



# Rules of procedure for the Consultative Committees (CCs) created by the CIPM, CC working groups and CC workshops

Scope: This document is written for the CC Presidents, section and working group chairpersons and CC Executive Secretaries to ensure consistency, harmonization and smooth running of all the CCs, CC working groups and CC workshops.

This document is approved by the CIPM;  
it cancels and replaces CIPM/2005-10 adopted by the CIPM in 2005

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## **1 Introduction**

- 1.1 The CIPM has set up a number of Consultative Committees (CCs) whose Members nominate experts in their specified fields as advisers on scientific and technical matters.
- 1.2 The full list of CCs and their working groups is described in the [Directory of Consultative Committees](#) on the BIPM website. The Consultative Committee for Ionizing Radiation (CCRI) has three Sections that meet independently, each with a different chairperson. These CC rules also apply to the CCRI Sections.
- 1.3 This document describes the generic organization and rules under which the CCs operate. It gives guidance on the work of the CCs and how they may work with other organizations which have interests in the relevant field of metrology or which represent a specific user community or other specialist group.
- 1.4 It also describes the generic organization and rules for the working groups (WGs) of the CCs and how related workshops should be organized.
- 1.5 It does not describe the procedure for conducting CC comparisons as this is contained in a separate document, CIPM MRA-D-05.

## **2 Responsibilities of Consultative Committees (CCs)**

- 2.1 The responsibilities of the Consultative Committees are<sup>1</sup>:
  - a. to advise the CIPM on all scientific matters that influence metrology, including any BIPM scientific programme activities in the field covered by the CC;
  - b. to establish global compatibility of measurements through promoting traceability to the SI, and where traceability to the SI is not yet feasible, to other internationally agreed references (for example, hardness scales and reference standards established by the WHO);
  - c. to contribute to the establishment of a globally recognized system of national measurement standards, methods and facilities;
  - d. to contribute to the implementation and maintenance of the CIPM MRA;
  - e. to review and advise the CIPM on the uncertainties of the BIPM's calibration and measurements services as published on the BIPM website;
  - f. to act as a forum for the exchange of information about the activities of the CC members and observers; and

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<sup>1</sup> Note that the mission of the CCU is slightly different as it focuses on matters related to the International System of Units (SI) and advises the CIPM on matters concerning units of measurement.



- g. to create opportunities for collaboration.

### **3 Activities of the CCs**

3.1 The following activities are undertaken by each CC as appropriate:

- a. meeting as a Committee;
- b. creating appropriate working groups;
- c. making recommendations to the CIPM;
- d. reporting to the CIPM on the work of the CC by its President;
- e. soliciting reports to the CC from Members and Observers on their technical activities;
- f. fostering the development, improvement and validation of measurement standards and methods traceable to the SI or, if this is not yet feasible, to other internationally agreed references;
- g. fostering the development of certified reference materials, where appropriate;
- h. harmonizing measurement uncertainty calculations based on the GUM;
- i. harmonizing terminology (vocabulary) based on the VIM;
- j. organizing symposia or workshops on topics related to the work of the CC;
- k. establishing an operational liaison with other intergovernmental organizations and international bodies as well as other CCs which have interests in the field concerned;
- l. promoting and fostering collaborations between NMIs;
- m. publishing reports of meetings and other appropriate documents on the open BIPM website, noting that recommendations to the CIPM although normally drafted in English must have a French translation (see 5.12);
- n. continuing to comply with CC duties as now required by the CIPM MRA including:
  - identifying CIPM key comparisons;
  - approving the organization of CC key comparisons, specific CC supplementary comparisons and pilot studies, approving the technical protocols, approving the results and final reports;
  - approving the BIPM ongoing comparisons, their results and final reports;
  - approving the RMO key comparisons, their technical protocols, results and linkage procedure and final reports;



- facilitating the inter-regional CMC review through the appropriate CC working group.

## **4 Membership of the CCs**

- 4.1 The CCs operate under the authority of the CIPM. The CIPM appoints the President of each CC who is expected to chair each CC meeting and report to the CIPM. The President is normally chosen amongst the members of the CIPM.
- 4.2 With the exception of the CCU, which has different membership criteria (see 12.3), membership of the CCs is decided by the CIPM in accordance with the following established criteria.

