

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

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## Foreword

The International Organisation of Legal Metrology (OIML) is a worldwide, intergovernmental organisation whose primary aim is to harmonise the regulations and metrological controls applied by the national metrological services, or related organisations, 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 harmonise 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.

This publication – reference OIML B 6-1, edition 2019 (E) – was developed by Project Group p 2 of the Technical Subcommittee TC 0/SC 3 (BIML). It was approved for final publication by the International Committee of Legal Metrology at its 54th meeting in October 2019. It replaces the previous edition dated 2017.

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 Organisation's headquarters:

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Internet: [www.oiml.org](http://www.oiml.org)

## 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	Ballot among CIML Members to seek their opinions on a Draft Publication which has been approved by a PG, and before that Draft is put forward for approval by the CIML  The CIML preliminary ballot 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 PG convener to receive information from CIML Members about the general acceptability of the Draft Publication before it becomes a Final Draft Publication
DD/DR/DV	Draft Document/Draft Recommendation/Draft Vocabulary: 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/Final Draft Recommendation/Final Draft Vocabulary: draft publication which has passed the CIML preliminary ballot, but which has 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 <ul style="list-style-type: none"> <li>• For a TC/SC, the ToR explain the scope of the TC/SC’s responsibilities (for example the types of instruments to be covered).</li> <li>• For a project, the ToR contain a detailed description of the scope of the project including which kind of OIML publication is to be developed or amended, and where applicable, the type of instrument, application, etc. to be covered. It shall also specify the expected time frame for the project.</li> </ul>
WD	Working Draft (developed by OIML Project Groups) – see 6.3
WTO	World Trade Organization

## Relationship between the OIML and the WTO

The OIML is an “international standards-setting organisation” 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 fulfillment 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 organisations 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 standardising 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 website;
- 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 website as soon as possible after they have been approved. Final drafts are also available.

## 1 Scope

- 1.1 Part 1 of these Directives (OIML B 6-1) 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 Organisation, are not regarded as representing technical work. Therefore, the rules set out in OIML B 6-1 shall only apply to the development, revision or amendment of Basic Publications if the CIML so decides for a particular Basic Publication – see Annex D.
- 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. The procedures 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 (TC), Subcommittees (SC) and Project Groups (PG).
- 2.2 TCs cover broad domains of legal metrology such as mass measurement, volume measurement, length measurement, etc.
- 2.3 SCs cover more specific topics. For example, within the TC responsible for mass measurement, there are a number of SCs covering non-automatic weighing instruments, automatic weighing instruments, weights, and densities.
- 2.4 The role of both TCs and SCs is described in 4.11, and their composition in 5.3.
- 2.5 Both TCs and SCs may be responsible for one or more OIML publications, each of which is developed by an individual PG within the TC or SC. TCs and SCs are permanent structures whereas a PG is temporary and only exists for the duration of the project to develop an OIML publication. The role of PGs is described in 4.12, and their composition in 5.6.

## 3 Categories of OIML technical publications

### 3.1 General

- 3.1.1 The types of publications listed in 3.2 to 3.7 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 Organisation(s). However, consideration should be given to the problems that may be encountered due to, for example, differences in publication revision cycles and approval procedures.
- 3.1.3 An example of a jointly developed publication is V 2-200 *International vocabulary of metrology – basic and general concepts and associated terms (VIM)*, which 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).

3.1.4 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 Recommendation (R)

Intended as a harmonised model technical regulation 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). An International Recommendation is

- a) developed according to the procedures in these Directives,
- b) developed by a PG of a TC or SC,
- c) approved by the CIML, and
- d) included in the report on technical activities sanctioned by the OIML Conference.

### 3.3 International Document (D)

Technical publication which is intended to facilitate the implementation or development of a Recommendation. It may include technical guidance (e.g. D 11 *General requirements for measuring instruments – Environmental conditions*). An International Document is

- a) developed according to the procedures in these Directives,
- b) developed by a PG of a TC or SC,
- c) approved by the CIML, and
- d) included in the report on technical activities sanctioned by the OIML Conference.

### 3.4 Vocabulary (V)

Harmonised list of terms and their definitions which should be used as far as possible in all other OIML publications. A Vocabulary is

- a) developed according to procedures defined by the CIML on a case-by-case basis,
- b) developed by a PG of a TC or SC, 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, and
- d) included in the report on technical activities sanctioned by the OIML Conference.

### 3.5 Guide (G)

Informative publication giving advice on “best practice”. A Guide is

- a) developed according to procedures defined by the CIML on a case-by-case basis,
- b) developed by the BIML, by a PG of a TC or SC, or by an ad hoc working group,
- c) approved by the CIML President, and
- d) not included in the report on technical activities sanctioned by the OIML Conference.

### **3.6 Expert Report (E)**

Publication intended to provide information and advice to metrological authorities. An Expert Report is commissioned by the CIML President or by the BIML Director, or proposed by an author. It is written solely from the viewpoint of its author, without the involvement of a TC or SC, nor that of the CIML. Thus, an Expert Report does not necessarily represent the views of the OIML. An Expert Report is

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

A disclaimer shall be provided in all Expert Reports stating that the report does not necessarily represent the views of the OIML.

### **3.7 Seminar Report (S)**

Contains seminar proceedings and presentations, organised under the auspices of the OIML. A Seminar Report is

- a) not covered by these Directives,
- b) developed by the BIML or seminar organisers,
- c) approved by the BIML Director, and
- 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 detail 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 once 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 the long-term strategy and programming the OIML's technical work,
- b) establishing and disbanding TCs and SCs,
- c) allocating initial TC and SC secretariats when necessary,

- d) allocating initial PG conveners when necessary,
- e) approving technical work projects, whether these are for new publications or to revise existing ones,
- f) approving the 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 certain categories of OIML publications (see 3),
- 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 TC or SC 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 TCs, SCs and PGs,
- b) taking part in the resolution of appeals as necessary, and
- c) approving OIML Guides (see 3.5) and Expert Reports (see 3.6).

#### **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 (industrialised 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 these to the CIML,
- b) proposing the Terms of Reference (ToR) and work programs for TCs and SCs for CIML approval,
- c) reviewing the progress of TCs, SCs and PGs 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 Member**

One CIML Member is appointed by each Member State of the OIML. Each CIML Member has a dual role both 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) to propose new projects,
- b) to decide on their country's membership status in TCs, SCs and PGs,
- c) to appoint a Main Contact with voting authority, as well as other Contacts without voting authority, for each TC, SC and PG of which their country is a P-member (see 5.6.1 a)),
- d) to appoint a Main Contact and other Contacts without voting authority for each TC, SC and PG of which their country is an O-member (see 5.6.1 b)),
- e) to keep up to date the names and contact information for their country's Main Contacts and Contacts registered for each TC, SC and PG on the OIML website,
- f) to vote on publications presented for CIML ballot and approval, and
- g) to promote OIML technical work within their country.

*Note:* A country may have different Main Contacts and Contacts in each TC, SC or PG.

#### **4.7 CIML Member Assignee**

Some of the responsibilities of the CIML Member in 4.6 may be delegated to one or more Assignees designated by the CIML Member. Which responsibilities are delegated is a matter of national policy.

#### **4.8 Corresponding Member Representative**

Each Corresponding Member of the OIML appoints one Corresponding Member Representative. Each Corresponding Member Representative has a dual role as their country's or economy's representative (without committing their government or administration) within the OIML, and as the OIML's representative in their country or economy. In the OIML's technical work, their responsibilities are

- a) to decide on their country's or economy's participation (as an O-member) in TCs, SCs and PGs,
- b) to appoint a Main Contact and other Contacts without voting authority for each TC, SC and PG of which their country or economy is an O-member (see 5.6 b)),
- c) to keep up to date the names and contact information for their country's or economy's Main Contacts and Contacts registered for each TC, SC and PG on the OIML website, and
- d) to promote OIML technical work within their country or economy.

*Note:* A country or economy may have different Main Contacts and Contacts in each TC, SC or PG.

#### **4.9 Liaison organisation officer**

Each liaison organisation appoints a liaison officer. The liaison officer acts as their organisation's representative (without committing their organisation) with the OIML. In the OIML's technical work, their responsibilities are

- a) to decide on their organisation's participation in TCs, SCs and PGs,
- b) to appoint a Main Contact and other Contacts without voting authority for each TC, SC and PG of which their organisation is a liaison (see 5.6.1 c)),

- c) to keep up to date the names and contact information for their organisation's Main Contacts and Contacts registered for each TC, SC and PG, and
- d) to promote OIML technical work within their organisation.

*Note 1:* A liaison organisation may have different Main Contacts and Contacts in each TC, SC or PG.

*Note 2:* The liaison officer shall notify the BIML of participation of their organisation in TCs, SCs and PGs, and the names and contact information for their organisation's Main Contacts and Contacts. The BIML is responsible for maintaining this information for each TC, SC and PG on behalf of the liaison organisation.

#### **4.10 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) to call for interest in new work projects,
- b) to provide a contact person for each TC and SC who will provide support where needed. The BIML contact person for a given TC or SC is also the contact person for their respective PGs,
- c) to set up TC, SC and PG pages and online TC/SC/PG work areas on the OIML website,
- d) to set up a database for TC, SC and PG membership,
- e) to maintain the database of the P- and O-members (CIML Members, representatives and other contact persons) for all TCs, SCs and PGs (in association with the TC and SC secretariats and PG conveners) (see 4.11, 4.12 and 5.6),
- f) to periodically remind CIML Members and Corresponding Member Representatives to keep up to date the contact details for all their country's participants in OIML technical work,
- g) to monitor the activities of TCs, SCs and PGs, and ensure consistency between them,
- h) to register Committee Drafts approved by PGs as Draft publications,
- i) to organise voting and commenting on Committee Drafts (see 6.5),
- j) to edit Draft and Final Draft publications and post them, as well as approved publications on the OIML website,
- k) to organise CIML preliminary ballots on Draft publications (see 6.6),
- l) to register Draft publications which have passed a CIML preliminary ballot as Final Draft publications,
- m) to organise CIML votes on Final Draft publications,
- n) to forward the results of CIML votes to all CIML Members,
- o) to establish OIML liaisons,
- p) to circulate reminders of TC, SC, PG and CIML voting deadlines,
- q) to organise reviews of publications,
- r) to provide reminders of working procedures,
- s) to provide information to any interested party, on request, which is relevant to the technical work of regional organisations (in association with TCs, SCs and PGs),

- t) to help TCs, SCs, PGs, the CIML President and the CIML in dealing with internal or external conflicts and appeals,
- u) to provide reports as required to the Presidential Council on progress and issues in the TCs, SCs and PGs,
- v) to help the CIML President and the Presidential Council with the preparation of reports to the CIML on all OIML technical work, and
- w) to organise training for TC and SC secretariats and PG conveners.

#### **4.11 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 PGs of the TCs or SCs. CIML Members decide whether they want their country to participate in a particular TC or SC. The responsibilities of a TC or SC include

- a) preparing the terms of reference and work program (see 5.7) for its PGs for approval by the CIML,
- b) electing its secretariat, after the initial allocation by the CIML (see 5.9.2),
- c) identifying resources necessary to progress with and complete its PGs' projects, consulting with the BIML as necessary,
- d) organising TC or SC meetings to discuss PG projects and CDs if required, and
- e) 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. The obligations of TC/SC/PG P-members are detailed in 5.8.

#### **4.12 Project Groups (PG) of a Technical Committee or Subcommittee**

PGs develop most OIML technical publications (Recommendations, Documents and Guides). Each CIML Member shall decide which PGs their country will participate in, and shall designate their country's representative(s) in each one. Participation in a PG requires that the country be listed as a member of the respective TC or SC. Details of the operation of PGs can be found in clause 5 of these Directives.

