



Guidelines for APMP

Lead Technical Committee Chair

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1. SCOPE

This document describes general information and responsibilities of a Lead Technical Committee Chair (LTCC) of Asia Pacific Metrology Programme (APMP).

2. ELECTION OF APMP LTCC

- 2.1 LTCC will be elected by the APMP Technical Committee Chairs' Forum.
- 2.2 A candidate of a LTCC shall, at the time of election, be a Technical Committee Chair (TCC), but does not have to be a TCC throughout his/her term.
- 2.3 Candidates for the role of LTCC are required to provide a letter of endorsement from their laboratory's director.
- 2.4 LTCC will be elected for a term of 3 years without a chance to extend his/her term.
- 2.5 The election will be conducted preferably one year before the end of the term of the incumbent LTCC.
- 2.6 Election will be based on votes cast by TCCs.
- 2.7 The newly elected LTCC Chair (hereinafter referred to as "Lead TC Chair-elect") will be considered for approval by the General Assembly (GA).
- 2.8 The LTCC-elect -if approved by GA- will be welcomed by the next GA when starting his/her term as LTCC.
- 2.9 The LTCC-elect will support the incumbent LTCC to ensure continuity of operation of the TCCF.

3. RESPONSIBILITIES OF LTCC

- 3.1 The LTCC shall represent APMP on technical matters at the Joint Committee of the Regional Metrology Organisations and the International Bureau of weights and Measures (JCRB).
 - 3.1.1 Under normal circumstances, JCRB meeting is usually held twice a year, in March at the International Bureau of Weights and Measures (BIPM), and in September at some other place decided by the JCRB.
 - 3.1.2 LTCC shall participate in both JCRB meetings.
 - 3.1.3 If there is a LTCC-elect who is approved by GA, he/she is encouraged to participate in the JCRB meeting together with the LTCC.
 - 3.1.4 When there is a proposal of APMP on technical matters, LTCC should give a presentation at the JCRB meeting.

- 3.1.5 LTCC is responsible for responding to questions raised at the meeting for TMOs on technical matters.
- 3.1.6 LTCC is responsible for reporting the outcomes of the JCRB meetings to APMP.
- 3.2 The LTCC shall chair the Technical Committee Chairs' Forum meeting twice a year, during the APMP midyear meeting and the APMP annual meeting.
 - 3.2.1 To Prepare a TCCF meeting, a LTCC will
 - 3.2.2 Draft a meeting agenda which incorporates all pending intra-RMO and inter-RMO issues for TCCF;
 - 3.2.3 Check the progress of actions and resolutions made in the last meeting;
 - 3.2.4 Make private communication with TCCs If needed to appoint a rapporteur and a resolution drafter before the meeting;
 - 3.2.5 Update the spreadsheet showing the status of TCCs and figure out which TC needs a vote cast at the coming TC meeting;
 - 3.2.6 Prepare a report on the JCRB meeting(s);
 - 3.2.7 Invite the Chair of Developing Economies Committee (DEC) and ask for a presentation on DEC report at the TCCF meeting;
 - 3.2.8 Ask MEDEA project coordinator for a project status report to be presented at the TCCF meeting, and invite a presenter if needed.
 - 3.2.9 Contact the APMP organizing committee and ensure that the meeting room is enough for the members of the TCCF, and check if there is a proper projector and enough microphones.
 - 3.2.10 When ready, the draft agenda of the TCCF meeting will be circulated to all TCCs, TCC-elects, and the DEC Chair with carbon copy to APMP Secretariat.
 - 3.2.11 After the meeting, all TCCF meeting files shall be uploaded to the APMP TCC website preferably in portable document format (pdf).
- 3.3 Sometimes, there might be some requirements from the Key Comparison Database (KCDB) office which should be transferred to all TCs. LTCC should figure out such requirements and deal it at the TCCF meeting or discuss on it via email communication.
- 3.4 The LTCC shall liaise on matters relevant to the TCs with the APMP EC, the DEC and Chairs of groups established under Article 9. The actions required for LTCC include:
 - 3.4.1 Reporting outcomes of the TCCF meetings to the EC and GA;
 - 3.4.2 Reporting outcomes of the TCCF meetings related to developing economies, and some other issues requested by the DEC Chair to the DEC;
 - 3.4.3 Being encouraged to participate in APMP workshops including NMI directors' workshop and DEC workshop;

3.4.4 Cooperating with Chairs of groups established under Article 9 of APMP Memorandum of Understanding (MoU) and be a bridge between these groups and TCs.

3.5 The LTCC shall cooperate with APMP Secretariat, e.g. to draft a new APMP document or review drafted APMP documents.

3.6 Manage APMP documents

3.6.1 LTCC is responsible for updating the following APMP documents:

- APMP-MRA-G-01 (APMP Procedure for CMC entry in Appendix C)
- APMP-MRA-G-02 (APMP Guidelines on Conducting Comparisons)
- APMP-MRA-G-03 (APMP Guidelines for Acceptance of Data for Appendix C)
- APMP-MRA-G-04 (APMP Guideline for Using Hybrid Comparison as CMC Evidence)
- APMP-GE-G-01 (Guidelines for APMP Technical Committee Chairs)
- APMP-GE-G-06 (Guidelines for APMP Lead Technical Committee Chair)

3.6.2 The updates or revisions shall be agreed at the TCCF meeting and reported to EC.

3.7 Participating in MEDEA Coordination Committee (CC) meetings

3.7.1 The LTCC is an ex-officio member of the MEDEA CC of APMP.

3.7.2 The LTCC should participate in online and offline MEDEA CC meetings and be a liaison between APMP TCs and MEDEA CC.

3.8 Hand over

When the term of office of a LTCC is over, the LTCC shall have a hand over meeting with the LTCC-elect and be sure to transfer all necessary information and materials.

LIST OF MEETINGS OR WORKSHOPS TO PARTICIPATE IN.

- JCRB meetings (twice a year, mandatory)
- TCCF meeting (twice a year, mandatory)
- Joint meeting of EC and TCCs (twice a year, mandatory)
- DEC meeting (twice a year, mandatory)
- GA (once a year, mandatory)
- NMI Directors' workshop (once a year, encouraging)
- DEC workshop (year dependent, encouraging)
- MEDEA CC meeting (at least once a month, mandatory)
- MEDEA workshop (year dependent, encouraging)
- Technical workshop in midyear meeting (once a year, encouraging)

RECORD OF REVISIONS

No.	Date of Revision	Meeting	Chap/Sec	Description of Revisions
1	08/01/2021	NA	Overall	First edition established.