



EURAMET e.V.

Rules of Procedure

Version 8.0

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EURAMET has adopted the following Rules of Procedure on the basis of § 3 of the EURAMET Byelaws (decision of 28 May 2018):

I. Scope

These are rules for the procedure of EURAMET and its meetings and for establishing collaboration within the remit of EURAMET. These rules are supplemented by the EURAMET Quality Manual, general and specific procedures within EURAMET Quality Management System (QMS) documentation.

II. General Issues

1. Representation

Being a legal entity which has to be capable of acting at any time EURAMET has to assure a reliable and continuous representation by its Chairpersons. EURAMET requires that delegates or representatives who are elected as Chairperson or members of the Board of Directors are supported by their employing organisation during their full term of office in order to fulfil their responsibilities properly.

2. Primacy of Byelaws

In the case of uncertainties or doubts arising from differences between the Byelaws and the Rules of Procedures the Byelaws shall prevail.

3. Decisions of the Metrology Partnership Committee and EMPIR Committee

Decisions in programme orientated metrology research activities which are taken by the Metrology Partnership Committee or the EMPIR Committee within the given framework are binding for the other bodies of the association unless these decisions are in conflict with the overall policy of EURAMET or with any relevant provisions concerning the non-profit character of the association.

4. Quality Management System (QMS)

EURAMET maintains a QMS which is the binding basis for the performance of all tasks of the association. It applies to all EURAMET officials, representatives of members and associates and staff members.

III. Membership (Addition to § 4)

1. Status of membership

EURAMET covers the following categories of participating status:

- a) Members;
- b) Associates;
- c) Organisations with permanent relationship (liaison organisations)

2. Rights and duties

Rights, duties and options of members, associates and liaison organisations are described in the Byelaws and the Rules of Procedure, and further specified in the Quality Manual and relevant QMS documents.

In order to be eligible for the EURAMET services provided in the framework of the CIPM MRA an institute must be a member or associate of EURAMET. Associates according to § 4 (3 d) of the Byelaws are provided with such services only to the extent that the other RMO has insufficient capabilities to meet the requirements of the CIPM MRA. Exemptions can be granted by the Board of Directors.

3. Attendance at meetings and voting right

- (1) Each member shall nominate a delegate to attend the meetings, take actions, make statements, take part in elections and hold an office. A reasonable continuity in representation to EURAMET should be ensured.
- (2) Any delegate prevented from attending a meeting may be represented by a nominated alternate. An alternate can stand in for one member only. He or she shall exercise the same powers as a registered delegate at the relevant meeting.
- (3) Only registered delegates of a member or their alternates have the voting right. Each delegate of a member has one vote only.
- (4) The delegates and alternates shall be registered by the Secretariat. The formal nomination of a new delegate or alternate has to be done latest one day ahead of the General Assembly in order to be provided with voting right.
- (5) EURAMET expects that each delegate and alternate, besides being formally eligible to participate in the General Assembly, also represent the particular member at the highest and most representative metrological level for the benefit of the member, the associates and the entire National Metrology System of that country as well as being able to contribute to EURAMET affairs accordingly.

4. Application procedure for membership

a) Application for membership

An application for membership has to be submitted in written form to the Secretariat. The application will be discussed with the members of the Board of Directors and the General Assembly has to be informed about the application. Decision on an application is taken by the General Assembly at its next meeting or by written voting. Membership status will become active after announcement of the decision.

b) Time of probation

During time of probation an applicant member has associate status. Within three years (time of probation) the applicant has to fulfil the conditions of § 4 (1) of the EURAMET

Byelaws. The Vice-Chairperson (GA) will report to the General Assembly regularly on the fulfilment of the conditions (status review). Latest after three years the General Assembly will decide by simple majority on the full membership status of the applicant. The General Assembly can extend the validity of the associate status or accept or dismiss the application to become a full member. In the case of disaffirmation of full membership, the applicant may be granted permanent associate status.

5. Application procedure for associate status

a) Application for membership

An application for associate status has to be submitted in written form to the Secretariat. The application will be discussed with the members of the Board of Directors. Decision on an application is taken by the General Assembly at its next meeting or by written voting. Associate status will become active after announcement of the decision.

b) Associate status according to § 4 (3c) of the Byelaws

In the case of institutes having membership status according to § 4 (3c) of the Byelaws, the scope of designation and the envisaged CMCs must be clearly identified and in line with service categories defined by the corresponding CIPM Consultative Committees.

