

Instructions for CCQM JCRB review

- Platform: <https://www.bipm.org/kcdb/>, i.e. the official KCDB website

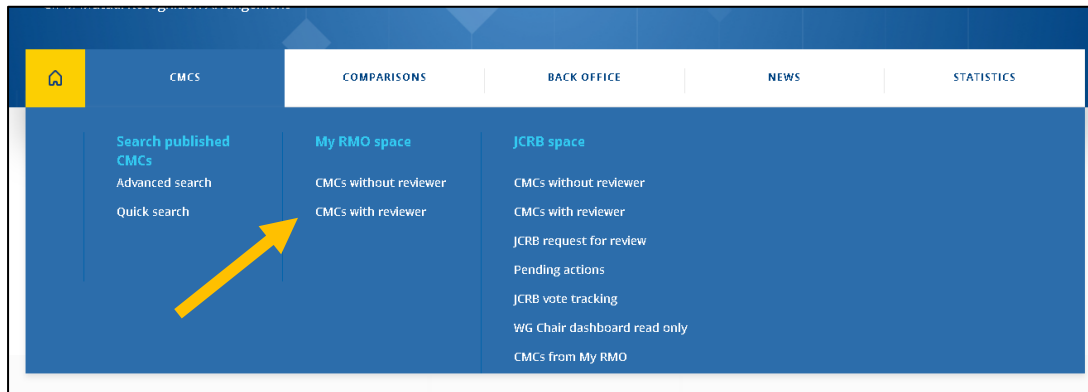
AGENDA

- early to 20 February 2021 Submission of CMCs for JCRB review (inter RMO review)
- late March 2021 Date limit (for reviewers) to complete review decided by the RMO
- 19 and 23 April, and 10 June 2021 KCWG meetings
- 30 September 2021 Indicated date limit for review
- end of September 2021 Submit CMCs for vote

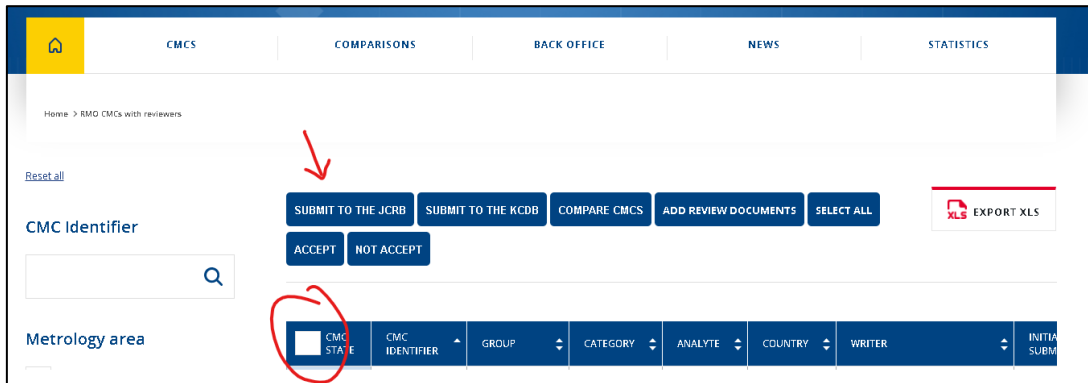
PART I: SUBMISSION OF CMCs for JCRB review

1. TC Chairs submit CMCs for review to JCRB.

- Make sure that **My RMO space / CMCs without reviewers** is empty – these CMCs must be reviewed by selected reviewers or the TC Chair.
- TC Chair goes to the screen **My RMO space / CMCs with Reviewer**



- Select the CMCs and press “SUBMIT TO THE JCRB”



- d. After submission, these CMCs will be visible in **CMCs from my RMO**.

