

EURO-ASIAN COOPERATION
OF NATIONAL
METROLOGICAL INSTITUTIONS

COOMET



ЕВРО-АЗИАТСКОЕ СОТРУДНИЧЕСТВО
ГОСУДАРСТВЕННЫХ
МЕТРОЛОГИЧЕСКИХ УЧРЕЖДЕНИЙ

КОOMET

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REGULATION

of the Technical Committee

"Technical Committee of The Quality Forum»

(TC 3.1)

*Registered by
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under the number COOMET D5.16/2024*

1. GENERAL PROVISIONS, MAIN TASKS OF TC 3.1 COOMET

1.1. TC 3.1 "Technical Committee of the Quality Forum" COOMET (hereinafter - TC 3.1) was created by the decision of the 12th meeting of the COOMET Committee (May 6-7, 2002).

1.2. TC 3.1 is a structural body of COOMET of the 2nd level (CSB-II), is part of the COOMET Quality Department.

TC 3.1 serves as a platform for scientific and technical cooperation aimed at ensuring the creation, operation and improvement of quality management systems (QMS) of national metrological institutes and their recognition in order to implement the CIPM MRA Agreement.

1.3. In its activities, TC 3.1 is guided by the Memorandum of Cooperation of COOMET (COOMET document D1) and the Rules of Procedure of COOMET (COOMET document D2), the Mission, Vision and Strategy of COOMET, decisions of the COOMET Committee and the Council of the President of COOMET, programs, documents and recommendations of COOMET, recommendations and documents of the International Bureau of Weights and Measures (BIPM) and the Joint Committee of Regional Metrological Organizations and BIPM (JCRB), as well as this Regulation.

1.4. The main task of TC 3.1 is to coordinate the cooperation of state metrological institutions of the COOMET member countries on the creation, maintenance and improvement of the QMS of national metrological institutes (NMI) and designated institutes (DI) of the COOMET member countries, as well as:

- involvement of scientists and specialists of other national organizations of the COOMET member countries in cooperation;
- formation of proposals and development of concepts, work programs in the thematic area of "Quality management systems", identification of cooperation problems;
- establishing interaction with the relevant working bodies of international and regional organizations on QMS issues;
- ensuring the implementation of the CIPM MRA Agreement within the framework of COOMET regarding the implementation and application of the QMS in accordance with the requirements of ISO/IEC 17025, ISO 17034;
- development, updating and implementation of COOMET recommendations on the assessment of the NMI/DI QMS within the framework of COOMET;
- planning and organization of presentations of the NMI/DI QMS, as well as organization of external audits of the NMI/DI QMS of the COOMET member countries participating in the implementation of CIPM MRA Agreements through COOMET;
- coordination of the activities of working bodies directly subordinate to TC 3.1;
- ensuring interaction with other structural bodies of COOMET;
- organization of meetings of TC 3.1 COOMET and ensuring coordination of the results of cooperation;
- summarizing the results of cooperation and preparing reports on the activities of COOMET in the field of implementation and application of the QMS in accordance with the procedure defined by the Memorandum of Cooperation and the Rules of Procedure of COOMET;
- organization of information activities and presentation of the obtained results of cooperation on the web resources of COOMET, as well as timely updating of information on the TC 3.1 page on the official web portal of COOMET.

2. REFERENCES

This document contains references to the following international agreements, COOMET publications and international standards:

- CIPM Agreement on mutual Recognition of national standards, calibration Certificates and Measurements issued by national metrological institutes (CIPM MRA Agreement);
- COOMET P1/2023 "COOMET Development Program for 2023-2025";
- COOMET D1/2022 "COOMET Memorandum of Cooperation";
- COOMET D2/2021 "COOMET Rules of Procedure";
- COOMET D5/2021 "Model Regulation on the structural body of COOMET";
- ISO/IEC 17025 "General requirements for the competence of testing and calibration laboratories";
- ISO 17034 "General requirements for the competence of manufacturers of standard samples".

3. THE STRUCTURE AND PROCEDURE FOR THE FORMATION OF THE COMPOSITION OF TC 3.1

3.1 The Chairman of TC 3.1

3.1.1. TC 3.1 is headed by the Chairman, whose candidacy is approved by the COOMET Committee for a period of 4 years with the possibility of a one-time extension of the term of office for the same period (the basis is document COOMET D1, section 5, paragraph 12).

