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REGULATION

on the COOMET Technical Committee

"Length and Angle" (TC 1.5)

*Registered by
COOMET Secretariat
Reg. No. **COOMET D5.4/2022***

1. GENERAL PROVISIONS

1.1. Technical Committee TC 1.5 "Length and Angle" (hereinafter referred to as TC 1.5) is a structural body of COOMET, established in order to organize the work and cooperation in the field of metrology of linear and angular measurements.

1.2. In its activities TC 1.5 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 COOMET Presidential Council, COOMET programs, documents and recommendations, recommendations and documents of international and regional organizations, relevant to TC 1.5 activity and by 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 1.5 are to organize and coordinate 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 of linear and angular measurements, as well as:

- to encourage cooperation among scientists and specialists of NMIs/DIs, SMIs, and other national organizations of COOMET member countries active in the field of metrology of linear and angular measurements;
- to put forward proposals and develop concepts, work programs and tasks of cooperation, to identify problems of cooperation in the field of responsibility of TC 1.5, i.e. in the field of metrology of linear and angular measurements;
- 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 linear and angular measurements among NMIs of COOMET member countries, and other comparisons in the field of metrology of linear and angular measurements, including those carried out within COOMET programs;
- to organize inter-regional review and submission of data on calibration and measurement capabilities of NMIs of COOMET member countries for inclusion in the BIPM database (KCDB);
- to organize inter-regional review of the declared calibration and measurement capabilities of NMIs of other regional metrological organizations in the database of the BIPM (KCDB) by technical experts of TC 1.5;

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 Mutual Recognition Arrangement (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 of linear and angular measurements;
- to organize and conduct regular meetings of TC 1.5, extraordinary meetings and/or seminars on topical issues within the framework of TC 1.5 activities;
- to ensure interaction with other COOMET structural bodies;
- to summarize the results of TC 1.5 and Working Groups activities and to prepare the corresponding annual report on TC 1.5 activities in general in accordance with the COOMET Rules of Procedure;
- to submit the annual report on TC 1.5 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 1.5 to the COOMET Secretariat;
- to present the results of cooperation in the areas of activities of TC 1.5 on the COOMET web resources.

4. STRUCTURE AND PROCEDURE FOR FORMATION OF TC 1.5 MEMBERSHIP

4.1. TC 1.5 is a COOMET structural body of the second level (CSB-II), subordinate to JCMS (CSB-I).

4.2. TC 1.5 is headed by the Chair. Any member of TC 1.5, having the status of a CSB member from the country can be a candidate for the position of the Chair.

4.2.1. The Chair of TC 1.5 is responsible for fulfilling the main tasks of TC 1.5, as well as for:

- coordination of the work of TC 1.5, including SCs (if any) and WGs;
- organization and management of the work of TC 1.5 meetings, preparation of draft minutes of the meetings;
- preparation and submission of Annual Reports on TC 1.5 activities to the COOMET Secretariat and preparation of the relevant documentation to the meetings of JCMS and COOMET Committee;
- informing of the COOMET Committee and COOMET Presidential Council about important issues (including problems), related to the activities of TC 1.5, its progress and achievements;
- monitoring of implementation of COOMET projects according to the approved COOMET Program of Comparisons (Program COOMET P2) and taking of appropriate measures in case of any issues and delays;
- coordination of participation in implementing the CIPM MRA in the field of metrology of linear and angular measurements;
- timely informing of the members of TC 1.5 about future meetings and submission of information about planned and ongoing activities within TC 1.5 to the COOMET Secretariat;
- update of the list of COOMET technical experts on CMC data review and the list of COOMET technical experts on peer review of quality management systems within the scope of TC 1.5, discussion of these issues at the meetings of TC 1.5.

4.2.2. Procedure for the election of the TC 1.5 Chair or consideration of the issue of extending his/her term of office is implemented according to document COOMET D5.

4.2.3. The results of election of the TC 1.5 Chair and voting on extending the term of office of the TC 1.5 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 the possibility to extend it once for the same period (as per document COOMET D1, section 5, clause 12).

4.2.4. In case of early resignation of the current Chair of TC 1.5, the COOMET Presidential Council appoints an Acting Chair of TC 1.5, who organizes the next meeting of TC 1.5 to elect a new Chair of TC 1.5 in accordance with the established procedure.

4.3. Membership of TC 1.5

4.3.1. Candidacies for the members of TC 1.5 are proposed by COOMET Committee members and approved by the decision of the COOMET Committee.

4.3.2. TC 1.5 consists of one specialist, representing a COOMET NMI or other SMI of a COOMET member country according to their interests and possibilities of cooperation in the field of metrology of linear and angular measurements, and availability of the corresponding specialists (status "TC 1.5 member from the country").