Part II: TC Chair registers to review / submission day + 3 weeks max

- 2. After submission, within 3 weeks, the **TC Chairs** will go to the screen **JCRB request for review**.
 - a. **TC Chairs** will indicate **WILL REVIEW** for CMC s to be reviewed.
 - b. **TC Chairs** must also indicate **WILL REVIEW** for all CMC s concerning a potential CCQM Working Group representative (to the KCWG) who is also being registered as Reviewer of their RMO¹.
 - c. The date limit for review should be set to a date AFTER the CCQM KCWG meeting, e.g. **30 September 2021**).
 - d. **WG Chair** will export all CMCs to an Excel file as back-up. **WG Chair** will identify the CMCs for which 3 reviewing RMOs is not yet achieved in the screen **WG Chair dashboard**. **WG Chair** may send emails to **TC Chairs** reminding them to indicate interest to review other RMOs' submission.
 - e. **WG CHAIR** can indicate with a tick the RMOs invited to review.
 - f. **WG CHAIR** will communicate with **TC Chairs** that more (or no more) reviewers are mandatory by e-mail or other support for exchange outside the platform
 - g. **TC Chairs** can see all the CMCs, also the CMCs that they agreed to review within their RMO, in the screen **WG Chair dashboard read only**.

¹ Added on 10 March 2021.

Part III: TC Chairs dispatch the CMCs to review / From date of submission and onwards, until 18 March 2021

3. **TC Chairs** will find all selected CMCs in **JCRB space / CMCs without Reviewer**.
 - a. **TC Chairs** will export all CMCs to review to an Excel sheet for back-up.
 - b. **TC Chairs** will now dispatch all CMCs to the Reviewers (KCWG members) of their RMO for review, including the CMCs concerning the CCQM WG representative if within the RMO.
 - c. **TC Chairs** select one or several CMCs and press **ADD REVIEWER**. Set the requested **review date to a date after the KCWG meeting in April**.
 - d. TC Chairs could make use of the filters according to RMO and/or WG to select groups of CMCs for dispatch to the respective reviewers.

Part IV: KCWG reviewers review the CMCs / From February and onwards, until the review limit set by the RMO TC Chairs (before the KCWG meeting)

4. Reviewers (KCWG members) will find the dedicated CMCs in the screen **JCRB reviewer dashboard**
 - a. **KCWG reviewers** indicate **WILL REVIEW/will not review** for all CMCs.
 - b. **KCWG reviewers** export all CMCs to be reviewed to an Excel sheet for back-up.
 - c. At this stage the **TC Chair** will find the CMCs in the screen **JCRB space / CMCs with Reviewer**.
 - d. The CMCs should be reviewed by each **KCWG reviewer by the review date**.
 - e. If the CMC does not require any modification, the Reviewer should press “Accept”. The CMC will now disappear from their reviewer dashboard.
 - f. If the CMC requires minor modification, the Reviewer should indicate the wording **MINOR MODIFICATION** and explain the modification requested by using the comment tool, see Fig. 1 and 2. SAVE comment. (The Reviewer may communicate his e-mail address - via his TC Chair or KCWG Chair - to which the Writer will confirm the modification to be made before the KCWG meeting). Then press “Not Accept”. The CMC will now disappear from the reviewer dashboard.
 - g. If the CMC require major modification, the Reviewer should indicate the wording **MAJOR MODIFICATION** and explain the modification requested by using the

comment tool, see Fig. 1 and 2. SAVE comment. (The Reviewer may communicate his email (via his TC Chair or KCWG Chair) to which the Writer will confirm the modification will be made). Press “Not Accept”. The CMC will now disappear from the reviewer dashboard screen. (Reminder: The reviewer can press “Not accept” only once for the JCRB review)

