



MEMORANDUM OF UNDERSTANDING of the ASIA PACIFIC METROLOGY PROGRAMME

1. PREAMBLE

The Asia-Pacific Metrology Programme (APMP), c/o National Metrology Centre, 1 Science Park Drive, Singapore 118221, is a grouping of national metrology institutes ('NMIs') from the Asia-pacific region engaged in improving regional metrological capability through the sharing of expertise and exchange of technical services among Member laboratories. APMP is also a Regional Metrology Organization (RMO) for the purpose of worldwide mutual recognition of measurement standards and of calibration and measurement certificates. APMP originated from the Commonwealth Science Council Regional (Asia/Pacific) Metrology Programme established by the Commonwealth Science Council of the United Kingdom at the Commonwealth Science Council Meeting in New Delhi on November 22 1977. Eligible membership was broadened outside the Commonwealth in 1980 when the present title (APMP) was established. The Programme is headed by a Chairperson, elected from full Members.

This MoU represents a commitment by Members of APMP to work towards achieving the aims of APMP as outlined in this MoU using the mechanisms specified herein.

This MoU incorporates and is to be read in conjunction with the APMP Membership Rules and Regulations ("APMP Rules", Attachment 1) and the Rules of Procedure for the APMP General Assembly and Collaborations ("General Assembly Rules", Attachment 2) to which the Members agree to abide.

2. DEFINITIONS

- (a) **Signatory**
A signatory is the person authorised to sign this MoU for and on behalf of the Member.
- (b) **Membership**
Full membership is open to all NMIs within the Asia-Pacific Region. Associate membership is open to NMIs that have a special interest in and can make a special contribution to the activities of APMP. The membership of APMP comprises all those Full Members and Associate Members who are Signatories to this MoU.
- (c) **Full Member**
A Full Member is an organisation responsible for maintaining the peak measurement standards for its economy within the Asia-Pacific Region. There may be more than one Full Member per economy if there is more than one peak measurement standards laboratory. Full Member status is recognised by the mechanism of signing this MoU through a Signatory. Full Members have the right to vote, through their nominated Delegate, in all committees established by APMP.

- (d) **Principal Member**
If there is more than one Full Member per economy then, for the purposes of the membership fee schedule, the Members from that economy must nominate one Full Member organisation as the Principal Member. The Principal Member is the organisation responsible for payment of the full membership fee for that economy.
- (e) **Associate Member**
An Associate Member is an organisation responsible for maintaining the peak measurement standards for its economy, which is located in a neighbouring region to the Asia-Pacific Region, or an organisation within the Region that is planning to maintain such standards in the future. Associate Member status is recognised by the mechanism of signing this MoU through a Signatory. There may be more than one Associate Member per economy and each Associate Member may be represented at APMP General Assemblies by a Representative. Associate Members do not have the right to vote in any assemblies or committees established by APMP. An Associate Member is entitled to apply for Full Membership provided it fulfils the conditions specified in Item 2 (c) of this MoU.
- (f) **Representative**
Each Full or Associate Member will appoint one Representative to the APMP General Assembly. The Representative may be supported at General Assemblies by advisers and experts. Each economy may have more than one Representative.
- (g) **Delegate**
The Representatives of each Full Member economy will nominate one Delegate who will be entitled to vote on behalf of that economy. Each economy can have only one Delegate.
- (h) **The General Assembly**
The General Assembly means the APMP General Assembly and comprises all Representatives. The Terms of Reference of General Assemblies are outlined in Article 2 of Attachment 2. All Representatives are to use their best endeavours to attend General Assemblies.
- (i) **Asia-pacific region, the 'Region'**
For the purpose of this MOU, the Asia-pacific region encompasses economies from the Indian subcontinent to the Western Pacific rim.
- (j) **Chairperson**
Head of APMP, elected in accordance with the APMP Rules and the General Assembly Rules.
- (k) **APMP Executive Committee**
The managing body of APMP, consisting, nominally, of five to eight members comprising: the APMP Chairperson, the immediate-past APMP Chairperson (for a period of one year), the Chairperson-elect (one-year term) and three to six Executive Members (elected for two or three year terms, chosen to maximise

continuity). The APMP Executive Committee is elected in accordance with the APMP Rules and the General Assembly Rules.