Associates according to § 4 (3c) may be excluded from EURAMET if they do not fulfil the following expectations related to the active participation in the CIPM MRA within a period of five years. This includes

- presentation of their QMS in the TC-Q and approval by the TC-Q
- successful participation in comparisons
- approval of CMCs within the intra-RMO review

If associates fail to fulfil the expectations in the given time frame the TC-Q Chair will inform the Secretariat and the Board of Directors. Following a proposal by the Board of Directors the General Assembly will give the associate the possibility to explain the reasons for not fulfilling the given criteria and decide about the associate status.

6. Representative

All associates have to appoint a representative as contact person.

7. Liaison Organisations

a) Cross-sectional liaison organisations (LO-CS)

LO-CS status is open to RMOs and other international organisations with activities relating to the field of metrology that are of general interest to the association. The General Assembly decides on the establishment of a mutual relationship with an LO-CS.

b) Topical liaison organisations (LO-TO)

LO-TO status is open to international and European organisations sharing common scientific and/or technical expertise with EURAMET TCs or EMNs active in their respective field. The Board of Directors decides on the establishment of a mutual relationship with an LO-TO.

Representatives of LO-TOs will be invited to meetings of the TCs and/or EMNs they are topically associated to.

- c) Unless otherwise decided by the competent EURAMET body, an MoU will be concluded between EURAMET and an LO to set out the essentials of the relationship.

8. Membership fees (Addition to § 6)

- (1) The General Assembly will decide on the amount and due date of fees for members and associates.
- (2) Bank charges for membership fees have to be borne by the members and associates.

IV. Chairperson and Vice-Chairpersons (Addition to § 8)

It is essential that the Chairpersons, being liable for the whole association, mutually inform each other on all important matters and in a spirit of partnership. As the implementation of coherent European Metrology Research Programmes (EMRP) is an integral part of the association, the EURAMET Chairperson and the Vice-Chairperson (GA) will be kept informed by the responsible Vice-Chairperson for the research programmes, the Vice-Chairperson (Research), from an early stage and continuously about those EMRP issues which might be of importance to EURAMET. The Chairperson and the Vice-Chairperson (GA) may participate in the meetings of the Metrology Partnership Committee and of the EMPIR Committee. Contacts in matters of the metrology research programmes, including both external organisations as well as member organisations (e.g. ministries), should be made by mutual agreement amongst the EURAMET Chairperson and both Vice-Chairpersons.

V. General Assembly (Addition to §§ 11, 12)

1. Composition

- (1) Typically, the meetings of the General Assembly are structured into a working and a plenary session.
- (2) The following persons participate in the meetings:

Working Session:

- One registered delegate or alternate of each member,
- One representative of EURAMET associates according to § 4 (3a) and (3b) of the Byelaws,
- Partnership Chair or Deputy Partnership Chair,
- EMPIR Chair or deputy EMPIR Chair
- Management Board,
- Further representatives of EURAMET and guests on invitation of the Chairperson.

Advisors of a registered delegate may join the General Assembly only upon approval by the Chairperson.

Plenary Session:

- Participants of Working Session
- One representative of EURAMET associates according to § 4 (3c) of the Byelaws (further Designated Institutes of a state with a member)
- TC Chairs
- Task Group and Working Group Convenors
- One representative of further associates and cross-sectional liaison organisations (LO-CS)
- Additional guests invited by the EURAMET Chairperson.

