



# Rules of procedure for the JCRB

**CIPM MRA-D-01**  
**VERSION 7**



**Contents**

Title	Page
<b>1. Background.....</b>	<b>1</b>
<b>2. Scope.....</b>	<b>2</b>
<b>3. Meeting Attendance .....</b>	<b>2</b>
<b>4. Secretarial Services .....</b>	<b>3</b>
<b>5. Meeting Call.....</b>	<b>3</b>
<b>6. Agenda.....</b>	<b>3</b>
<b>7. Quorum .....</b>	<b>3</b>
<b>8. Cordination of the meetings. ....</b>	<b>3</b>
<b>9. Debates .....</b>	<b>4</b>
<b>10. Actions, Recommendations And Resolutions .....</b>	<b>4</b>
<b>11. Minutes.....</b>	<b>5</b>
<b>12. Distribution Of Actions, Recommendations, Resolutions And Minutes .....</b>	<b>5</b>
<b>13. Modifications .....</b>	<b>6</b>
<b>14. Related documents .....</b>	<b>6</b>
<b>15. Revision History .....</b>	<b>7</b>
<b>Appendix I – Suggested Content of RMO Report to the JCRB.....</b>	<b>8</b>

## 1. Background

The [Terms of Reference for the JCRB](#) are given in the Appendix E of the CIPM MRA and are:

*1 The Joint Committee is charged with:*

- a. coordinating the activities among the RMOs in establishing confidence for the recognition of calibration and measurement certificates, according to the terms of the Mutual Recognition Arrangement (MRA);*
- b. making policy suggestions to the RMOs and to the CIPM on the operation of the MRA;*
- c. analysing the application by each RMO of the criteria of the MRA;*
- d. analysing and entering into Appendix C the proposals of each RMO in respect of the calibration and measurement capabilities of their member NMIs and reporting to the CIPM;*
- e. facilitating appropriate inter-regional supplementary comparisons;*
- f. writing an annual report on the activities of the Joint Committee to the CIPM and to the signatories of the MRA.*

*2. Membership and meetings of the Joint Committee*

- a. each RMO informs the Director of the BIPM of the name of its official representative on the Joint Committee;*
- b. at each meeting of the Joint Committee the representatives may be accompanied by appropriate advisors;*
- c. the Joint Committee operates by consensus;*
- d. the Joint Committee should meet at least once a year.*

## 2. Scope

- 2.1. These Rules of Procedure apply to all meetings of the Joint Committee.

## 3. Meeting Attendance

The following individuals are expected to be present at the meetings of the Joint Committee and their voting rights are as stated:

- 3.1. The Director of the BIPM - chairs the Joint Committee, and may speak and vote on all matters. The Chairperson is responsible for the preparation and presentation of the annual JCRB Report to the CIPM and the signatories of the CIPM MRA.
- 3.2. Delegations from the RMOs - each RMO recognized by the CIPM can be represented at meetings of the Joint Committee by a delegation composed of:
- the official representative to the Joint Committee of the RMO or his/her nominated substitute;
  - a maximum of four advisors to the official RMO representative who are designated by the RMO.
- Members of the RMO delegation may speak on all matters before the Joint Committee but the delegation only has one vote.
- 3.3. Executive Secretary of the JCRB – assists the Chairperson with the administration of the Joint Committee. The Executive Secretary may speak, but not vote, on all matters before the Joint Committee.
- 3.4. Secretary of the CIPM – represents the CIPM in the Joint Committee. The Secretary of the CIPM may speak, but not vote, on all matters before the Joint Committee.
- 3.5. Invited Experts – as required by the subject matter before the Joint Committee and upon request from the Chair, individuals might be invited to participate in appropriate portions of the meetings of the Joint Committee. Such individuals may speak, but not vote, on the particular matter before the Joint Committee for which their expert advice was requested. Examples of such participation are: the KCDB manager and experts from the CIPM Consultative Committees.
- 3.6. Observers from other organizations - as required by the subject matter before the Joint Committee, and upon request from the Chairperson with the consensus<sup>†</sup> of the official RMO representatives, individuals from organizations outside the CIPM MRA



structure might be invited to participate in appropriate portions of the meetings of the Joint Committee. Such individuals may speak, but not vote, on the matter before the Joint Committee for which their expert advice was requested. Examples of such participation are: experts from ILAC, OIML, UNIDO, etc.

