

GUIDE

OIML G16

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Guide on the categories of OIML Publications
and their adoption procedures

Guide sur les catégories de Publications OIML
et les procédures pour leur adoption



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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; 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 Technical Committees or Subcommittees which comprise representatives from the Member States. Certain international and regional institutions also participate on a consultation basis. Cooperative agreements have been established between the OIML and certain institutions, such as ISO and the IEC, with the objective of avoiding contradictory requirements. Consequently, manufacturers and users of measuring instruments, test laboratories, etc. may simultaneously apply OIML publications and those of other institutions.

International Recommendations, Documents, Guides and Basic Publications are published in English (E) and translated into French (F) and are subject to periodic revision.

Additionally, the OIML publishes or participates in the publication of **Vocabularies (OIML V)** and periodically commissions legal metrology experts to write **Expert Reports (OIML E)**. Expert Reports are intended to provide information and advice, and are written solely from the viewpoint of their author, without the involvement of a Technical Committee or Subcommittee, nor that of the CIML. Thus, they do not necessarily represent the views of the OIML.

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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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Guide on the categories of OIML Publications and their adoption procedures

0. Introduction

This Guide defines the different categories of OIML Publications and clarifies their various adoption procedures by the CIML, the Conference, or the CIML President. In cases where no adoption procedure exists at the CIML level, the BIML Director is the approval authority.

The procedures for adopting Draft Recommendations and Draft Documents at the level of Technical Committees and Subcommittees have not been included in this Guide.

An overview of the voting procedures for the Conference and the CIML, as identified in the OIML Convention, the Directives for the Technical Work (1993) and a decision of the 12th OIML Conference (2004), is provided in the Annex.

Note: For the purpose of this Guide, "Publication" means any document, printed or in electronic format, distributed by, or under the responsibility of, the BIML and intended for an undefined number of recipients.

The following are the categories of existing OIML Publications:

Publication category	Principal adoption authority	See para.
Basic Publication	CIML Meeting or CIML by correspondence/online (simple majority)	1
Vocabulary	CIML (qualified majority) + Conference sanction	2
International Recommendation	CIML (qualified majority) + Conference sanction	3
International Document	CIML Meeting or CIML by correspondence/online (simple majority)	4
Guide	CIML President	5
Expert Report	CIML President or BIML Director	6
Seminar Report and others	BIML Director	7

1. Basic Publication

1.1 Description

A Basic Publication deals with the organization and operation of the OIML, or with fundamental issues concerning legal metrology on a global, regional and/or national level.

1.2 Adoption procedure

For internal Basic Publications, i.e. drafted by OIML bodies:

- a. *at a meeting*: the publication is approved if a simple majority of CIML Members votes in favor;
- b. *by correspondence*: the publication is approved if a simple majority of CIML Members votes in favor, and if there are no objections in principle to its publication.

Note: If the President feels that a larger majority is required, he may decide to apply the same majority rule as required for International Recommendations (see paragraph 3, under b.).

For external Basic Publications, i.e. drafted by other organizations:

- c. Publication requires the approval of the President after consultation, on a case-by-case basis, with the Presidential Council.

1.3 References

The adoption procedure is analogous to the procedure in the Convention for votes by the Conference concerning the organization, management and rules of procedure of OIML bodies (for details: see Annex, A.2). The procedure for external documents is common practice.

2. Vocabulary

2.1 Description

A Vocabulary sets out the general terms and definitions to be used when drafting OIML Recommendations and Documents.

2.2 Adoption procedure:

For Vocabularies drafted by the OIML:

- the same adoption procedure as for International Recommendations applies (see paragraph 3).

For Vocabularies drafted by other organizations:

- publication requires the approval of the President after consultation, on a case-by-case basis, with the Presidential Council.

2.3 References

For the formal text of the procedures: see Annex, A.4, A.5, A.3 and A.1, respectively. The procedure for Vocabularies drafted by other organizations is common practice.

3. International Recommendation

3.1 Description

An International Recommendation contains a set of metrological requirements intended to serve as a basis for national legislation, together with technical requirements, test procedures and type evaluation report format (or test report format) as appropriate.

3.2 Adoption procedure

With the exception of the Test Report Format, the CIML approves the Recommendation, either:

- a. in a vote by correspondence: by unanimous vote in favor, with the condition that 2/3 of all designated CIML Members must have voted. Blank and null votes are not considered as votes cast; or
- b. after having obtained a simple majority of all CIML Members in favor in a vote by correspondence, during a CIML Meeting at which 75 % of all designated CIML Members are present or represented, with 80 % majority of the votes cast, with the condition that 80 % of the CIML Members present or represented have cast their vote.