Each PG is responsible for a specific project, which normally results in the production of one new or revised OIML publication. The new or revised OIML publication is then submitted to the CIML for preliminary ballot according to 6.6 and approval according to 6.8 of these Directives.

Once a PG's project has been completed and the respective publication has been approved by the CIML and published, the PG is disbanded according to 6.10. A PG may also be disbanded at other times according to 5.16.

The responsibilities of a PG include

- a) developing a publication, 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) or Guide (G),
- b) confirming or electing its convener, after the initial allocation (see 5.9.2),
- c) collecting information on existing documentation (such as relevant national, regional or international standards or legislation, etc.),

- d) establishing PG 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) organising PG meetings to discuss projects and CDs as required,
- g) organising PG consultations according to 5.12.3,
- h) sending successive CDs to the BIML, which then conducts the PG voting and commenting in accordance with 6.5,
- i) technical editing of the final CD (in English) before submission to the BIML for registration as a Draft publication,
- j) 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 6.6),
- k) 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 6.8),
- l) keeping all interested parties up to date with their project's progress by maintaining the PG's web page, with the assistance of the BIML,
- m) reporting to the BIML and to their TC or SC secretariat on project progress when asked,
- n) reminding PG members of working procedures and deadlines, and
- o) supporting the BIML (by making use of the BIML online tools) in the maintenance of up to date lists of PG membership (CIML Members, representatives and other contact persons).

These responsibilities are mostly undertaken by the PG convener.

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

### **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 Organisation, 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 for the TC or SC must be put forward. The proposal 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 them;
- d) other related OIML publications;
- e) other international standards (existing or under development) which should be taken into account in any OIML work in this field;
- f) other organisations 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, Corresponding Member Representatives 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 whether their country would be willing to hold the secretariat. Those wishing to participate shall appoint a representative whose contact details shall be provided 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 favour 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 and a decision taken by a majority of all CIML Members.

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 consulting 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 online TC/SC work areas on the OIML website 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 and online TC/SC work areas on the OIML website, with the assistance of the BIML.

### **5.3 Composition of TCs and SCs**

5.3.1 TCs or SCs shall consist of the following:

- a) **P-members** (Participating members), who 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 PGs 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 (Main Contact) with voting rights and may designate other Contacts without voting rights. 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 5.9.2);

- b) **O-members** (Observing members), who may participate fully in the technical work of the TC or SC, but without voting rights. O-members in a TC or SC may be OIML Member States or OIML Corresponding Members. The CIML Member or Corresponding Member Representative of a country or economy which is an O-member of a TC or SC shall designate a person as that country's representative (Main Contact) and may designate other Contacts;
- c) **Liaison Organisations**, which are neither OIML Member States nor Corresponding Members. They may participate fully in the technical work of the TC or SC, but without voting rights; and
- d) a **BIML contact person**.

*Note:* A CIML Member may change their country's membership status in 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 PG, 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. The project proposer should ensure 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 PG convener for the project's PG and whether it is able to comply with the time frames 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 PG and if not, the BIML shall ask for volunteers for that position. Three months shall be given to reply to this enquiry. The voting, commenting and consultation rules of 5.10.2.3 shall be applied.

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

5.4.5 When more than one CIML Member indicates that their country volunteers to be the PG convener for a PG, the BIML shall try to reach a mutual agreement by consulting with the candidates and with the secretariat of the TC or SC under which the PG 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 PG 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 PG convener 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

OIML TC  $w/p y$

where  $w$  is the number of the TC, and  
 $y$  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

OIML TC  $w/SC x/p y$

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

### 5.5 Procedure for establishing a PG

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 name of the PG convener and the ToR of the project 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 PG, or whether they wish to be recorded as an O-member of this particular PG, and
- b) whether a different representative is to be appointed, and for their contact details if appropriate.

Three months shall be given to reply to this enquiry.

5.5.2 Member States which do not reply shall be given O-member status in the PG 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 PG 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 PG.

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 PG, 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 on whether or not to establish the PG by majority vote.

5.5.4 PGs 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 online PG work area on the OIML website and enter the details of all the PG participants.

5.5.6 The PG convener then becomes responsible for keeping the PG's pages and online PG work area on the OIML website updated, with the assistance of the BIML.

5.5.7 The BIML shall inform the PG convener and the appropriate CIML Member about the setting up of the PG's pages on the OIML website and about the PG convener's responsibilities.

## 5.6 Composition of PGs of TCs and SCs

5.6.1 PGs shall consist of:

- a) **P-members** (Participating members), who are obliged to participate actively in the work of the PG, to vote on all the proposals and draft publications developed by it, and to respond to online PG work area consultations. All P-members of the PG's parent TC or SC shall be P-members of its PGs unless they have indicated that they wish to participate in a particular PG 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 PG shall designate a person as that country's representative. There shall be at least six P-members on a PG, from at least two different regions (see 5.16);
- b) **O-Members** (Observing members), who may participate fully in the technical work of the PG, but do not have the right to vote. All O-members of the parent TC or SC shall be O-members of its PGs, as well as those P-members of the parent TC or SC which have specifically chosen to be O-members of a particular PG or who failed to respond within three months, according to 5.5.1. O-members in a PG may be OIML Member States or OIML Corresponding Members;
- c) **Liaison organisations**, which are neither OIML Member States nor Corresponding Members. They may participate fully in the technical work of the PG, but they do not have the right to vote. They shall be the liaisons of the parent TC or SC; and
- d) a **BIML contact person**.

*Note:* A CIML Member may change their country's membership status in a PG at any time (subject to 5.8).

5.6.2 Those countries participating in a PG 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 PGs

The work of a TC, SC or PG shall follow strictly its approved Terms of Reference and work program established under 4.9 and 5.2.1.

## 5.8 Obligations of P-members

5.8.1 OIML Member States which decide to participate in the activities of a TC, SC or PG as a P-member are obliged to vote whenever asked to do so by the TC's or SC's secretariat, the PG's convener, or by the BIML on behalf of this secretariat or PG convener. If their vote is not in favour of the secretariat's or PG convener's proposal, they are obliged to give reasons for their position. They are also obliged to participate actively in online PG work area consultations.

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

- a) vote in two successive votes, or respond to two successive online PG work area consultations organised by the secretariat or PG convener, or
- b) make a contribution to two consecutive TC, SC or PG meetings (by attendance or by correspondence – preferably electronically).

5.8.3 At the same time, the TC or SC secretariat or PG 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 PG 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 PG 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 PG conveners**

5.9.1 The secretariat of a TC or SC or the PG convener 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 PG.

5.9.2 The secretariat of each TC or SC and each PG convenership shall be initially allocated for a three-year period to a country which is a P-member of that TC, SC or PG, as described in 5.2.6 or 5.5.7 as appropriate. The secretariat or PG convenership may be re-approved for further periods of three years. For each three-year period, the BIML shall use the online TC, SC, or PG work area, as appropriate, to organise a vote amongst the TC's, SC's, or PG's P-members on the re-approval of the secretariat or PG convenership. The results of this vote shall be published on the respective work area.

5.9.3 The country holding the secretariat of a TC or SC or PG convenership shall identify the individual person (not just the organisation) responsible for the secretariat or PG convenership to the BIML. This person should, wherever possible, participate in the next TC and SC secretariat and PG convener training course (organised by the BIML) which is available following their taking over the TC or SC secretariat or PG convenership. The OIML Member State holding the secretariat or PG convenership shall inform the BIML as quickly as possible if a different person is made responsible for the secretariat or PG convenership.

5.9.4 If an OIML Member State wishes to give up a secretariat or PG convenership, and another P-member is willing to take on the secretariat or PG convenership, the BIML shall use the online TC, SC, or PG work area, as appropriate, to organise a vote amongst the TC's, SC's or PG's P-members on the re-allocation of the secretariat or PG convenership. The BIML shall discuss the result of this vote with the Presidential Council, which shall normally recommend the allocation of the secretariat or PG convenership to the Member State (or Member States 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). If no Member State volunteers to take on the secretariat or PG convenership, the BIML shall organise an enquiry amongst the TC's, SC's or PG's P-members. If there is still no volunteer, or if a volunteer has not received the necessary support, the BIML shall refer the matter to the CIML which will take a decision on the future of the secretariat or PG convenership.

5.9.5 If the P-members of a TC, SC or PG feel that adequate progress is not being made in the work, or that the TC's, SC's or PG'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 PG convenership, the BIML shall organise a vote amongst the TC's, SC's or PG's P-members on the re-allocation of the secretariat or PG convenership. The BIML shall discuss the result of this vote with the Presidential Council, which shall normally recommend the allocation of the secretariat or PG convenership 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).

5.9.6 Although the BIML does not normally hold the secretariat or co-secretariat of a TC, SC or PG convenership, this may be the possible in certain cases, with the approval of the CIML.

## **5.10 Communication**

### **5.10.1 General**

5.10.1.1 A TC or SC secretariat or PG convener shall keep all members of its TC, SC or PG informed of all developments within that TC, SC or PG. Such communication should as far as possible be electronic and secretariats and PG conveners shall make full use of their individual online TC/SC/PG work areas on the OIML website. In particular, copies of all communications and documents circulated to all members of the TC, SC or PG shall be made available on the online TC/SC/PG work areas so as to ensure transparency and to maintain an archive of the TC's, SC's or PG's work.

5.10.1.2 TC, SC or PG participants who may have problems with electronic communication or use of the OIML website shall inform the secretariat or PG convener, so as not to become excluded from the work.

### **5.10.2 Use of the OIML website facilities**

#### **5.10.2.1 General**

The BIML is responsible for setting up and maintaining the availability of the TC/SC/PG web pages and online TC/SC/PG work areas on the OIML website and for ensuring that long-term archives are kept.

#### **5.10.2.2 Official information**

The OIML website is the only location where the following information is made officially available:

- a) P- and O-membership status on TCs/SCs/PGs,
- b) List of participants of TCs/SCs/PGs and their contact details,
- c) Documentation relating to TCs/SCs/PGs,
- d) List of liaisons on TCs/SCs/PGs, and
- e) The BIML contact person for each TC/SC/PG.

#### **5.10.2.3 Voting, commenting and TC/SC/PG consultation**

5.10.2.3.1 All PG voting and commenting on CDs, CIML voting and commenting on Draft and Final Draft publications shall be conducted using the facilities available on the OIML website. TC/SC/PG consultations, inquiries and commenting shall be conducted using the TC/SC/PG work areas.

5.10.2.3.2 Comments shall be submitted using the template provided by the PG convener, secretariat or BIML. The template shall be based on the model in Annex C.3. The completed comments template shall be uploaded to the appropriate location on the OIML website or TC/SC/PG work area.

5.10.2.3.3 Votes, comments and TC/SC/PG consultation responses may be changed up to the deadline.

5.10.2.3.4 When a vote, comment or consultation response has been made or changed, it shall be immediately visible to other members (as appropriate). Members are encouraged to submit their initial votes and comments as early as possible, so that all members can see everyone else's votes and comments, and be able to consider whether to modify their vote or their comments because of the votes and comments made by others.

## **5.11 Meetings**

5.11.1 Meetings of a TC, SC or PG shall be organised by its secretariat or PG convener when necessary to ensure that technical issues may be adequately discussed by all members.

5.11.2 PG conveners are strongly recommended to hold at least one meeting during the lifetime of a project.

5.11.3 The secretariat or PG convener shall give its TC's, SC's or PG'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 PG convener shall distribute a draft agenda with the meeting announcement. All documents relating to the meeting shall be made available on the appropriate online TC/SC/PG work area at least two months before the meeting. TC, SC or PG participants shall be informed that the documents are available.