- (l) APMP Technical Committees
To coordinate technical activities for each field (as appropriate) covered by the CIPM's Consultative Committees, and to provide the regional interface for these activities.
- (m) APMP Developing Economies' Committee (DEC)
The Committee tasked to help address the needs of APMP member NMIs from developing economies, and to develop and coordinate associated work programs.

Signatories, Representatives and Delegates may be the same person, depending upon the circumstances appropriate to each economy.

3. RESOLUTION

- 3.1 The Signatories to the Memorandum of Understanding declare their common intention to take part in the Asia-Pacific Metrology Programme (APMP), an Asia-Pacific collaboration in measurement standards, and to participate in its activities in pursuit of its objectives to the extent that this is possible.

4. OBJECTIVES OF APMP

- 4.1 The Members intend to collaborate in APMP to promote the coordination of metrological activities and services in order to achieve greater harmony of measurement and testing within the Region and build mutual confidence in measurement between members. Specific objectives are:
 - a) To develop a closer collaboration between Members in work on measurement standards within the Region.
 - b) To improve the level of metrology, and to gain international recognition for Members.
 - c) To encourage traceability between Members through the provision of calibration services.
 - d) To ensure that measurement standards within the Region are traceable to standards maintained or coordinated by the International Bureau of Weights and Measures (BIPM) in the realisation of the international system (SI) of units, and to generally reinforce the objectives of the Metric Treaty.
- 4.2 In pursuit of these objectives APMP will seek to:
 - a) Coordinate projects on measurement standards and foster cooperation in research between Members.

- b) Transfer expertise in the field of primary or peak standards between Members through seminars, conferences, workshops, training programs, consultancies and technical publications.
- c) Encourage and facilitate collaboration among interested Members on specific projects.
- d) Initiate inter-laboratory comparisons of measurement standards in order to gain international recognition of measurement capabilities of Member laboratories.
- e) Maintain an up-to-date database of services and capabilities available within the Region.
- f) Give special attention to the needs of less developed members and initiate, develop and implement activities to assist them in achieving metrological capability in specific activities.
- g) Encourage participation in BIPM key comparisons and at all times ensure that APMP inter-laboratory comparison activity does not impede access to inter-laboratory comparisons coordinated by the BIPM.
- h) Establish and maintain effective links with other international and region-based metrological bodies, e.g. BIPM, and RMOs recognized by CIPM.
- i) Collaborate with other bodies within the Asia-Pacific Region that are active in standards, testing and conformance.
- j) Encourage participation in the global Mutual Recognition Arrangement (MRA) in measurement standards established by the CIPM.
- k) Undertake other activities as decided by the APMP General Assembly from time to time.

5. THE MEMORANDUM OF UNDERSTANDING

- 5.1 The first version of Memorandum of Understanding came into operation on 30 September 1997, upon signature by at least 10 Signatories, but remains open for further participation within the defined membership.
- 5.2 This Memorandum of Understanding may be amended at any time by a two-thirds majority of Delegates, confirmed in writing by the Signatories.
- 5.3 Members may terminate their membership of APMP at any time. If a Member intends to terminate its participation, the Signatory will notify the Chairperson of APMP of this intention not less than three months in advance of the intended date of termination. The Member will be released from its obligations under the

Memorandum of Understanding from the notified date of the intended termination.

- 5.4 This Memorandum of Understanding will be reviewed yearly by the Executive Committee. However, revision or termination may be proposed to the Chairperson by the Executive Committee or by at least one third of the Signatories and consequently approved by two-thirds of Full Members at any time.
- 5.5 Participation in this Memorandum of Understanding is purely voluntary and will not have any binding effect in public international law.
- 5.6 This Memorandum of Understanding may be executed in any number of counterparts (i.e., signatory pages, Item 6). All of such counterparts taken together shall be deemed to constitute the one instrument signed as a Memorandum of Understanding.

