

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

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



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Foreword

The International Organization 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 participates in Joint Committees with other Institutions for the development of **Vocabularies (OIML V)** and **Joint Guides** and periodically commissions legal metrology experts to write **Expert Reports (OIML E)**. Expert Reports are intended to provide information and advice, and are written solely from the viewpoint of their author, without the involvement of a Technical Committee or Subcommittee, nor that of the CIML. Thus, they do not necessarily represent the views of the OIML.

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OIML Publications may be downloaded from the OIML website in the form of PDF files. Additional information on OIML Publications may be obtained from the Organisation'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 Advisory Group”) is a body created by the International Committee of Legal Metrology (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 metrology systems,
- explore funding opportunities from OIML Member States and relevant international organisations,
- assist in finding aid resources for CEEMS and assist in the organisation of aid activities,
- promote awareness of the role of metrology among the public and governments of CEEMS,
- encourage CEEMS to participate in OIML technical activities,
- encourage CEEMS to participate in the OIML Certification System,
- promote the adoption of OIML International Recommendations and Documents in CEEMS,
- enhance knowledge transfer in emerging areas (e.g. digitalisation),
- propose consultation with, and suggestions to Regional Legal Metrology Organisations (RLMOs) in respect of their activities affecting CEEMS,
- investigate the cooperation, intentions and needs of all OIML Member States, Corresponding Members and other economies, especially the needs of CEEMS, and
- advise the CIML on the effectiveness of initiatives undertaken.

2 Composition of the Advisory Group

The Advisory Group will consist of

- a Chairperson appointed by the CIML according to the procedure detailed in Annex A,
- a Vice-Chairperson appointed by the CIML according to the procedure detailed in Annex A,
- the CIML President and Vice-Presidents (*ex officio*),
- the Director of the BIML (*ex officio*),
- the Director of the BIPM (*ex officio*),
- the Chairperson of the OIML Regional Legal Metrology Organisations’ Round Table (OIML RLMO RT) (*ex officio*),
- the Chairperson of the OIML Digitalisation Task Group (OIML DTG) (*ex officio*),
- the Chairperson of the OIML Certification System Management Committee (OIML-CS MC) (*ex officio*),
- CIML Members who volunteer to serve on the Advisory Group,
- a representative from each of the RLMOs, and

- other experts nominated by their respective CIML Member, or proposed by an Organisation in Liaison with the OIML, and co-opted by the Advisory Group to serve in a personal capacity – renewable on a three-yearly basis.

3 Duties of the Chairperson

- 3.1 It is the responsibility of the Chairperson, or 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 organisations,
 - chair the meetings of the Advisory Group, and
 - report on the Advisory Group’s activities at the CIML meeting.
- 3.2 In the event that the Chairperson is unable to fulfil his/her duties, the Vice-Chairperson shall substitute for him/her.
- 3.3 Where the positions of Chairperson and Vice-Chairperson are both vacant, the procedure described in paragraph 3(e) of Annex A applies.

4 Arrangements for meetings

- 4.1 The Advisory Group shall meet at least once a year, usually in conjunction with the CIML meeting. Other meetings may be arranged as necessary and, for these, online meetings will be the preferred/default mode of interaction.
- 4.2 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 (“the quorum”), but that should not prevent the Advisory Group from issuing **advice** if the quorum is not met.
- 4.3 An Advisory Group member may provide a proxy to another Advisory Group member, provided that no Advisory Group member holds more than two proxies. CIML Members and representatives of RLMOs may alternatively give a proxy to another person from their respective organisation. Proxies shall be taken into account for the purpose of calculating the quorum.
- 4.4 Observers may attend Advisory Group meetings with the agreement of the Chairperson or Vice-Chairperson.
- 4.5 Advisory Group meetings will be organised by the Chairperson with support from the secretariat.