5.11.4 Meetings of a TC, SC or PG may be attended by P-members, O-members and liaisons of that specific TC, SC or PG. All those attending a meeting shall have the right to express their views during the meeting. Only P-members of the TC, SC or PG 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 PGs**

### **5.12.1 Decisions taken during a TC, SC or PG 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 PG's P-members to be accepted during a TC, SC or PG meeting.

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

5.12.1.3 P-members who are not in favour of the secretariat's or PG convener's proposal are obliged to give reasons for their position.

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

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

5.12.1.5 All decisions taken during a TC, SC or PG meeting shall be fully documented, either in the minutes of the meeting, or in a separate document.

### **5.12.2 Decisions taken outside a TC, SC or PG meeting**

5.12.2.1 Decisions shall be valid when two-thirds of the votes cast by the TC's, SC's or PG's P-members are in favour. Abstentions and failures to reply are not considered as votes cast, however abstentions with comments are considered as responses in the context of 5.8 concerning P-members' obligations.

5.12.2.2 P-members who are not in favour of the secretariat's or PG convener's proposal are obliged to give reasons for their position.

5.12.2.3 Commenting and voting on CDs by P-members of a PG is organised by the BIML in accordance with 6.4.1.

### **5.12.3 Consultations outside a TC, SC or PG meeting**

5.12.3.1 The secretariat of a TC or SC, or the PG convener may organise consultations amongst all members of the TC, SC or PG concerning individual issues of interest to the TC/SC/PG. These consultations shall be conducted using the online TC/SC/PG work areas. The secretariat or PG convener may choose the period of time allowed for the consultation. This period shall be between two weeks

and three months depending on the complexity of the issue, provided that no members of the TC, SC or PG object to a short period.

5.12.3.2 Responses to these consultations, including the expression on “no opinion” with comments, are considered as responses in the context of 5.8 concerning P-members’ obligations.

5.12.3.3 P-members who are not in favour of the secretariat’s or PG convener’s proposal are obliged to give reasons for their position.

5.12.3.4 In order to ensure smooth communication and to achieve a sufficient number of responses, it is strongly recommended that P-members always confirm the reception of messages from the secretariat or PG convener, and that the secretariat or PG convener sends out reminders when appropriate. In addition, responses from P-members should be confirmed by the secretariat or PG convener. Such confirmations are not necessary if they are provided automatically by the tools on the OIML website and TC/SC/PG work areas.

### 5.13 Time frames for PGs

Unless otherwise indicated in their Terms of Reference, PGs should try to keep to the following suggested time frame:

- a) a PG convener should distribute the first WD or CD to all that PG’s members within six months of starting work on the project;
- b) a PG convener should allow at least three months for the PG’s members to provide comments on each CD;
- c) a PG 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 PG convener 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 PG convener shall bear a sequential number and shall be dated. The number shall be in the following form:

TC $w$ -SC $x$ -Py-SGz-N $iii$

where  $w$  is the number of the TC,

$x$  is the number of the SC,

$y$  is the project number,

$z$  is the subgroup number, and

$iii$  is a sequential three digit document number allocated by the TC or SC secretariat or by the PG convener.

*Note:* Only those parts of the above numbering scheme which are relevant shall be used. For example, the “SC $x$ ” part of the number is omitted if the document is being issued by the PG convener 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 website.

### **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 PG convener(s) and all members of the SC and PGs know that the SC is disbanded. The BIML shall then remove the SC from the OIML website 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 PG, 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, PG convener(s) and all members of the TC and PGs know that the TC is disbanded. The BIML shall then remove the TC from the OIML website 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 PGs**

PGs normally exist until their Final Draft publication 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, or if a PG is unable to obtain consensus on its project and therefore is unable to make progress (see 6.4.5), or if the time frames 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 favour of the proposal, the BIML shall inform the PG's convener, the secretariat of its parent TC or SC, and all members of the PG that the PG is disbanded. The BIML shall then remove the PG from the OIML website after archiving its information.

## 6 Development of a publication

### 6.1 General

The development of all OIML publications by PGs 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 organisations with which liaisons should be established.

### 6.3 OIML Recommendations

An OIML Recommendation shall normally consist of the following parts: Part 1 – Requirements, Part 2 – Test Procedures, Part 3 – Test Report Format, and Part 4 – Type Evaluation Report Format. An OIML Recommendation relating to a category of measuring instrument that is not subject to type approval will not include a Part 3 or a Part 4. An optional part relevant to the measuring instrument category (Part 5 – Verification and Inspection Procedures) may be included when it is specified in the Terms of Reference of a project for developing a new or revised version of an existing Recommendation.

When an OIML Recommendation is revised, the new edition shall contain a comparison table (as an informative Annex) in each Part as described in 4.18.2 of OIML B 6-2 *Directives for OIML Technical*

*Work – Part 2: Guide to the drafting and presentation of OIML publications.* In the case of an entire reorganisation of an OIML Recommendation, it is possible to include a simplified comparison table.

## **6.4 Working Draft (WD)**

6.4.1 Working Drafts may be used to develop initial proposals for a publication and may be developed by the PG convener alone, or by the PG. They do not necessarily represent the final form of the publication and shall be made available to all members of the PG (including liaisons) on the online PG work area for comments but not for vote. Comments shall be submitted using the template provided by the PG convener. The template shall be based on the model in Annex C.3.

6.4.2 WDs and comments on previous WDs shall be posted on the online PG work area.

## **6.5 Committee Draft (CD)**

### **6.5.1 General**

6.5.1.1 A publication shall not be distributed as a Committee Draft until it is considered by the PG convener to be complete and in its final structural form. For OIML Recommendations, this shall require that all of the parts are included. For a revision of an OIML Recommendation, the comparison table shall be included. The PG convener shall send all CDs to the BIML, which shall publish them on the public pages of the OIML website.

6.5.1.2 The first CD shall not be submitted for vote, in order to allow the PG's P-members to consider the comments from other PG members. The BIML shall post the CD on the OIML website together with any comments on previous Working Drafts and shall ask all members of the PG (including liaisons) for comments. The period allowed for comments shall be three months. Comments shall be submitted using the template provided by the BIML. The template shall be based on the model in Annex C.3. The commenting and consultation rules described in 5.10.2.3 shall be applied.

6.5.1.3 For second and subsequent CDs the BIML shall post, on the OIML website, marked up and clean versions of the CD, together with the comments and the PG convener's or PG's responses on the previous CD, and ask all members of the PG (including liaisons) for comments, and ask P-members for votes. The period allowed for comments and voting shall be three months. Comments shall be submitted using the template provided by the BIML. The template shall be based on the model in Annex C.3. The voting, commenting and consultation rules described in 5.10.2.3 and 5.12.2.2 shall be used. If the level of response to a request to vote and comment is unacceptably low when the deadline has been reached, the secretariat or PG convener shall inform the BIML which will try to resolve the situation. If these attempts fail, the BIML shall inform the CIML which shall decide on the action to be taken.

6.5.1.4 Although comments may be submitted with a favourable vote, 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.

6.5.1.5 Abstentions with comments are considered as responses in the context of 5.8 concerning P-members' obligations.

6.5.1.6 The CD is approved in accordance with the rules for decisions of TCs, SCs and PGs in 5.12. Taking account of the result of the vote, the PG convener shall undertake one of the four possible actions explained in 6.5.2–6.5.5. The PG convener shall inform the PG's members of the action to be taken as soon as possible after the deadline for vote has passed.

### **6.5.2 CD approved by the PG**

6.5.2.1 When the second or subsequent CD has been approved by the PG, the convener should proceed as quickly as possible to a CIML preliminary ballot.

6.5.2.2 Comments may be expected on all CDs submitted to voting, and PG conveners shall follow the procedures in 6.5.2.3–6.5.2.6 as closely as possible when deciding how to deal with them.

6.5.2.3 If the comments received are only editorial, the PG convener shall improve the CD by taking account of these comments. In order to speed up the subsequent work of the BIML, it is strongly recommended that the PG sets up an editing committee selected from amongst the PG's members to prepare this final version. This editing committee should include fluent English speakers. The revised CD and collated comments, including the PG convener's responses to them shall be made available by the PG convener on the PG work area of the OIML website for a two-week "information only" review. Simultaneously, the PG convener shall forward the same items to the BIML for registration as a Draft publication and for CIML preliminary ballot according to 6.6.1.

6.5.2.4 If non-editorial comments have been received, the PG convener shall deal with them, and with guidance from the PG as necessary, classify them into one of the situations detailed below.

- a) Non-editorial comments received which are considered to be outside the project's terms of reference, or which would be better taken into account during a future revision of the publication shall be rejected. However, a PG convener may recommend the immediate revision of the publication once it has been approved by the CIML.
- b) Non-editorial comments received which have previously been fully discussed and decided on by the PG shall generally not be reconsidered following a CD's approval by the PG.
- c) Non-editorial comments which will not significantly improve the CD shall not be implemented.
- d) Non-editorial comments which will significantly improve the CD, and which the PG convener considers can be easily and effectively implemented with a high probability of good consensus in the PG, shall be implemented according to the "minor change procedure" in 6.5.2.5.
- e) Non-editorial comments which will significantly improve the CD, but which the PG convener considers cannot be easily and effectively implemented with a high probability of good consensus in the PG, shall be implemented according to the "major change procedure" in 6.5.2.6.

The PG convener shall prepare a written response for each of the non-editorial comments.

#### 6.5.2.5 Minor change procedure

When, as mentioned in 6.5.2.4d), it is considered feasible to quickly implement a non-editorial change to a CD without the need to prepare a new CD, the PG convener shall seek assistance and guidance from the PG as required during the steps below.

- a) The PG convener shall inform the PG once it has been decided that non-editorial changes will be implemented into the document using the "minor change procedure", and why this decision was made.
- b) The PG convener shall prepare and send to the BIML the following items:
  - a collation of all the comments received on the approved CD, together with the PG convener's responses to these comments; and
  - the improved CD, clearly showing all changes made to the version approved by the PG.

The BIML shall post these documents on the OIML website, asking all members of the PG (including liaisons) for comments, and asking P-members for votes. The period allowed for comments and voting shall be three weeks. Comments shall be submitted using the template provided by the BIML. The template shall be based on the model in Annex C.3.

- c) This improved CD is approved if two-thirds of the votes cast by the PG's P-members are in favour (abstentions and failures to reply do not count as votes cast). Following the PG's approval, both items are sent to the BIML, and the procedures of 6.6 shall be followed.
- d) If this improved CD is not approved by the PG, the "minor change procedure" has failed, and a new CD shall be prepared.

#### 6.5.2.6 Major change procedure

When, as mentioned in 6.5.2.4e), it is not considered feasible to quickly implement a non-editorial change to a CD without the need to prepare a new CD, the PG convener shall seek assistance and guidance from the PG to prepare a new CD according to the steps below.

- a) The PG convener may decide that a PG meeting is needed to resolve the non-editorial comments received on the previous CD. Following the procedure in 5.12.1, the PG may be able to resolve the non-editorial comments received on the previous CD, develop a new CD at the meeting, and approve that new CD at the same meeting.
- b) If a new CD is approved at this PG meeting, the PG convener shall prepare and make available on the PG work area of the OIML website, for a two-week "information only" review, the following items:
  - a collation of all the comments received on the approved CD, together with the PG convener's responses to these comments; and
  - the improved CD, clearly showing all changes made to the version approved by the PG.