After approval by the CIML, the Recommendation is submitted to the next Conference, at which 75 % of the Member States are present. The Recommendation is formally sanctioned if 80 % of the votes cast are in favor, with the condition that the number of votes cast is at least 80 % of the number of Member States present.

Note: In case "b", the Recommendation, after having obtained a simple majority in a vote by correspondence, is submitted directly to the Conference for sanctioning, if the next Conference takes place in conjunction with the next CIML Meeting.

A Test Report Format is approved by the CIML according to the procedures applicable to International Documents (see paragraph 4), without requiring sanction by the Conference.

3.3 References

For the formal text of the procedures: see Annex, paragraphs A.4, A.5, A.3, A.1 and A.7, respectively.

4. International Document

4.1 Description

An International Document is composed of a set of guidelines or information that addresses legal metrology in general, or a specific measurement topic or instrument.

4.2 Adoption procedure

- a. The Document is approved if a simple majority of all CIML Members have voted in favor in a vote by correspondence, provided there are no objections in principle to its publication from any of the CIML Members.
- b. If there is an objection of principle but a majority of favorable votes, the Document shall be submitted to the next CIML Meeting where it is approved if a simple majority of the CIML Members present votes in favor.

4.3 References

For the formal text of the procedure: see Annex, paragraph A.6.

5. Guide

5.1 Description

A Guide provides explanation and interpretation only.

5.2 Adoption procedure

Publication of a Guide requires the approval of the President after consultation, on a case-by-case basis, with the Presidential Council.

5.3 References

The adoption procedure is common practice and is not based on a formal decision.

6. Expert Report

6.1 Description

An Expert Report contains the results of investigations commissioned by the President, the CIML or the BIML and expresses the personal views of its author.

6.2 Adoption procedure

- a. If the Expert Report is commissioned by the President or the CIML: publication requires the approval of the President, after consultation at the President's discretion on a case-by-case basis with the Presidential Council.
- b. If commissioned by the BIML Director: the BIML Director is the approval authority for publication.

6.3 References

The adoption procedure is common practice and is not based on a formal decision.

7. Seminar Report and others

7.1 Description

A Seminar Report contains seminar proceedings and presentations, organized under OIML auspices. Other publications include the OIML Bulletin, leaflets and brochures as well as information about the OIML published on the OIML Web Site, etc.

7.2 Adoption procedure

The BIML Director is the approval authority for publication.

7.3 References

The adoption procedure is common practice and is not based on a formal decision.

Annex

Formal texts

Voting procedures for the Conference (Convention, art. VIII)

A.1 Decisions of the Conference may only become effective if the number of Member States present be at least two-thirds of the total number of Member States and if they shall have received a minimum of four-fifths of the votes cast. The number of votes cast shall be at least four-fifths of the number of Member States present.

Abstentions and blank or null votes shall not be considered as votes cast.

A.2 For votes by the Conference concerning the organization, management, administration and rules of procedure of the Conference, the Committee and the Bureau and all analogue matters, an absolute majority shall suffice [...], the minimum number of Members present and votes cast having equal effect. The vote of the Member State whose delegate is in the chair shall be decisive in the event of an equal division of votes.

Voting procedures for the CIML (Convention, art. XVII)

A.3 (In a meeting) Decisions shall be valid only if the number of those present and represented be at least three-quarters of the number of persons designated as Members of the Committee and should they be supported by a minimum of four-fifths of the votes cast. The number of votes cast shall be at least four-fifths of the number of those present and represented at the session.

A.4 (By correspondence) Resolutions adopted in this way shall only be valid if all Members of the Committee shall have been called upon to give their opinions and if the resolutions shall have been approved unanimously by all those voting, on condition that the number of votes cast be at least two-thirds of the number of designated Members.

Abstentions, blank and null votes shall not be considered as votes cast. Failure to reply within the time-limit specified by the President shall be considered as an abstention.

Additional voting procedures for the CIML

Directives for the technical work, 1993, 3.5.3 and 3.5.5:

A.5 (After postal ballot) 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.

A.6 (After postal ballot) A draft Document is formally approved [...] 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.

12th OIML Conference (2004), decision 5.3:

A.7 The Conference decided that OIML Test Report Formats, which are of an informative nature concerning their implementation in national regulations, shall be approved by the CIML according to the rules applicable to International Documents, without having to be sanctioned by the Conference.