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REGULATION

on the COOMET Technical Committee

"Photometry and Radiometry" (TC 1.7)

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COOMET Secretariat
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1. GENERAL PROVISIONS

1.1. Technical Committee TC 1.7 "Photometry and Radiometry" (hereinafter referred to as TC 1.7) is a structural body of COOMET, established in order to organize the work and cooperation in the field of metrology in photometry and radiometry.

1.2. In its activity TC 1.7 is guided by the COOMET Memorandum of Understanding (document COOMET D1), COOMET Rules of Procedure (document COOMET D2), COOMET Mission, Vision and Strategy, decisions of the COOMET Committee and the COOMET Presidential Council, COOMET programs, documents and recommendations, recommendations and documents of international and regional organizations, relevant to TC 1.7 activity and to this Regulation.

2. REFERENCES

The following publications are referenced in this document¹:

- document COOMET D1/2020 "COOMET Memorandum of Understanding";
- document COOMET D2/2021 "COOMET Rules of Procedure";
- document COOMET D5/2021 "Model Regulations for COOMET Structural Bodies";
- program COOMET P2/2021 "COOMET Program of comparisons".

3. MAIN TASKS

3.1. The main tasks of TC 1.7 are organization and coordination of the activities and cooperation among national metrology institutes/designated institutes (hereinafter referred to as NMIs/DIs) and other state metrological institutions (hereinafter referred to as SMIs) of COOMET member countries in the field of metrology in photometry and radiometry, as well as:

- to encourage cooperation among scientists and specialists of NMIs/DIs, NMBs, and other national organizations of COOMET member countries active in the field of metrology in photometry and radiometry;
- to put forward proposals and concepts of development, to suggest work programs and tasks of cooperation, to identify problems of cooperation in the field of responsibility of TC 1.7, i.e. in the field of metrology in photometry and radiometry;
- to organize and conduct joint research and development;
- to implement COOMET projects;
- to develop programs and organize comparisons of national measurement standards in the field of photometry, radiometry, optical properties of materials, fibre optics among NMIs of COOMET member countries, and other comparisons in the field of metrology in photometry and radiometry, including those carried out within COOMET projects;
- to organize inter-regional review and submission of COOMET data on calibration and measurement capabilities of NMIs of COOMET member countries for inclusion in the BIPM database (KCDB);
- to organize inter-regional review, by technical experts of TC 1.7, of the declared calibration and measurement capabilities of NMIs of other regional metrological organizations submitted for inclusion in the database of the BIPM (KCDB);

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").

- to establish cooperation with the relevant working bodies of international and regional metrology organizations to resolve cooperation issues and to provide their participation in the realization of international treaties and agreements, especially the CIPM MRA, along with other agreements;
- to study international normative documents issued by international organizations in the field of legal metrology and standardization in order to unify the use of terms and definitions in the field of metrology in photometry and radiometry;
- to organize and conduct regular meetings of TC 1.7, ad-hoc meetings and/or seminars on topical issues within the framework of TC 1.7 activities;
- to ensure interaction with other COOMET structural bodies;
- to summarize results of TC 1.7 and Working Groups activities and to prepare the corresponding annual report on the total of TC 1.7 activities in accordance with the COOMET Rules of Procedure;
- to submit the annual report on TC 1.7 activities to the COOMET Secretariat;
- to timely inform the Technical Committee members about future meetings and to submit the information about the planned and conducted work of TC 1.7 to the COOMET Secretariat;
- to update the COOMET web-pages on the results of cooperation and activities within TC 1.7.

4. STRUCTURE AND PROCEDURE FOR FORMATION OF TC 1.7 MEMBERSHIP

4.1. TC 1.7 is a COOMET structural body of level 2 (CSB-II), subordinated to JCMS (CSB-I).

4.2. TC 1.7 is headed by the Chair. Any member of TC 1.7, having the status of a CSB member representing his/her country can be a candidate for the position of the Chair.

