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REGULATION

on the COOMET Technical Committee

“Ionizing Radiation and Radioactivity”

(TC 1.9)

1. GENERAL PROVISIONS, MAIN TASKS AND FUNCTIONS OF TC 1.9

1.1. COOMET Technical Committee TC 1.9 “Ionizing Radiation and Radioactivity” (hereinafter TC 1.9) is a member of the COOMET Joint Committee for Measurement Standards. The main task of TC 1.9 is to organize and coordinate the activities of national metrology institutions of COOMET member countries in the field of measuring of ionizing radiation parameters and radioactivity.

1.2. In its activity TC 1.9 is guided by the COOMET Memorandum of Understanding (document COOMET D1¹), COOMET Rules of Procedure (document COOMET D2), Mission, Vision and Strategy of COOMET, resolutions of the COOMET Committee and COOMET Presidential Council, programs, documents and recommendations of COOMET, recommendations and documents of international and regional organizations related to measurements of the characteristics of sources and fields of ionizing radiation, as well as this Regulation.

1.3. TC 1.9 serves as a forum for scientific and technical cooperation in the area of cooperation “Ionizing Radiation and Radioactivity”.

TC 1.9 realizes organization of collaboration by means of the following:

- coordination of cooperation of national metrology institutions of COOMET member countries in the field of ionizing radiation and radioactivity within the competence of TC 1.9 and involvement of scientists and specialists from other national organizations of COOMET member countries in cooperation;
- formulation of proposals and development of work programs in the area of ionizing radiation and radioactivity;
- organization and carrying out of joint projects which are of interest to national metrology institutions of COOMET member countries, organization and carrying out of comparisons of national measurement standards of COOMET member countries, development of COOMET recommendations and solving of other issues within the competence of TC 1.9;
- establishment of interaction with the working bodies of international and regional organizations with a similar focus, ensuring of participation of laboratories of COOMET member countries in the implementation of international treaties and agreements, first of all, Mutual Recognition Arrangement CIPM MRA;
- ensuring of interaction with other structural bodies of COOMET;
- organization of TC 1.9 meetings.

Moreover, the tasks of TC 1.9 include:

- generalization of the results of cooperation and preparation of reports on COOMET activities in the field of ionizing radiation and radioactivity measurements in accordance with the procedure determined in the COOMET Memorandum of Understanding and COOMET Rules of Procedure;
- organization of information activities and presentation of the results of cooperation on the COOMET web resources.

¹ When using this publication it is appropriate to check the year of approval of referenced publications on the website www.coomet.org (section "COOMET publications") or on the portal www.coomet.net (section "Publications").

2. STRUCTURE AND PROCEDURE FOR ESTABLISHING THE MEMBERSHIP OF TC 1.9

2.1. TC 1.9 Chair

2.1. Technical Committee TC 1.9 is headed by the Chair whose candidacy is approved by the COOMET Committee for a period of 4 years with the possibility of extending this period.

2.2. The TC 1.9 Chair is responsible for:

- coordination of the work of TC 1.9, subcommittees (SC) subordinate to TC 1.9 (if formed) and working groups;
- convocation, management of the work of TC 1.9 meetings, preparation of the Minutes of TC 1.9 meetings;
- provision of Annual Reports and documentation to the meetings of the COOMET Joint Committee for Measurement Standards and COOMET Committee;
- informing of the COOMET Committee and COOMET Presidential Council about important issues in TC 1.9 activities (including problems – if any), as well as about successes and achievements;
- monitoring of the COOMET projects implementation and taking of appropriate measures in case of questions and delays;
- coordination of participation in the implementation of the Mutual Recognition Arrangement CIPM MRA in the field of ionizing radiation and radioactivity measurements;
- update of the list of COOMET technical experts on CMC review and the list of COOMET technical experts on peer reviews of the quality management systems of COOMET NMIs/DIs in the field of ionizing radiation and radioactivity measurements, and consideration of these issues at TC 1.9 meetings.

2.3. Election of the TC 1.9 Chair

2.3.1. A candidate for the position of the TC 1.9 Chair can be any TC 1.9 member who has the status of the “TC 1.9 member from the country”.