*Membership of a Consultative Committee is open to institutions of Member States of the BIPM that are recognized internationally as most expert in the field. This normally requires that they:*

- *be national laboratories charged with establishing national standards in the field;*
- *be active in research and have a record of recent publications in research journals of international repute;*
- *have demonstrated competence by a record of participation in international comparisons organized either by the Consultative Committee, the BIPM or a regional metrology organization.*

4.3 *In addition the CCs may include as Members:*

- relevant intergovernmental organizations, international bodies and scientific unions whose participation would advance the work of the CC;*
- named individuals when their knowledge and experience are highly valuable to the CC, even if they come from an institute that does not fulfil the membership criteria.*

4.4 Any BIPM Member State NMI or DI<sup>2</sup> with an interest in the particular scientific field may apply for membership by writing to the Director of the BIPM and presenting its case for membership. The Director will then normally consult the CC President who in turn may consult the CC and may request an oral presentation. If deemed appropriate, at the next meeting of the CIPM the CC President, with the support of the Director of the BIPM, will ask the CIPM to approve Member status.

4.5 Observer status on a CC may be granted to those institutes of Member States and to intergovernmental organizations and international bodies, and scientific unions that actively participate in the activities organized under the auspices of the CC and its working groups but do not yet fulfil all the criteria for membership. Observer status is decided by the CIPM.

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<sup>2</sup> NMI and DI: In the context of the CIPM MRA, national metrology institute (NMI) or other designated institute (DI)



- 4.6 The Director of the BIPM is a member *ex officio* of each CC and there is usually at least one other BIPM staff member present at each meeting.
- 4.7 Members and Observers are generally metrology laboratories and specialized institutes, or international organizations, each of which sends a delegate of their choice in response to the convocation issued by the Director of the BIPM on behalf of the CC President. Member institutions may also send technical experts to support their delegate. The number of such experts, typically one or two for Members, is decided by the CC President and is printed on the convocation. The delegate of an Observer may not be accompanied by a technical expert without the prior approval of the CC President.
- 4.8 The President of a CC may invite other persons to attend a meeting of the CC as Guests. Guests have the same status as Observers for the meeting to which they are invited, but they are invited as a Guest on an individual, one-off basis.
- 4.9 The CIPM will carry out a formal review of the membership of the CCs every four years in the year following a meeting of the CGPM although the CC President may propose changes at each CIPM meeting.
- 4.10 The CIPM may decide to remove Member status, change Member status to Observer status or remove Observer status.
- 4.11 The list of CC Members and Observers is detailed in the [Directory of Consultative Committees](#) and on the BIPM website.

## **5 Operation of the CCs**

- 5.1 The CCs meet at the BIPM headquarters.
- 5.2 The CCs should meet at least once every 4 years. The CCs may decide to meet more frequently depending on their particular requirements. The meeting dates are proposed to the CIPM by the President of the CC and confirmed by the CIPM.
- 5.3 All attendees at the previous CC meeting, as well as new Members and Observers, are informed of the next meeting date as soon as it is known. The date is also posted on the CC page and meetings pages of the BIPM website.
- 5.4 Convocations for the CC meetings are distributed electronically by the BIPM secretariat normally 6 months but at least 3 months before the meeting and include a draft agenda prepared on behalf of the President by the Executive Secretary and approved by the President.
- 5.5 Each Member and Observer must complete a registration form as supplied by the BIPM secretariat for its delegate and technical expert(s), or may send apologies for absence. The distinction between delegates and expert(s) should be clearly stated by the Member/Observer on the registration form.



- 5.6 Invited Guests are also requested to complete a registration form supplied by the BIPM secretariat so that their details are included in the secretariat database and appropriate administrative arrangements are made for their presence.
- 5.7 The draft agenda and the working documents for each meeting are posted in a protected area of the CC web pages within the BIPM website. The codes for access are sent automatically to each registered participant. Nominated delegates who cannot attend a meeting are notified of the codes on request.
- 5.8 Working documents submitted by the delegates will normally include written reports from each Member and may include reports from Observers and Guests. They will include reports of relevant activities in the BIPM laboratories and may also include draft comparison reports that need to be discussed by the CC, documents that the CIPM wish the CC to discuss, and any other relevant documents. Chairpersons of working groups (see Section 6) are expected to provide a written report. Working documents may be revised at any time, even after the meeting.
- 5.9 Members participate freely in debates at the CC meetings; Observers and Guests may be called upon by the CC President to express a view or make a presentation.
- 5.10 The operation of the CC is normally by consensus (*nem. con.*) of Members while present at the meeting. If no consensus is reached the CC President may decide to:
- accept the majority opinion;
  - create a Task Group to study the issues impeding a consensus and present workable options;
  - maintain the *status quo* and defer the decision to the next meeting;
  - defer to an electronic vote of all Members with an absolute majority needed to pass the motion;
  - refer the issue to the CIPM for advice.
- 5.11 Each CC appoints a rapporteur who is expected to produce a succinct draft report of the meeting, including all decisions and actions, within one month.
- 5.12 Any official recommendations of the CC to be presented to the CIPM need to be clearly expressed and shall be translated into French to enable the CIPM to incorporate these into their proceedings.
- 5.13 After the meeting, the working documents that are not confidential may be made openly available for the benefit of others. Confidential documents include draft comparison reports and any papers that have been or will be submitted for publication.

