



WELMEC Rules of Procedures

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WELMEC has adopted the following Rules of Procedure on the basis of the WELMEC Byelaws.

A. WELMEC Committee

§ 1

Provisions on decisions at the WELMEC Committee

- (1) All decisions regarding natural persons, in particular elections are taken, by secret ballot.
- (2) Further to the provision § 12 of the Byelaws, the Executive Board can decide that a decision of the WELMEC Committee must be taken by secret ballot.
- (3) To ensure that the Committee can take well informed decisions, all documents related to decisions must be made available sufficiently in advance to the WELMEC Committee Meeting. This is in principle 4 weeks prior to the meeting; the interval can be shortened by the Executive Board in exceptional cases that are justified. In these cases all members present at the Committee Meeting must agree to add the item to the agenda at the start of the meeting.

§ 2

Provisions on decisions taken by electronic vote

- (1) In urgent matters, the Executive Board can decide that a decision of the WELMEC Committee should be taken by electronic vote.
- (2) To trigger an electronic vote, the Secretariat sends an email to all Members, clearly stating the deadline for the vote.
- (3) The vote must be open for at least 4 weeks, counting from the day the Secretariat sends the email.
- (4) In the case of decisions regarding guiding documents to be published, any negative vote should be explained. If a Member claims that the reason for its negative vote is a non-conformity of the proposed document a Directive, the Chairperson discusses the matter with the Executive Board, which decides on how to proceed.
- (5) The Secretariat announces the result of the electronic vote after having informed the Chairperson 10 days after the deadline at the latest.
- (6) For the record, electronic votes taken over the year are reported at the next WELMEC Committee Meeting.

§ 3

Additional duties of the WELMEC Committee

- (1) Further to the tasks of the WELMEC Committee listed in §11(4) of the Byelaws, the WELMEC Committee has the following tasks:
 - a. approval of the creation of a permanent subgroup in a Working Group, including its Convenor;
 - b. decision on the continuation of a temporary drafting group according to B §2(8) beyond the initial term of 3 years.

§ 4
Nomination of Delegate and Alternate

- (1) Nomination of the Delegate and Alternate must be notified to the Secretariat by an authorised person of the Member of WELMEC.
- (2) The Delegate and the Alternate cannot be changed less than 2 working days prior to a WELMEC Committee Meeting.

§ 5
Proxy - General remarks

- (1) In case both, the Delegate and the Alternate of a Member, are unable to attend the Committee Meeting, the vote of the Member can be delegated to another Committee Member (a Proxy).
- (2) A delegated vote cannot be transferred by the Proxy to another Committee Member.
- (3) A vote casted by representation will count as a vote casted by the represented Committee Member itself. All usual quorum rules apply.
- (4) Voting by representation is open for all subjects and topics to be decided on by the Committee.
- (5) A delegation of the vote is only valid for a specific Committee Meeting.
- (6) A Delegate can hold a maximum of two proxies at the time.

§ 6
Proxy procedure

- (1) The Delegate or the Alternate of a Member wishing to use a Proxy agrees prior to the Meeting with another Committee Member (Delegate or Alternate of another Member) to represent him/her at the Committee Meeting.
- (2) The representative of the Member transferring its vote sends a duly completed proxy form to the WELMEC secretariat before the start of the meeting. The Proxy form must indicate clearly the Member handing over its vote and the Member receiving the vote. Further, the form must indicate that the receiving Member has accepted the Proxy.
- (3) At the meeting, during the Roll call the receiving Member confirms that he/she represents also the Member that is not present.

