



GULFMET ORGANIZATIONAL STRUCTURE

Approved by GSO Technical Council

Note: the Arabic version is the official

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1.0 DEFINITIONS

Member State:	Member state in GCC Standardization Organization (GSO)
Associate Member:	
GSO:	GCC Standardization Organization
Ministerial Committee:	The Ministerial Committee for GSO
Technical Council:	GSO Technical Council
Member State:	
GULFMET:	A regional metrology organization (RMO) that includes the countries of the Cooperation Council for the Arab States of the Gulf, internationally recognized by the International Committee for Weights and Measures (CIPM)
Steering Committee for Metrology:	A committee formed of specialists in the field of metrology to be nominated by the national standardization bodies or the responsible authority in the member states and works according to the committee's work guide
Metrology:	The science of metrology that includes the theoretical and practical aspects as well as the uncertainty of measurement in the fields of science and technology and their applications.
National Metrology Institute (NMI)	An NMI is the institute which is by national decision responsible for developing and maintaining national measurement standards, providing internationally recognized traceability to the SI, ensuring the suitability of these standard for national needs, and providing metrological expertise and knowledge to national users.
Designated Institute (DI)	Designated Institute” is an institute responsible for certain national standards and associated services that are not covered by the activities of the National Metrology Institute (NMI).



2.0 ABBREVIATION

CMCs	Capability of Measurement and Calibration
BIPM	International Bureau of Weights and Measures
OIML	International Organization of Legal Metrology
RMO	Regional Metrology Organization
CIPM	International Committee for Weights and Measures
JCRB	Joint Committees of the BIPM and other international organizations
NMI	National Metrology Institute
CGPM	General Conference on Weights and Measures
CIPM-MRA	CIPM Mutual Recognition Arrangement
KCDB	Key Comparison Data Base
DI	Designated Institute
KC/SC	Key Comparison / Supplementary Comparison
GA	General Assembly
QMS	Quality Management System
TC	Technical Committee
SI	International System of Units



3.0 BACKGROUND AND OBJECTIVES

Given the importance of establishing a regional Metrology organization (RMO), GCC Standardization Organization (GSO) has called for the convening of a symposium on the importance of metrology in support of the national economy in Dubai, May 3 -4, 2009.

The symposium included a Round Table Discussion of the Directors of standardization bodies in the GCC with Director General of the International Bureau of Weights and Measures (BIPM), Dr. Andrew Wallard, Director of international affairs, Dr Pedro Espina and Director of the International Organization of Legal Metrology (OIML) Mr. Jean-Francois Magana. The participants at the meeting have recommended creating a regional Metrology Organization called GULFMET, and upon approval by the GSO Technical Council at the Sixteenth Meeting (Medina May 6 – 7, 2009) of this recommendation it mandated the GSO's General Secretariat with the implementation of this recommendation in cooperation and coordination with the Steering Committee of Metrology. The GULFMET's organizational structure has been drafted consistent with the requirements and procedures of the International Committee of Weights and Measures CIPM MRA P01, Procedure for approval of the entry of a new RMO to the JCRB.

The objective behind the creation of GULFMET is the international necessity that require the presence of a regional organization which is recognized internationally and can ensure the technical capability of national measurement institutes and designated institutes participating in this RMO by ensuring the effectiveness of quality management systems in these laboratories as well as participating in the Inter comparison Programs organized by RMO at regional level and the International Inter comparison Programs organized by the Consultative Committees at The International Bureau of Weights & Measures (BIPM) in order to attain the international mutual recognition of measurement and calibration results at the international level through the international Mutual Recognition Agreement (CIPM MRA).

In addition, GULFMET assumes a coordinating role for Legal Metrology to facilitate intraregional and international trade, to assure consumer protection, to safeguard health and environment and to keep contacts to the OIML.

The GULFMET also aims at raising awareness and at increasing the quality of metrology, the knowledge about measurement and calibration, and its importance in the member and associate member states.



4.0 GULFMET TASKS

GULFMET is responsible for carrying out all the required activities of GULFMET as a Regional Metrology Organization (RMO) to fulfill the requirements of the international recognition (CIPM MRA) as follows:

- 4.1 exchange of information on the technical capabilities available in member states and inform about new developments in the field of metrology with relevance to the members .
- 4.2 enhance international credibility in the competency of regional / national metrology institutes and calibration and verification laboratories in member states to achieve international recognition of the measurement and calibration/verification results and certificates issued by the regional / national metrology institutes and calibration/verification laboratories.
- 4.3 strengthen the infrastructure of Metrology as a component of quality improvement and stimulate intra-regional trade among member states on the one hand and the world on the other hand.
- 4.4 provide training to personnel in the field of metrology and enhance their competency in metrology.
- 4.5 ensure traceability in measurements through the calibration and organization or participation of regional / international comparison programs .
- 4.6 contribute to the metrological infrastructure required to protect consumer, health, safety, and environment .
- 4.7 enhance cooperation with the International Bureau of Weights and Measures (BIPM), the International Organization of Legal Metrology (OIML) and well established relevant international and regional organizations that lie ahead and take advantage of their experience .
- 4.8 conduct research and studies with NMIs and publishing them internationally
- 4.9 review the quality management systems of NMIs and approving them by the GULFMET Quality Committee (TC QS).
- 4.10 harmonize legislations and guides related to legal metrology in Member States and monitoring their implementation
- 4.11 provide technical assistance to develop the metrological capabilities of the Member States.

5.0 GULFMET MEMBERSHIP

The Gulf Association for Metrology is the GCC Metrology Organization (RMO) and will be called (GULFMET). The membership is as follows:



5.1 Full Member:

This membership is restricted to the member states of the GCC Standardization Organization.

5.2 Associated Member¹:

Any state can request membership as an associate member against an annual subscription fee determined by the GCC Standardization Organization

5.3 Observer Member:

National, Regional, or International bodies or organizations can request membership as an observer according to an annual subscription fee determined by the GCC Standardization Organization.

6.0 TERMINATION/ SUSPENSION OF MEMBERSHIP

6.1 Termination of Membership:

6.1.1 Associate Member or Observer Member can terminate their membership in GULFMET by notifying the GULFMET secretariat 3 months before the termination date.

6.1.2 Associate or observer member shall be exempted from its obligations towards the GULFMET as of the date of notification of approval to terminate membership.

6.2 Suspension of Membership:

6.2.1 The membership of associate or observer member shall be suspended if the subscription fee is not paid for two consecutive years.

6.2.2 The membership of associate member or observer is suspended if no participation in the GULFMET activities or Technical Committees (TCs) for two consecutive years.

6.2.3 participation fees are to be paid upon resumption of membership of associate or observer member for the years preceding the period of suspension.

7.0 OBLIGATIONS AND RIGHTS OF MEMBERS

7.1 Obligations of Members:

To achieve its goals, GULFMET full members, associate members and observer members shall have the following obligations:

¹ Current associate members in the GULFMET are exempted from the annual subscription fee, provided this will be reconsidered after 5 years from the date of the adoption of the amendment to the GULFMET Organizational Structure.



- 7.1.1 commitment to the effective participation in GULFMET activities and adherence to the GULFMET decisions and recommendations
- 7.1.2 propose initiatives that would develop metrology activities in the full members, associate members, and observer members.
- 7.1.3 provide technical assistance upon request of any of GULFMET member states, according to the available means and capabilities

7.2 Members Rights,

7.2.1 Full Member:

- 7.2.1.1 Opportunity to Participate and attend GULFMET GA and its TCs meetings with the right to elect and vote on the decisions and recommendations.
- 7.2.1.2 Opportunity to nominate candidates to GULFMET president, vice president, secretary and TCs and WGs chairperson and secretary.
- 7.2.1.3 Opportunity to appoint experts to participate in GULFMET activities.
- 7.2.1.4 Opportunity to represent GULFMET in regional and international metrological activities.
- 7.2.1.5 Opportunity to review and approve GULFMET minutes of meetings.
- 7.2.1.6 Opportunity to provide access to GULFMET 's official documents such as regulations (laws), provisions, membership requirements, participants, databases, and me GULFMET and TCs minutes of meetings.
- 7.2.1.7 Opportunity to benefit from the support funded by GULFMET.
- 7.2.1.8 Opportunity to host the GULFMET's events and meeting.

7.2.2 Associated Member:

- 7.2.2.1 Opportunity to Participate and attend GULFMET and its TCs meetings with the right to elect and vote on the decisions of GULFMET TCs only.
- 7.2.2.2 Opportunity to participate in technical events funded by GULFMET.
- 7.2.2.3 Opportunity to participate in the intercomparison programs (ILCs), CMCs and QMS review, and the opportunity to publish their CMCs through GULFMET.
- 7.2.2.4 Opportunity to host the GULFMET meetings and events.
- 7.2.2.5 Opportunity to receive all technical information related to TCs activities.
- 7.2.2.6 Opportunity to participate in training provided by GULFMET.

7.2.3 Observer Member:

- Opportunity to Participate and attend GULFMET and its TCs meetings without the right to vote.



8.0 GULFMET ORGANIZATIONAL STRUCTURE

GULFMET Organizational Structure consists of the following as shown in Figure (1) Organizational Structure:

1. Steering Committee for Metrology (SCM),
2. GULFMET Presidency,
3. GULFMET Secretariat,
4. Sub-Committees, and
5. Working groups.