4.3.3. The appointed member of TC 1.5 has the right to vote in making decisions within TC 1.5.

4.3.4. At the initiative of the Chair of TC 1.5 and in agreement with TC members 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 within TC 1.5.

4.3.6. The official members of TC 1.5 are:

- TC 1.5 Chair;
- TC 1.5 Deputy Chair(s);
- one officially appointed representative from a COOMET member country, having the status of "TC 1.5 member from the country" (if appointed);
- Executive Secretary of TC 1.5.

4.3.7. The membership of TC 1.5 is approved by the decision of the COOMET Committee.

4.3.8 NMIs or other SMIs of COOMET member countries, if necessary and in consultation with the COOMET Committee member from the country and TC 1.5 Chair, can delegate their experts in the rank of official observers to participate in TC 1.5 activities. The corresponding application should be sent in writing by the COOMET Committee member to the TC 1.5 Chair.

4.4. Structure of TC 1.5

4.4.1. Working Groups (WGs) can be formed within TC 1.5 to carry out specific work within COOMET projects.

The coordinator of the WG sends the completed form of the agreed project to the TC 1.5 Chair 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 1.5.

Cooperation on the project can be extended through including projects initiated by the institutions of countries which are not COOMET members by mutual agreement of the stakeholders. Interest in such projects should be confirmed by a Committee member of at least one COOMET member country.

4.4.2. WG's work order and format are defined by the project Coordinator.

4.4.3. 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 work on the project or on the results of its implementation to the TC 1.5 Chair and at the meetings of TC 1.5 with due account of the requirements of the COOMET Rules of Procedure (document COOMET D2, clauses 2 and 3).

The Chair of TC 1.5 can invite project Coordinators to take part in the meetings of TC 1.5.

5. ORGANIZATION OF WORK WITHIN TC 1.5

5.1. Work format of TC 1.5

5.1.1. TC 1.5 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 1.5 are held at least once a year in accordance with the schedule adopted by steering and working bodies of COOMET. If necessary, the TC 1.5 Chair may convene extraordinary meetings of TC 1.5 by agreement with its members.

For compelling reasons and by agreement with TC 1.5 members, it is allowed to hold meetings online.

5.1.3. The date and venue of the next TC 1.5 meeting are decided upon at the preceding meeting or specified and agreed with TC 1.5 members by correspondence.

5.1.4. Documents of TC 1.5 are drawn up in the working languages of COOMET.

5.2. Announcement and agenda of TC 1.5 meetings

5.2.1. The announcement of the next TC 1.5 meeting is generally made no later than three months before the scheduled date of the meeting. TC 1.5 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 1.5 member in 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 1.5.

5.2.3. The preliminary agenda of the next TC 1.5 meeting is prepared by its Chair according to the proposals of TC 1.5 members and decisions of the previous meeting, as well as and decisions of the COOMET Committee and COOMET Presidential Council.

The preliminary agenda is sent to TC 1.5 members and to the COOMET Secretariat no later than one month before the scheduled date of the meeting.

The COOMET Secretariat sends to the TC 1.5 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 the TC 1.5 meeting.

5.3. Procedure for holding the meetings of TC 1.5 and drawing up of decisions

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 1.5 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 1.5 from that country, starting from the current meeting, is assigned the status of a "TC 1.5 observing member". This status ceases to be valid if the TC 1.5 member or his/her official substitute is present at the next TC 1.5 meeting.

5.3.3. If a TC 1.5 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 1.5 meeting and the corresponding decisions can be made only if there is common consent of all TC 1.5 members participating in the meeting.

5.3.4. If a TC 1.5 member from a country or his/her representative cannot participate in the meeting, the TC 1.5 member from this country sends the information about the current status of the registered projects to the Chair or the Executive Secretary of TC 1.5 no later than one week before the meeting date.

5.3.5. The TC 1.5 Chair 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 (general agreement), whenever possible. If consensus cannot be reached, decisions when voting on agenda items are considered adopted if more than half of TC 1.5 members from the countries or their official substitutes (taking into account the quorum requirements according to 5.3.2) present at the TC 1.5 meeting have voted for their adoption.

In case of equality of votes, the Chair has the casting vote.

If several representatives of a COOMET member country are present at the meeting, only one officially appointed TC 1.5 member from the country or his/her official substitute can take part in the voting.

Observers and guests do not vote.

5.3.7. Meetings of TC 1.5 are held in the working languages of COOMET (if possible, simultaneous translation is organized).

5.3.8. Decisions and recommendations of TC 1.5 meetings are drawn up in the form of Minutes of the meeting. The Minutes of the meeting are drawn up by the Executive Secretary of TC 1.5 or other person at the request of the TC 1.5 Chair. The Minutes are signed by the TC 1.5 Chair and the Executive Secretary of TC 1.5.

