



ORGANISATION INTERNATIONALE
DE MÉTROLOGIE LÉGALE

BUREAU INTERNATIONAL DE MÉTROLOGIE LÉGALE

DIRECTIVES FOR THE TECHNICAL WORK

Part 1: Structures and Procedures for the Development of OIML International Recommendations and Documents

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STRUCTURES AND PROCEDURES FOR THE DEVELOPMENT OF OIML INTERNATIONAL RECOMMENDATIONS AND DOCUMENTS

0 Scope

The *Directives for OIML technical work* (hereafter: Directives) comprises two parts:

- Part 1: *Structures and Procedures for the Development of OIML International Recommendations and Documents*
- Part 2: *Guide to the Drafting and Presentation of OIML International Recommendations and Documents*.

Part 1 describes the responsibilities of the various bodies involved and the procedures that shall be applied in the definition of OIML technical work and the development of OIML International Recommendations and Documents.

1 Terminology and abbreviations

For the purposes of this text, the following applies:

- 1.1 An OIML International Recommendation (hereafter: Recommendation) covering a given category of measuring instruments is a model for establishing national or regional regulations regarding the metrological and technical characteristics required for the measuring instruments concerned. It also addresses the methods and equipment used for checking the conformity of instruments with the established requirements and the format of the test reports.
- Note:* Recommendations may address matters other than measuring instruments, e.g. reference tables.
- 1.2 An OIML International Document (hereafter: Document) is an informative text intended to help and improve the work of the metrology services.
- 1.3 A field of technical activity is a part of the OIML general field of work that may be covered by a technical committee; it may concern a quantity (mass, temperature,...), an application (pollution, medical instruments,...), or a general subject (terminology, control of instruments,...).
- 1.4 A project is an approved item of work for a field of technical activity intended to lead to the publication of a new or revised Recommendation or Document.
- 1.5 An internal body is, in relation to a given OIML technical committee or subcommittee, any other OIML technical committee, subcommittee, working group, or technical advisory group.
- 1.6 An external organization is any international or regional organization having activities in fields connected with those of OIML.
- 1.7 A majority of a specified group of persons, countries, etc. means more than half the number of persons, countries, etc. constituting the group.

- 1.8 In addition, the following abbreviations are used in this text:
- | | |
|-----------|--|
| OIML: | the International Organization of Legal Metrology |
| CIML: | the International Committee of Legal Metrology |
| BIML: | the International Bureau of Legal Metrology |
| TC: | technical committee |
| SC: | subcommittee |
| P-member: | participating member of a TC or SC |
| O-member: | observing member of a TC or SC |
| WG: | working group |
| WD: | working draft |
| CD: | committee draft (here, committee refers to TC or SC) |
| DR: | draft Recommendation |
| DD: | draft Document |

2 Structures and responsibilities for OIML technical work

2.1 Role of the International Conference of Legal Metrology in relation to OIML technical work

The Conference is the highest authority of OIML; it sanctions Recommendations as described in 3.5.5; OIML Member States are morally obliged to implement them as far as possible, i.e. to align their existing national regulations with the corresponding Recommendations and to use these Recommendations as a basis for any future regulation on the subject.

2.2 Role of the International Committee of Legal Metrology in relation to OIML technical work

CIML is the working body of the Conference. It is empowered by a decision of the Conference to approve Recommendations for immediate publication; this approval procedure is described in 3.5.5.

Documents are approved by CIML as described in 3.5.3.

In addition to the approval of Recommendations and Documents, CIML has the following tasks and responsibilities in relation to OIML technical work:

- i) defining the OIML's general technical program;
- ii) reviewing the need for and planning of work in new fields of legal metrology;
- iii) establishing and disbanding technical committees;
- iv) establishing and disbanding subcommittees on the recommendation of the technical committees concerned;
- v) allocating secretariats of technical committees and subcommittees to Member States;
- vi) approving titles, scopes and work programs of technical committees and subcommittees;
- vii) reviewing and accepting proposals for new projects;
- viii) allocating priorities generally and, if necessary, to particular projects;
- ix) monitoring the progress of the technical work of OIML;
- x) maintaining the Directives;
- xi) considering appeals from Member States concerning the application of the Directives when such appeals have not been resolved at a lower level.

The general role and responsibilities of CIML Members are described in the *Guide for CIML Members*.

2.3 Role of the Presidential Council in relation to OIML technical work

The Presidential Council includes the President of CIML, the two Vice-Presidents, and other CIML Members appointed by the President; the Director of the International Bureau of Legal Metrology (BIML) acts as secretary of the Council. The Presidential Council assists the President in preparing proposals for consideration by CIML and may be requested by CIML to perform special tasks with regard to the following:

- monitoring the work of technical committees and subcommittees;
- proposing amendments to the Directives;
- monitoring the work of BIML;
- assisting in resolving appeals.

2.4 Role of the International Bureau of Legal Metrology in relation to OIML technical work

BIML is responsible for the preparation of Conference and CIML meetings; therefore, BIML shall participate in the development of Recommendations and Documents once they have reached the level of CIML or the Conference. To this end, BIML shall be listed as a liaison body of all technical committees and subcommittees. It shall register any draft from the time it has reached the level of committee draft (see 3.4) and shall maintain updated lists of all committee drafts and draft Recommendations and Documents. Additional responsibilities are described in the relevant paragraphs of this text.

Upon request, BIML shall, to the extent possible, assist any Member State in fulfilling its responsibilities as secretariat of a technical committee or subcommittee; a representative of BIML may participate in technical meetings and may also chair a meeting, if invited by the secretariat with the approval of the P-members.

2.5 Role of a technical committee and its subcommittees

A technical committee or its subcommittees shall be responsible for the development of Recommendations and Documents that fall within the scopes of the technical fields allocated to them by CIML on the basis of approved projects.

A technical committee and its subcommittees shall also be responsible for maintaining liaisons with internal bodies and external organizations.

A technical committee shall carry out the following tasks: long-term programming of its work and that of its subcommittees; coordination of its activities and meetings with those of such subcommittees; monitoring the activities of its subcommittees; reporting these actions to CIML; and proposing solutions for the improvement of the development of allocated projects when it is necessary or requested by CIML.

2.6 Proposals for work in new fields of technical activity

A new field of technical activity is one that is not within the scope of an existing technical committee, or is only partly within the scope(s) of one or more technical committees. When CIML approves a proposal for work in a new field of technical activity, a change may be required in the technical committee structure, such as establishing a new technical committee as described in 2.7 or broadening the scope of an existing technical committee.

2.6.1 A proposal for work in a new field of technical activity may be made by:

- a CIML Member;
- the Presidential Council;
- a technical committee or subcommittee;
- an external organization;
- BIML.

- 2.6.2 The proposal shall be submitted to BIML on the form given in Annex A-1, which includes:
- identification of the proposer;
 - justification of the proposal;
 - title and scope of work envisaged and a proposed list of projects that will lead to the publication of International Recommendations or Documents;
 - identification of any similar work undertaken in internal bodies or external organizations;
 - the names of internal bodies or external organizations with which a liaison should be established;
 - information about whether the proposal falls within the scope of an existing technical committee.
- 2.6.3 Within one month of receiving a proposal, BIML shall consult all interested parties including the external bodies likely to be concerned, the President of CIML and, if the latter requests it, the Presidential Council. Any comments and recommendations resulting from the consultation shall be sent to CIML Members together with the proposal within three months.
- 2.6.4 The proposal is considered approved by CIML if it is supported by a majority of CIML Members.
- 2.6.5 When it is clear that the acceptance of the new field of technical activity will call for the establishment of a new technical committee or for changes in the scope(s) of one or more existing technical committees, the procedures of 2.6 and 2.7 should be conducted simultaneously.
- 2.7 Establishing a technical committee and its subcommittees
- 2.7.1 A technical committee and its subcommittees are established by CIML.
- 2.7.2 The establishment of a new technical committee, or the change of the scope of work of an existing technical committee may be approved by CIML for the following reasons:
- in response to a proposal for work in a new field of technical activity,
 - when the work load of an existing technical committee has become excessive or too widely diffused, or
 - when CIML considers it appropriate to change an existing subcommittee into a new technical committee.
- The procedure for changing the scope of an existing technical committee is basically the same as for establishing a new technical committee.
- 2.7.3 A new subcommittee may be established by CIML in response to a proposal that has been submitted by the secretariat of the technical committee concerned when supported by two-thirds of the P-members of the technical committee. The scope of the work of the proposed subcommittee shall be within the scope of the work of the parent technical committee. The project(s) for whose development the subcommittee will be responsible shall also be among the projects allocated by CIML to the parent technical committee.
- 2.7.4 A proposal to establish a new technical committee or subcommittee shall first be sent to BIML in the form given in Annex A-2 or A-3. BIML shall then proceed as in 2.6.3. BIML will send the proposal to CIML Members who shall be invited to indicate whether:
- they support the proposal and their country intends to participate actively as a P-member (see 2.9.1) in the work of the new technical committee or subcommittee if it is established;
 - they support the proposal but their country does not intend to participate actively as a P-member;
 - they do not support the proposal, with reasons;
 - their country volunteers to undertake the work of the secretariat (see 2.11.1).