## **6 Consultative Committee Working Groups**

- 6.1 The CC decides on the establishment of CC working groups, defines their membership, scope and terms of reference. These details are available from the CC



- President or Executive Secretary and are submitted to the CIPM for subsequent approval.
- 6.2 The structure of the working groups differs among the CCs and even within a CC depending on the nature of the work to be done. For example, in some working groups the members are laboratories while in others the members are named individuals. Some working groups are long standing and relatively formal. Others are set up for a particular task, such as running an international comparison or preparing a document, and are dissolved as soon as the work is completed. This is detailed in their scope and terms of reference.
- 6.3 The working group chairperson, normally drawn from those attending the CC, is appointed by the President of the CC, with the agreement of the CC. The chairperson must be from a Member State and the term of office is not more than 4 years unless reappointed officially. If a chairperson retires or resigns between two CC meetings, the CC President may appoint an interim chairperson.
- 6.4 Membership of the WG is normally restricted to NMIs and DIs of the BIPM Member States who participate in the relevant CC as Members or Observers. However, institutes that are not Members or Observers of the CC because of narrow expertise may nevertheless become members of a WG whose terms of reference coincide with their particular expertise. In addition, the CC WG chairperson may invite guests on a one-off basis from other BIPM Member States or Associates of the CGPM<sup>3</sup>, and, after consultation with the relevant NMI, the participation of a third-party institute from a Member State when this participation will aid or improve the work carried out by the WG. In particular circumstances, representatives of industrial groups, or government advisers, may also be invited. The President of the CC and the BIPM Director should be informed in advance of any invited participation as this may add to the costs for the BIPM. For any invited guest, the chairperson of the WG should normally contact the NMI or DI of the Member State to confirm the participation. Hence working groups are normally comprised of members and guests. NB Industrial or commercial representatives may not be invited to participate unless they represent the institute designated as the holder of the particular national standard.
- 6.5 An exception to the general rules in 6.4 may apply for the CC WGs on CMCs, as the members are normally the RMO TC chairpersons.
- 6.6 Associates of the CGPM may be asked to pay for the extra costs incurred by the BIPM for their participation in WGs. NB This does not apply to RMO TC chairpersons.
- 6.7 When comparisons are organized by a CC WG, experts from the participating institutes which are not Members or Observers of the CC may be invited, on a one-off basis, to the meetings of the WG to discuss the results.
- 6.8 The Director of the BIPM, the President of the CC, and the CC Executive Secretary may attend any WG meeting.

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<sup>3</sup> Associates is used in short for Associate States and Economies of the CGPM



- 6.9 WG meetings to be held at the BIPM must be arranged through the CC Executive Secretary and participants must complete a registration form supplied by the BIPM secretariat.
- 6.10 Chairpersons of the CC WGs must inform the CC Executive Secretary of the date and preferred location of any WG meeting. WG meetings may be held anywhere in the world and the chairman is responsible for their smooth operation wherever they are held.
- 6.11 It is the responsibility of the WG chairperson to call meetings as needed but at least two months' notice should be given to members of the WG. The CC Executive Secretary may assist in the organization of a meeting, particularly when it is to be held at the BIPM.
- 6.12 The chairperson is responsible for the preparation and distribution of papers for the meeting. These documents may be placed in a restricted-access website for the WG on the main BIPM website, through the CC Executive Secretary or the BIPM secretariat. When a participant registers for a meeting held at the BIPM, the BIPM secretariat will automatically send the access codes for the working documents. The WG chairperson and the CC Executive Secretary may also distribute these codes.
- 6.13 The WG chairperson may appoint a rapporteur for each meeting. It is the responsibility of the chairperson to produce a report for the CC summarizing the activities and recommendations of the WG since the last CC meeting. If the chairperson is not normally a participant of the CC, he may be invited to the meeting by the President to make his report.
- 6.14 The operation of the WG is normally by consensus (*nem. con.*) of members present at the meeting. If no consensus is reached the WG chairperson may decide to:
- accept the majority opinion;
  - maintain the *status quo* and defer the decision to the next meeting;
  - defer to an electronic vote of all members with an absolute majority needed to pass the motion;
  - refer the issue to the CC President.
- 6.15 If the WG wishes to express an opinion or recommendation to an outside body, the prior approval of the CC President must be obtained.