3.1.2. The Chairman of TC 3.1 is responsible for the fulfillment of the tasks of TC 3.1 as a whole, as well as for:

- coordination of the work of TC 3.1 and areas of cooperation within TC 3.1;
- convocation, management of TC 3.1 meetings, preparation of minutes of TC 3.1 meetings;
- preparation and submission of Annual reports and working documents for meetings of the Council of the President of COOMET and the Committee of COOMET;
- informing the COOMET Committee and the Council of the President of COOMET about important issues of TC 3.1 (including problems, if any), as well as about the successes and achievements of TC 3.1;
- monitoring the implementation of the activities provided for by the Task In "Promoting the recognition of the NMI/DI QMS of the COOMET member Countries" of the COOMET Development Program (COOMET P1) and taking appropriate measures in case of questions and delays;
- coordination of COOMET's participation in the implementation of the CIPM MRA Agreement on QMS issues (jointly with the Chairman of the COOMET Quality Forum);
- updating the list of COOMET technical experts on the assessment of the NMI/DI QMS of the COOMET member countries, consideration of these issues at TC 3.1 meetings.

3.2. Election of the Chairman of the TC 3.1

3.2.1. A candidate for the position of Chairman of TC 3.1 may be any member of TC 3.1 who has the status of "TC member from the country" (see clause 3.4).

3.2.2. The procedure for the election of the Chairman of TC 3.1 or consideration of the extension of his powers - according to the document COOMET D5.

3.2.3. The results of the election of the Chairman of TC 3.1 The results of voting on the issue of extending the powers of the Chairman of TC 3.1 are submitted for consideration by the Council of the President of COOMET and approval by the COOMET Committee.

3.2.4. In case of early resignation by the current Chairman of TC 3.1, the Council of the President of COOMET appoints the acting Chairman of TC 3.1, who organizes the next meeting of TC 3.1, at which the election of a new chairman of TC 3.1 is held in accordance with the procedure set out in clause 3.2.2.

3.3. The structure of TC 3.1

3.3.1. TC 3.1 may form working bodies - working groups (WG) designed to perform specific ongoing work within the framework of COOMET topics.

3.3.2. The composition of the WG on COOMET topics is formed on the basis of proposals from the members of the COOMET Committee or their authorized persons by sending information to the COOMET topic proponent (project coordinator) or to the COOMET Secretariat. The project Coordinator informs the Chairman of TC 3.1 about the composition of the WG. The WG may include experts and consultants in agreement with a TC 3.1 member from the country.

3.4. The composition of TC 3.1

3.4.1. The composition of TC 3.1 is formed by the Chairman on the basis of proposals from the members of the COOMET Committee and approved by the decision of the COOMET Committee.

3.4.2. TC 3.1 consists of one specialist-a representative of a member country of the COOMET, who has the status of "TC 3.1 member from the country" (the decision on the appointment of a permanent representative is made by a member of the COOMET Committee, based on the interests and opportunities for cooperation in this area and the availability of relevant specialists).

An appointed TC 3.1 member from the country has the right to vote when making decisions within the framework of TC 3.1.

3.4.3. The Chairman of TC 3.1 forms the secretariat of TC 3.1, which helps him in coordinating the activities of TC 3.1, as well as in matters of interaction with the Secretariat of COOMET and other structural bodies of COOMET.

3.4.4. The official members of TC 3.1 are:

- Chairman of TC 3.1;
- officially appointed one authorized representative from the COOMET member country, having the status of "TC 3.1 member from the country" (if appointed);
- Executive Secretary of TC 3.1.

4. ORGANIZATION OF WORK OF TC 3.1

4.1. The format of TC 3.1

4.1. TC 3.1 implements its tasks and functions by solving issues of cooperation by correspondence using modern means of communication and telecommunications, as well as by holding meetings.

4.2. TC 3.1 meetings are held at least once a year in accordance with the Schedule of meetings of the governing and structural bodies of COOMET. If necessary, the Chairman of TC 3.1, in agreement with its members, may convene an extraordinary meeting of TC 3.1. If there are good reasons, in agreement with the members of TC 3.1, it is allowed to hold meetings in an online format.

4.3. The date and place of the next meeting of TC 3.1 is determined at its previous meeting or is specified and agreed with the members of TC 3.1 by correspondence and, if necessary,

specified by the Chairman of TC 3.1 (taking into account the Schedule of meetings prepared by the Secretariat of COOMET).

