



*The document is approved at
the 18th COOMET Committee Meeting*

15th–16th May, 2008, Kharkov, Ukraine

PROVISIONS

**on the Technical Committee
“Technical Committee of Quality Forum”
(TC 3.1)**

Registered by

COOMET Secretariat,

Number COOMET D5.16/2008

1. THE FIELD OF APPLICATION

These Provisions of Technical Committee TC 3.1 «Technical Committee of Quality Forum» (further Provisions) establish the main tasks, functions, rights and duties of TC 3.1 «Technical Committee of Quality Forum» (further COOMET TC 3.1) in COOMET structure.

2. REFERENCES

These Provisions give references to the following documents:

- COOMET D-1-91/00/02 «COOMET Memorandum on Cooperation»;
- COOMET D-2-91/00/02 «The Rules of COOMET procedure»;
- COOMET D5/2003 «The Type Provisions on COOMET Structural Organ».

3. DETERMINATIONS

This document uses the following determinations:

TC 3.1 «Technical Committee of Quality Forum» (COOMET TC 3.1), COOMET structural organ, which is created for organization of cooperation in the field of introduction and application of quality management systems (QMS) with the aim of recognition of quality of measurements, which are conducted by COOMET NMI, according to the requirements of CIPM MRA Arrangement and Memorandum about COOMET collaboration.

4. GENERAL PROVISIONS

4.1 COOMET TC 3.1 is guided in its activity by these Provisions, Memorandum about collaboration and the Rules of COOMET procedure, COOMET Committee and COOMET Council President decisions, COOMET documents and recommendations, the International Bureau of weights and measures (BIPM) and the United Committee of regional metrological organizations and BIPM (JCRB) recommendations and documents.

4.2 The Provisions on COOMET TC 3.1 are developed by TC staff and their Chairperson taking into account COOMET recommendation COOMET D5/2003 «The Type Provisions on COOMET Structural Organ».

4.3 4.4 The Provisions on COOMET TC 3.1 are affirmed by COOMET Committee after presentation of TC 3.1 Chairperson and are registered by COOMET Secretariat.

5. COOMET TC 3.1 MAIN TASKS AND FUNCTIONS

5.1 COOMET TC 3.1 realizes coordination and methodical assurance of cooperation of national metrological institutes (NMI) of COOMET countries members in the following fields:

- realization of the Agreement requirements on mutual recognition of national standards, calibration and measurement certificates, which are given by NMI (further CIPM MRA Agreement) in the field of introduction and using quality management systems (QMS) according to ISO/IEC 17025 requirements (for reference materials - ISO Guide 34);
- development and application of the documents on evaluation of NMIs QMS;
- planning and conducting presentations and peer reviews of NMIs QMS;
- establishment of interaction with with other structural COOMET bodies;
- organization of COOMET TC 3.1;
- training workshops in the field of introduction and using QMS for the wide metrological community in COOMET countries members;
- summarizing the results of collaboration and reports on TC 3.1 activity according to the rules, determined by Memorandum and rules of COOMET procedures;
- organization of informational activity and presentation of the results of collaboration at the Web-site of COOMET;

5.2 COOMET TC 3.1 realizes the functions within the competence of COOMET Quality Forum.

6. THE ORDER OF FORMING COOMET TC 3.1 STAFF

6.1 COOMET TC 3.1 is formed of the official representatives of COOMET countries members. One constant representative from every COOMET country member is included into COOMET TC 3.1. COOMET TC 3.1 is formed of the specialists in the field of QMS who represent COOMET country member.

6.2 The official representatives, COOMET TC 3.1 members, are appointed on the basis of agreement with the COOMET Committee member.

6.3 COOMET TC 3.1 is headed by the Chairperson, whose candidature is proposed by official members of COOMET TC 3.1. COOMET TC 3.1 Chairperson candidature is affirmed by COOMET Committee (according to the Memorandum on COOMET, Chapter 5, item 10).

6.4 COOMET TC 3.1 Chairperson appoints Vice-Chairperson and the Executive Secretary.

7. COOMET TC 3.1 WORK ORGANIZATION

7.1 COOMET TC 3.1 realize their tasks and functions by means of settling the questions of cooperation by correspondence with the use of modern communication means and TV communications, and also by means of conducting meetings.

7.2 COOMET TC 3.1 meetings are conducted not less than once a year according to the Schedule of conducting meetings of COOMET leading and working organs.