The replies shall be received by BIML within three months of the date of distribution.

The proposal shall be sent simultaneously to other organizations (mainly ISO and IEC) with which OIML has established cooperative agreements that include the exchange of such information.

2.7.5 The establishment of a new technical committee or subcommittee is considered approved by CIML without any further action if the replies show that:

either: at least ten Member States have expressed their intention to participate as P-members in the work of the technical committee or subcommittee, and a majority of CIML Members support the proposal,

or: at least five Member States have expressed their intention to participate as P-members in the work of the technical committee or subcommittee, the proposal being, in addition, supported by two-thirds of the CIML Members,

and: at least one of the Member States that has expressed its intention to participate as P-member has volunteered to undertake the work of the secretariat.

When the replies do not permit consideration of the proposal as having been clearly accepted or rejected, BIML shall submit the matter to CIML at its next meeting for a decision.

When more than one Member State volunteers to take responsibility for a secretariat, BIML may consult with the candidates to assist in reaching a mutual agreement on the responsible Member State; if no agreement is reached, the matter shall be referred to CIML for a majority vote.

2.7.6 Technical committees and subcommittees shall be numbered in sequence in the order in which they have been established. If a technical committee is disbanded (see 2.8.1), its number shall not be allocated to another technical committee. If a subcommittee is disbanded (see 2.8.2), its number shall not be allocated to another subcommittee, unless the disbandment is part of a complete restructuring of the technical committee.

2.7.7 After consultation with the secretariat of the new technical committee or subcommittee, BIML shall establish a liaison between that technical committee or subcommittee and the relevant internal bodies and external organizations.

2.8 Disbandment of technical committees and subcommittees

2.8.1 Although a technical committee should be considered as a permanent OIML working body, CIML may decide to disband it when its scope of work no longer corresponds to the general working policy of OIML (in such case the Recommendations and Documents that have been produced by that technical committee may be withdrawn) or when projects may be developed more efficiently within another technical committee.

2.8.2 A subcommittee may be disbanded by CIML by majority vote upon recommendation of the parent technical committee. In addition, CIML may decide to disband a subcommittee for specific reasons without a recommendation from the parent technical committee. However, a subcommittee may not be disbanded until its responsibility for developing and maintaining Recommendations and Documents has been transferred to another technical committee or subcommittee, or until such existing Recommendations and Documents have been withdrawn by CIML.

2.9 Participation in the work of technical committees and subcommittees

2.9.1 All Member States have the right and are encouraged to participate actively in the work of technical committees and subcommittees or to be informed of the progress of the work.

Each CIML Member shall clearly indicate to BIML, with regard to each technical committee and subcommittee, whether the Member State intends

- to participate actively as a **P-member** in the work, therefore being obligated to comment and vote on committee drafts and whenever possible, to attend meetings, or
- to follow the work as an **O-member**, therefore receiving committee drafts and having the right to submit comments and attend meetings.

The Member State undertaking the work of the secretariat of a technical committee or subcommittee shall be a P-member of that technical committee or subcommittee. In addition:

- the Member State undertaking the work of the secretariat of a technical committee shall be a P-member of any subcommittee attached to that technical committee;
- the Member State undertaking the work of the secretariat of a subcommittee shall be a P-member of the parent technical committee.

CIML Members shall ensure that discipline with respect to deadlines and timetables is maintained in order to avoid long and uncertain periods of apparent inactivity. They shall also ensure that their countries' technical views have been established after a consultation with all national bodies concerned, and that these views are made clear at an early stage of the work rather than at the stage of postal consultation of all CIML Members. To this end, any Member State having an interest in a given project should enroll as a P-member of the technical committee or subcommittee concerned.

2.9.2 A CIML Member may, at any time, initiate or terminate the Member State's membership or change its membership status in any technical committee or subcommittee by informing BIML and the secretariat concerned. If the number of P-members falls below the limit specified in 2.7.5, CIML shall make a decision regarding the continuation or disbandment of the technical committee or subcommittee.

2.9.3 The secretariat of a technical committee or subcommittee shall notify BIML when a P-member of that technical committee or subcommittee has not participated in the following ways:

- to make a contribution at two consecutive meetings, either by direct participation or by correspondence, or
- to comment on two consecutive drafts, or
- to vote on questions distributed by the technical committee or subcommittee.

Upon receipt of such notifications, BIML shall remind the relevant CIML Member of the Member State's obligation to take an active part in the work of the technical committee or subcommittee. In the absence of a satisfactory response within one month of this reminder, the country shall have its status changed to that of O-member. A CIML Member whose country has had its status so changed may, after a period of twelve months, indicate to BIML that the country would like to regain P-membership in the technical committee or subcommittee, and then the country shall subsequently be reinstated as a P-member.

2.10 Decisions of technical committees and subcommittees

Except when otherwise specified hereafter (see in particular 3.4.4), the decisions of a technical committee or subcommittee shall require:

- a majority of all registered P-members, when proposed at a meeting;
- a majority of all votes cast, when proposed by postal ballot; abstentions, blank or unreadable votes and failures to reply to a call for votes do not constitute votes cast.

If the decisions during a meeting are supported by a majority of P-members present which does not constitute a majority of registered P-members, the decisions shall be distributed for a postal vote within one month after the meeting, allowing one month for a reply.

2.11 Secretariat of a technical committee or subcommittee

2.11.1 Allocation of responsibility

The responsibility of providing the secretariat for a technical committee or subcommittee shall be allocated by CIML to a Member State that has volunteered to undertake the work and that has indicated, through its CIML Member, its willingness to fulfill its responsibilities as secretariat. The Member State shall also ensure that adequate resources are available to fulfill all responsibilities involved.

Once the responsibility for providing the secretariat for a technical committee or subcommittee has been allocated, the responsible Member State shall identify a permanent mailing address, which may be that of a clearly identified person, persons, or office.

2.11.2 Responsibilities

2.11.2.1 The secretariat shall be responsible for ensuring that the work progresses according to established target dates and shall strive to bring the work to an early and satisfactory conclusion. These tasks shall be accomplished by correspondence whenever possible.

2.11.2.2 The secretariat shall ensure the timely execution of the following:

- a) preparing, in accordance with Part 2 of the Directives: Guide to the Drafting and Presentation of OIML International Recommendations and Documents, and distributing committee drafts and responses to the comments received (see Annex B);
- b) preparing the meetings (see also 4.1.1), including:
 - drafting an agenda and dispatching it to the members of the technical committee or subcommittee ("members" cover P- and O-members and liaison internal bodies and external organizations);
 - distributing all documents to be discussed (including reports of working groups), and listing all other documents necessary for consultation during the meetings; all documents shall be numbered sequentially following a uniform system (see Annex C);
 - preparing compilations of comments concerning documents that are on the agenda (see Annex B);
- c) recording decisions made at meetings or by correspondence;
- d) preparing minutes of meetings;
- e) preparing annual reports to CIML (see Annex A-6);
- f) preparing draft Recommendations and Documents, in cooperation with BIML;
- g) maintaining clear records (archives) of all documents that have been prepared or distributed within the technical committee or subcommittee.

The secretariat of a technical committee or subcommittee shall maintain close contact with all P- and O-members and liaison internal bodies and external organizations, including BIML.

The secretariat of a technical committee shall maintain close contact with the secretariats of all its subcommittees.

The secretariat of a technical committee or subcommittee shall maintain, in conjunction with BIML, a record of the membership status of the technical committee or subcommittee as well as that of any working group.

2.11.2.3 A secretariat should act, to the extent possible, in an international capacity and avoid reflecting purely national or personal points of view. In particular, the secretariat shall give equal attention to all proposals and suggestions made by members of the technical committee or subcommittee.

2.11.3 Change of secretariat of a technical committee

If a Member State wishes to relinquish responsibility for the secretariat of a technical committee, the CIML Member for that Member State shall inform BIML as soon as possible.

CIML may also decide that the responsibility for a technical committee should be reassigned to another Member State for clearly identified reasons.

In either of the above cases, BIML shall distribute an inquiry to P-members of the technical committee (or if unsuccessful, to all Member States) requesting a volunteer to undertake the work of the secretariat. The results of the inquiry shall be submitted to CIML for use as a basis for reassigning the responsibility.

2.11.4 Change of secretariat of a subcommittee

If a Member State wishes to relinquish responsibility for the secretariat of a subcommittee, it shall inform the secretariat of the parent technical committee and BIML as soon as possible.

A technical committee may also propose, by a majority vote of the P-members, that the responsibility for a subcommittee should be reassigned to another Member State.

In either of the above cases, the secretariat of the technical committee shall distribute an inquiry among P-members of the subcommittee and among its own P-members requesting a volunteer to undertake the work of the secretariat. If such an inquiry is unsuccessful, the secretariat shall request BIML to distribute an inquiry among all Member States.