2. Meeting procedure

a) Convocation

- (1) The Chairperson in consultation with the General Assembly decides on the place and the date of the next General Assembly.
- (2) The formalities for convening the meetings are regulated in the EURAMET Byelaws.

b) Quorum

- (1) The General Assembly forms a quorum if at least half of its members are present.
- (2) The quorum shall be verified at the beginning of the General Assembly by the Chairperson or in case of his or her absence by the Vice-Chairperson (GA) and prior to each decision making.
- (3) All member delegates and alternates taking part in the meeting and other persons present shall sign an attendance list.

c) Guidance

- (1) The Chairperson is responsible for the proper conduct of the General Assembly and takes the actions necessary to restore order, including restrictions of speaking time, exclusion of participants from the meeting and suspension of the meeting.
- (2) In the General Assembly each registered delegate is allowed to address the audience. The permission to speak will be granted by the Chairperson in chronological order of the requests to speak. If necessary, the Chairperson can set another order of speakers. A registered delegate who made a proposal for decision can ask to comment on the issue at the beginning of the consultation.

d) Minutes

The Secretariat keeps the minutes of the meetings of the General Assembly. The minutes are sent to all persons that have been invited to the meeting, but each of them will get the minutes only for that part he or she was eligible to attend unless otherwise

agreed by the General Assembly. The minutes of the Working Session shall be treated confidentially unless otherwise agreed in advance.

3. Elections

(1) The succession of elections of representatives is determined by the Chairperson. Generally, the succession will be as follows:

- Chairperson;
- Vice-Chairperson (GA);
- Members of the Board of Directors;
- TC Chairs.

(2) The following rules shall apply for elections in which a single position is to be filled:

If no candidate receives a simple majority, the election shall be repeated without the candidate who received the fewest votes, until one candidate receives a simple majority. Should there be a tie for the candidate receiving the fewest votes, a further round of voting including only the tied candidates shall be conducted to determine the candidate to be eliminated.

If at any stage all candidates in any ballot are tied, the candidate to be eliminated shall be determined by the drawing of lots, conducted by the EURAMET officer carrying out the election.

In the event an office cannot be filled due to a tie between the candidates receiving the highest number of votes, a further round of voting including only the tied candidates shall be conducted.

Where voting leads to a tie between the remaining two candidates, the winner of the election shall be determined by drawing lots or coin toss, conducted by the EURAMET officer carrying out the election.

(3) The following rules shall apply for elections in which more than one position of the same type of office is to be filled:

Several positions of the same type of office may be filled by simultaneous ballot. A maximum of one vote may be cast for each vacant position by each voter, and each candidate may receive a maximum of one vote from each voter.

The candidates who have received the most votes whilst also securing a simple majority of the valid votes are elected in descending order of votes received, until all positions are filled.

In the event one or more offices cannot be filled due to candidates not receiving a simple majority of votes, a further round of voting shall be conducted without any candidates already elected.

In the event that no candidates receive a simple majority of votes, a further round of voting shall be conducted without the candidate who received the fewest votes. Should there be a tie for the candidate receiving the fewest votes, a further round of voting including only the tied candidates shall be conducted to determine the candidate to be eliminated.

In the event an office cannot be filled due to tie between candidates receiving the highest number of votes, and the number of these tied candidates is larger than the

number of offices available, a further round of voting including only the tied candidates shall be conducted.

If any voting round results in a tie between all candidates, the candidate to be eliminated shall be determined by the drawing of lots conducted by the EURAMET officer carrying out the election, followed by another round of voting with the remaining candidates.

Where voting leads to a tie between the remaining two candidates, the winner of the election shall be determined by the drawing of lots or coin toss, conducted by the EURAMET officer carrying out the election.

4. General Assembly working groups

- (1) After being proposed by the Board of Directors the General Assembly decides on the creation and closure of General Assembly working groups (further GA-wg) and on the Terms of Reference to determine the subject field.
- (2) A GA-wg is chaired by the GA-wg-convenor. The convenor is proposed by the members of the wg and needs to be confirmed by the General Assembly by a simple majority. A GA-wg will be established for a defined period of three years which can be extended in the individual case by the General Assembly.

VI. Board of Directors (Addition to § 9)

1. Composition

- (1) The Board of Directors consists of the representatives of the association according to § 9 (1) of the EURAMET Byelaws.
- (2) Members of the Board of Directors are not allowed to hold multiple functions within this body.

