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REGULATION

on the COOMET Technical Committee

«Mass and related quantities » (TC 1.6)

*Registered by
COOMET Secretariat
Reg. No. **COOMET D5.9/202_***

1. GENERAL PROVISIONS

1.1. Technical Committee TC 1.6 "Mass and related quantities" (hereinafter referred to as TC 1.6) is a structural body of COOMET, established in order to organize the work and cooperation in the field of measurement of mass and related quantities.

1.2. In its activity TC 1.6 is guided by the COOMET Memorandum of Understanding (document COOMET D1), COOMET Rules of Procedure (document COOMET D2), COOMET Mission, Vision and Strategy, decisions of the COOMET Committee and the COOMET Presidential Council, COOMET programs, documents and recommendations, recommendations and documents of international and regional organizations, relevant to TC 1.6 activity and to this Regulation.

2. REFERENCES

The following publications are referenced in this document¹:

- document COOMET D1/2020 "COOMET Memorandum of Understanding";
- document COOMET D2/2021 "COOMET Rules of Procedure";
- document COOMET D5/2021 "Model Regulations for COOMET Structural Bodies";
- program COOMET P2/2021 "COOMET Program of comparisons".

3. MAIN TASKS

3.1. The main tasks of TC 1.6 are organization and coordination of the activities and cooperation among national metrology institutes/designated institutes (hereinafter referred to as NMIs/DIs) and other state metrological institutions (hereinafter referred to as SMIs) of COOMET member countries in the field of measurement of mass and related quantities, as well as:

- to encourage cooperation among scientists and specialists of NMIs/DIs, NMBs, and other national organizations of COOMET member countries active in the field of measurement of mass and related quantities;
- to put forward proposals and concepts of development, to suggest work programs and tasks of cooperation, to identify problems of cooperation in the field of responsibility of TC 1.6, i.e. in the field of measurement of mass and related quantities;
- to organize and conduct joint research and development;
- to implement COOMET projects;
- to develop programs and organize comparisons of national measurement standards in the field of mass, force, torque, pressure, hardness, viscosity, density, volume, fluid flow, gravity among NMIs of COOMET member countries, and other comparisons in the field of measurement of mass and related quantities, including those carried out within COOMET projects;
- to organize inter-regional review and submission of COOMET data on calibration and measurement capabilities of NMIs of COOMET member countries for inclusion in the BIPM database (KCDB);
- to organize inter-regional review by technical experts of TC 1.6, of the declared calibration and measurement capabilities of NMIs of other regional metrological organizations submitted for inclusion in the database of the BIPM (KCDB);

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").

- to establish cooperation with the relevant working bodies of international and regional metrology organizations to resolve cooperation issues and to provide their participation in realization of international treaties and agreements, especially the CIPM MRA, along with other agreements;
- to study international normative documents issued by international organizations in the field of legal metrology and standardization in order to unify the use of terms and definitions in the field of measurement of mass and related quantities;
- to organize and conduct regular meetings of TC 1.6, ad-hoc meetings and/or seminars on topical issues within the framework of TC 1.6 activities;
- to ensure interaction with other COOMET structural bodies;
- to summarize results of TC 1.6 and Working Groups activities and to prepare the corresponding annual report on the total of TC 1.6 activities in accordance with the COOMET Rules of Procedure;
- to submit the annual report on TC 1.6 activities to the COOMET Secretariat;
- to timely inform the Technical Committee members about future meetings and to submit the information about the planned and conducted work of TC 1.6 to the COOMET Secretariat;
- to update the COOMET web-pages on the results of cooperation and activities within TC 1.6.

4. STRUCTURE AND PROCEDURE FOR FORMATION OF TC 1.6 MEMBERSHIP

4.1. TC 1.6 is a COOMET structural body of level 2 (CSB-II), subordinated to JCMS (CSB-I).

4.2. TC 1.6 is headed by the Chair. Any member of TC 1.6, having the status of a CSB member representing his/her country can be a candidate for the position of the Chair.

4.2.1. The Chair of TC 1.6 is responsible for fulfilling the main tasks of TC 1.6, as well as for the following:

- coordination of TC 1.6 work, including SCs and WGs;
- organization and management of work of TC 1.6 meetings, preparation of draft minutes of the meetings;
- preparation and submission of Annual Reports on TC 1.6 activities to the COOMET Secretariat and preparation of relevant documentation for the meetings of JCMS and COOMET Committee;
- informing the COOMET Committee and COOMET Presidential Council about important issues (including problems), related to the activities of TC 1.6, its progress and achievements;
- monitoring of implementation of COOMET projects according to the approved COOMET Program of Comparisons (COOMET Program P2) and taking appropriate measures in case of issues and delays;
- coordination of participation in implementing the CIPM MRA in the field of measurement of mass and related quantities;
- timely informing the members of TC 1.6 about future meetings, and submission of information about planned and ongoing activities within TC 1.6 to the COOMET Secretariat;
- updating the list of COOMET technical experts for CMC review and the list of COOMET technical experts for the evaluation of quality management systems within the scope of TC 1.6, discussion of these issues at the TC 1.6 meetings.

