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BASIC PUBLICATION

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46th CIML Meeting

Prague 2011

**SUBMITTED
FOR CIML
APPROVAL**

Revision of B 6-1

Directives for OIML technical work

Part 1: Structures and procedures for the development
of OIML publications



BIML notes on this Draft

Work on revising OIML B 6 Directives for OIML technical work has been going on since 2006. Various drafts have been circulated and discussed, both by a working group and by the CIML. No consensus was reached on a number of fundamental issues.

There was a discussion of some of the issues at the 45th CIML Meeting in Orlando in September 2010, resulting in Resolution 24:

“The Committee,

Noting the report by the Bureau on the revision of the Directives for the technical work (OIML B 6-1),

Considering that the ad-hoc working group for this revision, after several meetings, has not been able to reach consensus on a number of issues, and

Considering the comments made by some of its Members on subsequent drafts for the revision of OIML B 6-1,

Instructs the Bureau to consult all CIML Members by way of an inquiry on their position with regard to specific issues, such as the structure of the technical work, the proposed Technical Management Committee and the voting procedures for the adoption of OIML Publications, with a view to preparing a new Draft Revision, to be considered for adoption by the CIML at its 46th Meeting.”

Following some discussion at the Presidential Council in March 2011, the enquiry was circulated to CIML Members in April 2011, with a deadline of 16 May 2011. The results of the enquiry, and the collated comments were distributed to CIML Members in June 2011, and this draft has been drawn up on the basis of these results and comments, and discussions between the BIML and the CIML President.

This Final Draft replaces the preliminary draft dated 2011-08-01 and is presented for consideration by the CIML at its 46th Meeting in Prague in October 2011.

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BIML

2011.08.05

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Foreword

The International Organization of Legal Metrology (OIML) is a worldwide, intergovernmental organization whose primary aim is to harmonize the regulations and metrological controls applied by the national metrological services, or related organizations, of its Member States. The main categories of OIML publications are:

- **International Recommendations (OIML R)**, which are model regulations that establish the metrological characteristics required of certain measuring instruments and which specify methods and equipment for checking their conformity. OIML Member States shall implement these Recommendations to the greatest possible extent;
- **International Documents (OIML D)**, which are informative in nature and which are intended to harmonize and improve work in the field of legal metrology;
- **International Guides (OIML G)**, which are also informative in nature and which are intended to give guidelines for the application of certain requirements to legal metrology; and
- **International Basic Publications (OIML B)**, which define the operating rules of the various OIML structures and systems.

OIML Draft Recommendations, Documents and Guides are developed by Technical Committees or Subcommittees which comprise representatives from the Member States. Certain international and regional institutions also participate on a consultation basis. Cooperative agreements have been established between the OIML and certain institutions, such as ISO and the IEC, with the objective of avoiding contradictory requirements. Consequently, manufacturers and users of measuring instruments, test laboratories, etc. may simultaneously apply OIML publications and those of other institutions.

International Recommendations, Documents, Guides and Basic Publications are published in English (E) and translated into French (F) and are subject to periodic revision.

Additionally, the OIML publishes or participates in the publication of **Vocabularies (OIML V)** and periodically commissions legal metrology experts to write **Expert Reports (OIML E)**. Expert Reports are intended to provide information and advice, and are written solely from the viewpoint of their author, without the involvement of a Technical Committee or Subcommittee, nor that of the CIML. Thus, they do not necessarily represent the views of the OIML.

This publication - reference OIML B 6-1, edition 20xx (E) - was developed by an ad hoc working group and the BIML. It was approved for final publication by the International Committee of Legal Metrology in 20xx.

OIML Publications may be downloaded from the OIML web site in the form of PDF files. Additional information on OIML Publications may be obtained from the Organization's headquarters:

Bureau International de Métrologie Légale
11, rue Turgot - 75009 Paris - France
Telephone: 33 (0)1 48 78 12 82
Fax: 33 (0)1 42 82 17 27
E-mail: biml@oiml.org
Internet: www.oiml.org

Relationship between the OIML and the WTO

The OIML is an "international standards-setting organisation" in the terms of the World Trade Organisation's Technical Barriers to Trade Agreement (WTO TBT Agreement). The OIML attends TBT Committee meetings as an observer.

One category of the OIML's publications, OIML Recommendations, which are intended to be used as models for establishing national legal metrology legislation, are considered as international standards in the context of the TBT Agreement. Article 2 of this Agreement, which considers the preparation, adoption and application of technical regulations by central government bodies, states:

"2.4 Where technical regulations are required and relevant international standards exist or their completion is imminent, Members shall use them, or the relevant parts of them, as a basis for their technical regulations except when such international standards or relevant parts would be an ineffective or inappropriate means for the fulfilment of the legitimate objectives pursued, for instance because of fundamental climatic or geographical factors, or fundamental technological problems."

This implies that all WTO Members should consider using OIML Recommendations as the basis for their legal metrology legislation, where these Recommendations are relevant. A similar provision in Article 3 then encourages WTO Members to apply this requirement to local government bodies and to non-governmental bodies.

Article 2 of the TBT Agreement even encourages WTO Members to participate in appropriate parts of the work of international standards-setting organisations such as the OIML:

"2.6 With a view to harmonizing technical regulations on as wide a basis as possible, Members shall play a full part, within the limits of their resources, in the preparation by appropriate international standardizing bodies of international standards for products for which they either have adopted, or expect to adopt, technical regulations."

Annex 3 of the TBT Agreement is a *Code of good practice for the preparation, adoption and application of standards*. This annex actually applies to national standardizing bodies, but overall, the technical work of the OIML also complies with its aims:

- Participation in the work is open to all OIML Member States and Corresponding Members.
- OIML publications aim to help in reducing technical barriers to trade.
- Relevant existing international standards are taken into account in deciding whether the OIML should work on a particular subject, and OIML Technical Committees and Subcommittees have to take these into account in their work so as not to produce contradictory requirements.
- The OIML liaises with other international standards-setting bodies to avoid incompatible standards.
- OIML requirements are based, as far as possible, on an instrument's performance, not on its design so as not to limit technical innovation.
- The progress of all OIML work is publicly available on its web site.
- Most OIML publications are subject to a three-month voting and commenting period by all Member States. The technical work process tries to take into account all points of view as far as possible so as to produce publications which are as consensual as possible.
- Final versions of all OIML publications are made available free of charge on the OIML web site as soon as possible after they have been approved. Final drafts are also available.

1 Scope

This part of the Directives describes the responsibilities of the various bodies in OIML technical work and the procedures that they shall apply in the development of OIML publications.

The category of OIML publications known as "Basic Publications" (B), which set out the general operating rules of the Organisation, are not regarded as representing technical work and are outside the scope of these Directives. These publications include the OIML Convention (ratified by each OIML Member State), general publications approved by the Conference (such as the Financial Regulations) and general publications approved by the CIML (such as the Guide for CIML Members, Staff Regulations, Directives for technical work, etc.).

2 Introduction

These Directives describe how OIML publications are developed. For most publications, development takes place within a structure of Technical Committees, Subcommittees and working groups.

Technical Committees cover broad domains of legal metrology such as mass measurement, volume measurement, length measurement, etc.

Subcommittees cover more specific topics. For example, within the Technical Committee responsible for mass measurement, there are subcommittees covering non-automatic weighing instruments, automatic weighing instruments, weights, and densities.

The role of both Technical Committees and Subcommittees is described in 4.7, and their composition in 5.6.

Both Technical Committees and Subcommittees may be responsible for one or more OIML publications, each of which is developed by an individual working group within the Technical Committee or Subcommittee. The role of working groups is described in 4.8, and their composition in 5.7.

3 Types of OIML technical publication

The following technical publications are currently produced by the OIML. These Directives apply to the development of most of them, as detailed below.

Any of these publications may also be developed by the OIML in conjunction with other Organisation(s). For example, V 2-200 *International vocabulary of metrology – basic and general concepts and associated terms (VIM)* was developed jointly by the International Bureau of Weights and Measures (BIPM), the International Electrotechnical Commission (IEC), the International Federation of Clinical Chemistry and Laboratory Medicine (IFCC), the International Laboratory Accreditation Cooperation (ILAC), the International Organization for Standardization (ISO), the International Union of Pure and Applied Chemistry (IUPAC), the International Union of Pure and Applied Physics (IUPAP), and the International Organization of Legal Metrology (OIML).

Apart from the technical publications listed below, the OIML also publishes a quarterly Bulletin and information leaflets according to its needs. These are not covered by these Directives.

3.1 International Recommendations (R)

Intended as harmonised model technical regulations which Member States have a moral obligation to consider, and follow as far as possible, when setting up national or regional legal metrology regulations (See OIML B 1 *OIML Convention*, Article VIII.).

- Developed according to the procedures in these Directives.
- Developed by a Technical Committee or Subcommittee working group, approved by the CIML.
- Included in the report on technical activities sanctioned by the OIML Conference.

3.2 International Documents (D)

Informative technical publications which are intended to facilitate the implementation or development of Recommendations. They may include technical guidance (e.g. D 11 *General requirements for electronic measuring instruments*).

- Developed according to the procedures in these Directives.
- Developed by a Technical Committee or Subcommittee working group, approved by the CIML.
- Included in the report on technical activities sanctioned by the OIML Conference.

3.3 Vocabularies (V)

Harmonised vocabularies which should be used as far as possible in all other OIML publications.

- Developed according to the procedures in these Directives.
- Developed by a Technical Committee or Subcommittee working group, approved by the CIML.
- Included in the report on technical activities sanctioned by the OIML Conference.