Simultaneously, the PG convener shall forward the same items to the BIML for registration as a Draft publication and for CIML preliminary ballot according to 6.6.1.

- c) If the PG convener decides not to hold a PG meeting, or if a PG meeting is held but a new CD is not developed or not approved by the PG at that meeting, then a new CD shall be prepared in accordance with 6.5.1.

### 6.5.3 CD not approved, further development possible

6.5.3.1 The PG convener shall prepare a further CD as soon as possible, taking into account as many of the comments received as possible. The PG convener 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.

6.5.3.2 It is the PG 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.

### 6.5.4 CD not approved, meeting needed

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

### 6.5.5 CD not approved, PG convener considers further progress not possible

The comments received may indicate a significant difference in the PG's members' points of view but the PG 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 PG 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 6.6 and 6.7 even though it has not received the support of the PG,
- b) follow another course of action with the approval of the CIML, which includes the possibility to abandon a project according to 5.16.

## 6.6 CIML preliminary ballot

6.6.1 Having obtained the approval of the PG which developed the CD according to 6.5.2, the PG convener shall send the following documents to the BIML:

- a) a collation of all the comments received on the CD, together with the PG convener's responses to these comments; and
- b) the improved CD, clearly showing all changes made to the version approved by the PG.

The BIML shall review these documents, making editorial improvements to the CD as required, and shall register it as a Draft publication for CIML preliminary ballot.

6.6.2 The BIML shall distribute the Draft publication to all CIML Members for vote and comment, with a three-month deadline. The BIML shall provide a template for comments. The template shall be based on the model provided in Annex C.3. 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) PG members' comments on the last CD and the PG convener's responses to those comments, and
- c) any other information which the BIML thinks may be useful to CIML Members.

6.6.3 When appropriate, the BIML shall remind CIML Members of their obligation to vote on publications presented for CIML preliminary ballot.

6.6.4 CIML Members who vote against a Draft publication, or who abstain, shall provide their reasons for doing so.

6.6.5 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 favour (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.

6.6.6 If the Draft publication has passed the CIML preliminary ballot, the BIML shall consult the PG convener to incorporate any comments received which are solely and clearly editorial. The BIML shall then send the results of the CIML preliminary ballot and the comments received to all CIML Members, and register the publication as a Final Draft publication as described in 6.6.

6.6.7 If the Draft publication has not passed the CIML preliminary ballot because the condition in 6.6.5a) has not been met, it shall be returned to the PG convener for reconsideration by the PG 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.

6.6.8 If the Draft publication has not passed the CIML preliminary ballot because the condition in 6.6.5b) has not been met, the BIML shall send all non-editorial comments received on the Draft publication to the PG convener, who shall deal with each of the comments according to the steps detailed in 6.6.8.1–6.6.8.6.

6.6.8.1 Non-editorial comments received which are considered to be outside the project's terms of reference shall be rejected.

6.6.8.2 Non-editorial comments received which have previously been fully discussed and decided on by the PG during the CD stage of the project shall generally not be reconsidered following a CIML preliminary ballot, especially where it is considered that their inclusion would not result in improved consensus.

6.6.8.3 Each of the remaining non-editorial comments shall then be considered by the PG convener, with guidance and assistance from the PG as necessary, to see whether they will significantly improve the Draft publication. The PG convener shall prepare a written response for each of the non-editorial comments.

6.6.8.4 If it is decided that none of the remaining non-editorial comments will significantly improve the Draft publication, the PG convener shall send the collated comments and responses to the BIML making a recommendation on how to proceed, which shall include

- a) the reasons for making such a recommendation, and
- b) a request to “override” the failure of the CIML preliminary ballot caused by 6.6.5b).

The BIML shall then consult with the CIML President, supported by the Presidential Council according to OIML B 16, who may decide to submit the publication as a Final Draft to the CIML for approval, or may make an alternative proposal to the CIML.

6.6.8.5 If it is decided that any of the remaining non-editorial comments will significantly improve the Draft publication, and that it is critical to resolve them before the Draft publication is submitted for CIML approval, the Draft publication shall be returned to the PG convener for reconsideration and for the possible development of a further Draft publication (see also 6.6.7).

6.6.8.6 If it is decided that even though the remaining non-editorial comments may significantly improve the publication, it is not critical to resolve them before the Draft publication is submitted for CIML approval, the PG convener shall send the collated comments and responses to the BIML making a recommendation on how to proceed, which shall include

- a) the reasons for making such a recommendation,
- b) a request to “override” the failure of the CIML preliminary ballot caused by 6.6.5b),
- c) a request that the publication be allowed to proceed without the inclusion of non-editorial comments even though they would significantly improve the publication, and
- d) a request that the publication be considered for immediate revision following its publication.

The BIML shall then consult with the CIML President, supported by the Presidential Council according to OIML B 16, who may decide to submit the publication as a Final Draft to the CIML for approval, or may make an alternative proposal to the CIML.

## **6.7 Final Draft publication**

6.7.1 Once the publication has passed the CIML preliminary ballot, 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 website.

6.7.2 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”.

6.7.3 No changes shall normally be made to a publication once it is made available as a Final Draft.

6.7.4 The BIML shall also prepare and post on the OIML website 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 PG convener’s responses to those comments, and
- c) any other information which the BIML thinks may be useful to CIML Members.

## 6.8 Approval and sanction

### 6.8.1 Rules for the CIML approval of publications

6.8.1.1 In most cases, the same rules for approval are applied to all OIML technical publications. There are different rules for the approval of Guides (see 6.8.5) and publications of any kind which have not been developed by OIML bodies (see 6.8.6). The voting rules are set out in Article XVII of the OIML Convention [OIML B 1].

6.8.1.2 Depending upon how the decision is taken, the rules for publications differ slightly, as described in 6.8.2 and 6.8.3. The rules are also presented graphically in Annex A.7.

*Note 1:* In accordance with OIML B 1 *OIML Convention*, Article XVII, 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. “A ‘colleague’ may be: either another CIML Member or someone designated by the absent CIML Member to represent him/her. In the latter case, the representative shall be from the same government or administration as the absent CIML Member and may not represent other CIML Members, i.e. may not receive proxies from other CIML Members” (see 46th CIML Resolution 2011/26).

*Note 2:* In accordance with OIML B 1 *OIML Convention*, Article XVII, abstentions, blank and null-votes shall not be considered as votes cast.

### 6.8.2 Approval of a publication at a CIML meeting

6.8.2.1 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 favour.

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

6.8.2.2 Only editorial comments made by CIML Members may be considered at this stage.

6.8.2.3 If the publication is approved, the BIML shall proceed as in 6.9.

6.8.2.4 If the publication is not approved, the BIML shall discuss with the PG convener of the appropriate PG, 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 PG which developed it for reconsideration, or
- b) follow another course of action with the approval of the CIML.

6.8.2.5 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.

### **6.8.3 Approval of a publication between CIML meetings (“Direct CIML online approval”)**

6.8.3.1 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.

6.8.3.2 Following the posting of the Final Draft publication (marked-up and clean versions as well as an “information document”) on the OIML website according to 6.7, the BIML shall invite all CIML Members to vote on the Final Draft publication. The voting procedure described in 5.10.2.3 shall be used. The period allowed for voting shall be three months. Only editorial comments made by CIML Members may be considered at this stage. Comments shall be submitted using the template provided by the BIML. The template shall be based on the model in Annex C.3.

6.8.3.3 CIML Members who vote against a Draft, or who abstain, shall provide their reasons for doing so.

6.8.3.4 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 favour.

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

6.8.3.5 If the publication is approved, the BIML shall proceed as in 6.9.

6.8.3.6 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.

6.8.3.7 If the publication is not approved, the BIML shall discuss with the PG convener of the appropriate PG, 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 PG which developed it for reconsideration, or
- c) follow another course of action with the approval of the CIML.

6.8.3.8 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.

### **6.8.4 Conference sanction**

6.8.4.1 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 favour.

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

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

### **6.8.5 Approval of a Guide**

6.8.5.1 The BIML shall send the Final Draft Guide to the CIML President who decides in most cases whether the Guide is ready for publication. The CIML President may decide to consult with the CIML prior to publication of the Guide. If the CIML President decides that CIML approval is needed, the procedures in 6.8.2 or 6.8.3 shall be used.

6.8.5.2 Once a Guide is approved, the BIML shall proceed as in 6.9.

### **6.8.6 Publications developed in conjunction with other organisations**

Publications developed in conjunction with other organisations 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.

## **6.9 Publication**

Following the approval required by the applicable part of 6.8, the BIML shall rename the Final Draft publication with its appropriate name and immediately publish it on the OIML website, together with the date on which it was uploaded.

## **6.10 Final actions**

6.10.1 Once the final publication of a PG's project has been completed, the BIML shall inform the PG convener. At this point, the PG is disbanded, since its work is completed. The BIML shall inform the PG convener, the secretariat of its parent TC or SC, and all members of the PG that their work project is complete.

6.10.2 The secretariat of the appropriate TC or SC shall then become responsible for any enquiries on the publication.

6.10.3 The BIML shall then remove the PG from the OIML website after archiving its information.

## **6.11 Amendments to publications**

### **6.11.1 General**

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):

### **6.11.2 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.

### **6.11.3 Updating references to other OIML publications or to international standards**

6.11.3.1 The BIML shall ask the secretariat of the appropriate TC or SC to decide whether an amendment can be issued as in 6.11.2, 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.

6.11.3.2 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. The voting procedure described in 5.10.2.3 shall be used. 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 favour, 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.

#### **6.11.4 Other situations**

6.11.4.1 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. The voting procedure described in 5.10.2.3 shall be used. 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.

6.11.4.2 If the TC or SC approves the proposed amendment, this will be treated as a Final Draft publication requiring CIML approval according to either 6.8.2 or 6.8.3, 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. The voting procedure described in 5.10.2.3 shall be applied.

#### **6.11.5 Publication of an amendment**

6.11.5.1 The BIML shall publish a revised publication on the OIML website, as well as the individual amendment. The BIML shall also advise all CIML Members of their publication.

6.11.5.2 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.

#### **6.12 Periodic review**

6.12.1 All OIML publications are subject to periodic review. The priority for the periodic review of OIML publications is defined by the Presidential Council and the BIML in consultation with the OIML-CS Management Committee, and approved by the CIML.

High priority publications shall be subject to a periodic review every two years. Other publications shall be subject to a periodic review every five years.

6.12.2 The BIML shall conduct a periodic review of a publication to decide if a publication should be either

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

*Note 1:* A publication shall be revised when a major modification of the publication is considered necessary to address a significant technical change, e.g. inclusion of a new measurement technique, software requirements, technological innovation, etc.

*Note 2:* A publication shall be updated when a minor modification of the publication is considered necessary to address editorial or minor technical changes, e.g. the reference to an international standard in a test procedure needs to be updated.

6.12.3 For publications that are of relevance to the OIML-CS, the OIML-CS Executive Secretary shall organise an enquiry amongst members of the OIML-CS MC to develop a proposal for the periodic review, according to one of the options in 6.12.2. The appropriate TC or SC secretariat shall be involved in the enquiry. For other publications, the BIML shall consult with the appropriate TC or SC secretariat to develop a proposal for the periodic review, according to one of the options in 6.12.2. In both cases, the TC or SC secretariat is strongly encouraged to consult with the TC or SC members.

6.12.4 When a proposal for the periodic review is developed according to 6.12.3, the reason(s) for the selection of one of the options in 6.12.2 shall be included in the proposal.

