**Annex A - Procedure flowcharts**

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

Annex A.2 Project proposal and approval (5.4)

Annex A.3 Establishment of a new Project Group (5.3)

Annex A.4 Project development (6.3–6.4)

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

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

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

**Annex A.1**

**Establishment of a new TC or SC (5.2)**

CIML Member

BIML

**Annex A.2**

YES

NO

Approve projects (5.4)  
and establish  
Project Groups (5.3)

BIML

reports to

the CIML

BIML sets up TC or SC web site and tools

BIML informs  
CIML Member of chosen secretariat country

NO

NO

BIML allocates  
TC or SC number

NO

YES

BIML asks

MS, CM, liaisons if

they want to participate

CIML makes decision

New TC or SC

proposal

Can the BIML resolve this?

More than one volunteer?

YES

Volunteer for

secretariat?

YES

≥ 6 P-members

from ≥ 2 regions?

BIML

**Project proposal and approval (5.4)**

Project proposal not approved

NO

BIML adds information   
to the proposal

NO

Project approved. BIML:

* allocates project number
* informs TC or SC secretariat

YES

≥ 50 % of MS in favour?

BIML send proposal to CIML,  
asking if they approve

* the project
* its allocation to the TC or SC

BIML

YES

Does TC or SC secretariat want to be convener for Project Group?

BIML discusses with TC or SC secretariat

BIML

Project

proposal

CIML Member

**Annex A.3**

Establish  
Project Groups (5.3)

**Establishment of a new Project Group (5.3)**

**Annex A.4**

Project development by Project Group

YES

YES

NO

NO

BIML informed of convener candidate(s)

Project approved

TC or SC secretariat asks its P-members if they wish to remain P-members for this project and if they want to be Project Group convener

Is there a volunteer to be convener?

BIML

reports to

the CIML

BIML sets up Project Group web site and tools

BIML informs  
CIML Member of chosen convener country

BIML allocates  
Project Group number

NO

YES

CIML makes decision

Can the BIML resolve this?

More than one volunteer?

**Project development (6.3-6.4)**

BIML discusses with Presidential Council and the CIML

Proceed with CIML ballot/approval

Other

Abandon project

Convener tells BIML no

better agreement possible

Convener:

Collates comments,

distributes comments

and proposes next action

NO

YES

≥ 2/3 of P-members voted  
“YES”?

NO

CD to all Project Group members for  
comment, P-members for vote

CD to all Project Group members for  
comment, meeting if necessary, 2CD prepared

1 CD prepared

YES

Is WD

ready to be 1CD?

To Project Group members

for comment

Project Group convener

begins project

Working Draft (WD)

**Annex A.5**

Convener calls meeting to discuss comments

Next CD prepared

Convener

improves Draft  
using comments

Convener sends

improved Draft and

comments to BIML

for CIML ballot and approval

Convener sends collated  
comments and responses  
to Project Group members

**CIML ballot of OIML publications (6.5)**

**Annex A.6**

Draft returned to Project Group for reconsideration

NO

BIML registers Final Draft and proceeds with CIML approval

Project Group convener sends Final Draft to BIML

BIML sends comments to Project Group convener

BIML sends ballot results and comments to CIML

NO

Comments needing substantial revision of the text?

YES

Majority of CIML Members voted in favour?

NO

BIML reminds CIML Members to vote

Majority of CIML Members voted?

YES

BIML sends Draft to CIML Members for vote and comment with 3 month deadline

BIML receives Draft from  
Project Group convener

**CIML approval of OIML publications (6.6)**

**Annex A.7**

NO

YES

NO

NO

Publication submitted to

next Conference for sanction

Publication on

OIML web site

BIML allocates final

publication number

BIML prepares

report for next

CIML Meeting

≥ 80 % of

votes cast

in favour?

YES

YES

All votes

cast in favour?

Vote cast by

≥ 80 % of CIML Members?

YES

YES

NO

NO

≥ 3/4 of CIML

Members present or represented?

Vote cast by

≥ 2/3 of CIML Members?

BIML sends

Final Draft to CIML

≥ 3 months

before meeting

BIML sends

Final Draft to CIML

with 3 months

voting deadline

Approval between CIML Meetings

Approval during a CIML Meeting

Report sent to

Project Group convener

stating recommended

action to be taken

Report sent to

Project Group convener

stating recommended

action to be taken

BIML receives Draft from  
Project Group convener

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

Who needs

to vote?

How many

need to vote?

Majority needed

Approval by CIML

President needed?

Not in all cases  
(see 6.7.5)

Publication

Publication

6.7.2

6.7.4

Annex A.6

6.7.3

6.7.4

Annex A.6

Applicable clauses

of Directives

Guide

Final Draft Recommendation, Document, Basic Publication, Vocabulary

At CIML Meeting

≥ 75 % of all

CIML Members

must be present

or represented

Vote must be cast

by ≥ 80 % of

CIML Members

present

or represented

≥ 80 % of

votes cast

are in favour

All

CIML Members

to be consulted

Vote must be

cast by

≥ 2/3 of

CIML Members

All

votes cast

are in favour

By correspondence

Where?