3.4 Guides (G)

Informative publications giving advice on “best practice”.

- Developed according to the procedures in these Directives.
- Developed by the BIML, by a Technical Committee or Subcommittee working group, or by an ad hoc working group, approved by the CIML President.
- Not included in the report on technical activities sanctioned by the OIML Conference.

3.5 Expert Reports (E)

Publications intended to provide information and advice to metrological authorities. Expert Reports are commissioned by the CIML President or by the BIML Director, or proposed by authors. They are written solely from the viewpoint of their author, without the involvement of a Technical Committee or Subcommittee, nor that of the CIML. Thus they do not necessarily represent the views of the OIML.

- Not covered by these Directives.

- Developed by experts and approved by the CIML President or BIML Director as appropriate.
- Not included in the report on technical activities sanctioned by the OIML Conference.

3.6 Seminar Reports (S)

Contain seminar proceedings and presentations, organized under the auspices of the OIML.

- Not covered by these Directives.
- Developed by the BIML or seminar organisers and approved by the BIML Director.
- Not included in the report on technical activities sanctioned by the OIML Conference.

4 OIML structures and their roles in OIML technical work

The OIML bodies involved in the development of publications, and their main duties are explained below. More details on some of these roles and how they apply in particular procedures can be found later in these Directives.

4.1 International Conference on Legal Metrology

This is the highest level body of the OIML. Its meetings are attended by official representatives of OIML Member States. It meets every four years to deal mainly with the financial and policy issues of the OIML and itself approves certain publications (such as the Financial Regulations). Its responsibilities in the OIML's technical work are

- considering and sanctioning the report on technical activities from the CIML, and
- “recommending internationally” the use of OIML publications approved by the CIML (see OIML B 1 *OIML Convention*, Article I (7)).

4.2 International Committee of Legal Metrology (CIML)

The CIML is the working body of the Conference. It consists of one nominated representative from each Member State. Its responsibilities in the OIML's technical work are

- approving long-term strategy and programming of OIML technical work,
- establishing and disbanding TCs and SCs,
- allocating initial Technical Committee, Subcommittee secretariats, and working group conveners when necessary,
- approving technical work projects, whether these are for new publications or to revise existing ones,
- approving Terms of Reference (ToR) and work programmes for TCs and SCs,
- considering and approving the report on technical activities from the Presidential Council and the BIML and taking any appropriate actions,
- approving Final Draft publications,
- approving the Directives for OIML technical work,
- considering and approving the Presidential Council's proposals for alternative resources if adequate project progress is not being made, and
- deciding on appeals and dealing with any internal or external conflicts not already settled by a Technical Committee or Subcommittee or by the CIML President.

4.3 CIML President

The CIML President is elected from amongst the members of the CIML for a renewable period of six years. In the OIML's technical work, the CIML President is responsible for

- promoting consistency and resolving conflicts between and within Technical Committees, Subcommittees and working groups, and
- taking part in the resolution of appeals as necessary.

4.4 Presidential Council

The Presidential Council acts as an advisory body to the CIML President. The Presidential Council consists of the CIML President and Vice-Presidents and six to eight active and experienced CIML Members chosen by the CIML President so as to represent various interests (industrialized and developing countries, regions, etc.). The Director of the BIML is the secretary of the Presidential Council.

As far as the OIML's technical work is concerned, the Presidential Council is responsible for

- supervising the long-term programming of OIML technical work – identifying project priorities and reporting on this to the CIML,
- proposing Terms of Reference (ToR) and work programmes for TCs and SCs for CIML approval,
- reviewing the progress of TCs and SCs in relation to their objectives,
- trying to identify alternative resources if adequate project progress is not being made and proposing appropriate actions to the CIML, and
- reporting to the CIML on all OIML technical work (with the BIML).

4.5 CIML Members

There is one CIML Member for each Member State of the OIML. Each CIML Member has a dual role as their country's representative within the OIML, and as the OIML's representative in their country. In the OIML's technical work, their responsibilities are

- proposing new projects,
- deciding on their Member State's membership status on Technical Committees, Subcommittees and working groups, taking account of resources available nationally,
- appointing a representative for each Technical Committee, Subcommittee and working group of which their country is P-member (see 5.6). This representative has voting authority on projects under development, and
- voting on publications presented for CIML ballot and approval.

4.6 International Bureau of Legal Metrology (BIML)

The BIML is the headquarters of the OIML. Together with the CIML, it is responsible for carrying out the Conference's decisions. Its responsibilities in the OIML's technical work are

- calling for interest in new work projects,
- providing a BIML contact person for each Technical Committee and Subcommittee, who will give support where needed,
- setting up TC, SC and working group pages on the OIML web site,
- maintaining TC, SC and working group membership lists (in association with the TC and SC secretariats and working group conveners),

- monitoring the activities of TCs, SCs and working groups, and ensuring consistency between them,
- registering Committee Drafts approved by working groups as Final Draft publications,
- editing Final Draft publications and posting them, as well as approved publications on the OIML web site,
- organizing CIML votes on Final Draft publications,
- forwarding the results of CIML votes to all CIML Members,
- establishing OIML liaisons,
- circulating reminders for TC, SC, working group and CIML voting deadlines,
- organizing reviews of publications,
- providing reminders of working procedures,
- providing input into regional documents (in association with TCs, SCs and working groups),
- helping TCs, SCs, working groups, the CIML President and the CIML in dealing with internal or external conflicts and appeals,
- providing reports as required to the Presidential Council on progress and issues in the TCs, SCs and working groups,
- helping the CIML President and the Presidential Council with the preparation of reports to the CIML on all OIML technical work, and
- organising training for TC and SC secretariats and working group conveners.

4.7 Technical Committees (TCs) and Subcommittees (SCs)

The TCs cover broad domains of legal metrology and SCs cover more specific topics. Either one may be responsible for one or more OIML publications, which are developed by the TC's or SC's working groups. OIML Member States volunteer to participate in TCs and SCs.

A TC's or SC's responsibilities include

- preparing the terms of reference and work program for its working groups for approval by the CIML,
- electing its secretariat, after the initial allocation by the CIML (see 5.9),
- identifying resources necessary to progress with and complete its working groups' projects, consulting with the BIML as necessary,
- organising TC or SC meetings to discuss working group projects and CDs if required,
- maintaining up to date lists of its P- and O-members (CIML Members and other contact persons) in association with the BIML, and
- providing interpretations of the issued OIML publications for which they are responsible in reply to enquiries.

These responsibilities are mostly undertaken by the TC or SC secretariat.

4.8 Technical Committee or Subcommittee working groups

The working groups develop most OIML technical publications (Recommendations, Documents, etc.). OIML Member States volunteer to participate in working groups and are represented by experts in that working group's particular subject. Details of the operation of working groups can be found in clause 5 of these Directives. Each working group is responsible for developing a specific project, which normally results in the production of one

new or revised OIML publication (which may consist of several parts - requirements, test methods, test report - which are published separately). These are then submitted to the CIML for approval according to 6.7 of these Directives. Once a working group's project has been completed, responsibility for the publication it developed reverts to its TC or SC and the working group is disbanded according to 6.9.

A working group's responsibilities include

- developing its project, through Working Drafts (WDs), Committee Drafts (CDs) and Final Draft (FD), resulting in the publication of an OIML Recommendation (R), Document (D), Guide (G), etc.,
- electing its convener, after the initial allocation (see 5.9),
- collecting information on existing documentation (such as relevant national, regional or international standards or legislation, etc.),
- establishing working group liaisons and working with them to seek consistency,
- identifying resources necessary to progress with and complete its project, consulting with the BIML as necessary,
- organising working group meetings to discuss projects and CDs as required,
- consulting all working group members during a project's development by asking for comments and votes (from working group P-members) on successive CDs until the CD receives the number of positive votes required by 5.12,
- technical editing of the final CD (in English) before submission to the BIML for registration as Final Draft publications,
- sending the accepted final edited CD to the BIML for adoption as a Final Draft (FD),
- keeping all interested parties up to date with their project's progress by maintaining the working group's web page, with the assistance of the BIML,
- reporting to the BIML and to their TC or SC secretariat on project progress when asked,
- reminding working group members of working procedures and deadlines, and
- maintaining up to date lists of working group membership (CIML Members and other contact persons) in association with the BIML.

These responsibilities are mostly undertaken by the working group convener.

5 Operation of Technical Committees (TCs), Subcommittees (SCs) and their working groups

5.1 Establishing TCs and SCs

TCs and SCs shall be established by the CIML as required by the technical needs of the Organisation, and according to the procedures below.

The establishment of a new TC or SC, or the change of the scope of work of an existing TC or SC may be approved by CIML for the following reasons:

- in response to a proposal for work in a new field of technical activity;
- when the workload of an existing TC or SC becomes excessive or too varied.