The results of the inquiry or inquiries shall be submitted to CIML for use as a basis for reassigning the responsibility.

2.12 Working groups

2.12.1 Technical committees and subcommittees may establish working groups for specific tasks.

A working group comprises a convener appointed by the technical committee or subcommittee, experts appointed by P-member and, if appropriate, representatives of liaison internal bodies or external organizations.

When establishing a working group, the technical committee or subcommittee shall

- consider the most appropriate size of the working group and the maximum number of experts appointed by each P-member or liaison internal body or external organization,
- clearly define the tasks of the working group and the time limit for completing these tasks.

2.12.2 A joint working group may be established to perform tasks in which more than one technical committee or subcommittee has interest. In such cases, the establishment of the working group requires the individual approval of each technical committee or subcommittee concerned. The joint working group shall be administered by one of the parent technical committees or subcommittees as chosen by mutual agreement.

2.12.3 Decisions of a working group shall not constitute a commitment for the P-members and liaison bodies or organizations that are represented by experts in that working group.

2.12.4 The convener of a working group shall be responsible for scheduling the assigned task to meet the specified target dates; the convener shall normally convene and chair any meeting of the working group and may invite a member of the group to act as secretary. The secretariat and the P-members of the parent technical committee or subcommittee shall provide the working group with any information or documents necessary to work efficiently. There are no formal rules of procedure for working groups other than those established by the parent technical committee or subcommittee.

2.12.5 Upon completion of its task, the working group shall submit a report to the parent technical committee or subcommittee through its convener. In the event that contentious issues arise during discussions of the working group, such issues should be brought to the attention of the parent technical committee or subcommittee in the report.

2.12.6 The technical committee or subcommittee shall disband the working group when the assigned task is completed.

2.13 Advisory groups

CIML may establish advisory groups to assist its President or BIML in tasks concerning the coordination, planning, and administration of work, or other specific tasks related to these Directives. CIML shall define the composition of such advisory groups that shall be ad hoc and shall be disbanded by CIML when their tasks have been completed.

- 2.14 Liaison between technical committees or subcommittees
- 2.14.1 Technical committees or subcommittees working in related subjects shall establish and maintain a liaison with each other. When appropriate, such liaisons should also be established with technical committees or subcommittees responsible for broad aspects of legal metrology (e.g. terminology, units, general administrative matters, testing of instruments with electronic components). Liaison shall include the exchange of documents, proposals for new work items, and drafts and may be exercised through observers.
- 2.14.2 The maintenance of liaisons is the responsibility of the secretariats of the respective technical committees or subcommittees. However, parent technical committees shall oversee all liaisons established by their subcommittees, and BIML shall be kept informed.
- 2.15 Liaison between OIML and external organizations
- 2.15.1 The desirability of liaisons of a technical committee or subcommittee with external organizations shall be taken into account and acted upon at an early stage of the work.
- An external organization shall be invited to form a liaison if it has a published or draft standard(*) that applies to a subject on which the technical committee or subcommittee is preparing a text. This applies also to other external organizations involved in the subject, e.g. manufacturers or users associations.
- Liaisons shall comply with any general cooperative agreement between OIML and other external organizations.
- 2.15.2 Liaison organizations shall be sent copies of all relevant documents and shall be invited to participate in meetings. Their comments shall be considered in the same manner as comments from P- and O-members, however, they shall not have the right to vote.
- 2.15.3 BIML shall establish, record, and report to CIML all liaisons with external organizations in consultation with the secretariat of the technical committee or subcommittee concerned.
- 2.15.4 When another external organization is engaged in drafting a standard covering the same subject as that of an existing or draft Recommendation, the technical committee or subcommittee concerned, in coordination with BIML, shall establish an active liaison with the organization in an effort to ensure that the provisions to be included in the standard are compatible, to the extent possible, with those of the existing or draft Recommendation.

3 Development of Recommendations and Documents

- 3.1 The project approach
- The primary task of a technical committee or subcommittee shall be to develop and systematically review OIML International Recommendations and Documents, on the basis of a project approach as described below.
- Diagrams showing the general procedure for developing a Recommendation are given in Annex D.

(*) The term "standard" covers ISO and IEC International Standards and Technical Reports, IUPAC Recommendations, etc.

3.1.1 Stages of development of a project

Table 1 shows the sequence of stages through which the project is developed, and gives the designation of the type of document associated with each stage.

Table 1 - Stages of development and associated documents

Stage of development	Associated document	
	Designation	Abbreviation
1 Proposal stage	Proposal for new or revised International Recommendation or Document	
2 Preparatory stage	Working draft	WD
3 Committee stage	Committee draft	CD
4 Approval stage	Draft Recommendation or Document	DR or DD
5 Publication stage	OIML International Recommendation or Document	OIML R or OIML D

3.1.2 Undertaking a project

A project shall be undertaken only if a proposal has been accepted in accordance with relevant procedures (see 3.2).

3.2 Proposal stage (Stage 1)

3.2.1 New project within the scope of an existing technical committee

3.2.1.1 A proposal for a new project within the scope of an existing technical committee may be made by any of the persons or bodies listed in 2.6.1.

3.2.1.2 The proposal shall be submitted in the form given in Annex A-4 which includes information similar to that required for proposing a new field of technical work (see 2.6.2). Also included is the designation of the relevant technical committee (and possibly the subcommittee).

3.2.1.3 The proposal shall be sent first to BIML. If BIML is unsure as to the proposed project's relevance to the scope of the proposed technical committee (and possibly the subcommittee), it shall confer with the secretariat of the technical committee (and possibly the subcommittee). If a conclusion cannot be reached, BIML shall refer the matter to CIML together with a report.

3.2.1.4 BIML shall refer the proposal for a new project to the relevant technical committee, who shall then vote (unless the technical committee was itself the proposer) within three months as to whether to include the project in its program of work (see 6.1) or that of a subcommittee. If the technical committee considers it appropriate to establish a new subcommittee to work on the new project, the procedure of 2.7.3 shall be followed. The technical committee or its designated subcommittee shall add a statement to the proposal specifying its ability to begin the development of the project within the time limits specified in 6.1.

3.2.1.5 The proposal for a new project shall then be submitted to CIML for consideration. CIML approves the new project and its allocation to the technical committee or subcommittee concerned by a majority vote either by correspondence or during a meeting. BIML's consultation of CIML by correspondence, however, shall not be more than three months.

3.2.2 New project not within the scope of an existing technical committee

The procedure for the submission and approval of a proposal for a new project in a field that is not within the scope of an existing technical committee shall be the same as that of 3.2.1 and shall include the procedure for proposals for work in a new field of technical activity, as described in 2.6.

3.3 Preparatory stage (Stage 2)

3.3.1 After approval and allocation of a new project, the preparatory stage covers the preparation of a first committee draft. The extent of this stage may vary greatly according to the following:

- the complexity of the project,
- whether a new Recommendation is to be developed or an existing one is to be revised, and
- whether an international standard on the subject already exists (see Annex E).

3.3.2 The secretariat of the technical committee or subcommittee responsible shall propose to its P-members (with information to O-members and liaison bodies and organizations) that it will either directly develop the work at the preparatory stage or that one or more working groups shall be established for certain tasks in accordance with 2.12. The proposal of the secretariat is accepted if it is supported by a majority of P-members.

3.4 Committee stage (Stage 3)

3.4.1 After a successful preparatory stage, the first committee draft shall be circulated for comments by the secretariat to all P-members, O-members and liaison bodies and organizations of the technical committee or subcommittee. The deadline for response shall be clearly indicated (no less than three months, but no more than six months after the date of distribution according to the length of the text and the number of languages in which it has been drafted). The first committee draft should be prepared in French and in English; if this is not possible, the first committee draft shall be prepared in the language (French or English) that is most convenient for the greatest number of P-members. The first committee draft shall be accompanied by an explanatory note by the secretariat and may include a report of any working group that may have participated in the preparatory work.

The distribution of the first and successive committee drafts shall be made using the cover form given in Annex A-7.

3.4.2 Within one month after the closing date for the submission of replies, the secretariat shall make copies of comments received and distribute them to all P-members, O-members and liaison bodies and organizations of the technical committee or subcommittee. Along with the comments, the secretariat of the technical committee or subcommittee shall indicate its proposal for proceeding with the project. The proposal shall be:

- a) to prepare a second committee draft taking into account the comments and to distribute it for a vote, or
- b) to prepare a second committee draft taking into account the comments and distribute it again for comments, followed by procedure (a) as soon as possible, or
- c) to schedule a meeting to discuss the first committee draft and the comments received.

Further information on the development of successive committee drafts is given in Annex B.

3.4.3 The technical committee or subcommittee may decide to allocate new tasks to the working group or groups that participated in the preparatory stage or to a new working group or groups. However, the secretariat shall ensure that the successive committee drafts fully reflect the decisions agreed upon by P-members at meetings or by correspondence.