2.3.2. The election of the TC 1.9 Chair shall be held in the form of closed voting among the members of TC 1.9 at a TC 1.9 meeting. The decision is considered to be taken if 2/3 of votes are given for the candidacy of the Chair (if there is one candidate) and by a simple majority of votes (if there are two or more candidates) from TC 1.9 members who took part in the voting.

2.3.3. If the first 4-year term of office of the TC 1.9 Chair expired (see Section 5, Clause 12 of document COOMET D1 “COOMET Memorandum of Understanding”) the issue of extending the term of office of the current Chair should be considered at the meeting of TC 1.9 one year before the expiration of the term of office.

Closed voting among the members of TC 1.9 is also held at a TC 1.9 meeting on the issue of extending the term of office. The decision is considered to be taken if there are 2/3 of votes from TC 1.9 members who took part in the voting, cast FOR the extension of the term of office of the current Chair.

2.3.4. TC 1.9 members, who do not take part in the TC 1.9 meeting, may send their position to the current TC 1.9 Chair in advance; this information should be communicated to the TC 1.9 members, participating in the voting, after their voting.

2.3.5 For valid reasons voting among the members of TC 1.9 on the election of the TC 1.9 Chair or the extension of the term of office of the TC 1.9 Chair may be held using modern means of communication (email, Internet, etc.).

2.2. TC 1.9 membership

2.1. The membership of TC 1.9 is formed by the Chair based on the proposals of COOMET Committee members and approved by the decision of the COOMET Committee.

TC 1.9 is formed from the specialists in the field of ionizing radiation measurements, representing national metrology institutions of COOMET member countries.

TC 1.9 includes one specialist representing each COOMET member country, who is appointed taking into account the interests and possibilities of cooperation in this field and the availability of relevant specialists in the country (status "TC 1.9 member from the country").

2.2. To assist the Chair in his work, TC 1.9 includes the position of an Executive Secretary.

2.3. National metrology institutions of COOMET member countries can send experts and consultants in the rank of observers to participate in TC 1.9 activities, in agreement with the COOMET Committee member from the country and TC 1.9 Chair and as required.

2.4. For organization of work in the areas of activity of TC 1.9, Coordinators of permanent fields by the following types of measurements are appointed:

- dosimetry;
- radioactivity;
- neutron measurements.

Field Coordinators are appointed for the period of 5 years. The term of office of the field Coordinator may be extended by the decision of the COOMET Presidential Council upon the recommendation of the TC Chair.

The decision on the appointment of the field Coordinator is taken at the TC 1.9 meeting (the decision is considered to be adopted in case of 2/3 of votes, cast FOR the candidacy of the Coordinator) and is recorded in the Minutes of the meeting (with the indication of the term of office).

The decision on the extension of the term of office of the Coordinator is taken at the TC 1.9 meeting (the decision is considered to be adopted in case of 2/3 of votes, cast FOR the extension of the term of office of the Coordinator) and is recorded in the Minutes of the meeting (with the indication of a new term of office). The TC 1.9 Chair informs the COOMET Secretariat about the adopted decision. Then the question is submitted to the COOMET Presidential Council for approval.

2.5. If necessary, working groups can be formed as part of TC 1.9 to carry out specific current work within the framework of COOMET projects. The project Coordinator is the Head of the working group.

The membership of the WG for COOMET projects is established based on the proposals of COOMET Committee members or their authorized persons by sending the information to the proposer of the COOMET project (project Coordinator) or to the COOMET Secretariat.

The Coordinator is responsible for the execution of the work and preparation of the corresponding report. The project Coordinator provides the information on the current state of work on the project or on the results of implementation to the TC 1.9 Chair, as well as at the meetings of TC 1.9, taking into account the requirements of the COOMET Rules of Procedure (document COOMET D2, Clauses 2 and 3). It is advisable that project Coordinators participate in the meetings of TC 1.9.

3. ORGANIZATION OF THE TC 1.9 WORK

3.1. TC 1.9 fulfils its tasks and functions by solving issues of cooperation by correspondence using modern means of communication and telecommunication, as well as by conducting meetings.