4.2.2. The procedure for electing the TC 1.6 Chair or considering extending his/her term of office is carried out in accordance with the COOMET D5 document.

4.2.3. The results of election of the TC 1.6 Chair and voting on the extension of his/her term of office are submitted for consideration and approval by the COOMET Presidential Council and for approval by the COOMET Committee.

The candidacy of the Chair is approved by the COOMET Committee for a 4 years period with

the possibility of extending it once for the same period (according to COOMET D1, section 5, item 12).

4.2.4. In case of early resignation of the current TC 1.6 Chair, the COOMET Presidential Council appoints an Acting Chair of TC 1.6, who organizes the next meeting of TC 1.6 in accordance with the established procedure to elect a new Chair.

4.3. Membership of TC 1.6

4.3.1. Candidacies for the TC 1.6 membership are proposed by COOMET Committee members and approved by a decision of the COOMET Committee.

4.3.2. TC 1.6 includes one specialist for each COOMET NMI or other SMI according to their interests and possibilities for cooperation in the field of measurement of mass and related quantities, as well as availability of corresponding specialists (status "TC 1.6 member representing a country").

4.3.3. The appointed member of TC 1.6 has the right to vote when making decisions within TC 1.6.

4.3.4. At the initiative of the TC 1.6 Chair and in agreement with the TC 1.6 members, Deputy Chair(s) are appointed to participate (if it is necessary to substitute the Chair) in carrying out the tasks, assigned to the Chair.

4.3.5. The Executive Secretary is appointed to assist the Chair in his/her work within TC 1.6.

4.3.6. The official members of TC 1.6 are:

- TC 1.6 Chair;
- TC 1.6 Deputy Chair(s);
- one officially appointed plenipotentiary representative from a COOMET member country, who has the status of "TC 1.6 member from the country" (if there is such appointment);
- Chairs of SC 1.6.1- SC 1.6.6 (see 4.4.1);
- field coordinators within TC 1.6 (see 4.4.2);
- TC 1.6 Executive Secretary.

4.3.7. Composition of TC 1.6 is approved by a decision of the COOMET Committee.

4.3.8 NMIs or other SMIs of COOMET member countries, if necessary and in agreement with a COOMET Committee member from their country and TC 1.6 Chair, can delegate their experts with the rank of official observers to participate in TC 1.6. The corresponding request must be sent by a COOMET Committee member in writing to the Chair of TC 1.6.

4.4. Structure of TC 1.6

4.4.1. Subcommittees

4.4.1.1. To solve the ongoing tasks of cooperation in the major fields of measurement, the following subcommittees (SCs) were established within TC 1.6:

- SC 1.6.1 «Mass»;
- SC 1.6.2 «Force»;
- SC 1.6.3 «Pressure»;
- SC 1.6.4 «Hardness»;
- SC 1.6.5 «Density, Viscosity»;
- SC 1.6.6 «Fluid flow».

4.4.1.2. SC Chairs are appointed by the COOMET Committee (at the proposal of the TC 1.6 Chair) for the period of 4 years with the possibility to extend the term of office once for the same period.

A SC Chair is elected by closed voting of TC 1.6 members from the member countries at a TC

1.6 meeting.

The elections are considered valid if 2/3 of the votes (in case of a single candidate) or a majority of votes (in case of two or more candidates) of TC 1.6 members who participated in the voting are cast IN FAVOR of the candidate. This decision is recorded in the Minutes of the meeting indicating of the term of office. TC 1.6 Chair informs the COOMET Secretariat about the decision made, and the voting results are submitted to the COOMET Presidential Council for consideration and approval, and to the COOMET Committee for approval.

At the end of the first 4-year term, the extension of the term of office is considered at a TC 1.6 meeting one year before the first term expires.

The decision to extend the term of office of the SC Chair is made at a TC 1.6 meeting (the decision is considered adopted if 2/3 of votes received from the voting TC 1.6 members are IN FAVOR; the corresponding entry is made in the Minutes of the meeting with indicating the new term of office). The TC 1.6 Chair informs the COOMET Secretariat about the decision made. Next, the decision is submitted to the COOMET Presidential Council for consideration and approval, and to the COOMET Committee for approval.