B. Working Groups

§ 1 Membership

- (1) All WELMEC Members are entitled to take part in the work of the Working Groups (WGs).
- (2) Representatives of Liaisons are invited to take part in the work of relevant WGs. They are entitled to receive all relevant papers related to the work of WGs unless the documents cannot be shared for reasons of confidentiality.
- (3) Other interested parties may take part in the work of the WGs upon invitation of the Convenor of the particular WG.
- (4) The meetings can be attended at maximum by 2 representatives of a WELMEC Member. Liaisons can be represented by 1 representative. If space allows, the Convenor can approve more representatives from Members and Liaisons but care should be taken that all Members wishing to participate can do so.
- (5) In exceptional cases and for good reasons, part of a WG meeting can be declared "Members-only-session". Only representatives of WELMEC Members are entitled to participate in these sessions. A "Members-only-session" must be clearly identified as such on the agenda prior to the meeting.

§ 2 Technical work in the Working Group

- (1) WELMEC Working Groups (WGs) are the entities within the organisation that address technical issues.
- (2) The Work Programme of the WGs is approved by the WELMEC Committee.
- (3) The items of the Work Programme of the WGs are in principle addressed:
 - a. in plenary meetings of the WGs, taking place at least once a year;
 - b. in subgroups (see (5) to (7));
 - c. in drafting groups (see (8) to (11)).
- (4) Only the plenary WG can take the decision that a document is submitted to the WELMEC Committee for consideration, independent of the fact that an issue was prepared by a subgroup or a drafting group.
- (5) If a WG deals frequently with topics that are not of interest to all participants, it can propose to the WELMEC Committee to establish one or several subgroups.
- (6) The WG proposes Terms of Reference (ToR) and the Convenor for each subgroup to the WELMEC Committee, which elects the Convenor and approves the ToR.
- (7) For the election, eligibility, term of office and responsibilities of a Convenor of a subgroup, the rules of B§3 apply analogously.
- (8) To address specific items of the Work Programme, a WG can set up a temporary drafting group.

- (9) Temporary drafting groups can be set up by the WG without prior approval of the WELMEC Committee.
- (10) In principle, temporary drafting groups are set up for a maximum of 3 years and are dispended after this initial term.
- (11) If a temporary drafting group has not completed its work after 3 years, the Convenor of the WG informs the WELMEC Committee which takes a decision of the continuation of the drafting group.

§ 3

Convenor and Deputy Convenor

- (1) Each Working Group (WG) is chaired by a Convenor. If deemed necessary, a Deputy Convenor can be appointed.
- (2) The Convenor and Deputy Convenor of WGs preparing Guides to be endorsed by the European Commission (Byelaws §11(3)) must be Representative of a Member according to § 4(1a) and (1b) of the Byelaws.
- (3) The Convenor and Deputy Convenor are elected by the WELMEC Committee. For existing WGs, the group makes a proposal for their next Convenor (Deputy Convenor) to the WELMEC Committee before the end of the term of the current Convenor.
- (4) The term of the Convenor or Deputy Convenor respectively starts after the WELMEC Committee Meeting at which he/she is elected and lasts 3 years. The Convenor (and Deputy Convenor) can be re-elected for one further term of office immediately following their first term of office.
- (5) The Convenor is responsible for the following general tasks:
 - a. ensure that items of the Work Programme are addressed in an appropriate way;
 - b. report regularly to the WELMEC Chairperson on the progress made on the items of the Work Programme;
 - c. decide if a decision of the WG shall be taken by electronic vote;
 - d. submit documents approved by the WG to the Secretariat for consideration by the WELMEC Committee. If the WG is of the opinion that a matter is urgent, the Convenor can request the Executive Board that the WELMEC Committee decides on the document by electronic vote;
 - e. liaise to the WELMEC Committee, in particular by attending the WELMEC Committee Meeting;
 - f. liaise with other WGs for items on the Work Programme which are related to more than one WG.
- (6) The Convenor is responsible for the following tasks in relation with WG meetings:
 - a. call for meetings of the WG;
 - b. set the agenda for the meeting and make sure it is circulated to the Representatives not less than 4 weeks in advance to the meeting;
 - c. ensure that the WG can take well informed decisions. To this end, all documents related to decisions must be made available sufficiently in advance to the

Working Group meeting. This is in principle 4 weeks prior to the meeting; the interval can be shortened by the Convenor in exceptional cases that are justified. In these cases, all members present must agree to add the item to the agenda at the start of the meeting.