**ATTACHMENT 1:
APMP MEMBERSHIP RULES AND REGULATIONS**

1. MODUS OPERANDI

- 1.1 The working language of APMP is English.
- 1.2 **Application for Membership**
Organisations seeking membership of APMP and fulfilling the requirements of membership specified in Items 2 (b), (c) and (e) of this MoU should submit a written application, including a document describing the applicant organisation, to the Chairperson. Applications for membership will be assessed by the Executive Committee on behalf of the General Assembly and are then subject to unanimous approval by all APMP Delegates. Approval will be based on a postal or email vote for which a six-week response time will be allowed. A nil response will be taken as an affirmative vote. Membership is then approved subject to the Member's Signatory signing this MoU.
- 1.3 The activities of APMP will be decided and coordinated by the APMP General Assembly. The General Assembly ensures that specific tasks are pursued in accordance with the objectives of APMP. The Chairperson of this Assembly will be the elected Chairperson of APMP.
- 1.4 **The role of the APMP General Assembly**
The General Assembly meets to review and discuss the aims and specific tasks of APMP. The General Assembly itself decides upon its rules of procedure. The General Assembly elects the Chairperson from its Full Members.
- 1.5 **The role of the APMP Executive Committee**
The role of the Executive Committee is to assess progress with regard to the APMP Workplan, to facilitate coordination and cooperation of APMP activities and to make recommendations to the General Assembly regarding new initiatives and policy directions.
- 1.6 The Member Organisation of the Chairperson provides the secretarial assistance to support the APMP General Assembly.
- 1.7 The APMP Membership will finance the budget for programmes, projects and operation of the APMP Secretariat through the payment of Membership Fees. Budget will be arranged at a level compatible with the expected income. A proposed APMP budget is to be circulated to all members at least four weeks prior to the General Assembly. The fee structure and final budget is to be agreed annually by a two-thirds majority of the Delegates at the General Assembly. The category applicable for individual member economies shall be reviewed on an annual basis.

2. RIGHTS OF MEMBERS

In order to achieve the objectives of APMP, Members will have the following rights in particular:

- 2.1 Members retain their individual autonomy and have no legally binding obligations under this MoU.
- 2.2 All Members will be able to access traceability of their economy's standards to the standards of other Members.
- 2.3 All Members will have the right to propose to the Executive Committee specific measurement standards projects. Such projects, facilitated by the Executive Committee and the relevant APMP Technical Committee, will be undertaken by interested Members on terms to be decided among them.
- 2.4 Notwithstanding Clause 2.3, Members will have the right to conduct specific measurement standards projects independent of APMP.
- 2.5 All Members may seek the assistance of either the APMP Executive Committee, the APMP Technical Committees, the APMP Secretariat or other Members directly, to enter into consultancies, secondments, or other mechanisms, on specific measurement problems, on terms to be decided among the parties concerned.

3. RESPONSIBILITIES OF MEMBERS

Members commit themselves to the pursuance of the objectives and tasks of APMP. In particular, they will have the following responsibilities.

- 3.1 When an area of metrological activity is under consideration by the General Assembly, all Members will normally make available to the General Assembly information on current and planned work in that area, with the exception of any work carried out in confidence.
- 3.2 The attainment of the objectives of APMP requires participation by Members to the extent commensurate with resources and expertise at their disposal.
- 3.3 Members will make every effort to ensure that necessary resources are made available under their internal procedures to attend meetings and to participate in APMP activities.
- 3.4 Members will ensure that the Chairperson is kept informed of all matters relating to APMP activities or of potential interest to APMP Members.

- 3.5 Membership fees shall be paid within three months of the fee being levied and must be paid in US dollars. Failure to pay membership fees for a period of six years will result in the suspension of membership. When the fees are five years overdue the Secretariat will notify the member concerned that if the arrears are not settled within a further twelve months membership will be suspended.

**ATTACHMENT 2:
RULES OF PROCEDURE FOR
THE APMP GENERAL ASSEMBLY AND COLLABORATIONS**

Article 1 - SCOPE

These rules of procedure apply to APMP General Assemblies organised under the terms of the APMP Memorandum of Understanding, and to activities relating to the Objectives of APMP, described in Item 4 of the APMP MoU.

