

BASIC
PUBLICATION

OIML B 6-1
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Directives for OIML technical work.

Part 1: Structures and procedures for the
development of OIML publications

Directives pour les travaux techniques de l'OIML.

Partie 1: Structures et procédures pour le développement des publications de l'OIML

OIML B 6-1 Edition 2013 (E)



ORGANISATION INTERNATIONALE
DE METROLOGIE LEGALE

INTERNATIONAL ORGANIZATION
OF LEGAL METROLOGY

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Foreword

The International Organization of Legal Metrology (OIML) is a worldwide, intergovernmental organization whose primary aim is to harmonize the regulations and metrological controls applied by the national metrological services, or related organizations, of its Member States. The main categories of OIML publications are:

- **International Recommendations (OIML R)**, which are model regulations that establish the metrological characteristics required of certain measuring instruments and which specify methods and equipment for checking their conformity. OIML Member States shall implement these Recommendations to the greatest possible extent;
- **International Documents (OIML D)**, which are informative in nature and which are intended to harmonize and improve work in the field of legal metrology;
- **International Guides (OIML G)**, which are also informative in nature and which are intended to give guidelines for the application of certain requirements to legal metrology; and
- **International Basic Publications (OIML B)**, which define the operating rules of the various OIML structures and systems.

OIML Draft Recommendations, Documents and Guides are developed by Project Groups linked to Technical Committees or Subcommittees, which comprise representatives from OIML Member States. Certain international and regional institutions also participate on a consultation basis. Cooperative agreements have been established between the OIML and certain institutions, such as ISO and the IEC, with the objective of avoiding contradictory requirements. Consequently, manufacturers and users of measuring instruments, test laboratories, etc. may simultaneously apply OIML publications and those of other institutions.

International Recommendations, Documents, Guides and Basic Publications are published in English (E) and translated into French (F) and are subject to periodic revision.

Additionally, the OIML publishes or participates in the publication of **Vocabularies (OIML V)** and periodically commissions legal metrology experts to write **Expert Reports (OIML E)**. Expert Reports are intended to provide information and advice, and are written solely from the viewpoint of their author, without the involvement of a Technical Committee or Subcommittee, nor that of the CIML. Thus, they do not necessarily represent the views of the OIML.

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OIML Publications may be downloaded from the OIML web site in the form of PDF files. Additional information on OIML Publications may be obtained from the Organization's headquarters:

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List of terms and abbreviations used in this publication

BIML	International Bureau of Legal Metrology / Bureau International de Métrologie Légale
CD	Committee Draft (developed by OIML Project Groups)
CIML	International Committee of Legal Metrology / Comité International de Métrologie Légale
CIML approval	Approval of a new project/TC/SC or draft publication either at a CIML meeting or between CIML meetings (the latter is also called “direct CIML online approval”)
CIML preliminary ballot	CIML ballot which serves two purposes: for all CIML Members to have the opportunity to vote and comment on a Draft Publication developed by a PG, and for the convener of the PG to receive information from CIML Members about the general acceptance of the Draft Publication before it becomes a Final Draft Publication
DD/DR/DV	Draft Document/Recommendation/Vocabulary (a draft publication which has been approved by the Project Group which developed it, but which has not yet passed the CIML preliminary ballot)
FDD/FDR/FDV	Final Draft Document/Recommendation/Vocabulary (a draft publication which has passed the CIML preliminary ballot, but not yet been approved by the CIML)
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
O-member	Observing member of an OIML Technical Committee, Subcommittee or Project Group
OIML	International Organization of Legal Metrology / Organisation Internationale de Métrologie Légale
P-member	Participating member of an OIML Technical Committee, Subcommittee or Project Group
PG	Project Group (of an OIML Technical Committee or Subcommittee)
SC	Subcommittee (of an OIML Technical Committee)
TBT	Technical Barriers to Trade
TC	Technical Committee
ToR	Terms of Reference; scope of responsibility of a TC, SC or PG
WD	Working Draft (developed by OIML Project Groups)
WTO	World Trade Organization

Relationship between the OIML and the WTO

The OIML is an “international standards-setting organization” in the terms of the World Trade Organization’s Technical Barriers to Trade Agreement (WTO TBT Agreement). The OIML attends TBT Committee meetings as an observer.

One category of the OIML’s publications, OIML Recommendations, which are intended to be used as models for establishing national legal metrology legislation, are considered as international standards in the context of the TBT Agreement. Article 2 of this Agreement, which considers the preparation, adoption and application of technical regulations by central government bodies, states:

“2.4 Where technical regulations are required and relevant international standards exist or their completion is imminent, Members shall use them, or the relevant parts of them, as a basis for their technical regulations except when such international standards or relevant parts would be an ineffective or inappropriate means for the fulfilment of the legitimate objectives pursued, for instance because of fundamental climatic or geographical factors, or fundamental technological problems.”

This implies that all WTO Members should consider using OIML Recommendations as the basis for their legal metrology legislation, where these Recommendations are relevant. A similar provision in Article 3 then encourages WTO Members to apply this requirement to local government bodies and to non-governmental bodies.

Article 2 of the TBT Agreement even encourages WTO Members to participate in appropriate parts of the work of international standards-setting organizations such as the OIML:

“2.6 With a view to harmonizing technical regulations on as wide a basis as possible, Members shall play a full part, within the limits of their resources, in the preparation by appropriate international standardizing bodies of international standards for products for which they either have adopted, or expect to adopt, technical regulations.”

Annex 3 of the TBT Agreement is a *Code of good practice for the preparation, adoption and application of standards*. This annex actually applies to national standardizing bodies, but overall, the technical work of the OIML also complies with its aims:

- participation in the work is open to all OIML Member States and Corresponding Members;
- OIML publications aim to help reduce technical barriers to trade;
- relevant existing international standards are taken into account in deciding whether the OIML should work on a particular subject, and OIML Technical Committees and Subcommittees have to take these into account in their work so as not to produce contradictory requirements;
- the OIML liaises with other international standards-setting bodies to avoid incompatible standards;
- OIML requirements are based, as far as possible, on an instrument’s performance, not on its design so as not to limit technical innovation;
- the progress of all OIML work is publicly available on its web site.
- most OIML publications are subject to a three-month voting and commenting period by all Member States. The technical work process tries to take into account all points of view as far as possible so as to produce publications which are as consensual as possible;
- final versions of all OIML publications are made available free of charge on the OIML web site as soon as possible after they have been approved. Final drafts are also available.

1 Scope

- 1.1 This part of the Directives describes the responsibilities of the various bodies in OIML technical work and the procedures that they shall apply in the development of OIML publications.
- 1.2 The category of OIML publications known as “Basic Publications” (B), which set out the general operating rules of the Organization, are not regarded as representing technical work, however, the rules set out in this document shall apply to the development, revision or amendment of Basic Publications if the CIML so decides for a particular Basic Publication.
- 1.3 The categories of OIML publication known as Vocabularies (V), Guides (G), Expert Reports (E) and Seminar Reports (S) require simpler procedures than those in these Directives. These shall be defined by the CIML when the respective work projects are approved.

2 Introduction

- 2.1 These Directives describe how OIML publications are developed. For most publications, development takes place within a structure of Technical Committees, Subcommittees and Project Groups.
- 2.2 Technical Committees cover broad domains of legal metrology such as mass measurement, volume measurement, length measurement, etc.
- 2.3 Subcommittees cover more specific topics. For example, within the Technical Committee responsible for mass measurement, there are Subcommittees covering non-automatic weighing instruments, automatic weighing instruments, weights, and densities.
- 2.4 The role of both Technical Committees and Subcommittees is described in 4.8, and their composition in 5.3.
- 2.5 Both Technical Committees and Subcommittees may be responsible for one or more OIML publications, each of which is developed by an individual Project Group within the Technical Committee or Subcommittee. The role of Project Groups is described in 4.9, and their composition in 5.6.

3 Categories of OIML technical publications

3.1 General

- 3.1.1 The following technical publications are currently produced by the OIML. The way in which these Directives apply to their development is detailed below.
- 3.1.2 Any of these publications may also be developed by the OIML in conjunction with other Organization(s). For example, V 2-200 *International vocabulary of metrology – basic and general concepts and associated terms (VIM)* was developed jointly by the International Bureau of Weights and Measures (BIPM), the International Electrotechnical Commission (IEC), the International Federation of Clinical Chemistry and Laboratory Medicine (IFCC), the International Laboratory Accreditation Cooperation (ILAC), the International Organization for Standardization (ISO), the International Union of Pure and Applied Chemistry (IUPAC), the International Union of Pure and Applied Physics (IUPAP), and the International Organization of Legal Metrology (OIML).
- 3.1.3 In addition to the technical publications listed below, the OIML also publishes a quarterly Bulletin and information leaflets according to its needs. These are not covered by these Directives.

3.2 International Recommendations (R)

Intended as harmonized model technical regulations which Member States have a moral obligation to consider, and follow as far as possible, when setting up national or regional legal metrology regulations (See OIML B 1 *OIML Convention*, Article VIII). They are

- a) developed according to the procedures in these Directives,
- b) developed by a Technical Committee or Subcommittee Project Group,
- c) approved by the CIML,
- d) included in the report on technical activities sanctioned by the OIML Conference.

3.3 International Documents (D)

Informative technical publications which are intended to facilitate the implementation or development of Recommendations. They may include technical guidance (e.g. D 11 *General requirements for electronic measuring instruments*). They are

- a) developed according to the procedures in these Directives,
- b) developed by a Technical Committee or Subcommittee Project Group,
- c) approved by the CIML,
- d) included in the report on technical activities sanctioned by the OIML Conference.

3.4 Vocabularies (V)

Harmonized vocabularies which should be used as far as possible in all other OIML publications. They are

- a) developed according to procedures defined by the CIML on a case-by-case basis,
- b) developed by a Technical Committee or Subcommittee Project Group, or by a committee which is not part of the OIML's technical structure, but in which the OIML participates,
- c) approved by the CIML,
- d) included in the report on technical activities sanctioned by the OIML Conference.

3.5 Guides (G)

Informative publications giving advice on "best practice". They are

- a) developed according to procedures defined by the CIML on a case-by-case basis,
- b) developed by the BIML, by a Technical Committee or Subcommittee Project Group, or by an ad hoc working group,
- c) approved by the CIML President,
- d) not included in the report on technical activities sanctioned by the OIML Conference.

3.6 Expert Reports (E)

Publications intended to provide information and advice to metrological authorities. Expert Reports are commissioned by the CIML President or by the BIML Director, or proposed by authors. They are written solely from the viewpoint of their author, without the involvement of a Technical Committee or Subcommittee, nor that of the CIML. Thus they do not necessarily represent the views of the OIML. They are

- a) not covered by these Directives,
- b) developed by experts,
- c) approved by the CIML President or BIML Director,
- d) not included in the report on technical activities sanctioned by the OIML Conference.

3.7 Seminar Reports (S)

Contain seminar proceedings and presentations, organized under the auspices of the OIML. They are

- a) not covered by these Directives,
- b) developed by the BIML or seminar organizers,
- c) approved by the BIML Director,
- d) not included in the report on technical activities sanctioned by the OIML Conference.

4 OIML structures and their roles in OIML technical work

4.1 General

The OIML bodies involved in the development of publications, and their main duties are explained below. More details on some of these roles and how they apply in particular procedures can be found later in these Directives.