6.12.5 For publications that are of relevance to the OIML-CS, the OIML CS Executive Secretary shall submit the proposal to the MC Members for voting in accordance with the voting rules specified in OIML B 18:2018, 11.4.2 or 11.4.3, with a two-month voting deadline. In this instance, the appropriate TC or SC secretariat has a vote.

6.12.6 For other publications, the BIML shall submit the proposal to the appropriate TC or SC, with a three-month voting deadline. The proposal shall be accepted when two-thirds of the votes cast by the P-members of the TC or SC are in favour. Abstentions and failures to reply are not considered as votes cast.

6.12.7 If the proposal is not accepted, the BIML shall inform the OIML-CS MC or the appropriate TC or SC secretariat of the refusal. The BIML shall review the reasons for the refusal with the OIML-CS MC or the appropriate TC or SC secretariat, and an amended proposal shall be considered. If an amended proposal is developed, with an alternative option selected from 6.12.2, the relevant process in 6.12.5 shall be repeated. If an amended proposal is not developed, or if the OIML-CS MC or appropriate TC or SC does not accept the amended proposal, the outcome of the periodic review shall be reported to the Presidential Council for consideration of an alternative course of action.

6.12.8 If a proposal is accepted, the BIML shall report on the outcome of the periodic review to the CIML. The CIML shall make a decision (using the voting rule in 6.7.2 or 6.7.3) on whether to accept the result of the TC/SC vote.

6.12.9 If the CIML approves the result of the periodic review, the following steps shall be taken, depending on 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 website to indicate both the original date of publication and the latest date of reconfirmation, and notify all CIML Members accordingly, or
- b) revised, in which case the procedures in clause 6 shall be applied to develop a new edition of the publication, or
- c) updated, in which case the BIML shall update the publication, in conjunction with the appropriate TC or SC secretariat, using the publication update process described in 6.13, or
- d) withdrawn, in which case the procedure in 5.15.2 shall be applied.

6.12.10 If the CIML does not approve the result of the periodic review, an alternative course of action shall be proposed by the CIML.

### **6.13 Publication updates**

6.13.1 Where the result of a periodic review is the update of a publication (6.12.8 c)), the following procedure shall be applied.

6.13.1.1 For publications of relevance to the OIML-CS, a Working Group under the responsibility of the OIML-CS MC shall be established to develop an updated version of the publication in accordance with the relevant procedures specified in clause 7 of OIML-CS Operational Document OD-01. When the MC has approved the updated version, it shall be registered as a Draft publication by the BIML.

6.13.1.2 For other publications, the BIML shall establish a Project Group (PG) under the responsibility of the appropriate TC or SC to develop the update. The relevant procedures in clause 6 shall be applied, with the exception that the PG can vote on a first Committee Draft (1CD), a CIML Preliminary Ballot is not required and the voting and commenting period at the 1CD and subsequent stages is two months.

## **7 Reporting on progress**

- 7.1 Secretariats of TCs and SCs and PG conveners 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 PG's work by
- a) posting drafts, comments received, replies to comments, conclusions of meetings, etc. on the TC's, SC's or PG'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 PG members to keep them informed of changes to their representatives' details.
- 7.2 Before each Presidential Council or CIML meeting, the BIML shall remind TC and SC secretariats (and PG conveners, 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.

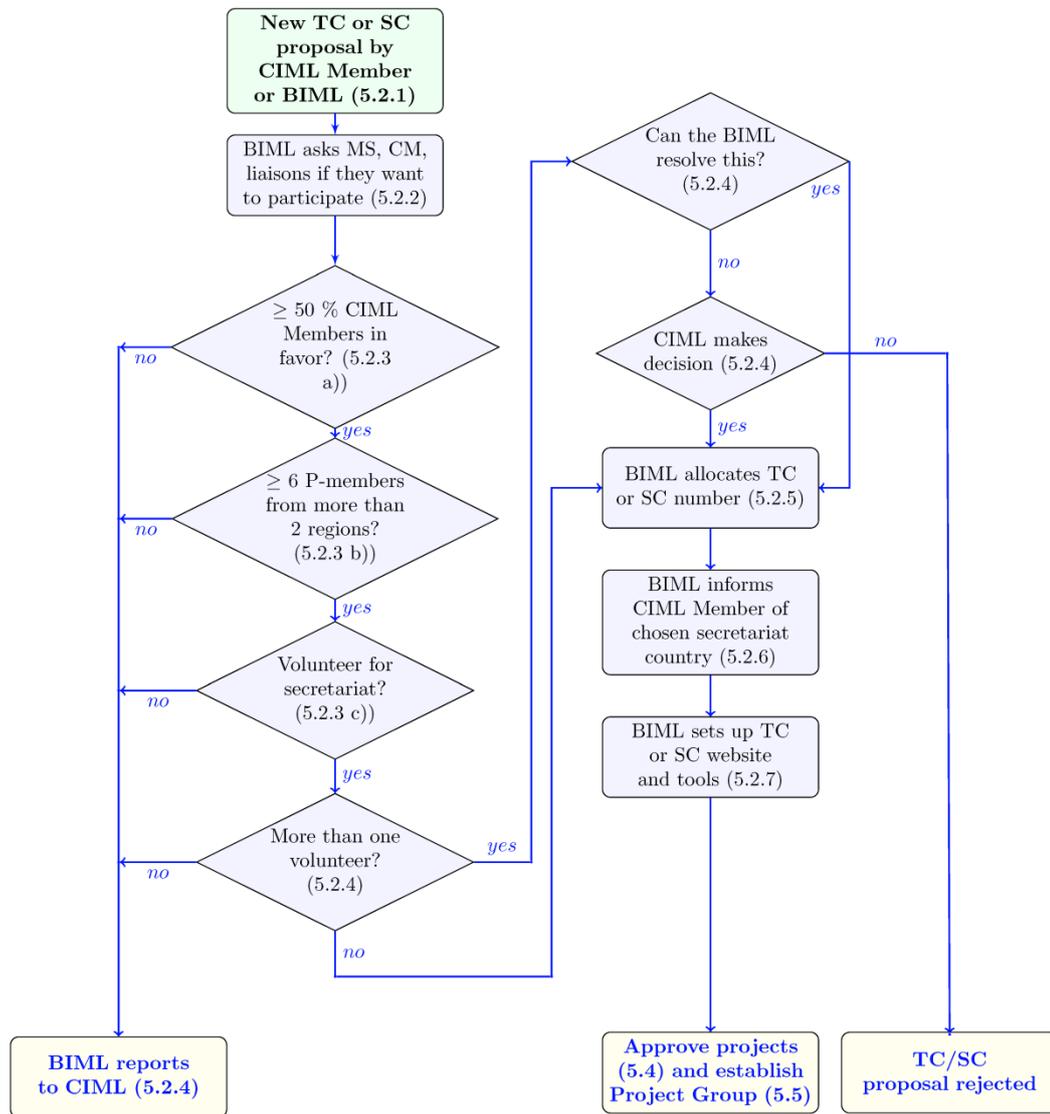
## **8 Appeals**

- 8.1 Any CIML Member who disagrees with any decision of a TC, SC, PG, 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).

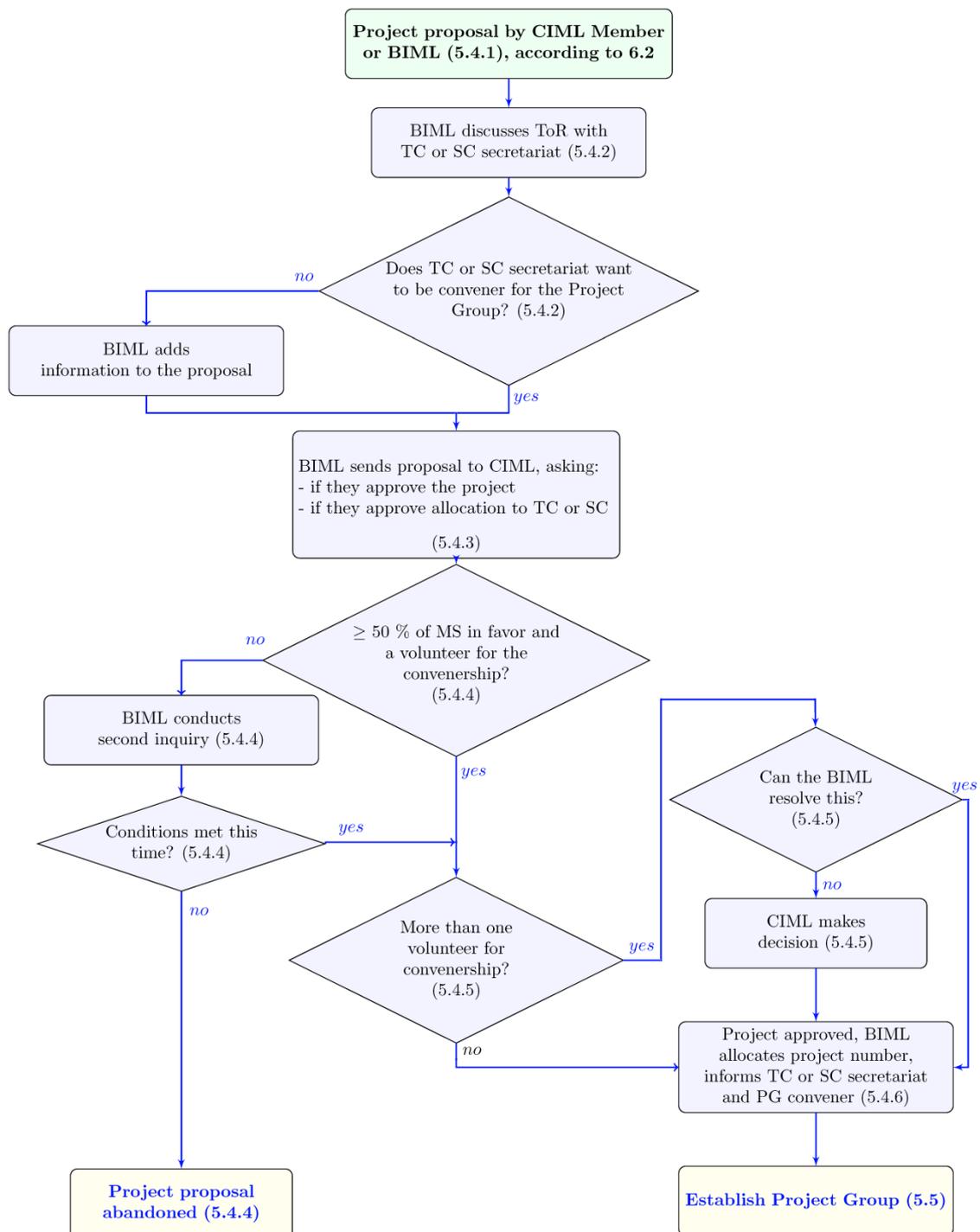
**Annex A Procedure flowcharts****(Informative)**