- d. manage the Meeting in a way that all Representatives have the possibility to present their point of view;
 - e. seek support from specific experts for special topics by inviting them to the WG meeting. WG members and the WELMEC Chair shall be informed in advance if external experts are invited to a WG meeting;
 - f. ensure that minutes are taken of the meeting, especially regarding decisions on Guides and Corresponding Tables.
- (7) The Deputy Convenor takes over all responsibilities when the Convenor is not available.

§ 4

Decision making of the Working Group at a meeting

- (1) The Working Groups take decisions whenever possible by consensus.
- (2) If no consensus can be reached, the WG proceeds to a vote. Decisions shall then be based upon the simple majority of the valid votes cast. Every Member has one vote.
- (3) To prevent a dossier from being blocked at Working Group level due to lack of participation, no fixed quorum is defined. However, the result of the vote must be recorded and submitted to the WELMEC Committee. It is for the Committee to decide whether an item has sufficient support for adoption as WELMEC position or whether it should be sent back to the Working Group. As guiding principle, one expects to have a number of responses equal or superior to 75 % of Members represented regularly in the Working Group.

§ 5

Decision making of the Working Group between meetings

- (1) The Convenor can decide to hold an electronic vote on a Work Programme item.
- (2) To trigger an electronic vote, the Convenor instructs the WELMEC Secretariat to send an email to all Representatives, active in the WG, clearly stating the deadline for the vote.
- (3) The vote must be open for at least 4 weeks, counting from the day the Secretariat sends the email.
- (4) Decisions shall be based upon the simple majority of the valid votes cast. Every Member has one vote.
- (5) In the case of decisions regarding guiding documents to be passed to the WELMEC Committee for consideration for publication, any negative vote should be explained.
- (6) The Secretariat announces the result of the electronic vote to the WG after having informed the Convenor 10 days after the deadline at the latest.
- (7) All electronic votes taken over the year by the WG must be recorded in the minutes of the next WG meeting.

C. Responsibilities

§ 1 Chairperson

- (1) The WELMEC Chairperson is responsible for the following tasks:
 - a. preparation and management of the Committee meetings;
 - b. coordination of the WELMEC activities between Committee meetings;
 - c. representation of WELMEC at international and regional level;
 - d. supervision of the WELMEC secretariat;
 - e. approval of business trips of people travelling on behalf of WELMEC;
 - f. preparation and management of meetings of the Executive board;
 - g. any other task ascribed to the Chairperson by the WELMEC Committee.

§ 2 Vice-Chairperson

- (1) The Vice Chairperson takes over all responsibilities, when the Chairperson is not available.
- (2) The Vice Chairperson assists the Chairperson in executing his/her tasks.

§ 3 Executive Board

- (1) The Executive Board is responsible for the following tasks:
 - a. implementation of decisions taken by the WELMEC Committee;
 - b. review of documents before they are presented to the WELMEC Committee;
 - c. preparation of strategy documents;
 - d. implementation of adopted strategies;
 - e. decision, if a secret ballot should be carried out (beyond provision § 12 of the byelaws);
 - f. decision, if the WELMEC Committee should take a decision electronically;
 - g. decision, to deviate from the rule that documents must be circulate at least 4 weeks prior to the WELMEC Committee Meeting (shorten the interval stated in A §1(3)).
 - h. approval of business trips of the Chairperson and Vice-Chairperson in the case the trip would imply an overspending of the travel budget approved by the WELMEC Committee;
 - i. liaison between the WELMEC Committee and the WELMEC Working Groups by acting as *Guardians* of the Working Group.

