



Rules of Procedure of the Metrology Partnership Committee

Version 1.0

Preamble

EURAMET has adopted the following Rules of Procedure on the basis of § 14 of the EURAMET Byelaws.

1. Tasks

The Metrology Partnership Committee is responsible for the management of the European Partnership on Metrology according to the Decision (EU) 2021/2084 of the European Parliament and of the Council of 24 November 2021 on the participation of the Union in the European Partnership on Metrology jointly undertaken by several Member States (“Metrology Partnership”).

The Metrology Partnership Committee is responsible for the tasks according to Article 14 of the Metrology Partnership Decision.

2. Composition

- (1) The Metrology Partnership Committee consists of representatives from all Partnership members. A Partnership member is a state that has declared its national commitment to EURAMET, and to the European Commission in order to participate in the Metrology Partnership
- (2) Each Partnership member shall appoint one representative and one alternate representative. A representative who is prevented from participating in a meeting may be represented by his or her permanent alternate. The alternate representative shall exercise the same power as the representative. The Metrology Partnership Chair must be notified in writing of the delegation preferably before the relevant meeting.
- (3) A representative of a Partnership member who does not belong to the staff of a member should have written authorisation to act on behalf of the Partnership member, i.e. to take actions and make the statements necessary.
- (4) The EURAMET Chairperson, the EURAMET Vice-Chairperson (GA), the EURAMET General Secretary, the EURAMET Programme Manager, the EURAMET Member Services Manager and the EURAMET Legal Advisor will be invited to attend the meetings of the Metrology Partnership Committee without voting rights.

3. Chairpersons

- (1) The Metrology Partnership Committee shall elect a Metrology Partnership Chair and one deputy Metrology Partnership Chair by simple majority of the valid voting power. Abstentions are regarded as invalid votes and therefore not as cast votes.

The Metrology Partnership Chair and Deputy Metrology Partnership Chair have to be elected separately and by ballot. In the event of a tied vote, the higher number of supporting Partnership members shall be decisive. If this does not result in a majority, the election shall be decided by a toss of a coin.

The Metrology Partnership Chair who will be EURAMET Vice-Chairperson (Research) according to § 8 of the EURAMET Byelaws has to be notified to the EURAMET Chairperson, General Assembly, and to the District Court which has to keep the register of associations.

- (2) The Metrology Partnership Chairpersons can be deselected by the Partnership Committee by a two-thirds majority of the valid voting power. If there is a serious reason, the Metrology Partnership Chair can be deselected by the General Assembly with a two-thirds majority of the valid votes cast.

4. Administrative support

EURAMET e.V. shall provide the appropriate administrative support to enable the Metrology Partnership Committee to carry out its work. It shall assist the Committee in its operation through drafting and circulating agendas, meeting summaries and related documents. Where appropriate and requested, EURAMET e.V. may collect and/or circulate information of potential interest to the Metrology Partnership Committee, in time for the next meeting.

EURAMET e.V. may render support through its competent bodies and structures, the EURAMET Management Board, EURAMET Secretariat and the EURAMET Management Support Unit.

The Metrology Partnership Committee shall decide on the allocation of the necessary resources.

5. Responsibilities of the Metrology Partnership Chair and the deputy Metrology Partnership Chair

- (1) The Metrology Partnership Chair's responsibilities are laid down in § 8 (5) of the EURAMET Byelaws.

These include organising and chairing the Metrology Partnership Committee meetings and moderating the discussions and representing the Metrology Partnership Committee at external meetings and events and act as the interface between the Metrology Partnership Committee and any other body, organisation, or stakeholder.

- (2) The Deputy Metrology Partnership Chair shall be the representative of the Metrology Partnership Chair in case of his or her absence. The deputy Metrology Partnership Chair coordinates the selection processes of the pool of the referees and of the Research Council. He or she is also responsible for supervising the work of the referees.

6. Participating States with EURAMET members

Participating States with Members of EURAMET may participate in the Metrology Partnership as internal funded members, provided they:

- a) Appoint one representative and one alternate representative;
- b) Make a national commitment to contribute to the Metrology Partnership, including direct financial contribution to the management costs of the Partnership, and in-kind contribution to Partnership activities funded by the Participating States without the Union's financial contribution;
- c) Declare joint and several liability for any funds to be distributed in the Metrology Partnership and of direct contribution to the Partnership coordination and management costs.

7. Further Participating States without EURAMET members

Participating States without EURAMET Members may participate in the Metrology Partnership as internal funded members under the conditions laid out in Decision (EU) 2021/2084. They have to commit financial means and resources to the Metrology Partnership including direct contribution to the programme coordination and management costs and assumption of liability for losses through their National Metrology Institutes.

