

**Participation in CCQM Pilot Studies:
Request form for guest laboratories**

Author: R. Wielgosz	Date: 06/05/2014 Version: 1.0	Authorized: W.E. May	CCQM-F-01 Page 1
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**Part A - To be completed by CCQM coordinating laboratory sending form to potential guest laboratory
(see Part F for instructions)**

CCQM Pilot Study Code

Name of Pilot Study

Parallel key comparison (if applicable)

CCQM Working Group with responsibility

Expected start date of measurement

Name of CCQM coordinating laboratory

Name of contact person

email _____

phone

**Part B - Information and declaration of candidate guest laboratory (see Part F for instructions)
To be completed by candidate guest laboratory**

Name of institute

Name of contact person

Address

email _____ phone

Status of candidate guest laboratory: (Please tick one or more of the following:)

- under consideration for designated institute status within its country
- under consideration for designated institute status by international organization that is CIPM MRA signatory
- reference laboratory of an international organization with interest in becoming a CIPM MRA signatory
- expert scientific laboratory
- for profit commercial organization

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Please state your interest and the added value that your participation can bring to the pilot study

Declaration:

I hereby request participation in CCQM-P

and have read and agree to the terms and conditions of participation.

Name

Position

Address

email

phone

Signature

Date

Part C - Decision of CCQM President

Approval of request to participate in Pilot Study:

Yes

No

Signature

Date

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Part D - Review of guest laboratory participation request by CCQM WG

Contact details of person carrying out the review

Name

Position

email _____ phone

CCQM Pilot Study number

Description

Name of guest laboratory

Confirmation of status of guest laboratory: (Please tick one or more of the following:)

- under consideration for designated institute status within its country
- under consideration for designated institute status by international organization that is CIPM MRA signatory
- reference laboratory of an international organization with interest in becoming a CIPM MRA signatory
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Reasons for supporting participation of guest laboratory in Pilot Study

Recommendation of CCQM WG Chair

Approve participation of laboratory Yes No

Name

Signature

Date

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Part E - Terms and Conditions for Guest Laboratories participating in Pilot Studies

The CCQM via its working groups organizes key comparisons and pilot studies. Participation in Key Comparisons organized by the CCQM is only open to laboratories that meet the requirements of section 6.1 of the CIPM-MRA, and are listed in Appendix A of the CIPM-MRA (<http://www.bipm.org/en/cipm-mra/participation/signatories.html>), and the BIPM.

In exceptional circumstances, the CCQM working groups may invite expert guest laboratories ['guest laboratory(ies)'] to participate in pilot studies. In some cases these may be run in parallel to a key comparison. In all cases, the participation of the guest laboratory is invited because it is deemed to be appropriate and is expected to add additional scientific insight into the exercise.

The guest laboratory must agree to the following terms and conditions prior to its participation in any CCQM pilot study.

Terms and Conditions

1. The decision to approve the participation of a guest laboratory in a CCQM pilot study rests with the CCQM President. Such consent shall be transmitted by the CCQM Executive Secretary. The decision of the CCQM President is final and not open to appeal.
2. The guest laboratory agrees to follow the instructions set out in the pilot study protocol agreed by the CCQM WG and sent to participating laboratories by the pilot study coordinator.
3. An expert(s) from guest laboratories may be invited by the CCQM WG Chairman to participate as a guest(s) in parts of a specified meeting of the relevant CCQM WG to discuss the outcomes of the pilot study.
4. Any costs incurred by the guest laboratory through participation in the pilot study and in meetings of the CCQM WG shall be met directly by the guest laboratory.
5. Results of a pilot study remain confidential to members of the CCQM and its WG, and will be posted on restricted access areas of the CCQM WG and CCQM webpages. The results and identity of the guest laboratory will be made known to the CCQM and its WG.
6. The WG may agree to make the results of the pilot study publicly available through a publication, with the prior agreement of all participants. The decision on whether to include the identity and results of guest laboratories in the publication rests with the WG Chairman. A guest laboratory maintains the right to not have its results included in the publication.
7. The CCQM retains the right to report the results of pilot studies, without identification of participants in its reports, publications and presentations.
8. The CCQM retains the right to identify in publicly available documentation and presentations the identity of guest laboratories participating in its pilot studies, without revealing the performance of the guest laboratories.
9. A guest laboratory shall not publish the results of a comparison in any form or refer to the performance in the pilot study without prior written consent from the CCQM President. Such consent shall be transmitted by the CCQM Executive Secretary. All information that the guest laboratory wishes to be made publicly available, referring to participation in the study or the results of the study, shall be submitted to the CCQM Executive Secretary for prior approval by the CCQM President. Participation in a pilot study shall not be used in any way to promote the commercial interests of the guest laboratory.

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Part F - Instructions for using and completing form CCQM-F-01

1. CCQM Pilot studies are proposed and agreed by CCQM WGs as part of the CCQM Strategic Plan.
2. In drawing up a proposal for a CCQM Pilot Study, the coordinating laboratory may consider or be informed by other members of WG that the participation of guest laboratories will be appropriate and is expected to add additional scientific insight into the exercise.
3. In such cases, and when the coordinating laboratory has sufficient resources to expand the number of participating laboratories, special consideration for participation as a guest laboratory can be given when:
 - a) the responsible NMI or authority within a Member State or Associate State has requested participation for the guest laboratory in writing stating that the laboratory is being considered as a potential Designated Institute within its country (limited timeframe to be added and scope of designation);
 - b) the responsible authority in an International Organization, being a signatory to the CIPM MRA, has requested participation for the guest laboratory in writing stating that the laboratory is being considered as a potential Designated Institute for that Organization;
 - c) the guest laboratory can contribute additional scientific knowledge and experience to the comparison exercise, which is still developing at the NMIs and DIs, with the aim of relevant know-how transfer to the NMIs and DIs;
 - d) the guest laboratory is a Reference Laboratory of an international organization which may have an interest in becoming a signatory of the CIPM MRA.
4. The possible participation of laboratories belonging to commercial companies and organizations have to be considered very carefully and will be permitted only in exceptional circumstances, and requires documented justification on the contribution that their participation will bring and why this is vital to the success of the pilot study.
5. When a CCQM WG considers that the participation of certain guest laboratories is appropriate, taking into account the issues raised in (3) and (4), the coordinating laboratory of the pilot study shall complete part A of form CCQM-F-01, and send these to the identified candidate guest laboratories.
6. The candidate guest laboratory shall complete and sign part B of the form, if it wishes to request participation in the pilot study, and return the form to the coordinating laboratory.
7. The coordinating laboratory shall then carry out a review of the request for participation, and complete part D of the form.
8. The appropriate CCQM WG shall review all completed forms prior to the start of a pilot study, and the CCQM WG Chairman record the recommendation of the WG. The form shall be sent to the CCQM President with copy to the CCQM Executive Secretary.
9. The CCQM President will decide whether the participation of a guest laboratory is approved or not. The decision will be recorded in part C of the form.
10. The coordinating laboratory will inform the candidate guest laboratory on whether their request to participate in the pilot study has been accepted by returning completed parts A to C of the form to them. Part D of the form remains confidential to the CCQM and its WG.