AFRIMETS JCRB Representative Requirements

Table of Contents

[1. Introduction 2](#_Toc487801828)

[2. Summary of Requirements from the Rules of Procedure 2](#_Toc487801829)

[3. Main tasks of the Delegation 3](#_Toc487801830)

[4. General Rules of Procedure and Composition of the Delegation 3](#_Toc487801831)

[5. Minimum facilities and requirements 3](#_Toc487801832)

[6. Obligations of the Institute 4](#_Toc487801833)

### Introduction

The aim of this document is to provide for a set of criteria for The Joint Committee of Regional Metrology Organisations and the BIPM (JCRB) terms of reference are defined in Appendix E of the CIPM MRA which charges the Joint Committee with:

1. coordinating the activities among the RMOs in establishing confidence for the recognition of calibration and measurement certificates, according to the terms of the CIPM Mutual Recognition Arrangement (CIPM MRA);
2. making policy suggestions to the RMOs and to the CIPM on the operation of the CIPM MRA;
3. analysing the application by each RMO of the criteria of the CIPM MRA;
4. analysing and entering into Appendix C the proposals of each RMO in respect of the calibration and measurement capabilities of their member NMIs and reporting to the CIPM;
5. facilitating appropriate inter-regional supplementary comparisons; and
6. writing an annual report on the activities of the Joint Committee to the CIPM and to the signatories of the CIPM MRA.

In compliance with this ToR, RMOs are requested to appoint an official JCRB representative as the main contact point and responsible to affect the duties of the RMO to the JCRB. The official representative may be accompanied by 4 appropriate advisors to JCRB meetings. A specific set of requirements governs the membership of the delegation and the RMO must ensure that the delegation can fulfil the functions as stipulated in the CIPM MRA and the Rules of Procedure of the JCRB.

### Summary of Requirements from the Rules of Procedure

1. Delegations from the RMOs -each RMO recognised by the CIPM can be represented at meetings of the Joint Committee by a delegation composed of:
	1. the official representative to the Joint Committee of the RMO or his/her nominated substitute;
	2. a maximum of four appropriate advisors to the official RMO representative who are designated by the RMO;
	3. Members of the RMO delegation may speak on all matters before the Joint Committee but the delegation only has one vote.
2. Meetings are conducted in English and no translation is provided.

### Main tasks of the Delegation

The tasks assigned to the RMO delegations that participate in the JCRB concerns the CIPM MRA and its implementation, as delegated to the JCRB by the CIPM, and includes;

1. Compiling and submitting an annual report on the Quality System statuses of the institutes participating in the CIPM MRA;
2. Compiling and submitting bi-annual reports to the JCRB on the activities of the RMO;
3. Participation in sub-committees of the JCRB tasked with specific activities related to the CIPM MRA;
4. Delivering on specific actions of the JCRB;
5. Dissemination of JCRB actions and resolutions to the RMO;
6. Training of RMO TC members in the implementation of the CIPM MRA; and
7. Representing the RMO at other activities related to the JCRB.

### General Rules of Procedure and Composition of the Delegation

1. The Chair of AFRIMETS is invited to lead the delegation and if present, the official representative operates as the Secretariat to the Chair;
2. If the Chair is not available, the delegation is led by the official representative;
3. The Chair of TC-QS should be a member of the delegation. If not available, a vice-chair will stand in;
4. Two technical experts will be chosen to represent technical areas not represented by the Chair, official representative or TC-QS chair.

### Minimum facilities and requirements

To deliver on the tasks and activities associated with the JCRB requires an elevated level of technical expertise, knowledge and experience of the CIPM MRA and participation in RMO TC activities. In addition, although agenda items are known before meetings, rigorous discussion takes place in the meetings and proficiency in spoken and written English is essential, as is appropriate communication skills.

The minimum requirements for members of the delegation are:

1. Official JCRB Representative:
	1. Must have a good knowledge of the international metrology system and an in-depth knowledge of the CIPM MRA and its systems (KCDB, etc.);
	2. Should be connected to the international metrology system either at CC, CC-WG or governance level (CIPM, Director’s meeting, etc.);
	3. Must be from an institute with CMCs in the KCDB;
	4. Must be able to communicate in English and produce documentation;
	5. Must have an in-depth knowledge and understanding of AFRIMETS and especially the Technical committees; and
	6. Must possess an above-average negotiation skill and have political awareness.
2. Appropriate Advisors:
	1. Preference will be given to individuals from Members of the BIPM and those Members not represented by the “permanent” members of the delegation;
	2. Must be from an Institute with CMCs in the KCDB;
	3. Must have personal experience in the compilation and/or review of CMCs;
	4. Will be chosen from technical areas to complement the “permanent” members of the delegation;
	5. Must be able to contribute to the compilation of the reports to the JCRB;
	6. Must be proficient in English -both oral and written.

### Obligations of the Institute

Individuals conforming to the above requirements should in addition indicate that:

1. Their institute supports their participation in the JCRB delegation;
2. Funding is available to support them to at least two meetings per year; and
3. They will be allowed time to prepare for and to participate in meetings.

## References

* + 1. JCRB Rules of Procedure; <http://www.bipm.org/utils/common/documents/CIPM-MRA/CIPM-MRA-D-01.pdf>
		2. Guide to the Implementation of the CIPM MRA; <http://www.bipm.org/utils/common/documents/CIPM-MRA/CIPM-MRA-G-01.pdf>
		3. CIPM MRA-D-04 Version 5, CMCs in the Context of the CIPM MRA; <http://www.bipm.org/utils/common/documents/CIPM-MRA/CIPM-MRA-D-04.pdf>

###### AMENDMENT CONTROL SHEET

*NOTE: Amended wording will be ratified at formal AFRIMETS committee meetings as per COP 0001 and will be contained in the relevant minutes.*

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| COP 0001 |
| **VERSION AMENDED** | **AMENDMENT NUMBER AND DATE** | **CLAUSES AMENDED** |
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