4.4.1.3. The composition of the SC is formed based on proposals from members of the COOMET Committee in response to the request of the TC 1.6 Chair.

4.4.2. Field coordinators

4.4.2.1. To organize work on specific tasks in sub-fields, as well as to carry out work within the framework TC 1.6, at the proposal of TC 1.6 members from the member countries, the following permanent fields of activity are determined within TC 1.6:

- Small static quantity of liquid;
- Gravity;
- Flow speed;
- Liquid flow;
- Gas flow;
- Multiphase flow;
- Heat flow;
- Quantity of fluid.

4.4.2.2. Field Coordinators are appointed for a 5-year term. The term of office of Coordinators can be extended by decision of the COOMET Presidential Council at the proposal of the TC 1.6 Chair.

4.4.2.3. Proposals on candidates for Coordinators are submitted by TC 1.6 members to the TC 1.6 Chair or Executive Secretary.

4.4.2.4. Elections of Coordinators must be held in the form of a vote by secret ballot among TC 1.6 members at a TC 1.6 meeting.

The election is considered valid if 2/3 of the votes (in case of a single candidate) or a majority of votes (in case of two or more candidates) of TC 1.6 members who participated in the voting are cast IN FAVOR of the candidate. The decision is recorded in the Minutes of the meeting indicating the term of office. The TC 1.6 Chair informs the COOMET Secretariat of the decision made. Next, the decision is submitted to the COOMET Presidential Council for consideration and approval, and to the COOMET Committee for approval.

The decision to extend the term of office of the Coordinator is made at a TC 1.6 meeting (the decision is considered adopted if 2/3 of votes received from the voting TC 1.6 members are IN FAVOR; the corresponding entry is made in the Minutes of the meeting with indicating the new term of office). The TC 1.6 Chair informs the COOMET Secretariat about the decision made. Next, the

decision is submitted to the COOMET Presidential Council for consideration and approval, and to the COOMET Committee for approval.

4.4.2.5. The procedure and format of work within the field are determined by the Coordinator.

4.4.2.6. The Coordinator submits a report on the work done at a TC 1.6 meeting (if the issue is included in the meeting agenda).

4.4.3. Working groups

4.4.3.1. Working Groups (WGs) can be formed within TC 1.6 to carry out specific work within COOMET projects.

The WG coordinator sends the completed form of the agreed project to the Chair of the corresponding SC/TC 1.6 and to the COOMET Secretariat. The COOMET Secretariat distributes the form between the Committee members and includes this project in the Work Program and in the COOMET project database.

The composition of a WG is formed based on the proposals of COOMET Committee members or persons authorized by them in response to the request from the COOMET Secretariat. Information on the proposed specialist and his/her contact details are sent to the COOMET project Coordinator and/or to the Chair of TC 1.6.

Cooperation on the project can be extended by including projects initiated by institutes of non-COOMET countries. Interest in such projects must be confirmed by a Committee member of at least one COOMET member country.

4.4.3.2. WG's work order and format is defined by the project Coordinator.

4.4.3.3. The project Coordinator is responsible for execution of work and preparation of the corresponding report on the project. The project Coordinator presents the information on the current status of the project or on the results of its implementation to the TC 1.6 Chair and at TC 1.6 meetings in accordance with the requirements of the COOMET Rules of Procedure (document COOMET D2, clauses 2 and 3).

The TC 1.6 Chair can invite project coordinators to take part in TC 1.6 meetings.

5. ORGANIZATION OF WORK WITHIN TC 1.6

5.1. Work format of TC 1.6

5.1.1. TC 1.6 realizes its objectives and functions by solving the issues of cooperation by correspondence using modern means of communication and telecommunication, as well as through holding meetings.

5.1.2. The meetings of TC 1.6 are held at least once a year in accordance with the schedule adopted by governing and working bodies of the COOMET. If necessary, TC 1.6 Chair may convene ad-hoc meetings of TC 1.6 by agreement with its members.

If valid reasons exist, and in agreement with TC 1.6 members, it is allowed to hold virtual meetings.

5.1.3. The date and place of the next TC 1.6 meeting are determined at its preceding meeting or are specified and agreed upon with TC 1.6 members by correspondence.