5.2 Procedure for establishing a TC or SC

- 5.2.1 Any CIML Member may send a proposal to establish a new TC or SC to the BIML, using the form given in Annex B, accompanied by the TC's or SC's proposed Terms of Reference (ToR). Alternatively, the BIML may make the proposal. For details of the proposal and ToR, see 6.2. Attention should be paid to ensuring that a detailed rationale is put forward (6.2.1).
- 5.2.2 Within one month, the BIML shall send details of the proposal and the ToR to all Member States, Corresponding Members and liaisons, asking if they wish to participate in the new TC or SC as a P-member (Member States only) or as an O-member. Member States are also asked if they would be willing to hold the secretariat. Those wishing to participate appoint a representative whose contact details they notify to the BIML. Member States shall be given three months to reply to this enquiry.
- 5.2.3 The establishment of the new TC or SC is considered approved by the CIML as long as at least six Member States from two different regions want to be registered as P-members and at least one P-member is willing to hold the secretariat. If the result is unclear, the proposal shall be considered by the CIML at its next meeting.
- 5.2.4 When more than one Member State volunteers to take responsibility for a secretariat, the BIML shall try to reach a mutual agreement by consultation with the candidates. If no agreement can be reached, the BIML shall refer the matter to the CIML which shall make the decision by majority vote. In some cases, a co-secretariat may be established, as long as the Member States concerned agree with this arrangement.
- 5.2.5 TCs and SCs shall be numbered by the BIML in sequence, in the order in which they are established. If a TC or SC is disbanded (see 5.15), its number shall not be allocated to another TC or SC.
- 5.2.6 The BIML shall inform the CIML Member of the appropriate Member State that it has been allocated the TC or SC secretariat for an initial period of three years.
- 5.2.7 The BIML shall then create the necessary web pages and tools on the OIML web site and enter the details of all TC or SC participants.
- 5.2.8 The TC or SC secretariat then becomes responsible for the administration of the TC's or SC's pages on the OIML web site with the assistance of the BIML.
- 5.2.9 The TC or SC secretariat shall prepare a work programme for its working groups' publications and projects which it sends to the BIML. The BIML shall put the work programme forward for CIML approval. Any new project proposals shall be put forward for CIML approval according to 5.4.
- 5.2.10 The TC or SC secretariat shall then set up separate working groups for each of its approved projects as described in 5.3, for which it shall set specific terms of reference. The TC or SC secretariat may ask for BIML help in identifying the necessary resources.

5.3 Procedure for establishing a working group

- 5.3.1 Once the CIML has approved a project according to 5.4, the appropriate TC or SC secretariat shall send details of the project and its ToR to all P- members of that TC or SC, asking them

- whether they wish to keep the same P-member status as they have in the TC or SC, or whether they wish to be recorded as an O-member of this particular working group,
- whether a different expert is to be appointed, and for their contact details if appropriate, and
- whether they volunteer to convene this working group, if the TC or SC secretariat itself is unable or unwilling to take on this role.

Member States shall be given three months to reply to this enquiry, and if they do not reply, their status shall be the same as they have in the TC or SC, their representative shall be the same as recorded for the TC or SC and the working group's convener shall be the same as the TC or SC secretariat.

- 5.3.2 The TC or SC secretariat shall send the results of this enquiry to the BIML.
- 5.3.3 When more than one Member State has volunteered to be convener for a working group, the BIML shall try to reach a mutual agreement by consultation with the candidates and with the secretariat of the TC or SC under which the working group falls. If no agreement can be reached, the BIML shall refer the matter to the CIML which shall make the decision by majority vote. In some cases, a co-convenorship may be established, as long as the Member States concerned agree with this arrangement.
- 5.3.4 Working groups shall be numbered by the BIML using the project number allocated in 5.4.5.
- 5.3.5 The BIML shall inform the CIML Member of the appropriate Member State that it has been allocated the convenership of the working group for an initial period of three years.
- 5.3.6 The BIML shall then set up the necessary web pages and tools on the OIML web site and enter the details of all working group participants.
- 5.3.7 The convener of the working group then becomes responsible for the administration of the working group's pages on the OIML web site with the assistance of the BIML.

5.4 Procedure for approval of a project

- 5.4.1 Any CIML Member may send a proposal for a project to be undertaken by a working group, and its Terms of Reference (ToR) to the BIML, using the form given in Annex B. Alternatively, the BIML may make the proposal. For details of the proposal and ToR, see 6.2. Attention should be paid to ensuring that a detailed rationale is put forward (6.2.1).
- 5.4.2 The BIML shall immediately discuss the proposal and the ToR with the secretariat of the TC or SC within whose scope the proposed project falls. The secretariat of the TC or SC shall confirm whether it wishes to become the convener for the project's working group and whether it is able to comply with the timelines indicated in 5.13.
- 5.4.3 Within one month, the BIML shall send details of the proposal and the ToR to all Member States, asking whether they approve the project, and whether they approve the allocation of the project to the TC or SC concerned.
- 5.4.4 The new project is approved by the CIML if a majority of Member States votes in favour of the proposal.

5.4.5 Projects shall be numbered by the BIML in sequence within each TC and SC, in the order in which they are established. When a project is completed, its number shall not be allocated to another project in that TC or SC.

If the project is under a TC, its number shall be in the form:

OIML TC x/pz

where: x is the number of the TC; and
 z is the sequential project number.

If the project is under a SC, its number shall be in the form:

OIML TC $x/SC y/pz$

where: x is the number of the TC;
 y is the number of the SC; and
 z is the sequential project number.

5.4.6 The BIML shall then inform the appropriate TC or SC secretariat of the project's approval.

5.5 Terms of reference for TCs, SCs and working groups

The work of a TC, SC or working group shall follow strictly its approved Terms of Reference and work programme established under 5.2.9.

5.6 Composition of TCs and SCs

A TC or SC shall consist of:

- P-members (Participating members)

Member States who shall vote on all decisions taken by the TC or SC. The CIML Member of a Member State which is a P-member of a TC or SC shall designate a person as that Member State's representative. There shall be at least six P-members on a TC or SC, from at least two different regions. If this condition is no longer met, the BIML shall discuss the future of the TC or SC with the Presidential Council and the CIML and take any appropriate action decided upon. The secretariat of a TC or SC is allocated to one of its P-members (see 5.9).

- O-Members (Observing members)

Member States or Corresponding Members who may participate fully in the technical work of the TC or SC, but who do not have the right to vote.

- Liaisons

Organisations who are neither Member States nor Corresponding Members, and who may participate fully in the technical work of the TC or SC, but who do not have the right to vote.

- A BIML contact person.

Note: A Member State may change its membership status on a TC or SC at any time (subject to 5.8).

Those countries participating in a TC or SC are advised to establish a mirror committee at national level to ensure that their position adequately represents all national stakeholders.

5.7 Composition of TC or SC working groups

A working group shall consist of:

- P-members (Participating members)

Member States who shall vote on all decisions taken by the working group. These shall be those P-members of the working group's parent TC or SC that have indicated that they wish to participate in this particular working group.

The CIML Member of a Member State which is a P-member of a working group shall designate a person as that Member State's representative. There shall be at least six P-members on a working group, from at least two different regions. If this condition is no longer met, the BIML shall discuss the future of the working group with the parent TC or SC, the Presidential Council and the CIML and take any appropriate action decided upon. The convenership of a working group is allocated to one of its P-members (see 5.9).

- O-Members (Observing members)

Member States or Corresponding Members who may participate fully in the technical work of the working group, but who do not have the right to vote. These shall be all O-members of the parent TC or SC, and those P-members of the parent TC or SC which have not chosen to be P-members of the particular working group.

- Liaisons

Organisations who are neither Member States nor Corresponding Members, and who may participate fully in the technical work of the working group, but who do not have the right to vote. These shall be the liaisons of the parent TC or SC.

- A BIML contact person.

Note: A Member State may change its membership status on a working group at any time (subject to 5.8).

Those countries participating in a working group are advised to establish a mirror committee at national level to ensure that their position adequately represents all national stakeholders.

5.8 Obligations of P-members

Member States who decide to participate in the activities of a TC, SC or working group as a P-member are obliged to vote whenever asked to do so by the TC's or SC's secretariat or working group's convener. If their vote is not in favour of the secretariat's or convener's proposal, they are obliged to give reasons for their position.

A TC or SC secretariat or a working group convener shall let the BIML know if a P-member does not

- vote in two successive votes organised by the secretariat or convener, or
- make a contribution to two consecutive TC, SC or working group meetings (by attendance or by correspondence - preferably electronically).

At the same time, the TC or SC secretariat or working group convener shall try to resolve this problem directly with their contact in the Member State which has not participated. If these attempts fail, the BIML shall contact the CIML Member of the appropriate Member State to try to resolve the problem.

If these attempts do not resolve the problem, the BIML will then register the Member State in question as an O-member of the TC, SC or working group and let the Member State know

that this has been done. The Member State may only ask to be re-instated as a P-member on that TC, SC or working group after 12 months as an O-member.

Any Member State wishing to appeal against such registration as an O-member shall do so according to the procedure in 8.

5.9 TC and SC secretariats and working group conveners

The secretariat of a TC or SC or the convener of a working group shall act in an international capacity as far as possible, and shall avoid reflecting purely national or personal points of view. In particular, they shall give equal attention to all proposals and suggestions made by members of the TC, SC or working group.

The secretariat of each TC or SC and convenership of each working group shall be initially allocated for a three year period to a Member State which is a P-member of that TC, SC or working group, as described in 5.2.6 or 5.3.5 as appropriate. The secretariat may be re-elected for further periods of three years by a two-thirds majority of votes cast by the TC's, SC's or working group's P-members (abstentions and failures to reply do not count as votes cast) in a vote organised by the BIML.

The individual person (not just the organisation) responsible for the secretariat or convenership shall be identified to the BIML. This person should, wherever possible, participate in the next TC and SC secretariat and working group convener training course (organised by the BIML) which is available following their taking over the TC or SC secretariat or working group convenership.

If the P-members of a TC, SC or working group feel that adequate progress is not being made in the work, or that the TC's, SC's or working group's working procedures do not follow these Directives closely enough, they shall explain their concerns to the BIML. The BIML will attempt to resolve the problems, and if it cannot, and another P-member is willing to take on the secretariat or convenership, the BIML shall organise a vote amongst the TC's, SC's or working group's P-members on the re-allocation of the secretariat or convership. The BIML shall discuss the result of this vote with the Presidential Council, which shall normally recommend the allocation of the secretariat or convenership to the Member State (or Member States in the case of a proposed co-secretariat) which has received two-thirds of the votes cast by P-members (abstentions and failures to reply do not count as votes cast).