§ 4 Secretariat

- (1) The Secretariat is responsible mainly for the following tasks:
- a. management of WELMEC correspondence;
 - b. maintaining lists of the Members with their Delegate and Alternate, the Corresponding Organisations with their representative and the Observer Organisations with their representative.
 - c. management of the WELMEC web site;
 - d. coordination of the external communication;
 - e. management of the bank account within the limits set by the Chairperson;
 - f. support in the preparation, the holding and the after-work of the WELMEC Committee Meeting;
 - g. support the Executive Board in the preparation, the holding and the after-work of their meetings;
 - h. administrative support the Convenors;
 - i. management of the WELMEC Q-documents;
 - j. scrutiny of public consultations;
 - k. represent WELMEC at other meetings when asked to do so by the Chairperson;
 - l. coordinate projects.

D. Contribution rules

§ 1 Basic principles

- (1) WELMEC finances its activities mainly by membership fees.
- (2) Membership fees are collected on a yearly basis.
- (3) The WELMEC Committee fixes the membership fees every year. In principle, the fees are fixed as to balance the income and the expenditure for a given year.
- (4) WELMEC levies fees from its Members that take into account the size of the Country in an appropriate way.

§ 2 Calculation

- (1) The annual membership fee for any given Member is calculated according to the formula

$$Fee_{member} = Basic\ share \times Multiplication\ factor_{member}$$

The *Basic share* is fixed by the WELMEC Committee
the *Multiplication factor_{member}* is defined in the (3).

- (2) The *Multiplication factor_{member}* depends on the size of the population of the country of the Member.
- (3) The following table defines the Multiplication Factor depending on the size of the population

Class	Population <i>P</i>	Multiplication factor
1	$P \leq 500\ 000$	0.25
2	$500\ 001 \leq P \leq 1\ 000\ 000$	0.5
3	$1\ 000\ 001 \leq P \leq 10\ 000\ 000$	1
4	$10\ 000\ 001 \leq P \leq 40\ 000\ 000$	2
5	$40\ 000\ 001 \leq P \leq 100\ 000\ 000$	4
6	$100\ 000\ 001 \leq P$	8

- (4) The relevant size of the population for the determination of the multiplication factor is published by Eurostat under the following link:
<http://epp.eurostat.ec.europa.eu/tgm/refreshTableAction.do?tab=table&plugin=1&pcode=tps00001&language=en>
- (5) WELMEC takes the population size published for the 1st of January of the year the WELMEC Committee determines the membership fees as relevant value.

§ 4 Invoices

- (1) The WELMEC Committee Meeting sets the membership fees at its annual meeting (General Assembly) in the year *y* for the following year (*y+1*)
- (2) The invoices will be sent to the individual members after the WELMEC Committee Meeting of the year *y* and are due before the end of January of the year (*y+1*).

E. Reimbursements

§ 1

Basic principle for travel cost reimbursements

- (1) Individuals who travel on behalf of WELMEC and incur business travel expenses should neither gain nor lose personal funds as a result of their travel.
- (2) WELMEC does not refund expenses that are refunded by a different organisation (home organisation of the traveller or a third party).
- (3) Those who travel on WELMEC expenses are expected to spend WELMEC's funds prudently and keep costs within reasonable limits.

§ 2

Procedure for travelling on behalf of WELMEC

- (1) Before making any arrangements for a trip on behalf of WELMEC, travellers must gain an agreement by email from the WELMEC Chairperson or the WELMEC Vice-Chairperson.
- (2) The WELMEC Chairperson and the Vice-Chairperson are entitled to make travel arrangements without prior approval if the trip will not cause an overspending of the travel budget approved by the WELMEC Committee. In case the trip would imply an overspending of the travel budget approved by the WELMEC Committee, trips of the Chairperson and the Vice-Chairperson must be approved by the Executive Board.
- (3) In principle, the traveller makes his/her own travel arrangements.
- (4) The traveller claims back eligible costs after the journey, by submitting all relevant original justification documents (invoices, receipts etc) to the secretariat within 30 days after completion of the trip.
- (5) The secretariat checks the claim and submits them to the WELMEC Chairperson for approval.
- (6) The WELMEC Chairperson approves the claim and confirms that the expenses are in line with the initial agreement.
- (7) The secretariat instructs the finance services to proceed to the reimbursement.
- (8) In exceptional cases, especially if the amounts involved are a burden for the traveller, the Chairperson can approve to pay certain expenses in advance.
- (9) Travellers, except invited guests, are expected to submit a written report on the business trip to the Chairperson at the same time as claiming the expenses.