4.2.1. The Chair of TC 1.7 is responsible for fulfilling the main tasks of TC 1.7, as well as for:

- coordination of the work of TC 1.7, including SCs and WGs;
- organization and management of the work of TC 1.7 meetings, preparation of draft minutes of the meetings;
- preparation and submission of Annual Reports on TC 1.7 activities to the COOMET Secretariat and preparation of relevant documentation for the meetings of JCMS and COOMET Committee;
- informing of the COOMET Committee and COOMET Presidential Council about important issues (including problems), connected with the activities of TC 1.7, its progress and achievements;
- monitoring of implementation of COOMET projects according to the approved COOMET COOMET Program of Comparisons (COOMET Program P2) and taking appropriate measures in case of issues and delays;
- coordination of participation in implementing the CIPM MRA in the field of metrology in photometry and radiometry;
- timely informing of the members of TC 1.7 about future meetings and submission of information about planned and ongoing activities within TC 1.7 to the COOMET Secretariat;
- update of the list of COOMET technical experts for the review of CMC data and the list of COOMET technical experts for the evaluation of quality management systems within the scope of TC 1.7, discussion of these issues at the meetings of TC 1.7.

4.2.2. Procedure for the election of the TC 1.7 Chair or consideration of the issue of extending his/her term of office - according to COOMET document D5.

4.2.3. The results of election of the TC 1.7 Chair and voting on extending the term of office of the TC 1.7 Chair are submitted for consideration and adoption by the COOMET Presidential Council and for approval by the COOMET Committee.

The candidacy of the Chair is approved by the COOMET Committee for 4 years with a possibility to extend it once for the same period (as per COOMET Document D1, section 5, item 12).

4.2.4. In case of early resignation of the present Chair of TC 1.7, the COOMET Presidential Council appoints an Acting Chair of TC 1.7, who organizes the next meeting of TC 1.7 for election of a new Chair of TC 1.7 in due order.

4.3. Membership of TC 1.7

4.3.1. Candidacies for the membership of TC 1.7 are proposed by COOMET Committee members and approved by decision of the COOMET Committee.

4.3.2. TC 1.7 consists of one specialist representing a COOMET NMI or other SMI according to their interests and possibilities of cooperation in the field of metrology in photometry and radiometry, and availability of the corresponding specialists (status "TC 1.7 member representing a country").

4.3.3. The appointed member of TC 1.7 has the right to vote in taking decisions within TC 1.7.

4.3.4. At the initiative of the Chair of TC 1.7 and in agreement with the members of TC the Deputy Chair(s) are appointed to participate (if necessary, to substitute the Chair) in carrying out the tasks, assigned to the Chair.

4.3.5. The Executive Secretary is appointed to assist the Chair in his/her work in TC 1.7.

4.3.6. The official members of TC 1.7 are:

- TC 1.7 Chair;
- TC 1.7 Deputy Chair(s);
- one officially appointed plenipotentiary representative from a COOMET member country, who has the status of "TC 1.7 member from the country" (if there is such appointment);
- Chairs of SC 1.7.1- SC 1.7.2 (see 4.4.1);
- Executive Secretary of TC 1.7.

4.3.7. Composition of TC 1.7 is approved by decision of the COOMET Committee.

4.3.8 NMIs or other SMIs of COOMET member countries, if necessary, by agreement with a COOMET Committee member from their country and TC 1.7 Chair, can delegate their experts in the rank of official observers to participate in TC 1.7. The corresponding petition should be sent in writing by a COOMET Committee member to the Chair of TC 1.7.

4.4. Structure of TC 1.7

4.4.1. Subcommittees

4.4.1.1. The following subcommittees (SCs) were established within TC 1.7 to solve permanent tasks of cooperation in the major fields:

- SC 1.7.1 " Properties of Materials ";
- SC 1.7.2 "Fibre Optics".

4.4.1.2. SC Chairs are appointed by the COOMET Committee (on proposal of the TC 1.7 Chair) for the period of 4 years with a possibility to extend the term of office once for the same period.