8. Fees for participation in the Metrology Partnership

- (1) The Partnership members participating in the Metrology Partnership Committee shall pay fees for participation in the Metrology Partnership (cp. § 6 (3) of the EURAMET Byelaws).
- (2) The Metrology Partnership Committee decides on the due date of these fees depending on the programme budget.
- (3) All organisations acceding to the Metrology Partnership later may be requested to pay an entrance fee which shall reflect their share in coordination and management costs occurred before the launch of the Metrology Partnership. The amount and due date of the entrance fee has to be decided by the Metrology Partnership Committee.
- (4) Bank charges for payment of fees have to be borne by the Partnership members and the external organisations.

9. Meeting procedure

- a) Convocation
 - (1) The Metrology Partnership Committee meets at least once a year. The meetings are chaired by the Metrology Partnership Chair or in his or her absence by the deputy Metrology Partnership Chair.
 - (2) The Metrology Partnership Chair decides on the date and place of the next meeting of the Metrology Partnership Committee.
 - (3) The European Commission has observer status in meetings of the Metrology Partnership Committee.
 - (4) Representatives of stakeholders and guests are only allowed to join the meetings of the Metrology Partnership Committee on invitation by the Metrology Partnership Chair for specific agenda points. They will not have a voting right.
- b) Quorum
 - (1) A quorum shall exist at a Metrology Partnership Committee meeting if at least half of the "voting power" is present (cp. Rule 9.c)).
 - (2) The quorum and the distribution of the voting power shall be verified at the beginning of the meeting by the Metrology Partnership Chair or in case of his or her absence by the deputy Metrology Partnership Chair and prior to each decision making.
 - (3) The attendance of all members taking part in the meeting and other persons present shall be recorded by EURAMET.

c) Attendance to the meetings

Representatives shall attend all the meetings of the Metrology Partnership Committee. Efforts shall be made by the Partnership Members to ensure adequate level of representation and continuity at Metrology Partnership Committee meetings.

If the representative of a Partnership Member is not able to physically attend a meeting, he/she may participate by means of audio or video conference, by informing the Metrology Partnership Chair and the EURAMET Secretariat no later than ten (10) days day before the date of the meeting.

If the representative of a Partnership Member is not able to attend a meeting, his/her alternate will serve in his/her place. If the alternate is not able to physically attend a meeting, he/she may participate by means of audio or video conference, by informing the Metrology Partnership Chair and the Secretariat no later than ten (10) days before the date of the meeting.

Only one person (representative or alternate representative) may attend the meetings on behalf of each Partnership member at the same time.

d) Voting right

- (1) The proportion of votes of the Partnership members in the Metrology Partnership Committee refers to the national contribution of each member to the Metrology Partnership. The basis for calculation of the proportion of votes and the voting weights of each member are regulated according to the following formula:

$$\text{Vote} = \text{rnd} \left(10 \cdot \sqrt{\frac{NC}{NC_{\max}}} \right), \text{ where}$$

Vote = Number of votes of a country

NC = National contribution of the respective country

NC_{max} = Scaling factor (maximum national contribution of all countries)

rnd (x) = Rounding to the next higher integer

- (2) When Partnership members with voting right join or withdraw from the Metrology Partnership Committee the proportion of votes shall be recalculated. It shall be modified as well when significant changes of the national contribution(s) occur.

e) Exclusion

If a Partnership member or an external organisation according to Rule 6 denies to accept or fulfil an obligation it can be excluded from the Metrology Partnership Committee and/or from the participation in specific aspects of the Metrology Partnership or altogether after decision of the Metrology Partnership Committee by a two-thirds majority of the voting power. Before a decision is taken the organisation concerned must be given the opportunity to comment and to distribute a written statement relating to the occurrence.

e) Guidance

- (1) The Metrology Partnership Chair is responsible for the proper conduct of the meetings of the Metrology Partnership Committee and may take the actions necessary to restore

order, including restrictions of speaking time, exclusion from the meeting and suspension of the meeting.

- (2) In the meetings of the Metrology Partnership Committee each representative is allowed to address the meeting. The permission to speak will be granted by the Metrology Partnership Chair in chronological order of the requests to speak. If necessary, the Metrology Partnership Chair can set another order of speakers. A representative who made a proposal for decision can ask to comment on the issue at the beginning of the consultation.
- f) Reports
- (1) Reports shall be provided for all meetings of the Metrology Partnership Committee. Each participant of a meeting will get the reports for that part he or she was allowed to attend. The Metrology Partnership Steering Group Chairpersons, the EURAMET Chairperson and Secretariat will get a copy of the reports. The reports shall be treated confidentially unless otherwise agreed in advance or specified in these Rules of Procedure.
 - (2) The meetings of the Metrology Partnership Committee are summoned in writing or by E-Mail by the Metrology Partnership Chair or in case of his or her absence by the deputy. The Partnership members will be asked to inform the Metrology Partnership Chair in writing of items they wish to be included in the agenda. Partnership members will be sent a draft agenda at least four weeks before the meeting.
 - (3) The Metrology Partnership Chair must summon an extraordinary meeting if this is in the interest of the association or if one fifth of the Partnership members demand a meeting stating the purpose and the reasons in writing.
 - (4) The agenda, list of participants and decisions of meetings of the Metrology Partnership Committee will be made available to the public on the Metrology Partnership website no later than 30 working days of such meetings.