2. Meeting procedure (Addition to § 10)

a) Convocation

- (1) The Chairperson decides on the date and the place of the next meeting of the Board of Directors in consultation with the Board of Directors.
- (2) The Board of Directors may allow permanent participation in which case the participant will get the status "Standing Invitee" without voting right. Guests may join the meetings of the Board of Directors on invitation by the Chairperson.

b) Quorum

- (1) A quorum shall exist at a meeting if five members including the Chairperson or the Vice-Chairperson (GA) who is chairing the meeting are present.
- (2) The quorum shall be verified at the beginning of the meeting by the Chairperson or in case of his or her absence by the Vice-Chairperson (GA) and previous to each decision making.

c) Voting right

Each member of the Board of Directors has one vote.

d) Guidance

The Chairperson is responsible for the proper conduct of the meetings of the Board of Directors and takes the actions necessary to restore order, including restrictions of speaking time, exclusion from the meeting and suspension of the meeting.

e) Minutes

The Secretariat keeps the minutes of the meetings of the Board of Directors. The minutes are sent to all persons allowed to participate in the meeting. Furthermore, they are sent to the delegates and TC Chairs unless otherwise agreed in the individual case.

3. Board of Directors working Groups

The Board of Directors decides on the creation and closure of BoD working groups (BoD-wg) and on the Terms of Reference to determine the subject field.

A BoD-wg is chaired by the wg-convenor. The convenor is proposed by the members of the wg and needs to be confirmed by the BoD by a simple majority. The BoD-wg is limited in time up to three years if not extended or unless otherwise agreed in the individual case by the BoD.

VII. Research Council (Addition to § 16)

1. Objective and scope

The Research Council will give strategic advice to EURAMET, particularly in relation to research activities. The Council should include a balanced contingent of experts from the states participating in the EMRP. It should reflect small and large enterprises as well as different branches and countries.

2. Composition

- (1) The Research Council consists of institutional and personal members. Members of the Research Council need to act independently in their role as Research Council members.
- (2) One representative each should be drawn from the following institutions (institutional members):
 - BIPM;
 - Commission representative and advisor as appropriate;
 - European Research Council;
 - EUROLAB;
 - European standardisation body;
 - WELMEC
 - World Meteorological Organisation (WMO).

- (3) The nine personal members shall be representatives from:
 - industry;
 - research;
 - academia.
- (4) Personal members shall be appointed for four years. Reappointment is permitted.
- (5) Personal members are appointed for the experience and expertise and act in a purely personal capacity based on this expertise. They do not represent the interests of their organisation or their country.

3. Establishment

- (1) The Deputy Partnership Chair is responsible for the selection process for the membership of the Research Council.
- (2) The General Assembly is responsible for the appointment of the personal members and the approval of the institutional members of the Research Council.
- (3) The representatives of institutional members shall be appointed by their organisation.

4. Procedures

- (1) The Research Council shall elect a Convenor for a period of two years who will summon and chair the meetings of the Research Council.
- (2) The Research Council shall meet whenever needed. At least once a year they should meet together with the Metrology Partnership Committee and the EMPIR Committee or with a subset of the respective Committees. The Research Council will report or comment in written form to the Metrology Partnership Committee and the EMPIR Committee when necessary and upon request.
- (4) The Research Council forms a quorum if more than one half of its members are present.
- (5) The conclusions and proposals of the Research Council shall be documented in the minutes of the meeting. Decisions on recommendations shall be reached by simple majority of the institutional and personal members present. In the event of an equality of votes the Convenor shall have the casting vote.
- (6) The Metrology Partnership Chair, his/her deputy, the EMPIR Chair, his/her deputy, the EURAMET Chairperson and the Members of the Management Board may participate in the meetings of the Research Council as observer. Other guests may be invited.
- (7) In individual cases travel expenses may be reimbursed.

VIII. Management Board and Secretariat (Addition to § 19 and § 20)

1. Management Board

- (1) The General Secretary has the overall management responsibility for the Secretariat. He or she is the Head of the Management Board for the Secretariat which is composed of the General Secretary, the Programme Manager and the Member Services Manager. The members of the Management Board shall cooperate amicably. In case of any conflicts which cannot be solved amicably these conflicts shall be solved by binding

decision of the Chairpersons of EURAMET.

- (2) The members of the Management Board and the administrative staff of the Secretariat must observe the strictest discretion in all matters EURAMET considers confidential. They have to comply with and sign the EURAMET Code of Conduct.
- (3) The members of the Management Board shall have the right of access to all files and documents of all Secretariat units, e. g. in order to ensure that EURAMET meets the requirements of the German authorities. The EURAMET Secretariat shall operate an adequate and orderly file system. It shall have custody of all relevant documents including the documents of the Management Support Unit related to the metrology research programmes. It is responsible for the control of its documents and keeps a register of all relevant documents of the association.