5.1.4. Documents of TC 1.6 are prepared in the working languages of COOMET (English and Russian).

5.2. Announcement and agenda of TC 1.6 meetings

5.2.1. As a rule, the announcement of the next TC 1.6 meeting is made no later than three

months before the scheduled date of the meeting. TC 1.6 members must confirm receipt of the invitation to the meeting and notify the Chair of their participation.

5.2.2. If participation of a TC 1.6 member at a meeting is impossible, a COOMET Committee member can delegate another specialist to participate in the meeting; his/her authority must be confirmed in writing to the Chair or Executive Secretary of TC 1.6.

5.2.3. The preliminary agenda of the next TC 1.6 meeting is prepared by TC 1.6 Chair based on proposals from TC 1.6 members and decisions of the previous meeting, as well as decisions of the COOMET Committee and the COOMET Presidential Council.

The preliminary agenda is sent to TC 1.6 members and to the COOMET Secretariat no later than a month before the planned date of the meeting.

The COOMET Secretariat sends to the TC 1.6 Chair a list of issues arising from the decisions and instructions of the COOMET Committee and COOMET Presidential Council, recommended for discussion as part of the agenda of TC 1.6 meeting.

5.3. Procedure for holding TC 1.6 meetings and registration of their results

5.3.1. Meetings of the Technical Committee are chaired by its Chair or Deputy Chair in case of his/her absence for valid reasons, who

- opens the meeting;
- submits the draft agenda for approval;
- announces the list of participants, reviews and statements;
- puts proposals and draft decisions on the issues under consideration to a vote;
- approves the minutes with the participants of the meeting;
- announces, in agreement with the participants, the closure of the meeting.

5.3.2. Quorum at the meeting is provided by presence of at least 50% of TC 1.6 members or their official representatives. If a representative of a COOMET member country is not present at the meeting for three or more years in a row, this country is not taken into account when determining the quorum. In this case, the officially appointed member of TC 1.6 from this country, starting from the current meeting, is assigned the status of "TC 1.6 Observer". This status ceases to apply if a TC 1.6 member or his/her official representative is present at the next TC 1.6 meeting.

5.3.3. In the absence of a TC 1.6 member or his/her representative from a COOMET member country, issues affecting interests of this COOMET member country can be considered at a TC 1.6 meeting and relevant decisions are made only if there is general agreement of all TC 1.6 members participating in the meeting.

5.3.4. If a TC 1.6 member from any country or his/her representative is unable to attend the meeting, the TC 1.6 member from this country sends information about the current status of registered projects to the Chair or the Executive Secretary of TC 1.6 no later than one week before the meeting date.

5.3.5. TC 1.6 Chair may invite representatives of international and regional metrological organizations, as well as other organizations, with which the working contacts have been established, to meetings in the status of guests.

5.3.6. Decisions are made by consensus whenever possible. In case of failure to reach consensus, decisions when voting on agenda items are considered adopted if more than half of TC 1.6 members from countries or their authorized representatives (taking into account quorum requirements according to 5.3.2) present at the TC 1.6 meeting have voted for its adoption.

If the number of votes is equal, the Chair's vote shall prevail.

If several representatives of COOMET member countries are present at the meeting, only one officially appointed TC 1.6 member from this country or his/her official representative can take part in

the voting.

Observers and guests do not vote.

5.3.7. Meetings of TC 1.6 are held in the working languages of COOMET (simultaneous translation is organized whenever possible).

5.3.8. Decisions and recommendations of TC 1.6 meetings are documented in the Minutes of the meeting. The Minutes of the meeting are drawn by TC 1.6 Executive Secretary or other person at the instruction of TC 1.6 Chair. The Minutes are signed by the TC 1.6 Chair and TC 1.6 Executive Secretary.

The minutes are distributed to all members of TC 1.6 present at the meeting and sent to all members of TC 1.6 from the member countries for review no later than one month from the date of the meeting. Approval of the Minutes of the TC 1.6 meeting is carried out by email within one month after their distribution. Copies of the agreed Minutes are sent by email to all members of TC 1.6 by the Chair or Executive Secretary of TC 1.6 within one month after final approval.

5.3.9. The Chair or Executive Secretary of TC 1.6. informs the JCMS Chair about the decisions made at the TC 1.6 meeting.

The Minutes of the TC 1.6 meeting are sent by the Chair or Executive Secretary of TC 1.6 to the COOMET Secretariat and published on the COOMET web resources.

5.3.10. The Chair and Executive Secretary of TC 1.6, COOMET Secretariat, a COOMET Committee member and/or head of the national organization acting as a meeting organizer should ensure that documents and discussions at the meeting are conducted in the working languages of COOMET.