Article 2 - TERMS OF REFERENCE OF THE GENERAL ASSEMBLY

The APMP General Assembly meets to fulfil its obligations as identified in the APMP Rules, Item 1.4, and to undertake any other tasks considered necessary to achieve the Objectives of APMP.

Article 3 - MEMBERSHIP

- 3.1 Each APMP Member must inform the Chairperson of the name, address, and contact details of their Representative and Delegate, and will advise the Chairperson of any changes in these appointments. Only one Delegate will be appointed from each economy. The Delegate should have the authority to commit the Member organisation or organisations to participate in APMP activities within limits defined by the Member organisation.
- 3.2 Each Delegate may be supported at APMP General Assemblies by advisers and experts but only the Delegate may vote.
- 3.3 Each Member organisation is required to contribute the designated fee to support the operation of the APMP Secretariat. The membership Fee for the next year will be determined by the approval of the General Assembly. If there is more than one Member per economy, it is the responsibility of all Members from the economy to determine which organisation is identified as the Principal Member.
- 3.4 The General Assembly may invite additional observers to specified Meetings (e.g., representatives from BIPM, APEC, APLAC, APLMF, PAC, PASC, EURAMET, SIM, AFRIMETS, COOMET and any other relevant standards and conformance bodies). Observers will not be eligible to vote.

- 3.5 Associate Members will be bound by the same rules as Full Members, except that Representatives of Associate Member do not have the right to vote.
- 3.6 APMP Members reserve the right to review Membership as necessary.
- 3.7 The APMP General Assembly reserves the right to withdraw Membership rights from Members failing to act in accordance with the Resolution stated in Item 3 of this MoU and the Responsibilities of Members defined in Item 3 of the APMP Rules. Withdrawal of Membership requires agreement by a two-thirds majority of Delegates.

Article 4 - CHAIRPERSON

- 4.1 The Chairperson will be the Representative of a Full Member of the APMP General Assembly. Candidates for Chairperson are required to advise the outgoing APMP Secretariat (referred to in Article 10) of their acceptance of nomination two calendar months in advance of the election date. Nominations will need to be endorsed by a proposer and a seconder, both of whom need to be Representatives of Full Members. Elections will be conducted at GA in the year before the end of the term of the incumbent Chairperson. Election will be based on votes cast by Delegates in a secret ballot as described in Article 12.3. The ballot may be a postal ballot. In the event that there is more than one candidate, elections will be determined by exhaustive ballot.
- 4.2 The Chairperson will be elected for a three-year term of office, with the possibility of serving an additional year after approval from the General Assembly, with the maximum term being four years.
- 4.3 The transfer of Chair will normally occur at a General Assembly.
- 4.4 In the event of the Chairperson's term of office coming to an end prematurely, a new Chairperson will be elected in accordance with Article 4.1 for the remainder of the term of office specified in Article 4.2. In the interim the EC may appoint an Acting Chairperson until such time as the new Chairperson is elected.
- 4.5 The Chairperson will ensure the effective operation of the APMP Secretariat.

Article 5 - EXECUTIVE COMMITTEE

- 5.1 The Executive Committee will seek appropriate funding to assist Members to attend meetings, conferences and workshops where necessary.
- 5.2 The Executive Committee will maintain links between APMP and a) other Regional bodies involved in standards, testing and conformance, and b) other international and region-based metrological bodies.