## **7 Consultative Committee Workshops**

- 7.1 The CC, or a WG under the auspices of the CC, may decide that it is appropriate to run a workshop. This may be to discuss comparison results, measurement uncertainties, new measurement methods or any other relevant scientific topic.
- 7.2 The CC may establish the workshop programme including the speakers or they may use a WG to do this.



- 7.3 The preferred date and location of the workshop should be proposed to the CC Executive Secretary who will make the necessary arrangements or identify the alternative options available.
- 7.4 Attendance at the workshop is by pre-registration and is open to BIPM Member States and Associates of the CGPM. A registration fee may be charged.
- 7.5 For workshops held at the BIPM, the registration fee is normally waived for workshop chairmen and speakers.
- 7.6 Any recommendations from the workshop are presented to the following CC meeting.

## **8 Sponsorship of meetings by a CC or WG**

- 8.1 When a CC or WG wishes to co-sponsor a meeting, conference or seminar organized by another body, the CC President must request permission from the Director of the BIPM.
- 8.2 Any use of official logos (BIPM, CIPM MRA, KCDB or others) requires the prior authorization of the Director of the BIPM.

## **9 Responsibilities of CC Presidents**

- 9.1 The President of the CC is expected to chair each CC meeting and facilitate the proceedings (see also 5.10) to produce recommendations for the CIPM.
- 9.2 The President reports to the CIPM on the work of the CC and of its working groups. A full presentation is made to the CIPM following the CC meeting and a short update report may be presented in those years that the CC has not met.
- 9.3 The President advises the CIPM on the membership status of the CC and announces the chairmen of each WG and presents the written remit and terms of reference of each working group.
- 9.4 The President produces a written report for the CGPM and makes an oral presentation using slides as appropriate.

## **10 Responsibilities of CC Executive Secretaries**

- 10.1 The CC Executive Secretaries are appointed from BIPM staff members.
- 10.2 The CC Executive Secretary works with the President of the CC and the BIPM secretariat to ensure the smooth running of CC meetings.
- 10.3 The CC Executive Secretary makes arrangements with the WG chairperson for WG meetings that are held at the BIPM.



- 10.4 The CC Executive Secretary assists the CC rapporteur by editing the CC report and distributing it in draft form to the CC participants for comment.

## 11 Responsibilities of the BIPM Secretariat

- 11.1 The BIPM secretariat identifies the list of members for each convocation, checks this with the CC Executive Secretary and sends the convocation normally 6 months but at least 3 months before the CC meeting.
- 11.2 Once the report of each CC meeting has been ratified by the participants (see 10.4) it is edited and published on the BIPM website.
- 11.3 The BIPM secretariat informs the relevant Executive Secretary of any application for CC membership or Observer status that has been received by the Director.

## 12 Related documents

- 12.1 CIPM MRA, 1999, [Mutual Recognition of National Measurement Standards and of Calibration and Measurement Certificates issued by National Metrology Institutes](#), BIPM
- 12.2 CIPM MRA-D-05 Comparisons in the CIPM MRA.
- 12.3 [Membership criteria for the CCU](#) published on the BIPM website.

## 13 Revision History

Version number	Author	Date of Issue/Review	Summary of change
1.0	BIPM	2009-09-15	Presented to the CIPM, October 2009
1.1	BIPM	2009-10-28	Amendments by the CIPM and the BIPM
1.2	BIPM	2009-11-06	Final edits prior to publication on the BIPM website
1.3	BIPM	2009-11-16	Consistency of title, headers and footers