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## Guideline for APMP Technical Committee Chairs

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### 1. Introduction

This guideline is prepared to help Technical Committee (TC) Chairs of the Asia Pacific Metrology Programme (APMP) to understand the roles of an APMP TC Chair (TCC). Roles of a TCC are listed in chapter 2, and further detailed descriptions will be found in chapter 3. Sample letters for Calibration and Measurement Capability (CMC) submission and CMC approval are shown in the Appendices.

### 2. List of roles of a TC Chair

#### 2.1. Organise & Conduct TC Meetings

- 2.1.1. TC Workshops
- 2.1.2. TC Meeting

#### 2.2. Manage membership

- 2.2.1. Update the member list/contact list

#### 2.3. Attend Meetings

- 2.3.1. TC Meetings
- 2.3.2. TCC Meeting
- 2.3.3. Executive Committee (EC) - TCC Joint Meeting
- 2.3.4. APMP General Assembly (GA)
- 2.3.5. Consultative Committee (CC) & CC Working Group (WG) Meetings

#### 2.4. MRA Duties

- 2.4.1. CMC Reviews
- 2.4.2. Comparisons (Key, Supplementary, Hybrid)
- 2.4.3. Peer Review

#### 2.5. Technical Matters in the TC

- 2.5.1. Establish Working group/Task Force
- 2.5.2. Proposals for APMP Funding
- 2.5.3. Liaise with Focus Groups
- 2.5.4. Liaise with Developing Economies' Committee (DEC)

#### 2.6. Conduct Election

- 2.6.1. for the next TC Chair
- 2.6.2. for the next Lead TC Chair

- 2.7. Provide Updates & Reports
  - 2.7.1. TC Webpage
  - 2.7.2. TC members
  - 2.7.3. APMP GA
  - 2.7.4. CC Meetings & CC WG Meetings
- 2.8. Hand over TC Chair's roles to TC Chair Elect
  - 2.8.1. Documents
  - 2.8.2. Information including passwords

### **3. Detailed Duties of a TC Chair**

#### **3.1. Organise & Conduct TC Workshops and Meetings**

- 3.1.1. TC Workshops
  - Organise technical workshops for the TC in conjunction with the TC meetings (optional)
  - May be delegated to members of the TC to help in the organisation
  - TC Chairs are to work with the organising NMIs to manage the process
- 3.1.2. TC Meeting
  - Organise annual meeting in conjunction with the APMP GA usually near the end of the year
  - TC Chairs are to work with the organising NMIs to manage the process

#### **3.2. Attend Meetings**

- 3.2.1. TC meetings
  - Attendance at the TC meeting is a must.
  - TC meetings are usually conducted together with the APMP GA at the end of the year.
  - TC Chairs are to manage the meeting and ensure meeting agenda and discussions are fruitful and conclusive
- 3.2.2. TC Chairs' meeting
  - TC Chairs' Meetings are conducted twice a year; mid-year and end of the year, and will be organized by the Lead TC Chair.
  - TC Chairs are expected to discuss on matters related to the TCs and exchange information.
- 3.2.3. Joint meeting of EC and TCC (EC-TCC Meeting)
  - EC-TCC Meetings are conducted twice a year; mid-year and end of the year.
  - TC Chairs are expected to give an update on matters related to their respective TCs.
- 3.2.4. DEC meetings
  - TCCs are encouraged to attend the DEC meetings/workshops.
  - The LTTC shall attend the DEC meetings as it is expected that the LTTC will have collected issues relevant to DEC members from discussions with the TCCs to present to the DEC, and will then also take

back to the TCCs issues raised by DEC members. However, the attendance of LTTC to DEC meetings would be expected when the LTTC has fulfilled his/her other responsibilities.

#### 3.2.5. APMP GA

- The APMP GA is usually organised at the end of the year.
- TC Chairs are expected to give an update on matters related to their respective TCs to the GA.

#### 3.2.6. CC Meeting and CC WG Meeting

- TC Chairs are expected to give an update on their respective RMO's TC at the CC meetings.
- Sometimes, TC Chairs are also requested to give an update at the CC level WG meetings.

#### 3.2.7. Joint Committee of Regional Metrology Organizations (RMOs) and the International Bureau of Weights and Measures (BIPM) meeting (JCRB meeting)

- TCQS Chair (together with Lead TC Chair and APMP Chair) is expected to attend the JCRB meeting which is usually organized once or twice a year.

### 3.3. Approves Technical Matters in the TC

#### 3.3.1. Approval of Peer Reviewer

- National Metrology Institutes (NMIs) or Designated Institutes (DIs) conducting peer reviews will submit an application form ("Format for Technical Peer Approval") included in QS2 document, obtainable from the APMP website, to the TC Chairs for approval of the technical peers.
- TC Chairs are also requested to check if the proposed reviewer is the same person who had reviewed the applicant NMI's laboratory in the previous review. It is recommended not to approve the same reviewer for the same NMI consecutively. It is also not recommended to approve when two NMIs exchange reviewers each other repeatedly. For this purpose, TC Chairs shall keep record of the approved peer reviewer history of each NMI.
- Approval is made in the same application form submitted from the applicant NMI, and conducted through emails.
- In cases where the peer reviewer is not from NMIs, or TC Chair is to be the peer reviewer, the approval shall be made by the EC member liaising TCs.

#### 3.3.2. Initiating Comparisons

- Key or Supplementary Comparisons that are to be used as supporting evidences for the NMI's CMCs submission must be registered to the Key Comparison Database (KCDB). Thus, after approval by the TC chair, pilot NMIs will submit the Key and supplementary comparison on the KCDB platform.

### 3.3.3. Approval of Comparison Reports (Key Comparison (KC), Supplementary Comparison (SC))

- Draft B report of a registered comparison must be submitted to the TC Chair for approval before submission to the KCDB.
- TC Chairs may evaluate the report themselves (if the comparisons are of the same technical field as the TC Chairs), or the TC Chairs may approach competent expert members in their respective TCs as Reviewers of the comparison report.
- Comments received from the technical experts should be sent back to the pilot NMIs submitting the report.
- Responses received from the pilot NMIs should then be forwarded back to the expert reviewers for further comments.
- If the reviewers have no more comments and are able to accept the comparison reports, the TC Chairs are to then inform the pilot NMIs that their comparison reports are now approved.
- Submission of the TCs approved Draft B Report should then be carried out by the respective pilot NMIs or the TC Chairs.

### 3.3.4. Hybrid comparisons

- When an NMI submits the application form for a Hybrid Comparison, the TC Chair has to review it and approve it according to the document "[APMP guideline for using Hybrid Comparisons as CMC evidences](#)".
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## 3.4. Review CMC

### 3.4.1. Intra-RMO Review

- In case of new CMCs and modifications under category c) change of the method of measurement or reduction of the uncertainty or increase in scope. ([CIPM MRA-D-04](#))
  - a. Modifications under category c) should follow the full procedure of intra- and inter-RMO review as if they were new CMCs
  - b. NMIs needs to submit their CMCs to their respective metrology field's TC Chairs for approval. The submission has to be done on KCDB 2.0 platform. (<https://www.bipm.org/kcdb/>)
  - c. TC Chairs upon receiving the request must check the completeness of the supporting documents according to [QS1](#) document.
  - d. TC Chairs may evaluate the CMCs themselves (if the CMCs are of the same technical field as the TC Chairs), or the TC Chairs may approach competent expert members in their respective TCs as Reviewers for the CMCs.
  - e. Comments received from the technical experts and/or TCQS should be sent back to the NMIs submitting the CMC. The identity of the reviewers may be kept confidential to the NMIs according to policy of the TC.
  - f. Responses received from the NMIs should then be forwarded back to the CMC reviewers for further comments.
  - g. TCQS Chair to issue [QS-7](#) report and send to the TC Chair and the NMI.

- h. If the reviewers have no more comments and are able to accept the CMCs, the TC Chairs are to accept the NMIs CMCs and submit them to the JCRB for Inter-RMO Review according to the procedure of KCDB 2.0
  - i. The TC Chairs will now have to look out for the comments from other RMOs. A notification email will be send from the KCDB to the respective TC Chairs informing them of any comments received.
  - j. TC Chairs are then to consolidate and send all the comments from the other RMOs to the NMI for response.
  - k. Communication regarding CMC review should be included in the comment box of each CMCs.
- In case of modifications under category
  - a) material or editorial errors and improvements to the explanatory text for a quantity, instrument, method etc.;
  - b) increase of the uncertainty or reduction in scope, decided by the NMI or following a comparison result;
    - a. For this category of modifications, the internal and the inter-RMO reviews are unnecessary.
    - b. NMIs who would like to make modifications needs to submit their modified CMCs to their respective metrology field's TC Chairs for approval. The submission has to be done on KCDB 2.0 platform. (<https://www.bipm.org/kcdb/>)
    - c. TC Chairs may evaluate the CMCs themselves or the TC Chairs may assign the Vice Chair to conduct the review.
    - d. If there is no further comment and is able to accept the CMCs, the TC Chairs are to accept the NMIs CMCs and submit them to the KCDB for the KCDB office to make the modification to the published CMCs.

#### 3.4.2. Inter-RMO Review

- When a CMC is uploaded by other RMOs, a notification email will be sent to the TC Chairs for action.
- TC Chairs are to check the KCDB website for these new upload and conduct a review of these CMCs relevant to their respective metrology field according to policy of the CCs.
- TC Chairs may review the CMCs or they may enlist the help of the members of their TC to review the CMCs.
- Communication regarding CMC review should be included in the comment box of each CMCs.
- If there are no more comments from the reviewers and the CMCs are acceptable, the inter-RMO review process is completed for the TC Chairs concerned. A notification email will be send from the KCDB informing that a response has been received from the uploading RMO.
- Finally, the TC Chairs shall indicate their decision as approval or disapproval on the KCDB website.
- If all the RMOs approve of the submitted CMC, a notification email will then be sent from the KCDB concerning the approval of the CMC.

### 3.5. Conduct Election for the next TC Chair

- Each term of a TC Chair is 3 years with the possibility of serving an additional year after approval from the General Assembly, with the maximum term being four years.
- At the end of the second year, an election for a new chair is to be called.
- The election process will be carried out in the respective TC meetings in accordance to APMP's MoU.
- The chair elect will support the incumbent TC Chair to ensure continuity of TC operation.

### **3.6. Conduct Election for the next Lead TC Chair**

- Term of a Lead TC Chair is 3 years.
- At the end of the second year, an election for a new chair is to be called.
- The election process will be carried out in the TCC meeting in accordance to APMP's MoU.
- The Lead TC Chair elect will support the incumbent Lead TC Chair to ensure continuity of Lead TCC operation.

### **3.7. Provide Updates & Reports**

- The TC Chairs to communicate with the members in timely manner regarding planned activities, planning activities, dissemination of relevant information.
- One important role of the TC Chairs is to compile reports of their respective TC areas.
- The reports are to be submitted and a presentation given at the following meetings:
  - a) APMP GA
  - b) APMP EC-TCC joint Meeting
  - c) CC Meetings (as representative of APMP)
- TCCs to update the spreadsheet containing the list of planned comparisons twice a year (before the midyear meeting and before the GA), and upload it to the folder "TCx Documents (Open)/Other/Planned Comparison" in the APMP website.
- TCCs should also keep updating the spreadsheet containing planned and running CIPM or RMO comparisons that are relevant to APMP. This spreadsheet should be sent to APMP Secretariat whenever necessary so that updated information could be uploaded to the APMP website.

### **3.8. Cooperate with Developing Economy Committee (DEC)**

- TC Chairs are encouraged to include an Agenda Item on DEC matters in the TC meeting agenda.
- TC Chairs to forward TC meeting agendas to the DEC Chair when these are available before meetings, so that the DEC Chair could forward these to DEC members to assist them in maximising their ability to attend Agenda Items of relevance to them.
- TC Chairs to ensure that a DEC champion is nominated to act as a liaison/coordination point and spokesperson for developing NMLs.