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REGULATION
on the COOMET Technical Committee
"Physical Chemistry" (TC 1.8)

Registered by
COOMET Secretariat
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Regulation on TC 1.8

1. GENERAL PROVISIONS

1.1. Technical Committee TC 1.8 "Physical Chemistry" (hereinafter referred to as TC 1.8) is a COOMET structural body, established in order to organize the work and cooperation in the field of metrology in chemistry and biology.

1.2. In its activity TC 1.8 is guided by the COOMET Memorandum of Understanding¹ (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 1.8 activity and by this Regulation.

2. REFERENCES

The following publications are referenced in this document:

- 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";
- document COOMET P2/2021 "COOMET Program of Comparisons".

3. MAIN TASKS

3.1. The main tasks of TC 1.8 are organization and coordination of the activities and cooperation among national metrology institutes (hereinafter referred to as NMIs) and other national metrology institutions of COOMET member countries in the field of metrology in chemistry and biology, as well as:

- involvement of scientists and specialists of NMIs, national metrology institutions, and other national organizations of COOMET member countries in cooperation in the field of metrology in chemistry and biology;
- formulation of proposals and development of concepts, work programs and cooperation tasks, identification of cooperation problems in the area of responsibility of TC 1.8, i.e. in the field of metrology in chemistry and biology;
- organization and conduct of joint research and developments;
- implementation of COOMET projects;
- development of programs and organization of comparisons of national measurement standards in the field of gas analysis, analysis of organic and inorganic substances, electrochemistry and bioanalysis among NMIs of COOMET member countries, and other comparisons in the field of metrology in chemistry and biology, including those carried out within COOMET programs;
- organization of intraregional review and submission of COOMET materials on calibration and measurement capabilities of NMIs of COOMET member countries for inclusion in the BIPM database (KCDB);
- organization of interregional review of the declared calibration and measurement capabilities of NMIs of other regional metrology organizations in the BIPM database (KCDB) by technical experts of TC 1.8;

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").

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- cooperation with the relevant working bodies of international and regional metrology organizations to resolve cooperation issues and provide their participation in the implementation of international treaties and agreements, especially the CIPM MRA, along with other agreements;
- study of 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 chemistry and biology;
- organization and conduct of regular meetings of TC 1.8, ad-hoc meetings and/or seminars on topical issues within the framework of TC 1.8 activities;
- ensuring of interaction with other COOMET structural bodies;
- summarizing of the results of the activities of TC 1.8 and working groups and preparation of the Annual Report on TC 1.8 activities in general based on them according to the COOMET Rules of procedure;
- submission of the Annual Report on TC 1.8 activities to the COOMET Secretariat;
- timely provision of information to Technical Committee members about future meetings and submission of the information about the planned and conducted work within TC 1.8 to the COOMET Secretariat;
- presentation of the results of cooperation in the areas of activity of TC 1.8 on the COOMET web resources.

4. STRUCTURE AND PROCEDURE FOR FORMATION OF TC 1.8 MEMBERSHIP

4.1. TC 1.8 is a structural body of COOMET of the 2nd level (CSB-II), subordinated to the JCMS (CSB-I).

4.2. TC 1.8 is headed by the Chair. Any member of TC 1.8, having the status of the CSB member from the country, can be a candidate for the position of the Chair.

4.2.1. The Chair of TC 1.8 is responsible for fulfilling the main tasks of TC 1.8, as well as for:

- coordination of the work of TC 1.8, including SCs and WGs;
- organization and management of the work of TC 1.8 meetings, preparation of the draft minutes of meetings;
- preparation and submission of Annual Reports on TC 1.8 activities to the COOMET Secretariat and preparation of the appropriate documentation to the meetings of the JCMS and COOMET Committee;
- informing the COOMET Committee and COOMET Presidential Council about important issues (including problems), related to the activities of TC 1.8, 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 the implementation of the CIPM MRA in the field of metrology in chemistry and biology;
- timely provision of information to the members of TC 1.8 about future meetings and submission of information about planned and ongoing activities within TC 1.8 to the COOMET Secretariat;
- update of the list of COOMET technical experts on CMC review in the measurement subfields and of the list of COOMET technical experts on peer review of quality management systems within the scope of TC 1.8, discussion of those issues at TC 1.8 meetings.

4.2.2. Procedure for the election of the TC 1.8 Chair or consideration of the issue of extending their office is according to document COOMET D5.

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4.2.3. The results of the election of the TC 1.8 Chair and voting on extending the term of office of the TC 1.8 Chair are submitted to the COOMET Presidential Council for consideration and endorsement and to the COOMET Committee for approval.