4.2 International Conference on Legal Metrology

This is the highest level body of the OIML. Its meetings are attended by official representatives of OIML Member States. It usually meets every four years to deal mainly with the financial and policy issues of the OIML and itself approves certain publications (such as the Financial Regulations). Its responsibilities in the OIML's technical work are

- a) considering and sanctioning the report on technical activities from the CIML, and
- b) "recommending internationally" (sanctioning) the use of OIML publications approved by the CIML (see OIML B 1 OIML Convention, Article I (7)).

4.3 International Committee of Legal Metrology (CIML)

The CIML is the working body of the Conference. It consists of one nominated representative from each Member State. Its responsibilities in the OIML's technical work are

- a) approving long-term strategy and programming of OIML technical work,
- b) establishing and disbanding TCs and SCs,
- c) allocating initial Technical Committee and Subcommittee secretariats when necessary,
- d) allocating initial Project Group conveners when necessary,
- e) approving technical work projects, whether these are for new publications or to revise existing ones,
- f) approving Terms of Reference (ToR) and work programs for TCs and SCs,

- g) considering and approving the report on technical activities from the Presidential Council and the BIML and taking any appropriate actions,
- h) approving Final Draft publications,
- i) approving the Directives for OIML technical work,
- j) considering and approving the Presidential Council's proposals for alternative resources if adequate project progress is not being made, and
- k) deciding on appeals and dealing with any internal or external conflicts not already settled by a Technical Committee or Subcommittee or by the CIML President.

4.4 CIML President

The CIML President is elected from amongst the members of the CIML for a renewable period of six years. In the OIML's technical work, the CIML President is responsible for

- a) promoting consistency and resolving conflicts between and within Technical Committees, Subcommittees and Project Groups, and
- b) taking part in the resolution of appeals as necessary.

4.5 Presidential Council

The Presidential Council acts as an advisory body to the CIML President. The Presidential Council consists of the CIML President and Vice-Presidents and six to eight active and experienced CIML Members chosen by the CIML President so as to represent various interests (industrialized and developing countries, regions, etc.). The Director of the BIML is the secretary of the Presidential Council. As far as the OIML's technical work is concerned, the Presidential Council is responsible for

- a) supervising the long-term programming of OIML technical work – identifying project priorities and reporting on this to the CIML,
- b) proposing Terms of Reference (ToR) and work programs for TCs and SCs for CIML approval,
- c) reviewing the progress of TCs and SCs in relation to their objectives,
- d) trying to identify alternative resources if adequate project progress is not being made and proposing appropriate actions to the CIML, and
- e) reporting to the CIML on all OIML technical work (with the BIML).

4.6 CIML Members

There is one CIML Member for each Member State of the OIML. Each CIML Member has a dual role as their country's representative (without committing their government or administration) within the OIML, and as the OIML's representative in their country. In the OIML's technical work, their responsibilities are

- a) proposing new projects,
- b) deciding on their country's membership status in Technical Committees, Subcommittees and Project Groups, taking account of resources available nationally,
- c) appointing a representative for each Technical Committee, Subcommittee and Project Group of which their country is P-member (see 5.6). This representative has voting authority on projects under development, and
- d) voting on publications presented for CIML ballot and approval.

Note: A country may have different representatives in each TC, SC or Project Group.

4.7 International Bureau of Legal Metrology (BIML)

The BIML is the headquarters of the OIML. Together with the CIML, it is responsible for carrying out the Conference's decisions. Its responsibilities in the OIML's technical work are

- a) calling for interest in new work projects,
- b) providing a contact person for each Technical Committee and Subcommittee who will provide support where needed. The BIML contact person for a given TC or SC is also the contact person for their respective Project Groups,
- c) setting up TC, SC and Project Group pages on the OIML web site,
- d) setting up a database for TC, SC and Project Group membership,
- e) maintaining the database and up to date lists of the P- and O-members (CIML Members, representatives and other contact persons) for all TCs, SCs and Project Groups (in association with the TC and SC secretariats and Project Group conveners) (see 4.8, 4.9 and 5.6),
- f) monitoring the activities of TCs, SCs and Project Groups, and ensuring consistency between them,
- g) registering Committee Drafts approved by Project Groups as Draft publications,
- h) editing Draft and Final Draft publications and posting them, as well as approved publications on the OIML web site,
- i) organizing CIML preliminary ballots on Draft publications (see 6.5),
- j) registering Draft publications which have passed a CIML preliminary ballot as Final Draft publications,
- k) organizing CIML votes on Final Draft publications,
- l) forwarding the results of CIML votes to all CIML Members,
- m) establishing OIML liaisons,
- n) circulating reminders for TC, SC, Project Group and CIML voting deadlines,
- o) organizing reviews of publications,
- p) providing reminders of working procedures,
- q) providing information to any interested party, on request, which is relevant to the technical work of regional organizations (in association with TCs, SCs and Project Groups),
- r) helping TCs, SCs, Project Groups, the CIML President and the CIML in dealing with internal or external conflicts and appeals,
- s) providing reports as required to the Presidential Council on progress and issues in the TCs, SCs and Project Groups,
- t) helping the CIML President and the Presidential Council with the preparation of reports to the CIML on all OIML technical work, and
- u) organizing training for TC and SC secretariats and Project Group conveners.

4.8 Technical Committees (TCs) and Subcommittees (SCs)

The TCs cover broad domains of legal metrology and the SCs cover more specific topics. Either may be responsible for one or more OIML publications, which are developed by the TC's or SC's Project Groups. CIML Members decide whether they want their country to participate in a particular TC or SC. A TC's or SC's responsibilities include

- a) preparing the terms of reference and work program (see 5.2.9) for its Project Groups for approval by the CIML,

- b) electing its secretariat, after the initial allocation by the CIML (see 5.9),
- c) identifying resources necessary to progress with and complete its Project Groups' projects, consulting with the BIML as necessary,
- d) organizing TC or SC meetings to discuss Project Group projects and CDs if required,
- e) checking the general conformity of final CDs prepared by its Project Groups with other publications under its responsibility when the TC or SC secretariat is not the convener of those Project Groups,
- f) supporting the BIML (by making use of the BIML online tools) in the maintenance of up to date lists of its P- and O-members (CIML Members, representatives and other contact persons), and
- g) providing interpretations of the issued OIML publications for which they are responsible in reply to enquiries.

These responsibilities are mostly undertaken by the TC or SC secretariat.

4.9 Technical Committee or Subcommittee Project Groups

The Project Groups develop most OIML technical publications (Recommendations, Documents, etc.). CIML Members decide whether their country should participate in Project Groups and their countries are represented by experts in that Project Group's particular subject. Participation in a Project Group requires that the country be listed as a member of the respective TC or SC. Details of the operation of Project Groups can be found in clause 5 of these Directives. Each Project Group is responsible for developing a specific project, which normally results in the production of one new or revised OIML publication (which may consist of several parts - requirements, test methods, test report - which are published separately). These are then submitted to the CIML for ballot according to 6.5 and approval according to 6.7 of these Directives. Once a Project Group's project has been completed and the respective publication has been approved by the CIML and published, the Project Group is disbanded according to 6.9. A Project Group may also be disbanded at other times according to 5.16. A Project Group's responsibilities include

- a) developing its project, through Working Drafts (WDs), Committee Drafts (CDs), Draft publication (DR, DD or DV) and Final Draft publication (FDR, FDD or FDV), resulting in the publication of an OIML Recommendation (R), Document (D), Vocabulary (V), etc.,
- b) confirming or electing its convener, after the initial allocation (see 5.4),
- c) collecting information on existing documentation (such as relevant national, regional or international standards or legislation, etc.),
- d) establishing Project Group liaisons and working with them to seek consistency,
- e) identifying resources necessary to progress with and complete its project, consulting with the BIML as necessary,
- f) organizing Project Group meetings to discuss projects and CDs as required,
- g) consulting all Project Group members during a project's development by asking for comments and votes (from Project Group P-members) on successive CDs until the CD receives the number of positive votes required by 5.12,
- h) technical editing of the final CD (in English) before submission to the BIML for registration as a Draft publication,
- i) sending the accepted final edited CD to the BIML for adoption as a Draft publication (DR, DD or DV) and submission to the CIML for preliminary ballot (see 6.5). If the convener of the Project Group is not the same as the secretariat of the TC or SC under which it falls, sending the final edited CD to the TC or SC secretariat so that it can check its general conformity with other publications under that TC or SC,

- j) reviewing the CIML's comments on the Draft publication and editing the Draft as required, then sending it to the BIML for adoption as a Final Draft publication (FDR, FDD or FDV) and submission to the CIML for approval (see 6.7),
- k) keeping all interested parties up to date with their project's progress by maintaining the Project Group's web page, with the assistance of the BIML,
- l) reporting to the BIML and to their TC or SC secretariat on project progress when asked,
- m) reminding Project Group members of working procedures and deadlines, and
- n) supporting the BIML (by making use of the BIML online tools) in the maintenance of up to date lists of Project Group membership (CIML Members, representatives and other contact persons).

These responsibilities are mostly undertaken by the Project Group convener.

5 Operation of Technical Committees (TCs), Subcommittees (SCs) and their Project Groups

5.1 Establishing TCs and SCs

- 5.1.1 TCs and SCs shall be established by the CIML as required by the technical needs of the Organization, and according to the procedures below.
- 5.1.2 The establishment of a new TC or SC, or the change of the scope of work of an existing TC or SC, may be approved by CIML for the following reasons:
 - a) in response to a proposal for work in a new field of technical activity;
 - b) when the workload of an existing TC or SC becomes excessive or too varied.

5.2 Procedure for establishing a TC or SC

- 5.2.1 Any CIML Member may send a proposal to establish a new TC or SC to the BIML, using the form given in Annex C.1, accompanied by the TC's or SC's proposed Terms of Reference (ToR). Alternatively, the BIML may make the proposal. A detailed rationale must be put forward. This should include the following information:
 - a) why the OIML should work on this new field of technical activity;
 - b) the reasons for regulating this field of technical activity (if applicable);
 - c) a list of countries which already regulate instruments in this field or which intend to regulate it;
 - d) other related OIML publications;
 - e) other international standards (existing or under development) which should be taken into account into account in any OIML work in this field;
 - f) other organizations with which liaisons should be established.
- 5.2.2 Within one month, the BIML shall send details of the proposal and the ToR to all CIML Members, representatives of Corresponding Members and liaisons. The BIML shall ask if they wish to participate in the new TC or SC as a P-member (Member States only) or as an O-member. CIML Members shall also be asked if their country would be willing to hold the secretariat. Those wishing to participate shall appoint a representative whose contact details they shall provide to the BIML. Three months shall be given to reply to this enquiry.

- 5.2.3 The establishment of the new TC or SC is considered approved by the CIML if
- a) a majority of all CIML Members vote in favor of the proposal, and
 - b) at least six CIML Members from two different regions want their countries to be registered as P-members, and
 - c) at least one P-member is willing to hold the secretariat.

If the result is unclear, the proposal shall be considered by the CIML at its next meeting.

