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Terms of Reference for the Advisory Group on matters  
concerning Countries and Economies with Emerging  
Metrology Systems (CEEMS)

Termes de référence pour le Groupe Consultatif sur les questions concernant les  
pays et économies dont le système de métrologie est émergent (CEEMS)

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## Foreword

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

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

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 OIML. Thus, they do not necessarily represent the views of the OIML.

This publication – reference OIML B 19, edition 2017 (E) – was developed by the CEEMS Advisory Group. It was approved for final publication by the International Committee of Legal Metrology at its 52nd meeting in October 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 Organization's headquarters:

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## **CEEMS Advisory Group**

### **Advisory Group on matters concerning Countries and Economies with Emerging Metrology Systems**

#### **1 Role and functions**

The Advisory Group on matters concerning Countries and Economies with Emerging Metrology Systems (“The CEEMS Advisory Group”) is a body created by the CIML to provide advice to the OIML on any matter relating to countries and economies with emerging metrology systems (hereafter referred to as “CEEMS”). In particular it may

- propose recommendations in respect of OIML policies affecting CEEMS,
- guide and assist CEEMS in establishing and/or improving their national metrological systems,
- explore funding opportunities from OIML Member States and relevant international organizations,
- assist in finding aid resources for CEEMS and assist in the organization of aid activities,
- promote awareness of the role of metrology among the public and governments of CEEMS,
- encourage CEEMS to participate in OIML activities,
- promote the adoption of OIML International Recommendations and Documents in CEEMS,
- propose consultation with and suggestions to Regional Legal Metrology Organizations (RLMOs) in respect of their activities affecting CEEMS,
- investigate the cooperation, intentions and needs of all OIML Member States and economies, especially the needs of CEEMS, and
- advise the CIML on the effectiveness of initiatives undertaken.

#### **2 Composition of the Group**

The Advisory Group will consist of

- a chairperson appointed by the CIML,
- a vice-chairperson, nominated from amongst the Advisory Group members and appointed by the CIML,
- the CIML President and Vice-Presidents (*ex officio*),
- the Director of the BIML (*ex officio*),
- the Director of the BIPM (*ex officio*),
- other CIML Members who volunteer to serve on the Advisory Group,
- a representative nominated by each of the RLMOs, and
- other experts co-opted by the Advisory Group to serve in a personal capacity.

All Advisory Group members (except those who are *ex officio*) are appointed, nominated or chosen for a three-year term with the possibility of reappointment for three-year terms without limitation.

In the case of the post of chairperson becoming vacant, the vice-chairperson shall perform all the chairperson's duties until the CIML has made a new appointment. In the case of the post of vice-chairperson becoming vacant, the CIML President shall select an acting vice-chairperson to fill the post until the CIML has made a new appointment.

### **3 Duties of the chairperson**

It is the responsibility of the chairperson, and where appropriate the vice-chairperson, to

- coordinate the activities of the Advisory Group,
- represent the OIML on matters relating to CEEMS in meetings of other international organizations,
- chair the meetings of the group, and
- report on the group's activities at the CIML meeting.

### **4 Arrangements for meetings**

The Advisory Group shall meet at least once a year, usually in conjunction with the CIML meeting.

The Advisory Group should attempt to reach agreement by consensus wherever possible. If consensus cannot be reached, decisions shall be based on the simple majority of members attending the meeting. For **decisions** taken at a meeting to be binding, two thirds of the Advisory Group members should be present, but that should not prevent the Advisory Group from issuing **advice** even if this quorum is not met. An Advisory Group member may provide a proxy to another Advisory Group member, provided that no member shall hold more than two proxies; proxies shall be taken into account for the purpose of calculating the quorum.

### **5 Secretariat of the Advisory Group**

A co-secretariat, consisting of staff from the BIML and staff of the Advisory Group chairperson's organization will provide secretarial support functions at their own cost to the Advisory Group. It is the responsibility of the secretariat to

- organize the meetings of the Advisory Group,
- prepare meeting minutes to be distributed to the Advisory Group and, as appropriate, to other participants in the meeting, and
- prepare a summary of discussions, decisions and progress of the Advisory Group for distribution to the CIML.

### **6 Ways of working**

Between meetings, the Advisory Group will usually operate through the chairperson and vice-chairperson or its secretariat. Where appropriate, it will be consulted by the chairperson or its secretariat, either by email or through the dedicated "workspace" provided on the OIML website.

The Advisory Group should endeavor to develop cooperation with the BIPM to promote a joint approach towards CEEMS activities where this is in the interests of both organizations.

At least every three years the Advisory Group will draw up a work plan setting out its proposed activities. This may include, but is not limited to

- launching web pages focused on CEEMS issues on the OIML website, mainly for communication and information exchange,
- organizing a survey of the needs of CEEMS,
- establishing a database of experts available for consulting work,
- collecting and sharing information that will help CEEMS to establish laws and regulations on their national metrology infrastructures,
- preparing a strategy for “OIML Training Centers” and similar training initiatives,
- preparing evaluations of “OIML Training Centers” and similar initiatives,
- organizing the development of guidance and procedures that are based on OIML Recommendations and Documents, with the aim to assist with the implementation by CEEMS of OIML Recommendations and Procedures,
- organizing workshops on chosen subjects, and
- strengthening communication with the RMLOs (and RMOs) to collaborate on projects of common interest.

The expenses of Advisory Group members will be the responsibility of themselves or the organization which nominated them. Where there is a need for the chairperson or vice-chairperson to present the work of the Group to the CIML at its annual meeting, their expenses may be met on the same basis as described in OIML B 17: 2012 *Policies and rules for the reimbursement of travel expenses incurred by CIML Members of Honor and invited guests in attending OIML events.*