The candidacy of the Chair is approved by the COOMET Committee for 4 years with the possibility of one-time extension of the term of office for the same period (according to document COOMET D1, Section 5, Clause 12).

4.2.4. In case of early resignation of the current TC 1.8 Chair, the COOMET Presidential Council appoints an Acting Chair of TC 1.8, who organizes the next meeting of TC 1.8 for the election of a new TC 1.8 Chair in accordance with the above procedure.

4.3. Membership of TC 1.8

4.3.1. Candidacies for the membership of TC 1.8 are proposed by the COOMET Committee members and approved by decision of the COOMET Committee.

4.3.2. TC 1.8 consists of one specialist – the country's representative - representing a COOMET NMI or another national metrology institution of a COOMET member country according to their interests and possibilities of cooperation in the field of metrology in chemistry and biology, and availability of the corresponding specialists (status of the "TC 1.8 member from the country").

4.3.3. The appointed member of TC 1.8 has the right to vote in making decisions within TC 1.8.

4.3.4. At the initiative of the TC 1.8 Chair and in agreement with TC members a Deputy Chair(s) is appointed to participate (if necessary, to substitute the Chair) in fulfilling the tasks, assigned to the Chair.

4.3.5. The Executive Secretary is appointed to assist the Chair in their work in TC 1.8.

4.3.6. The official members of TC 1.8 are:

- Chair;
- Deputy Chair(s);
- one officially appointed authorized representative from a COOMET member country, who has the status of "TC 1.8 member from the country" (if appointed);
- Chairs of SC 1.8.1- SC 1.8.8 (see 4.3.1)
- Executive Secretary of TC 1.8.

4.3.7. The membership of TC 1.8 is approved by decision of the COOMET Committee.

4.3.8. NMIs or other national metrology institutions of COOMET member countries, if necessary and by agreement with the COOMET Committee member from their country and the TC 1.8 Chair, can delegate their experts in the rank of official observers to participate in TC 1.8 activities. The corresponding application should be sent in writing by the COOMET Committee member to the TC 1.8 Chair.

4.4. TC 1.8 structure

4.4.1. Subcommittees

4.4.1.1. The following subcommittees (SCs) were established within TC 1.8 to resolve permanent tasks of cooperation in the major measurement fields and biology:

- SC 1.8.1 "Electrochemistry";
- SC 1.8.2 "Metals and alloys";
- SC 1.8.3 "Inorganic Analysis";
- SC 1.8.4 "Gas Analysis";
- SC 1.8.5 "Organic Analysis";
- SC 1.8.6 "Bioanalysis";

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- SC 1.8.7 "Particle Characterization";
- SC 1.8.8 "Isotope Analysis".

4.4.1.2. A SC is headed by the Chair, appointed by the COOMET Committee (on proposal of the TC 1.8 Chair) for the period of 4 years with the possibility of one-time extension of the term of office for the same period.

A SC Chair is elected by a secret ballot among the TC 1.8 members from countries at a TC 1.8 meeting.

The election is 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) from TC 1.8 members who participated in the voting; the decision is recorded in the Minutes of the meeting with the indication of the term of office. The TC 1.8 Chair informs the COOMET Secretariat about the decision made. The issue of approval of the SC Chair's candidacy is further submitted to the COOMET Presidential Council for consideration and endorsement and to the COOMET Committee for approval.

At the end of the first 4-year term of office of the SC Chair the extension of the office of the current Chair is considered at a TC 1.8 meeting one year before the expiration.

The decision on extending the SC Chair's term of office is made at a TC 1.8 meeting (decision is considered adopted, if 2/3 of votes FOR extending the term of office of the current Chair are received from the TC 1.8 members participating in the voting; the corresponding record is included in the Minutes of the meeting with the indication of a new term of office. The TC 1.8 Chair informs the COOMET Secretariat about the decision made. Then the issue of extending the term of office of the SC Chair is submitted to the COOMET Presidential Council for consideration and endorsement and to the COOMET Committee for approval.

4.4.1.3. The membership of a SC is formed on proposals of COOMET Committee members in response to the request of the TC 1.8 Chair.

4.4.2. Working groups

4.4.2.1. Working Groups (WGs) can be formed within TC 1.8 to carry out specific work on COOMET projects.

The coordinator of the WG sends the completed form of the agreed project to the Chair of the corresponding SC/TC 1.8 and to the COOMET Secretariat. The COOMET Secretariat forwards the form to the Committee members and includes this project in the Work Program and in the database of COOMET projects.