§ 3

Reimbursable travel expenses

- (1) The following costs are eligible for reimbursement:
 - a. flight ticket (for flights within Europe and flights up to 5 hours, Economy class is mandatory);
 - b. train or bus tickets. Travelling 1st class on trains is permitted for trip beyond 3 h.

- c. taxi fare;
- d. accommodation with breakfast included (the hotel can either be where the meeting takes place, a hotel recommended by the organiser of the event or a hotel in line with the rules of the traveller's organisation);
- e. meals, not covered by others;
- f. meeting packages;
- g. other inevitable expenses if approved in advance by the WELMEC Chairperson or the Vice-Chairperson.

§ 4

People entitled to reimbursement of travel expenses

- (1) The following persons are entitled to claim travel expenses:
 - a. WELMEC Chairperson and Vice-Chairperson;
 - b. Members of the Executive Board travelling on behalf of WELMEC;
 - c. people from the WELMEC secretariat,
 - d. Delegates or Alternates representing WELMEC on Seminars, Conferences, General Assemblies;
 - e. Convenors of WELMEC Working Groups travelling in their capacity as WG Convenor (in particular attending the WELMEC Committee or a Working Group meeting);
 - f. Deputy Convenors of WELMEC Working Groups, if they travel in replacement of their Convenor;
 - g. Invited guests at the WELMEC Committee Meetings, WELMEC WGs.

§ 5

Basic principle for reimbursing cost for hosting the WELMEC Committee

- (1) WELMEC supports financially a Member for hosting the WELMEC Committee Meeting.
- (2) The financial support of WELMEC corresponds to 2/3 of the total costs incurred by the host, up to a maximum of 10 000 €. Part of the total cost may also be provided in kind.
- (3) To be entitled to claim reimbursement of costs, the host must present a budget to and get approval from the Chairperson at least 3 months prior to the meeting.

F. Liaisons

§ 1

General remarks

- (1) WELMEC maintains permanent relationships with other governmental and non-governmental organisations and institutions with activities related to the field of metrology (Liaisons)
- (2) WELMEC Committee decides on the establishment and on the termination of a permanent relationship with an organisation.
- (3) WELMEC knows two categories of Liaisons:
 - a. Corresponding Organisations;
 - b. Observer Organisations.

§ 2

Corresponding Organisations

- (1) Corresponding Organisations are organisations or institutions subjected to the rules for which WELMEC develops interpretations;
- (2) Corresponding Organisations are entitled to participate in meetings of Working Groups. They might express their opinion but have no formal right of vote.
- (3) Unless for special identified sessions, Corresponding Organisations do not participate in the Committee meetings.
- (4) The secretariat maintains a list of the Corresponding Organisations and of their representatives in the Working Groups.

§ 3

Observer Organisations

- (1) Observer Organisations are organisations or institutions that are not subjected to the rules for which WELMEC develops interpretations. In particular, organisations developing themselves rules related to legal metrology to be followed fall into this category
- (2) Observer Organisations are entitled to participate in meetings of Working Groups. They might express their opinion but have no formal right of vote.
- (3) Observer Organisations are entitled to participate in selected parts of the WELMEC Committee Meeting. They might express their opinion but have no formal right of vote.
- (4) The secretariat maintains a list of the Observer Organisations and of their representatives in the Working Groups.

§ 4
Rights and duties of Liaisons

- (1) Liaison indicate the person(s) who is(are) going to represent the organisation at the WELMEC Committee Meeting and/or the WELMEC Working Groups.
- (2) WELMEC expects to have comparable rights in the organisation with which it entertains a permanent relationship.