



Rules of procedure for the CIPM Consultative Committees (CCs), Forums and Sectoral Task Groups (STGs), and their subgroups and workshops.

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1. Introduction

- 1.1. The CIPM has set up subsidiary entities according to the Rules of Procedure of the CIPM: Consultative Committees (CCs), Forums, and Sectoral Task Groups (STGs), whose Members include delegates and experts in their specified fields as advisers on scientific and technical matters. In this document these three entities will be referred to collectively as 'CIPM Groups' or simply 'Groups'.
- 1.2. The full list of Groups and their working groups is given on the BIPM website.
- 1.3. This document describes the organization and rules under which the Groups operate. It gives guidance on the work of the Groups 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 subgroups of the Groups 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-G-11.

2. Objectives, Responsibilities, Activities and Participation for Consultative Committees (CCs)

Objectives of the CCs

- 2.1. In order to be informed of technical developments and evolving stakeholder needs in different areas of metrology, the CIPM has Consultative Committees with agreed scopes and the following three objectives:
 - to progress the state-of-the-art by providing a global forum for NMIs to exchange information about the state-of-the-art and best practices,
 - to define new possibilities for metrology to have an impact on global measurement challenges by facilitating dialogue between the NMIs and new and established stakeholders, and
 - to demonstrate and improve the global comparability of measurements. Particularly by working with the RMOs in the context of the CIPM MRA to
 - plan, execute and monitor KCs, and to
 - support the process of CMC review.

[ref Decision CIPM/106-16]

Responsibilities of the CCs

- 2.2. The responsibilities of the Consultative Committees are¹:
- 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 International System of Units (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 World Health Organization (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 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;
 - g. and to create opportunities for collaboration.

Activities of the CCs

- 2.3. The following activities are undertaken by each CC as appropriate:
- a. meeting as a committee;
 - b. creating appropriate subgroups;
 - 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. developing and reviewing a strategic plan, including a plan for future key comparisons;
 - g. 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;
 - h. fostering the development of certified reference materials, where appropriate;
 - i. harmonizing measurement uncertainty calculations based on the GUM²;
 - j. harmonizing terminology (vocabulary) based on the VIM³;
 - k. organizing events on topics related to the work of the CC;

¹ 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.

² Guide to the Expression of Uncertainty in Measurement

³ International Vocabulary of Metrology

- l. establishing an operational liaison with other intergovernmental organizations and international bodies as well as other CCs which have interests in the field concerned;
- m. promoting and fostering collaborations between NMIs;
- n. publishing reports of meetings and other appropriate documents on the open BIPM website);
- o. 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.

Participation in the CCs

The President

- 2.4. 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 from amongst the members of the CIPM.

Member status

- 2.5. Membership of the CCs is decided in accordance with the following established criteria.

Membership of a Consultative Committee is open to institutions of Member States 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.*

Any NMI or DI⁴ from a Member State 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 on the institute's relevant activities at the next CC meeting. If deemed appropriate, the CC will grant interim Member status and at the next meeting of the CIPM the CC President, with the support of the Director of the BIPM, will present the Member status for final endorsement by the CIPM.

Observer status

⁴ NMI and DI: In the context of the CIPM MRA, national metrology institute (NMI) or other designated institute (DI)

- 2.6. Official Observer status on a CC may be granted to those institutes of Member States that participate actively in the activities organized under the auspices of the CC and its subgroups but do not yet fulfil all the criteria for membership. Official Observer status is decided by the CC in consultation with the BIPM Director, and the CC President informs the CIPM.
- 2.7. Official Observer Status on a CC may also be granted to those institutes of an Associate of the CGPM that is not eligible to become a Member State when those institutes participate actively in the activities organized under the auspices of the CC and its subgroups.
- 2.8. Member States have the right for one national laboratory charged with establishing national standards in the field to be a Meeting Observer at the applicable CC following their request to the BIPM Director for each meeting.

