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REGULATION
on the COOMET Technical Committee
“Electricity and Magnetism”
(TC 1.3)

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1. GENERAL PROVISIONS

1.1. Technical Committee TC 1.3 "Electricity and Magnetism" (hereinafter TC 1.3) is a COOMET structural body (hereinafter CSB) and a member of the Joint Committee for Measurements Standards of COOMET (JCMS).

1.2. TC 1.3 is a COOMET structural body of the 2nd level (CSB-II).

1.3. In its activities TC 1.3 is guided by the COOMET Memorandum of Understanding¹ (document COOMET D1), 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 the scope of TC 1.3 activities, as well as this Regulation.

2. REFERENCES

In this document references are made to the following publications:

- 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. MAJOR TASKS OF TC 1.3

Major tasks of TC 1.3 are:

- coordination of cooperation of national metrology institutes (hereinafter referred to as NMIs), as well as state metrology institutions (hereinafter referred to as SMI) of COOMET member countries in the field of electrical and magnetic measurements;
- involvement of scientists and specialists of NMIs, SMIs, as well as other national organizations of COOMET member countries in cooperation in the field of electrical and magnetic measurements;
- making proposals and development of concepts, work programs and cooperation tasks, identification of problems of cooperation in the field of electrical and magnetic measurements;
- organization and conduct of joint research and development activities, comparisons of standards in the field of electrical and magnetic measurements;
- interaction with the relevant working bodies of international and regional metrology organizations (hereinafter referred to as RMOs) on the issues of cooperation, participation in the implementation of international arrangements and agreements, first of all, Arrangement on mutual recognition of standards (CIPM MRA) and other arrangements;
- participation in drawing up of COOMET documents and recommendations;
- interaction with other COOMET structural bodies;
- organization of TC 1.3 meetings and agreeing on the results of cooperation;
- organization and conduct of intraregional and interregional reviews of CMCs;
- summing up of the results of cooperation and preparation of reports on activities of TC 1.3 in line with the provisions defined 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").

4. STRUCTURE AND PROCEDURE FOR ESTABLISHING THE MEMBERSHIP OF TC 1.3

4.1. The TC 1.3 Chair

4.1.1. TC 1.3 is headed by a Chair whose candidature is approved by the COOMET Committee for the period of 4 years, with the possibility of extending the term of office once for the same period (according to COOMET D1, Chapter 5, Clause 12). The TC 1.3 Chair is a member of the JCMS.

4.1.2. The TC 1.3 Chair is responsible for the fulfillments of major tasks of TC 1.3, as well as for:

- coordination of the work of TC 1.3 and working groups (hereinafter referred to as WGs), if any;
- convening, management of TC 1.3 meetings, preparation of the minutes;
- preparation and submission of Annual Reports about TC 1.3 activities to the COOMET Secretariat and documentation to the meetings of the COOMET Committee and JCMS;
- informing of the COOMET Committee and COOMET Presidential Council about important issues related to the activities of TC 1.3 (inter alia, about problems, if any), as well as about successes and achievements;
- monitoring of the implementation of COOMET projects according to the COOMET Program of Comparisons (COOMET P2) and taking of appropriate measures in case of any questions and delays;
- coordination of issues of participation in the implementation of the CIPM MRA in the field of electrical measurements;
- keeping of TC 1.3 members informed on upcoming meetings, as well as submission of the information on planned and ongoing works within TC 1.3 to the COOMET Secretariat;
- update of the list of COOMET technical experts on CMC reviews in the sub-areas of measurements and of the list of COOMET technical experts on peer reviews of the quality management systems (within the scope of responsibility of TC 1.3), consideration of those issues at TC 1.3 meetings.

4.1.3. The TC 1.3 Chair appoints the Executive Secretary.

4.2. Election of the Chair

4.2.1. Any member of TC 1.3 having the "TC 1.3 member from the country" status can be a candidate for the position of the TC 1.3 Chair.

4.2.2. The procedure for the election of the TC 1.3 Chair or consideration of the issue of extending the term of office is in accordance with COOMET D5.

4.2.3. The results of the election of the TC 1.3 Chair and voting on the issue of extending the term of office of the TC 1.3 Chair are submitted to the COOMET Presidential Council for consideration and adoption and to the COOMET Committee for approval.

4.2.4. In case of early resignation of the current TC 1.3 Chair the COOMET Presidential Council appoints an Acting TC 1.3 Chair, who organizes a regular meeting of the TC 1.3, at which a new TC 1.3 Chair shall be elected in accordance with the procedure, established above.

