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## **REGULATIONS**

**for**

**Technical Committee TC 1.8 COOMET “Physical Chemistry”**

*Registered by*

*COOMET Secretariat,*

*Number COOMET D5.6/2014*

## **1 General Provisions**

1.1 Technical Committee TC 1.8 “Physical Chemistry” is a structural body (unit) of COOMET (hereinafter referred Technical Committee), that was created to organize work and cooperation in field of physical chemistry measurements.

1.2 Technical Committee in its activities is guided with Memorandum of Understanding (MoU) about cooperation, COOMET Rules of Procedure, decisions of Committee and Council president of COOMET, documents and recommendations of COOMET, documents and recommendations of other international and regional organizations that are relevant to Technical Committee activities and also this Regulation.

## **2 Major Tasks and Functions**

2.1 The major task of Technical Committee is to organize its activities in accordance with the following directions:

- making proposals and development of work programs (COOMET) in the field of physical chemistry measurements;
- organization and carrying out of science-oriented investigations and developments;
- developing the programs and organization of comparisons of national standards in the field of gas analysis, organic and inorganic analysis, electrochemistry and bioanalysis between NMI’s of COOMET member-country, as well as carrying out the key comparisons;
- organization of submitting materials from COOMET about calibration and measurement capabilities of NMI’s for including to the database of Joint Committee of Regional Metrology Organizations and BIPM in accordance with "The procedure for internal review of measurement and calibration capabilities of National Metrology Institutes of COOMET and interregional expertise of institutions of other regional metrological organizations" COOMET R/GM/7: 2006;
- organization of the international cooperation between NMIs from COOMET and NMIs from other regional and international organizations in the field of mutual recognition of national measurement standards;
- ensuring liaison with international organizations in the field of legal metrology (OIML, ISO, IEC, ASTM and others);
- studying international normative documents issued by international organizations in the field of the legal metrology, with the aim to unify at using the terms and definitions in the field of physical chemical measurements;
- carrying out the meetings of the Technical Committee and also special meetings on topical issues of international cooperation;

- ensuring cooperation with other structural bodies of COOMET.

2.2 Main functions of Technical Committee are:

- generalization of the activity results of the Technical Committee and Working groups, preparing annual report about general activities of Technical Committee in accordance to “COOMET Rules of Procedure”;
- submission of an annual report about activities of the Technical Committee to COOMET;
- timely informing the members of the Technical Committee about upcoming meetings and giving to COOMET Secretariat information about the future works of Technical Committee;
- giving the results of cooperation activities of Technical Committee to COOMET Web-site.

### **3 Forming the structure of COOMET**

3.1 TC 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 Memorandum of Understanding, Chapter 5, clause 10).

3.2 Chairman of a TC forming a composition of TC on the basis of proposals submitted by COOMET Committee members and this composition is approved by COOMET Committee.

3.3 TC includes correspondents-representative from national organizations of COOMET member-countries taking into accounts interests and opportunities of cooperation in the field of physical chemical measurements and existence of corresponding specialists.

3.4 TC include an Executive Secretary to assist the Chairman in his work.

3.5 For solving permanent tasks of cooperation in main fields of physical chemistry in TC are created following subcommittees:

- SC1.8.1 «Electrochemistry»;
- SC1.8.2 «Metals and alloys»;
- SC1.8.3 «Inorganic solids»;
- SC1.8.4 «Gas analysis»;
- SC1.8.5 «Aerosols»;
- SC1.8.6 «Organic analysis»;
- SC1.8.7 «Bioanalysis».

Subcommittees are headed by Chairmans which are elected and approved on the meeting of Technical Committee or in working procedure approved by Chairman of Technical Committee. Subcommittees provisions are agreed with a Chairman of Technical Committee and approved by COOMET Committee by the presentation of Chairman of TC.

3.6 Working Groups may be formed as a part of the Technical Committee to perform specific tasks within the topics of COOMET. The Head of the Working Group is the coordinator of an appropriate theme in COOMET.

3.7 Formed structure of the Technical Committee is lasts during the period of the activity of its Chairman.

#### **4 Organization of the Technical Committee (TC) work**

4.1 To fulfil its tasks and functions the Technical Committee should hold meetings and use modern means of communications and telecommunications to increase effectiveness of cooperation.

4.2 The Technical Committee 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 Technical Committee may convene an special meeting, if necessary, upon the agreement with other members of Technical Committee.

4.3 The date and place of a regular Technical Committee meeting are set at the previous meeting and, if necessary, specified and agreed with the TC members by mail.

4.4 A preliminary agenda of regular Technical Committee meeting is prepared by TC Chairman taking into consideration suggestions of the TC members, as well as the recommendations and decisions of the previous meeting.

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

4.5 The Technical Committee 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;
- agrees the Protocol with the participants of the meeting;
- announce, on agreement with the participants, closing of a meeting.

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

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

4.8 The Protocol of the meeting is recorded by the TC Executive Secretary or by any other person on the instructions of the TC Chairman.

4.9 Decisions and recommendations of the TC meeting are included in a Protocol of the meeting and are given to all TC members and are sending to the COOMET Secretariat.

4.10 By the results of the activity of the Technical Committee Chairman should:

- organize the work of making the topic plan (COOMET topics);
- control the work of the topic coordinators and timely reporting about work done of topics COOMET registered / agreed (intermediate or final);
- provide preparation of the annual report in accordance with Section 3 of the Rules of Procedure of COOMET and submitting this report to COOMET Secretariat.

Results of the Technical Committee activities reported by the Chairman or a person authorized by him at a COOMET meeting.

## **5 Rights and Responsibilities of the Technical Committee Members**

5.1 The TC members have the rights:

- to have full set of documents and materials placed for consideration at the TC meeting, which should be distributed, as a rule, not later than 15 days before the meeting;
- to contribute to the agenda of the meeting any matter pertaining to the activities of the Technical Committee;
- to offer COOMET topics for inclusion in the thematic plan of the TC.

5.2 The TC members have the responsibility:

- to take part in all TC meetings;
- to take part in the discussion of the items on the agenda and in preparation of the TC recommendations;
- to ensure in time full submission of information about NMIs measurement capabilities to TC which are given for further consolidation and submission to the Joint Committee of the Regional Metrology Organizations and the BIPM;
- to contribute the organization of key and bilateral comparisons within COOMET;
- to contribute to the formation of the thematic plan of TC;
- to inform the head of their national organizations in a COOMET member-country about the results of discussions of all questions and problems at the TC meeting.

5.3 TC Chairman should organize work for the review of measurement and calibration capabilities of National Metrology Institutes of COOMET member-countries in the field of Physical Chemical measurements.

## **6. Charges for carrying out the TC meeting**

6.1 Charges on secondment of participants TC are taken by the national organization COOMET member-country, which is included in TC 1.8 "Physical Chemistry."

6.2 Charges which are associated with the provision of space and facilities for meetings are taken by the national organization COOMET member-country, which has committed itself to the host country.