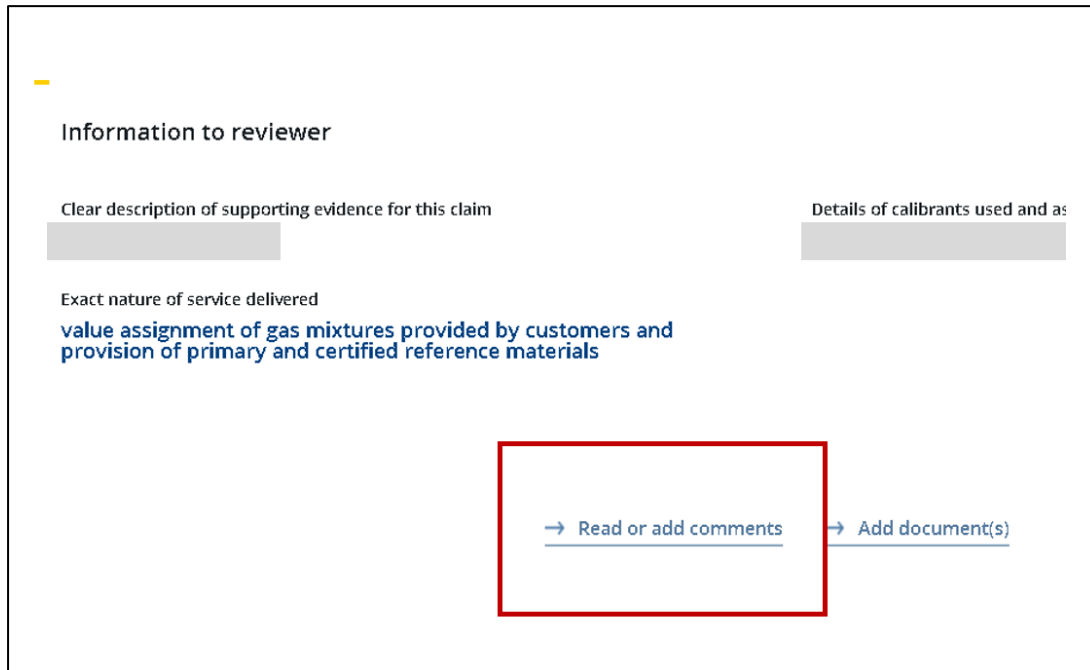


Figure 1. Comment tool

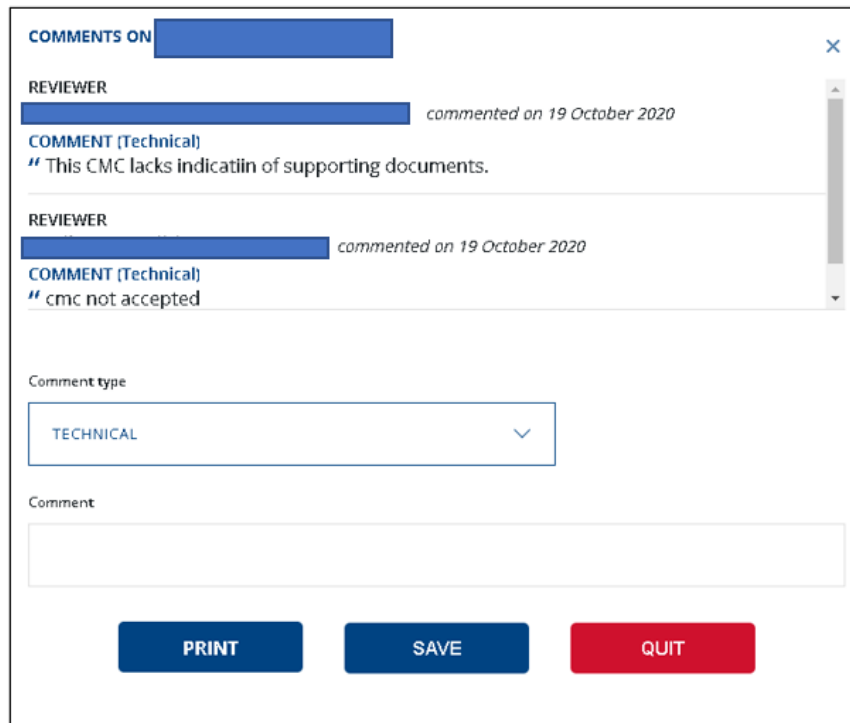


Figure 2. Comment tool opened for edition

5. The **TC Chair** may at this stage **approve** the CMCs that have been accepted by their KCWG members, OR **ask for revision** when he/she deems appropriate. After such decision, the CMC is no longer displayed in the TC Chair’s dashboard. **Do NOT use “Not Approved”** which represents a refusal of the CMC submission. (Reminder: It is recommended that TC Chairs do not take any action such as this at this stage for this year. These CMCs will be discussed at the KCWG meeting.)
 - a. When all reviewing TC Chairs have indicated their replies, the Approved CMCs will become available to the KCDB Office for publication.
 - b. The CMC with revision requested will become available to the Writer concerned once all reviewing RMOs have validated their comments.

Note: There are four possible scenarios:

- a) All reviewing RMOs "Approved", will the CMC be automatically become available to the KCDB Office for publication?

YES. Remark: The 'JCRB: Approved' CMCs will remain visible in the RMO TC Chair concerned by the review in the dashboard JCRB "CMC with reviewers" until the KCDB Office does the publication.

b) If at least one of the reviewing RMO press "Ask for revision" while other RMOs "Approved", would the Writer be able to do the revision before all reviewing RMOs have indicated their decision or the Writer will not receive the CMC back until all the reviewing RMOs have made decisions?

The Writer will not be able to revise the CMC until all the reviewing RMOs have made decisions

c) If at least one of the reviewing RMO "Not approved" while the other RMOs "Approved / Ask for revision", what happens?

The action "Approved / Ask for revision" is relevant in the first-round review in the JCRB review. While the action 'Not approved' can be used only in the voting process after the WRITER has corrected and resubmitted to the RMO TC chair, who then submit the CMC for vote.

d) All reviewing RMOs "Not approved", will the CMC be refused?

YES. Please note that it is sufficient that one of the reviewing RMOs set "Not Approved" and the CMC will not be approved.

Part V: Revision made by Writer / until one week before the KCWG meeting