Note: Although the BIML does not normally hold the secretariat or co-secretariat of a TC, SC or convenership of a working group, this may be the possible in certain cases, with the approval of the CIML.

5.10 Communication

A TC or SC secretariat or working group convener shall keep all members of its TC, SC or working group informed of all developments within that TC, SC or working group. Such communication should as far as possible be electronic and additionally make full use of the web site made available to it by the BIML. However, the secretariat shall take account of any problems which TC, SC or working group members may have with electronic communication, so as not to exclude the participation of any OIML Member State in its work.

5.11 Meetings

Meetings of a TC, SC or working group shall be organised by its secretariat or convener when necessary to ensure that the technical issues raised during the development of a publication may be adequately discussed by all members.

Secretariats and conveners are strongly recommended to hold at least one meeting during the development of a project.

The secretariat or convener shall give its TC's, SC's or working group's members at least four months' notice if a meeting is to be held. A meeting may be held at shorter notice if no P-members object to this proposal. The secretariat or convener shall distribute a draft agenda with the meeting announcement. All working papers relating to the meeting shall be distributed to TC, SC or working group members at least two months before the meeting.

Meetings of a TC, SC or working group may be attended by P-members, O-members and liaisons of that specific TC, SC or working group. All those attending a meeting shall have the right to express their views during the meeting. Only P-members of the TC, SC or working group which is meeting may vote on any decisions (see 5.12.1) which may need to be taken during the meeting.

5.12 Decisions of TCs and SCs and working groups

5.12.1 Decisions taken during a TC, SC or working group meeting

For a decision taken during a TC, SC or working group meeting to be valid, the proposal must be supported by at least half of the total number of that TC's, SC's or working group's P-members. A CD can only be approved for forwarding to the BIML for registration as a Final Draft if it supported by two-thirds of the total number of that working group's P-members.

P-members voting against a proposal shall provide their reasons for doing so.

5.12.2 Decisions taken outside TC, SC or working group meetings

The secretariat of a TC or SC, or the convener of a working group shall organise votes within the TC, SC or working group as required, in particular within working groups for decisions concerning

- individual issues during the development of a CD, and
- acceptability of a CD for forwarding to the BIML for registration as a Final Draft (see 6.4).

The secretariat of the TC or SC, or the convener of the working group shall consult all its members on these questions, requesting their comments. Additionally, its P-members shall be asked to vote when appropriate. Decisions shall be valid when two-thirds of the votes cast by the TC's, SC's or working group's P-members are in favour. Abstentions and failures to reply are not considered as votes cast.

P-members voting against a proposal shall provide their reasons for doing so.

Although comments may be submitted with a favourable vote, note that if a P-member votes "Yes" they are stating that they are happy for a CD to be accepted as it is, with no guarantee that any comments they may make at the time of the vote will be taken into account.

5.13 Timelines

Unless otherwise indicated in their Terms of Reference, TCs, SCs and working groups should try to keep to the following suggested timelines:

- a working group convener should distribute the first WD or CD to all that working group's members within six months of starting work on the project;

- a working group convener should allow at least three months for the working group's members to provide comments on each CD;
- the period between distributing successive CDs, together with comments received on the previous CD and the conveners' response to these comments, should not exceed eight months; and
- a working group should send a final CD to the BIML for registration as a Final Draft within three years of starting work on the project.

5.14 Numbering of documents

All documents issued by a TC or SC secretariat or by a working group convener shall bear a sequential number and shall be dated. The number shall be in the following form:

OIML TC *x*/SC *y*/p *z*/N *i*

where: *x* is the number of the TC;
y is the number of the SC;
z is the project number; and
i is a sequential document number allocated by the working group convener.

Note: Only those parts of the above numbering scheme which are relevant shall be used. For example, the "SC *y*/" part of the number is omitted if the document is being issued by the convener of a working group operating within a TC rather than within an SC.

Document numbers shall not be re-used, and if a document replaces an earlier one, this shall be made clear on the first page of the new document.

For details of how these requirements shall be presented in a document, see *Directives for OIML Technical Work – Part 2: Guide to the drafting and presentation of OIML publications*.

5.15 Disbanding TCs and SCs

Although TCs and SCs are considered as a permanent part of the OIML's technical infrastructure, it may sometimes be necessary for them to be disbanded. In particular, the following two situations may arise.

5.15.1 Withdrawal of a publication

If a TC or SC decides to recommend the withdrawal of the publication for which it is responsible (see 6.11), its secretariat shall inform the BIML. The BIML shall propose the withdrawal at the next CIML Meeting. If the publication's withdrawal is confirmed by the CIML, the BIML shall record the publication as withdrawn on the OIML web site.

5.15.2 TC's or SC's projects no longer relevant

If a TC or SC takes a decision that the work of all of its working groups is no longer necessary, its secretariat shall inform the BIML. The BIML shall discuss the situation with the Presidential Council which will consider what action to take. If it is considered that the TC or SC should be disbanded, the BIML shall make this proposal at the next CIML Meeting. If the proposal is accepted, the BIML shall let the relevant TC or SC secretariat, working group convener(s) and all members of the TC or SC and working groups know that the TC or

SC is disbanded. The BIML shall then remove the TC, or SC from the OIML web site after archiving its information.

5.16 Disbanding working groups

Working groups normally exist until their project has been approved by the CIML and published by the BIML. However, it may sometimes be necessary for them to be disbanded at other times, particularly as a result of a working group being unable to gain consensus on its project and therefore make progress (see 6.4.4). In this case, the BIML shall make a proposal to the CIML. If the proposal is accepted, the BIML shall inform the working group's convener, the secretariat of its parent TC or SC, and all members of the working group that the working group is disbanded. The BIML shall then remove the working group from the OIML web site after archiving its information.

6 Development of a publication

6.1 General

The development of all OIML publications by working groups shall follow the same general procedure:

- Project proposal
- Working Draft (WD)
- Committee Draft (CD)
- Draft publication (D)
- Final Draft (FD)
- Approval and sanction
- Publication
- Review

In the case of Guides and Vocabularies, some procedures for their development may need to be adapted.

6.2 Project proposal

A proposal for a new work project shall be submitted using the form in Annex B and shall contain the elements in 6.2.1–6.2.2 below.

6.2.1 Rationale

- Why there is a need for an OIML publication on the proposed subject.
- The scope of the proposed publication.
- The reasons for regulating this category of instrument if the proposal is for a new OIML Recommendation.
- List of countries which already regulate this category of instrument or which intend to regulate it.

6.2.2 Review of references and liaisons

- Other OIML publications which should be referred to.
- Other OIML work with which there should be a liaison.

- Other international standards (existing and under development) which should be taken into account in this project, considering their publication date and relevance to the proposed project.
- Other organisations with which liaisons should be established.

6.3 Working Draft (WD)

Working Drafts may be used to develop initial proposals for a publication and may be developed by the convener of the working group alone, or by the working group. They do not necessarily represent the final form of the publication and shall be distributed to all members of the working group (including liaisons) for comment, but not for vote.

WDs and comments on previous WDs shall be posted on the working group's web site.

6.4 Committee Draft (CD)

A publication shall not be distributed as a Committee Draft until it is considered by the convener of the working group to be complete and in its final structural form. The convener of the working group shall send all CDs to the BIML which shall publish them on the public pages of the OIML web site.

The first CD shall not be subjected to vote in order to allow the working group's P-members to consider the comments from other working group members. Second and subsequent CDs shall be distributed to all members of the working group (including liaisons) for comment, and for vote by P-members. The period allowed for comments and voting shall be three months.

The CD is approved if two-thirds of the votes cast by the working group's P-members are in favour of it (abstentions and failures to reply do not count as votes cast), in accordance with the rules for decisions of TCs, SCs and working groups in 5.12. Taking account of the result of the vote, the convener of the working group shall undertake one of the four possible actions explained in 6.4.1–6.4.4. The convener of the working group shall inform the working group's members of the action to be taken as soon as possible after the deadline for vote has passed.

6.4.1 CD approved by the working group

The convener of the working group shall improve the CD by taking account of the comments (as long as these are only editorial) and forward it to the BIML for registration as a Draft publication and for CIML preliminary ballot. In order to speed up the work of the BIML, it is strongly recommended that the working group sets up an editing committee selected from amongst the working group's members to prepare this final version. This editing committee should include fluent English speakers.

The convener of the working group shall inform all working group members that following the positive vote, the amended CD has been sent to the BIML, and distribute to all its members the comments received and their responses to these comments.

6.4.2 CD not approved, further development possible

The convener of the working group shall prepare a further CD as soon as possible taking into account as many of the comments received as possible. The convener of the working group shall then distribute this CD to all its members, together with the comments received and their responses to these comments. There shall ideally be not more than eight months between the distribution of successive CDs.

6.4.3 CD not approved, meeting needed

If the comments received indicate a significant difference in the working group's members' points of view, these differences may be more effectively resolved by discussion at a meeting. In this case, the convener of the working group shall call a meeting as soon as possible, according to the procedure in 5.11.

