

PROCEDURES FOR WELMEC ACTIVITIES

1 Introduction

WELMEC was established through the signature of a Memorandum of Understanding (MoU) in June 1990 as the European cooperation of the representative national authorities which are responsible for legal metrology in EU and EFTA member countries. WELMEC is an “unincorporated association”, which means that there is no body with a legal entity separate to that of its members.

The MoU provides a constitution under which a WELMEC Committee meets at least once a year. The Committee consists of delegates from each of signatory bodies as well as observers. The Committee decides its own rules of procedure and elects its Chairperson and Vice Chairperson for a period of three years with the possibility of re-election for one further period of three years.

The objectives of WELMEC concentrate on communication and cooperation based on mutual confidence between legal metrology services in Europe. WELMEC has identified a number of tasks to be undertaken in pursuit of its objectives and has established a Chairperson’s Group and individual Working Groups to carry those tasks forward. WELMEC is assisted by its Secretariat. All work done by Chairperson, Vice Chairperson, and WGs is done on a voluntary basis.

2 WELMEC Membership

WELMEC Members are MoU signatories from countries, which are members of EU or EFTA.

WELMEC Associate Members are MoU signatories from countries, which have signed the Stabilization and Association Agreement (SAA) with the European Union and its Member States.

Observers are European Commission, European Free Trade Association (EFTA) Secretariat, European Accreditation (EA), European Standardisation Bodies (CEN, CENELEC, ETSI), International Organisation of Legal Metrology (OIML) and regional metrology organisations (RMOs) with an interest in legal metrology (EURAMET, APLMF, COOMET, EMLMF, AFRIMETS).

Corresponding Organisations are interested trade associations of manufacturers or users of measuring instruments and consumer associations. Unless for special identified session they do not participate at the Committee meetings. They are invited to participate at the meetings of relevant Working Groups.

3 WELMEC Committee

The role of WELMEC Committee is to:

- evaluate and approve strategy documents and associated action plans, as well as all the other documents which create obligations for WELMEC;
- review the finances, approve the yearly financial report and decide on the annual membership contributions;
- evaluate and approve WELMEC guides, annual reports and programmes of WGs;
- provide clear guidance to the convenors of Working Groups (functioning rules, terms of reference, working program including deadlines and eventually the life time of the WG in connection with the outcome of the feedback information);
- follow the work of WGs to be prepared to vote on a guide;
- survey the usefulness of all WELMEC documents.

4 WELMEC Committee Members

Each WELMEC Member and Associate Member is entitled to nominate one representative in WELMEC Committee.

The responsibilities of the WELMEC Committee Members are to:

- attend and actively participate at the Committee meetings;
- coordination of work within WELMEC
- ensure that the annual contribution to WELMEC is paid on time;
- appoint the members of working groups, provide the convenors of WGs with all necessary contact details and notify the changes in membership in WGs or changes in contact details;
- provide clear guidance to the members of WGs they have appointed and make sure that the members in a WG from the country they represent, participate actively in coordination with all national interested parties and that they disseminate the information after the meeting;
- promote WELMEC guides at national level;
- provide all necessary information and vote on time when required by Secretariat;
- make available to other participants in WELMEC activities on reasonable request its current non-confidential working documents, details of new improvements introduced and its annual report (MoU, section 4 – obligation);
- promote the acceptance of recognised styles of certificate (MoU, section 4 – obligation);
- preserve the confidentiality of type approval reports, test results, and other confidential information supplied by another Member or Associate Member (MoU, section 4 – obligation)
- as far as possible provide national comments to the appointed members of WGs during the preparation of the guide at the level of the WG.

The rights of the WELMEC Committee Members are to:

- request information on the operation of the other participating authorities (MoU, section 3 – rights);
- participate in Working Group meetings organised on behalf of WELMEC (only representatives of full Members may chair Working Groups) (MoU, section 3 – rights);
- participate in WELMEC interlaboratory test comparisons and if appropriate to organise such exercises (MoU, section 3 – rights);
- request reports and results of pattern evaluation, compliance assessment and verification relating to measuring instruments (MoU, section 3 – rights).