6. The Writer will now get access to the CMCs showing the status "JCRB: Revision Requested."

- a. The Writer should take note of the Reviewers' comments via the comment tool, see Fig. 1 and 2 and **make the necessary modifications to the CMC.**
- b. The Writer should make a reply using the comment tool that the requested modifications have been carried out.
- c. If the comments indicate the wording **MINOR MODIFICATION**, the CMC can be submitted to the TC Chair. If deemed necessary, before submitting, the Writer may contact the Reviewer(s) by e-mail or other support for exchange to confirm the applied modifications fulfil the requirements of the reviewer.
- d. If the comments indicate the wording **MAJOR MODIFICATION**, **the CMC should not be immediately submitted.** The Writer may contact the Reviewer(s) by e-

mail or other support for exchange to check if the applied modifications fulfill the requirement. If this is the case, the CMC can be submitted. If this is not the case, the Writer need to converge to a solution agreed by the Reviewer(s).

Note: Reviewers may access anytime to the CMCs subject to inter RMO review from the screen PENDING ACTIONS under CMCS/JCRB space menu. From there, one may use filters on the left-hand side of the page to sort out the CMCs and reach the CMCs of interest.”

Part VI: CCQM KCWG Meeting / 19 and 23 April, 10 June

7. **At the KCWG meeting** CMCs that have been approved by all reviewing RMOs should have already been published **unless they were found to have outstanding issues (see Cl. 15).**
8. **The WG Chair** will bring forward each CMC that remains to discuss, i.e. the CMCs that have attracted **MAJOR MODIFICATION** via the **WG CHAIR dashboard**, by sharing her screen. These CMCs are still with the Writer.
 - a. The **TC chair of the originating RMO** may additionally follow the review of their CMCs in the screen **CMCs from my RMO**.
 - b. Where a MAJOR MODIFICATION has been requested, CCQM KCWG may approve the CMC by consulting the comments and indicating “KCWG approves CMC”. If the KCWG find additional modifications or information necessary, this CMC will need further exchange by e-mail or other support for communication.
 - c. CMCs that have been resubmitted after MINOR MODIFICATION will be voted upon at the CCQM KCWG in April 2021.