[ref Decision CIPM/105-26]

Liaison organizations and Organizations in cooperation

- 2.9. Liaison Status on a CC may be granted to international organizations by the CIPM based on the extent to which they meet the following criteria:
 - being international in structure and scope of activity, and representative of the specialized field of interest in which they operate;
 - being concerned with matters covering a part, or all, of the field of activity of the CC;
 - having aims and purposes in conformity with the Vision, Mission and Objectives of the BIPM; having a permanent directing body and secretariat, authorized representatives and systematic procedures and machinery for communicating with their membership in various countries;
 - allowing their members to exercise voting rights in relation to their policies or actions or having other appropriate mechanisms to express their views; and having been established at least three years before they apply for liaison status.
 - Organizations that are not offered liaison status within the context of the Consultative Committees will be known as “organizations in cooperation”.

[ref Decision CIPM/106-17]

The Executive Secretary and the BIPM Director

- 2.10. The Director of the BIPM is a member *ex officio* of each CC and there is usually at least one other BIPM staff member, the CC Executive Secretary (see 10), present at each meeting.

Chairs of the Regional Technical Committees

- 2.11. The Chairs of Regional Technical Committees should be present at the plenary session of the relevant CC. When any Chair is not from a Member or Official Observer organization of the relevant Consultative Committee, then he/she will be formally invited to participate as a guest of the President of the CC.

[ref Decision CIPM/107-14]

Delegates and Experts

- 2.12. Members, Official Observers and Meeting Observers are generally laboratories, institutes, or organizations, each of which may send one delegate of their choice to each meeting of the CC.

- 2.13. In addition, the convocation will state the number of experts that may accompany each delegate. Unless agreed otherwise by the CC President, one or two experts will be permitted for each Member and one expert for each Official Observer. Liaison organizations and Meeting Observers will not generally be invited to send experts with their delegate.

Guests

- 2.14. The President of a CC may invite named individuals to attend a meeting of the CC as Guests. They have the same status as Meeting Observers for the meeting to which they are invited. Such an invitation may be repeated.

Review by the CIPM

- 2.15. The CC will carry out a formal review of the eligibility of all participants at the CCs every four years. The President of a CC may propose changes to any meeting of the CIPM.
- 2.16. The list of CC Members, Official Observers, Liaisons and Organizations in cooperation is given on the BIPM website.

3. Definition, Objective, Responsibilities, Activities and Participation for Forums

Definition of a Forum

- 3.1. A Forum is a CIPM Group established to address a long-term horizontal challenge in metrology.

Objective of a Forum

- 3.2. Forums will create networks to coordinate activities across a broad group of institutes, international organizations and industry, to work towards a common goal:
- to define new opportunities for metrology that have an impact on global measurement challenges by facilitating dialogue between stakeholders;
 - to progress the state-of-the-art by providing a global platform to exchange new metrological developments and new technologies spawning new metrological approaches;
 - to address fundamental developments of metrology concepts and corresponding new requirements for metrology.

Responsibilities of the Forums

- 3.3. The responsibilities of the Forums are:
- to advise the CIPM on all the matters covered by the Forum and influencing metrology, including BIPM scientific programme activities in the field covered by the Forum;
 - to harmonize the internal processes related to the field of the Forum between NMIs, CCs, RMOs and the BIPM headquarters;
 - to act as a hub to exchange information and to create synergies and opportunities for collaboration in the field, including, but not limited to, liaison with International Organizations including those from the Quality Infrastructure, international science organizations, relevant industry associations, and other relevant stakeholders.

Activities of the Forums

- 3.4. The following activities are undertaken by each Forum as appropriate:
- meeting as a Forum;
 - creating appropriate subgroups;
 - making recommendations to the CIPM;
 - reporting to the CIPM on the work of the Forum by its Chair(s);
 - soliciting reports to the Forum from Members and Observers on their technical activities;
 - developing and reviewing a strategic plan;
 - organizing events on topics related to the work of the Forum;
 - establishing an operational liaison with other intergovernmental organizations and international bodies as well as other Forums which have interests in the field concerned;
 - promoting and fostering collaborations between NMIs;
 - publishing reports of meetings and other appropriate documents on the open BIPM website.