- 5.2.4 When more than one CIML Member indicates that their country volunteers to take responsibility for a secretariat, the BIML shall try to reach a mutual agreement by consultation with the candidates. If no agreement can be reached, the BIML shall refer the matter to the CIML which shall make the decision by majority vote. In some cases, a co-secretariat may be established, as long as the CIML Members concerned agree with this arrangement.
- 5.2.5 TCs and SCs shall be numbered by the BIML in sequence, in the order in which they are established. If a TC or SC is disbanded (see 5.15), its number shall not be allocated to another TC or SC. TCs and SCs shall be named according to the proposal form in Annex C.1 (as amended, if necessary, by the CIML).
- 5.2.6 The BIML shall inform the appropriate CIML Member that their country has been allocated the TC or SC secretariat for an initial period of three years.
- 5.2.7 The BIML shall then create the necessary web pages and tools on the OIML web site and enter the details of all TC or SC participants.
- 5.2.8 The TC or SC secretariat then becomes responsible for maintaining the TC's or SC's pages on the OIML web site, with the assistance of the BIML.
- 5.2.9 The TC or SC secretariat shall prepare a work program for its Project Groups' publications and projects which it sends to the BIML. The BIML shall put the work program forward for CIML approval. Any new project proposals shall be put forward for CIML approval according to 5.4.
- 5.2.10 The TC or SC secretariat shall then set up separate Project Groups for each of its approved projects as described in 5.5, for which it shall set specific terms of reference. The TC or SC secretariat may ask for BIML assistance in identifying the necessary resources.

5.3 Composition of TCs and SCs

- 5.3.1 A TC or SC shall consist of:

- a) P-members (Participating members)

These are obliged to participate in the work of the TC or SC and to vote on all proposals and draft publications developed by it. It is expected that they participate in at least one of the Project Groups in that TC or SC. Only OIML Member States can be registered as P-members. The CIML Member of a country which is a P-member of a TC or SC shall designate a person as that country's representative. There shall be at least six P-members on a TC or SC, from at least two different regions (see 5.15.5). The secretariat of a TC or SC is allocated to one of its P-members (see 5.9).

- b) O-members (Observing members)

These may participate fully in the technical work of the TC or SC, but do not have the right to vote. The experts participating in a TC or SC as O-members may come from countries which are OIML Member States or OIML Corresponding Members.

c) Liaisons

Organizations which are neither OIML Member States nor Corresponding Members, and which may participate fully in the technical work of the TC or SC, but which do not have the right to vote.

d) A BIML contact person.

Note: A CIML Member may change their country's membership status on a TC or SC at any time (subject to 5.5.1 and 5.8).

5.3.2 Those countries participating in a TC or SC are advised to establish a mirror committee at national level to ensure that their position adequately represents all national stakeholders.

5.4 Procedure for approval of a project

5.4.1 Any CIML Member may send a detailed proposal for a project to be undertaken by a Project Group, and its Terms of Reference (ToR) to the BIML, using the form given in Annex C.2. Alternatively, the BIML may make the proposal. For details of the proposal and ToR, see 6.2. Attention should be paid to ensuring that a detailed rationale is put forward (6.2.1).

5.4.2 The BIML shall immediately discuss the proposal and the ToR with the secretariat of the TC or SC within whose scope the proposed project falls. The secretariat of the TC or SC shall confirm whether it wishes to become the convener for the project's Project Group and whether it is able to comply with the timelines indicated in 5.13.

5.4.3 Within one month, the BIML shall send details of the proposal and the ToR to all CIML Members, asking whether they approve the project, and whether they approve the allocation of the project to the TC or SC concerned. The BIML shall also inform CIML Members whether or not the secretariat of the TC or SC wishes to take on the convenership of the new Project Group and if not, the BIML shall ask for volunteers for that position. Three months shall be given to reply to this enquiry.

5.4.4 The new project is approved by the CIML if a majority of all CIML Members votes in favor of the proposal. If there is no majority or no volunteer to be the convener (including the TC or SC secretariat), the BIML shall perform another inquiry. If there is still no majority or no volunteer for a convener, the project proposal shall be abandoned.

5.4.5 When more than one CIML Member indicates that their country volunteers to be the convener for a Project Group, the BIML shall try to reach a mutual agreement by consultation with the candidates and with the secretariat of the TC or SC under which the Project Group falls. If no agreement can be reached, the BIML shall refer the matter to the CIML which shall make the decision by majority vote. In some cases, a co-convenership may be established, as long as the CIML Members concerned agree with this arrangement.

5.4.6 Project numbering

5.4.6.1 General

Projects shall be numbered by the BIML in sequence within each TC and SC, in the order in which they are established. When a project is completed, its number shall not be allocated to another project in that TC or SC. The BIML shall then inform the appropriate TC or SC secretariat and the volunteer for the Project Group convenership of the project's approval. Projects are numbered as follows.

5.4.6.2 Projects under a TC

If the project is under a TC, its number shall be in the form

$$\text{OIML TC } x/p \text{ } z$$

where x is the number of the TC, and

z is the sequential project number.

5.4.6.3 Projects under a SC

If the project is under a SC, its number shall be in the form

$$\text{OIML TC } x/\text{SC } y/p \text{ } z$$

where x is the number of the TC,
 y is the number of the SC, and
 z is the sequential project number.

5.5 Procedure for establishing a Project Group

5.5.1 Once the CIML has approved a project according to the procedure in 5.4, the BIML shall send details of the project, including the convener of the Project Group and its ToR to all members, including liaisons, of that TC or SC, asking them

- a) if they are a P-member of the TC or SC, whether they wish to remain a P-member of this particular Project Group, or whether they wish to be recorded as an O-member of this particular Project Group, and
- b) whether a different expert is to be appointed, and for their contact details if appropriate.

Three months shall be given to reply to this enquiry.

5.5.2 Countries which do not reply shall be given O-member status in the Project Group and their representative shall be the same as that recorded for the TC or SC.

Note: A Member State can only be a member of a Project Group if it is a member of the respective TC or SC. Once the CIML has approved a new project, it is the responsibility of each CIML Member to ensure that their country is, or becomes, a member of the respective TC or SC, if it wants to participate in the new Project Group.

5.5.3 If there are not at least six CIML Members from two different regions who want their countries to be registered as P-members on this Project Group, the BIML shall consult with the TC's or SC's P-members. If not enough CIML Members wish to register their countries, the BIML shall refer the matter to the CIML which shall make the decision by majority vote.

5.5.4 Project Groups shall be numbered by the BIML using the project number allocated as described in 5.4.6. They shall be named with the title of the publication they are developing, as given on the project proposal form in Annex C.2 (as amended, if necessary by the CIML), including "Revision of ..." when an existing publication is being revised.

5.5.5 The BIML shall then set up the necessary web pages and tools on the OIML web site and enter the details of all Project Group participants.

5.5.6 The convener of the Project Group then becomes responsible for keeping the Project Group's pages on the OIML web site updated, with the assistance of the BIML.

5.5.7 The BIML shall inform the Project Group convener and the appropriate CIML Member about the setting up of the Project Group's pages on the OIML web site and about the convener's responsibilities.

5.6 Composition of TC or SC Project Groups

5.6.1 A Project Group shall consist of:

- a) P-members (Participating members)

These are obliged to participate in the work of the Project Group and to vote on all proposals and draft publications developed by it. All P-members of the Project Group's parent TC or SC shall be P-members of its Project Groups unless they have

indicated that they wish to participate in a particular Project Group only as an O-member, or failed to reply within three months, according to 5.5.1.

The CIML Member of a country which is a P-member of a Project Group shall designate a person as that country's representative. There shall be at least six P-members on a Project Group, from at least two different regions (see 5.16).

b) O-Members (Observing members)

These may participate fully in the technical work of the Project Group, but do not have the right to vote. All O-members of the parent TC or SC shall be O-members of its Project Groups, as well as those P-members of the parent TC or SC which have specifically chosen to be O-members of a particular Project Group. The experts participating in a Project Group as O-members may come from countries which are OIML Member States or OIML Corresponding Members.

c) Liaisons

Organizations which are neither OIML Member States nor Corresponding Members, and which may participate fully in the technical work of the Project Group, but which do not have the right to vote. These shall be the liaisons of the parent TC or SC.

d) A BIML contact person.

Note: A CIML Member may change their country's membership status on a Project Group at any time (subject to 5.8).

5.6.2 Those countries participating in a Project Group are advised to establish a mirror committee at national level to ensure that their position adequately represents all national stakeholders.

5.7 Terms of reference for TCs, SCs and Project Groups

The work of a TC, SC or Project Group shall follow strictly its approved Terms of Reference and work program established under 4.8, 5.2.1 and 5.2.9.

5.8 Obligations of P-members

5.8.1 Countries which decide to participate in the activities of a TC, SC or Project Group as a P-member are obliged to vote whenever asked to do so by the TC's or SC's secretariat or Project Group's convener. If their vote is not in favor of the secretariat's or convener's proposal, they are obliged to give reasons for their position.

5.8.2 A TC or SC secretariat or a Project Group convener shall let the BIML know if a P-member does not

a) vote in two successive votes organized by the secretariat or convener, or

b) make a contribution to two consecutive TC, SC or Project Group meetings (by attendance or by correspondence – preferably electronically).

5.8.3 At the same time, the TC or SC secretariat or Project Group convener shall try to resolve this problem directly with their contact in the country which has not participated. If these attempts fail, the BIML shall contact the appropriate CIML Member to try to resolve the problem.

5.8.4 If these attempts do not resolve the problem, the BIML will then register the country in question as an O-member of the TC, SC or Project Group and let that country's CIML Member know that this has been done. The CIML Member may ask for their country to be re-instated as a P-member on that TC, SC or Project Group after being an O-member for twelve months and providing a statement explaining that the problems which led to their being listed as an O-member have been resolved.

5.8.5 Any CIML Member wishing to appeal against such registration as an O-member shall do so according to the procedure in 8.

5.9 TC and SC secretariats and Project Group conveners

- 5.9.1 The secretariat of a TC or SC or the convener of a Project Group shall act in an international capacity as far as possible, and shall avoid reflecting purely national or personal points of view. In particular, they shall give equal attention to all proposals and suggestions made by members of the TC, SC or Project Group.
- 5.9.2 The secretariat of each TC or SC and convener of each Project Group shall be initially allocated for a three-year period to a country which is a P-member of that TC, SC or Project Group, as described in 5.2.6 or 5.5.7 as appropriate. The secretariat or convener may be re-elected for further periods of three years by a two-thirds majority of votes cast by the TC's, SC's or Project Group's P-members (abstentions and failures to reply do not count as votes cast) in a vote organized by the BIML.
- 5.9.3 The individual person (not just the organization) responsible for the secretariat or convener shall be identified to the BIML. This person should, wherever possible, participate in the next TC and SC secretariat and Project Group convener training course (organized by the BIML) which is available following their taking over the TC or SC secretariat or Project Group convener.
- 5.9.4 If the P-members of a TC, SC or Project Group feel that adequate progress is not being made in the work, or that the TC's, SC's or Project Group's working procedures do not follow these Directives closely enough, they shall explain their concerns to the BIML. The BIML will attempt to resolve the problems, and if it cannot, and another P-member is willing to take on the secretariat or convener, the BIML shall organize a vote amongst the TC's, SC's or Project Group's P-members on the re-allocation of the secretariat or convener. The BIML shall discuss the result of this vote with the Presidential Council, which shall normally recommend the allocation of the secretariat or convener to the country (or countries in the case of a proposed co-secretariat) which has received two-thirds of the votes cast by P-members (abstentions and failures to reply do not count as votes cast).
- 5.9.5 Although the BIML does not normally hold the secretariat or co-secretariat of a TC, SC or convener of a Project Group, this may be possible in certain cases, with the approval of the CIML.

5.10 Communication

A TC or SC secretariat or Project Group convener shall keep all members of its TC, SC or Project Group informed of all developments within that TC, SC or Project Group. Such communication should as far as possible be electronic and additionally make full use of the web site made available to it by the BIML. However, the secretariat shall take account of any problems which TC, SC or Project Group members may have with electronic communication, so as not to exclude from its work participants from any OIML Member State.