3.2. Meetings of TC 1.9 shall be held at least once a year in accordance with the Schedule of meetings of COOMET steering and structural bodies.

For valid reasons meetings may be held online in agreement with TC 1.9 members.

If necessary, the TC 1.9 Chair in agreement with TC members may convoke an extraordinary meeting.

3.3. The date and venue of the next TC 1.9 meeting is determined, as a rule, at the previous TC meeting and, if necessary, specified by the TC 1.9 Chair (taking into account the Schedule of meetings prepared by the COOMET Secretariat).

3.4. The announcement of the regular TC 1.9 meeting is made, as a rule, no later than three months before the appointed date of the meeting. TC 1.9 members shall acknowledge the receipt of the invitation to the meeting and inform the TC 1.9 Chair about their possibility to participate. If a TC 1.9 member cannot take part in a meeting, the COOMET Committee member can send another specialist to the meeting (see 5.3.6).

A provisional agenda of a regular TC 1.9 meeting is prepared by the TC 1.9 Chair taking into account proposals of TC members, recommendations and resolutions of the previous meeting, as well as resolutions of the COOMET Committee, COOMET Presidential Council and COOMET Joint Committee for Measurement Standards.

The provisional agenda is sent to all TC 1.9 members and to the COOMET Secretariat not later than one month before the scheduled date of the meeting.

The COOMET Secretariat sends to the TC 1.9 Chair the list of issues arising from the resolutions and instructions of the COOMET Committee and COOMET Presidential Council, recommended for discussion within the framework of the agenda of the TC 1.9 meeting.

3.5. TC 1.9 meetings are headed by its Chair, who:

- opens the meeting;
- submits the draft agenda of the meeting for approval;
- announces the list of participants of the meeting, references and statements;
- puts to the vote proposals and draft resolutions on the issues under consideration;
- gets approval on the Minutes of the meeting from the participants of the meeting;
- announces, in agreement with the participants of the meeting, the closure of the meeting.

3.6. If a substitute participates in the TC 1.9 meeting instead of the TC 1.9 member from the country, he/she must have a written confirmation of authority from the COOMET Committee member of his country, which shall be submitted to the Chair of the meeting.

3.7. A quorum at a meeting is defined by the presence of at least 50% of TC 1.9 members or their official substitutes (see 3.4 and 3.6).

If a representative of a COOMET member country has not attended meetings for three or more consecutive years, the country is not taken into account in defining the quorum of the current meeting. At the same time, the officially appointed TC 1.9 member from the country shall be given the status of an observing TC member starting from the current meeting. The status will terminate if the TC 1.9 member or his/her official substitute takes part in the next TC 1.9 meeting.

3.8. In the absence of the TC 1.9 member from the particular COOMET member country or his/her representative at the meeting, the issues affecting the interests of this COOMET member country may be considered at the TC 1.9 meeting with the adoption of necessary decisions only if there is a consensus (general agreement) among all TC 1.9 members participating in the meeting.

3.9. The TC 1.9 Chair may invite experts, consultants, representatives of international and regional metrology organizations, as well as other organizations with which working contacts have been established, to take part in the work.

3.10. Decisions are taken by consensus (general agreement) whenever possible. If it is impossible to reach a consensus, decisions during voting on the agenda items are considered adopted if more than half of TC 1.9 members or their official substitutes (in view of the requirements for a quorum under 3.7), present at the meeting, have voted for their adoption. In case of equal number of votes, the Chair has the casting vote.

If several representatives of a COOMET member country are present at the meeting, only the officially appointed TC 1.9 member from the country or his/her substitute can take part in the voting.

Observers and guests do not participate in voting on the agenda items.

3.11. In justified cases between TC 1.9 meetings an electronic vote among TC members can be taken on the relevant issues of TC activities upon a decision of the TC 1.9 Chair.

To hold an electronic vote the TC 1.9 Chair or Executive Secretary shall prepare a voting Ballot with a list of questions and answer options, which shall be sent to TC 1.9 members by email or posted on the COOMET information resource with notification of TC 1.9 members.

The TC 1.9 Chair shall set the timeframe for voting.