The membership of the 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 about the proposed specialist and their contact details are sent to the COOMET project Coordinator and/or to the Chair of TC 1.8.

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

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

4.4.2.2. The project Coordinator is responsible for the execution of 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 1.8 Chair and at the meetings of TC 1.8 with due account of the requirements of the COOMET Rules of Procedure (document COOMET D2, Clauses 2 and 3).

The TC 1.8 Chair can invite project Coordinators to take part in the meetings of TC 1.8.

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5. ORGANIZATION OF WORK WITHIN TC 1.8

5.1. Work format of TC 1.8

5.1.1. TC 1.8 realizes its objectives and functions by solving the issues of cooperation by correspondence using modern means of communication and telecommunication, as well as by holding meetings.

5.1.2. The meetings of TC 1.8 are held at least once a year in accordance with the schedule of meetings of COOMET steering and working bodies. If necessary, the TC 1.8 Chair may convene extraordinary meetings of TC 1.8 by agreement with its members.

For compelling reasons and by agreement with TC 1.8 members, it is allowed to hold meetings online.

5.1.3. The date and venue of the next TC 1.8 meeting are decided upon at the preceding meeting or specified and agreed with TC 1.8 members by correspondence.

5.1.4. Documents of TC 1.8 are drawn up in the working languages of COOMET (English and Russian).

5.2. Announcement and agenda of TC 1.8 meetings

5.2.1. The announcement of the next TC 1.8 meeting is made, as a rule, no later than three months before the scheduled date of the meeting. TC 1.8 members shall 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 1.8 member at the meeting is not possible, the COOMET Committee member can delegate another specialist to participate in the meeting, their powers shall be confirmed in writing to the Chair or Executive Secretary of TC 1.8.

5.2.3. A preliminary agenda of the next TC 1.8 meeting is prepared by its Chair according to proposals of TC 1.8 members and decisions of the previous meeting, as well as resolutions of the COOMET Committee and COOMET Presidential Council.

The preliminary agenda is sent to TC 1.8 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 1.8 Chair the list of issues arising from the resolutions and instructions of the COOMET Committee and COOMET Presidential Council recommended for discussion under the agenda of the TC 1.8 meeting.

5.3. Procedure for holding TC 1.8 meetings and registration of their results

5.3.1. Meetings of the Technical Committee are presided by its Chair (or by the Deputy Chair in case of the Chair's justified absence), who:

- opens the meeting;
- submits the draft agenda for approval;
- announces the list of participants, references and statements;
- puts to the vote the proposals and draft decisions on the issues under consideration;
- agrees on 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 1.8 members or their official substitutes. If a representative of a COOMET member country is not present at the meeting for three or more consecutive years, that country is not taken into account in determining the quorum of the meeting. In that case the officially appointed member of TC 1.8 from that country is assigned the status of an "observing TC 1.8 member" starting from the current meeting.

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The status ceases to be valid if the TC 1.8 member or their official substitute is present at the next TC 1.8 meeting.

5.3.3. If a TC 1.8 member or their representative from some COOMET member country is not present at the meeting, the issues affecting interests of that COOMET member country can be considered at the TC 1.8 meeting and the corresponding decisions can be taken only if there is consensus (general agreement) among all TC 1.8 members participating in the meeting.

5.3.4. If a TC 1.8 member from the country or their representative cannot attend the meeting, the TC 1.8 member from the country sends the information about the status of the projects registered on behalf of the country to the Chair or Executive Secretary of TC 1.8 no later than one week before the meeting date.

5.3.5. The TC 1.8 Chair may invite representatives of international and regional metrology organizations, and other organizations, with which the working contacts are established, to the meetings in the status of guests.

5.3.6. Decisions shall be made on the basis of 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 1.8 members from the countries or their official substitutes (taking into account the quorum requirements according to 5.3.2) present at the TC 1.8 meeting have voted for its adoption.

In the case of an 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 1.8 member from the country or their official substitute can take part in the voting.

Observers and guests do not vote.

5.3.7. Meetings of TC 1.8 are held in the working languages of COOMET (if possible, simultaneous interpretation is organized).

5.3.8. Decisions and recommendations of TC 1.8 meetings are drawn up in the form of the Minutes of the meeting. The minutes are taken by the Executive Secretary of TC 1.8 or other person at the request of the TC 1.8 Chair. The Minutes are signed by the TC 1.8 Chair and Executive Secretary.

The Minutes are given out to all members of TC 1.8 present at the meeting and sent to all members of TC 1.8 from the countries (no later than one month from the date of the meeting). Agreeing on the minutes of TC 1.8 meeting is carried out by email correspondence within one month after their receipt. Copies of the agreed Minutes are sent by the TC 1.8 Chair or Executive Secretary to all TC 1.8 members by email within one month after their approval.

