

Appendix 1 - Guidelines for Membership of CCPR WG-KC

1. General rules

- 1.1. The membership of WG-KC is by NMI. Each member NMI appoints an individual who represents the NMI. Correspondence is kept with the individuals.[†]
- 1.2. Pilots of ongoing CCPR Key Comparisons^{††}, if they are not current WG-KC members, are automatically members (*temporary members*) in the period of the comparison in progress. Temporary members will retain their status as long as WG discussion(s) in which they are actively participating are in progress.
- 1.3. The President and Executive Secretary of the CCPR are ex-officio members of WG-KC.[†]

2. Criteria for membership

- 2.1. Member NMIs must comply with one of the following criteria:
 - 1) They must be a pilot laboratory of a current or past CCPR or RMO Key Comparison.
 - 2) They must have the ability and commitment to serve as a pilot laboratory for future CCPR Key Comparisons^{††}. In this case, the NMI must list one or two comparisons they are prepared to pilot. The NMI must have participated in the listed Key Comparisons^{††} in the past.
- 2.2. Member NMIs must be prepared to support their delegate to fulfill the responsibilities in 3.
- 2.3. Member NMIs must be members of the CCPR.

3. Responsibilities

- 3.1. Attend WG-KC meetings (absence in two consecutive meetings will mean automatic loss of membership).
- 3.2. Review protocols and draft B reports of CCPR and RMO comparisons as requested by the WG-KC Chair.
- 3.3. Participate actively in e-mail discussions in between physical meetings.
- 3.4. Serve as a pilot lab for at least one comparison in the next round of CCPR Key comparisons.^{††} This requirement may not apply to those member NMIs who have already served as a pilot of CCPR KCs^{††}.

4. Change of membership

- 4.1. Change of WG-KC Membership needs to be approved by the CCPR[†].
- 4.2. Membership is reviewed annually at each WG-KC meeting, and WG-KC may propose to drop those members that have not fulfilled their responsibilities.
- 4.3. New memberships may be proposed at a WG-KC meeting, and WG-KC may recommend them to the CCPR if the candidate NMI satisfies the criteria given in 2.

5. Observers

- 5.1. All CCPR members, *observers* (as defined by CCPR), and RMO P&R TC chairs, that are not members of WG-KC, have the status of *observer of WG-KC* and are invited to attend WG-KC meetings without invitation by the WG-KC chair[†]. They

[†] from CCPR Code of Procedures for CCPR Working Groups and Task Groups

^{††} This does not include bilateral comparisons.

have no right to vote and do not participate in the work between the meetings, as for example, e-mail discussions.

- 5.2. WG-KC may invite RMO P&R TC chairs to participate in specific discussions (by email or physical meeting) directly related to RMO comparisons and RMO activities.
- 5.3. *Observers of WG-KC* are strongly encouraged to attend the WG-KC meetings held in conjunction with the CCPR meetings.
- 5.4. Any other individuals approved by the WG-KC Chair may attend WG-KC meetings.