5 Secretariat

The Secretariat is provided by the organisation of which the Chairperson is a delegate. This organisation may be reimbursed for services provided by the Secretariat.

The Secretariat has the following specific responsibilities:

- preparation and transmission of papers for Committee meetings;
- preparation of the minutes of Committee meetings;
- communication with WELMEC Committee Members;
- distribution of the enquires at the level of WGs to the WELMEC Committee Members,
- coordination of electronic voting between Committee meetings;
- ensuring the publication of the adopted WELMEC guides on the WELMEC website;
- the website management;
- response to enquiries about WELMEC.

6 Chairperson

The responsibilities of the Chairperson are:

- preparation and management of the Committee meetings;
- execution of resolutions of the Committee meetings;
- coordination of work within WELMEC between Committee meetings;
- submitting annual report of activities and annual financial report of Chairperson to the Committee;
- preparation of the draft strategy documents;
- evaluation of the adopted strategy documents;
- representation of WELMEC at international and regional level;
- the management of WELMEC bank account;
- coordination of the work of Secretariat.

The Chairperson shall whenever possible not act as a delegate during Committee meetings, by having an acting Committee Member appointed by the respective authority.

7 Vice Chairperson

The responsibilities of the Vice Chairperson are:

- supporting the Chairperson in his/her responsibilities;
- taking over the responsibilities when the position of Chairperson is not occupied.

8 Chairperson's Group

The Chairperson's Group consists of the Vice-Chairperson and the Committee members individually invited by the Chairperson following the Guideline for Chairperson's Group. The task is to provide advice on the direction of WELMEC and to discuss strategic issues of

importance to WELMEC for presentation to the WELMEC Committee. Former Chairperson can be invited to participate at the Chairperson's Group meeting by the Chairperson.

The Group will meet prior to the WELMEC Committee meetings (at least 4 weeks before) and at other occasions as the need arises.

9 WELMEC Committee meetings

Committee meetings are held at least once per year. Local arrangements (meeting room, hospitality) are normally made by the organisation hosting the meeting. WELMEC contributes to the organisation of the meeting by covering part of the costs. The host country shall provide the estimate on of costs not later than December to Chairperson who shall decide on the level of the contribution. WELMEC will cover costs up to 50% of estimated costs which should not exceed 10% of total yearly income of WELMEC.

Committee members may be accompanied by not more than 2 additional representatives, unless otherwise decided by the chairperson. The Committee member from the hosting country can be accompanied by more than 2 representatives.

Working Group Conveners are invited to the Committee meetings.

Representative of Observers and Corresponding Organisations may be accompanied by not more than 1 additional representative, unless otherwise decided by the Chairperson.

Secretariat prepares an Agenda and sends it, with supporting papers, to the members of the Committee at least 2 weeks before the meeting. This Agenda will normally be agreed at the beginning of the meeting and will include the item "Any other business". Discussion is likely to centre around reports from the Working Groups and may lead to the adoption of decisions or recommendations. At the close of each meeting a Resolution which records the major issues addressed and any decisions which have been agreed is presented. Negative votes should be explained and investigated in particular if the reasoning is the potential non-conformity with legislation.

10 Voting procedure

Voting procedure at Committee Meetings

Each Committee Member has one vote.

Voting shall be by hand unless a secret ballot is determined or decided.

The Committee Members shall attempt to reach conclusions by consensus whenever possible.

If no consensus can be reached the decisions of Committee Members shall be based on a majority of votes of at least 75% of all Committee Members.

Any negative vote should be explained. If Committee Member who voted against the document under the voting procedure claims that the reason for the negative vote is the non-conformity of the proposed document with Directive (e.g. NAWI, MID, Pre-packages) then the Chairperson is obliged to investigate the case and give the report to the Committee Members and organise e-voting in a due time.

