



RULES OF PROCEDURE

Rules of Procedure presented below were agreed at the first COOMET Committee Meeting held in Warsaw on 13–14 November, 1991 and updated and amended at the 10th COOMET Committee Meeting (25–26 May, 2000, Almaty, Kazakhstan), at the 12th COOMET Committee Meeting (6–7 May, 2002, Havana, Cuba), at the 15th COOMET Committee Meeting (8–9 September, 2005, Vilnius, Lithuania), at the 16th COOMET Committee Meeting (4–5 September, 2006, Braunschweig, Germany), at the 18th COOMET Committee Meeting (15–16 May, 2008, Kharkov, Ukraine), at the 19th COOMET Committee Meeting (20–21 May, 2009, Baku, Azerbaijan) and at the 20th COOMET Committee Meeting (21–22 April 2010, Astana, Kazakhstan).

They amend the description of the COOMET structure and activities which are part of the Memorandum of Understanding and were adopted in accordance with Article 8 Section 5 of the Memorandum and should promote the effective solution of cooperation problems in the shortest time possible according to established procedures using modern information technology and communication facilities.

1. MEMBERS OF COOMET AND MEMBERS OF COOMET COMMITTEE

- 1.1. From each State only one National Metrology Institution on behalf of which the Memorandum of Understanding has been signed, may be a Member of COOMET.
- 1.2. Each COOMET Member must inform the President about the name and address of its appointed Committee Member.
- 1.3. The Committee shall elect its President by open voting, by a simple majority of votes.
- 1.4. A COOMET Member not represented at two consecutive Committee meetings without giving the reasons for its absence shall be considered as having terminated its participation in COOMET.

Decision on the termination of participation of a COOMET Member in COOMET is to be made by open voting based on a simple majority of votes at the next COOMET Committee meeting.

2. COOMET PROJECTS

2.1. GENERAL

For each collaborative project a COOMET Project Form must be completed and sent to the Secretariat, which will arrange for its distribution to all Committee Members and to the head of the relevant SC/TC. This will enable all COOMET Members to keep themselves informed of areas of possible cooperation providing them with an opportunity to join cooperation.

Three separate forms are available¹:

- PROPOSED COOMET PROJECT FORM
- AGREED COOMET PROJECT FORM
- COOMET PROJECT PROGRESS/FINAL REPORT FORM

Proposals for COOMET collaboration projects may be presented at any time. The collection of Agreed COOMET Projects will represent the working programme of COOMET.

The Committee Members will monitor the COOMET projects to ensure they are in agreement with COOMET aims and tasks and are conducted in accordance with the adopted procedures. The COOMET cooperation can be extended to involve institutions from non-member countries in the projects provided the participants of the cooperation agree.

¹ Notes for the completion of the Forms are given in *Annexes 1-3*.

2.2. SUBJECT FIELDS

The project should belong to one of the following subject fields:

- Acoustics, ultrasound, vibration;
- Electricity and magnetism;
- Flow measurement;
- Ionising radiation and radioactivity;
- Length and angle;
- Mass and related quantities;
- Photometry and radiometry;
- Physical chemistry;
- Thermometry and thermal physics;
- Time and frequency;
- Reference materials;
- General questions concerning measurements (General metrology);
- Legal metrology;
- Quality management systems;
- Information and information technology.

2.3. PROPOSED COOMET PROJECT

The Proposer of a project shall fill in the form (Annex 1, see page 5), and send it to the COOMET Secretariat through the COOMET Committee Member of his/her country. The COOMET Secretariat shall register the project and distribute the form to the head of the relevant SC/TC, as well as to all COOMET Committee Members who will inform the Proposer and the COOMET Secretariat of their interest within a period of three months.

In case if COOMET Members show no interest in the fulfilment of the proposed project, it can remain in the list of proposed projects for up to one year.

2.4. AGREED COOMET PROJECT

Agreed COOMET Project Forms, Annex 2 (see page 7), is used when agreement has already been reached between a certain number of partners to undertake a specific collaborative project. It is only through the completion of this Form that COOMET Members will be advised of the agreement in question.

The Working Group set up for accomplishing the project shall be composed of the persons stated in the Form. The Coordinator of the Working Group shall be responsible for keeping the relevant SC/TC informed of the progress of the project.

Once completed the Agreed COOMET Project Form should be sent by the Coordinator to the head of the relevant SC/TC and to the COOMET Secretariat for distribution among the Committee Members and also for inclusion of the project in the COOMET Working Programme and data base.