3.4.4 The decision to register a committee draft as a draft Recommendation or Document shall be made at a meeting or by a postal vote subject to the following conditions:

- approval by at least two-thirds of the total number of P-members whether at a meeting or by postal vote; and
- a conclusion by the secretariat of the technical committee or subcommittee (after consulting some or all of the P-members) either:

- (i) that there is little or no prospect of obtaining wider acceptance of the committee draft by its further amendment; or
- (ii) that it is in the general interest of the Member States that discussion of the committee draft should not be further prolonged at technical committee or subcommittee level.

3.4.5 If a committee draft is discussed at a meeting but an agreement is not reached on that occasion, a further committee draft incorporating decisions made at the meeting shall be distributed for consideration as in 3.4.1 with the deadline for reply being three months and with an explanatory report from the secretariat.

3.4.6 Each successive committee draft shall be considered as specified by options (a), (b) and (c) of 3.4.2 until the conditions of 3.4.4 are satisfied or until a decision to abandon the project has been made.

3.4.7 When the conditions of 3.4.4 have been satisfied, the secretariat of the technical committee or subcommittee shall, within four months, send the draft Recommendation or Document to BIML for editing and translation, if necessary. The secretariat shall also submit an explanatory note on the development of the draft.

3.5 Approval stage (Stage 4)

3.5.1 After a successful committee stage, BIML shall edit the texts of the draft Recommendation or Document in French and in English and then send them to all CIML Members for comments and voting (FOR, AGAINST or ABSTAIN). A CIML Member shall provide reasons for a vote AGAINST or ABSTAIN.

CIML Members shall be allowed four months to reply and shall be informed by BIML of the deadline for replies. However, shorter periods may be allowed in special cases if there is no objection from any CIML Member.

The draft shall simultaneously be sent to the external organizations concerned for comments with the same deadline.

3.5.2 Within one month after the deadline for replies, BIML shall send the results of the postal vote and a copy of all comments received to the secretariat of the technical committee or subcommittee concerned and to all CIML Members. It shall also indicate how the approval stage should proceed with regard to the considerations below.

3.5.3 If there are no proposals or objections requiring substantial amendments of the text, the subsequent action for a draft Recommendation or Document is as follows.

- a draft Recommendation shall be submitted at the next CIML meeting for approval (or submitted directly to the Conference when the next CIML meeting immediately precedes or follows a Conference) if a majority of CIML Members has provided a favorable vote; otherwise it shall be returned to the technical committee or subcommittee for reconsideration.
- a draft Document is formally approved and shall pass the publication stage if a majority of CIML Members has provided a favorable vote, and if there are no objections in principle to its publication from any of the CIML Members; otherwise, it shall be returned to the technical committee or subcommittee for reconsideration. If there is an objection of principle but a majority of favorable votes, the draft shall be submitted at the next CIML meeting, where the objection may be discussed and a decision made by a majority vote.

3.5.4 If there are proposals or objections requiring substantial amendments of the text, the secretariat of the technical committee or subcommittee concerned shall contact the P-members to decide whether these proposed amendments shall be considered or not; generally, only matters that have not been previously raised and debated by members of the technical committee or subcommittee should be discussed; the majority of the P-members may decide to revert the draft to the status of a committee draft in which case the provisions of 3.4.2 to 3.4.8 shall apply; however, an accelerated procedure may be used (see 5.2) to produce the new draft Recommendation or Document.

3.5.5 A draft Recommendation shall be published as an OIML International Recommendation if CIML approves it in accordance with the provisions of the Convention for CIML's decisions. A Recommendation approved by CIML shall be submitted to the next Conference for formal sanction.

A draft Recommendation may be directly sanctioned by the Conference, in accordance with the provisions of the Convention for the Conference's decisions, without previous approval by CIML.

3.6 Publication stage (Stage 5)

3.6.1 After approval of a draft Recommendation or Document by CIML, or direct sanction of a draft Recommendation by the Conference, BIML is responsible for all tasks at publication stage.

3.6.2 BIML shall verify the text before it is printed.

3.6.3 If its verification reveals mistakes or inconsistencies that can be remedied without adding to, diminishing, or changing the technical or administrative content of the text, BIML shall make the necessary changes in consultation with the secretariat of the technical committee or subcommittee.

3.6.4 If its verification reveals mistakes or inconsistencies that cannot be remedied without adding to, diminishing or changing the technical or administrative content of the text, BIML shall not proceed with publication; it shall confer with the secretariat of the technical committee or subcommittee concerned and inform CIML Members accordingly. The secretariat of the technical committee or subcommittee shall undertake the revision of the text (see 3.4); the time allowed for consideration and approval of the revised text may be reduced at the discretion of CIML.

3.6.5 Mistakes or inconsistencies of the same nature that are detected after publication may be corrected by means of corrigenda published by BIML. However, no more than two separate corrigenda shall be published modifying a current Recommendation or Document. The need for further modification shall result in a new edition of the Recommendation or Document.

3.6.6 A Recommendation that has been published after CIML approval shall not be republished after its sanction by the Conference unless the text has been amended by the Conference.

3.7 Periodic review of Recommendations and Documents

3.7.1 Each Recommendation or Document shall be reviewed every five years after its publication by the responsible technical committee or subcommittee to decide whether it should be confirmed, revised, or withdrawn.

3.7.2 A review may also be proposed at any time by any Member State or by BIML; the justification for the review shall be sent to the secretariat of the technical committee or subcommittee for a decision by the P-members, as in 3.7.1.

3.7.3 If the technical committee or subcommittee decides to confirm the Recommendation or Document, the secretariat shall inform BIML, which in turn shall inform CIML Members.

3.7.4 If the technical committee or subcommittee decides that the Recommendation or Document should be revised, the revision shall be proposed as a new project. The revision shall be included as a new project of the technical committee or subcommittee concerned unless objected by at least three CIML Members within one month after being informed of the technical committee or subcommittee decision, in which case the voting procedure as per 3.2.1.5 shall apply.

3.7.5 If the technical committee or subcommittee decides to withdraw the Recommendation or Document, the secretariat shall inform BIML and send it a justification for the withdrawal. BIML shall submit the decision to CIML for approval.

3.7.6 CIML may withdraw by majority vote a Recommendation or Document without a decision or contrary to the decision of a technical committee or subcommittee.

3.7.7 The decision to withdraw a Recommendation or Document shall be made by CIML during a meeting.

The withdrawal of a Recommendation is effective following CIML's decision which shall be submitted to the next Conference for formal sanction.

The withdrawal of a Document is effective following CIML's decision.

3.8 Copyright

The copyright of OIML International Recommendations and Documents and drafts of International Recommendations and Documents remains with the International Organization of Legal Metrology, as represented by BIML. Member States shall, however, have the authority to copy or reprint OIML Recommendations and Documents for their official requirements.

4 Meetings

4.1 Meetings of technical committees or subcommittees

4.1.1 Calling meetings

4.1.1.1 The purpose of a meeting of a technical committee or subcommittee is to discuss and/or vote on committee drafts, to discuss and approve the program of work including the examination of proposed new projects, to review existing Recommendations or Documents, or to establish working groups.

4.1.1.2 The secretariat of a technical committee or subcommittee shall call a meeting when the work may likely be accomplished more expeditiously than by correspondence. A meeting shall also be called if it is requested by a majority of the P-members.

4.1.1.3 Secretariats (particularly secretariats of a technical committee and of its subcommittees, or secretariats of technical committees or subcommittees of related subjects) shall inform each other of intentions to hold meetings so as to ensure efficient coordination and maximize the opportunity for Member States to participate. Secretariats shall be conscious of the interests of members who live great distances from meeting locations, and of the difficulties of particular Member States in attending meetings. If possible, secretariats should inform their P-members and BIML one year in advance of the countries and quarters of the year in which meetings are planned so that members may anticipate traveling costs in their budgets.

4.1.1.4 BIML shall prepare a calendar of meetings which will be communicated to Member States and liaison external organizations every month and published quarterly in the OIML Bulletin.

4.1.1.5 The secretariat shall send the notice of the meeting to all members of the technical committee or subcommittee at least three months in advance. It shall include the list of any draft that may be presented for a vote at the meeting. The secretariat shall inform P-members of its nominee as chairperson, preferably at the time of the notice but at least one month before the meeting.

4.1.1.6 Only those committee drafts that have been circulated at least three months before the meeting may be presented for a vote at the meeting; drafts that have been more recently circulated may be discussed if a majority of the P-members present agree.

4.1.1.7 Delegations shall be notified in advance of the language(s) that will be used during the meeting; when two or more languages are to be used, the secretariat or the host country shall provide interpretation. The principal language used shall be that which is most readily spoken by the majority of the representatives attending.

4.1.2 Conduct of meetings

Meetings of technical committees and subcommittees shall be conducted according to Annex F.