Participation in the Forums

The Chair(s)

- 3.5. The Forums operate under the authority of the CIPM. The CIPM appoints the Chair(s) of each Forum who is(are) expected to chair each Forum meeting and report to the CIPM. The Chair(s) is(are) normally chosen from amongst the members of the CIPM.

Member status

- 3.6. Membership of the Forums is decided in accordance with the following established criteria.

Membership of a Forum is open to institutions of Member States that are recognized internationally as experts in the field. This normally requires that they:

- *can demonstrate a record of achievement within the agreed scope of the Forum;*
- *will commit to contribute to the work of the Forum.*

Any NMI or DI from a Member State active in the 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 Forum Chair(s) who in turn may consult the Forum and may request an oral presentation on the institute's relevant activities at the next Forum meeting. If deemed appropriate, the Forum will grant interim Member status and at the next meeting of the CIPM the Forum Chair(s), with the support of the Director of the BIPM, will present the Member status for final endorsement by the CIPM.

Observer status

- 3.7. Official Observer status on a Forum may be granted to those institutes of Member States active in the field of the Forum but do not yet fulfil all the criteria for membership. Official Observer status is decided by the Forum in consultation with the BIPM Director and the Forum Chair informs the CIPM.

- 3.8. Official Observer Status on a Forum may also be granted to those institutes of an Associate of the CGPM that is not eligible to become a Member State when those institutes are active in the field of the Forum, but do not yet fulfil all the criteria for membership.
- 3.9. National laboratories from a Member State or an Associate with an interest in the activities of the Forum may be granted Meeting Observer status at the Forum and following their request to the BIPM Director and Forum Chair.

Liaison organizations and Organizations in cooperation

- 3.10. Liaison Status on a Forum may be granted to international organizations by the CIPM, based on the extent to which they meet the following criteria:
 - being international in structure and scope of activity, and representative of the specialized field of interest in which they operate;
 - being concerned with matters covering a part, or all, of the field of activity of the Forum;
 - having aims and purposes in conformity with the Vision, Mission and Objectives of the BIPM; having a permanent directing body and secretariat, authorized representatives and systematic procedures and machinery for communicating with their membership in various countries;
 - allowing their members to exercise voting rights in relation to their policies or actions or having other appropriate mechanisms to express their views; and
 - having been established at least three years before they apply for liaison status.Organizations and bodies that are not offered liaison status within the context of the Forum will be known as “organizations in cooperation”.

The Executive Secretary and the BIPM Director

- 3.11. The Director of the BIPM is a member *ex officio* of each Forum and there is usually at least one other BIPM staff member, the Forum Executive Secretary (see 10), present at each meeting.

Regional Metrology Organization Representatives

- 3.12. Each RMO may delegate one representative to the Forum who will be formally invited to participate as a guest of the Chair(s) of the Forum.

Consultative Committee Representatives

- 3.13. Each Consultative Committee may delegate one representative to the Forum who will be formally invited to participate as a guest of the Chair(s) of the Forum.

Delegates and Experts

- 3.14. Members, Official Observers, Meeting Observers, Liaisons and Organizations in Cooperation may send one delegate.
- 3.15. In addition, the convocation will state the number of experts that may accompany each delegate, as determined by the Forum Chair(s) and the BIPM Director.

Guests

- 3.16. The Chair(s) of a Forum may invite named individuals to attend a meeting of the Forum as Guests. They have the same status as Meeting Observers for the meeting to which they are invited. Such an invitation may be repeated.

Review

- 3.17. The Forum will carry out a formal review of the eligibility of all participants at the Forums every four years. The Chair(s) of the Forum may propose changes to any meeting of the CIPM.
- 3.18. The list of Forum Members, Official Observers, Liaisons and Organizations in cooperation is given on the BIPM website.