The SC Chair is elected by closed voting of TC 1.7 members from the countries at a TC 1.7 meeting.

Elections are considered valid in case of 2/3 of votes cast FOR the Chair's candidacy (in case of one candidate) and by a simple majority of votes (in case of two or more candidates) of TC 1.7 members who participated in the voting; this decision is recorded in the Minutes of the meeting with the indication of the term of office. TC 1.7 Chair informs the COOMET Secretariat about the decision taken, and the result of voting is submitted for consideration and adoption by the COOMET Presidential Council and for approval by the COOMET Committee.

At the end of the first 4-year term, the extension of the term of office is considered at the meeting of TC 1.7 one year before the first term expiry.

The decision on the extension of the SC Chair's office is taken at a meeting of TC 1.7 (decision is considered adopted, if 2/3 of votes FOR the extension are received from the voting TC 1.7 members; the corresponding record is included in the Minutes of the meeting with the indication of the new term of office. The TC 1.7 Chair informs the COOMET Secretariat about the made decision. Then the decision is submitted for consideration and adoption by the COOMET Presidential Council and for approval by the COOMET Committee.

4.4.1.3. The membership of the SC is formed on proposals of COOMET Committee members in response to the request of the TC 1.7 Chair.

4.4.2. Working groups

4.4.2.1. Working Groups (WGs) can be formed within TC 1.7 to carry out specific work within COOMET projects.

The coordinator of the WG sends the completed form of the agreed project to the Chair of the corresponding SC/TC 1.7 and to the COOMET Secretariat. The COOMET Secretariat forwards the form to Committee members and includes this project in the Work Program and in the database of COOMET projects.

The membership of a WG is formed based on the proposals of COOMET Committee members or persons authorized by them in response to the request of the COOMET Secretariat. Information on the proposed specialist and his/her contact details are sent to the COOMET project Coordinator and/or to the Chair of TC 1.7.

Cooperation on the project can be extended by including projects initiated by institutions of non-COOMET countries. Interest in such projects should be confirmed by a Committee member of at least one COOMET member country.

4.4.2.2. WG's work order and format is defined by the project Coordinator.

4.4.2.3. The project Coordinator is responsible for the execution of the work and preparation of the corresponding report on the project. The project Coordinator presents the information on the current status of the work on the project or on the results of its implementation, to the TC 1.7 Chair and at the meetings of TC 1.7 with due account of the requirements of the COOMET Rules of Procedure (document COOMET D2, clauses 2 and 3).

The Chair of TC 1.7 can invite project coordinators to take part in the meetings of TC 1.7.

5. ORGANIZATION OF THE WORK WITHIN TC 1.7

5.1. Work format of TC 1.7

5.1.1. TC 1.7 realizes its objectives and functions by solving the issues of cooperation by correspondence using modern means of communication and telecommunication, as well as through holding meetings.

5.1.2. The meetings of TC 1.7 are held at least once a year in accordance with the schedule adopted by steering and working bodies of COOMET. If necessary, the Chair of TC 1.7 may convene extraordinary meetings of TC 1.7 by agreement with its members.

If there are good reasons, by agreement with TC 1.7 members, it is allowed to hold virtual meetings.

5.1.3. Date and venue of the next TC 1.7 meeting are decided upon at its preceding meeting or specified and agreed with TC 1.7 members by correspondence.

5.1.4. Documents of TC 1.7 are drawn up in the working languages of COOMET (English and Russian).

5.2. Announcement and agenda of TC 1.7 meetings

5.2.1. The announcement of the next TC 1.7 meeting is made, as a rule, not later than three months before the scheduled date of the meeting. TC 1.7 members should confirm the receipt of the invitation to the meeting and notify the Chair of their participation.

5.2.2. If the participation of a TC 1.7 member at the meeting is not possible, the COOMET Committee member can delegate another specialist to participate in the meeting, his/her powers should be confirmed in writing to the Chair or Executive Secretary of TC 1.7.