The documents which are to be voted at Measuring Instruments Committee under Article 15 of MID have to be adopted unanimously.

Abstentions are count as a vote cast.

Voting procedure between Committee Meetings (e-mail voting)

Decisions between the Committee meetings are subject to electronic voting.

The decision is considered to be approved if the minimum of 50% of all votes has been cast and in the absence of negative voting. If there is at least one negative vote, the decision will be considered at the next Committee meeting.

11 Rules of Procedures for Election of Chairperson and Vice-Chairperson and Convenors of a new WG and Voting at the Committee meetings

The Memorandum of Understanding of WELMEC is determining the following aspects:

1. The WELMEC Committee shall decide its own rules of procedure.
2. The Committee elects a Chairperson and Vice-Chairperson from its Member Delegates for a period of three years.
3. The Chairperson and Vice-Chairperson may be re-elected for one further period of three years.
4. The authority of which the Chairperson is a delegate may, if it wishes to, appoint an acting delegate to WELMEC Committee meetings to act as a Committee Member.

Election of Chairperson and Vice-Chairperson

1. Members and Associate Members have one vote.
2. Candidates for the position of Chairperson and Vice-Chairperson shall be Member Delegates and shall be nominated by at least one WELMEC Delegate.
3. The nominations shall be received at least two months before the Committee meeting where the election is foreseen.
4. The election is done by secret ballot either at a Committee meeting or by postal voting if this is necessary.
5. The Chairperson or Vice-Chairperson shall be considered as elected when he or she obtains at least one half of the votes cast.
6. If more than two nominations are received at any election and a 50 % majority vote is not achieved by one of the candidates, a further vote shall be held between the two candidates who received the highest number of votes in the first ballot.
7. In the event of a tie there will be another round of voting and the voting papers will be marked with the additional Information "Member" or "Associate Member".
8. If there is still a tie the voting papers received from Associate Members will be removed and only those of Members would be counted in the second round.
9. If after this procedure there is still a tie then the voting will start again at 4.

Election of Convenor of a new Working Group

Convenors are elected by secret ballot by the WELMEC Committee Members when obtaining majority of the votes cast. If more than two nominations are received and majority vote is not achieved by one of the candidates, a further vote shall be held between the candidates who received the highest number of votes. The Convenor with the highest number of votes in the second round is then elected by WELMEC Committee Members.

Annex 1: Typical requirements WELMEC Secretariat

The WELMEC Committee established during its 29th Committee meeting that it is the responsibility of the Chairperson to install a secretariat. It is up to the chairperson to decide if the secretariat is established within the organisation he or she is rooted or laid down with a third party somewhere in a WELMEC member state. The WELMEC Committee invited the chairperson to draft a document holding the requirements which a WELMEC secretariat should satisfy (resolution 15). In this document the requirements are laid down which seems appropriate for the proper fulfilment of such task.

In the “Procedures for WELMEC activities” the responsibilities of the secretariat are stated as follow:

- preparation and transmission of papers for Committee meetings;
- preparation of the minutes of Committee meetings;
- communication with WELMEC Committee Members;
- distribution of the enquires at the level of WGs to the WELMEC Committee members,
- coordination of electronic voting between Committee meetings;
- ensuring the publication of the adopted WELMEC guides on the WELMEC website;
- the website management;
- response to enquiries about WELMEC.

Based on experiences over the past years the following competences would be usefull for a proper functioning of the secretariat:

- Be able to express themselves in English both orally and in writing;
- Have a working knowledge of website related content management system¹ in order to operate and maintain the WELMEC website
- Have a basic understanding of finance in order to adminstrate properly all financial statements, invoices and to execute financial transaction, as well as be able to draft the yearly financial report;
- Have preferably a basic understanding of legal metrology

In addition, the secretariat shall be indepent of manufacturers, importers, distributors, agencies or maintenance companies of measuring instruments or has commercial connections with or is directly or indirectly related to or is a body representing one or more of such manufacturers.

¹ In 2016 Typo3 was used