4. Definition, Objectives, Responsibilities, Activities and Participation for Sectoral Task Groups (STG)

Definition of an STG

- 4.1. An STG is a CIPM Group established to address a specific task relating to a cross-cutting measurement challenge.

Objectives of an STG

- 4.2. The overall objective of the CIPM STGs is to coordinate new possibilities for metrology to have an impact on global cross-cutting measurement challenges. The STG could act as an entry point for the stakeholders' needs and facilitate connections between the different active groups in the field.

Responsibilities of the STG

- 4.3. The terms of reference for an STG will be determined by the CIPM, identifying the specific task assigned to the STG and an indicative timeline for completion.

Activities of the STG

- 4.4. Activities in support of achieving the task of the STG will be planned by the STG but may include:
- liaison with CCs, RMOs and IOs in the field;
 - stakeholder meetings;
 - foresighting and horizon scanning;
 - surveys;
 - capacity building;
 - reporting.

Participation in the STG

The Chair(s)

- 4.5. The STGs operate under the authority of the CIPM. The CIPM appoints the Chair(s) of each STG who is(are) expected to chair each STG meeting and report to the CIPM. The Chair(s) is(are) normally chosen from amongst the members of the CIPM.

Other Participation

- 4.6. Governance and participation models for each STG will be developed by the STG, approved by the CIPM and published on the BIPM website.
- 4.7. The BIPM director will appoint an Executive Secretary (see Section 10) and may appoint a representative of the BIPM to the STG if the activities of the STG align with interests of the BIPM laboratories.

5. Operation of the CIPM Groups

Organization of CIPM Group Meetings

- 5.1. The CIPM Groups normally meet at the BIPM site in Sèvres. The CIPM Groups may also hold hybrid or on-line sessions.
- 5.2. The CIPM Groups should meet at least once every 4 years. The CIPM Groups may decide to meet more frequently depending on their particular requirements.
- 5.3. All attendees at the previous CIPM Group 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 BIPM website.
- 5.4. Convocations for the CIPM Group meetings may be distributed electronically by the BIPM Meetings Office to the directors of member and observer institutes and to the attendees of the previous meeting normally 6 months, but at least 3 months, before the meeting and include a draft agenda prepared on behalf of the President/Chair by the Executive Secretary and approved by the President/Chair(s).
- 5.5. The draft agenda and the working documents for each meeting are posted on a protected area of the CIPM Group webpages within the BIPM website.
- 5.6. Working documents will normally include written reports from each Member, Observer and Liaison. They may also include reports from 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 CIPM Group, documents that the CIPM wish the CIPM Group to discuss, and any other relevant documents. Chairpersons of subgroups (see Section 6) are expected to provide a written report. Working documents may be revised at any time, even after the meeting.
- 5.7. 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, draft documents under discussion, and any papers that have been or will be submitted for publication.

Procedure at CIPM Group Meetings

- 5.8. Each CIPM Group appoints a rapporteur who is expected to produce a succinct draft report of the meeting, including all decisions and actions, within one month.
- 5.9. Members, Observers, Liaisons, Organizations in cooperation and Guests participate freely in debates at CIPM Group meetings. They may be called upon by the President/Chair(s) to express a view or make a presentation.
- 5.10. The operation of the CIPM Group is by consensus amongst all present at the meeting which is understood to be:

“General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus need not imply unanimity⁵”

If no consensus is reached on a substantial issue, the President/Chair(s) will refer the issue to the CIPM and report the differing views.

- 5.11. Any formal recommendations from the CIPM Group to be presented to the CIPM must be expressed clearly. In general, draft recommendations should be made available before the meeting. After approval, they will be translated into French to enable the CIPM to incorporate them into their proceedings.

6. CIPM Group Subgroups

The roles of Working Groups and Task Groups

- 6.1. The CIPM Group decides on the establishment of working groups, defines their membership, scope and terms of reference. These details are available from the President/Chair(s) or Executive Secretary and are submitted to the CIPM for subsequent approval.
- 6.2. Working groups (WG) are set up for long-standing or formal work. The structure of the working groups differs among the CIPM Groups and even within a CIPM Group 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.
- 6.3. Task groups (TG) 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. The CIPM Group informs the CIPM of the establishment of Task Groups.
- 6.4. The following paragraphs apply to Working Groups or in some cases all subgroups where indicated.