The answer having a simple majority of votes of permanent TC 1.9 members is accepted as the result of voting for each question of the ballot. If a TC 1.9 member votes negatively on an issue, put to a vote, the reason for such a decision shall be stated.

3.12. The Minutes of the meeting are kept by the TC 1.9 Executive Secretary or another person on behalf of the TC 1.9 Chair.

3.13. Decisions and recommendations of the TC 1.9 meeting are issued in the form of the Minutes of the meeting and can be handed over to the TC 1.9 members or their official substitutes present at the meeting, as well as to the observers (if the Minutes are prepared by the end of the meeting).

Otherwise, the draft Minutes of the meeting shall be sent to all TC 1.9 members within 1 month after the meeting. The agreement on the Minutes of the TC 1.9 meeting is carried out by email correspondence within a month after their receipt.

Copies of the agreed Minutes shall be sent by the Chair or the Executive Secretary of TC 1.9 within a month after their approval to all TC 1.9 members by email (including those TC 1.9 members whose representatives were unable to take part in the meeting).

The TC 1.9 Chair informs the Chair of the Joint Committee for Measurement Standards about the decisions made at the meeting.

The Minutes of the TC 1.9 meeting shall be sent by the Chair or Executive Secretary to the COOMET Secretariat, and also published on the COOMET web resources.

3.14. The documents and the work of the meeting are prepared and conducted in the working languages of COOMET.

3.15. Based on the results of TC 1.9 activities, its Chair ensures the preparation of the Annual Report on the activities of TC 1.9 in accordance with Clause 3 of the COOMET Rules of Procedure, as well as making of information materials on the activities of TC 1.9 available on the COOMET web resources.

The results of TC 1.9 activities are reported by the Chair at the meetings of the COOMET Joint Committee for Measurement Standards and COOMET Committee (if necessary).

4. BASIC RIGHTS AND OBLIGATIONS OF TC 1.9 MEMBERS

4.1. Members of TC 1.9 have the right:

- to get a complete suite of documents and materials submitted for review at the TC 1.9 meeting, which should be distributed, as a rule, no later than 15 days before the meeting;
- to submit proposals on any issue within the framework of TC 1.9 for consideration of TC 1.9;
- in case of disagreement with the recommendations adopted at the TC 1.9 meeting, to state objections or proposals in the "Dissenting Opinion", which is attached to the Minutes of the meeting, and to send arguments in support of objections or proposals to the COOMET Secretariat;
- to address proposals on bringing specific issues to the consideration of the COOMET Committee to the COOMET Secretariat through the COOMET Committee member from their country;
- to receive full information on the results of TC 1.9 activities;
- to discuss any issues with all TC 1.9 members by correspondence between the meetings of TC 1.9.

4.2. Members of TC 1.9 are obliged to:

- participate in all TC 1.9 meetings;
- have the necessary documentation at the TC 1.9 meeting, be prepared on all issues discussed at the meeting and actively participate in the discussion of agenda items and in the preparation of TC 1.9 resolutions;
- inform the management of their national metrology institutions, as well as the COOMET Committee members about the results of the discussion of all issues and problems at TC 1.9 meeting and facilitate their implementation within the established timeframe;
- inform the management of their national metrology institutions, as well as the COOMET Committee members about the progress in the implementation of the decisions and recommendations of TC 1.9 and to promote their implementation within the established timeframe;
- take into account, as far as possible, the programs, documents and recommendations of COOMET (on the issues within the competence of TC 1.9) in the activities of their national metrology institutions and promote the implementation of the results of the work of TC 1.9 in their countries;
- inform all interested specialists in their country about the results of TC 1.9 activities.

5. EXPENSES FOR HOLDING TC 1.9 MEETINGS

5.1. The expenses for the business travel of the participants of TC 1.9 meeting, including experts and consultants, shall be borne by the national metrology institution or other national organization of the COOMET member country, which sends its specialists to the TC 1.9 meetings.

5.2. The costs associated with the organization of TC 1.9 meetings (including the provision of premises and technical means necessary for the TC 1.9 meeting) shall be borne by the national metrology institution or other national organization of the COOMET member country, which assumed the obligations of the host party.