5 Secretariat of the Advisory Group

- 5.1 A secretariat, consisting of staff from the BIML and staff of the Advisory Group Chairperson's organisation will provide secretarial support functions to the Advisory Group. Members are encouraged to contribute to this secretariat by making their own staff available, either by secondments to the BIML or operating from their own organisation.
- 5.2 It is the responsibility of the secretariat to
- organise Advisory Group meetings,
 - 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

- 6.1 Between meetings, the Advisory Group will usually operate through the Chairperson and Vice-Chairperson or its secretariat. Where appropriate, Advisory Group members will be consulted by the Chairperson or by the secretariat, either by email or through the dedicated "workspace" provided on the OIML website.
- 6.2 The Advisory Group should endeavour to develop cooperation with the BIPM to promote a joint approach towards CEEMS activities where this is in the interests of both organisations.
- 6.3 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,
 - organising surveys on 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 Centres", "OIML Training Events", and similar training initiatives,
 - preparing evaluations of "OIML Training Centres", "OIML Training Events", and similar initiatives,
 - organising the development of guidance and procedures that are based on OIML Recommendations and Documents, with the aim of assisting with the implementation by CEEMS of OIML Recommendations and Procedures,
 - organising workshops on chosen subjects, and
 - strengthening communication with the RLMOs (and Regional Metrology Organisations (RMOs)) to collaborate on projects of common interest.
- 6.4 The expenses of Advisory Group members will be the responsibility of themselves or the organisation which nominated them. Where there is a need for the Chairperson or Vice-Chairperson to present the work of the Advisory 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.*

Annex A

Appointment of the Advisory Group Chairperson and Vice-Chairperson (Mandatory)

A.1 Chairperson

- A.1.1 The Chairperson is nominated by the Advisory Group from among its members and shall be appointed for a term of three years by the CIML.
- A.1.2 The Chairperson is eligible for re-appointment for one further term of three years. If at the end of a second, or a subsequent, term there are no new candidates nominated for appointment to the position of Chairperson, the Advisory Group may propose to the CIML that the incumbent Chairperson be appointed for a further term of three years.

A.2 Vice-Chairperson

- A.2.1 The Vice-Chairperson is nominated by the Advisory Group from among its members and shall be appointed for a term of three years by the CIML.
- A.2.2 The Vice-Chairperson is eligible for re-appointment for one further term of three years. If at the end of a second, or a subsequent, term there are no new candidates nominated for appointment to the position of Vice-Chairperson, the Advisory Group may propose to the CIML that the incumbent Vice-Chairperson be appointed for a further term of three years.

A.3 Procedure for nominating the Chairperson and Vice-Chairperson

- A.3.1 During an Advisory Group meeting, the candidates for each position will give a short presentation of their candidacy. The selection is then processed, by secret ballots, as follows:
- A.3.2 As long as there are two candidates or more:
 - a) Advisory Group members vote for one of the candidates, and the candidate who obtained the smallest number of votes is eliminated;
 - b) in the case where two candidates share the lowest number of votes, the candidate who was most recently appointed as an Advisory Group member is eliminated.

Note: If one of the candidates receives a number of “yes” votes greater than 50 % of the number of Advisory Group members then that candidate is selected for nomination.
- A.3.3 If there is only one candidate or when only one candidate remains, Advisory Group members vote “yes” or “abstention” and the candidate is selected for nomination if he/she obtains a number of “yes” votes greater than or equal to 50 % of the number of Advisory Group members.
- A.3.4 If the remaining candidate has not obtained the required 50 % majority:
 - a) for the selection of the Chairperson, the Vice-Chairperson becomes Acting Chairperson until the next Advisory Group meeting, at which time a new selection is organised;
 - b) for the selection of a Vice-Chairperson, the position shall remain vacant until the next Advisory Group meeting, at which time a new selection is organised.

- A.3.5 The selected candidate (nominee) is then proposed to the CIML for appointment. CIML Members vote “yes” or “abstention” and the nominee is appointed if he/she obtains a number of “yes” votes greater than or equal to 50 % of the number of OIML Member States. The conditions specified in A.3.4 apply where the nominee does not receive the required 50 % majority.
- A.3.6 Where the positions of Chairperson and Vice-Chairperson are both vacant, should both candidates (nominees) fail to receive the required 50 % majority, a representative of the CIML Presidency shall assume the role of Chairperson (ex officio) until such time as a candidate (nominee) achieves the required 50 % majority.