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**REGULATIONS
on COOMET Technical Committee
“REFERENCE MATERIALS”
(TC 1.12)**

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by COOMET Secretariat
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1. GENERAL

1.1 Technical Committee TC 1.12 “Reference Materials” is a structural body of COOMET.

1.2 In its activity Technical Committee TC 1.12 is guided by Memorandum of Understanding (MoU), COOMET Rules of Procedure, decisions of COOMET Committee and COOMET President’s Council, COOMET documents and recommendations, recommendations and documents of international and regional organizations on metrology and reference materials and by the given Regulations.

2. MAIN TASKS AND FUNCTIONS OF TC 1.12

2.1 The main task of TC 1.12 is:

- organization, development and promotion of COOMET member-country cooperation in the allocated subject-field;

2.2 The main functions of TC 1.12 are:

- coordination and methodological support of cooperation of national COOMET member-organizations in the allocated subject-field and involvement of experts from COOMET member-organizations in cooperation;

- preparation of proposals and development of working programmes for the subject-field, tasks and problems of cooperation.

- development of COOMET recommendations and documents on certified reference materials for composition and properties of substances and materials;

- organization of scientific studies and works on the development of certified reference materials COOMET, organization of certified reference materials comparisons and addressing other issues within the competence of TC 1.12;

- maintaining the Register and the Data Bank of certified reference materials produced within COOMET;

- summing up the results of cooperation and preparation of reports on COOMET activities on the allocated area of cooperation according to the procedure, established by the MoU and COOMET Rules of Procedure;

- organization of information activity and presentation of the outcome of cooperation on the official COOMET Web-site.

- timely keeping TC 1.12 members informed on the forthcoming meetings and submission of information on the planned and on-going works to COOMET Secretariat;

- organization of TC 1.12 meetings to discuss areas and forms of cooperation; coordination of stakeholder actions and agreement of final documents on the outcome of cooperation;

- ensuring interaction with other COOMET structural bodies;

- establishing interaction with the relevant international and regional organizations on the tasks and problems of cooperation on certified reference materials, ensuring participation in the implementation of international agreements and arrangements, relevant to certified reference material problem.

3. PROCEDURE OF FORMING THE COMPOSITION OF TC 1.12

3.1 TC 1.12 composition is formed on the basis of proposals, submitted by national COOMET member-organizations and approved by the resolution of COOMET Committee.

3.2 TC 1.12 consists of specialists in the given area of cooperation, representing COOMET member-organizations as COOMET Contact Persons.

TC 1.12 may also consist of the representatives of other scientific and research institutes

and organizations, representing TC 1.12 participating country.

3.3 TC 1.12 is headed by the Chairman, whose candidature is elected at the organizing meeting of representatives of national COOMET member-organizations – COOMET TC 1.12 Contact Persons and approved on the proposal of this meeting by COOMET Committee for a 4-year period with the possibility of the repetition of this period or the delegation of authority to a new candidate. The Chairman of TC 1.12 is a member of COOMET Joint Committee for Measurement Standards (JCMS).

3.4 The Chairman of TC 1.12 appoints the Deputy Chairman and the Executive Secretary.

3.5 TC 1.12 may establish Working Groups to address specific tasks and projects. The Coordinator of a specific project (task) is the head of the Working Group. The Coordinator is responsible for carrying out works within the given project and reporting.

3.6 The established TC. 1.12 works during the term of office of the Chairman.

3.7 National COOMET member-organizations may invite their experts and consultants to participate in the work of TC 1.12, if necessary.

4. ORGANIZATION OF WORK OF TC 1.12

4.1 TC 1.12 implements its tasks and functions by addressing the issues of cooperation by correspondence using modern communications and telecommunications, as well as by holding the meetings.

4.2 The meetings of TC 1.12 are held annually, in accordance with the Schedule of meetings of COOMET steering and working bodies.

If necessary, the Chairman of TC 1.12, in the consultation with its members, may convene an extraordinary meeting.

4.3 Date and venue of TC 1.12 regular meeting are fixed at its previous meeting and, if necessary, defined more exactly by the Chairman of TC 1.12 (taking into account the Schedule of meetings, prepared by COOMET Secretariat).

4.4 Draft agenda of a forthcoming meeting is formed by the Chairman of TC 1.12 taking into account the proposals of TC 1.12 Contact Persons, and also recommendations and decisions of the previous TC 1.12 meeting, COOMET President's Council and COOMET Committee meetings.

The draft agenda is circulated among all TC 1.12 Contact Persons no later than one month before the scheduled date of the meeting.

4.5. The meetings of TC 1.12 are presided by its Chairman or by TC 1.12 Contact Person, authorized by the Chairman, who:

- opens the meeting;
- presents the draft agenda of the meeting for approval;
- reads out the list of participants of the meeting, references and statements;
- puts to the vote proposals and draft decisions on the issues under discussion;
- agrees the minutes with the participants of the meeting;
- announces, by the agreement with the participants, the closure of the meeting.