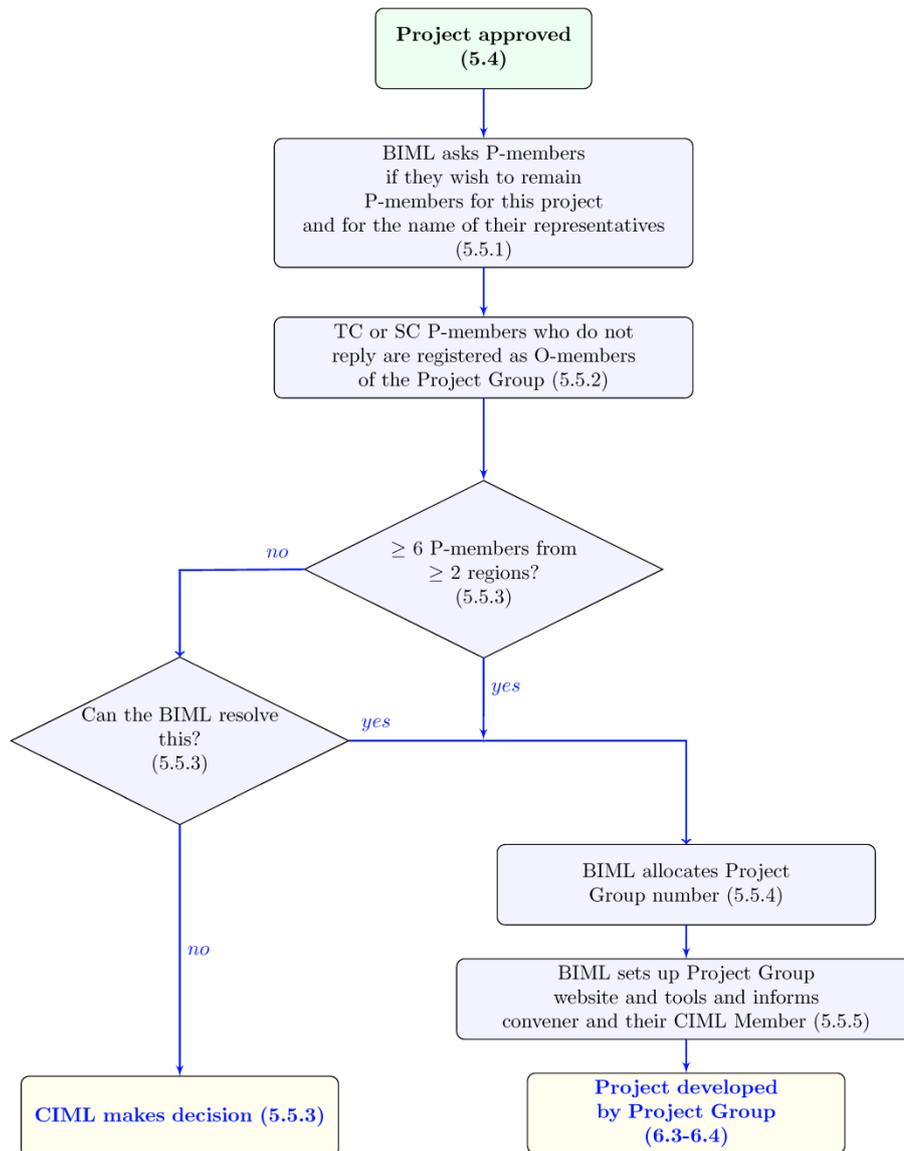
Annex A.1	Establishment of a new TC or SC (5.2)
Annex A.2	Project proposal and approval (5.4)
Annex A.3	Establishment of a new PG (5.5)
Annex A.4	Project development (6.3–6.4)
Annex A.5	CIML ballot of OIML publications (6.5)
Annex A.6	CIML approval of OIML publications (6.7)
Annex A.7	Summary of rules for the approval of OIML publications (6.7)
Annex A.8	Time frame for the development of a project (5.13)
Annex A.9	Periodic review procedure (6.12)