9.0 STEERING COMMITTEE FOR METROLOGY

- 9.1 The Steering Committee for Metrology is considered as an advisory committee to GULFMET and operates in accordance with its guide adopted by the GSO Board of Directors and raises its decisions and recommendations to the GSO Technical Council .
- 9.2 Raises all technical subjects that are discussed in GULFMET meetings to the Technical Council for consideration and decision-making and to recommend appropriate action.

10.0 GULFMET PRESIDENCY

GULFMET president is appointed from a member of the Steering Committee for Metrology, according to the alphabetical order of the GSO member states, for a period of three years, which is not renewable. In case that the deserving member state does not wish to take over the presidency of GULFMET, the presidency is transferred to the next member state according to alphabetical order, and GULFMET president assumes the following tasks:

- 10.1 commitment to policy and strategy relating to the GULFMET activities in metrology .
- 10.2 achieve the GULFMET objectives and performance indicators.
- 10.3 follow-up implementation of the GULFMET action plans in accordance with the set time frame.
- 10.4 chair GULFMET meetings and organize the process of discussion and give an opportunity for all members to present their views at meetings.
- 10.5 guide the discussions and focus them on the specific topics and bring views to agreement on the topics, decisions and recommendations submitted to the meetings .
- 10.6 declare results of voting, proposals and recommendations and resolutions that were agreed upon before closing the meeting.
- 10.7 represent of GULFMET in the international meetings and activities, with president member state covers all the costs of his participation.



- 10.8 submit GULFMET periodic and annual reports to Steering Committee for Metrology.
GULFMET President shall submit the GULFMET GA decisions and recommendations to Steering Committee for Metrology, which in turn review and submit to GSO Technical Council for approval.

11.0 VICE PRESIDENT

The GSO's Technical Council shall appoint Vice President of the GULFMET, based on the nomination of the member states and the recommendation of the GULFMET President, Vice President duties shall end with the end of the president's term. He entitles to run for the vice president position for one more time, the vice president shall take over responsibilities and powers of the president in his absence or any responsibilities that may be assigned to him by the GULFMET President.

12.0 GULFMET SECRETARIAT

GSO hosts GULFMET Secretariat, and the Secretary of GULFMET is appointed by GSO, after the approval of GSO Technical Council.

13.0 GULFMET SECRETARY TASKS

The tasks and responsibilities of the Secretary of the GULFMET are :

- 13.1 commitment to policy and strategy relating to GULFMET activities in Metrology.
- 13.2 prepare of drafts regulations, instructions, and guides relating GULFMET activities in Metrology.
- 13.3 prepare of draft action plans including estimates of necessary funds, human resources, equipment, time, and objectives relating to GULFMET .
- 13.4 prepare for meetings of the GULFMET and preparation and distribution of documents of the meeting in advance.
- 13.5 perform all correspondence relating to GULFMET.
- 13.6 coordinate among member and associate member States of GULFMET.
- 13.7 prepare reports on the activities relating to GULFMET.
- 13.8 prepare the agenda and minutes of meetings of the GULFMET meetings and distribute them to member , associate members and observers .
- 13.9 follow-up GULFMET activities through the implementation of the decisions and recommendations adopted by the GULFMET GA in its meetings or via virtual meetings.
- 13.10 coordination among the GULFMET, GSO, committees, and other parties on activities relating to GULFMET.
- 13.11 providing information that would facilitate the GULFMET work in decision-making and appropriate.



- 13.12 participating with the delegation of the GULFMET in regional and international meetings.

14.0 TECHNICAL COMMITTEES

- 14.1 GULFMET Technical Committees are considered as ad hoc committees in the GULFMET and they perform their work in accordance with the Technical Committees' Guide that is approved by the ministerial committee and passes its decisions and recommendations to the GULFMET presidency.
- 14.2 Take over all technical subjects that are discussed in the GULFMET for consideration and decision-making and to recommend appropriate action .
- 14.3 The Technical Committees oversee the work and activities of the working groups emanating from it.

14.4

15.0 WORKING GROUPS

- a) Working Groups are specialized groups emanating from the committees and are considered as one of the technical elements of those committees, and they function in line with the approved task guide.
- b) The working groups raise their reports to the relevant committee .

16.0 GULFMET MEETINGS

- 16.1 GULFMET hold semi-annual meetings and may hold additional meetings as needed. It can take recommendations and decisions concerning its activities remotely through electronic means .
- 16.2 The member states that join GULFMET as associate and observer members have the right to attend GULFMET GA meetings and participate in discussion of topics on the agenda.

