
METROLOGICAL INSTITUTIONS

COOMET



ЕВРО-АЗИАТСКОЕ СОТРУДНИЧЕСТВО
ГОСУДАРСТВЕННЫХ
МЕТРОЛОГИЧЕСКИХ УЧРЕЖДЕНИЙ

КООМЕТ

The document was approved at the
_____ COOMET Committee Meeting
_____ 20____, _____
(city, country)

The document was amended at the
_____ COOMET Committee Meeting
_____ 20____, _____
(city, country)

**REGULATION
ON**


(full and abbreviated name of the COOMET structural body)

Registered by
COOMET Secretariat
Reg.No. **COOMET D5.xx/xxxx**

Annex 3
(recommended)

Forms of ballots for the issue of the election or extension of the term of office of a CSB Chair

BALLOT FOR THE ISSUE OF THE ELECTION OF A TC CHAIR



Voting date: " __ " _____ 20__

Please specify your position by putting "Yes" or "No" next to the corresponding name:

1) _____ (NMI, country)


2) _____ (NMI, country)

3) _____ (NMI, country)

Member of TC _____ Full name _____

Country _____ Signature _____

BALLOT FOR THE ISSUE OF THE EXTENSION OF THE TERM OF OFFICE OF THE TC CHAIR



Voting date: " __ " _____ 20__

Please specify your position by putting "+" sign next to the corresponding decision:

I confirm, that my position regarding the proposal on extending the term of office of _____ as the Chair of TC _____ is

POSITIVE

NEGATIVE

Member of TC _____ Full name _____

Country _____ Signature _____

INFORMATION

COOMET Document D5/2021

1. Coordinator of the development: COOMET Secretariat
2. COOMET project 264/BY-a/02 (coordinator – BelGIM, Belarus)
3. The Document was updated and approved at the 31st COOMET Committee meeting (2021)

Since the COOMET publication has the organizational methodological contents and reflects the procedural issues to be followed by all COOMET structural bodies in preparing publications, this document should be implemented by all participants of cooperation within COOMET.