4.2 Meetings of working groups

Meetings of working groups should be organized, convened and conducted informally. However, the agenda shall be established in advance and communicated to the secretariat of the technical committee or subcommittee.

5 Acceleration of the work

- 5.1 Secretariats and P-members of technical committees and subcommittees are advised to use telecommunication and express post to accelerate the work through rapid distribution of drafts, the return of comments, etc.
- 5.2 When unanimously approved by the P-members of a technical committee or subcommittee, the time specified for actions and responses in these Directives (see normal timetable attached to Annex D) may be reduced.

6 Programming and monitoring the work

6.1 Work programs and target dates

The work program of a technical committee or subcommittee comprises all the projects for which it is responsible. For each project, the target dates for the distribution of the first committee draft and for the preparation of the draft Recommendation or Document shall be established.

Each technical committee or subcommittee shall establish and report, in the form given in Annex A-5, its work program. This program shall remain valid until:

- existing projects have been completed; or
- new projects have been allocated to the technical committee or subcommittee; or
- existing projects have been cancelled by CIML; or
- when significant deviations between the planned time schedule and the actual progress of work appear. In such cases the technical committee or subcommittee shall establish a new work program.

Work programs shall be established to meet the following target dates:

- a) from the date that a project has been approved by CIML and allocated to a technical committee or subcommittee, the first committee draft shall be produced within two years; however, this target date may be adjusted when the initiation of the project depends upon the completion of an activity in another internal body or external organization.
- b) from the date that the first committee draft has been produced, the draft Recommendation or Document shall be produced within three years.

The work program of a subcommittee shall be submitted to the parent technical committee which may request changes for a better harmonization of the work within the technical committee.

Work programs shall be sent to BIML for the information of CIML, which may request changes to satisfy specified priorities.

6.2 Annual reports

An annual report shall be prepared by the secretariat of each technical committee and subcommittee to indicate the progress made during the year and the work planned for the following year, for all projects for which it is responsible. Reports shall be prepared in the form given in Annex A-6 and shall be sent to BIML no later than December 31st. The secretariat of a technical committee or subcommittee shall send copies of the annual report to all its members. The secretariat of a subcommittee shall also send a copy to the parent technical committee.

6.3 Monitoring the work

BIML shall submit an analysis of the annual reports to CIML. This analysis shall include a comparison of the progress with the work programs. If there have been significant delays, BIML shall contact the secretariat of the technical committee or subcommittee to assist in resolving any difficulties. A technical committee shall participate in resolving the difficulties faced by its subcommittees. If these efforts are unsuccessful, BIML shall inform the Presidential Council which may request CIML to take appropriate corrective actions.

Every four years, BIML shall submit a report to the Conference on all technical activities of OIML.

7 Appeals

7.1 General

A CIML Member may appeal any decision or action by a technical committee or subcommittee with regard to the development, including approval or disapproval, of a Recommendation or Document, as follows.

7.1.1 A P-member of subcommittee has the right of appeal

- a) to the parent technical committee concerning a decision of the subcommittee,
- b) to CIML concerning a decision of the technical committee to reject the appeal against a decision of the subcommittee.

7.1.2 A P-member of a technical committee has the right to appeal to CIML concerning a decision of the technical committee.

7.1.3 An appeal shall be documented to explain fully the P-member's concern.

7.2 Appealing a decision of a subcommittee

7.2.1 The documented appeal shall be submitted by the CIML Member of the Member State concerned to the secretariat of the parent technical committee with a copy to BIML.

7.2.2 The secretariat of the parent technical committee shall inform its P-members within one month of receiving the appeal. The technical committee, in consultation with BIML, shall consider the appeal and make a decision on it, either by correspondence or at a meeting, within six months.

7.2.3 If the technical committee supports its subcommittee, the CIML Member who initiated the appeal may either accept the technical committee's decision or appeal to CIML.

7.3 Appealing a decision of a technical committee

7.3.1 The documented appeal shall be submitted by the CIML Member of the Member State concerned to BIML with a copy to the secretariat of the technical committee. BIML shall first proceed with any consultations deemed appropriate, including the President of CIML who may attempt to resolve the appeal through consultations, including the Presidential Council when appropriate.

7.3.2 If these consultations are unsuccessful, BIML shall refer the appeal and its comments to CIML Members by correspondence within six weeks of receipt of the appeal. CIML Members shall be given at least one month to inform BIML as to whether or not they support the appeal. If the majority of CIML Members support the appeal, it is accepted.

ANNEX A
MODEL FORMS

- A-1: Proposal for work in a new technical field
- A-2: Proposal for the establishment of a new technical committee
- A-3: Proposal for the establishment of a new subcommittee
- A-4: Proposal for a new project
- A-5: Work program of a TC or SC
- A-6: Annual report of a TC or SC
- A-7: Cover form for the circulation of successive committee drafts

Annex A-1



PROPOSAL FOR WORK IN A NEW FIELD OF TECHNICAL ACTIVITY

Date of presentation of proposal:

BIML's reference number:

Proposer:

Title(*) of proposed new field:

Scope (proposed list of projects):

Justification:

Description of similar work undertaken by other internal bodies or external organizations (if applicable):

List of internal bodies or external organizations with which liaison should be established:

In the view of the proposer the new field *could be encompassed by enlarging the scope of TC* /requires the establishment of a new technical committee().**

(*) The title should embrace the proposed scope, but should not be so broad that it could be construed to include subjects that are not envisaged as falling within that scope.

(**) Delete the words that are inapplicable and give the designation of the technical committee, if appropriate.

Annex A-2



PROPOSAL FOR THE ESTABLISHMENT OF A NEW TECHNICAL COMMITTEE

Date of presentation of proposal:

BIML's reference number:

Proposer:

Title(*) of proposed new technical committee:

Scope of work of proposed new technical committee (including proposed list of projects to be developed by the new technical committee):

Justification:

Description of similar work undertaken by external organizations (if applicable):

List of internal bodies or external organizations with which liaison should be established:

This proposal is/is not() accompanied by a proposal for work in a new field of technical activity.**

(*) The title should embrace the proposed scope, but should not be so broad that it could be construed to include subjects that are not envisaged as falling within that scope.

(**) Delete the words that are inapplicable.

Annex A-3



**PROPOSAL
FOR THE ESTABLISHMENT
OF A NEW SUBCOMMITTEE**

Date of presentation of proposal:

BIML's reference number:

Designation and title of technical committee making the proposal:

Title(*) of proposed new subcommittee:

Scope of work of proposed new subcommittee (including the project or projects to be developed by the new subcommittee):

Justification:

Description of similar work undertaken by external organizations (if applicable):

List of internal bodies or external organizations with which liaison should be established:

(*) The title should embrace the proposed scope, but should not be so broad that it could be construed to include subjects that are not envisaged as falling within that scope.

Annex A-4



PROPOSAL FOR NEW PROJECT

Date of presentation of proposal:

BIML's reference number:

Assigned to TC

Proposal for the development of a new OIML International Recommendation/Document(*)

The work proposed lies within the scope of TC (if applicable)

Proposer:

Title(**) of proposed Recommendation/Document(*):

Scope (as it is expected to be stated in the final publication):

Purpose and justification:

Relevant OIML publications and other standards to be considered:

Relationship of project to activities of other internal bodies or external organizations:

(*) Delete the inapplicable term.

(**) The title should embrace the scope, but should not be so broad that it could be construed to include measurements or instruments that are outside the scope. For example, the title *Mass meters for liquids* would be too broad a title if the scope was limited to coriolis meters, or to liquids of viscosity below a stated maximum.

Annex A-5



WORK PROGRAMME OF TC
OR TC /SC

Date:

Date received at BIML:

Title of TC or SC:

Name of Member State providing the secretariat:

Projects completed (titles and numbers of Recommendations and Documents):

Ongoing projects (number, title, nature-R or D, date of approval by CIML):

Project N°

Project N°

Project N°

Estimated schedule:

Year	199	199	199	199	199	199	199	199	199	199	199	199	199
N°													
N°													
N°													

Comments:

Information to be given and abbreviations to be used:
 Preparation of the 1st, 2nd... committee draft: 1CD, 2CD... (R or D if known)
 Draft Recommendation or Document sent to BIML: DR, DD

Annex A-6



ANNUAL REPORT OF TC
OR TC /SC

Date:

Date received at BIML:

Title of TC or SC:

ACTIVITIES DURING THE ELAPSED YEAR

Meetings held (dates and places)

Ongoing projects(*):

Project N°:	Title:	
Stage at beginning of the year:		Stage at end of the year:

Project N°:	Title:	
Stage at beginning of the year:		Stage at end of the year:

Project N°:	Title:	
Stage at beginning of the year:		Stage at end of the year:

Project N°:	Title:	
Stage at beginning of the year:		Stage at end of the year:

ACTIVITIES PLANNED FOR THE NEXT YEAR

Meetings planned (dates and places):
Other activities planned

(*) Stage may be: preparatory stage; 1st, 2nd... CD; DR or DD sent to BIML.