4.3. TC 1.3 membership

4.3.1. The membership of TC 1.3 is formed based on proposals from COOMET Committee members and is approved by the decision of the COOMET Committee from specialists in the field of electrical and magnetic measurements, representing SMIs of COOMET member countries.

TC 1.3 includes one representative from a COOMET member country, representing a SMI of the COOMET member country, based on the interests and possibilities of cooperation in the subject area "Electricity and magnetism" and the availability of relevant specialists ("TC 1.3 member from the country" status).

The appointed TC 1.3 member from the country has the right to vote when making decisions within TC 1.3.

4.3.2. Official members of TC 1.3 are:

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- TC 1.3 Chair;
- one permanent representative of a COOMET member country, having the "TC 1.3 member from the country" status (if appointed);
- field coordinators within TC 1.3 (see 4.4.1);
- TC 1.3 Executive Secretary.

4.3.3. The TC 1.3 membership is approved by the decision of the COOMET Committee.

4.3.4. SMIs of COOMET member countries in consultation with the COOMET Committee member from the country and TC 1.3 Chair can send their experts to take part in the work of TC 1.3, if necessary, in the rank of official observers. A request for this should be formally sent to the TC 1.3 Chair or Executive Secretary.

4.4. TC 1.3 structure

4.4.1. TC 1.3 fields of activity

4.4.1.1. For the organization of work within specific tasks in sub-fields, as well as for the performance of work within TC 1.3 at the suggestion of TC 1.3 members from the countries, permanent fields of activity are identified within TC 1.3:

- "High voltage and large current";
- "Direct voltage, current and electric resistance";
- "Alternating voltage, current, electric power and impedance";
- "Radio frequency measurements";
- "Electric and magnetic fields".

4.4.1.2. Field Coordinators are appointed for a term of 5 years. Coordinators' terms of office can be extended according to the decision of the COOMET Presidential Council on the proposal of the TC 1.3 Chair.

4.4.1.3. Proposals on coordinators' candidatures are submitted by TC 1.3 members to the TC 1.3 Chair or Executive Secretary.

4.4.1.4. Elections of Coordinators shall be held in the form of a secret ballot among TC 1.3 members at a TC 1.3 meeting.

The election shall be considered valid if 2/3 of votes are given FOR the candidature of the Coordinator (in case of one candidate) and by a simple majority of votes (in case of two and more candidates) from TC 1.3 members, who took part in the voting. The decision is recorded in the Minutes of the meeting (specifying the term of office). The TC 1.3 Chair informs the COOMET Secretariat of the decision made. Further, the issue of approval of the coordinator's candidature is submitted for approval to the COOMET Presidential Council.

The decision on extending the term of office of the Coordinator is made at a TC 1.3 meeting (the decision is considered adopted if 2/3 of votes are given FOR the extension of the term of office of the Coordinator from TC 1.3 members, who took part in the voting. The decision is recorded in the Minutes of the meeting (specifying the new term of office). The TC 1.3 Chair informs the COOMET Secretariat of the decision made. Further, the issue of extending the term of office of the Coordinator is submitted for approval to the COOMET Presidential Council.

4.4.1.5. The procedure and format of work within the field shall be determined by the Coordinator.

4.4.1.6. The field Coordinator shall submit a report on the work done at a TC 1.3 meeting (if the issue is included in the meeting agenda).

4.4.2. Working groups

4.4.2.1. Working groups can be formed within TC 1.3 to carry out specific current works under COOMET projects.

The Head of the WG is the project Coordinator.

The membership of WGs for COOMET projects is formed based on proposals from COOMET

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Committee members or their authorized persons by sending information to the proposer of the COOMET project (project Coordinator) or to the COOMET Secretariat.

4.4.2.2. The procedure and format of work of the WG shall be determined by the project Coordinator.

4.4.2.3. The project Coordinator is responsible for carrying out work and drawing up the relevant report on the project. The project Coordinator provides information on the current state of work on the project or the results of its implementation to the TC 1.3 Chair, taking into account the requirements of the COOMET Rules of Procedure (document COOMET D2, clauses 2 and 3), as well as at TC 1.3 meetings (if the issue is included in the meeting agenda).

It is advisable that project Coordinators participate in TC 1.3 meetings (at the invitation of the TC 1.3 Chair).

5. TC 1.3 WORK ORGANIZATION

5.1. TC 1.3 format of work

5.1.1. TC 1.3 implements its functions and solves its tasks through cooperation using modern means of communication and telecommunications, as well as by holding meetings.

5.1.2. TC 1.3 meetings are held at least once a year in accordance with the Schedule of meetings of COOMET steering and working bodies.

The TC 1.3 Chair may convene an extraordinary meeting in agreement with the TC members from the countries.