17.0 GULFMET DECISIONS

- 17.1 GULFMET takes all its decisions and recommendations by consensus of all its Full Members and in the event of a lack of unanimity the matter is put to the vote and becomes effective in the event of a majority of at least two thirds .
- 17.2 Each Full Member State has one vote regardless of the number of its members in the GULFMET. If a country nominates more than one member to participate in meetings, the head of the delegation shall be nominated, and he shall only have the right to vote on the resolutions and recommendations of GULFMET .
- 17.3 The president has the right to vote on the resolutions and recommendations representing his country .



- 17.4 The necessary quorum for a meeting of GULFMET is accomplished in the presence of at least four full members, and in the event of failure to attend, the states shall nominate a substitute for the original member.
- 17.5 The absence of a member who confirmed his participation in the meeting does not affect the legality of the GULFMET meeting in terms of a quorum.
- 17.6 In case that the quorum is not complete, the meeting will be postponed and called for a second time within a month, and the meeting will be held with those of the members who attended.
- 17.7 The member states that have associate and observer Member status are not entitled to vote on the resolutions and recommendations of the GULFMET GA.

18.0 GULFMET PROCEDURES

- 18.1 GULFMET business depends on the GULFMET strategy and the approved operational plans to achieve its goals.
- 18.2 The documents submitted for the study and distributed to members by the Secretary shall be given a period determined by the GULFMET Secretary and in the absence of any comments received this will be regarded as a consent of the member on these documents.
- 18.3 Electronic means such as e-mail and GSO forum are official channels for communication among members of the GULFMET.
- 18.4 In case that the president and vice president are absent attends one of the meetings of GULFMET, one of GULFMET members is chosen to chair the meeting.
- 18.5 In case that it is not possible to complete the minutes of meeting during the meeting, GULFMET secretary prepares the minutes of GULFMET meeting and distributes it to the members to express an opinion within a period of one week from the date of distribution.
- 18.6 In case that there are any notes, the amended minutes is redistributed to the member states with justifications for rejection or acceptance of states' observations and giving states a week to respond, and then the minutes is signed by the GULFMET president and secretary and distributed as an approved minute of meeting.
- 18.7 GULFMET rise all issues on which no agreement has been reached to the steering committee for metrology for decision.

19.0 GENERAL PROVISIONS

- 19.1 GULFMET shall adhere to the GCC Common Law on Metrology and its explanatory guides which regulate the activities of metrology in the member states.
- 19.2 GULFMET shall abide by the laws, regulations, procedures, decisions, and recommendations issued by GSO.



Organizational Structure

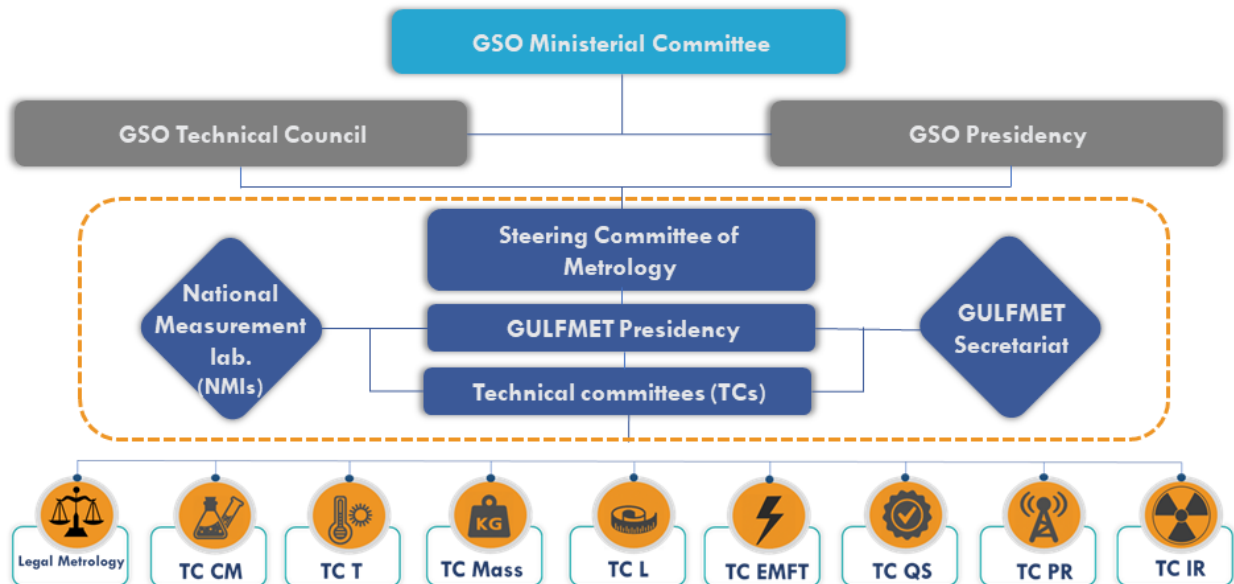


Figure (1).