5.3.9. The Chair or Executive Secretary of TC 1.8 informs the Chair of JCMS about the decisions made at TC 1.8 meetings.

The Minutes of a TC 1.8 meeting are sent by the TC 1.8 Chair or Executive Secretary to the COOMET Secretariat and published on the COOMET web resources.

5.3.10. The Chair and Executive Secretary of TC 1.8, COOMET Secretariat, COOMET Committee member and/or Head of the national organization acting as a TC 1.8 meeting organizer should ensure that documents and work at the meeting are provided in the working languages of COOMET.

5.4. Procedure for online voting

5.4.1. If necessary, between the meetings of TC 1.8 by decision of the Chair online voting may be held among the members of TC 1.8 on important issues of its activity.

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5.4.2. The Chair or the Executive Secretary of TC 1.8 prepares a voting ballot, containing the list of questions and answer options, which is sent to TC 1.8 members by e-mail or posted on the COOMET information resource of which TC 1.8 members are notified.

The deadline for voting is set by the TC 1.8 Chair.

5.4.3. The answer having a simple majority of votes of TC 1.8 members is accepted as the result of voting for each question of the ballot. If a TC member votes negatively on an issue, put to a vote, the reason for such a decision shall be stated.

5.5. Reporting on the TC 1.8 activity

According to the results of all activities of TC 1.8, 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 1.8 activities are reported by the Chair or the authorized person at the JCMS meeting and COOMET Committee meeting (if necessary).

5.6. Information activities

The Executive Secretary of TC 1.8 jointly with the COOMET Secretariat provide for posting information about the results of cooperation on the COOMET web resources.

The Executive Secretary of TC 1.8 is responsible for updating the webpage of TC 1.8 on the COOMET webportal (www.coomet.net).

6. BASIC RIGHTS AND OBLIGATIONS OF TC 1.8 MEMBERS

6.1. Members of TC 1.8 have the right:

- to have a complete set of documents and materials submitted for consideration at the meeting of TC 1.8, 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 1.8;
- to propose COOMET projects for inclusion in the thematic work plan of TC 1.8;
- in case of disagreement with the recommendations adopted at TC 1.8 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 address via the COOMET Committee member of their country their proposals to the COOMET Secretariat on putting specific issues to the consideration of the COOMET Committee;
- to receive full information on the results of TC 1.8 activities;
- to discuss any questions by correspondence involving all TC members between the TC 1.8 meetings.

6.2. Members of TC 1.8 are obliged to:

- participate in the work of all meetings of TC 1.8;
- have on them and provide at TC 1.8 meetings the necessary documentation, be prepared on all issues considered at the TC 1.8 meeting and participate in the discussion of the agenda issues and in the preparation of TC 1.8 decisions;

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- implement the decisions and recommendations adopted at TC 1.8 meetings and assist in their implementation in due time;
- take an active part in discussion of the agenda items of the meeting and in the preparation of decisions and recommendations of the meetings;
- ensure timely and full submission of the information to TC 1.8 about the calibration and measurement capabilities of their NMIs for further generalization and submission to the Joint Committee of Regional Metrology Organizations and BIPM (JCRB);
- promote organization of comparisons within COOMET;
- contribute to the development of the thematic work plan of TC 1.8;
- inform the management of their NMIs or other national metrology institutions, and the members of the COOMET Committee about the results of discussions of all issues and problems at TC 1.8 meetings and about the implementation of decisions and recommendations adopted at TC 1.8 meetings, and contribute to their fulfillment in due time;
- take into account, as far as possible, programs, documents and recommendations of COOMET (on the issues within the competence of TC 1.8) in the activities of their NMIs or other national metrology institutions and, if necessary, contribute to the implementation of the results of TC 1.8 activities in their countries.

6.3. The TC 1.8 Chair shall organize the review of calibration and measurement capabilities of the COOMET NMIs and other regional metrological organizations which are signatories to the CIPM MRA, in the field of metrology in chemistry and biology.

7. EXPENDITURES FOR HOLDING TC 1.8 MEETINGS

7.1. A NMI, national metrology institution or any other national organization, which seconds its specialists to TC 1.8 meetings, bears the expenses for the secondment of the participants of the TC 1.8 meeting.

7.2. A NMI or another national metrology institution, which hosts the meeting, bears the expenses related to the organization of the TC 1.8 meeting (inter alia provision of premises and technical facilities, required for holding the meeting).