



MC/ToR/001

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**THE STANDARDS AND METROLOGY INSTITUTE FOR
ISLAMIC COUNTRIES (SMIIC)**

METROLOGY COUNCIL (MC)

TERMS OF REFERENCE

1. Introduction

Metrology Council (MC) is under the Standards and Metrology Institute for Islamic Countries (SMIIC) structure and acts as SMIIC's operational organ for cooperation between national metrology authorities from Islamic Countries. This cooperation involves activities in the field of scientific, legal and industrial metrology. MC is also involved in conducting necessary activities for supporting development of quality infrastructure; realization, maintenance and dissemination of measurement standards in physical quantities and metrology in chemistry; implementation of quality management systems, knowledge transfer, research and development in this area in Member Countries.

Main framework for the operation of the SMIIC MC is described in the Memorandum of Understanding which forms a basis for the cooperation.

2. Objectives

The objectives of SMIIC MC are:

- To harmonize and facilitate the activities of metrology services in Member Countries on the basis of international arrangements and regional metrology organization membership requirements which means realization of mutual recognition of national measurement standards and calibration/measurement certificates issued by national metrology institutes (CIPM MRA, International Committee for Weights and Measures Mutual Recognition Arrangement).
- To harmonize the requirements for measuring instruments subject to metrological control on the basis of international legal metrology recommendations of OIML.
- To promote and contribute to improvement of any metrological activity in Member Countries and develop mechanism of active and effective cooperation between the Members enhancing technical and metrological capabilities of Member Institutions.
- To contribute to the establishment of closer cooperation between the national economies of Member Countries and removing technical barriers to trade.
- To contribute to the enhancement of the technical capabilities of Member Countries by organizing training programs and technical consultancy and assistance.

3. Tasks

The SMIIC MC has the following specific tasks:

- To enhance the achievement of equivalency of national measurement standards and the recognition of calibration certificates issued by Member Countries by approving the results of metrological activities on the basis of CIPM MRA.
- To harmonize legislation in the field of metrology based on OIML D-1.

- To harmonize technical requirements for measuring instruments and methods for their metrological control in the field of legal metrology and to recognize conformity certificates on the basis of OIML MAA and other international practices.
- To support the development of quality management systems of national metrology institutes of the Members.
- To facilitate the sharing of information on status of national metrology services.
- To promote the exchange of metrological services, capabilities and knowledge.
- To cooperate in research and development projects.

4. Membership

SMIIC MC covers the following categories of participating status:

- **Full Member:** Full membership status is open to national metrology authorities that are coming from Member States of SMIIC,
- **Observer:** Observer membership status is open to national metrology authorities that are SMIIC Observers,
- **Liaison Organization:** A national, regional and international organization realizing activities in the fields closely related to metrology.

Both Full Members and Observer are considered as members of SMIIC MC, but only the full members have the right to vote.

All membership applications should be made to the Secretariat of the Metrology Council. These applications are then conveyed to the SMIIC General Secretariat for approval.

5. Structure

Metrology Council (MC) comprises a chair and Members from national metrology institutes of the Member States and Observers of SMIIC.

Both Full Members and Observers of the SMIIC MC shall nominate only one delegate to attend the meetings of the Council and they are considered as Council Members.

MC shall prepare annual work plan in line with the SMIIC Strategic Plan and report the progress to the Board of Directors.

Metrology Council shall make cooperation in all types of metrology activities and policies among SMIIC Member States.

MC shall have an inventory of existing calibration standards and establish a chain of traceability to reference standards for each basic unit.

MC Members take actions, make statements and take part in elections.

Full Members can nominate candidates for Chairmanship.

Full Members and Observers can nominate candidates for Vice-chairmanship.

MC Members shall be registered by the Secretariat of the Council.

The Council comprises the following bodies and functions:

- MC meeting
- Chairman
- Vice-Chairman
- Secretariat

The Council may decide to establish other SMIIC MC bodies and functions related with its objectives.

All kinds of voting within the framework of ToR require the presence of delegates from at least one third of the Full Members. Any decision can be taken by at least the majority vote of the Members present at the meeting during voting.

Chairman and vice-chairman do not have right to vote.

5.1. MC Meeting

Metrology Council is the highest authority for conducting all SMIIC activities in the field of metrology and ensures that all activities of MC are in accordance with its goals/objectives and contribute in completing its task.

The Council meets at least once per year and as often as required. Each Council Member Delegate may be accompanied by experts.

If a Council Member cannot attend a meeting he/she may be represented by a nominated alternate from the same country. He/she shall exercise the same power as a registered delegate at the relevant meeting. The MC Chairman shall be notified by written letter for the delegation before the relevant meeting.

Only registered delegates have the voting right during the meeting. Each delegate has one vote only.

The Council may invite Liaison Organizations and OIC Member States and Observers to take part in its meetings after approval of the SMIIC General Secretariat.

5.2. MC Chairman

The work of the Council is coordinated by the Chairman who shall be one of the delegates from Member States of SMIIIC.

The Chair of the MC shall be elected by members of MC for a term of three years re-electable for successive terms and approved by the Board of Directors (BoD).

MC Chairman has full responsibility for coordination, planning and implementation of activities under MC and reporting on them to SMIIIC's Board of Directors (BoD).

The Chair of MC shall submit activities report to the Board of Directors periodically in the format provided by General Secretariat.

Upon the request of the Board of Directors, the Chair of MC shall submit report to the General Assembly on the activities of MC.

Chair of MC shall inform the General Secretariat on the activities such as general announcements, planned meetings, congresses, trainings etc. for the follow up the General Secretariat. General Secretariat shall be represented at activities of MC as observer, if needed.

In case of incapacity, resignation, death or withdrawn of the Chairman by his/her country, the Vice-Chairman takes the responsibility of the Chairman until next MC meeting when the new Chairman will be elected.

5.3. MC Vice-Chairman

Vice-Chairman supports the Chairman of the Council in coordination of the MC activities and stands in for the Chairman in all meetings where he/she is unable to be present.

The Vice-Chair of the MC shall be elected by members of MC for a term of three years re-electable for successive terms and approved by the Board of Directors (BoD).

In case of incapacity, resignation, death or withdrawn of the Vice-Chairman by his/her country, then the new Vice-Chairman is elected in the next MC meeting.

5.4. Secretariat

The national metrology institute that nominated the chairman of the Metrology Council (MC) shall perform the secretariat facilities of the Metrology Council in coordination with SMIIIC General Secretariat.

Hence the term of office of the Secretariat is limited to the term of office of MC Chairman.

The Secretariat assists the Chairman in the management of SMIIIC MC Meetings and ensures contacts between the MC Members and MC Bodies.

6. Alteration of the ToR

Changes to the ToR may only be proposed by MC Members and its alteration/revision may only be made by decision of the majority of the MC Members present at the MC Meeting. Revised version of the ToR will come into force after approval by the SMIIIC Board of Directors.

7. Abbreviations

OIC	:	Organization of Islamic Cooperation
SMIIC	:	Standarts and Metrology Institute for Islamic Countries
BoD	:	Board of Directors
MC	:	Metrology Council
MoU	:	Memorandum of Understanding
ToR	:	Terms of Reference
CIPM	:	International Committee for Weights and Measures
OIML	:	International Organization of Legal Metrology
MRA	:	Mutual Recognition Arrangement
MAA	:	Mutual Acceptance Arrangement
EU	:	European Union