For compelling reasons and in agreement with TC 1.3 members, it is allowed to hold meetings online.

Note: The Schedule of meetings is prepared annually by the COOMET Secretariat, updated as required and posted on the COOMET web resources.

5.1.3. The date and venue of the next TC 1.3 meeting are determined, as a rule, at the previous meeting or specified by the TC 1.3 Chair or Executive Secretary and agreed with TC 1.3 members by correspondence. Information about the date and venue of the next TC 1.3 meeting is submitted to the COOMET Secretariat.

5.2. Announcement and agenda of TC 1.3 meetings

5.2.1. The announcement of the next TC 1.3 meeting is made, as a rule, no later than three months before the scheduled date of the meeting. TC 1.3 members shall confirm that they have received an invitation to the meeting and notify the TC 1.3 Chair or Executive Secretary of the possibility of their participation.

If a TC 1.3 member cannot participate in a meeting, the COOMET Committee member may send another specialist to the meeting, who shall have a written confirmation of their authority, which shall be submitted to the TC 1.3 Chair or Executive Secretary.

5.2.2. A provisional agenda of the next TC 1.3 meeting is formed by the TC 1.3 Chair taking into account the proposals of TC 1.3 members, decisions and recommendations of the previous meeting, as well as resolutions of the COOMET Committee and COOMET Presidential Council.

A provisional agenda is sent to all TC 1.3 members and to the COOMET Secretariat no later than one month before the scheduled date of the TC 1.3 meeting.

The COOMET Secretariat sends to the TC 1.3 Chair a 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 1.3 meeting.

5.3. Procedure of TC 1.3 meetings and documentation of decisions

5.3.1. TC 1.3 meetings are chaired by the TC 1.3 Chair, who:

- opens the meeting;

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- 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 decisions on the issues under consideration;
- agrees the Minutes of the meeting with the participants;
- announces, in agreement with the participants, the closure of the meeting.

5.3.2. A quorum at a meeting is defined by the presence of at least 50 % of TC 1.3 members from the countries or their official substitutes.

5.3.3. If a TC 1.3 member from the 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 1.3 member from the country shall be given the status of an observing TC 1.3 member starting from the current meeting. This status will terminate if the TC 1.3 member or their official substitute takes part in the next TC 1.3 meeting.

5.3.4. If a TC 1.3 member from any COOMET member country or their representative is absent at the meeting, the issues affecting the interests of that COOMET member country can be considered and necessary decisions on them can be made at the TC 1.3 meeting only if there is a consensus among (general agreement of) of all TC 1.3 members participating in the meeting.

5.3.5. If a TC 1.3 member from the country or their representative cannot participate at a TC 1.3 meeting, the TC 1.3 member from the country shall send to the TC 1.3 Chair or Executive Secretary information about the current state of work on the projects registered by the country no later than one week before the scheduled date of the meeting.

5.3.6. The TC 1.3 Chair may invite representatives of RMOs, as well as other organizations with which working contacts have been established, to meetings in the rank of guests.

5.3.7. Decisions shall be made, whenever possible, on the basis of consensus (general agreement). If consensus cannot be reached, when voting on the agenda items, decisions are considered to be adopted if more than half of the TC 1.3 members from the countries or their official substitutes (in view of the quorum requirements under 5.3.2) present at the meeting have voted for their adoption. In the event of an equality of votes, the TC 1.3 Chair shall have the casting vote.

If there is more than one representative of a COOMET member country at the meeting, only the officially appointed TC 1.3 member from the country or their official substitute can take part in the voting.

Observers and guests do not participate in voting.

5.3.8. TC 1.3 meetings are held in the working languages of COOMET (simultaneous translation is organized, whenever possible).

5.3.9. The Minutes of the meeting are kept by the TC 1.3 Executive Secretary or another TC 1.3 member at the instruction of the TC 1.3 Chair. The Minutes of the meeting are signed by the TC 1.3 Chair and/or Executive Secretary.

5.3.10. The decisions and recommendations of a TC 1.3 meeting are drawn up in the form of the Minutes of the meeting and sent to all TC 1.3 members present at the meeting or to their official substitutes, as well as to observers, within one month after the meeting. Approval of the Minutes is carried out by email correspondence within a month after its receipt. Copies of the agreed Minutes are sent by the TC 1.3 Chair or Executive Secretary to all TC 1.3 members from the countries by email within one month after the approval procedure is completed.

The TC 1.3 Chair or Executive Secretary informs the JCMS Chair about the decisions made at the TC 1.3 meeting.