5.2.3. The preliminary agenda of the next TC 1.7 meeting is prepared by its Chair according to proposals of TC 1.7 members and decisions of the previous meeting and decisions of the COOMET Committee and the COOMET Presidential Council.

The preliminary agenda is sent to TC 1.7 members and to the COOMET Secretariat not later than one month before the planned date of the meeting.

The COOMET Secretariat sends to the TC 1.7 Chair the list of issues arising from the decisions and instructions of the COOMET Committee and COOMET Presidential Council recommended for discussion within the agenda of TC 1.7 meeting.

5.3. Procedure for holding the meetings of TC 1.7 and registration of their results

5.3.1. Meetings of the Technical Committee are presided by its Chair or Deputy Chair in case of his/her justified absence, who

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

5.3.2. The quorum at the meeting is provided by the presence of at least 50% of TC 1.7 members or their official substitutes. If a representative of a COOMET member country is not present at the meeting for three or more years in a row, this country is not taken into account in determining the quorum. In this case the officially appointed member of TC 1.7 from that country, starting from the current meeting, is assigned the status of "TC 1.7 observing member ". This status ceases to be valid if a TC 1.7 member or his/her official substitute is present at the next TC 1.7 meeting.

5.3.3. If a TC 1.7 member or his/her representative from a COOMET member country is absent, the issues, affecting interests of this COOMET member country can be considered at the TC 1.7 meeting and the corresponding decisions can be made only if there is common consent of all TC 1.7 members participating in the meeting.

5.3.4. If a TC 1.7 member from a country or his/her representative cannot attend the meeting, the TC 1.7 member from this country sends information about the current status of the registered projects to the Chair or the Executive Secretary of TC 1.7 not later than one week before the meeting date.

5.3.5. The Chair of TC 1.7 may invite representatives of international and regional metrological organizations, and other organizations, with which the working contacts are established, to the meetings, in the status of guests.

5.3.6. Decisions are made based on consensus, if possible. If consensus cannot be reached, decisions at voting on agenda items are considered adopted if more than half of TC 1.7 members from the countries or their authorized representatives (taking into account quorum requirements according to 5.3.2) present at the TC 1.7 meeting have voted for its adoption.

If the number of votes is equal, the Chair's vote prevails.

If several representatives of COOMET member countries are present at the meeting, only one officially appointed TC 1.7 member from the country or his/her official substitutw can take part in the voting.

Observers and guests do not vote.

5.3.7. Meetings of TC 1.7 are held in the working languages of COOMET (if possible, simultaneous translation is organized).

5.3.8. Decisions and recommendations of TC 1.7 meetings are drawn up in the form of Minutes of the meeting. The Minutes of the meeting are drawn by the Executive Secretary of TC 1.7 or other person by order of the Chair of TC 1.7. The Minutes are signed by the TC 1.7 Chair and the Executive Secretary of TC 1.7.

The minutes are given out to all members of TC 1.7 present at the meeting and sent to all members of TC 1.7 from the countries for review not later than one month from the date of the meeting. The agreeing on the Minutes of the TC 1.7 meeting is carried out by email within one month after their circulation. Copies of the agreed Minutes are sent by email to all members of TC 1.7 by the Chair or Executive Secretary of TC 1.7 within one month after the final agreement.

5.3.9. The Chair or Executive Secretary of TC 1.7. informs the Chair of JCMS about the decisions made at the meeting of TC 1.7.

The Minutes of the TC 1.7 meeting are sent by the Chair or Executive Secretary of TC 1.7 to the COOMET Secretariat and published on the COOMET web resources.

5.3.10. The Chair and Executive Secretary of TC 1.7, COOMET Secretariat, the COOMET Committee member and/or the Head of the national organization acting as a meeting organizer of the TC 1.7 meeting should ensure that documents and discussions at the meeting are made in the working languages of COOMET.

5.4. Procedure for e-voting

5.4.1. If necessary, between the meetings of TC 1.7, on decision of the Chair, an online voting may be conducted among the members of TC 1.7 on important issues of its activity.