5.11 Meetings

- 5.11.1 Meetings of a TC, SC or Project Group shall be organized by its secretariat or convener when necessary to ensure that the technical issues raised during the development of a publication may be adequately discussed by all members.
- 5.11.2 Secretariats and conveners are strongly recommended to hold at least one meeting during the development of a project.
- 5.11.3 The secretariat or convener shall give its TC's, SC's or Project Group's members at least four months' notice if a meeting is to be held. A meeting may be held at shorter notice if no P-members object to this proposal. The secretariat or convener shall distribute a draft agenda with the meeting announcement. All working papers relating to the meeting shall be distributed to TC, SC or Project Group members at least two months before the meeting.

5.11.4 Meetings of a TC, SC or Project Group may be attended by P-members, O-members and liaisons of that specific TC, SC or Project Group. All those attending a meeting shall have the right to express their views during the meeting. Only P-members of the TC, SC or Project Group which is meeting may vote on any decisions (see 5.12.1) which may need to be taken during the meeting.

5.12 Decisions of TCs and SCs and Project Groups

5.12.1 Decisions taken during a TC, SC or Project Group meeting

5.12.1.1 A proposal requires the support of at least half of the total number of the TC's, SC's or Project Group's P-members to be accepted during a TC, SC or Project Group meeting.

5.12.1.2 In the exceptional case that a CD is finalized during a meeting, that CD requires the support of at least two-thirds of the total number of that Project Group's P-members to be approved for forwarding to the BIML for registration as a Draft publication.

5.12.1.3 P-members voting against a proposal shall provide their reasons for doing so.

5.12.1.4 In exceptional cases, a P-member who is unable to be present at a TC, SC or Project Group meeting, may give a proxy to either another expert from their own country, or to another P-member's representative in that TC, SC or Project Group, under the following conditions:

- a) the P-member representative who is unable to be present informs their CIML Member, who officially asks the convener of the meeting to accept a proxy, by designating another representative; and
- b) the convener of that meeting agrees and accepts the reasons given, as well as the proposed other representative; and
- c) no TC, SC or Project Group P-member holds more than two votes in addition to their own.

5.12.2 Decisions taken outside a TC, SC or Project Group meeting

5.12.2.1 The secretariat of a TC or SC, or the convener of a Project Group shall organize votes within the TC, SC or Project Group as required, in particular within Project Groups for decisions concerning

- a) individual issues during the development of a CD, and
- b) acceptability of a CD for forwarding to the BIML for registration as a Draft publication (see 6.4).

5.12.2.2 The secretariat of the TC or SC, or the convener of the Project Group shall consult all its members on these questions, requesting their comments. Additionally, its P-members shall be asked to vote when appropriate. Decisions shall be valid when two-thirds of the votes cast by the TC's, SC's or Project Group's P-members are in favor. Abstentions and failures to reply are not considered as votes cast.

5.12.2.3 P-members voting against a proposal shall provide their reasons for doing so.

5.12.2.4 Although comments may be submitted with a favorable vote, note that if a P-member votes "Yes" they are stating that they accept a CD as it is, with no guarantee that any comments they may make at the time of the vote will be taken into account.

5.12.2.5 In order to ensure smooth communication and to achieve a sufficient number of responses and votes, it is strongly recommended that P-members always confirm the reception of messages from the secretariat or convener, and that the secretariat or convener sends out reminders when appropriate. In addition, votes and/or comments from P-members should be confirmed by the secretariat or convener.

5.13 Timelines

- 5.13.1 Unless otherwise indicated in their Terms of Reference, TCs, SCs and Project Groups should try to keep to the following suggested timelines:
- a) a Project Group convener should distribute the first WD or CD to all that Project Group's members within six months of starting work on the project;
 - b) a Project Group convener should allow at least three months for the Project Group's members to provide comments on each CD;
 - c) a Project Group convener should distribute all comments received on a CD (but not necessarily the responses to those comments) within three months after the deadline for comments;
 - d) the period between distributing successive CDs, together with comments received on the previous CD and the conveners' response to these comments, should not exceed eight months; and
 - e) a Project Group should send a final CD to the BIML for registration as a Draft publication within three years of starting work on the project.

5.14 Numbering of documents

- 5.14.1 All documents issued by a TC or SC secretariat or by a Project Group convener shall bear a sequential number and shall be dated. The number shall be in the following form

$$\text{OIML TC } x/\text{SC } y/p \text{ z/N } i$$

where x is the number of the TC,
 y is the number of the SC,
 z is the project number, and
 i is a sequential document number allocated by the Project Group convener.

Note: Only those parts of the above numbering scheme which are relevant shall be used. For example, the "SC y /" part of the number is omitted if the document is being issued by the convener of a Project Group operating within a TC rather than within an SC.

- 5.14.2 Document numbers shall not be re-used, and if a document replaces an earlier one, this shall be made clear on the first page of the new document.
- 5.14.3 For details of how these requirements shall be presented in a document, see OIML B 6-2 *Directives for OIML Technical Work – Part 2: Guide to the drafting and presentation of OIML publications*.

5.15 Disbanding TCs and SCs

5.15.1 General

Although TCs and SCs are considered as a permanent part of the OIML's technical infrastructure, it may sometimes be necessary for them to be disbanded. In particular, the following situations may arise.

5.15.2 Withdrawal of a publication

If a TC or SC decides to recommend the withdrawal of a publication for which it is responsible (see 6.11), its secretariat shall inform the BIML. The BIML shall propose the withdrawal at the next CIML meeting. If the publication's withdrawal is confirmed by the CIML, the BIML shall record the publication as withdrawn on the OIML web site.

5.15.3 SC is inactive or no longer relevant

If an SC is not responsible for any publications, or takes a decision that its work is no longer necessary, its secretariat shall inform the BIML. The BIML shall discuss the situation with the Presidential Council which will consider what action to take. If it is considered that the SC should be disbanded, the BIML shall make this proposal at the next CIML meeting. If the proposal is accepted, the BIML shall let the relevant TC and SC secretariats and Project Group convener(s) and all members of the SC and Project Groups know that the SC is disbanded. The BIML shall then remove the SC from the OIML web site after archiving its information.

5.15.4 TC is inactive or no longer relevant

If a TC is not responsible for any publications, any SCs or Project Group, or if a TC takes a decision that its work is no longer necessary, its secretariat shall inform the BIML. The BIML shall assign the status “inactive” to that TC, and discuss the situation with the Presidential Council. The TC may keep the “inactive” status, unless the CIML decides to disband it, in which case the BIML shall let the relevant TC secretariat, Project Group convener(s) and all members of the TC and Project Groups know that the TC is disbanded. The BIML shall then remove the TC from the OIML web site after archiving its information.

5.15.5 Other situations

According to 5.2.3, there shall be at least six P-members in a TC or SC, from at least two different regions. If this condition is no longer met, the BIML shall inform the TC or SC secretariat, and then contact all CIML Members to explain the situation and to try to increase the number and/or geographical spread of the TC’s or SC’s membership. If this fails, the BIML shall take action according to 5.15.3 or 5.15.4.

5.16 Disbanding Project Groups

Project Groups normally exist until their project has been approved by the CIML and published by the BIML. However, it may sometimes be necessary for them to be disbanded at other times, for example, if the condition described in 5.6 is no longer met that it shall have at least six P-members from at least two different regions, or if a Project Group is unable to gain consensus on its project and therefore is unable to make progress (see 6.4.5), or if the timelines in 5.13 are significantly exceeded. In this case, the BIML shall make a proposal to the CIML. If a majority of all CIML Members votes in favor of the proposal, the BIML shall inform the Project Group’s convener, the secretariat of its parent TC or SC, and all members of the Project Group that the Project Group is disbanded. The BIML shall then remove the Project Group from the OIML web site after archiving its information.

6 Development of a publication

6.1 General

The development of all OIML publications by Project Groups shall follow the same general procedure, although in the case of Guides and Vocabularies, some procedures for their development may need to be adapted (see 1.3):

- a) Project proposal;
- b) Working Draft (WD);
- c) Committee Draft (CD);
- d) Draft publication (D);
- e) Final Draft (FD);
- f) Approval and sanction;
- g) Publication;
- h) Review.

6.2 Project proposal

A proposal for a new work project shall be submitted using the form in Annex B.1 and shall contain the elements in 6.2.1–6.2.2 below.

6.2.1 Detailed rationale

- a) Why there is a need for an OIML publication on the proposed subject.
- b) The scope of the proposed publication.
- c) The reasons for regulating this category of instrument if the proposal is for a new OIML Recommendation.
- d) List of countries which already regulate this category of instrument or which intend to regulate it.

6.2.2 Review of references and liaisons

- a) Other OIML publications which should be referred to.
- b) Other OIML work with which there should be a liaison.
- c) Other international standards (existing and under development) which should be taken into account in this project, considering their publication date and relevance to the proposed project.
- d) Other organizations with which liaisons should be established.

6.3 Working Draft (WD)

6.3.1 Working Drafts may be used to develop initial proposals for a publication and may be developed by the convener of the Project Group alone, or by the Project Group. They do not necessarily represent the final form of the publication and shall be distributed to all members of the Project Group (including liaisons) for comment, but not for vote.

6.3.2 WDs and comments on previous WDs shall be posted on the Project Group's web site.

6.4 Committee Draft (CD)

6.4.1 General

6.4.1.1 A publication shall not be distributed as a Committee Draft until it is considered by the convener of the Project Group to be complete and in its final structural form. The convener of the Project Group shall send all CDs to the BIML, which shall publish them on the public pages of the OIML web site.

6.4.1.2 If the TC or SC secretariat is not the convener of that Project Group, the convener shall also send all CDs to the TC or SC secretariat in order that it can check the general conformity of the CD with other publications under its responsibility.

6.4.1.3 The first CD shall not be subjected to vote in order to allow the Project Group's P-members to consider the comments from other Project Group members. Second and subsequent CDs (both marked-up and clean versions), together with the comments on the previous CD, shall be distributed to all members of the Project Group (including liaisons) for comment, and for vote by P-members. The period allowed for comments and voting shall be three months.

6.4.1.4 The CD is approved if two-thirds of the votes cast by the Project Group's P-members are in favor of it (abstentions and failures to reply do not count as votes cast), in accordance with the rules for decisions of TCs, SCs and Project Groups in 5.12. Taking account of the result of the vote, the convener of the Project Group shall undertake one of the four possible actions explained in 6.4.2–6.4.5. The convener of the Project Group shall inform the Project

Group's members of the action to be taken as soon as possible after the deadline for vote has passed.

6.4.2 CD approved by the Project Group

- 6.4.2.1 The convener of the Project Group shall improve the CD by taking account of the comments (as long as these are only editorial) and forward it to the BIML for registration as a Draft publication and for CIML preliminary ballot. In order to speed up the work of the BIML, it is strongly recommended that the Project Group sets up an editing committee selected from amongst the Project Group's members to prepare this final version. This editing committee should include fluent English speakers.
- 6.4.2.2 The convener of the Project Group shall inform all Project Group members that following the positive vote, the amended CD has been sent to the BIML, and distribute to all its members the comments received and their responses to these comments.