- 5.3 The Executive Committee will represent APMP as appropriate at Asia-Pacific Economic Cooperation (APEC) fora and inform Members of relevant APEC initiatives and recommendations.
- 5.4 The Executive Committee will facilitate the publication of APMP comparison reports in *Metrologia*.
- 5.5 The Executive Committee will meet at the time of the APMP General Assembly and on at least one more occasion between General Assemblies. Resource persons and/or observers may be invited by the APMP Chairperson to attend Executive Committee meetings.
- 5.6 The Executive Committee will monitor the APMP Work plan, will review the level of Membership fees on a regular basis and the utilisation of these fees, undertake activities to assist APMP Members from developing economies and proposes new activities for the approval of the APMP General Assembly.
- 5.7 One of the Members of the Executive Committee who is not from the economy of the Secretariat or of the Chairperson will be designated as the APMP Treasurer. The APMP Treasurer shall be responsible for (a) monitoring incomes and expenditure, b) in collaboration with the Chairperson and Secretariat, preparation of an annual budget and its submission to the General Assembly, and c) preparation of an annual statement of expenditure (audited as required) and its submission to the General Assembly.
- 5.8 Membership of the Executive Committee is to be reviewed annually. Candidates for Executive Member are required to advise the APMP Secretariat (referred to in Article 10) of their acceptance of nomination two calendar months in advance of the election date. Nominations will need to be endorsed by a proposer and a seconder, both of whom need to be Representatives of Full Members. Elections will be conducted at GA in the year when the term of the incumbent Executive member ends. Election will be based on votes cast by Delegates in a secret ballot. The ballot may be a postal ballot as described in Article 12.3. In the event that there is more than one candidate per position, elections will be determined by exhaustive ballot.
- 5.9 Members of the Executive Committee will be elected for a two- or three-year term of office, with the possibility of serving an additional year after approval from the General Assembly, and with the maximum term being four years.

Article 6 - TECHNICAL COMMITTEES

The APMP Technical Committees will be responsible for initiating and monitoring the APMP comparison programs and ensuring that these link to the international comparison programs conducted through the CIPM Consultative Committees. Each

Technical Committee will be conducted according to the following guidelines.

- 6.1 The Technical Committees will provide the link between APMP technical activities and those of other regional metrology organisations and the BIPM.
- 6.2 The results of all technical projects will be published in a formal technical report by the Technical Committee Chair with the assistance of the Secretariat, and will be available to all Members.
- 6.3 The Chair of each APMP Technical Committee will be from a Full Member organisation. Candidates for Chairs of Technical Committees are required to provide a letter of endorsement from his/her laboratory's director. Elections will be conducted preferably one year before the end of the term of the incumbent Chair. Election will be based on votes cast by TC members of APMP Full Members. The newly elected TC Chair (hereinafter referred to as "Chair-elect") will be considered for approval by the General Assembly and if approved will be welcomed by the next General Assembly when starting his/her term as TC Chair. The TC Chair-elect will support the incumbent TC Chair to ensure continuity of TC operation. The Chair will be elected for a three-year term of office, with the possibility of serving an additional year after approval from the General Assembly, with the maximum term being four years.
- 6.4 The Chair of the Technical Committee will provide a report on activities of the Committee to each General Assembly.
- 6.5 Members of the Technical Committees will be selected by the Member organisation as the person responsible for the Member organisation's involvement in that technical field.
- 6.6 The APMP has the following Technical Committees:
 - Technical Committee for Length (TCL)
 - Technical Committee for Mass and Related Quantities (TCM)
 - Technical Committee for Time and Frequency (TCTF)
 - Technical Committee for Electricity and Magnetism (TCM)
 - Technical Committee for Thermometry (TCT)
 - Technical Committee for Photometry and Radiometry (TCPR)
 - Technical Committee for Ionising Radiation (TCRI)
 - Technical Committee for Amount of Substance (TCQM)
 - Technical Committee for Acoustics, Ultrasound and Vibration (TCAUV)
 - Technical Committee for Fluid Flow (TCFF)
 - Technical Committee for Quality System (TCQS)
 - Technical Committee for Materials Metrology (TCMM)
- 6.7 The Chairs of the APMP Technical Committees will additionally be members of the APMP Technical Committee Chairs' Forum.
- 6.8 The Technical Committee Chairs' Forum will be responsible for:

- Coordinating and harmonizing the activities of the Technical Committees;
- Identifying common issues and opportunities across the Technical Committees and proposing ways forward;
- Promoting and facilitating cross-Technical Committee activity;
- Promoting and facilitating support for APMP's Developing Economies Committee and developing economy members;
- Developing proposals for the APMP Technical Committee Initiatives (TCI) program;
- Focusing the knowledge and experience of the APMP TCs on key regional and international issues in metrology and its applications to develop forward strategies and workplans to address these;
- Monitoring the implementation and effectiveness of the CIPM Mutual Recognition Arrangement and advising the EC on issues arising;
- Cooperating and harmonizing, as required, with equivalent technical forums of other RMOs as well as with relevant stakeholders *outside* the metrology environment; and
- Other matters as agreed with the Executive Committee.

6.9 The Technical Committee Chairs' Forum will elect a Lead Technical Committee Chair who will be responsible for:

- Chairing the Technical Committee Chairs' Forum;
- Liaising on matters relevant to the Technical Committees with the APMP Executive Committee, the Developing Economies Committee and Chairs of groups established under Article 9;
- Representing APMP on technical matters at the Joint Committee of the Regional Metrology Organisations and the BIPM (JCRB) and other meetings as requested by the EC; and
- Reporting outcomes of Technical Committee Chairs' Forum meetings to the Executive Committee and the General Assembly.

6.10 The Lead Technical Committee Chair:

- Will be elected for a term of 3 years, and may be re-elected once for an additional consecutive term of 1 year;
- Will, at the time of election, also be a Technical Committee Chair;
- Will normally commence and end their term at a General Assembly; and

- Does not have to be a Technical Committee Chair throughout his/her term.

6.11 The Lead Technical Committee Chair will be elected preferably one year before the end of the term of the incumbent Lead Technical Committee Chair. Election will be based on votes cast by Technical Committee Chairs. The newly elected Lead Technical Committee Chair (hereinafter referred to as “Lead TC Chair-elect”) will be considered for approval by the General Assembly and if approved will be welcomed by the next General Assembly when starting his/her term as Lead Technical Committee Chair. The Lead TC Chair-elect will support the incumbent Lead TC Chair to ensure continuity of operation of the Technical Committee Chairs’ Forum and the Lead TC Chair role.

Article 7 – DEVELOPING ECONOMIES’ COMMITTEE

The APMP Developing Economies’ Committee (DEC) will be responsible for initiating and coordinating work programs to address the needs of APMP member Developing Economy NMIs (DENs), working together with other APMP bodies/Committees as appropriate. The DEC will be conducted according to the 'Guidelines for operation of the APMP DEC’.

7.1 The tasks to be undertaken by the DEC are to:

- Identify the needs of DENs on an on-going basis and to develop programs to meet such needs of DENs including their participation in the CIPM MRA;
- In consultation with the APMP Executive Committee, make contact with other Regional Metrology Organizations and the Asia Pacific Specialist Regional Bodies to develop joint cooperative programs directed at assisting DENs;
- In consultation with the APMP Executive Committee, assist DENs in seeking assistance from international, regional and local public and private agencies;
- Develop guidelines, criteria, procedures and approval processes for the use of APMP funds directed at assisting DENs, and submit recommendations to the APMP Executive Committee and, if required, to the APMP General Assembly for approval.

7.2 Members of DEC will be selected by the Member organizations of APMP as the person responsible for the activities relevant to the DEC.

7.3 The Chair of the APMP DEC will be elected from a Full Member institute of APMP. Candidates are required to advise the APMP Secretariat of their acceptance of nominations two calendar months in advance of the election date. Nominations will need to be endorsed by a proposer and a seconder, both of whom need to be Representatives of Full Members. Elections will be conducted preferably one year before the end of the term of the incumbent Chair. Election

will be based on votes cast by the DEC members of the APMP Full Members. The DEC Chair will be elected for a three-year term of office, with the possibility of serving an additional year after approval from the General Assembly, with the maximum term being four years. The newly elected DEC Chair will support the incumbent DEC Chair as vice DEC Chair to ensure the continuity of DEC operation.

7.4 The DEC may establish such sub-structures as it deems appropriate to effectively deliver its work programs, e.g. a Steering Group, Working Groups, etc.

7.5 The Chair of the APMP DEC shall:

- Lead the DEC in the effective and efficient pursuit of its objectives;
- Convene DEC meetings, provide the draft meeting Agenda in advance of each meeting and chair each DEC meeting;
- Represent the DEC at the APMP General Assembly, Executive Committee and at joint meetings of the APMP Executive Committee and Technical Committee Chairs;
- Provide a report on the DEC and its activities to APMP General Assembly.

7.6 The APMP Treasurer will provide the DEC Chair with a financial report regarding funds allocated to DEC activities one month prior to each DEC Meeting.

7.7 Members of the APMP Executive Committee as well as the APMP Secretary may be invited to participate in DEC meetings as Observers or Resource Persons.

Article 8 - COLLABORATION

8.1 APMP Members will submit to the Executive Committee, for circulation to Delegates, details of projects, seminars, training and workshops for which they wish to seek collaboration within APMP.

8.2 Collaborators will appoint a Project Coordinator as the contact point for each collaborative project. The Project Coordinator will be responsible for keeping the Executive Committee informed of progress in that project.

8.3 The Project Coordinator will submit a Management Plan for each collaborative

project to the Executive Committee, and the APMP Secretariat will arrange for its distribution to all Delegates.

- 8.4 None of the foregoing Rules of Procedure restricts Members from entering into additional collaborative agreements on individual projects as they see fit.

Article 9 - WORKING/POLICY/STRATEGY GROUPS

- 9.1 The General Assembly, Executive Committee and Technical Committees may set up *ad hoc* Working and Policy/Strategy Groups to undertake specific tasks, which are limited in time and have clearly defined terms of reference.
- 9.2 Members of Working and Policy/Strategy Groups can be either Representatives or persons nominated by Representatives.

Article 10 - APMP SECRETARIAT

- 10.1 The Secretariat for APMP will normally be provided by the Member Organisation of the Chairperson unless the APMP General Assembly decides otherwise.
- 10.2 The Secretariat will assist the Chairperson and the Executive Committee in the administration of APMP.
- 10.3 The Secretariat will ensure that details of collaborations are circulated to all Representatives.
- 10.4 The Secretariat will be responsible for producing a regular APMP newsletter at least once a year.
- 10.5 The Secretariat will maintain a complete set of APMP publications and APMP Member details.
- 10.6 Each retiring Secretariat will use its best endeavours to ensure the efficient transfer of APMP material to the succeeding Secretariat.
- 10.7 The Secretariat will be responsible for maintaining the APMP website, and all Members and Committee Chairs should make every effort to assist the Secretariat in updating the APMP website.
- 10.8 The address of APMP Secretariat will serve as the operating address of the APMP.

Article 11 - CONVOCATION OF GENERAL ASSEMBLIES

- 11.1 The General Assembly will meet as often as required but at least once per year.
- 11.2 The Chairperson, in consultation with the General Assembly, will decide the place and date of the Meetings. The Chairperson will convene the General Assembly at least ten weeks in advance.
- 11.3 Delegates will be asked to inform the Chairperson of items they wish to have included on the agenda at least seven weeks in advance of the General Assembly, unless the General Assembly is convened under Article 11.4.
- 11.4 A General Assembly may also be called at the initiative of the Chairperson or at least four Delegates, specifying the items to be discussed, within a minimum of six weeks notice.
- 11.5 Delegates will be sent a draft agenda at least four weeks in advance of all General Assemblies.
- 11.6 The agenda of all General Assemblies will be decided by the General Assembly at the start of the Meeting.

Article 12 - GENERAL ASSEMBLY PROCEDURES

- 12.1 One-third of the Delegates will constitute a quorum.
- 12.2 The General Assembly will attempt to reach conclusions by consensus whenever possible.
- 12.3 If consensus cannot be reached, decisions will be based upon the simple majority of votes cast. In the event of a tie, the Chairperson will have the casting vote.
- 12.4 If Delegates are unable to be present at a General Assembly, they may empower another Delegate to vote on their behalf, provided the Chairperson is notified in written form prior to the Meeting.
- 12.5 A draft report of the General Assembly will be circulated to all Delegates within two months of the Assembly for comment.

Article 13 - BUSINESS BY CORRESPONDENCE

The General Assembly can undertake any business it wishes between Meetings by correspondence involving all Delegates.

Adopted at the 30th APMP General Assembly on 26 September, 2014-Revised in September 7, 2015, 2016-Revised in November 18, 2016

Article 14 - AMENDMENT OF RULES OF PROCEDURE

These Rules of Procedure can only be amended by a majority of at least two thirds of all Delegates. In the event that a majority is not reached and that some Members have not responded, it will be assumed that the non-response represents agreement to the amendment.