10. Programme Manager

- (1) EURAMET shall propose a Programme Manager to the Metrology Partnership Committee for a defined period of time who shall be a senior experienced manager. The Metrology Partnership Committee shall nominate the proposed Programme Manager by decision. The nomination of the Programme Manager shall be notified to the EURAMET Board of Directors by the Metrology Partnership Chair. The EURAMET Board of Directors shall inform the EURAMET Delegates.

If there is a serious reason the Metrology Partnership Committee can initiate the termination of the employment contract of the Programme Manager with a two-thirds majority of the valid votes cast.

Employment issues will be handled by the EURAMET Secretariat if necessary.

- (2) The Programme Manager shall report to the Metrology Partnership Committee regularly and upon request of EURAMET in specific matters of the Metrology Partnership.
- (3) The Programme Manager has the following tasks in particular:
 - to exercise the overall management of the Metrology Partnership on behalf of and under the authority of EURAMET, in compliance with the relevant contract(s), Rules of Procedure, approved procedures and instructions;

- to report to the EURAMET Chairperson on all important matters related to the Metrology Partnership and on request;
- to report on progress and issues concerning his or her activity, in coordination with the Metrology Partnership Chair, to the EURAMET Board of Directors and General Assembly if so required;
- to manage the day-to-day operations of the Metrology Partnership (and its specific contract(s)) in a way that best protects EURAMET interests and image, achieves the objectives set out in the contract(s) and relevant Rules of Procedure and instructions;
- to work with the appropriate EURAMET bodies and officials, and others as necessary to ensure the smooth preparation and operation of the Metrology Partnership;
- to contribute to the preparation of the EURAMET budget, concerning the budget for the Metrology Partnership.

11. Expenses

Partnership Members shall not be entitled to any payment or reimbursement of costs by EURAMET in connection with their involvement in the Metrology Partnership Committee. Each Partnership Member shall bear all travel and subsistence expenses incurred by its representatives and/or alternate representatives in connection with meetings of the Metrology Partnership Committee.

12. Correspondence

All correspondence shall be written in English and sent by electronic means, preferably by email, unless agreed otherwise between a Partnership Member and EURAMET.

The Metrology Partnership Committee shall use whenever possible electronic means (e.g. private shared spaces) for the exchange and sharing of information. The Committee shall define an appropriate access policy to this information to be implemented by EURAMET.

13. Amendments

At the request of the Partnership Committee Chair, a Commission Member, or the EURAMET General Assembly, the present Rules of Procedure may be amended following adoption by decision of the Partnership Committee and approval by decision of the EURAMET General Assembly.

Amendments to the Rules of Procedure shall enter into force on the day of their approval by the EURAMET General Assembly.

14. Sub-Committees

- (1) Single tasks of the Metrology Partnership Committee may be delegated to Sub-Committees. Sub-Committees can be set up for the preparation of decisions of the Metrology Partnership Committee. Sub-Committees can be terminated by the Metrology Partnership Committee.

- (2) A Sub-Committee will be established by decision of the Metrology Partnership Committee and will be chaired by the Metrology Partnership Chair. The members of the Sub-Committees will be elected and may be deselected by the Metrology Partnership Committee.
- (3) Sub-Committees can be enlarged by technical experts, in particular TC Chairs, and experts from NMIs on decision of the members of the Sub-Committee and after approval of the Metrology Partnership Committee.
- (4) The Metrology Partnership Committee shall draw up terms of reference for any created Sub-Committee.

15. Steering Group

The Metrology Partnership Committee will appoint one representative from a national ministry who is not a staff member of a national metrology institute represented in EURAMET to the Metrology Partnership Steering Group by decision of a simple majority of the valid votes cast.

Candidates may be proposed by the Partnership Members in due time before a meeting of the Metrology Partnership Committee, but not later than two (2) months in advance.

The appointment will last for a term of 4 years. Reappointment is possible. The appointment may be terminated prematurely by decision of the Metrology Partnership Committee for serious reasons and with a two-thirds majority of the valid votes cast.

16. Code of Conduct

Representatives, alternate representatives, and any other attendees with voting rights in matters of the European Partnership on Metrology shall sign and abide by the Code of Conduct established in accordance with Article 21 (3) of Decision (EU) 2021/2084.

17. Conflict of Interest

Representatives, alternate representatives, and any other attendees with voting rights in matters of the European Partnership on Metrology shall sign and abide by the rules concerning the prevention, avoidance and management of Conflict of Interest established in accordance with Article 21 (2) of Decision (EU) 2021/2084.

18. Publicity

The Rules of Procedure shall be published on the website of the Metrology Partnership.

19. Protection of personal data

All processing of personal data by EURAMET e.V. for the purposes of these rules of procedure shall be in accordance with Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation).



20. Entry into force

The present Rules of Procedure were adopted by the Partnership Committee on 01 June 2022 and shall enter into force upon approval by the EURAMET General Assembly on 04 June 2024.