6.4.4 CD not approved, convener considers further progress not possible

The comments received may indicate a significant difference in the working group's members' points of view but the convener may consider that all possible steps have been taken to reconcile these differences, and that no greater consensus is likely to be achieved. In this case, the convener shall send the CD to the BIML explaining this situation and the reasons for it. The BIML shall consider what action to take by consulting the Presidential Council and the CIML. It may be decided to

- abandon the project, in which case the working group will be disbanded as described in 5.16,
- propose the CD to the CIML for approval as described in 6.5 and 6.6 even though it has not received the support of the working group,
- follow another course of action with the approval of the CIML.

6.5 CIML preliminary ballot

Having obtained the approval of the working group which developed it according to 6.4.1, the improved CD shall be sent to the BIML for registration as a Draft publication and for CIML preliminary ballot.

The BIML shall distribute the Draft publication to all CIML Members for vote and comment, with a three month deadline. The Draft publication shall also be sent to external liaisons for comment, with the same deadline. The BIML shall also prepare and distribute an information document, which includes

- the results of voting on the last CD,
- working group members' comments on the last CD and secretariat's responses to those comments,
- any other information which the BIML thinks may be useful to CIML Members.

The Draft publication is considered to have passed the CIML preliminary ballot stage if

- a majority of CIML Members has voted in favour, and
- there are no proposals or objections requiring substantial amendments of the text.

In this case, the BIML shall consult the convener of the working group to incorporate any comments received which do not require substantial amendments of the text. The BIML shall then send the results of the ballot and the comments received to all CIML Members and register the publication as a Final Draft publication as described in 6.6.

If the BIML has not received votes from a majority of CIML Members, the BIML shall remind CIML Members of their obligation to vote on publications presented for CIML preliminary ballot.

If the Draft publication has not passed the CIML preliminary ballot, it shall be returned to the working group which developed it for reconsideration.

6.6 Final Draft publication

Once the CIML preliminary ballot has been passed, the BIML shall register the Draft publication (amended as necessary according to the comments received) as a “Final Draft” publication, and publish it on the OIML web site.

Its name depends upon which class of OIML publication it will become:

- a Final Draft Recommendation is called “FDR”,
- a Final Draft Document is called “FDD”,
- a Final Draft Vocabulary is called “FDV”.

There shall normally be no changes made to a publication once it is made available as a Final Draft.

The BIML shall also prepare and post on the OIML web site an “information document” to accompany the FD which includes

- the results of the CIML preliminary ballot,
- CIML members’ comments made during the CIML preliminary ballot and the working group convener’s responses to those comments,
- any other information which the BIML thinks may be useful to CIML Members.

6.7 Approval and sanction

6.7.1 Rules for the CIML approval of publications

In most cases, the same rules for approval are applied to all OIML technical publications. There are slightly different rules for the approval of Guides (see 6.7.5) and publications of any kind which have not been developed by OIML bodies (see 6.7.6). The voting rules are set out in Article XVII - *CIML decisions* of the OIML Convention. [*OIML B 1*]

The rules for all publications differ slightly, depending upon how the decision is taken, as described in 6.7.2 and 6.7.3. The rules are also presented graphically in Annex A.

Notes:

- 1 Those Member States not able to be present at a CIML Meeting are able to give a proxy to another Member State who is able to be present. However, no Member State may hold more than two votes in addition to their own. [*OIML B 1 OIML Convention, Article XVII*]
- 2 Abstentions, blank and null-votes shall not be considered as votes cast. [*OIML B 1 OIML Convention, Article XVII*]

6.7.2 Approval of a publication at a CIML Meeting

The BIML shall distribute the Final Draft publication to CIML Members at least three months before the next CIML Meeting. At this meeting, a vote shall be taken and the publication approved if

- at least 75 % of Member States are present or represented for the vote,
- a vote is cast by at least 80 % of those Member States present or represented (abstentions, blank and null votes do not count as votes cast), and
- 80 % of votes cast are in favour.

Note that only editorial comments may be made by CIML Members at this approval stage.

If the publication is approved, the BIML shall proceed as in 6.8.

If the publication is not approved, the BIML shall discuss with the convener of the appropriate working group and the CIML President to consider what action should be taken. It may be proposed to,

- return the publication to the working group which developed it for reconsideration,
- abandon the project, in which case the working group will be disbanded as described in 5.16, or
- follow another course of action with the approval of the CIML.

The BIML shall send the proposal to the CIML which shall make the decision by majority vote.

6.7.3 Approval of a publication between CIML Meetings

The BIML shall invite all CIML Members to vote on the Final Draft publication. The period allowed for voting shall be three months. Only editorial comments may be made by CIML Members at this approval stage.

The publication is approved if

- at least two-thirds of all CIML Members cast a vote (abstentions and failures to reply do not count as votes cast), and
- all the votes cast are in favour.

If the publication is approved, the BIML shall proceed as in 6.8.

If the BIML has not received votes from two thirds of all CIML Members, the BIML shall remind CIML Members of their obligation to vote on publications presented for CIML approval.

If the publication is not approved, the BIML shall discuss with the convener of the appropriate working group and the CIML President to consider what action should be taken. It may be proposed to

- return the publication to the working group which developed it for reconsideration,
- abandon the project, in which case the working group will be disbanded as described in 5.16, or
- follow another course of action with the approval of the CIML.

The BIML shall send the proposal to the CIML which shall make the decision by majority vote.

6.7.4 Conference sanction

The BIML shall prepare a report to each OIML Conference on all those publications approved since the last Conference. This report shall be voted on by the Conference and approved if

- at least two-thirds of Member States are present for the vote,
- a vote is cast by at least 80 % of those Member States present (abstentions, blank and null votes do not count as votes cast), and
- 80 % of votes cast are in favour.

The BIML shall record those publications in the approved report as having been sanctioned by the Conference.

6.7.5 Approval of a Guide

The BIML shall send the Final Draft Guide to the CIML President who decides in most cases whether the Guide is ready for publication. If the CIML President decides that CIML approval is needed, the procedures in 6.7.2–0 shall be used.

Once a Guide is approved, the BIML shall proceed as in 6.8.

6.7.6 Publications developed by other bodies other than the OIML

Publications developed by bodies other than the OIML may be approved and published by the OIML. The approval procedure to be applied shall be decided on a case by case basis by the CIML President.

6.8 Publication

Following the approval required by the applicable part of 6.7, the BIML shall rename the Final Draft publication with its appropriate name and immediately make the final publication available on the OIML web site, together with the date on which it was uploaded.

6.9 Final actions

Once the final publication of a working group's project has been completed, the BIML shall inform the convener of the appropriate working group. At this point, the working group is disbanded, since its work is completed. The BIML shall inform the working group convener, the secretariat of its parent TC or SC, and all members of the working group's project is complete.

The secretariat of the appropriate TC or SC shall then become responsible for any enquiries on the publication.

The BIML shall then remove the working group from the OIML web site after archiving its information.

6.10 Amendments to publications

Amendments which do not require full revision and re-publication are sometimes necessary following publication. Any CIML Member may propose an amendment by sending a request to the BIML, or the BIML may propose an amendment directly. The action undertaken will depend upon the kind of amendment:

6.10.1 Mistakes and/or inconsistencies

This kind of editorial error shall be corrected by means of an amendment agreed between the BIML and the secretariat of the appropriate TC or SC.

6.10.2 Updates to references to other OIML publications or to international standards

The BIML shall ask the secretariat of the appropriate TC or SC to decide whether an amendment can be issued as in 6.10.1, or whether CIML approval is needed. If necessary, the secretariat shall consult the members of its TC or SC to help in making this decision.

If the TC or SC secretariat considers that CIML approval is needed, the BIML shall send the proposed amendment to all CIML Members for vote, with a deadline of one month. If two thirds of all CIML Members cast a vote (abstentions and failures to reply do not count as votes cast), and all the votes cast are in favour, the amendment is approved.

6.10.3 Publication of an amendment

The BIML shall publish a revised publication on the OIML web site, as well as the individual amendment. The BIML shall also advise all CIML Members of their publication.

There shall be no more than two separate amendments to any publication. Any further proposals for amendment of a particular publication shall result in a full revision being undertaken by beginning a new project.

6.11 Review

All OIML publications are subject to periodic review. Five years after publication, the BIML shall organise an enquiry amongst members of the appropriate TC or SC, with a three month voting deadline, to decide if a publication should be

- Re-confirmed in its existing form,
- Revised, or
- Withdrawn.

The BIML shall report on the outcome of the review to the CIML, which shall make a decision, based on the result of this vote, whether the publication should be

- reconfirmed, in which case the BIML shall amend the publication and references to it on the OIML web site to indicate this, and notify all CIML Members, or
- revised, in which case the BIML shall develop a project proposal (according to 6.2) with the appropriate TC or SC secretariat for CIML approval, or
- withdrawn, in which case the procedure in 5.15.1 shall be applied.

7 Reporting on progress

Secretariats of TCs and SCs and conveners of working groups are responsible for using their dedicated web pages to keep their members and others up to date on the progress of the TC's, SC's or working group's work by

- posting drafts, comments received, replies to comments, conclusions of meetings, etc. on the TC's, SC's or working group's web page,
- giving a general explanation and review of the work's progress,
- explaining any difficulties which have arisen,
- asking TC, SC or working group members to keep them informed of changes to their contact person's details, and
- updating the list of TC, SC or working group participants on the TC's, SC's or working group's web page as necessary, with the assistance of the BIML.

Before each Presidential Council or CIML meeting, the BIML shall remind TC and SC secretariats (and conveners of working groups, where different) of their obligation to update the information on their web pages to ensure that the information available for review by the Presidential Council or CIML is as accurate as possible.