5.4. Electronic voting procedure

5.4.1. If necessary, during the period between TC 1.6 meetings, by decision of the Chair, online voting may be conducted among TC 1.6 members on important issues of its activities.

5.4.2. TC 1.6 Chair or Executive Secretary prepares a voting ballot containing a list of questions and answer options, which is sent to TC 1.6 members by email or posted on the COOMET information web resource, of which TC 1.6 members are notified.

The deadline for voting is set by the TC 1.6 Chair.

5.4.3. The option that receives a simple majority of positive votes of the members of TC 1.6 is considered accepted. If a member votes against or abstains, the reason must be given.

5.5. Reporting on TC 1.6 activities

Based on the results of all activities of TC 1.6, its Chair:

- organizes the work on developing plans for COOMET projects;
- monitors the work of project Coordinators and ensures timely submission of interim and final progress reports on the registered/agreed COOMET projects;
- ensures preparation of the annual report according to item 3 of the COOMET Rules of Procedure and its submission to the COOMET Secretariat.

The results of TC 1.6 activities are reported by the Chair or his/her authorized representative at the JCMS and (if necessary) COOMET Committee meetings.

5.6. Information activities

TC 1.6 Executive Secretary, together with the COOMET Secretariat, ensures that information about the results of cooperation is posted on the relevant COOMET web pages.

TC 1.6 Executive Secretary is responsible for updating the TC 1.6 web-page on the COOMET

website (www.coomet.net).

6. BASIC RIGHTS AND OBLIGATIONS OF TC 1.6 MEMBERS

6.1. TC 1.6 Members have the following rights:

- to have a complete set of documents and materials submitted for consideration at a TC 1.6 meeting, which must be distributed no later than 15 days before the meeting;
- to add issues related to TC 1.6 activities to the agenda of the meeting;
- to propose COOMET projects to be included in the thematic work plan of TC 1.6;
- in case of disagreement with the recommendations adopted at TC 1.6 meetings, to state their objections and proposals in the "dissenting opinion" notice attached to the Minutes of the meeting, and to inform the COOMET Secretariat about the reason of their objections or proposals;
- to send, through a COOMET Committee member of his/her country to the COOMET Secretariat his/her proposals for submitting specific issues for consideration;
- to receive complete information on the results of TC 1.6 activities;
- to discuss any issues by correspondence with any TC 1.6 members during the period between the meetings.

6.2. Members of TC 1.6 are obliged to:

- participate in all meetings of TC 1.6;
- have and provide the necessary documentation at TC 1.6 meetings, be ready on all issues considered at TC 1.6 meetings, and participate in the discussion of agenda items and in the preparation of TC 1.6 decisions;
- implement decisions and recommendations adopted at TC 1.6 meetings and facilitate their implementation in due time;
- take an active part in discussing the meetings' agenda, as well as in developing decisions and recommendations of the meetings;
- ensure timely and complete submission to TC 1.6 of information on calibration and measurement capabilities of their NMIs for further generalization and submission to the Joint Committee of Regional Metrology Organizations and the BIPM (JCRB);
- promote organization of comparisons within COOMET;
- contribute to the development of the thematic work plan of TC 1.6;
- inform the management of their NMIs or other SMIs, as well as members of the COOMET Committee about the results of discussions of all issues and problems at a TC 1.6 meeting, as well as about the implementation of decisions and recommendations adopted at the meeting, and facilitate their implementation within the established time frame;
- take into account, as far as possible, programs, documents and recommendations of COOMET (within the competence of TC 1.6) in the activities of their NMIs or other SMIs and, if necessary, contribute to the implementation of the results of TC 1.6 activities in their countries.

6.3. SC Chairs and Field Coordinators are obliged to:

- contribute to the creation and conduct of CMC reviews in the assigned subject field;
- contribute to the implementation of projects in the assigned subject field.

6.4. SC Chairs and Field Coordinators have the right to:

- take active part in all areas of TC 1.6 activities in the area of their professional interests;

- participate in all TC 1.6 meetings;
- submit for consideration proposals in the fields of TC 1.6 activities.

6.5. The TC 1.6 Chair organizes CMCs review of the COOMET NMIs and other regional metrological organizations – participants of the CIPM MRA in the field of measurement of mass and related quantities.

7. COSTS OF TC 1.6 MEETINGS

7.1. Expenses for participation in TC 1.6 meetings are borne by NMIs, SMIs or other national organizations that delegate their specialists to TC 1.6 meetings.

7.2. Expenses associated with organization of TC 1.6 meetings (including the provision of premises and technical means) are borne by the hosting NMI or other hosting SMI.