6.4.3 CD not approved, further development possible

- 6.4.3.1 The convener of the Project Group shall prepare a further CD as soon as possible taking into account as many of the comments received as possible. The convener of the Project Group shall then distribute this CD to all its members, together with the comments received and their responses to these comments. There shall ideally be not more than eight months between the distribution of successive CDs.
- 6.4.3.2 It is a convener's responsibility and obligation to adequately consider and respond to each comment received and, if possible, to resolve existing differences before a new CD is prepared.

6.4.4 CD not approved, meeting needed

If the comments received indicate a significant difference in the Project Group's members' points of view, these differences may be more effectively resolved by discussion at a meeting. In this case, the convener of the Project Group shall call a meeting as soon as possible, according to the procedure in 5.11.

6.4.5 CD not approved, convener considers further progress not possible

The comments received may indicate a significant difference in the Project Group's members' points of view but the convener may consider that all possible steps have been taken to reconcile these differences, and that no greater consensus is likely to be achieved. In this case, the convener shall send the CD to the BIML explaining this situation and the reasons for it. The BIML shall consider what action to take by consulting the President, supported by the Presidential Council according to OIML B 16, and the CIML. It may be decided to

- a) propose the CD to the CIML for approval as described in 6.5 and 6.6 even though it has not received the support of the Project Group,
- b) follow another course of action with the approval of the CIML, which includes the possibility to abandon a project according to 5.16.

6.5 CIML preliminary ballot

- 6.5.1 Having obtained the approval of the Project Group which developed it according to 6.4.2, the improved CD shall be sent to the BIML for registration as a Draft publication and for CIML preliminary ballot.
- 6.5.2 The BIML shall distribute the Draft publication to all CIML Members for vote and comment, with a three-month deadline. The Draft publication shall also be sent to external liaisons for comment, with the same deadline. The BIML shall also prepare and distribute a marked-up version of the edited text and an information document, which includes

- a) the results of voting on the last CD,
 - b) Project Group members' comments on the last CD and the secretariat's responses to those comments,
 - c) any other information which the BIML thinks may be useful to CIML Members.
- 6.5.3 CIML Members who vote against a Draft, or who abstain, shall provide their reasons for doing so.
- 6.5.4 The Draft publication is considered to have passed the CIML preliminary ballot stage if
- a) the majority of votes cast by CIML Members is in favor (abstentions and failures to reply do not count as votes cast), and
 - b) there are no proposals or objections requiring substantial amendments of the text.
- 6.5.5 If the Draft publication has passed the CIML preliminary ballot, the BIML shall consult the convener of the Project Group to incorporate any comments received which do not require substantial amendments of the text. The BIML shall then send the results of the ballot and the comments received to all CIML Members and register the publication as a Final Draft publication as described in 6.6.
- 6.5.6 When appropriate, the BIML shall remind CIML Members of their obligation to vote on publications presented for CIML preliminary ballot.
- 6.5.7 If the Draft publication has not passed the CIML preliminary ballot, it shall be returned to the convener of the Project Group which developed it for reconsideration by the Project Group and for the possible development of a further Draft publication. From this it follows that there is the possibility for there to be a "second" ("third", etc.) Draft publication.
- 6.5.8 The comments received may indicate a significant difference in CIML Members' points of view, but the convener may consider that all possible steps have been taken to reconcile these differences, and that no greater consensus is likely to be achieved. In this case, the convener shall, after consulting the TC or SC secretariat (if appropriate), explain the situation and the reasons for it to the BIML. The BIML shall consult with the CIML President, supported by the Presidential Council according to OIML B 16. The CIML President will try to resolve the situation, and if necessary, make a proposal to the CIML.

6.6 Final Draft publication

- 6.6.1 Once the CIML preliminary ballot has been passed, the BIML shall register the Draft publication (amended as necessary according to any comments received) as a "Final Draft" publication, and post it on the OIML web site.
- 6.6.2 Its name depends upon which class of OIML publication it will become:
- a) a Final Draft Recommendation is called "FDR";
 - b) a Final Draft Document is called "FDD";
 - c) a Final Draft Vocabulary is called "FDV".
- 6.6.3 There shall normally be no changes made to a publication once it is made available as a Final Draft.
- 6.6.4 The BIML shall also prepare and post on the OIML web site a marked-up version of the edited text and an "information document" to accompany the FD which includes
- a) the results of the CIML preliminary ballot,
 - b) CIML Members' comments made during the CIML preliminary ballot and the Project Group convener's responses to those comments,
 - c) any other information which the BIML thinks may be useful to CIML Members.

6.7 Approval and sanction

6.7.1 Rules for the CIML approval of publications

6.7.1.1 In most cases, the same rules for approval are applied to all OIML technical publications. There are slightly different rules for the approval of Guides (see 6.7.5) and publications of any kind which have not been developed by OIML bodies (see 6.7.6). The voting rules are set out in Article XVII of the OIML Convention [OIML B 1].

6.7.1.2 Depending upon how the decision is taken, the rules for publications differ slightly, as described in 6.7.2 and 6.7.3. The rules are also presented graphically in Annex A.7.

Note 1: Those CIML Members not able to be present at a CIML meeting are able to give a proxy to a colleague who is able to be present. However, no CIML Member may hold more than two votes in addition to their own [OIML B 1 *OIML Convention*, Article XVII].

Note 2: Abstentions, blank and null-votes shall not be considered as votes cast [OIML B 1 *OIML Convention*, Article XVII].

6.7.2 Approval of a publication at a CIML meeting

6.7.2.1 The BIML shall distribute the Final Draft publication (both marked-up and clean versions) and the information document described in 6.6 to CIML Members at least three months before the next CIML meeting. At this meeting, a vote shall be taken and the publication approved if

- a) at least 75 % of CIML Members are present or represented for the vote,
- b) a vote is cast by at least 80 % of those CIML Members present or represented (abstentions, blank and null votes do not count as votes cast), and
- c) 80 % of votes cast are in favor.

[OIML B 1 *OIML Convention*, Article XVII].

6.7.2.2 Only editorial comments may be made by CIML Members at this approval stage.

6.7.2.3 If the publication is approved, the BIML shall proceed as in 6.8.

6.7.2.4 If the publication is not approved, the BIML shall discuss with the convener of the appropriate Project Group, the secretariat of the respective TC or SC (if appropriate) and the CIML President to consider what action should be taken. It may be proposed to

- a) return the publication to the Project Group which developed it for reconsideration, or
- b) follow another course of action with the approval of the CIML.

6.7.2.5 The BIML shall send the proposal to the CIML which shall make the decision by a majority of votes cast, where abstentions and failures to reply are not considered as votes cast.

6.7.3 Approval of a publication between CIML meetings ("Direct CIML online approval")

6.7.3.1 The "online approval" method offers the advantage of accelerating the approval process. It can also be used when there is insufficient time to distribute a Final Draft publication to CIML Members prior to a CIML meeting, which would normally result in a further year's delay.

6.7.3.2 Following the posting of the Final Draft publication (marked-up and clean versions as well as "information document") on the OIML web site according to 6.6, the BIML shall invite all CIML Members to vote on the Final Draft publication. The period allowed for voting shall be three months. Only editorial comments may be made by CIML Members at this approval stage.

- 6.7.3.3 CIML Members who vote against a Draft, or who abstain, shall provide their reasons for doing so.
- 6.7.3.4 The publication is approved if
- a) at least two-thirds of all CIML Members cast a vote (abstentions and failures to reply do not count as votes cast), and
 - b) all the votes cast are in favor.
- [OIML B 1 *OIML Convention*, Article XVII].
- 6.7.3.5 If the publication is approved, the BIML shall proceed as in 6.8.
- 6.7.3.6 If the BIML has not received votes from two-thirds of all CIML Members, it shall remind CIML Members of their obligation to vote on publications presented for CIML approval.
- 6.7.3.7 If the publication is not approved, the BIML shall discuss with the convener of the appropriate Project Group, and the secretariat of the respective TC or SC (if appropriate), and the CIML President to consider what action should be taken. It may be proposed to
- a) put the Final Draft publication forward for approval at the next CIML meeting,
 - b) return the publication to the Project Group which developed it for reconsideration, or
 - c) follow another course of action with the approval of the CIML.
- 6.7.3.8 The BIML shall send the proposal to the CIML which shall make the decision by a majority of votes cast, where abstentions and failures to reply are not considered as votes cast.

6.7.4 Conference sanction

- 6.7.4.1 The BIML shall prepare a report to each OIML Conference on all those publications approved since the last Conference. This report shall be voted on by the Conference and approved if
- a) at least two-thirds of Member States are present for the vote,
 - b) a vote is cast by at least 80 % of those Member States present (abstentions, blank and null votes do not count as votes cast), and
 - c) 80 % of votes cast are in favor.
- [OIML B 1 *OIML Convention*, Article VIII].

- 6.7.4.2 The BIML shall record those publications in the approved report as having been sanctioned by the Conference.

6.7.5 Approval of a Guide

- 6.7.5.1 The BIML shall send the Final Draft Guide to the CIML President who decides in most cases whether the Guide is ready for publication. If the CIML President decides that CIML approval is needed, the procedures in 6.7.2 or 6.7.3 shall be used.
- 6.7.5.2 Once a Guide is approved, the BIML shall proceed as in 6.8.

6.7.6 Publications developed by bodies other than the OIML

Publications developed by bodies other than the OIML may be approved and published by the OIML. The approval procedure to be applied shall be decided on a case by case basis by the CIML President.

6.8 Publication

Following the approval required by the applicable part of 6.7, the BIML shall rename the Final Draft publication with its appropriate name and immediately publish it on the OIML web site, together with the date on which it was uploaded.

6.9 Final actions

- 6.9.1 Once the final publication of a Project Group's project has been completed, the BIML shall inform the convener of the appropriate Project Group. At this point, the Project Group is disbanded, since its work is completed. The BIML shall inform the Project Group convener, the secretariat of its parent TC or SC, and all members of the Project Group that their work project is complete.
- 6.9.2 The secretariat of the appropriate TC or SC shall then become responsible for any enquiries on the publication.
- 6.9.3 The BIML shall then remove the Project Group from the OIML web site after archiving its information.

6.10 Amendments to publications

Amendments which do not require full revision and re-publication are sometimes necessary following publication. Any CIML Member may propose an amendment by sending a request to the BIML, or the BIML may propose an amendment directly. The action undertaken will depend on the kind of amendment (which may be either technical or editorial):

6.10.1 Mistakes and/or inconsistencies

These types of editorial error shall be corrected by means of an amendment agreed between the BIML and the secretariat of the appropriate TC or SC.

6.10.2 Updates to references to other OIML publications or to international standards

- 6.10.2.1 The BIML shall ask the secretariat of the appropriate TC or SC to decide whether an amendment can be issued as in 6.10.1, or whether CIML approval is needed. If necessary, the secretariat shall consult the members of its TC or SC to help in making this decision.
- 6.10.2.2 If the TC or SC secretariat considers that CIML approval is needed, the BIML shall send the proposed amendment to all CIML Members for vote, with a deadline of one month. If two-thirds of all CIML Members cast a vote (abstentions and failures to reply do not count as votes cast), and all the votes cast are in favor, the amendment is approved. If any CIML Member objects to the one month deadline, the BIML may extend it up to three months from the time the amendment was originally distributed to CIML Members.