2. Secretariat

- (1) The EURAMET Secretariat is structured in different units. Details are laid down in the Quality Manual and the relevant documents within the QMS. The units shall be operated in a collaborative spirit.
- (2) The EURAMET Secretariat shall be composed of professional, technical and administrative staff needed to carry out its activities. The Management Board shall propose the composition and the assignment of tasks in collaboration with the EURAMET Chairperson and Vice-Chairperson (GA). All proposals have to be approved by the Board of Directors.
- (3) Concerning the management of metrology research programmes, the composition and assignment of tasks will be proposed by the Management Board in collaboration with the Vice-Chairperson (Research). Staff requirements which refer to the performance of such matters and are not part of the general budget of EURAMET have to be funded by the Partnership and/or EMPIR members of EURAMET. In this case the budget decision will be taken by the Metrology Partnership Committee and/or EMPIR Committee, as appropriate.

IX. Technical Committees (Addition to § 17)

1. General Provisions

- (1) Technical Committees (TCs) will operate within EURAMET for the active cooperation between its members.
- (2) Within EURAMET, technical cooperation is divided into Subject Fields and Sub-Fields. A TC is established for each Subject Field. Technical Subcommittees (SCs) may be established within each TC for the corresponding Sub-Fields. Focus Groups (FG) may be established as a special form of SCs with a clearly defined purpose and time duration. TCs and SCs may establish working groups.
- (3) As occasion demands TCs and SCs may be established or dissolved by the Board of Directors with the approval of the General Assembly.
- (4) Each EURAMET member may propose to the Board of Directors to establish or dissolve a TC or a SC.
- (5) A review of the SCs shall take place every five years. In this context, the respective TC Chair shall give a report on the activities of the SCs to the Board of Directors and apply

for another period of the SCs up to five years. The Board of Directors will decide on the application of renewal.

- (6) All Contact Persons who are generating documents within the scope of their work for the TCs and SCs have to declare that they transfer possible copyrights to EURAMET e.V.

2. Applying Documents

- (1) EURAMET Guides referring to tasks of the TCs shall be elaborated. The approval shall follow the rules as laid down in the Quality Manual and relevant documents within the QMS.
- (2) Each TC may establish Terms of Reference (ToR) defining its specific tasks which have to be approved by the General Assembly.

3. Objective and Scope

- (1) The TCs shall be the forum for scientific and technical cooperation in the respective subject fields.
- (2) The types of cooperation are:
 - a) Cooperation in research;
 - b) Comparison of measurement standards;
 - c) Traceability;
 - d) Knowledge transfer.
- (3) In particular, the TCs shall contribute to the elaboration and execution of the Metrology Research Programmes (EMRP).
- (4) The TCs are responsible for the execution of the activities required by EURAMET as the European Regional Metrology Organisation (RMO) for the fulfilment of the requirements of the CIPM MRA. In particular, this comprises:
 - a) Intra-RMO review and submission of the Calibration and Measurement Capabilities (CMCs) of EURAMET members and associates;
 - b) Inter-RMO review of the CMCs of other RMOs on demand of the BIPM Joint Committee of the BIPM and Regional Bodies (JCRB);
 - c) Decision and implementation of RMO Key and Supplementary Comparisons as required and support for their conduct;
 - d) In the case of TC Quality (TC-Q), reviewing and providing formal acknowledgement of the QMS of EURAMET members and associates. This includes surveillance measures in accordance with TC-Q procedures and, if confidence is not existing any more, proposing the deletion or greying-out of CMCs to the Board of Directors for approval.