8 Appeals

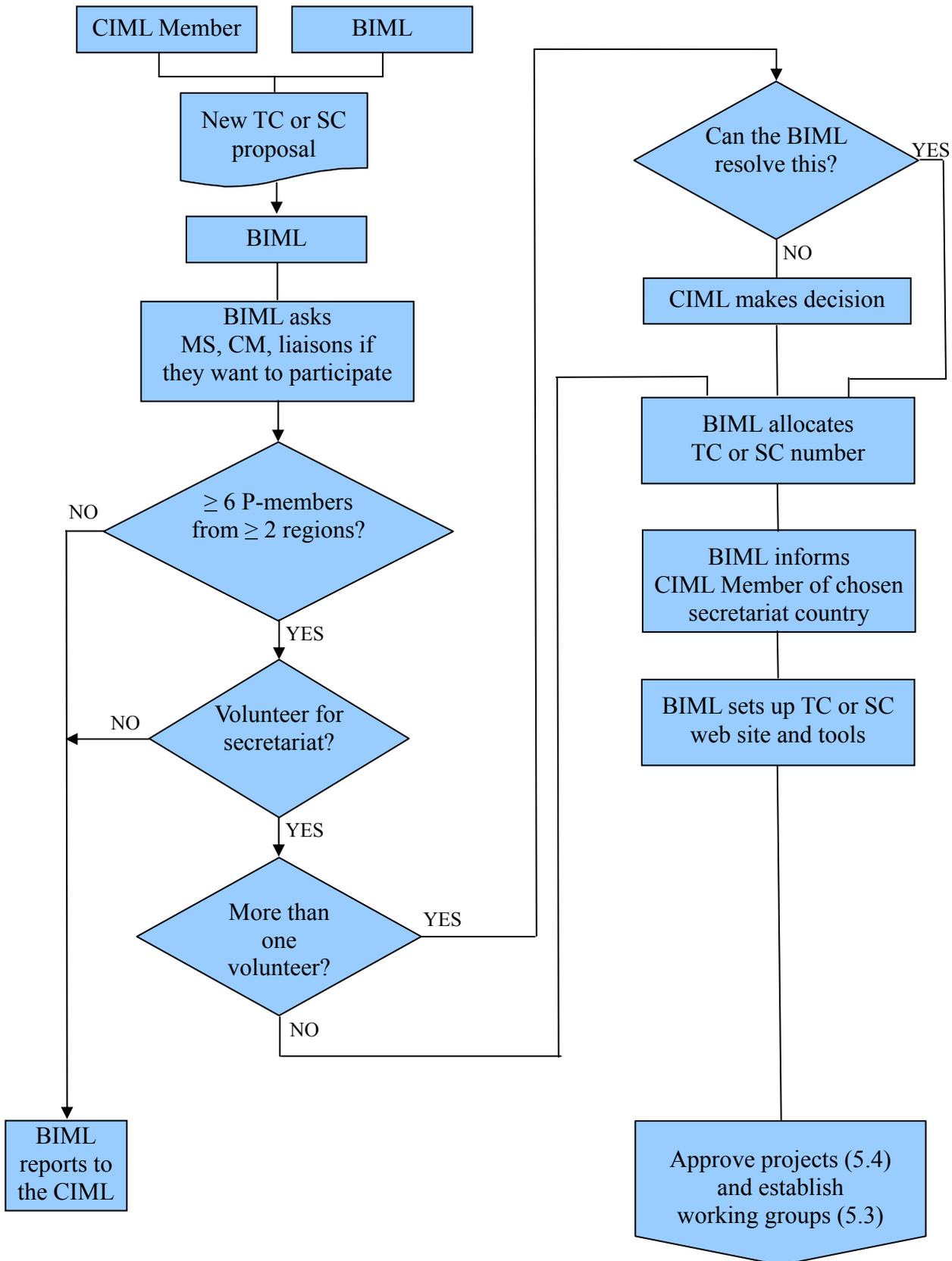
Any CIML Member who disagrees with any decision of a TC, SC, working group or the CIML President may send a written appeal detailing their complaint to the BIML. The BIML shall immediately consult the CIML President who shall immediately try to resolve the dispute. If this attempt fails, the BIML shall, within six weeks of the date of the appeal, distribute it, together with a summary of actions so far taken and comments so far made, to all CIML Members. They shall be asked to vote on the appeal with a deadline of one month, and the appeal shall be upheld if it is supported by a two thirds majority of votes cast by CIML Members (abstentions and failures to reply do not count as votes cast).

Annex A - Procedure flowcharts

Annex A.1	Establishment of a new TC or SC (5.2)
Annex A.2	Project proposal and approval (5.4)
Annex A.3	Establishment of a new working group (5.3)
Annex A.4	Project development (6.3–6.4)
Annex A.5	CIML ballot of OIML publications (6.5)
Annex A.6	CIML approval of OIML publications (6.6)
Annex A.7	Summary of rules for the approval of OIML publications (6.7)

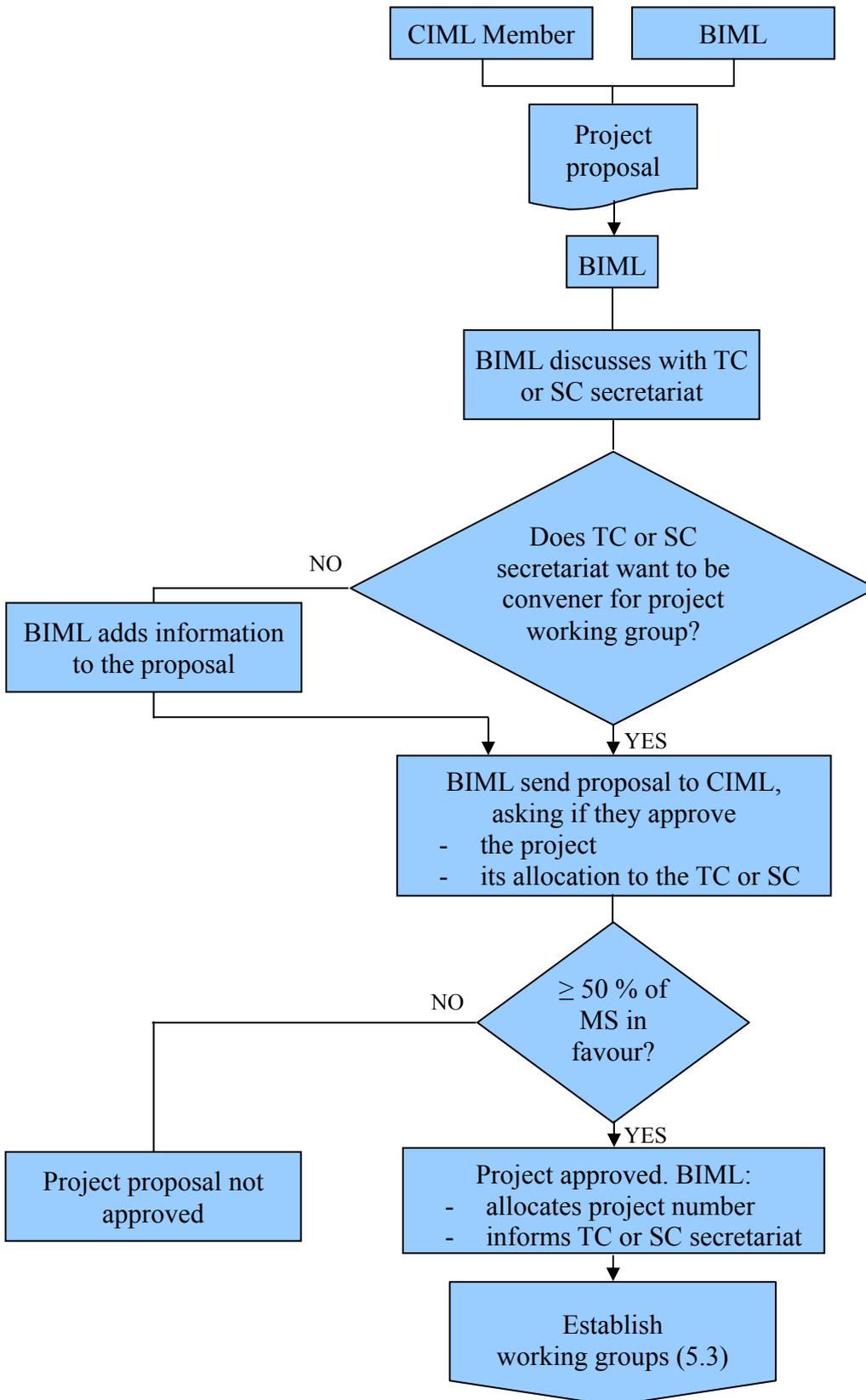
Annex A.1

Establishment of a new TC or SC (5.2)