**Annex A.1 Establishment of a new TC or SC (5.2)**

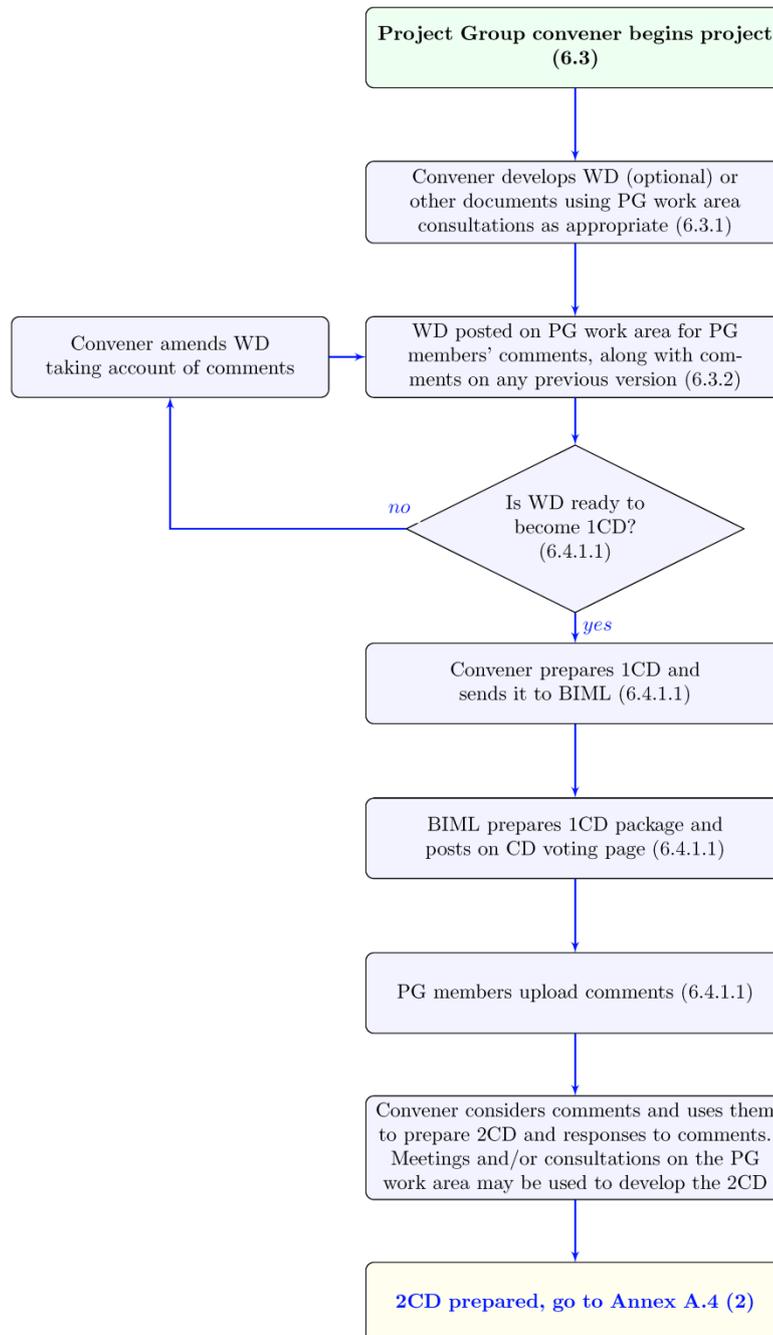


## Annex A.2 Project proposal and approval (5.4)

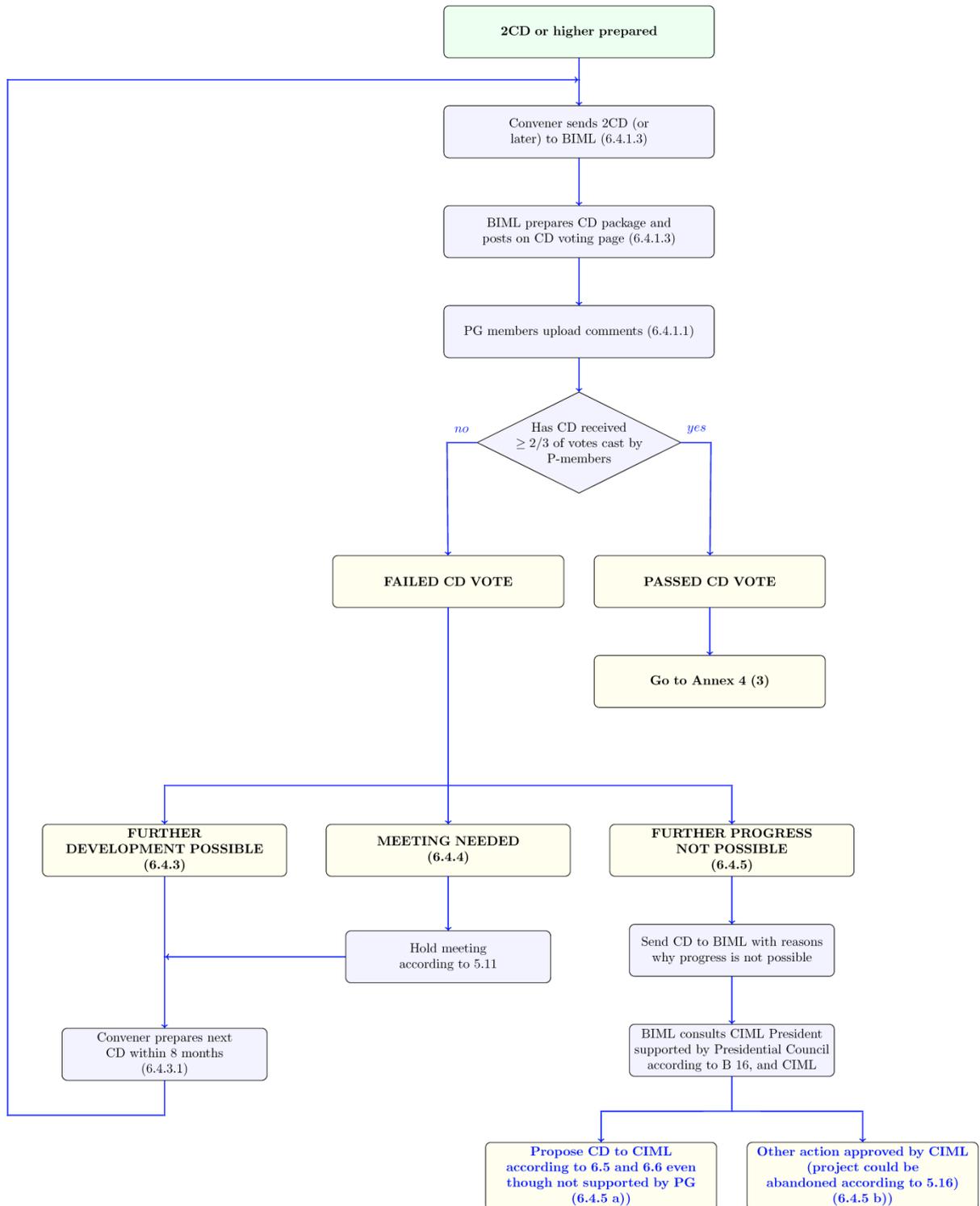


**Annex A.3 Establishment of a new PG (5.5)**

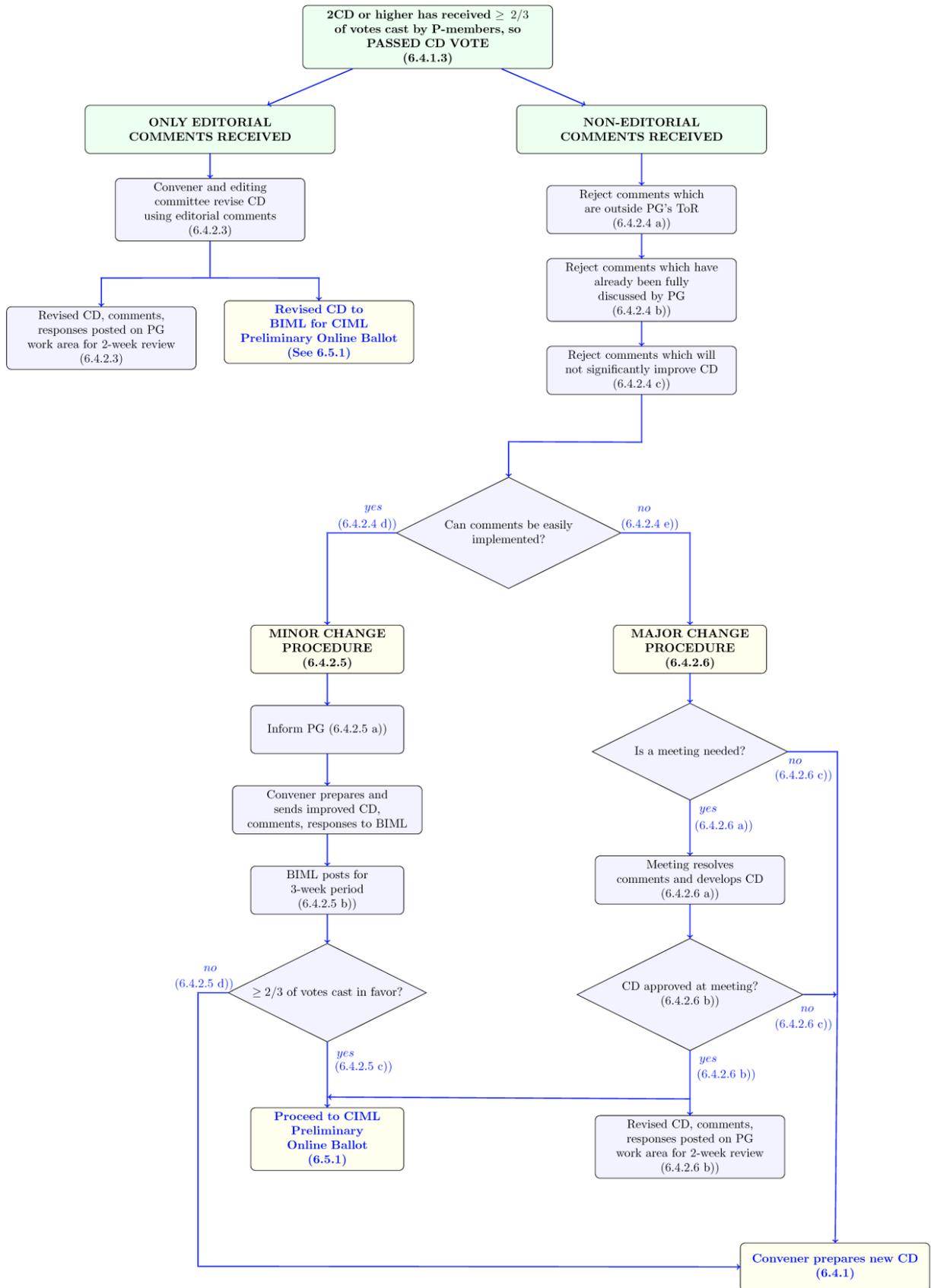
## Annex A.4 Project development (6.3-6.4) (1)



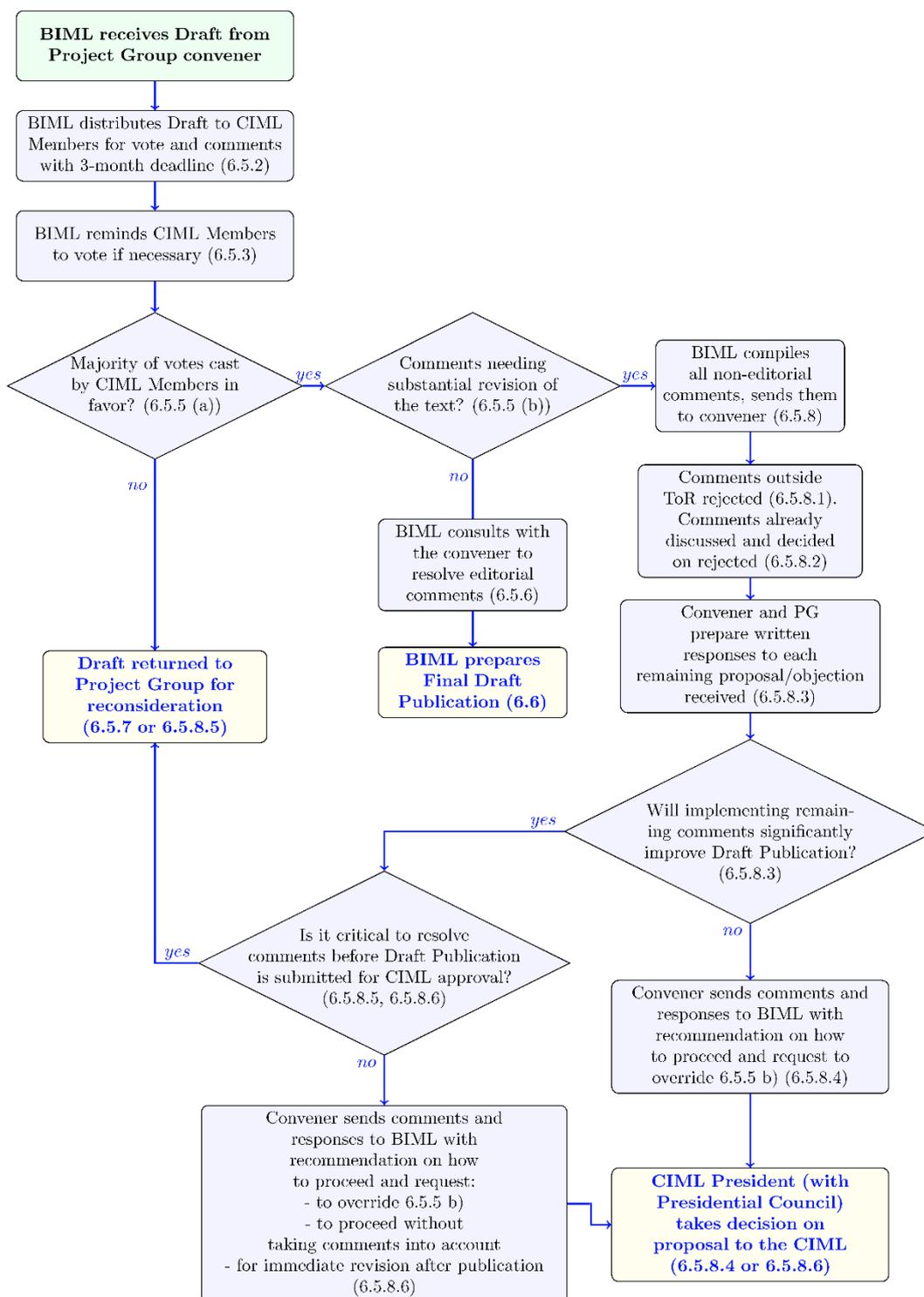
**Annex A.4 Project development (6.3-6.4) (2)**



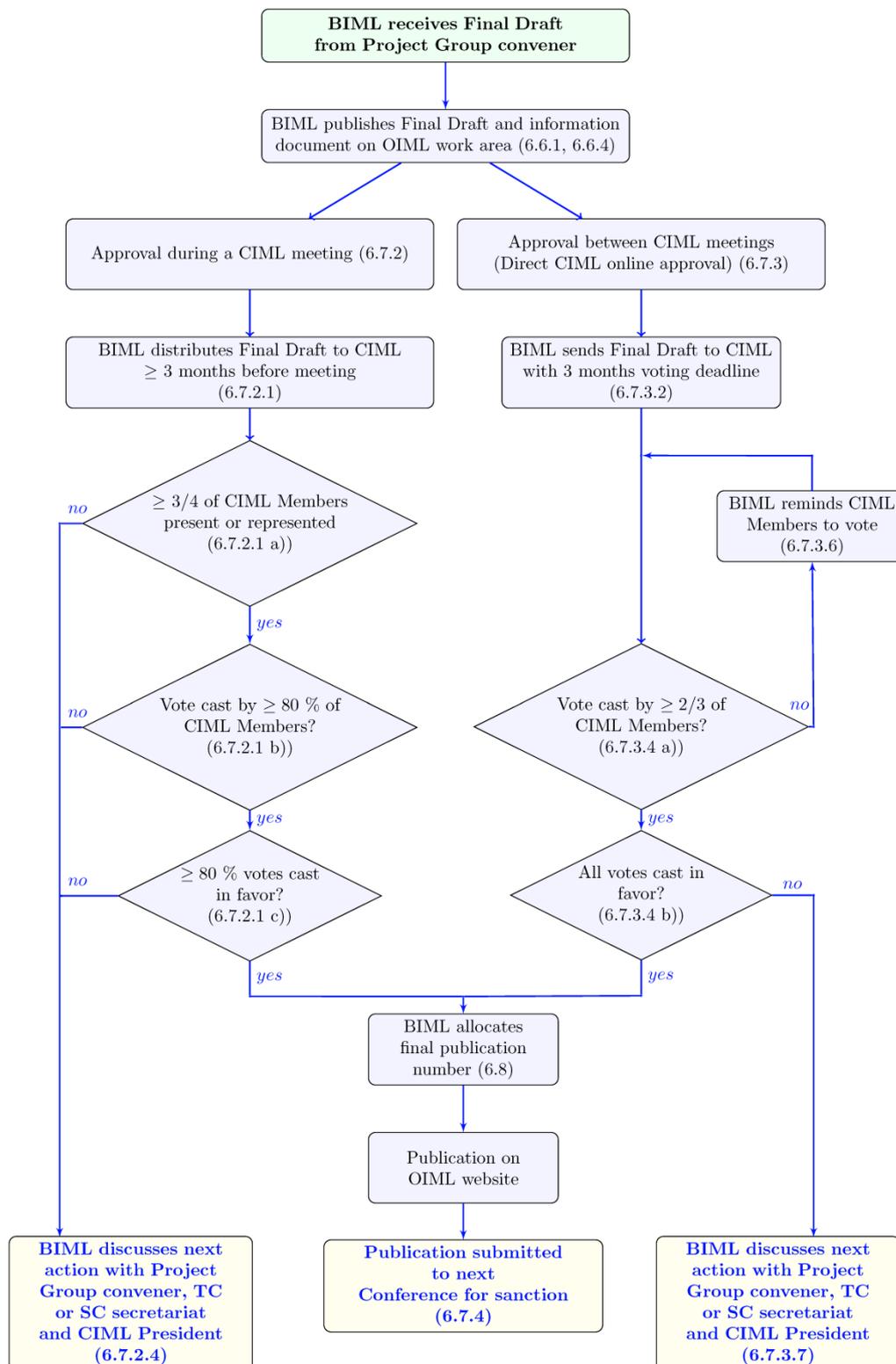
**Annex A.4 Project development (6.3-6.4) (3)**



