

Appendix 1 - Guidelines for Membership of CCPR WG-KC

18 September 2009

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 membership will be effective when the call for participants has been distributed, and will continue until the final report has been published, or 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.

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

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

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 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.