5.4.2. The Chair or the Executive Secretary of TC 1.7 prepares a voting ballot, containing the list of questions and options for the answers, which is sent to TC 1.7 members by email or posted on the COOMET information web resource of which TC 1.7 members are notified.

The deadline for voting is set by the TC 1.7 Chair.

5.4.3. The option that obtains a simple majority of TC 1.7 members' positive votes is considered accepted. If a member casts negative or abstaining vote, the reason must be explained.

5.5. Reporting on TC 1.7 activities

According to the results of all activities of TC 1.7, its Chair:

- organizes the work on developing plans for COOMET projects;
- monitors the work of project Coordinators and provides for timely submission of interim and final progress reports on the registered/agreed COOMET projects;
- provides for preparation of the annual report according to item 3 of the COOMET Rules of Procedure and for its submission to the COOMET Secretariat.

The results of TC 1.7 activities are reported by the Chair or his authorized representative at the JCMS and (if necessary) at the COOMET Committee meetings.

5.6. Information activity

The Executive Secretary of TC 1.7 jointly with the COOMET Secretariat provides for posting

information about the results of cooperation on the corresponding COOMET web-pages.

The Executive Secretary of TC 1.7 is responsible for updating the web-page of TC 1.7 on the COOMET website (www.coomet.net).

6. BASIC RIGHTS AND OBLIGATIONS OF TC 1.7 MEMBERS

6.1 Members of TC 1.7 have the right:

- to have a complete set of documents and materials submitted for consideration at the meeting of TC 1.7, which must be distributed no later than 15 days before the meeting;
- to add to the agenda of the meeting any issues related to the activities of TC 1.7;
- to propose COOMET projects for inclusion in the thematic work plan of TC 1.7;
- in case of disagreement with the recommendations adopted at TC 1.7 meetings, to set out their objections and proposals in the "dissenting opinion" notice to be attached to the Minutes of the meeting and to inform the COOMET Secretariat about the reason of their objections or proposals;
- to send, via a COOMET Committee member of his/her country, to the COOMET Secretariat, his/her proposals on raising specific issues for consideration;
- to receive full information on the results of TC 1.7 activities;
- to discuss any questions by correspondence with any TC 1.7 members between the meetings.

6.2 Members of TC 1.7 shall:

- participate in the work of all meetings of TC 1.7;
- have on them and provide at the TC 1.7 meeting the necessary documentation, be prepared on all issues considered at the TC 1.7 meeting and participate in the discussion of the agenda issues and in the preparation of TC 1.7 decisions;
- implement the decisions and recommendations adopted at the TC 1.7 meeting and to assist in their implementation in due time;
- take an active part in discussing the agenda of the meeting and in development of decisions and recommendations of the meetings;
- ensure timely and full submission to TC 1.7 of information about calibration and measurement capabilities of their NMIs for further generalization and submission to the Joint Committee of Regional Metrology Organizations and the BIPM (JCRB);
- promote organization of comparisons within COOMET;
- contribute to the development of the thematic work plan of TC 1.7;
- inform the management of their NMIs or other SMIs, and members of the COOMET Committee, about the results of discussions of all issues and problems at the TC 1.7 meeting and about the implementation of decisions and recommendations adopted at the meeting, and contribute to their fulfillment in due time;
- take into account, as far as possible, programs, documents and recommendations of COOMET (within the competence of TC 1.7) in the activities of their NMIs or other SMIs and, if necessary, contribute to the implementation of the results of TC 1.7 activities in their countries.

6.3. The TC 1.7 Chair shall organize the expertise of calibration and measurement capabilities of the COOMET NMIs and other regional metrological organizations - CIPM MRA signatories, in the field of metrology in photometry and radiometry.

7. COSTS OF TC 1.7 MEETINGS

7.1. Expenses for participation in TC 1.7 meetings are borne by the NMI, SMI or another national organization which delegates its specialists to TC 1.7 meetings.

7.2. Expenses related to the organization of TC 1.7 meetings (including the provision of premises and technical facilities) are borne by the hosting NMI or another hosting SMI.