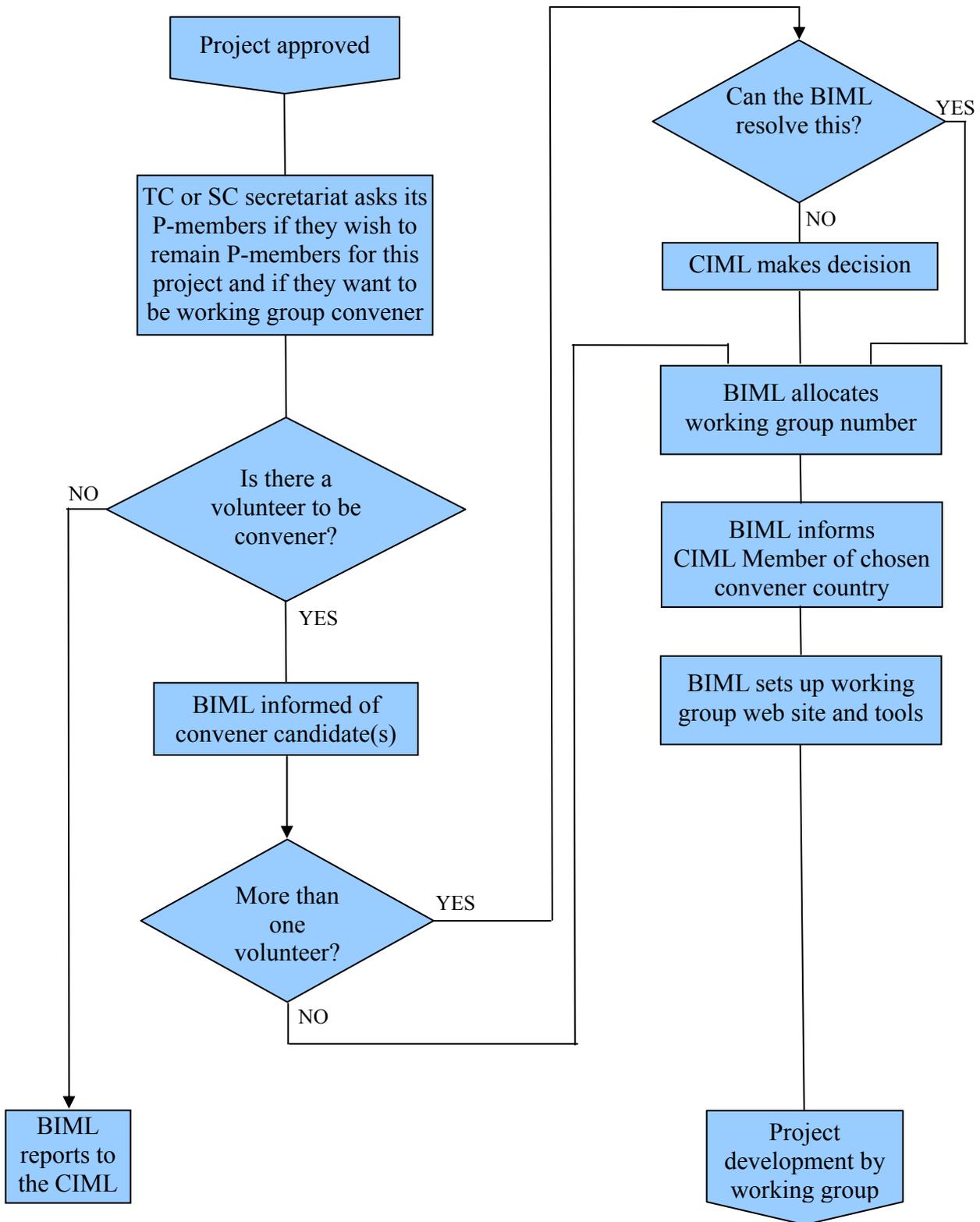
Annex A.2

Project proposal and approval (5.4)



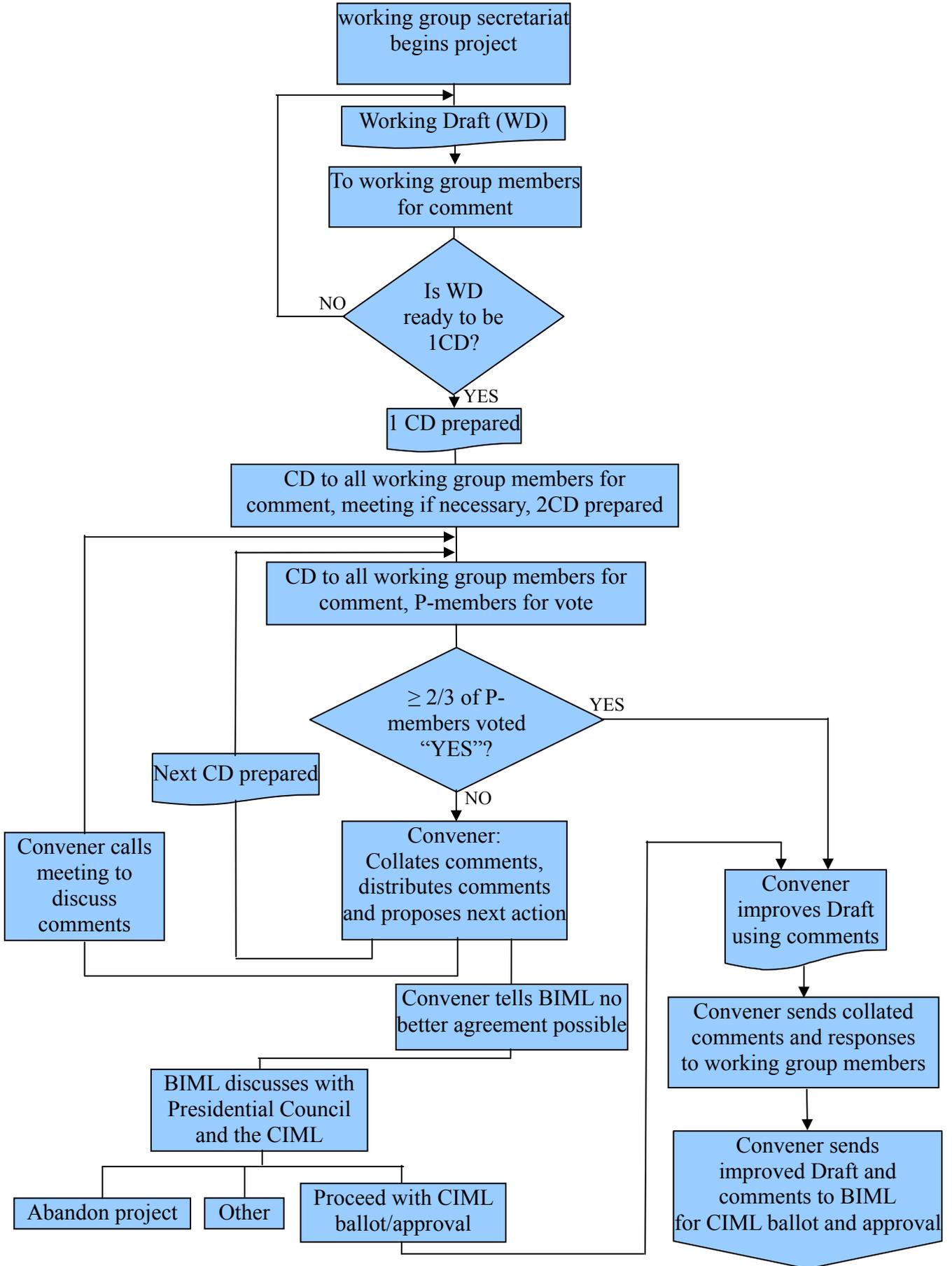
Annex A.3

Establishment of a new working group (5.3)



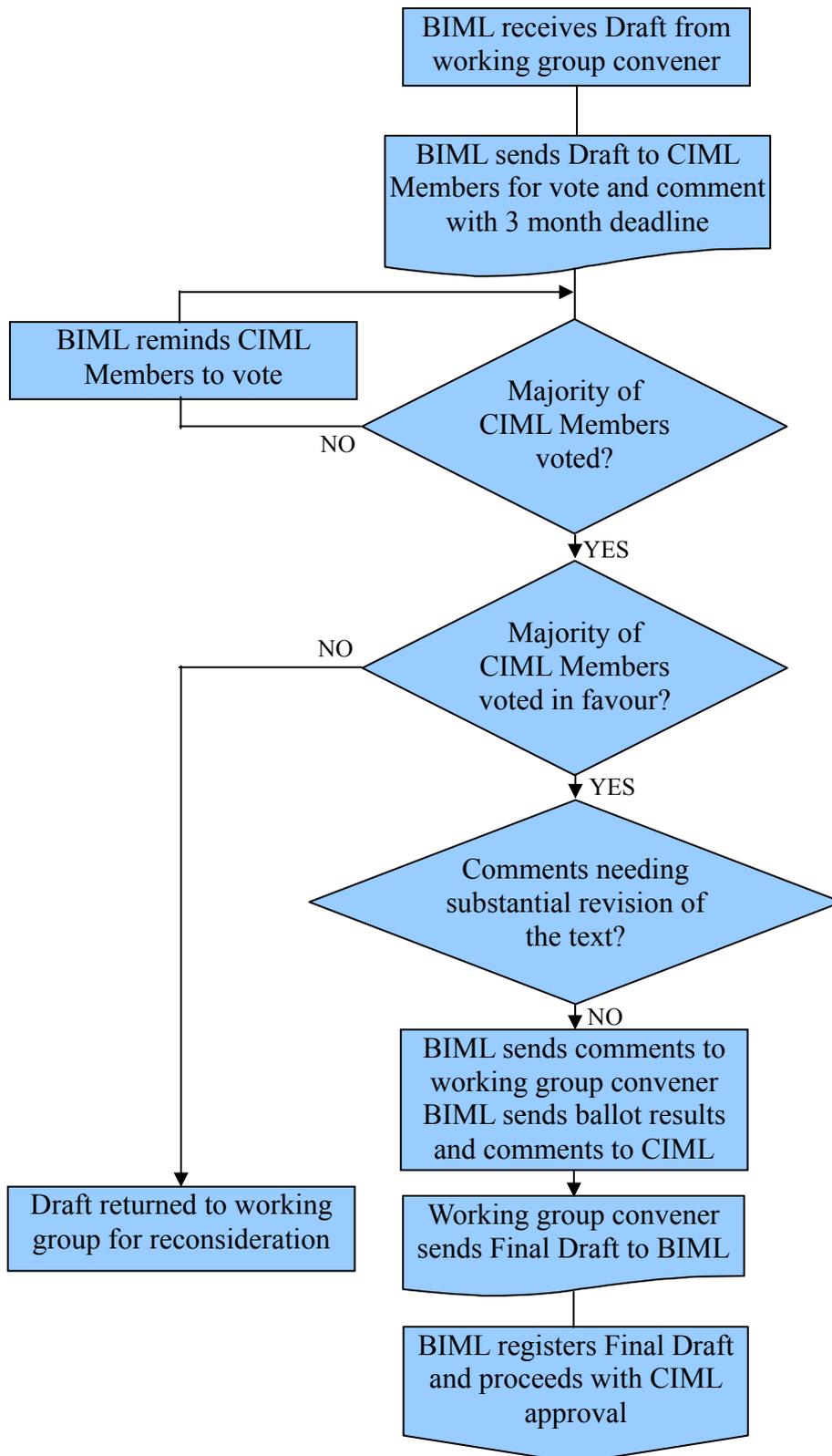
Annex A.4

Project development (6.3-6.4)