### 4. Secretarial Services

- 4.1. Secretarial support services for the Joint Committee meetings shall be provided by the NMI of the country hosting the meeting or by the BIPM when meetings are held at the Pavillon de Breteuil. These services are coordinated by the Executive Secretary.

### 5. Meeting Call

- 5.1. The announcement of a meeting shall be made during the previous meeting, or at least 6 months before the meeting.

### 6. Agenda

- 6.1. The Executive Secretary shall send a proposed agenda to the delegates at least 4 weeks prior to the meeting.
- 6.2. A standing item to discuss other matters of mutual interest to the RMOs shall be included in the agenda.
- 6.3. Documents subject to a motion should be circulated at least 4 weeks prior to the meeting.
- 6.4. The last item on the agenda shall be the review of the actions, recommendations and resolutions taken during the meeting.

### 7. Quorum

- 7.1. Meetings of the Joint Committee may only be held when the Chairperson (or his/her representative) and at least 50% of the RMOs are in attendance.
- 7.2. Binding decisions can only be taken at meetings of the Joint Committee where the Chairperson (or representative) and at least 50% of the RMOs are in attendance.

### 8. Cordination of the meetings.

- 8.1. The meetings of the Joint Committee shall be chaired by the Director of the BIPM, with the support of the Executive Secretary of the Joint Committee.

## Rules of Procedure for the JCRB

### CIPM MRA-D-01



- 8.2. In the absence of the Director of the BIPM, the meetings shall be chaired by the Secretary of the CIPM. In such cases, the Secretary of the CIPM shall be vested with all the privileges and responsibilities of the Chair.

## 9. Debates

- 9.1. Any member of the Joint Committee may propose a motion.
- 9.2. The Chairperson accepts the motion and invites debate by the Joint Committee.
- 9.3. The Chairperson closes the debate when consensus has been achieved. Exceptionally, where consensus cannot be achieved, the Chairperson may call for a vote.
- 9.4. The vote of a motion shall have two parts:
- a classification of the motion as action, recommendation or resolution, and
  - a vote on the action, recommendation or resolution.
- 9.5. The Chairperson records the vote and announces the result.
- 9.6. Approved actions, recommendations and resolutions are read back to the Joint Committee by the Executive Secretary prior to moving on to the next motion.

## 10. Actions, Recommendations And Resolutions

- 10.1. The Joint Committee shall consider three types of motions:
- Actions: are motions related to the continued operation of the Joint Committee, the daily implementation of CIPM MRA policy or guidelines, and/or the implementation of Resolutions. Actions are likely to require further intervention from the Joint Committee, or a subgroup of its members, within the next 18 months.
  - Recommendations: are motions related to creation of CIPM MRA policy or guidelines and represent issues that have been fully debated and concluded by the Joint Committee. Recommendations require approval by the CIPM prior to implementation.
  - Resolutions: are motions related to the implementation of CIPM MRA policy or guidelines and represent issues that have been fully debated and concluded by the Joint Committee. Resolutions do not require approval by the CIPM prior to implementation.
- 10.2. All actions are taken by consensus of voting members present.
- 10.3. All recommendations or resolutions are taken by consensus of voting members
- 10.4. At least two weeks prior to each meeting, the Executive Secretary shall deliver a written report to the Joint Committee on the current status of all actions, recommendations and resolutions pending from previous meetings. In each meeting,

this report shall be considered by the Joint Committee prior to considering new motions.

