



*The document is approved at
the ____ COOMET Committee Meeting
____ 20__, _____*

REGULATION

**on the COOMET Technical Committee
“Legal Metrology”
(TC 2)**

*Registered by
COOMET Secretariat,
Number COOMET D5.12/20*

1. STRUCTURE AND TASK OF THE COOMET TC 2

1.1 The COOMET Technical Committee was established at the 12th Committee Meeting in Havana, Cuba in 2002 with the purpose to improve the COOMET organizational structure and the work performance.

1.2 The COOMET TC 2 consists actually of four Subcommittees (SCs)

- SC 2.1 “Harmonization of Regulations and Norms in Legal Metrology”;
- SC 2.2 “Technologies of Measuring Devices and Systems in Legal Metrology”;
- SC 2.3 “Competence and Assessment of Bodies in Legal Metrology”;
- SC 2.4 “Legal Metrology Control”.

1.3 The COOMET TC 2 uses in its activities valid documents and procedures issued and authorized by COOMET Committee Meetings as well as by the *Bureau International des Poids et Mesures* (BIPM) and the *Organisation Internationale de Métrologie Légale* (OIML). In case of possible conflicts (either real or by means of interpretation) the issue has to be brought forward to the attention of the Committee Meeting for advice and decision.

1.4 The COOMET TC 2 is led by a Chairperson who is to be elected from nominees proposed by all COOMET member countries actively participating in the TC 2. TC 2 members may recommend a candidate for TC 2 Chairperson requiring its further approval by COOMET Committee. The Chairperson is to be assisted by a Deputy (vice Chairperson) if considered appropriate or the TC2 Secretariat.

1.5 The COOMET TC 2 coordinates between member countries or on a regional or international level issues on Legal Metrology which are subjects of general interest in this field and/or specified in particular approved projects. The TC 2 is entitled to establish the metrological basis and to set the ground for inter-institutional cooperation regarding the following:

- analysis of possible fields of cooperation with OIML and regional organizations on legal metrology; formulation of suggestions on joint work with them;
- checking documents and recommendations of OIML and other RLMO's for adaption or acceptance in COOMET;
- development of metrological control procedures for measuring instruments and measuring systems with new technologies (i.e. software, data processing, device communication);
- development of criteria for assessment of testing laboratories working in the field of type approval, verification laboratories and other parties with the purpose of mutual recognition of the results of their work;
- planning, organization and realization of COOMET Projects concerning Legal Metrology;
- other matters concerning cooperation and harmonization in the field of Legal Metrology, which are assigned to the TC 2 by the COOMET Committee.

1.6 The Subcommittees (SC) perform their duties under the auspices of the TC 2 and are led by Heads of SC. Heads of SC are to be elected and approved according to principles laid down in item 1.4.

1.7 The Coordinators of the Projects perform their tasks under the auspices of the corresponding Heads of the Subcommittees.

1.8 Delegates to TC 2 meetings who are not TC 2 members but are nominated by the COOMET Committee Member to represent the member-country have free access to all documents of corresponding TC 2 meetings.

2. PROCEDURE OF MANAGING THE WORK OF THE COOMET TECHNICAL COMMITTEE TC 2

2.1 The TC 2 is headed by a Chairperson appointed by the COOMET Committee for the period of four years with the eligibility for reelection. On the suggestion of the COOMET

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Committee Members, a Representative of National Metrology Institutes may be introduced additionally and temporarily into the TC 2.

2.2 The TC 2 consists of correspondents working in relevant subject fields as defined under point 1.5. The COOMET Committee Representatives appoint the correspondents of their countries.

2.3 The TC 2 may establish Subcommittees (SC) to address permanent tasks of collaboration and Working Groups (WG) in the frame of the relevant SC to carry out specific Projects or immediate tasks in the frame of a corresponding project.

2.4 A WG is a temporary unit which is headed by the Coordinator of the relevant COOMET Project.

2.5 The Chairperson of the TC 2 may appoint in special cases Representatives to carry out specific tasks instead of establishing SCs or WGs.

2.6 COOMET member countries may delegate their Representatives (experts, consultants, observers) to take part in the work of the TC 2 or its SCs, if felt necessary.