4.4 TC 3.1 documents are maintained in the working languages of COOMET.

4.2. Announcement and agenda of the TC 3.1 meeting

4.2.1. The announcement of the next meeting of TC 3.1 is made, as a rule, no later than three months before the scheduled date of the meeting. TC 3.1 members must confirm receipt of the invitation to the meeting and notify the Chairman of TC 3.1 about the possibility of their participation.

4.2.2. If it is impossible for a member of TC 3.1 to participate in a meeting, a member of the COOMET Committee may send another specialist to the meeting, who must have a written confirmation of authority and present it to the Chairman or Executive Secretary of TC 3.1.

4.2.3. The provisional agenda of the next TC 3.1 meeting is formed by the TC 3.1 Chairman taking into account the proposals of TC 3.1 members, recommendations and decisions of his previous meeting, decisions of the COOMET Quality Forum for TC 3.1, as well as decisions of the COOMET Committee and the COOMET President's Council.

The provisional agenda is sent to all TC 3.1 members and to the COOMET Secretariat no later than one month before the scheduled date of the TC 3.1 meeting.

The COOMET secretariat sends to the Chairman of TC 3.1 a list of issues arising from the decisions and instructions of the COOMET Committee and the Council of the President of COOMET recommended for discussion under the agenda of TC 3.1.

4.3. Procedure of the TC 3.1 meeting and execution of decisions

4.3.1. TC 3.1 meetings are conducted by its Chairman, who:

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

4.3.2. The TC 3.1 meeting is held with any number of participating countries that are present at it.

4.3.3. In the absence of a TC 3.1 member from a particular COOMET member country or his representative at the meeting, issues affecting the interests of this COOMET member country may be considered at the TC 3.1 meeting with the necessary decisions only if there is consensus (general agreement) of all TC 3.1 members participating in the meeting.

4.3.4. The Chairman of TC 3.1 may invite representatives of international and regional metrological organizations, as well as other organizations with which working contacts have been established, to meetings in the rank of guests.

4.3.5. Decisions, if possible, are made on the basis of consensus (general agreement). If consensus cannot be reached, decisions on the issues on the agenda are considered adopted if more than half of the TC 3.1 members or the specialists officially replacing them (taking into account the quorum requirements according to clause 4.3.2) present at the meeting voted for its adoption.

In case of an equal number of votes, the chairman's vote is decisive.

The guests of the meeting do not participate in the voting.

4.3.6. TC 3.1 meetings are conducted in the working languages of the COOMET (simultaneous translation is organized if possible).

4.3.7. Decisions and recommendations of the TC 3.1 meeting are drawn up in the form of minutes of the meeting. The minutes of the meeting are kept by the Executive Secretary of TC 3.1 or another person on behalf of the Chairman of TC 3.1. The minutes are signed by the Chairman of TC 3.1 and the Executive Secretary of TC 3.1.

The protocol is handed over to all TC 3.1 members or their official representatives present at the meeting and sent to all TC 3.1 members from countries, including those with the status of "TC 3.1 member-observer" (no later than one month from the date of the meeting).

The Chairman of TC 3.1 informs the Chairman of the COOMET Quality Forum about the decisions taken at the TC 3.1 meeting. The minutes of the TC 3.1 meeting are sent by the Chairman or the Executive Secretary of TC 3.1 to the COOMET Secretariat. Since issues of a confidential nature are considered at TC 3.1 meetings, it is not provided that the minutes of TC 3.1 meetings are distributed among non-TC 3.1 members and posted on COOMET web resources. The minutes of TC 3.1 meetings are kept by the Executive Secretary of TC 3.1.

4.3.8. The Chairman of TC 3.1, as well as a member of the COOMET Committee and/or the head of the national organization acting as the organizer of this TC 3.1 meeting, must ensure that the documents and work of the meeting are presented and conducted in the working languages of COOMET.

4.4. Electronic voting

4.4.1. In justified cases, between the meetings of TC 3.1, on the basis of the decision of the Chairman of TC 3.1, electronic voting may be held among the members of TC 3.1 on important issues of TC 3.1's activities.

4.4.2. In order to conduct electronic voting, the Chairman or Executive Secretary of TC 3.1 prepares a voting bulletin containing a list of questions and answer options, which is sent to TC 3.1 members by e-mail or posted on the COOMET website with notification to TC 3.1 members.

The voting terms are set by the Chairman of TC 3.1.

4.4.3. For the result of voting on each issue of the ballot, an answer is accepted, for which a simple majority of votes of the members of TC 3 is submitted.¹ If a member of TC 3.1 votes negatively or abstains from voting on an issue put to the vote, the reason for such a decision must be indicated.