6.10.3 Other situations

- 6.10.3.1 If an amendment is proposed which makes any other technical alteration to a publication, the BIML shall ask the secretariat of the appropriate TC or SC to consult its members on the issue, using the appropriate voting rules for TC or SC decisions in 5.12. If the decision is to be taken outside a meeting, one month shall be given for TC or SC members to reply. If any of the TC's or SC's P-members objects to the one month deadline, the BIML may extend it up to three months from the time the amendment was originally distributed to the TC or SC.
- 6.10.3.2 If the TC or SC approves the proposed amendment, this will be treated as a Final Draft publication requiring CIML approval according to either 6.7.2 or 6.7.3, however with a reduced period of one month instead of three months. If any CIML Member objects to the one-month deadline, the BIML may extend it up to three months from the time the amendment was originally distributed to CIML Members.

6.10.4 Publication of an amendment

- 6.10.4.1 The BIML shall publish a revised publication on the OIML web site, as well as the individual amendment. The BIML shall also advise all CIML Members of their publication.

6.10.4.2 There shall be no more than two separate amendments to any publication. Any further proposals for amendment of a particular publication shall result in a full revision being undertaken by beginning a new project.

6.11 Review

6.11.1 All OIML publications are subject to periodic review. Five years after publication, the BIML shall organize an enquiry amongst members of the appropriate TC or SC, with a three-month voting deadline, to decide if a publication should be

- a) re-confirmed in its existing form,
- b) revised, or
- c) withdrawn.

The decision shall be valid when two-thirds of the votes cast by the TC's, SC's or Project Group's P-members are in favor of option a), b), or c). Abstentions and failures to reply are not considered as votes cast.

6.11.2 The BIML shall report on the outcome of the review to the CIML, which shall make a decision (using the voting rule in 6.7.2 or 6.7.3), based on the result of the TC/SC vote, whether the publication should be

- a) reconfirmed, in which case the BIML shall amend the cover page of the publication and references to it on the OIML web site to indicate both the original date of publication and the latest date of reconfirmation, and notify all CIML Members, or
- b) revised, in which case the BIML shall develop a project proposal (according to 6.2) with the appropriate TC or SC secretariat for CIML approval, or
- c) withdrawn, in which case the procedure in 5.15.2 shall be applied.

7 Reporting on progress

7.1 Secretariats of TCs and SCs and conveners of Project Groups are responsible for using their dedicated web pages to keep their members, the BIML and others up to date on the progress of the TC's, SC's or Project Group's work by

- a) posting drafts, comments received, replies to comments, conclusions of meetings, etc. on the TC's, SC's or Project Group's web page,
- b) giving a general explanation and review of the work's progress,
- c) explaining any difficulties which have arisen,
- d) asking TC, SC or Project Group members to keep them informed of changes to their representatives' details, and
- e) updating the list of TC, SC or Project Group representatives on the TC's, SC's or Project Group's web page as necessary, with the assistance of the BIML.

7.2 Before each Presidential Council or CIML meeting, the BIML shall remind TC and SC secretariats (and conveners of Project Groups, where different) of their obligation to update the information on their web pages to ensure that the information available for review by the Presidential Council or CIML is as accurate as possible.

8 Appeals

- 8.1 Any CIML Member who disagrees with any decision of a TC, SC, Project Group, the BIML or the CIML President may send a written appeal detailing their complaint to the BIML.
- 8.2 The BIML shall immediately consult the CIML President, who shall immediately attempt to resolve the dispute. If this attempt fails, the BIML shall, within six weeks of the date of the appeal, distribute it, together with a summary of actions undertaken so far and comments made so far, to all CIML Members.
- 8.3 CIML Members shall be asked to vote on the appeal with a deadline of one month, and the appeal shall be upheld if it is supported by a two-thirds majority of votes cast by CIML Members (abstentions and failures to reply do not count as votes cast).

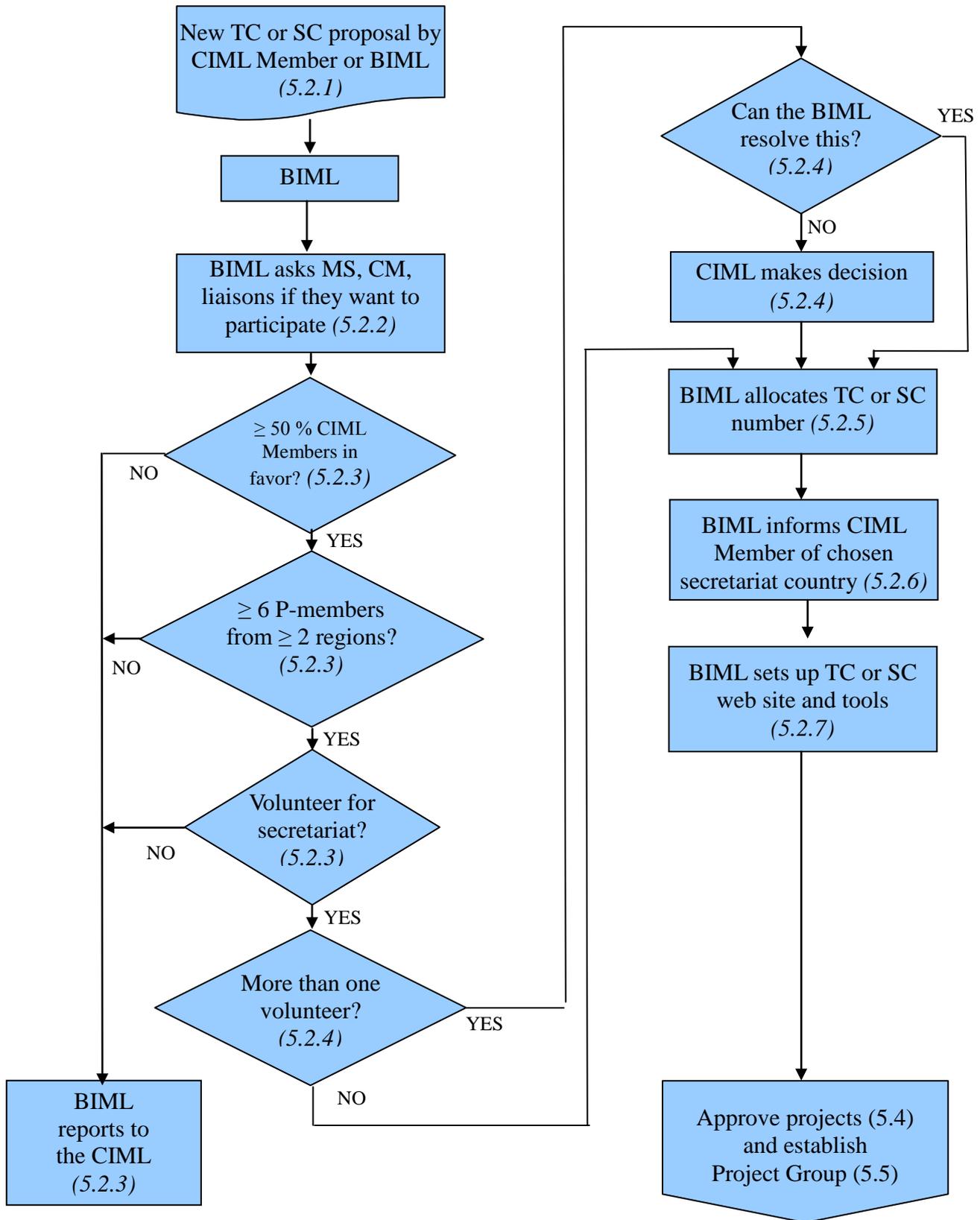
9 Annex A - Procedure flowcharts

(Informative)

Annex A.1	Establishment of a new TC or SC (5.2)
Annex A.2	Project proposal and approval (5.4)
Annex A.3	Establishment of a new Project Group (5.5)
Annex A.4	Project development (6.3–6.4)
Annex A.5	CIML ballot of OIML publications (6.5)
Annex A.6	CIML approval of OIML publications (6.7)
Annex A.7	Summary of rules for the approval of OIML publications (6.7)

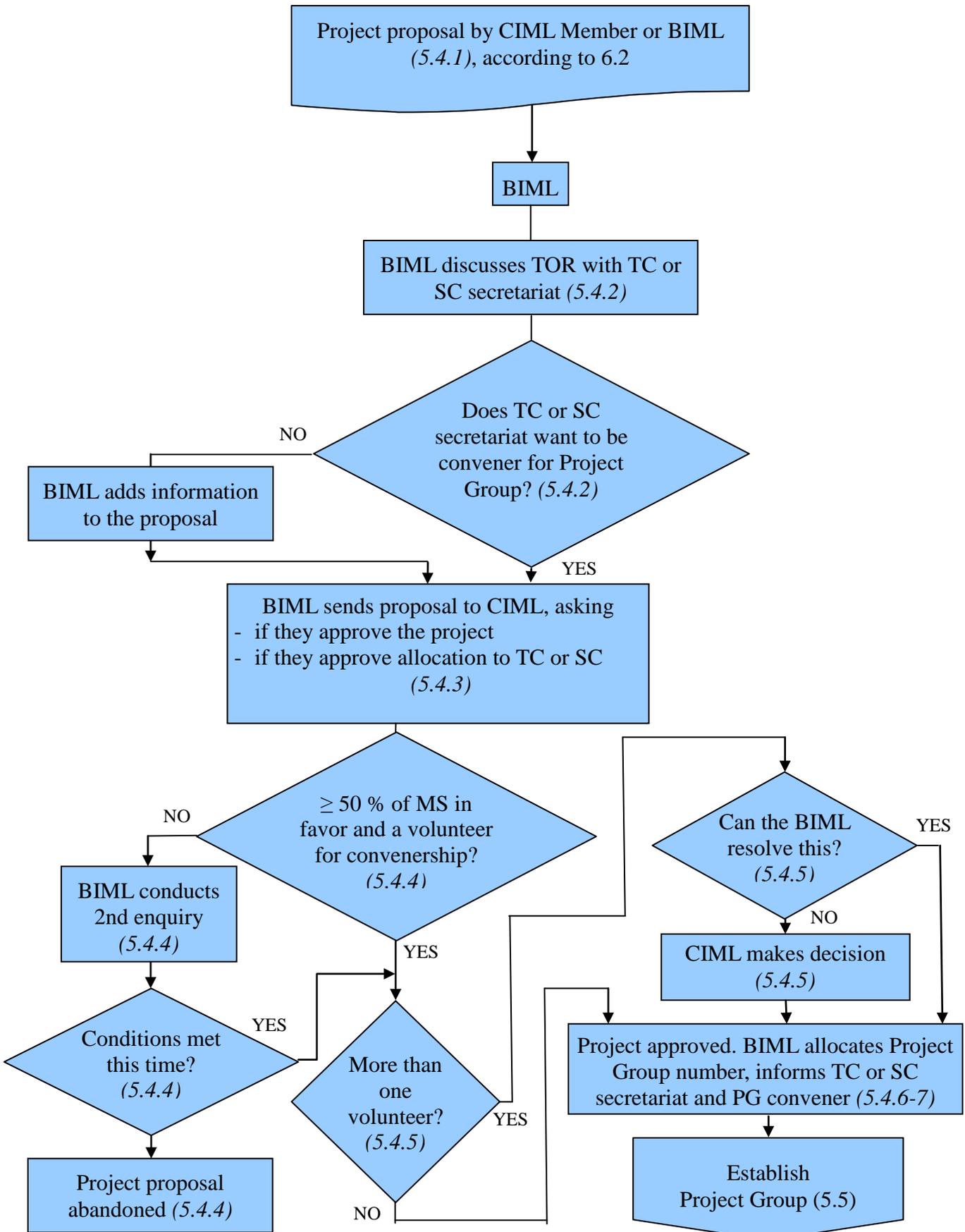
Annex A.1

Establishment of a new TC or SC (5.2)