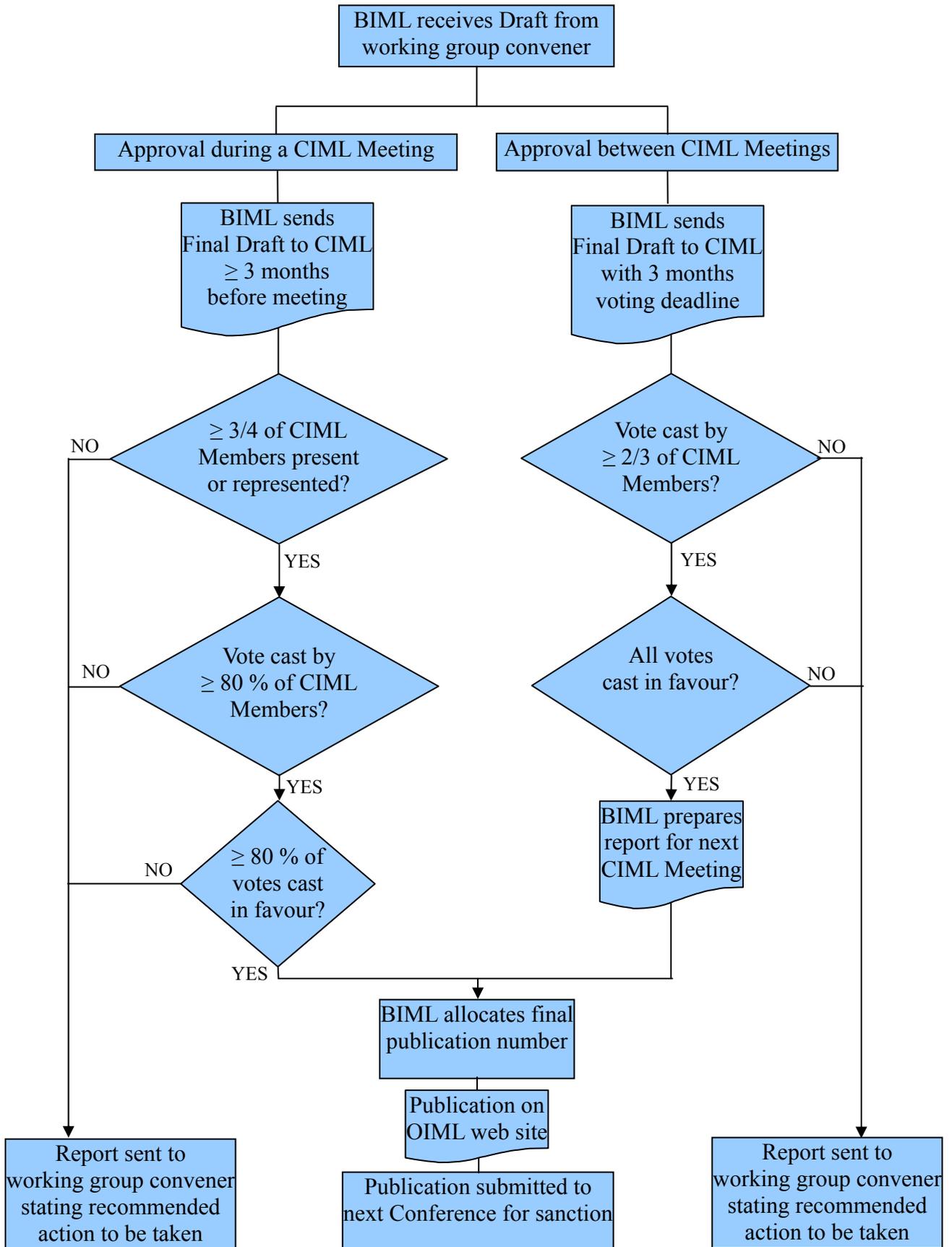
Annex A.5

CIML ballot of OIML publications (6.5)



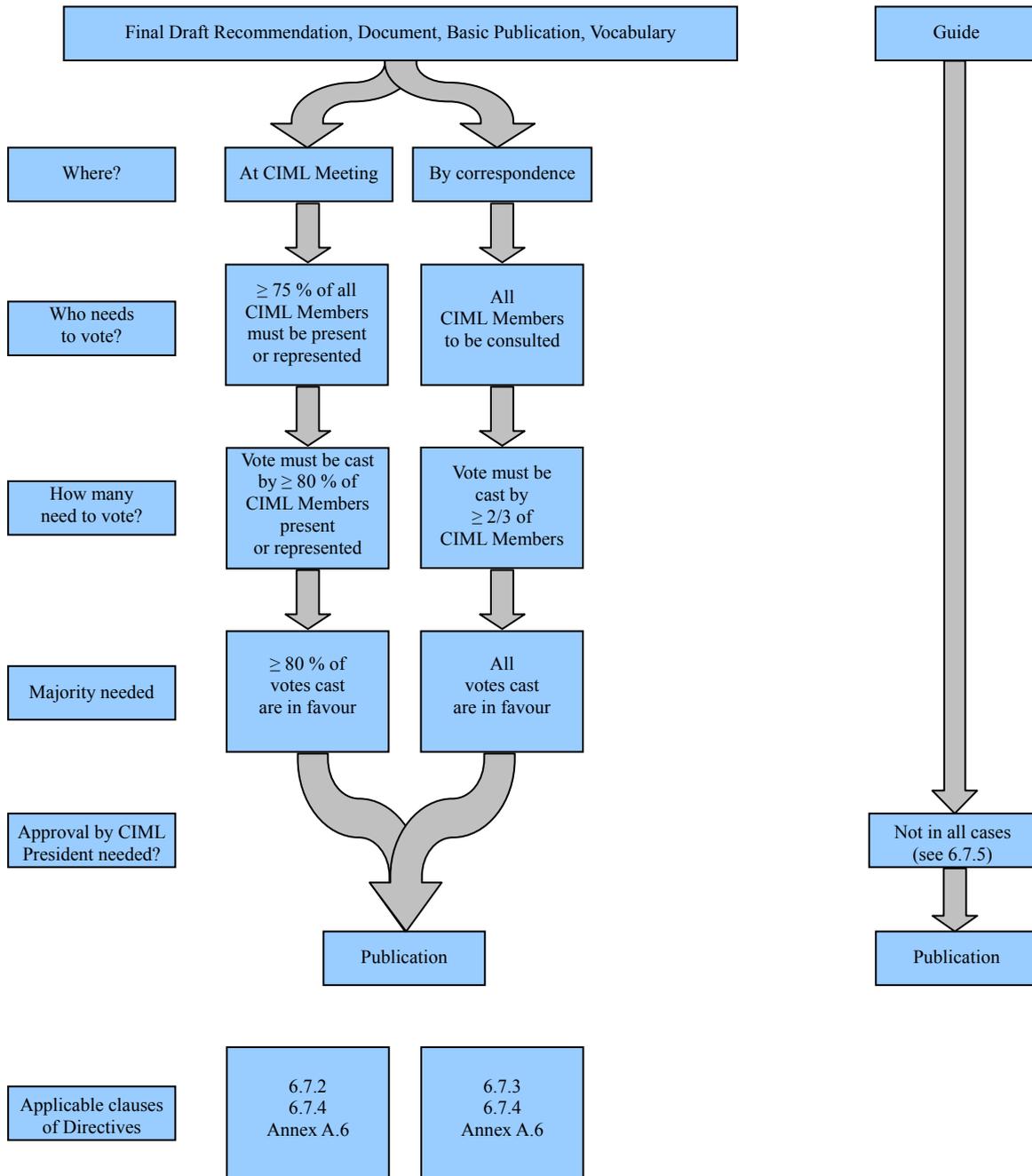
Annex A.6

CIML approval of OIML publications (6.6)



Annex A.7

Summary of rules for the CIML approval of OIML publications (6.7)



Annex B – Model forms

Annex B.1 Proposal for a new project

Annex B.2 Proposal for a new Technical Committee or Subcommittee

Annex B.2



PROPOSAL FOR A NEW TECHNICAL COMMITTEE OR SUBCOMMITTEE

Date:

Proposer(s):

Title of proposed technical committee or subcommittee:

Scope of work of the proposed new technical committee or subcommittee (including proposed projects):

Justification for proposal:

Description of similar work underway in external organisations:

List of proposed liaisons: