

	COOMET Document	COOMET D5/2003
	Model Regulations for COOMET Structural Body	
<i>Approved at the 13 Meeting of COOMET Committee Meeting (Jalta, The Ukraine, April 29 – 30, 2003)</i>		

1. SCOPE

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

Each COOMET structural body (hereinafter referred to as CSB) may work out additional rules of its own activities, which must not contradict the requirements of this document.

These additional rules must be documented (i.e. should be reflected in the Regulations for the CSB or in other documents extending the Regulations).

This document is worked out taking into account provisions of the Memorandum of Understanding (MoU) and COOMET Rules of Procedure, as well as the experience of cooperation with EUROMET, EA, IAF, APLAC and ISC (Intergovernmental Council).

2. REFERENCES

In this document references are made to the following documents:

- COOMET D-191/00/02 “COOMET Memorandum of Understanding” (edition of 2002);
- COOMET D-2-91/00/02 “COOMET Rules of Procedure” (edition of 2002).

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 body established with the purpose of organizing cooperation in its subject fields stipulated by the COOMET MoU.

Note: According to COOMET organizational structure of the year 2002 the CSB-I are as follows:

- *Joint Committee on Measurement Standards,*
- *Technical Committee on Legal Metrology,*
- *Quality Forum,*
- *Technical Committee on Information and Training.*

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

4. MAIN PROVISIONS

The CSB Regulations are elaborated, as a rule, by the staff of its Chairman appointed by the COOMET Committee taking into account the recommendations of this document.

CSB members consider and approve a draft of CSB Regulations at the meeting of this structural body or according to the procedure established by the CSB Chairman. The draft of CSB-II Regulations is additionally submitted to the CSB-I Chairman for approval.

The CSB Regulations are adopted by the COOMET Committee upon request of the corresponding CSB-I and finally registered by the COOMET Secretariat.

The title page of the CSB Regulations should be presented according to the form given in the Appendix to this document.

5. STRUCTURE AND CONTENT OF THE CSB REGULATIONS

The CSB Regulations should have the following main sections.

- general provision, major tasks and functions of the CSB;
- procedure for engaging CSB staff;
- organization of the CSB work;
- main rights and responsibilities of the CSB members;
- expenditures for Holding a CSB meeting

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

5.1 General Provisions, Major Tasks and Functions of the CSB

The major task of the CSB is to organize work in the main fields of COOMET cooperation included into the terms of reference of the CSB.

The CSB works according to the MoU and the Rules of Procedure of COOMET and decisions of the COOMET Committee and COOMET Presidential Council and COOMET documents and recommendations and recommendations and documents of international regional organizations related to the activities of the structural body.

The CSB work is organized through:

- coordination of cooperation between national organizations of the COOMET member-countries in the subject fields or in managing specific tasks/problems of cooperation, which lay within the terms of reference of the CSB. To achieve this scientists and specialists from the COOMET member-countries are invited;
- making proposals and development of work programs regarding work in a subject field, tasks and problems of cooperation;
- organization and carrying out of science-oriented investigations and developments, measurement standard comparisons, working out of COOMET recommendations and solving other problems within the terms of reference of the CSB;
- establishment of contacts with corresponding international and regional organizations with the purpose of managing specific tasks and problems of cooperation and also participation in realization of the international agreements and arrangements (e.g., Arrangement on Mutual Recognition of National Measurement Standards and Calibration and Measurement Certificates Issued by National Metrology Institutes (MRA), etc.);
- coordination of the activities of structural and working bodies which directly subordinate to the CSB;
- ensuring of interaction with other COOMET structural bodies;
- organization of CSB meetings and ensuring of approval of the results of cooperation.

The main functions of the CSB are also include:

- gathering of the results of cooperation and preparation of reports on COOMET activities in the fields of cooperation according to the provisions of the MoU and COOMET Rules of Procedure;
- organization of the information activities and presentation of the outcome of cooperation at the COOMET Web-site.

5.2 Procedure for engaging the CSB staff

5.2.1 The CSB is headed by the Chairman whose candidature is approved by the COOMET Committee for the period of 4 years with the eligibility for reelection for one more term and subsequent resigning of his commission to a representative of another country (COOMET MoU, Chapter 5, clause 10).

5.2.2 Chairman of a CSB engages staff on the basis of proposals submitted by national organizations of COOMET member-country and applies for its approval by the COOMET Committee.

The CSB consists of specialists in the given field of cooperation, which work in organizations of a COOMET member-country.

5.2.2.1. The CSB-I having the subordinated CSB-II consists of the following.

- one permanent representative from each national organization of a COOMET member-country (if necessary);
- CSB-II Chairmen of the given CSB-I;
- CSB-I Executive Secretary (if necessary).

5.2.2.2. The CSB-I having no subordinated CSB-II consists of:

- one permanent representative from each national organization of a COOMET member-country;
- CSB-I Executive Secretary (if necessary).

5.2.2.3 The CSB-II includes specialists representing the national organizations of COOMET member-country on the assumption of interest and opportunities of cooperation in the given field and also availability of corresponding specialists.

The CSB–II staff may include an Executive Secretary, if necessary, who assists the Chairman in his work.

5.2.3 The CSB staff work as long as end of its Chairman’s terms of office.

5.2.4 The national organizations of a COOMET member-country may invite their experts and consultants to take part in the work of CSB, if necessary.