Note: As soon as a revised CMC is received, the RMO TC Chairs should check and ascertain, with the assistance of the concerned Reviewer, that the review comments have been respected and submit the revised CMC for vote.

Part VII: Submit CMCs for vote / End of September

9. Early July is the first deadline to submit for vote the CMCs for which a revision has been requested and completed.
10. 30 September is the last deadline to submit for vote the CMCs for which a revision has been requested and completed.

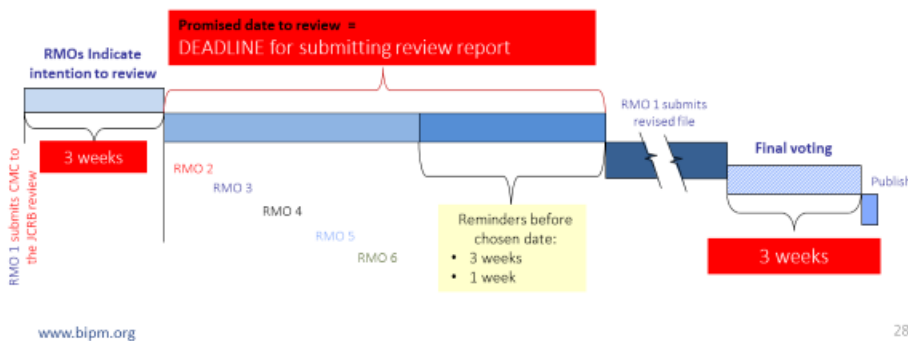
Note: How about those CMCs with Major Modifications required, cannot be submitted on time by end September? Will they still be accessible in the review platform after end September?

The JCRB review date of 30/09/2021 is a **hard** deadline for the RMO to complete the review. When the writer receives a request for revision, there is no deadline that applies in the KCDB system, and the Writer can complete the revision and resubmit it to the RMO TC Chair when appropriate.

It is only after the RMO TC Chair submit the revised CMC for vote to the other RMOs that a 3 weeks deadline applies for the voting process. If an RMO does not proceed to vote within these 3 weeks its rights for vote are relinquished. (for information please see the picture below)

JCRB review deadlines

RMO 1: submits CMCs
RMOs 2 to 6: review and approve



11. TC Chair submits the revised CMCs (submitted from his/her own RMO for review) from the screen **CMCs from my RMO** for vote. These CMCs have the status “**JCRB: Revision completed**”.

Note: As soon as a revised CMC is received, the RMO TC Chairs should check and ascertain, with the assistance of the concerned Reviewers, that the review comments have been respected and submit the revised CMC for vote.

Part VIII: Vote / 3 weeks maximum delay after submission

12. The voting TC Chairs will indicate “APPROVE” or “NOT APPROVE” by selecting one or several CMCs in the screen **JCRB space / CMCs with Reviewer**.

Note: If the CMCs are not approved during the JCRB Vote, the writers will have to start with new entries for the CMCs into the KCDB and the review process will start from the beginning (if the writers choose to submit the concerned CMCs for review again).

Of course, this need not be a long delay, because most of the reviewers have already seen and commented on the CMCs and if all outstanding issues have been resolved the CMCs will be approved by the RMO TC Chairs.

13. The results of voting are available in the screen **JCRB vote tracking**.
14. The approved CMCs will be published by the KCDB Office.
15. **Prematurely approved CMCs:** If the approved CMCs are still found to have outstanding issues by the **WG Chair**, the CMCs will not be published until the satisfactory resolution of all outstanding matters identified in the course of the JCRB review.

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