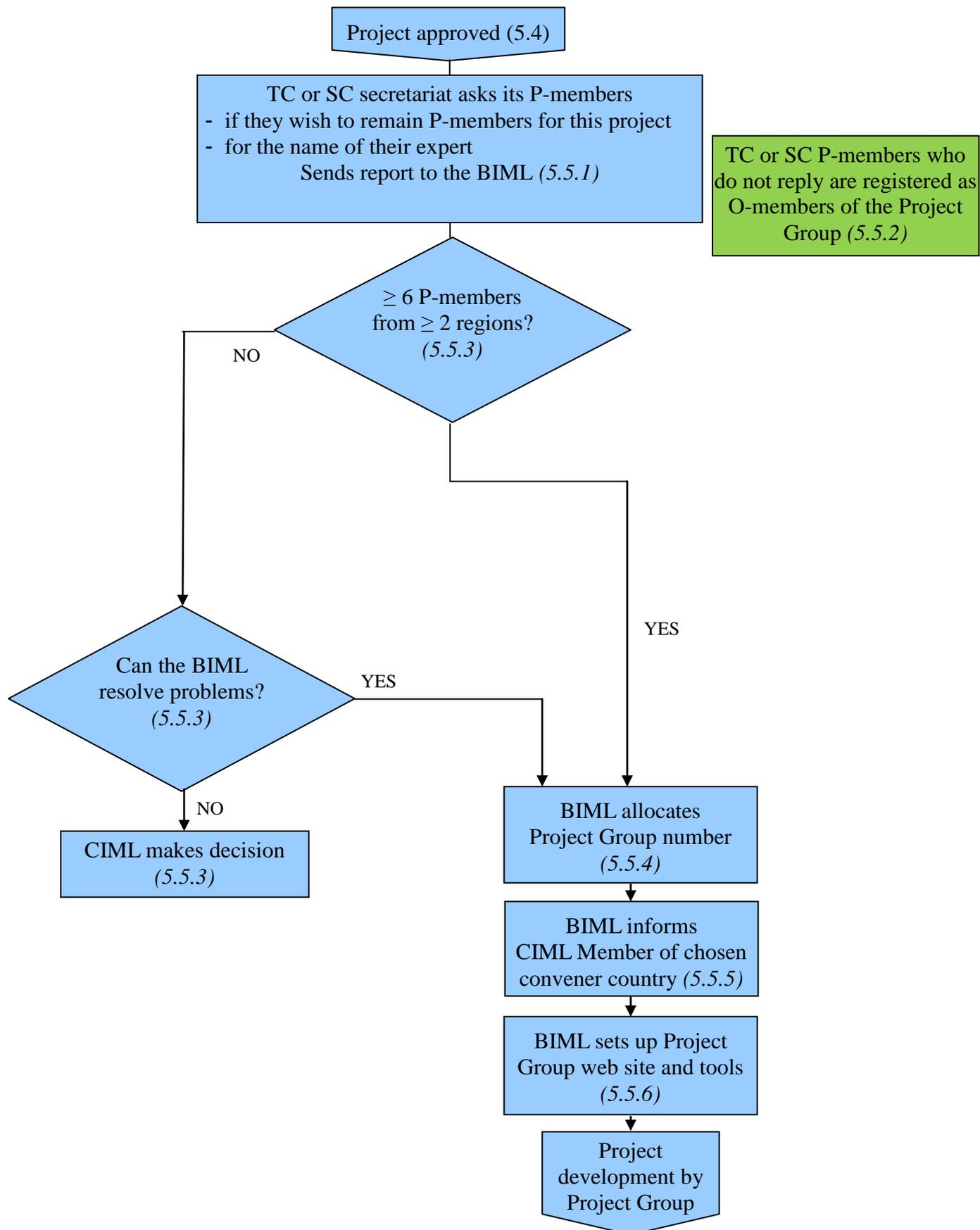
Annex A.2

Project proposal and approval (5.4)



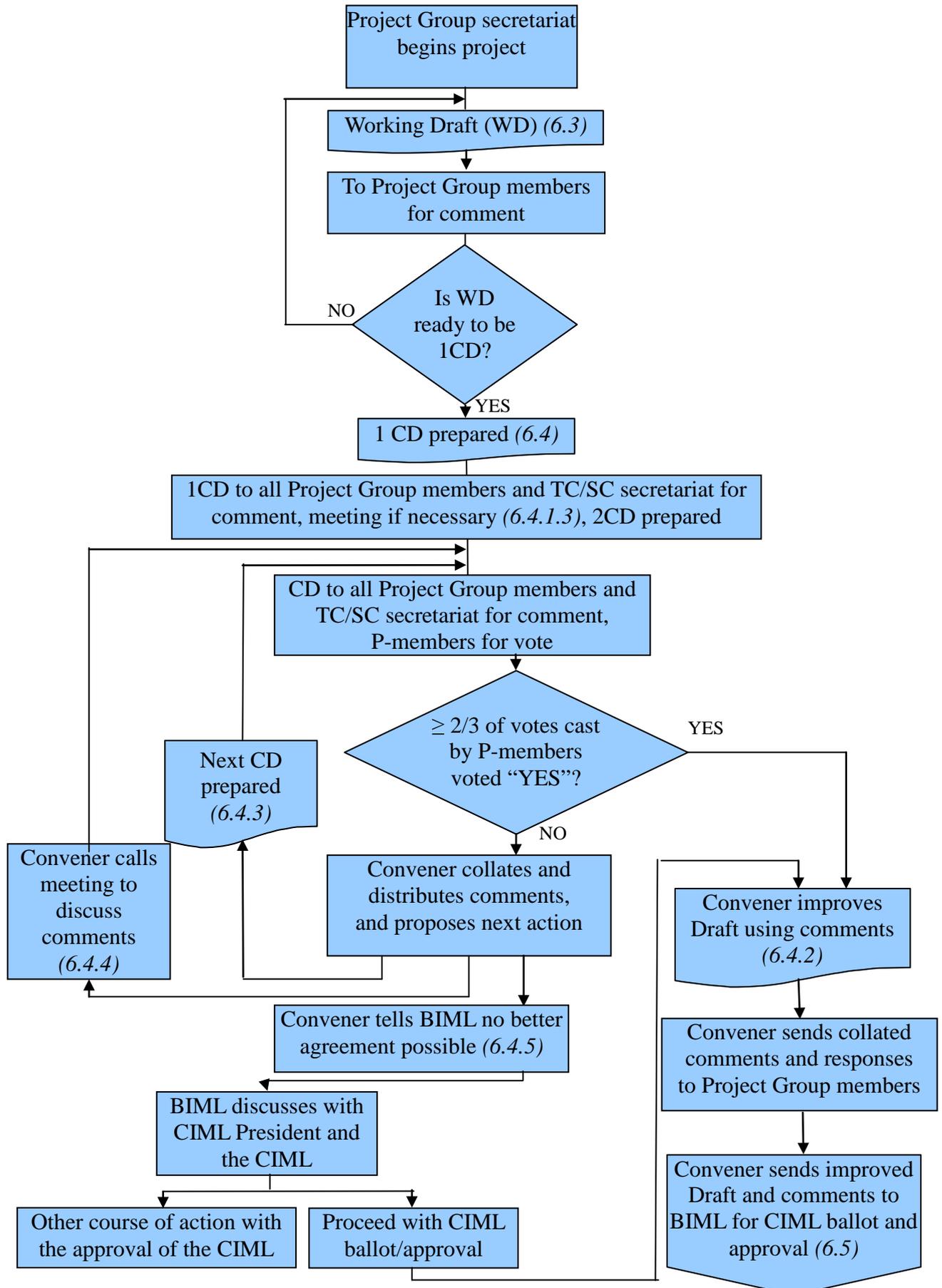
Annex A.3

Establishment of a new Project Group (5.5)



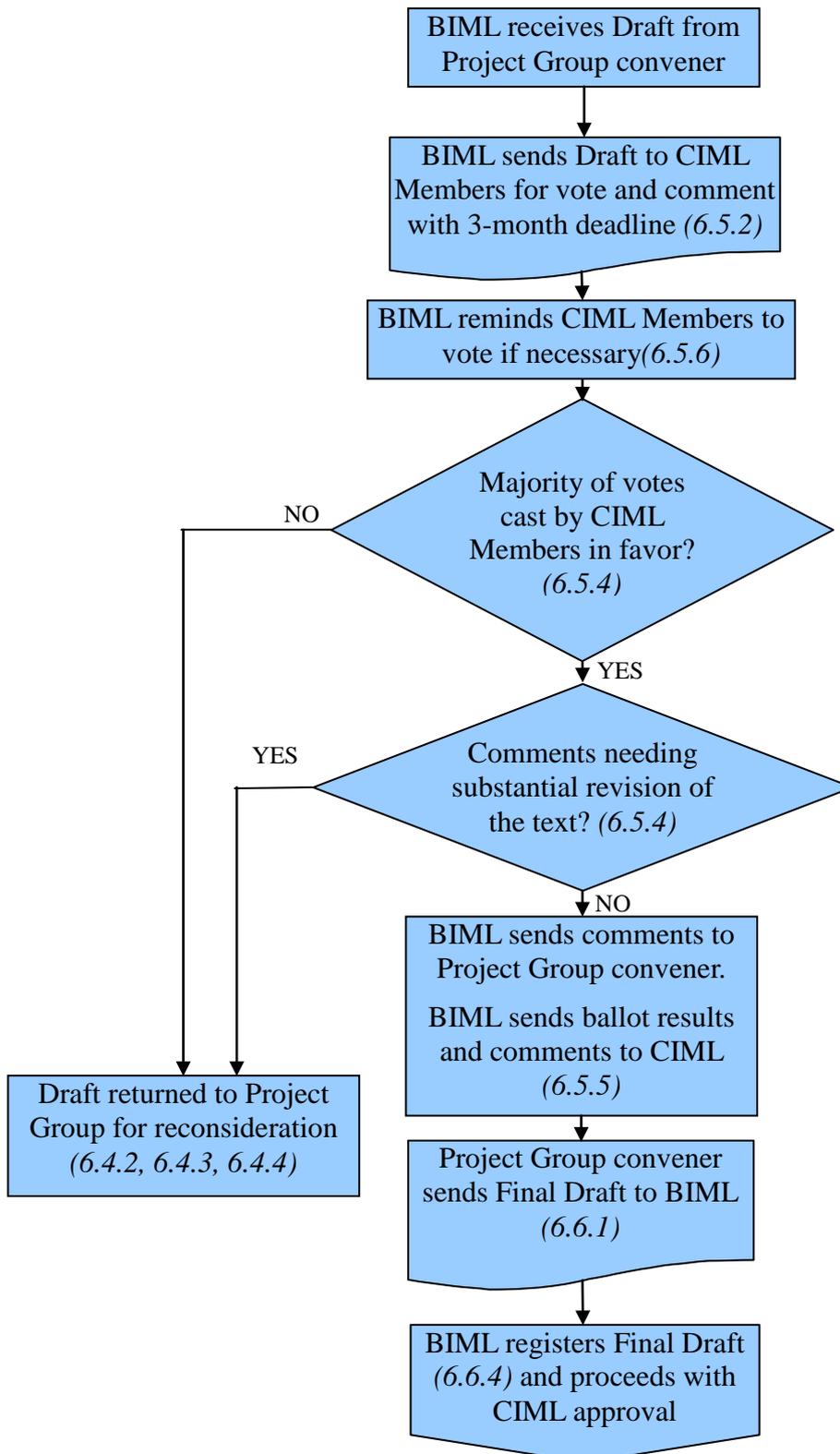
Annex A.4

Project development (6.3-6.4)