⁵ By decision CIPM/107-15, the CIPM decided to use this definition for consensus that originates from the ISO/IEC Directives.

The Working Group Chairperson

- 6.5. The working group chairperson, normally drawn from those attending the CIPM Group, is appointed by the President/Chair(s), with the agreement of the CIPM Group. The chairperson must be from a Member State or from an Associate Economy that is not eligible to become a Member State. The term of office is not more than 4 years unless reappointed officially. If a chairperson retires or resigns between two CIPM Group meetings, the President/Chair(s) may appoint an interim chairperson.

Participation in Working Groups

- 6.6. Membership of the WG is normally restricted to NMIs and DIs from Member States who participate in the relevant CIPM Group as Members, Observers or Liaisons. However, institutes that are not Members or Observers of the CIPM Group because of narrow expertise may nevertheless become members of a WG whose terms of reference coincide with their particular expertise.
- 6.7. In addition, the CIPM Group WG chairperson may invite guests on a one-off basis from other Member States or Associate States/Economies, and, after consultation with the relevant NMI, invite the participation of a third-party institute from a Member State when this participation will aid or improve the work of the WG.
- 6.8. In particular circumstances, representatives of industrial groups, or government advisers, may also be invited. The President/Chair(s) and the BIPM Director should be informed in advance. 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. N.B., Industrial or commercial representatives may not be invited to participate in CC WGs unless they represent the institute designated as the holder of the particular national standard.
- 6.9. An exception to the general rules in the preceding paragraphs may apply to the CIPM Group WGs on CMCs, as the members are normally the RMO TC chairpersons.
- 6.10. Participants not representing a Member State may be asked to pay for the extra costs incurred by the BIPM for their participation in WGs. N.B., This does not apply to RMO TC chairpersons.
- 6.11. When comparisons are organized by a CIPM Group WG, experts from the participating institutes which are not Members or Observers of the CIPM Group may be invited, on a one-off basis, to the meetings of the WG to discuss the results.
- 6.12. The Director of the BIPM, the President/Chair(s), and the Executive Secretary may attend any WG meeting.

Organization of Subgroup meetings

- 6.13. Chairpersons of the CIPM Group WGs must inform the Executive Secretary of the date and preferred location of any WG meeting. WG meetings may be held anywhere in the world and the chairperson is responsible for their smooth operation wherever they are held. WGs may also hold sessions on-line.
- 6.14. Subgroup meetings to be held at the BIPM must be arranged through the Executive Secretary and participants must complete a registration form supplied by the BIPM Meetings Office.

- 6.15. It is the responsibility of the subgroup chairperson to call meetings as needed but at least two months' notice should be given to members of the subgroup. The Executive Secretary may assist in the organization of a meeting, particularly when it is to be held at the BIPM.
- 6.16. The chairperson is responsible for the preparation and distribution of papers for the meeting. These documents may be placed on a restricted-access website for the subgroup on the main BIPM website, through the Executive Secretary or the BIPM Meetings Office.
- 6.17. The subgroup chairperson may appoint a rapporteur for each meeting. It is the responsibility of the chairperson to produce a report for the CIPM Group summarizing the activities and recommendations of the subgroup since the last CIPM Group meeting. If the chairperson is not normally a participant of the CIPM Group, he/she may be invited to the meeting by the President to make his/her report.
- 6.18. The operation of the subgroup is by consensus following the same principles as the CIPM Group. If no consensus is reached, the subgroup chairperson may decide to refer the issue to the CC and report the differing views.
- 6.19. If the subgroup wishes to express an opinion or recommendation to an outside body, the prior approval of the President/Chair(s) must be obtained.

7. Workshops

- 7.1. The CIPM Group, or a subgroup under the auspices of the CIPM Group, may decide that it is appropriate to organize a workshop. This may be to discuss comparison results, measurement uncertainties, new measurement methods, new fields of metrology, technology impacting metrology, global approaches to new measurement challenges, or any other relevant scientific topic.
- 7.2. The CIPM Group may establish the workshop programme including the speakers or they may use a subgroup to do this.
- 7.3. The preferred date and location of the workshop should be proposed to the Executive Secretary who will make the necessary arrangements or identify the alternative options available. Workshops may also be held on-line.
- 7.4. Attendance at the workshop is by pre-registration and is open to Member States and Associate States/Economies. A registration fee may be charged.
- 7.5. For workshops held at the BIPM, the registration fee is normally waived for workshop chairpersons and speakers.
- 7.6. Any recommendations from the workshop are presented to the following CIPM Group meeting.

8. Sponsorship of meetings by a CIPM Group or subgroup

- 8.1. When a CIPM Group or subgroup wishes to co-sponsor a meeting, conference or seminar organized by another body, the President/Chair(s) 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 the CC President/Forum Chair(s)/STG Chair(s)

- 9.1. The President/Chair(s) is/are expected to lead the activities of the CIPM Group and to participate in the definition of its strategic orientation.
- 9.2. The President/Chair(s) is/are expected to chair each CIPM Group meeting and facilitate the proceedings to produce recommendations for the CIPM.
- 9.3. The President/Chair(s) reports to the CIPM on the work of the CIPM Group and of its subgroups. A full presentation is made to the CIPM following the CIPM Group meeting and a short update report may be presented in those years that the CIPM Group has not met.
- 9.4. The President/Chair(s) advises the CIPM on the membership status of the CIPM Group and announces the chairperson of each WG and presents the written remit and terms of reference of each working group.
- 9.5. The President/Chair(s) produces a written report for the CGPM and makes an oral presentation using slides as appropriate.

10. Responsibilities of the Executive Secretaries

- 10.1. The Executive Secretaries are appointed from among BIPM staff members.
- 10.2. The Executive Secretary works with the President/Chair(s) of the CIPM Group and the BIPM Meetings Office to ensure the smooth running of CIPM Group meetings.
- 10.3. The Executive Secretary makes arrangements with the subgroup chairperson for subgroup meetings that are held at the BIPM headquarters.
- 10.4. The Executive Secretary assists the rapporteur by editing the meeting report and distributing it in draft form to the participants for comment.
- 10.5. The Executive Secretary manages the working documents.
- 10.6. The Executive Secretary assures that comparison reports are submitted to the appropriate CIPM group for review and that the final approved report is submitted to the KCDB Office for publication, together, when appropriate, with the results file in Excel.

11. Storage of personal data and communication

- 11.1. The convocation will be sent by email.
- 11.2. Each Member, Observer and Liaison must complete a registration form supplied by the BIPM Meeting Office for its delegate and expert(s) (when applicable), 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.

- 11.3. Invited guests are also required to complete a registration form supplied by the BIPM Meetings Office.
- 11.4. The name, organization and email address of each participant in a CIPM Group or a CIPM Group subgroup will be entered into a database by the BIPM Meeting Office. The BIPM will not make the information on the database available to any third party.
- 11.5. Registered participants will be provided access to the dedicated webpages.

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.

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
1.4	BIPM	2012-06-07	Open observer status to institutes of an Associate of the CGPM not able to become a State Party to the Metre Convention and allow them to provide a chairperson of a working group
2.3	BIPM	2018-01	Incorporation of decisions taken by the CIPM in 2016 and 2017.
2.5	BIPM	2018-04	Incorporation of changes to reflect current practices.
3	BIPM	2018-07	Incorporation of changes agreed by the CIPM in July 2018.
3.1	BIPM	2020-08	Changes to allow on-line meetings.
4.0	BIPM	2026-07	Introduction of sections on Forums and STGs, generalization of language to account for these, and other changes approved by CIPM in July 2026.



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