If the development of a project is behind the limit target dates specified in 6.1, reasons shall be given in the annual report.

Annex A-7



COMMITTEE DRAFT OIML/CD

Date: _____ Reference number:
OIML/TC
OIML/TC /SC

Supersedes document: _____

OIML/TC OIML/TC /SC
Title:
Secretariat:

Circulated to P- and O-members and liaison internal bodies and external organizations for:	
<input type="checkbox"/>	discussion at (date and place of meeting):
<input type="checkbox"/>	comments by
<input type="checkbox"/>	vote (P-members only) and comments by

TITLE OF THE CD (English):

TITLE OF THE CD (French):

Original version in:

ANNEX B

DEVELOPMENT OF SUCCESSIVE COMMITTEE DRAFTS AND COMPILATION OF COMMENTS

- B.1 Preparation of committee drafts
- B.1.1 When preparing a new committee draft on the basis of the comments made on the earlier draft, a secretariat shall take into account the following:
- the numbering of clauses and subclauses pertaining to corresponding topics in both drafts shall be easily comparable,
 - it shall be apparent where text has been deleted, and
 - new text shall clearly be identifiable (for example by means of underlining, shading or a different type face).
- B.1.2 The above provisions do not apply if the earlier draft has been discarded and the new committee draft is written without regard to the previous text.
- B.2 Nature of comments
- P-members have an obligation to provide timely comments on drafts (see 2.9.1, last paragraph). They shall also provide constructive comments that are clear expression of how to improve or modify the drafts.
- B.3 Compilation of comments
- B.3.1 A new committee draft shall be accompanied by a compilation of the comments received on the previous draft; the draft shall be distributed by the secretariat to members of the technical committee or subcommittee with an explanation as to how each comment was considered in the new draft.
- B.3.2 Comments shall be copied in full, in their original languages if they are in English or French, or in translation into at least one of those languages. It is preferable that the comments be translated so as to provide an English and French version. The secretariat shall not summarize or paraphrase comments.
- B.3.3 The secretariat may distribute with the compilation a list of alternative clauses for the new committee draft with members being asked to indicate a preference.
- B.3.4 If a draft is to be reviewed during a meeting, the compilation of the comments received by the secretariat shall be distributed to the members of the technical committee or subcommittee at least one month before the meeting.

ANNEX C

NUMBERING OF DOCUMENTS

C.1 Working group documents

If considered appropriate by the members of a working group, the convener may apply a sequential numbering to all or some working drafts, as follows:

OIML/TC../WG../N..

OIML/TC../SC../WG../N..

C.2 Technical committee or subcommittee documents

The secretariat of a technical committee or subcommittee shall apply a sequential numbering to each document it distributes to its members, by post or at a meeting, as follows:

OIML/TC../N°..

OIML/TC../SC../N..

C.3 General rules

The number shall be at the top right-hand corner of recto pages and at the top left-hand corner of verso pages.

In addition to and just under the number, the first page shall also bear the date on which the document was compiled.

Once a number is used for a document, it shall not be used again for a document with different wording and/or different contents.

If a document replaces an earlier one, the first page of the new document shall bear under the number, the number(s) of the document(s) it replaces.