4.5. Reports on the activities of TC 3.1

4.5.1 Based on the results of the activities of TC 3.1, its Chairman ensures the preparation of an Annual report on the activities of TC 3.1 in accordance with paragraph 3 of the Rules of Procedure of COOMET (document COOMET D2).

4.5.2. The results of TC 3.1 activities are reported by the Chairman of TC 3.1 at a meeting of the COOMET Quality Forum, as well as the President's Council and the COOMET Committee (if these issues are on the agenda of the meeting).

4.5.3. The Chairman of TC 3.1 participates in the preparation of a report on the activities of COOMET on QMS issues for JCRB meetings.

4.6. Information activities

4.6.1. The Executive Secretary of TC 3.1, acting as the online editor of TC 3.1, together with the COOMET Secretariat, organizes the presentation of information on the results of cooperation on the COOMET web resources, taking into account the requirements of Section 5 of this document.

4.6.2. The Executive Secretary of TC 3.1 is responsible for updating the TC 3.1 page on the COOMET web portal.

5. CONFIDENTIALITY

5.1. Since issues of a confidential nature are considered at TC 3.1 meetings, the placement of minutes of TC 3.1 meetings on the COOMET web resources is not provided. The summary of meetings with final decisions is posted on the web resources of COOMET without specifying confidential information.

5.2. All documents, as well as written presentations provided by the NMI/DI of the COOMET member countries within the framework of external QMS inspections, should be considered confidential, taking into account the limited access of TC 3.1 members.

5.3. Materials that are not confidential are published in open access on the COOMET web resources, namely:

- information on the status of the NMI/DI QMS of the COOMET member countries participating in the implementation of CIPM MRA Agreements through COOMET;
- information about approved auditors of COOMET;
- list of current TC 3 members.¹

On the web resources of COOMET, materials of a confidential nature are published in closed access and intended for review only by members of TC 3.1, namely:

- a list of technical experts of COOMET on the assessment of the NMI/DI QMS;
- TC 3.1 meeting programs;
- Summary of TC 3.1 meetings.

6. BASIC RIGHTS AND DUTIES OF TC 3.1 COOMET MEMBERS

6.1 TC 3.1 COOMET members have the right to:

- have a complete set of documents and materials submitted for consideration by the meeting of TC 3.1 of COOMET, which should be distributed, as a rule, no later than 15 days before the meeting;
- submit proposals to TC 3.1 COOMET for consideration on any issue considered within the framework of TC 3.1 COOMET activities;
- in case of disagreement with the decisions and recommendations adopted at the meeting of TC 3.1 of the COOMET, state their objections or proposals in a "Dissenting Opinion" attached to the minutes of the meeting, and send the justification of their objections or proposals to the COOMET Secretariat;
- to apply through a member of the COOMET Committee of their country to the COOMET Secretariat with proposals for submitting specific issues to the COOMET Committee for consideration;
- receive full information about the results of TC 3.1;
- between TC 3.1 meetings, discuss any issues by correspondence with the participation of all TC 3.1 members.

6.2. TC 3.1 members are obliged to:

- participate in the work of all TC 3.1 meetings;
- have the necessary documentation with you at the TC 3.1 meeting, be prepared on all issues considered at the TC 3.1 meeting and participate in the discussion of issues on the agenda and in the preparation of decisions of TC 3.1;

- implement decisions and recommendations adopted at the TC 3.1 meeting, and promote their completion in due time;
- to inform the management of their state metrological institutions, as well as members of the COOMET Committee about the results of the discussion of all issues and problems at the TC 3.1 meeting and on the progress of the implementation of decisions and recommendations of TC 3.1, and to facilitate their implementation within the established time frame;
- to take into account, as far as possible, in the activities of their state metrological institutions, the programs, documents and recommendations of COOMET (on issues within the competence of TC 3.1) and promote the implementation of the results of the work carried out in TC 3.1 in their countries;
- to inform all interested specialists in their country about the results of TC 3.1.

7. EXPENDITURES FOR THE MEETING OF TC 3.1 COOMET

7.1. The costs of sending participants of the TC 3.1 meeting, including guests, are borne by the state metrological institution or other national organization of the COOMET member country, sending their specialists to TC 3.1 meetings.

7.2. Expenses related to the organization of TC 3.1 meetings (including the provision of facilities and technical means necessary for the TC 3.1 meeting.) is borne by a state metrological institution or other national organization of the COOMET member country, which has assumed the obligations of the host party.