Should any modification, e.g. of the composition of the Working Group or the scope of the project, be decided later, a revised Agreed Project Form shall be circulated.

In case of realising projects concerning the carrying out of comparisons related with the implementation of the CIPM MRA, the information in Box 6 in the form of the Agreed Project shall contain the following data in addition: comparison type, supported CMC, piloting NMI of the comparison, registration in the KCDB (except for the pilot ones).

2.5. COOMET PROJECT PROGRESS/FINAL REPORT

This Form, Annex 3 (see page 133), is used by Coordinators for reporting the progress on Agreed COOMET Projects, once a year.

A Final Report must be prepared when a Project has been completed.

In this Report the results obtained should be presented and possible applications stated. It is desirable to indicate the advantages of undertaking the work collaboratively through COOMET.

The Final Report is not deemed as a publication of the work.

Collaborators are encouraged to publish their work through usual channels, mentioning that it was undertaken within COOMET.

The Coordinator shall send the completed Final Report Form to the head of the relevant SC/TC and the COOMET Secretariat.

2.6. CANCELLATION OF COOMET PROJECTS

According to suggestions of the heads of SCs/TCs the COOMET Secretariat excludes the projects recognised as unpromising and obsolete from the Working Programme, however retaining the information about these projects.

3. ANNUAL REPORTS ON THE ACTIVITIES OF COOMET BODIES

3.1. A Coordinator of the WG dealing with the agreed COOMET projects sends annually the intermediate progress report on the project to the head of the relevant SC/TC by 31 January.

The head of the SC/TC can address the Coordinator of the WG with a request to submit information on the progress with the project in a month time before the meeting of the SC/TC.

3.2. The head of the SC/TC prepares Annual Progress Report of the SC/TC and forwards it to the Chairperson of the relevant COOMET Structural Body by the end of February.

3.3. Based on the reports of the SCs/TCs the Chairpersons of the COOMET Structural Bodies prepare reports on the activities of their COOMET bodies and forward them to the COOMET Secretariat and represent them at the COOMET Committee meeting.

3.4. Annual reports of the Chairpersons of the COOMET Structural Bodies established to fulfil specific tasks within COOMET, should have the following Sections,

- general characteristic of the cooperation in the corresponding field including information on specific activities and projects being carried out and on the participants involved in cooperation;
- results of the last meetings of the COOMET Structural Bodies and subordinated SCs/TCs;
- review of the projects completed and information on the use of the results obtained;
- problems of cooperation with international and regional organisations in the corresponding field of cooperation;
- activities for the implementation of international agreements (e.g., the Arrangement on Mutual Recognition of National Measurement Standards and Calibration and Measurement Certificates Issued by National Metrology Institutes, etc.);
- information on the prospective place and date for the following meetings of the COOMET Structural Bodies and subordinated SCs/TCs;
- proposals for the resolutions of the COOMET Committee meeting.

The total volume of the report should not exceed three to five pages.

3.5. The COOMET Secretariat prepares Annual Report on COOMET activities based on the reports submitted by the Structural Bodies, and distributes it to the Committee Members before a Committee meeting.

4. COMMITTEE MEETINGS / CONVOCATION AND PROCEDURE

4.1. The President will decide on the place and date of the meeting, taking into consideration the proposals formulated by the Committee Members during their last meeting.

4.2. The President shall notify about the meeting at least ten weeks in advance and also send the preliminary draft agenda with the request to inform the President about their amendments and more precise definitions within a three week period.

4.3. The draft agenda is distributed among the delegates at least four weeks in advance of the meeting.

4.4. The agenda shall be approved by the Committee at the beginning of the meeting.

4.5. A quorum will be constituted by more than half of the Committee Members.

4.6. The Committee will attempt to reach conclusions by consensus, whenever possible. If a compromise cannot be reached, the different points of view shall be recorded in the minutes.

4.7. A draft report of the Committee meeting shall be circulated by the Secretariat to all Committee Members within 3 months of the meeting. In order to speed up the realisation of the resolutions adopted at the Committee meeting, it is recommended to the COOMET Secretariat to prepare and distribute to the

Committee Members the list of drafts of such resolutions at the end of the meeting. The approval of the minutes of the corresponding Committee meeting is performed through e-mail during 1 month after they were received from the COOMET Secretariat.