2.7 The COOMET TC 2 shall meet at least once a year. The meeting should precede the forthcoming COOMET Committee Meeting.

2.8 Meetings of the SCs and/or Working Groups are organized as often as required by the majority of the participants, but at least once per year and a half.

3. RESPONSIBILITIES OF THE CHAIRPERSON OF THE TC 2

3.1 The Chairperson of the TC 2 should work out and improve regulations of the TC 2 in conjunction with the participating member countries and related organizational or administrative procedures.

3.2 The Chairperson of the TC 2 should monitor the coordination work of the Subcommittees and in special cases of the Project Coordinators and Coordinators of the Working Groups. He should review the yearly reports submitted by the Coordinators and Heads with the purpose of being presented to the COOMET Committee Meeting for consideration and approval.

3.3 Chairperson of TC 2 may consider appropriate to establish a Secretariat to assist Chairperson in coordinating activities of TC2 subcommittees and exchange of information among other structural units of COOMET.

3.4 The Chairperson of the TC 2 and TC 2 Secretariat should maintain up-to-date information of the structure and the participants collaborating within the TC 2 and forward the relevant information to the Secretariat of the COOMET Committee if changes occur and upon yearly request.

3.5 The Chairperson of the TC 2 should advise the TC 2 structural units, if appropriate, on the matters related to their specific field as well as on procedures, meetings and events.

3.6 The Chairperson of the TC 2 should maintain and possibly expand working relations to regional or international organizations of legal metrology, or their technical committees, whenever beneficial for the progress of work within TC 2.

3.7 The Chairperson of the TC 2 and TC 2 Secretariat should maintain close contacts with the Heads and Coordinators of the structural units within TC 2 or other COOMET TCs, when relevant for the progress of work.

4. RESPONSIBILITY OF THE DEPUTY OF THE COOMET TC 2

The Deputy will assist the Chairperson of the TC 2 and substitute or replace him in his functions whenever necessary and agreed upon.

5. RESPONSIBILITY OF THE HEADS OF THE COOMET SUBCOMMITTEES (SCS)

5.1 The Heads of the SCs should organize, coordinate, monitor, and implement the necessary activities within their field of responsibility.

5.2 The Heads of the SCs should report to the Chairperson of the TC 2 every half a year on the planning, progress and results obtained in the units of their responsibility as well as on the activities implemented or obstacles encountered at least two weeks in advance of the yearly meeting of the TC 2 or whenever particular circumstances deem it necessary.

6. RESPONSIBILITY OF THE COORDINATORS OF THE COOMET PROJECTS AND WORKING GROUPS (WGS)

6.1 The Coordinators of the Projects should organize, coordinate, monitor, and implement the activities within their field of responsibility.

6.2 The Coordinators of the Projects should report to the Head of the corresponding SC on the planning, progress and results obtained as well as on any obstacles encountered within particular Projects at least one month in advance of the annual meeting of the TC 2 with a copy to the Chairperson of the TC 2.

6.3 Whenever necessary the Coordinator is entitled to establish a Working Group within the scope of his project having informed the Head of the corresponding SC and the Chairperson of the TC 2.

6.4 RESPONSIBILITY OF THE COORDINATOR OF A WORKING GROUP

The Coordinator of a WG is responsible for the implementation of WG Projects including preparation of reports on project results. He should report to the Coordinator of the COOMET Project with a copy to the Head of the corresponding SC or to the Chairperson of the TC 2 even though he/she does not assume personal involvement of the latter.

7. REPORTING

Submission of reports by the COOMET TC 2 and all its structural units shall comply with the rules, formats and procedures of the COOMET Committee.

8. LOGISTIC AND FINANCIAL SUPPORT

8.1 The costs for delegating the participants to TC 2 meetings or meetings of its corresponding structural units are borne by the respective TC 2 member-country. Organizers of meetings of TC 2 and its structural units make all arrangements for holding such meetings and provide the participants with all necessary materials.

8.2 Meeting facilities and technical support will be provided free of charge to the participants of the meeting by the host of the corresponding member-country.