4. Composition

- (1) The TCs and the SCs are composed of Contact Persons. A Contact Person shall be an employee of a member or an associate of EURAMET. The Contact Person should

- be technically competent and be capable to represent the needs of the whole national metrology system of the country in the corresponding Subject Field or Sub-field.
- (2) TC Contact Persons are appointed by the registered delegate of a EURAMET member or associate. A reasonable continuity in representation to EURAMET should be ensured.
 - (3) The Contact Person in a SC may be the TC Contact Person, or another person appointed by the TC Contact Person.
 - (4) Associates according to §4 (3a), §4 (3b) and §4 (3d) of the EURAMET byelaws may appoint a Contact Person to TCs and SCs.
 - (5) Liaison organisations may appoint a permanent observer to a TC or a SC with the approval of the Board of Directors.
 - (6) A EURAMET member is not obliged to appoint a Contact Person to all TCs and all SCs. In each TC or SC only one Contact Person per state may participate. The Board of Directors may decide upon approval by the General Assembly that a TC may have more than one Contact Person per state.
 - (7) Each associated DI according to § 4 (3) has the right to participate in at least one TC or SC of the relevant metrological field where they hold national standards with a contact person or a permanent observer. The TC Chair or SC Convenor may invite further observers to the meetings.

5. TC Chairs and Convenors

a) TC Chairs

- (1) The General Assembly will elect a Chair for each TC. TC Chairs have to be a Contact Person of the TC and may be proposed by the TC. Delegates have also the right to propose a TC Chair.
- (2) The TC Chairs are responsible for:
 - Coordinating the work of his or her TC;
 - Convening, chairing, reporting and documenting the TC meetings;
 - Keeping the General Assembly and the Board of Directors informed of important, research related matters or progress and developments in their subject field;
 - Coordinating the CMC review process in their subject field, where applicable.
 - Monitoring the conductance of TC-projects, in particular of inter-comparisons, and take appropriate measures in case of issues and delays.
- (3) Each TC Chair is elected for a period of two years. The assumption of office will start at the General Assembly when he or she is elected or at the following General Assembly in case of early written elections. He or she may be elected for several terms of office, but only for two consecutive ones. Only full terms of office will be taken into consideration for the possibility of the re-election. TC Chairs have to accept and sign the EURAMET Code of Conduct. If there is a serious reason the TC Chairs can be deselected by the General Assembly.
- (4) The TC Chairs will participate in the General Assembly and in joint meetings of

TC Chairs and Board of Directors. The TC Chairs should attend the respective meetings of the SCs of their Subject Fields.

b) Convenors

- (1) The work within each SC is coordinated by a Convenor who is a nominated Contact Person to the SC. The Convenors support the TC Chairs and keep them informed about the progress in their Sub-Fields.
- (2) A Convenor is proposed by the TC Chair after consultation of the SC Contact Persons and shall be appointed by the EURAMET Chairperson.
- (3) Each Convenor will be appointed for a period of five years and may be re-appointed.

c) Vice-Chairs and Vice-Convenors

The Contact Persons of a TC or SC may decide on one Contact Person from amongst themselves to serve as a Vice-Chair or Vice-Convenor, respectively, to assist the TC Chair or Convenor in their duties. The specific scope of the Vice-Chair's or Vice-Convenor's duties shall be determined by the TC or SC involved and their term shall be concurrent with that of the TC Chair or Convenor.

The TC/SC shall notify the Secretariat of their decision.

6. Meeting and reports

- (1) TCs meet at least once a year. The SCs shall meet if necessary. However, an annual meeting is recommended.
- (2) The TC Chair or the Convenor may invite guests to the respective meetings.
- (3) Conclusions and decisions shall be reached by consensus whenever possible. If consensus cannot be reached, decisions shall be based upon the simple majority of votes of the participating Contact Persons. Observers and guests have no voting right.
- (4) Specific regulations regarding the voting rights in the CIPM MRA matters might be given by the Terms of Reference.
- (5) The TC Chair should each year submit an annual report to the Member Services Manager before the General Assembly at a deadline indicated by the Member Services Manager.