The minutes are given out to all members of TC 1.5 present at the meeting and sent to all members of TC 1.5 from the countries for review (no later than one month from the date of the meeting). The agreeing on the Minutes of the TC 1.5 meeting is carried out by email within one month after their receipt. Copies of the agreed Minutes are sent by email to all members of TC 1.5 by the Chair or Executive Secretary of TC 1.5 within one month after the final agreement.

5.3.9. The Chair or Executive Secretary of TC 1.5 informs the Chair of JCMS about the decisions made at the meeting of TC 1.5.

The Minutes of the TC 1.5 meeting shall be sent by the Chair or Executive Secretary of TC 1.5 to the COOMET Secretariat and published on the COOMET web resources.

5.3.10. The Chair and Executive Secretary of TC 1.5, COOMET Secretariat, the COOMET Committee member and/or the Head of the national organization acting as a meeting organizer of the TC 1.5 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, by the decision of the Chair, an online voting can be conducted among the members of TC 1.5 on important issues of its activity between the meetings of TC 1.5.

5.4.2. The Chair or the Executive Secretary of TC 1.5 prepares a voting ballot, containing the list of questions and answer options, which is sent to TC 1.5 members by email or posted on the COOMET information web resource, of which TC 1.5 members are notified.

The deadline for voting is set by the TC 1.5 Chair.

5.4.3. The option that has a simple majority of TC 1.5 members' votes is considered to be the voting results. If a TC member casts a negative or abstaining vote for the question put to vote, the reason shall be explained.

5.5. Reporting on TC 1.5 activities

According to the results of all activities of TC 1.5, its Chair:

- organizes work on drawing up a thematic plan (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 1.5 activities are reported by the Chair or his authorized representative at the meetings of the Joint Committee for Measurement Standards and (if necessary) COOMET Committee.

5.6. Information activities

The Executive Secretary of TC 1.5 in conjunction with the COOMET Secretariat provides for posting information about the results of cooperation on the COOMET web resources.

The Chair of TC 1.5 appoints an online editor of TC 1.5 responsible for updating the webpage of TC 1.5 on the COOMET webportal (www.coomet.net).

6. BASIC RIGHTS AND OBLIGATIONS OF TC 1.5 MEMBERS

6.1 Members of TC 1.5 have the right:

- to have a complete suite of documents and materials submitted for consideration at the meeting of TC 1.5, 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 1.5;
- to propose COOMET projects for inclusion in the thematic work plan of TC 1.5;
- in case of disagreement with the recommendations adopted at TC 1.5 meetings, to set out their objections and proposals in the "Dissenting Opinion" attached to the Minutes of the meeting and to inform the COOMET Secretariat about the reason of their objections or proposals;
- to send, via the COOMET Committee member of his/her country, to the COOMET Secretariat, his/her proposals on raising specific issues for the consideration of the COOMET Committee;
- to receive full information on the results of TC 1.5 activities;
- to discuss any questions between the meetings by correspondence involving all TC 1.5 members.

6.2 Members of TC 1.5 are obliged:

- to participate in the work of all meetings of TC 1.5;
- to have the necessary documentation on them and provide it at TC 1.5 meetings, be prepared on all

issues considered at TC 1.5 meetings and participate in the discussion of the agenda issues and in the preparation of TC 1.5 decisions;

- to implement the decisions and recommendations adopted at TC 1.5 meeting and to facilitate their implementation in due time;
- to take an active part in discussing the agenda items and in development of decisions and recommendations of meetings;
- to ensure timely and full submission of information to TC 1.5 about calibration and measurement capabilities of their NMIs for further compilation and submission to the Joint Committee of Regional Metrology Organizations and the BIPM (JCRB);
- to facilitate the organization of comparisons within COOMET;
- to contribute to the development of a thematic work plan of TC 1.5;
- to 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 TC 1.5 meetings and about the implementation of decisions and recommendations adopted at TC 1.5 meetings, as well as to facilitate their implementation in due time;
- to take into account, as far as possible, programs, documents and recommendations of COOMET (within the competence of TC 1.5) in the activities of their NMIs or other SMIs and, if necessary, contribute to the implementation of the results of TC 1.5 activities in their countries.

6.3. The TC 1.5 Chair shall organize the review of calibration and measurement capabilities of NMIs of COOMET member countries and other regional metrology organizations which are signatories to the CIPM MRA, in the field of metrology of linear and angular measurements.

7. COSTS OF TC 1.5 MEETINGS

7.1. Expenses for participation in TC 1.5 meetings are borne by the NMI, SMI or another national organization which delegates its specialists to TC 1.5 meetings.

7.2. Expenses related to the organization of TC 1.5 meetings (including the provision of premises and technical facilities) are borne by the hosting NMI or another hosting SMI.