5.3 Organization of the CSB’s work

5.3.1 To fulfil its tasks and functions the CSB should hold meetings and use modern means of communication and telecommunication to increase effectiveness of cooperation.

5.3.2. The CSB meetings are organized at least once a year according to the Schedule of the meetings of COOMET steering and working bodies.

The Chairman of the CSB may convene an urgent meeting, if necessary, upon the agreement with other CSB members.

Note: The Schedule of meetings is prepared annually by the COOMET Secretariat.

5.3.3 The date and place of a regular CSB meeting are set at the previous meeting and, if necessary, defined more exactly by the CSB Chairman (taking into account the Schedule of meetings prepared by the COOMET Secretariat)

5.3.4 A preliminary agenda of a regular CSB meeting is prepared by the CSB Chairman taking into consideration suggestions of the CSB members, as well as the recommendations and decisions of the previous meeting.

The preliminary agenda is circulated among all the CSB members not later than one month before the planned date of the CSB meeting.

COOMET Secretariat takes part in preparing the agenda of CSB-I meeting on the basis of COOMET Committee decisions and instructions and forwards them to the CSB Chairman.

5.3.5 The CSB meeting is presided over by its Chairman who does the following.

- opens the meeting;
- presents the draft of agenda for approval;
- announce the list of participants of the meeting, references and statements;
- puts to the voting proposals and draft of decisions on the matters discussed;
- coordinates the minutes with the participants of the meeting;
- announce, on agreement with the participants, closing of a meeting.

5.3.6 If instead of a permanent CSB-I member his depute takes part in a CSB-I meeting, he should have a written confirmation of his powers, which he should submit to the Chairman of the meeting.

5.3.7 If any national organization of COOMET member-country or its representatives are absent at the CSB meeting, the questions infringing upon the interests of this national organization are not discussed at the CSB meeting and decisions on them are not taken, unless there is a positive request from this organization.

5.3.8 When voting on the matters of the agenda, decisions are considered to be accepted, if more than 50% of the CCSB members have voted for their acceptance.

If a COOMET member has more than one representative, only one of them can take part in voting.

5.3.9 The minutes are recorded by the CSB Executive Secretary or by any other person on the instructions of the CSB Chairman.

5.3.10 Decisions and recommendations of the CSB meeting are included in a Protocol of the meeting or in a list of resolutions and are given to the participating CSB members or to the representatives of the national organizations of COOMET member-countries.

The CSB Chairman informs the Chairman of the higher CSB (if any) about the decisions taken at the meeting.

The Protocol of the meeting or the List of resolutions is forwarded by the CSB Chairman to the COOMET Secretariat.

The COOMET Secretariat dispatches copies of the protocols of the CSB-I meeting within two months after the meeting, as a rule, by e-mail to all members, including national organizations of COOMET member-countries whose representatives were not able to take part in the CSB meeting.

5.3.11 The CSB Chairman and the COOMET Secretariat, as well as a COOMET member, who organizes the given CSB meeting, have to assure that the documents and meetings are in working languages of COOMET.

5.3.12 On the basis of the results of CSB activities the Chairman ensures the preparation of the annual report in correspondence with clause 3 of the Rules of the COOMET Procedure, as well as of informative materials to be placed at the COOMET web-site.

The Chairman reports about the results of the CSB activities at the COOMET Committee meeting.

5.4 Rights and Responsibilities of the CSB Member

5.4.1 The CSB members have the right:

- to have the full set of documents and materials placed for consideration at the CSB meeting, which should be distributed, as a rule, not later than 15 days before the meeting;
- to submit proposals, if any, concerning the CSB activities for consideration by the CSB;
- in case of disagreement with the recommendations accepted at the CSB meeting, set forth their objections or suggestions in the “Special Opinion” attached to the protocol of the meeting, and forward the substantiation of their objections or suggestions to the COOMET Secretariat;
- to address the COOMET Secretariat through their national organizations in a COOMET member-country with suggestions to submit specific problems for consideration by the COOMET Committee.

5.4.2 The CBS members have the responsibility:

- to take part in all CSB meetings;
- to have the required documentation at the CSB meeting, be prepared for consideration of all problems at the CSB meeting and participate in discussion of the items on the agenda and in preparation of the CSB recommendations;
- to inform the administration of their national organizations in a COOMET member-country about the results of discussion of all questions and problems at the CSB meeting;
- to inform the administration of their national organizations in a COOMET member-country about the realizations of the CSB decisions and recommendation and facilitate their fulfillment by the time fixed.

5.5 Expenditures for Holding the CSB meeting

5.5.1 A national organization in the COOMET member-country, which sends its specialists to the CSB meeting, bears the travelling expenses of its representatives, including expenses of experts and consultants.

5.5.2 A national organization in the COOMET member-country that receives the participants of the CSB meeting bears the expenses relating to the allocation of the rooms and technical facilities necessary for holding the CSB meeting.

Form of a title page of the Regulations for the COOMET structural body

EURO-ASIAN COOPERATION
OF NATIONAL
METROLOGICAL INSTITUTIONS

COOMET



ЕВРО-АЗИАТСКОЕ СОТРУДНИЧЕСТВО
ГОСУДАРСТВЕННЫХ
МЕТРОЛОГИЧЕСКИХ УЧРЕЖДЕНИЙ

КООМЕТ

Approved at
___ *COOMET Committee meeting*
(Full date and name of a town)

REGULATIONS

for

(name of the COOMET structural body)

Registered
by COOMET Secretariat
Reg. № _____