

## **CODE OF PROCEDURE FOR CCPR WORKING GROUPS AND TASK GROUPS**

### **Working Groups (WGs)**

- Working Groups are formed by a decision of the CCPR.
- Terms of reference, chair, members and acronym of CCPR Working Groups are as approved by the CCPR.
- The President and Executive Secretary of the CCPR are ex-officio members of all CCPR Working Groups and Task Groups.
- The acronym of a Working Group shall be the string “WG-“ followed by an identifier string approved by the CCPR.
- Minutes of Working Group meetings are prepared by a Rapporteur appointed in advance by the WG chair or chosen from amongst the attendees at the start of the meeting.
- Except for the Working Group on Calibration and Measurement Capabilities (WG-CMC), the CCPR ratifies decisions of all Working Groups.

### **Task Groups (TGs)**

- CCPR Working Groups may form Task Groups and assign to them terms of reference, chairs, members and acronyms at their own discretion to facilitate their work.
- The chair of a Working Group is an ex-officio member of each Task Group within that Working Group.
- Working Groups ratify decisions of Task Groups.
- Task Groups are not required to keep formal minutes of meetings but should send a brief written summary of meetings to their members and to the members of their working group.
- The acronym of a Task Group shall be the acronym of the Working Group followed by the string “ TG-“ (note the leading space!), followed by an identifier string assigned by the Working Group.

### **General**

- Membership of CCPR Working Groups and Task Groups is by organization (see lists on BIPM website) but correspondence is with individuals nominated to represent these organizations.
- All representatives of official CCPR members and observers (see list on BIPM website) as well as the chairs of the Technical Committees on Photometry and Radiometry of Regional Metrology Organizations (or their representatives) may attend CCPR Working Group and Task Group meetings as observers. Working Group and Task Group chairs are entitled to allow additional observers at their meetings in accordance with their own judgement of the effect of their decision on the efficiency of conducting the meeting and the simultaneous need for maximum transparency and participation. They also have to consider potential issues of confidentiality, for example with regard to comparisons.

- The terms of reference, chair and membership of Working Groups and Task Groups are open to revision, provided the ratification process of such decisions is complied with.
- The Executive Secretary of the CCPR is responsible for maintaining an up-to-date list of working groups and task groups, their members, chairs and terms of reference, and for the publication of this information on the CCPR pages at the BIPM website.