4.6 When voting on the agenda issues, decisions are considered to be adopted, if more, than half of the total number of TC 1.12 Contact Persons voted in favour of their adoption.

If COOMET member-organization has more than one representative in TC 1.12, only one of them can take part in the voting.

4.7 If the Contact Persons from this or that COOMET national member-organization or his representative are absent from the meeting of TC 1.12, the issues affecting the interests of this national organization shall not be considered and decided on, unless there is a request from this organization.

4.8 The Minutes of the meeting are kept up by the Executive Secretary of TC 1.12, or by another member of TC 1.12 on behalf of the Chairman.

4.9 Decisions and recommendations of TC 1.12 meeting are recorded in the form of the Minutes or the List of Resolutions and are distributed to the present Contact Persons of TC 1.12 or to the representatives of national COOMET member-organizations.

The Chairman of TC 1.12 informs the Chairman of COOMET JCMS about the decisions taken at the meeting.

The Minutes of the meeting or the List of Resolutions are submitted by the Chairman of TC 1.12 to COOMET Secretariat and to those national COOMET member-organizations, the representatives of which were not able to attend the meeting of TC 1.12.

4.10 The Chairman of TC 1.12, COOMET Secretariat and COOMET member, hosting the given meeting have to ensure, that the documents are presented and the meeting is held in COOMET working languages.

4.11 On the basis of the results of TC 1.12 activities its Chairman ensures the preparation of the annual report according to clause 3 of COOMET Rules of Procedure, and information materials to be posted on COOMET Web-site.

The Chairman reports the results of TC 1.12 activities at the meeting of COOMET Joint Committee for Measurement Standards and at the meeting of COOMET Committee, if necessary.

5. THE DUTIES OF TC 1.12 CHAIRMAN

5.1 The duties of TC 1.12 Chairman include:

- ensuring the development and improvement of procedures for interaction of all the participants of works in the allocated area of cooperation in the framework of COOMET;
- ensuring the development of methodical support of cooperation on certified reference materials problem;
- coordinating reference materials activities of structural and working bodies, directly subordinated to TC 1.12 and ensuring the interaction with other COOMET structural bodies;
- organizing the works on the fulfillment of COOMET projects in the allocated subject-field;
- ensuring the maintenance of the Register of COOMET and the Data Base on COOMET certified reference materials;
- interacting with COOMET Quality Forum on the issues, relating to the assessment of NMIs' quality management systems in the production and use of certified reference materials;
- establishing contacts with the relevant international and regional organizations on the tasks and problems of cooperation, ensuring, as far as possible, participation in the implementation of the international agreements and arrangements;
- preparing reports on the outcome of TC 1.12 activity according to clause 3 of COOMET Rules of Procedure, and information materials to be posted on COOMET Web-recourses.

6. BASIC RIGHTS AND DUTIES OF TC 1.12 MEMBERS

6.1 The members of TC 1.12 have the right:

- to submit proposals on any issue within the scope of work of TC 1.12 for consideration by TC 1.12;
- to propose joint projects and to take part in their implementation;
- to have a complete set of documents and materials subject to consideration by the meeting of TC 1.12, which should be distributed, as a rule not later, than 15 days before the meeting;
- if no agreement can be reached on recommendations adopted at the meeting of TC 1.12, to state their objections or suggestions in the "Dissenting Opinion", attached to the minutes of the meeting and to put forward the rationale of their objections or suggestions to COOMET Secretariat;
- to address COOMET Secretariat through their national COOMET member-bodies with

proposals to submit specific issues for consideration by COOMET Committee;

6.2 The members of TC 1.12 are obliged:

- to facilitate organization and carrying out scientific research and works on the development of COOMET recommendations and documents, production of specific certified reference materials types, the implementation of the Arrangement on Recognition of National Measurement Standards and of Calibration and Measurement Certificates issued by NMIs, concerning the formation of Annex C, on the basis of CRM use; and addressing other problems within the scope of TC 1.12;

- to participate in the work of TC 1.12 meetings;

- to have the required documentation at the meeting of TC 1.12, to be prepared for consideration of all issues, included in the agenda, to take an active part in the discussion of agenda items and in drafting TC 1.12 recommendations;

- to keep the administration of national COOMET member-organizations of their countries informed on the outcome of discussion of the issues and problems at the meeting of TC 1.12;

- to keep the administration of national COOMET member-organizations of their countries informed on the progress of the projects, authored by the experts of these countries and also on the implementation of TC 1.12 decisions and recommendations.

- to promote the implementation of TC 1.12 decisions and recommendations in due time;

7. EXPENSES FOR HOLDING TC 1.12 MEETINGS

7.1 The expenses for delegating participants to the meetings of TC 1.12, including experts and consultants, shall be borne by the national COOMET member-organization, which sends its specialists to the meeting,

7.2 Expenses, related to the provision of premises and equipment, necessary for the meeting of TC 1.12, shall be borne by the national COOMET member-organization, which has accepted the responsibilities of the host party.