ANNEX D

DIAGRAMS SHOWING THE TYPICAL DEVELOPMENT OF AN OIML INTERNATIONAL RECOMMENDATION OR DOCUMENT

D-1 Proposal Stage

D-2 Preparatory Stage

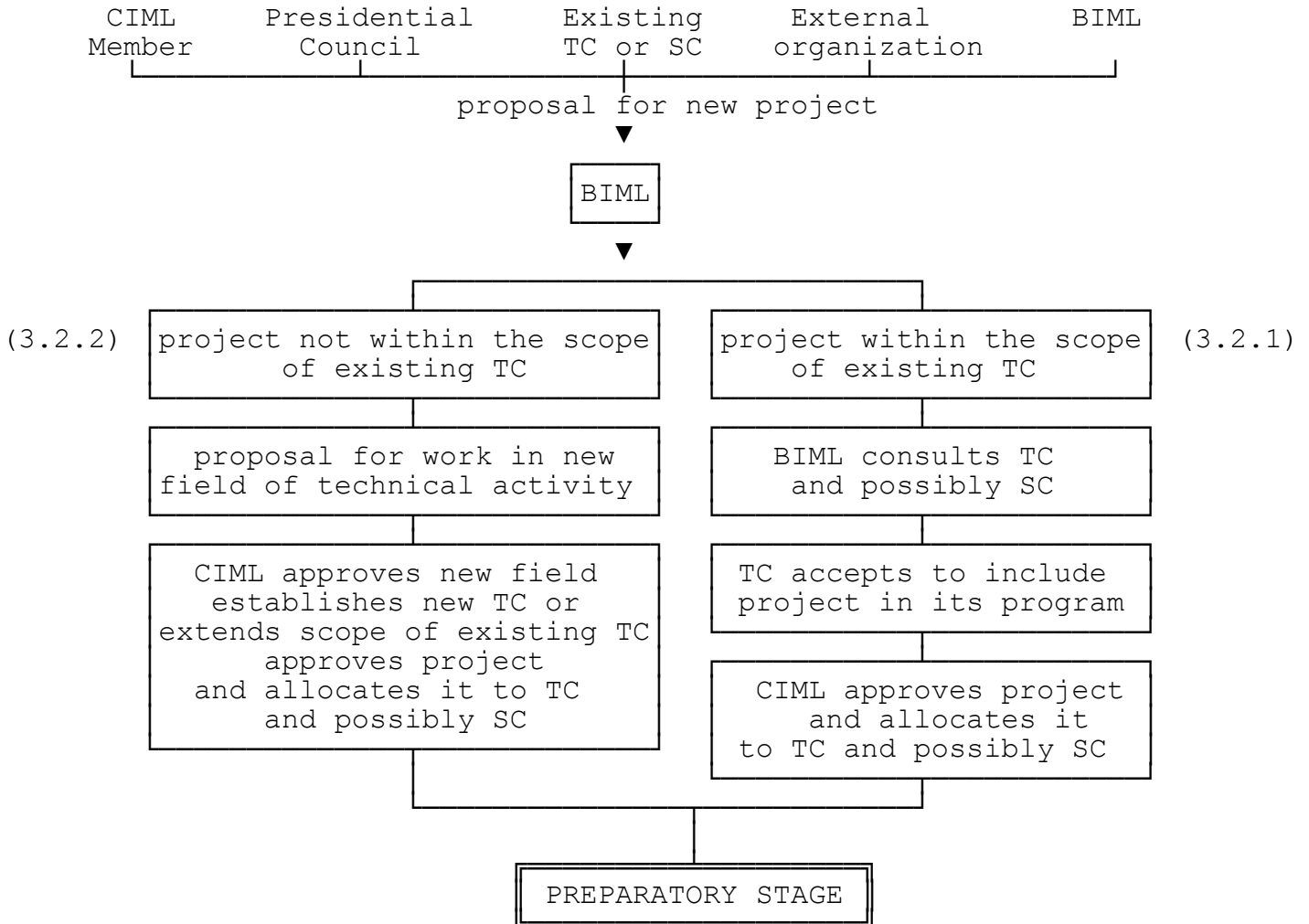
D-3 Committee Stage

D-4 Approval Stage

D-5 Normal timetable for the development
of a Recommendation or Document

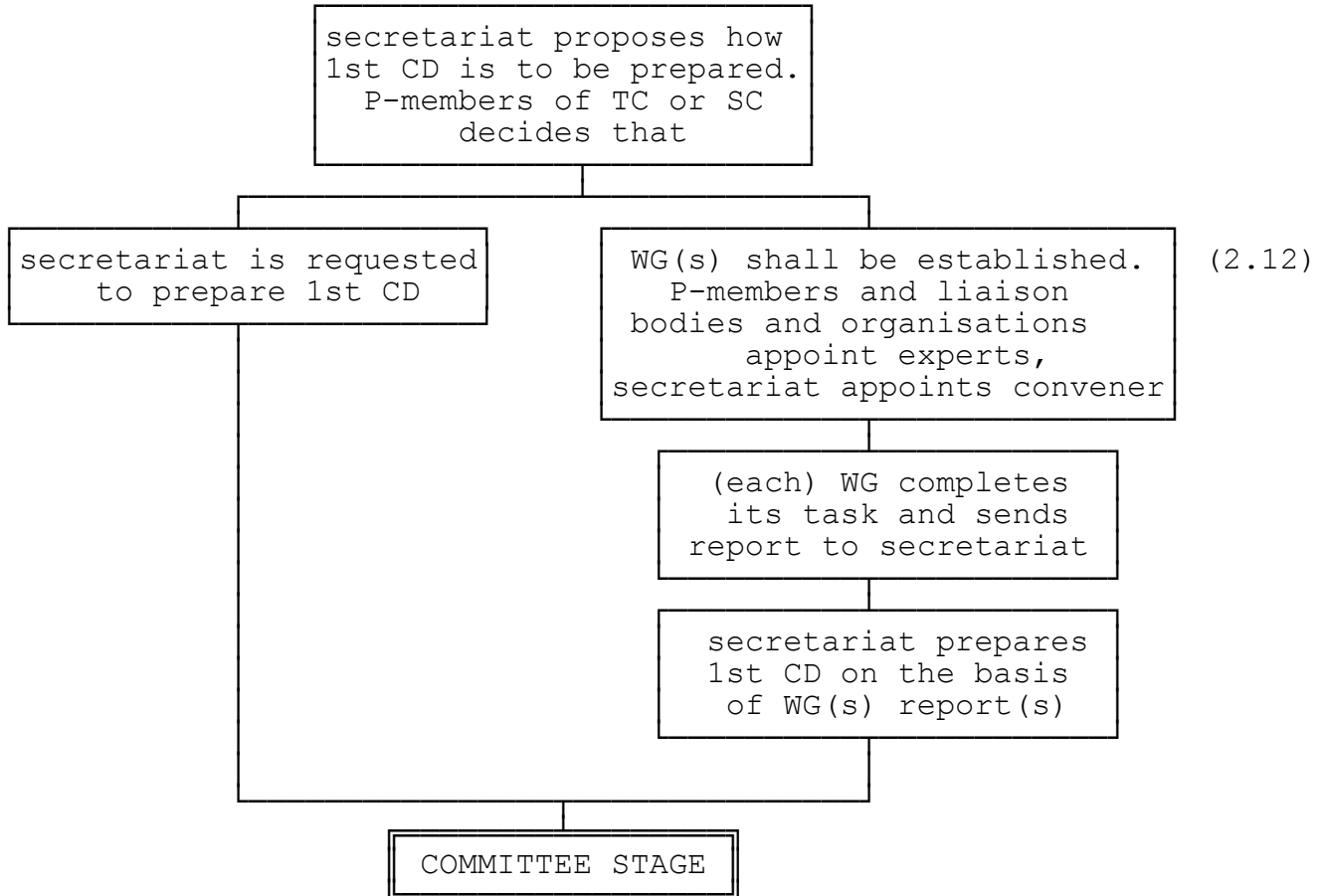
D-1 Proposal Stage

(Stage 1 - see 3.2)



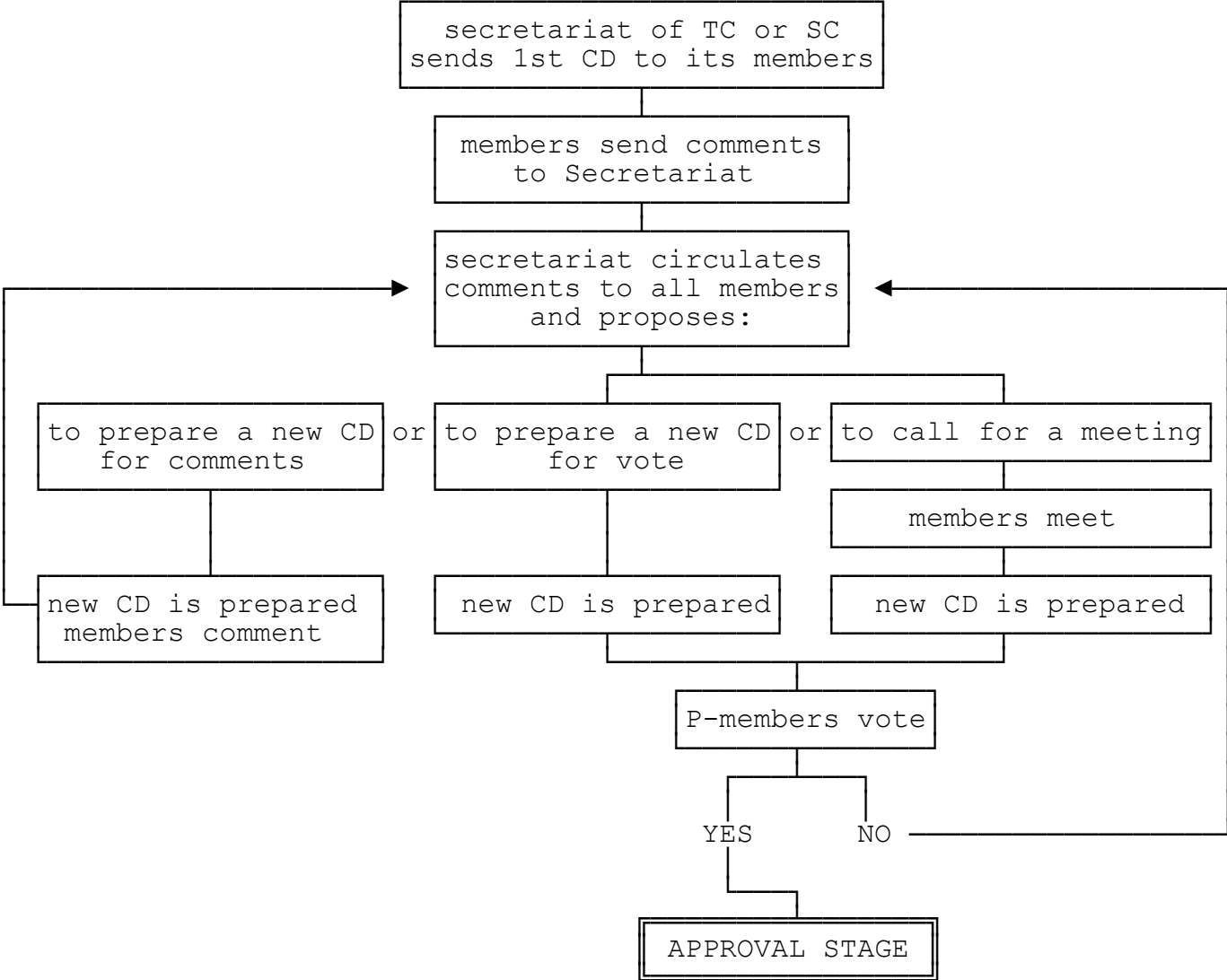
D-2 Preparatory Stage

(Stage 2 - see 3.3)



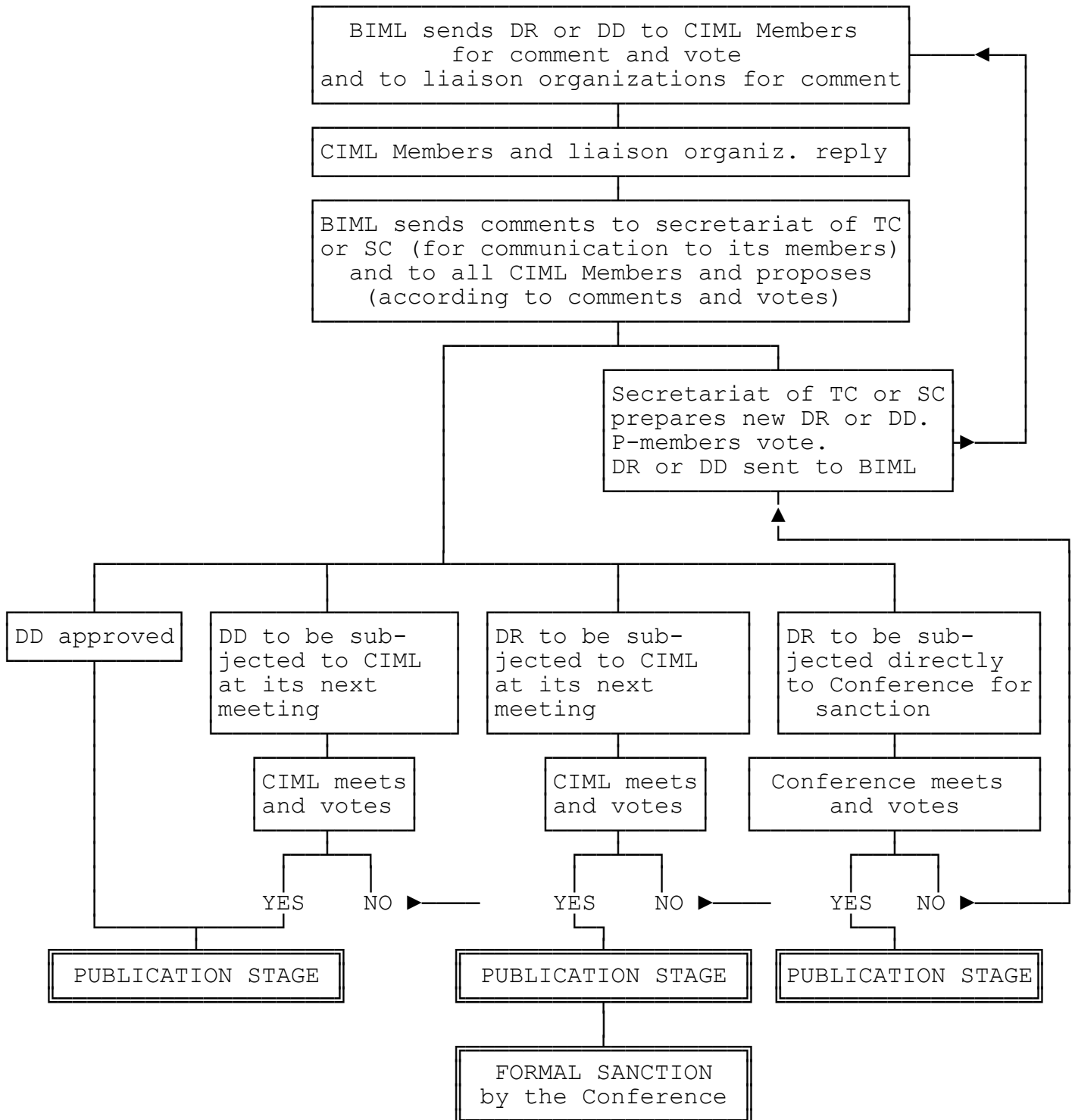
D-3 Committee Stage

(Stage 3 - see 3.4)