If it is necessary, COOMET TC 3.1 Chairperson can call the special meeting of TC by agreement with its members.

7.3 The date and place of conducting the next COOMET TC 3.1 meeting are determined at the previous meeting and, if necessary, they are specified by COOMET TC 3.1 Chairperson.

7.4 The preliminary agenda of the next COOMET TC 3.1 meeting is formed by COOMET TC 3.1 Chairperson taking into account the proposals of COOMET TC 3.1 members and recommendations and resolutions of the previous meeting.

The date and place of conducting the next COOMET TC 3.1 meeting are determined not less than 3 months before the beginning of conducting the next COOMET TC 3.1 meeting. COOMET TC 3.1 Secretariat directs the preliminary agenda of the meeting and the documents, which are planned for discussion at COOMET TC 3.1 meeting, to COOMET TC 3.1 members and participants of COOMET TC 3.1 meeting for their analysis and presentation suggestions, additions and specifications to COOMET TC 3.1 Secretary not earlier than 1 month before the meeting beginning.

COOMET Secretariat takes part in forming the agenda of COOMET TC 3.1 meeting, they prepare proposals for COOMET TC 3.1 meeting agenda based on COOMET Committee decisions and orders and direct them to COOMET TC 3.1 Chairperson.

7.5 COOMET TC 3.1 meetings are held by the Chairperson who:

- opens the meeting;
- presents the draft of the meeting agenda for affirmation;
- announces the list of the meeting participants, references and claims;
- puts to the vote proposals and drafts of the decisions on the considered questions;
- submits protocol to the meeting participants;
- announces on the meeting closing by agreement with the meeting participants.

COOMET TC 3.1 always tries to get the agreed decisions on all the questions relating its activity in the process of its meetings.

7.6 If instead of the constant member of COOMET TC 3.1 the specialist who substitutes him (her) takes part in the work of COOMET TC 3.1 meeting, he (she) must have the written confirmation of his (her) authorities, given by COOMET Committee member from COOMET country member, which is presented to the meeting Chairperson.

7.7 In case of absence of COOMET TC 3.1 member or his(her) representative from any COOMET country member at the meeting of COOMET TC 3.1 members the questions relating to this national organization interests do not considered at COOMET TC 3.1 meeting and the decisions on them do not made, if the corresponding request from this national organization, COOMET member, is absent.

7.8 The decisions made at the vote on the questions of the agenda are considered to be accepted if more than half of COOMET TC 3.1 members were for their accepting.

In case if more than one representative take part in COOMET TC 3.1 meeting, only one of them may take part in the vote.

7.9 The minutes of the meeting are kept by COOMET TC 3.1 Executive Secretary or the other person by order of COOMET TC 3.1 Chairperson.

7.10 COOMET TC 3.1 meeting decisions and recommendations are registered in the form of minutes. The draft of minutes must be sent to all the members of COOMET TC 3.1 and participants of the meeting during 3 months after the meeting. Agreement of COOMET TC 3.1 meeting minutes is realized by means of the electronic vote card by E-Mail during one month after its getting..

The meeting minutes or the List of resolutions are directed by COOMET TC 3.1 Chairperson to COOMET Secretariat.

The copies of agreed minutes of COOMET TC 3.1 meeting are sent by COOMET TC 3.1 Executive Secretary during one month after their agreement by E-Mail, as a rule, including those national organizations, COOMET members, which representatives could not take part in COOMET TC 3.1 meeting.

7.11 COOMET TC 3.1 Chairperson and Executive Secretary and also COOMET member who is an organizer of this COOMET TC 3.1 meeting must provide the conditions which would permit the document maintenance and TC work conducting in COOMET working languages.

7.12 COOMET TC 3.1 Chairperson provides the preparation of the annual report on the results of COOMET TC 3.1 activity according to i. 3 of COOMET procedure rules, and he (she) also provides the preparation of information materials for their placing on COOMET Web-site.

The results of COOMET TC 3.1 activities are reported by COOMET TC 3.1 Chairperson at the meeting of COOMET Committee.

8 THE MAIN RULES AND DUTIES OF COOMET TC 3.1 MEMBERS

8.1 Chairperson of Technical committee should:

- coordinate TC activity;
- organization of works on COOMET project realization in the fixed thematical field;
- development of proposals on collaboration of technical committee and periodical reports about the results of its activity to COOMET Committee.