- 4.8. Between the meetings the Committee can discuss any questions by correspondence involving all Committee Members as well as solve problems of cooperation at the President's Council, the meetings of which are convened by the President as required, but not less than once a year between the COOMET Committee meetings.
- 4.9. Similar rules may be followed by all structural and working bodies of COOMET.

5. AMENDMENT OF RULES OF PROCEDURE

These Rules of Procedure can be amended only by the consent of at least half of the Committee Members.

PROPOSED COOMET PROJECT

Box 1 Reference No.

It will be given by the COOMET Secretariat.

Box 2 Subject Field

The subject field should be chosen from the list in item 2.2 of the Rules of Procedure.

Box 3 Field of cooperation

The field of cooperation should conform to one of the following

- comparisons;
- research;
- advice and training;
- traceability and calibration.

Box 4 Partners

Members of COOMET, who have already expressed their willingness to participate in the proposed cooperation, should be indicated by their initials. If specific institutions are involved, they should be indicated by full names together with the letters signifying their country (see ISO 3166-1981, code Alpha-2), i.e. BG, CS, DE, HU, PL, RO, SU, etc.

Box 5 Subject

The specific subject of the proposed cooperation should be defined in not more than 60 characters (including spaces).

Box 6 Description

Within the space provided a brief description of the proposed project should be given. Sufficient details should be provided for experts from other institutions so that they can assess their capabilities to join cooperation.

Box 7 Additional remarks

This box provides an opportunity for adding any additional remarks relevant to the proposed collaborative project, e.g. previous cooperation, advantages of implementation, etc.

Box 8 Proposer's name

The name, full postal address, fax numbers and e-mail of the person proposing the cooperation should be given.

Box 10 Date

The Form should be dated the day of signature.

Box 11 Proposed starting date

A proposed starting date should be given.

**PROPOSED PROJECT
COOMET**

1 Reference No.:

2 Subject Field:

3 Field of cooperation:

4 Partners:

5 Subject:

6 Description:

7 Additional remarks:

8 Proposer's Name:

Address:

Telephone:

Fax:

E-mail:

9 Proposer's signature:

10 Date:

11 Proposed starting date:

12 Signature of the COOMET Committee Member:

Name:

Signature:

AGREED COOMET PROJECT

Guidance on completion of **boxes 1, 2, 3 and 5, 6, 7** of the Agreed COOMET Project Form is the same as that on completion of the corresponding Boxes in the Proposed COOMET Project Form.

Box 4 Working Group

Names of experts forming the Working Group and names (or initials) of their institutions, as well as letters signifying their countries should be given.

Box 8 Coordinator's name, address, etc.

The person nominated by the Working Group as its Coordinator should be indicated.

Box 9 Date project agreed Ref. No. of proposal

Date on which an agreement was reached and the Reference No. of the Proposed COOMET Project should be given.

Box 10 Starting date

The date it has been agreed to start the project.

Box 11 Expected completion date

An expected completion date must be given. For permanent agreement (e.g. time service) "ON-GOING" should be entered.

Box 13 Date

The Form should be dated the day of signature.

FOR PROJECTS RELATED WITH COMPARISONS

Box 6 Description

A short description of the comparison with compulsory indication of the type of comparison, calibration and measurement capabilities (CMC) supported by the comparisons, as well as the piloting NMI of the comparison and registration in the KCDB (except for the pilot ones) should be given in this box.

**AGREED PROJECT
COOMET**

1 Reference No.:			2 Subject Field:		
3 Field of cooperation:					
4 Working Group:					
5 Subject:					
6 Description:					
7 Additional remarks:					
8 Coordinator's name: Address: Telephone: Fax: E-mail:					
9 Date project agreed:		10 Starting date:		11 Expected completion date:	
12 Coordinator's signature:				13 Date:	

COOMET PROJECT PROGRESS/FINAL REPORT

Boxes 1-5

The content of the corresponding Boxes in the Agreed COOMET Project Form should be reproduced.

Box 6 Progress

A brief description of the progress up to date should be entered in the space provided.

Box 7 Coordinator's name, address, etc.

As in the Agreed COOMET Project Form.

Box 8 Completion date

If the progress of the project is being reported then an estimated completion date should be given.

If the project has now been completed then the actual date of completion should be given.

For permanent agreements "ON-GOING" should be entered.

Box 10 Date

The Form should be dated the day of signature.