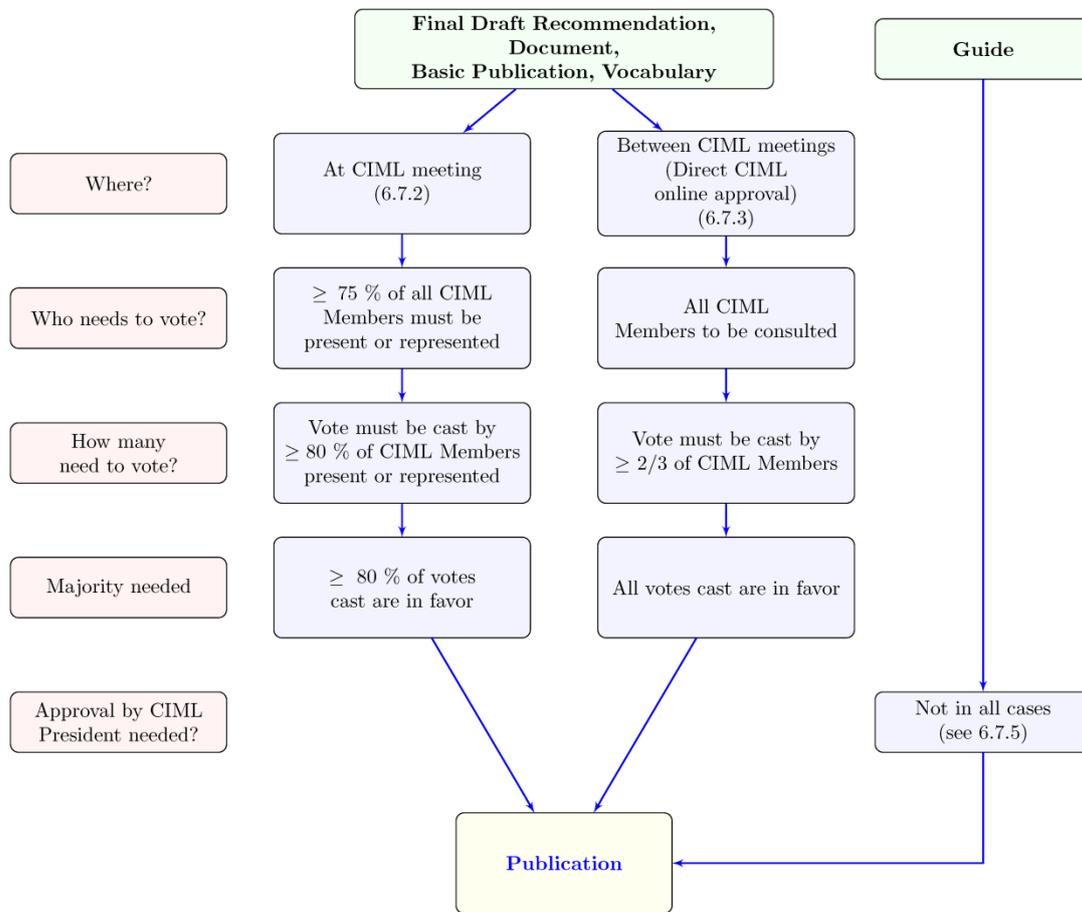
### Annex A.5 CIML ballot of OIML publications (6.5)



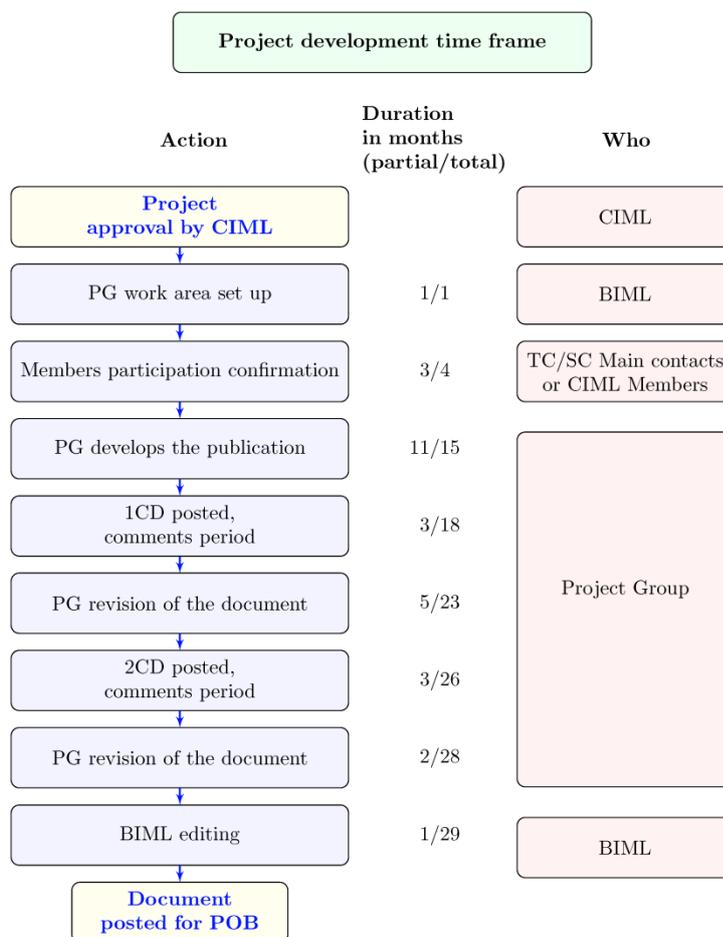
## Annex A.6 CIML approval of OIML publications (6.6, 6.7)



**Annex A.7 Summary of rules for the CIML approval of OIML publications (6.7)**

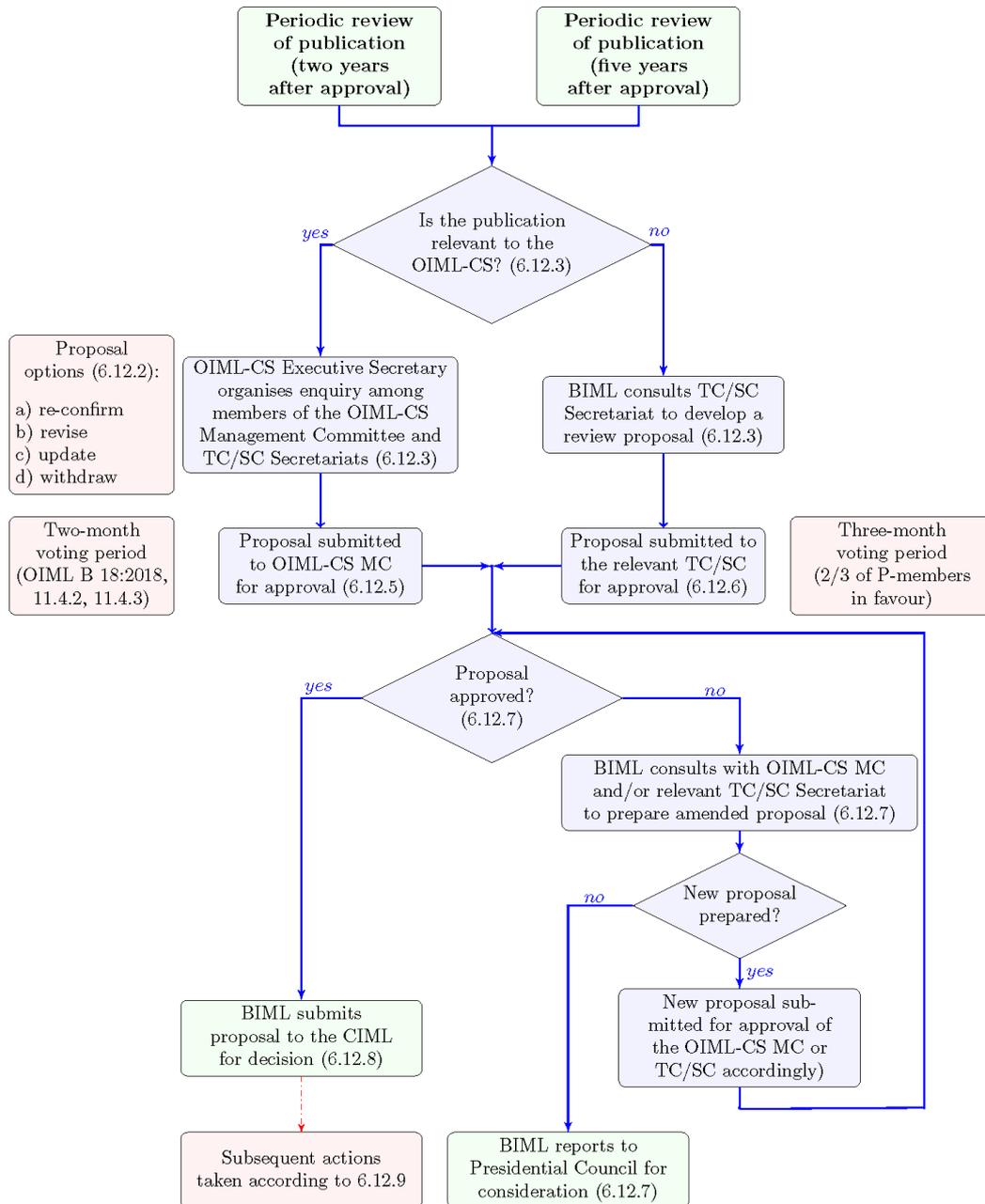


## Annex A.8 Time frame for the development of a project



## Annex A.9 Periodic review procedure

The priority for the periodic review of OIML publications is defined by the Presidential Council and the BIML in consultation with the OIML-CS Management Committee, and approved by the CIML. (6.12.1)



## 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, PG	At meetings	Technical issue, decision, etc.	$\geq 50\%$ of total number of TC/SC/PG P-members	5.12.1.1
TC, SC, PG	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, PG	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, PG	By e-mail	Approval of a CD to become a Draft Publication (DR, DD or DV)	$\geq 2/3$ of votes cast 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 favour 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)	Support for 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 favour (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 favour	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 favour	6.7.3
Conference	OIML Conference	Sanctioning of Publications approved by the CIML	$\geq 2/3$ of Member States present Vote cast by $\geq 80$ % of Member States $\geq 80$ % of votes cast in favour (abstentions and failures to reply do not count as votes cast)	6.7.4

## **Annex C Model forms**

### **(mandatory)**

- 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.3 Comments template (5.10.2.3)

### Annex C.1 Proposal for a new Technical Committee or Subcommittee

	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 organisations:		
List of proposed liaisons:		

*Note:* This form may be subject to periodic editorial amendments by the BIML. Therefore, the latest version, which can be downloaded from the OIML website at <https://www.oiml.org/en/myaccess/technical-work/templates>, shall be used.

## Annex C.2      Proposal for a new project

	Proposal for a new project			
	Within:	TC		SC
	Date:			
Proposer(s):				
Proposed PG convener(s):				
Type of proposed publication:		New	Revised	
Recommendation	Document	Vocabulary	Guide	
Title of proposed publication:				
Terms of reference of the project, including detailed time frame (approximate dates by which e.g. 1WD, 1CD, FD and project completion are expected – see also explanation in 6.2):				
Why should the OIML develop this publication?				
Countries known to regulate or to be intending to regulate this subject, if applicable:				
Relevant associated OIML publications:				
List of appropriate liaisons and their work related to this proposed project (include supporting documentation as necessary and reference it here):				

*Note:* This form may be subject to periodic editorial amendments by the BIML. Therefore, the latest version, which can be downloaded from the OIML website at <https://www.oiml.org/en/myaccess/technical-work/templates>, shall be used.



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**Annex D**  
**CIML Resolution relating to Basic Publications**  
**(Informative)**

CIML Resolution no. 2017/17

The Committee,

Noting the discussions of the Project Group on the revision of OIML B 6:2013 Directives for OIML technical work and the recommendations of the convener of the Project Group,

Noting the comments made by its Members on the note prepared by the convener of the Project Group,

Confirms that the rules set out in OIML B 6 shall only apply to the development, revision or amendment of OIML Basic Publications if the CIML so decides for a particular Basic Publication,

Requests that any future proposals for the development, revision or amendment of OIML Basic Publications should take the form of a project proposal submitted to the Committee for approval,

Requests that such proposals set out clearly

- the proposed convenership,
- the arrangements for appointing members of a Project Group to supervise the development,
- the timetable to be followed by the project, which should allow for timely consultation by the project convener with the entire project group on all substantive matters, and should include the various stages of decision-making by the Project Group and by the CIML, and
- the voting and administrative arrangements, which should follow the provisions of B 6-1 as closely as possible.