- 10.5. As the last item on the agenda, the Executive Secretary shall prepare a written version of the actions, recommendations and resolutions taken during the meeting and present it to the delegates. RMOs have two weeks to proposed changes to the text of the actions, recommendations and resolutions after the meeting. After the approval of the actions, recommendations and resolutions by the Joint Committee, their text cannot be modified.
- 10.6. The modification of an existing action, recommendation or resolution, requires a new motion that shall be debated and voted in subsequent meetings.
- 10.7. The approved actions, recommendations and resolutions shall be listed in the last section of the minutes of the meeting.

## 11. Minutes

- 11.1. The minutes of the meeting shall be prepared by the Executive Secretary.
- 11.2. The minutes should summarize the discussion that took place during the meeting, but they need not to be a transcript of the meeting's debate.
- 11.3. The draft minutes shall be distributed within the six weeks following a meeting.
- 11.4. Modifications to the draft minutes can be proposed during the four weeks following their distribution.
- 11.5. Once the minutes are modified, the committee shall have two additional weeks to decide on any portion of the minutes that shall be considered sensitive and thus removed from the public version of the minutes. After that period is concluded, the minutes are considered final. Formal approval takes place at the next JCRB Meeting
- 11.6. The approved minutes shall be posted within one week on the restricted section of the JCRB website.
- 11.7. The approved public minutes shall be posted within one week on the open section of the JCRB website.

## 12. Distribution Of Actions, Recommendations, Resolutions And Minutes

- 12.1. The distribution of the actions, resolutions, and recommendations shall be made by the Executive Secretary to:
  - a. the Chairperson of the Joint Committee,
  - b. the official RMO representatives to the Joint Committee,
  - c. the Secretary of the CIPM, and

- d. the presidents and executive secretaries of the CIPM Consultative Committees, and the KCDB manager.
- 12.2. It is the responsibility of the official RMO representatives to distribute the actions, recommendations and resolutions within their RMO.
- 12.3. The distribution of draft minutes shall be made by the Executive Secretary to:
- a. the Chairperson of the Joint Committee,
  - b. the delegations from the RMOs (i.e., the official RMO representatives and their advisors),
  - c. the Secretary of the CIPM, and
  - d. invited experts and observers (only those portions of the minutes reflecting their participation).

### **13. Modifications**

- 13.1. Modifications of these Rules of Procedure may be made only by the Joint Committee and requires a vote.

### **14. Related documents**

- 14.1. [Mutual Recognition Of National Measurement Standards And Of Calibration And Measurement Certificates Issued By National Metrology Institutes](#)



**15. Revision History**

Version number	Author	Date of Issue/Review	Summary of change
1-4	P. Espina – L. Mussio		Working drafts of the JCRB
5	P. Espina – L. Mussio	2007-09-28	Approved by the JCRB as JCRB-19/09
6	L. Mussio	2008-05-25	Reformatted by JCRB Executive Secretary. No changes in the text
		2008-07-15	Reformatted by JCRB Executive Secretary. Footer and second page blank for printing.
		2008-08-28	Add appendix I. Supersedes documents JCRB 18.07.03
		2008-10-17	Approved by the CIPM
7	N.Zviagin	2017-09	Text modified in p.9 and p.11
		2017-09-14	Approved by JCRB

## **Appendix I – Suggested Content of RMO Report to the JCRB**

1. General report on activities related to the CIPM MRA (those since the last meeting and those to take place before the next meeting).
2. RMO contact details including Chairman, Secretariat and JCRB representatives with their functions.
3. List of current TC chairs, contact details, highlighting changes occurred since last report.
4. List of current RMO members economies, highlighting changes occurred since last report.
5. Status of quality systems and review process in the RMO.
6. List of RMO key and supplementary comparisons in the region, with number of participants.

The KCDB Manager and the Executive Secretary will cover the CMC statistics and review status in their reports to the JCRB. In regards to item 5 above, we would like to remind you that in pages 4 and 5, [JCRB-10/8\(1c\)](#) provides guidelines for the RMO report on QS to the JCRB.