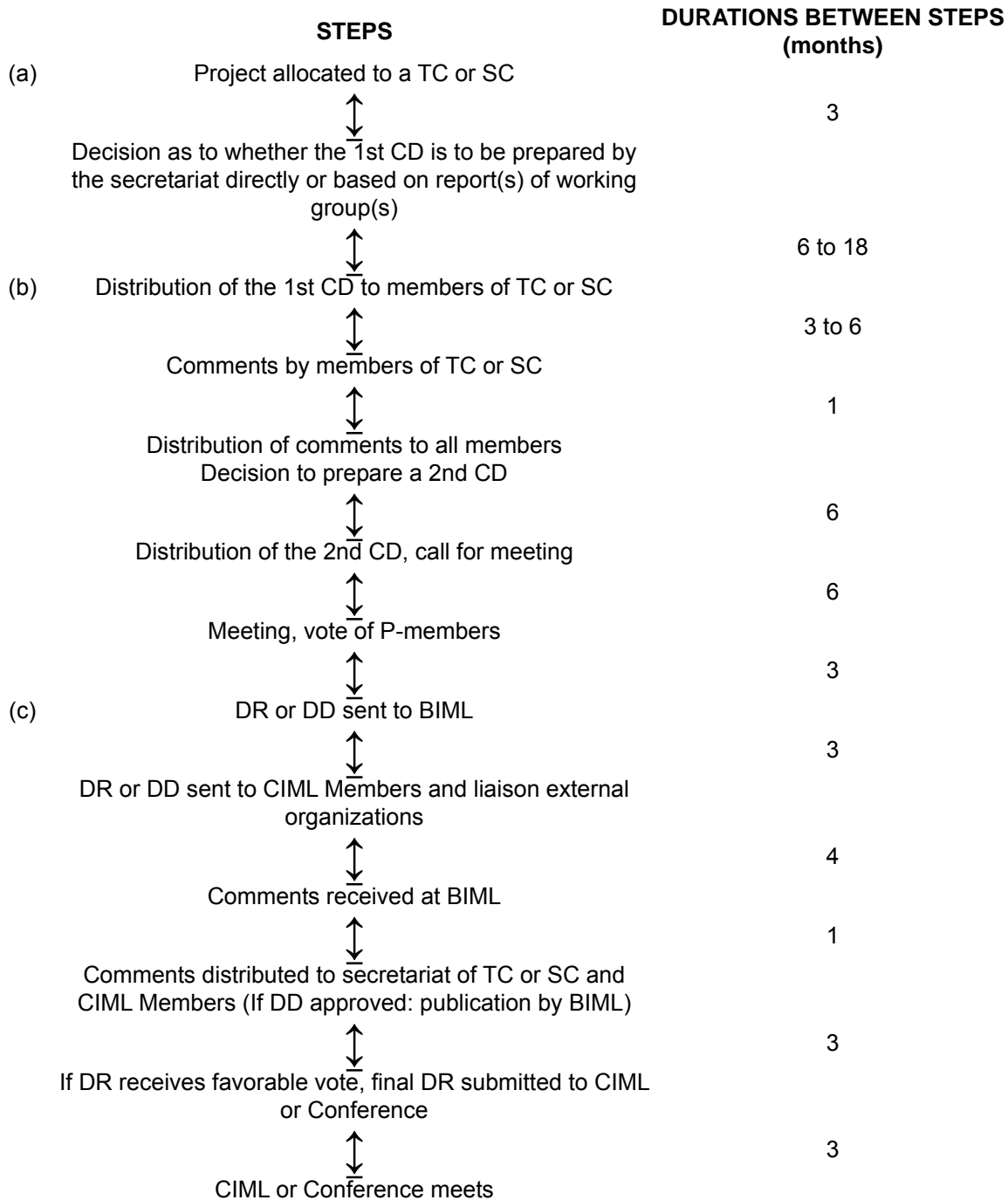
D-4 Approval Stage

(Stage 4 - see 3.5)



**D-5 Normal timetable for the development
of a Recommendation or Document**

This timetable gives normal durations between the various steps of the development of a Recommendation or Document, assuming that the preparation of a 2nd CD and a meeting will be sufficient to prepare the DR or DD. These normal durations will in fact be increased or decreased in practice according to the complexity of the work. However, no more than two years shall elapse between steps (a) and (b), and three years between steps (b) and (c).



ANNEX E

Use of international standards in the development of OIML Recommendations and Documents

- E.1 Whenever possible, OIML technical committees and subcommittees should use existing international standards(*) as a basis for the development of Recommendations and Documents for the following reasons:
- simplification and acceleration of the work by starting from an existing international standard, often available in French and English. This may permit the first committee draft to be prepared by the secretariat directly without any need for establishing a working group;
 - possibility of obtaining quickly (i.e. on the second committee draft) the agreement of the P-members since an international consensus has already been reached on the existing international standard;
 - assurance of compatibility between OIML requirements and those of the organization that developed the international standard.
- E.2 The use of existing international standards should apply to standards in their final printed form only and not to draft or provisional standards.
- E.3 In most cases, the international standard will not contain all provisions that are necessary for an OIML Recommendation; therefore, the OIML Recommendation shall include provisions developed by the technical committee or subcommittee concerned, in addition to those taken from the international standard.
- E.4 An international standard may be used as a basis for the development of a Recommendation either by copying or by reference.
- E.4.1 Copy of an international standard
- This method may be appropriate when the provisions that shall be taken from the international standard constitute a small part of both the standard and the Recommendation. A total or quasi-total copy of a standard is often inappropriate and may not be acceptable for the international organization concerned. This method requires an explicit acknowledgment in the Recommendation of those parts of the standard that have been copied. One shall also observe the fact that the language of the standard may be different from that of the Recommendation and that a list of equivalent terms may be necessary. In addition, technical committees and subcommittees shall not infringe on copyrights and shall contact BIML on this particular subject.
- E.4.2 Reference to an international standard
- This is the simplest method; however, in general, a Recommendation developed by reference to a standard cannot stand alone nor be implemented by itself. Divergences in the text used in the standard and in the Recommendation shall be clarified.
- Except in special circumstances(**), only reference by exact identification (i.e. reference to a specified edition of a standard) shall be used.
- A Recommendation developed by reference to an international standard shall be reviewed after each revision of the standard to decide whether or not it is possible to refer to the new edition of the standard.

(*) See note to 2.15.1.

(**) In particular, when the provisions to which a reference is made have no metrological impact (see for example, OIML Recommendation on weights, which contain undated reference to the ISO Standard on screw-threads).

ANNEX F

Conduct of technical committee and subcommittee meetings and role of chairperson

- F.1 If a committee draft is to be discussed at the meeting, the main working documents include the draft, the comments pertaining to the draft, and any proposed written changes submitted by members or by the secretariat. All proposed changes to the committee draft shall be introduced clause by clause at the meeting and shall be read by the chairperson. Additional proposed oral changes may then be submitted by the participants.
- F.2 Decisions may be made by the technical committee or subcommittee during the meeting in accordance with 2.10. All decisions shall be recorded in writing and copies shall be distributed to the participants each day and prior to the end of the meeting for a confirmation. If this process is not possible, the chairperson shall inform the participants at the beginning of the meeting and the decisions shall be presented orally for a confirmation prior to the end of the meeting.
- F.3 The chairperson shall conduct the meeting impartially even when also acting as a representative of the Member State providing the secretariat or of another P-member.
- F.4 The chairperson shall take into account the linguistic abilities of the participants and ensure fair hearing of all views presented. This person shall also ensure that the needs of interpreters are respected.
- F.5 The chairperson shall ensure that the delegates fully understand any topic requiring a decision by providing the necessary translations. Visual aids should be used when possible and appropriate.
- F.6 During a temporary absence of the chairperson, any person acceptable to a majority of the P-members present may take the chair.