The Minutes of the meeting are sent by the TC 1.3 Chair or Executive Secretary to the COOMET Secretariat, and are also published on the COOMET web resources.

5.3.11. The TC 1.3 Chair and Executive Secretary, COOMET Secretariat, as well as the COOMET Committee member and/or the Head of the national organization acting as the convener of the TC 1.3 meeting, shall ensure that the documents and work of the meeting are presented and

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conducted in the working languages of COOMET.

5.4. Electronic voting

For compelling reasons electronic voting may be held among TC 1.3 members on important issues of TC 1.3 activities between TC 1.3 meetings based on the decision of the TC 1.3 Chair.

To conduct electronic voting, the TC 1.3 Chair or Executive Secretary prepares a voting ballot containing a list of questions and answer options, which is sent to TC 1.3 members by e-mail or posted on the COOMET information resource with notification of TC 1.3 members.

The TC 1.3 Chair shall set the timeframe for voting.

The answer having a simple majority of votes of TC 1.3 members is accepted as the result of voting for each question of the ballot. If the TC 1.3 member from the country votes negatively on an issue, put to a vote, the reason for such a decision shall be stated.

5.5. Reports on TC 1.3 activities

Based on the results of TC 1.3 activities, the TC 1.3 Chair ensures preparation of the Annual Report on TC 1.3 activities in accordance with clause 3 of the COOMET Rules of Procedure, as well as publication of information materials on TC 1.3 activities on the COOMET web resources.

The results of TC 1.3 activities are reported by the TC 1.3 Chair at a meeting of the JCMS.

5.6. Information activities

The TC 1.3 Executive Secretary in conjunction with the COOMET Secretariat organizes the presentation of the results of cooperation on the COOMET web resources.

The TC 1.3 Executive Secretary acts as the TC 1.3 online editor and is responsible for timely updating the TC 1.3 page on the COOMET webportal (www.coomet.net).

6. BASIC RIGHTS AND OBLIGATIONS OF TC 1.3 MEMBERS

6.1. TC 1.3 members have the right:

- to have a complete suite of documents and materials submitted for consideration at a TC 1.3 meeting, which generally shall be circulated no later than 15 days before the meeting;
- to submit proposals on cooperation as well as any other issue within the framework of TC 1.3 activities for consideration by TC 1.3;
- in case of disagreement with the recommendations adopted at a TC 1.3 meeting, state their objections or proposals in the "Dissenting Opinion", which is attached to the Minutes, and send substantiation of their objections or proposals to the COOMET Secretariat;
- to apply through COOMET Committee members of their countries to the COOMET Secretariat with proposals on bringing specific issues to the consideration of the COOMET Committee;
- to receive full information on the results of TC 1.3 activities;
- to discuss any issues between TC 1.3 meetings by correspondence with the participation of all TC 1.3 members and other interested specialists;
- to invite specialists, project coordinators interested in TC 1.3 activities to meetings.

6.2. TC 1.3 members are obliged to:

- participate in the work of all TC 1.3 meetings;
- have and provide necessary documentation at a TC 1.3 meeting, be prepared on all issues considered at the TC 1.3 meeting, actively participate in their discussion, in the preparation of TC 1.3 decisions and recommendations;
- implement the decisions and recommendations adopted at the TC 1.3 meeting and facilitate their implementation within the specified timeframe;

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- inform the management of their SMIs, as well as COOMET Committee members about the results of the discussion on all issues and problems at TC 1.3 meetings, about the progress in the implementation of the decisions and recommendations adopted at a TC 1.3 meeting;
- take into account, as far as possible, in the activities of their SMIs programs, documents and recommendations of COOMET (on the issues within the competence of TC 1.3) and promote implementation of the results of work carried out in TC 1.3 in their countries;
- inform all interested specialists in their countries about the results of TC 1.3 activities.

6.3. Field Coordinators are obliged to:

- facilitate the creation and conduct of CMC reviews in the assigned subject field;
- facilitate the implementation of projects in the assigned subject field.

6.4. Field Coordinators have the right to:

- take active part in all areas of TC 1.3 activity in the sphere of their professional interests;
- participate in the work of all TC 1.3 meetings;
- submit proposals in the fields of TC 1.3 activities for consideration.

7. EXPENDITURES FOR HOLDING TC 1.3 MEETINGS

7.1. Travel expenses of the participants of TC 1.3 meetings shall be borne by the NMI or another SMI that sends its specialists to TC 1.3 meetings.

7.2. The expenses connected with the organization of TC 1.3 meetings (including accommodation and technical means, which are necessary for holding a TC 1.3 meeting) shall be borne by the NMI or another SMI, which has assumed the obligations of being the host party.