X. Task Groups

- (1) "EURAMET Task Groups" (TG) may be established to support the EURAMET bodies in achieving EURAMET's strategic objectives.
- (2) TGs are effective expert groups. Membership is not restricted to EURAMET contact persons or officials; external experts may be included. Expectations of members of the TG:
 - Competence in the said field
 - Experience in EURAMET matters
 - Stability and continuity should be ensured

- (3) TGs and their tasks and composition including Terms of Reference may be proposed by Delegates or EURAMET bodies (e.g. BoD, TCs). They are established or dissolved by the BoD with approval of the GA. TGs will be proposed for a defined period of five years, which can be extended at the BoD's request and with approval of the GA. The tasks and Terms of Reference of the TGs may be revised also under proposal of TG members and approval of the GA.
- (4) The BoD is responsible for the appointment of members.
- (5) A task group is chaired by the TG convenor. The convenor is proposed by the members of the TG and needs to be confirmed by the BoD by a simple majority. The TG convenor and the TG members will be appointed by the BoD for a period of 3 years. They may be re-appointed for a further period to be defined by the BoD. The TG convenor should be supported by the employing organisation.

XI. European Metrology Networks (Addition to § 18)

- (1) EMNs will become an integral part of EURAMET. An EMN may not act in conflict with the overall policy of EURAMET or with any relevant provisions concerning the non-profit character of the association. If the General Assembly dissolves an EMN, the EMN members and partners will have to adapt their organisational rules accordingly without delay. Any reference to EURAMET shall cease unless otherwise agreed in the individual case.
- (2) A General Assembly working group (EMN GA-wg) will evaluate proposals for EMNs and prepare the related decisions of the General Assembly. The EMN GA-wg will consist of an appropriate number of elected members drawn from the group of delegates (no alternates). The Chairperson and the General Secretary are members of the EMN GA-wg.
- (3) The readiness to fulfil EMN-specific criteria set forth by the EMNs and allocate appropriate resources as well as further content-related and organisational aspects of the EMN are to be agreed by the members and partners of the EMN in a Memorandum of Understanding (MoU). The MoU must be approved by the EURAMET EMN GA-wg.
- (4) An EMN shall be considered operational after at least three members or associates, each from a different country, have signed the respective EMN's MoU.
- (5) The EMN GA-wg will monitor the activities of all EMNs on a regular basis. The EMN GA-wg convenor will be the link between the EMNs and the General Assembly.
- (6) A transparent interaction between the EMNs and the EURAMET TCs is essential. The EMN Chairs and the TC Chairs will meet at least once per year as equal partners and in a cooperative spirit.

XII. Internal Audit Committee

The EURAMET Internal Audit Committee (IAC) is responsible for planning, implementing and reporting of internal cyclical risk-based audits with the aim to identify risks for EURAMET operations. The IAC is composed of the EURAMET Quality Manager and two elected



members coming out of the delegates or Metrology Partnership Committee or EMPIR Committee representatives, including alternates, respectively deputies. The General Assembly is responsible for the appointment of the members of the IAC. The term of office will be for 3 years. On demand, the IAC is supported by a pool of auditors for specific audit fields, which are selected by the IAC. The key expertise for the audits lies within the pool of auditors.

The EURAMET Quality Manager proposes the annual audit scope and the auditors to the BoD for approval. Audit findings are reported to the BoD. Further details are described in the EURAMET Internal Audit Procedure.

Entry into force of Rules of Procedure

Part A., Part B. I., II. & Annexes A & B of these Rules of Procedure were adopted at the General Assembly on 11 January 2007 and shall enter into force on 11 January 2007.

Part B. III., IV., V. & Annex C of these Rules of Procedure were adopted at the General Assembly on 1 June 2007 and shall enter into force on 1 June 2007.

The Rules of Procedure (version 2.0) have been amended on decision of the General Assembly on 8 June 2009 and shall enter into force on 8 June 2009.

The Rules of Procedure (version 3.0) have been amended on decision of the General Assembly on 22 May 2012 and shall enter into force on 22 May 2012.

The Rules of Procedure (version 4.0) have been amended on decision of the General Assembly on 28 May 2018 and shall enter into force on 28 May 2018.

The Rules of Procedure (version 5.0) have been amended on decision of the General Assembly on 31 July 2018 and shall enter into force on 31 July 2018.

The Rules of Procedure (version 5.1) have been amended on decision of the General Assembly on 30 May 2022 and shall enter into force on 30 May 2022.

The Rules of Procedure (version 6.0) have been amended on decision of the General Assembly on 04 June 2024 and shall enter into force on 04 June 2024.

The Rules of Procedure (version 7.0) have been amended on decision of the General Assembly on 03 June 2025 and shall enter into force on 03 June 2025.