**COOMET PROJECT
PROGRESS/FINAL REPORT**

1 Reference No.:

2 Subject Field:

3 Field of cooperation:

4 Working Group:

5 Subject:

6 Progress:

7 Coordinator's name:

Address:

Telephone:

Fax:

E-mail:

8 Completion date:

9 Coordinator's signature:

10 Date:

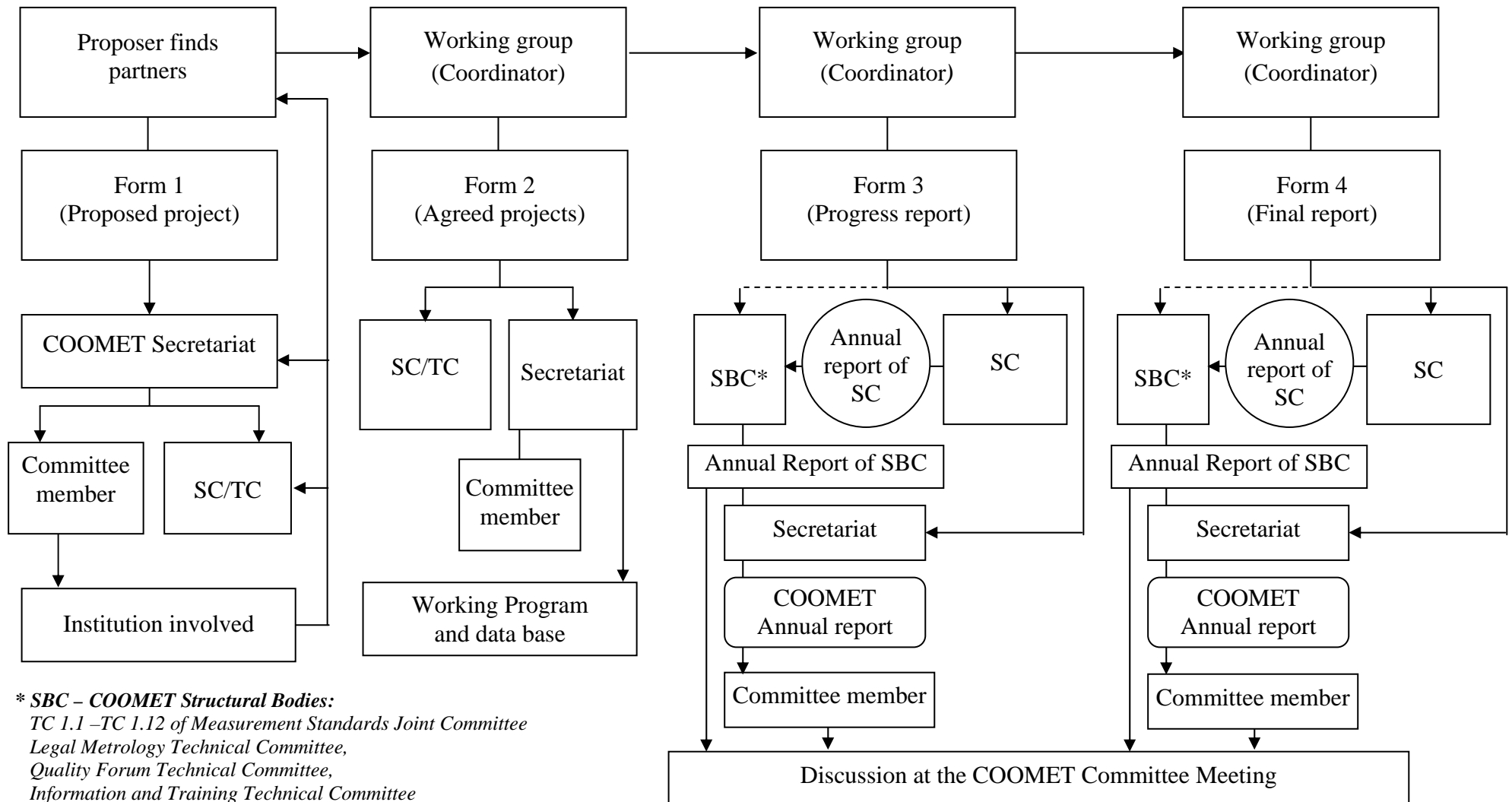
ORGANIZATIONAL SCHEME OF COOMET PROJECTS

PROPOSED PROJECT

AGREED PROJECT

PROGRESS REPORT

FINAL REPORT



A connection depicted by dotted line may be followed in cases of when there are no SC in a TC.