8.2 COOMET TC 3.1 members have the right:

- to have the complete set of documents and materials, which are presented for consideration by COOMET TC 3.1 meeting, which must be distributed, as a rule, not later than 15 days before the meeting beginning;
- to present the proposals on any question, which is considered within COOMET TC 3.1 activity, for consideration of COOMET TC 3.1;
- in case of disagreement with the decisions and recommendations, which are accepted at COOMET TC 3.1 meeting, to present their objections or proposals in “Particular Opinion”, which is enclosed to the meeting minutes and direct the grounding of their objections or proposals to COOMET Secretariat;

- to apply by means of their national bodies, COOMET members, to COOMET Secretariat with the proposals on presentation of the concrete questions for consideration by COOMET Committee;
- to get the complete information on the results of COOMET TC 3.1 activity;
- to discuss between COOMET TC 3.1 meetings any questions by means of correspondence with participation of all the members of COOMET TC 3.1.

8.2 COOMET TC 3.1 members are obliged:

- to take part in the work of all COOMET TC 3.1 meetings;
- to have all the necessary documentation at COOMET TC 3.1 meeting, be ready on all the questions, which are considered at COOMET TC 3.1 meeting and take an active part in discussion of the questions of the agenda and in the preparation of COOMET TC 3.1 recommendations;
- to keep confidentiality relating to the got information in the process of fulfillment of the work within COOMET TC 3.1;
- to inform the administration of their national organizations, COOMET members, on the results of discussion of all the questions and problems at COOMET TC 3.1 meeting;
- to inform the administration of their national organizations, COOMET members, on the course of realization of COOMET TC 3.1 decisions and recommendations and assist their realizations during the established terms;
- to take part in the joint work of COOMET basing on the available financing and technical means and depending on the degree of their interests and competence;
- to take into account COOMET recommendations in the activity of their national metrological organizations and promote introduction of COOMET work results in their countries;
- to inform all the interested specialists in their countries on COOMET TC 3.1 activity results;
- to publish the results of the work in the field of COOMET TC 3.1 activity by agreement with all the parties that took part in the work.

9. EXPENSES FOR CONDUCTING COOMET TC 3.1 MEETINGS

9.1 The expenses for business trip of COOMET TC 3.1 meeting participants including experts and consultants are incurred by the national organization, COOMET member, that sends its specialists to COOMET TC 3.1 meeting.

9.2 The expenses connected with rendering the rooms and technical means, which are necessary for COOMET TC 3.1 meeting conducting, are incurred by the national organization, COOMET member, that took upon itself the responsibilities of the receiving party.

ANNEX
TECHNICAL COMMITTEE STAFF

TC 3.1 “Quality Forum Technical Committee”

Chairperson – Dr. Stanislav Musil
Slovak Institute of Metrology (SMU)

Vice-Chairperson – Nataliya Muravskaya
All-Russian scientific and research institute of optical and physical measurements (VNIIOFI)

Secretary – Mrs. Ekaterina Kromkova, SMU

Country		Contact person (TC member)	NMI
Azerbaijan	AZ	Mr. Gurbanov Dayanat Rafig og-lu	“AZSTANDARD” agency
Armenia	AM	Mr. Grant Yeritsyan	NIM
Belarus	BY	Mrs. Irina Voytek	BelGIM
Bulgaria	BG	Mrs. Plamena Yordanova-Kapraliakova	BIM
Georgia	GE	Ms. Nino Mikanadze	GeoStandMetrology
Germany	DE	Dr. Andreas Odin	PTB
Kazakhstan	KZ	Mr. Dauren Sharipov	KazInMetr
Kyrgyzstan	KG	Mrs. Liliya Dikambaeva	NISM
DPR of Korea	KP	Dr. Chang Myong Ir	CIM
Cuba	CU	Mr. Oscar Torras	INIMET
Lithuania	LT	Mrs. Irena Lazdauskaitė	VMT
Moldova	MD	Mr. Sergey Chapa	INSM
Romania	RO	Mr. Dragos Boiciuc	INM
Russia	RU	Dr. Nataly Muravskaya	VNIIOFI
Slovakia	SK	Dr. Stanislav Musil	SMU
Uzbekistan	UZ	Mr. Akhmedov Zayniddin	“UZSTANDARD” Agency
Ukraine	UA	Mrs. Olga Maletskaya	NSC “IM”