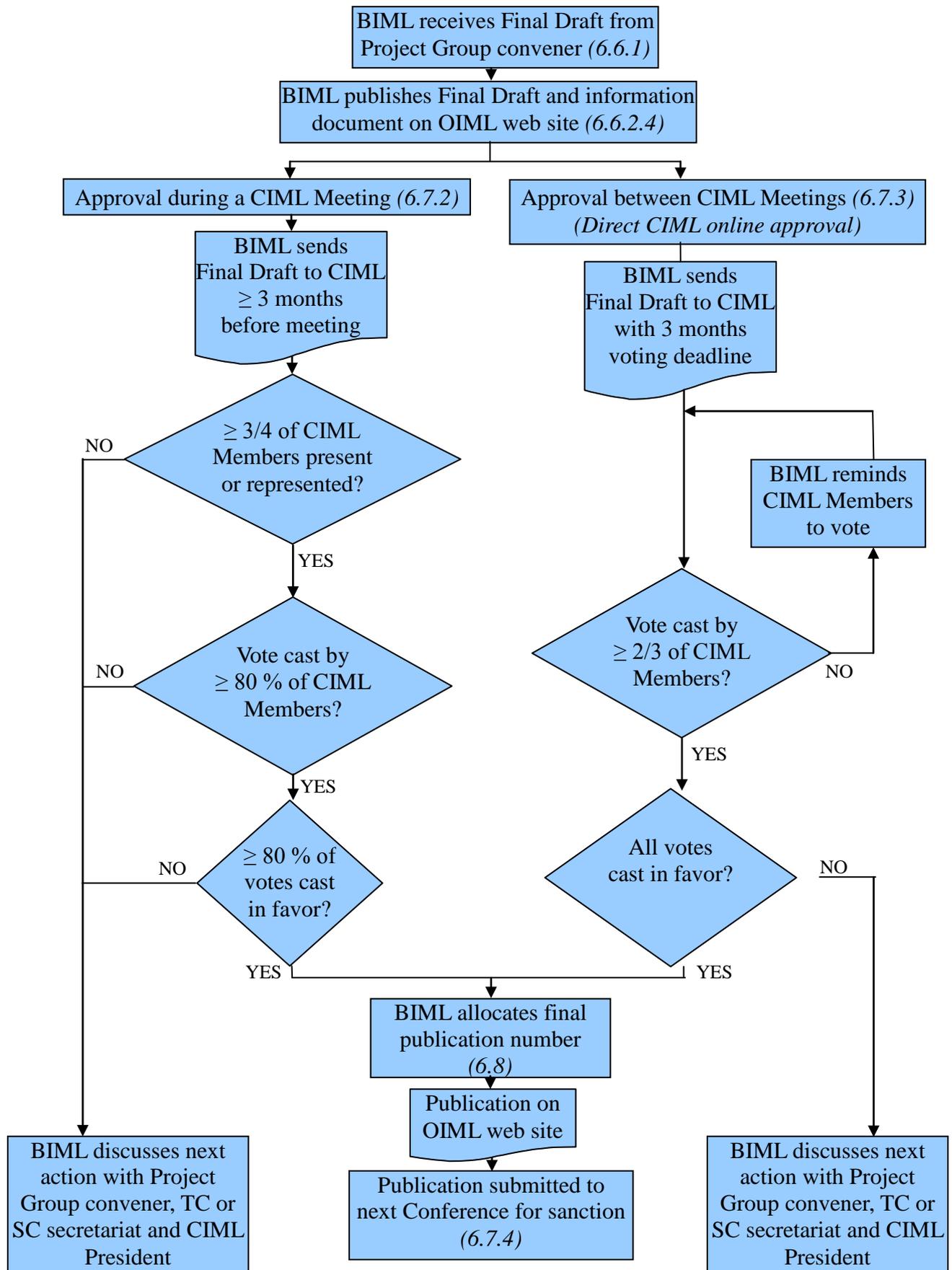
Annex A.5

CIML ballot of OIML publications (6.5)



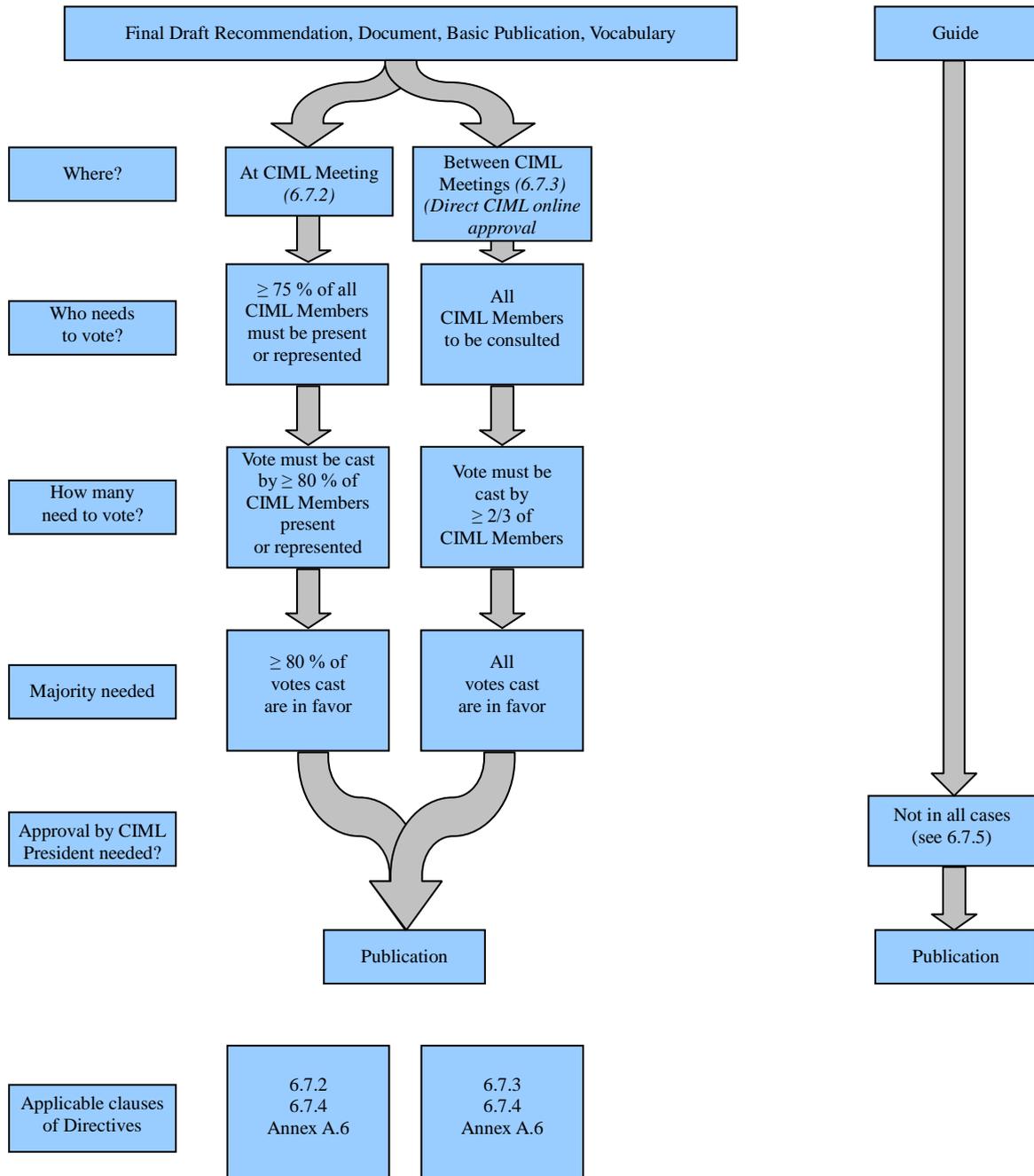
Annex A.6

CIML approval of OIML publications (6.6, 6.7)



Annex A.7

Summary of rules for the CIML approval of OIML publications (6.7)



10 Annex B – Summary of voting rules at different levels of OIML technical work

(Informative)

Who?	Where?	On what?	Rule	Reference in B 6-1
TC, SC, Project Groups	At meetings	Technical issue, decision, etc.	$\geq 50\%$ of total number of TC/SC/PG P-members	5.12.1.1
TC, SC, Project Groups	By e-mail	Technical issue, decision, etc.	$\geq 2/3$ of votes cast by TC/SC/PG P-members (abstentions and failures to reply do not count as votes cast)	5.12.2.2
TC, SC, Project Groups	At meetings	Approval of a CD to become a Draft Publication (DR, DD or DV)	$\geq 2/3$ of <u>total number</u> of TC/SC/PG P-members	5.12.1.2
TC, SC, Project Groups	By e-mail	Approval of a CD to become a Draft Publication (DR, DD or DV)	$\geq 2/3$ of <u>votes cast</u> by TC/SC/PG P-members (abstentions and failures to reply do not count as votes cast)	6.4
CIML	Anywhere	Approval of a project (establishing a Project Group)	$\geq 50\%$ of all CIML Members	5.4.4, 5.5.1
CIML	Anywhere	Establishing a TC or SC	$\geq 50\%$ of all CIML Members have voted in favor of the proposal; and Six CIML Members (from at least two different regions) agree to serve as P-members on the TC/SC; and One of these agrees to serve as the secretariat	5.2.3
CIML	By electronic ballot (OIML web page, e-mail)	Approval of a Draft Publication (DR, DD or DV) to become a Final Draft Publication (FDR, FDD or FDV) (“CIML preliminary ballot”)	$\geq 50\%$ of votes cast by CIML Members in favor (abstentions and failures to reply do not count as votes cast); and There are no proposals or objections requiring substantial amendments to the text	6.5
CIML	At CIML meeting	Approval of a Final Draft Publication (FDR, FDD or FDV)	$\geq 3/4$ of CIML present or represented; and Vote cast by $\geq 80\%$ of CIML members present or represented (abstentions, blank and null votes do not count as votes cast); and $\geq 80\%$ of votes cast in favor	6.7.2

Who?	Where?	On what?	Rule	Reference in B 6-1
CIML	By electronic ballot (OIML web page, e-mail)	Approval of a Final Draft Publication (FDR, FDD or FDV) between CIML Meetings (“Direct CIML online approval”)	Vote cast by $\geq 2/3$ of CIML Members (abstentions and failures to reply do not count as votes cast); and 100 % of votes cast in favor	6.7.3
Conference	OIML Conference	Sanctioning of Publications approved by the CIML	$\geq 2/3$ of Member States present Vote cast by ≥ 80 % of Member States ≥ 80 % of votes cast in favor (abstentions and failures to reply do not count as votes cast)	6.7.4

11 Annex C – Model forms

- Annex C.1 Proposal for a new Technical Committee or Subcommittee (5.2)
- Annex C.2 Proposal for a new project (5.4)

Annex C.1



PROPOSAL FOR A NEW TECHNICAL COMMITTEE OR SUBCOMMITTEE

Date:

Proposer(s):

Title of proposed Technical Committee or Subcommittee:

**Terms of reference of work of the proposed new Technical Committee or Subcommittee
(including proposed projects):**

Justification for proposal:

Description of similar work underway in external organizations:

List of proposed liaisons:

