

Roles and Responsibilities of CCQM WG Chairpersons and Vice-Chairpersons

Scope

This document summarizes the major roles and responsibilities of CCQM WG Chairpersons and Vice Chairpersons, and the required competencies to undertake these roles. It is intended to provide guidance on the activities and obligations those individuals and their organizations are committing to when accepting these roles

Principal rules of procedure document

The rules of procedure for the Consultative Committees (CCs) created by the CIPM, CC working groups and CC workshops are set out in document CIPM-D-01 available at <https://www.bipm.org/utis/en/pdf/CIPM-D-01.pdf>

Rules of procedure for Consultative Committee Working Groups are addressed in clause 6 (and subsequent sub clauses of the CIPM-D-01 document). The appointment process and term (not more than 4 years unless reappointed officially) of WG Chairpersons are covered in sub-clause 6.5; the responsibilities of Chairpersons in organizing Working Group meetings are described in sub clauses 6.13 to 6.19.

Specific Roles and Responsibilities in CCQM

The specific roles and responsibilities for CCQM WG Chairs are outlined in the sections below. The CCQM also appoints vice-chairs to WGs. Vice-chairs are also expected to attend all WG meetings and take on tasks delegated to them by the WG Chair.

a) Chairing meetings

The Chairperson shall attend and chair their WG meetings, ensuring appropriate rules and guidelines are followed (e.g. CIPM, CIPM MRA or CCQM). The Chairperson is appointed based on their technical knowledge, organizational, communication and people skills, ensuring that all views expressed are equally considered and that the working group operates by consensus, and operates within its predetermined scope and terms of references following the CCQM strategy document.

To carry out their role effectively, the chairperson shall familiarise themselves with and be knowledgeable on the documentation and processes related to the CIPM MRA, CCQM and relevant CIPM guideline documentation and the CCQM and WG Strategy documents.

b) Organization of meetings

The WG Chair shall organize WG meetings following the general processes outlined in document CIPM-D-01. The frequency of WG meetings shall be agreed by the CCQM President and based upon the workload of the WG. (Currently most WGs meet biannually

with one meeting at the BIPM and the other either online or usually, but not necessarily, at another location decided at the CCQM plenary meeting, with the meeting location offering both onsite or online attendance).

The Chairperson is responsible for drafting the meeting agenda and ensuring that all working documents presented or prepared for the WG meeting are placed on the WG website hosted by the BIPM.

The Chairperson shall appoint a rapporteur for WG meetings, preferably to serve a 4 year term, and ensure that the report of the meeting is distributed to participants in a timely fashion and posted on the WG webpages.

The Chairperson will ensure that participants in online and onsite meetings are properly registered with registration information made available to BIPM's meeting office as this will be required for participants access to WG documents.

The Chairperson shall respond in a timely fashion to queries received from WG Members relating to WG processes. The Chairperson may seek clarifications on CIPM processes from the CCQM Executive Secretary.

c) Participation in the CCQM Strategic Planning WG (CCQM-SPWG) meeting

The Chairperson and vice chairperson are members of the CCQM-SPWG and attend its meetings.

The Chairperson will coordinate the review and updating of the WG strategy document (an update is expected every 4 years) and contribute to the drafting and revision of the CCQM strategy document.

The Chairperson will liaise with other WG Chairs on common areas of interest for potential joint activities.

d) Support of the CCQM Key Comparison and CMC Quality WG (CCQM-KCWG)

Chairpersons of CCQM technical WGs shall appoint a WG representative to attend the annual meeting of the KCWG and participate actively in their processes.

The Chairperson shall facilitate technical discussions on CMC claims referred to the WG for technical input from the CCQM-KCWG via the WG representative to the CCQM-KCWG.

The Chairperson shall maintain an up-to-date list of the status of CCQM Comparisons coordinated by their WG and submit these on request, normally on a 6 monthly basis, to the KCWG Chair, taking particular care as to which comparisons can be used to support CMC claims.

e) Planning of comparisons and review of reports

The Chairperson shall ensure that the number and scope of comparisons proposed by the WG for approval at the CCQM are in line with the CCQM strategy document.

The Chairperson will monitor the progress of comparisons, and ensure that they are completed in timely fashion, including the writing and publication of comparison reports.

The Chairperson shall ensure that their WG follows the CIPM MRA rules for reporting and documenting the results of key comparisons, including the steps at initial reporting of results to participants, Draft A, Draft B and Final reports and submission to the BIPM KCDB for publication.

The Chairperson shall ensure that robust reviews of comparison reports (usually Draft B) are carried out within their WG, prior to the report being distributed for final review by all WG Chairs, the CCQM Executive Secretary and the CCQM President.

The Chairperson shall review key comparison and other final reports sent to them from other WGs as part of the final review prior to publication in the KCDB and inform the review group of any anomalies found and corrections required prior to publication.

The Chairperson will ensure that RMO comparisons submitted for approval to the CCQM WG are thoroughly reviewed and liaise with the appropriate contact points in the RMO to ensure review decisions are properly communicated.

The Chairperson shall ensure that stand alone pilot study proposals, designed to advance the state of measurements science in the field, are thoroughly discussed in WG meetings, and that participation in the studies follows CCQM rules, especially for any Guest Laboratories for which approval with form CCQM-F-01 must be sought.

https://www.bipm.org/utls/en/pdf/guest_laboratories_request_form.pdf

f) Creation and monitoring of Task Groups within the WGs

CCQM WGs may create Task Groups to undertake well defined tasks in a defined period. When the need for a CCQM WG Task Group is identified, the WG Chairperson is responsible for ensuring that terms of reference for the Task Group are drafted, clearly stating the goals and tasks of the Task Group, its composition and mode of working and its expected lifetime. The Chairperson will present the terms of reference to the CCQM SPWG for approval, and on approval will appoint a Task Group Convener to lead the activities of the Task Group. The Chairperson shall ensure that upon approval, the list of task group members and terms of reference are sent to the CCQM Executive Secretary for publication on the BIPM website.

The Chairperson will ensure that Task Group Conveners report regularly to the WG on progress with their tasks and close the Task Group once its activities are completed.

g) Presentation of WG activities to the CCQM Plenary

The Chairperson shall submit a written summary of WG annual activities as a working document to the CCQM Plenary meeting and make a summary presentation to the meeting, following the template decided by the CCQM President.

Required competencies for the role of CCQM WG Chair and Vice-Chair

Individuals applying for the role of CCQM WG Chair or Vice-Chair shall ideally have the following competencies and demonstrated experience:

- 1) Technical expertise in the area of activity of the WG demonstrated through publications and other technical activities;
- 2) Experience in CIPM-MRA processes including comparison coordination and CMC drafting and review
- 3) Experience of processes and activities undertaken within the technical committee of their RMO working on Metrology in Chemistry and Biology
- 4) Ability and experience of working with international groups and working to consensus;
- 5) Ability and experience of leading and managing groups and projects;
- 6) Proficiency in spoken and written English;

Support of home institute for the role of CCQM WG Chair and Vice-Chair

Any candidate wishing to apply for a CCQM WG Chair/Vice-Chair role will be required to confirm that they have the support of their home institute for the time that will be required to undertake the duties and any associated costs.