

GULFMET CMCs Submission Process

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1. Introduction

The provisional status of GULFMET and the need for GULFMET NMIs to submit CMCs through another RMO requires special treatment because KCDB2.0 programming can't handle these circumstances directly. The workflow for submissions from GULFMET is therefore required to include an intra-regional review to be conducted via Excel.

2. Purpose

This process gives practical guidelines for the submission of GULFMET's CMCs through other RMO. It shows step by step how the NMI could get its CMC reviewed with GULFMET and other RMO as an intra-regional review and through the KCDB as an inter-regional review.

3. Scope

This process is applicable to all CMCs submitted by GULFMET for inter-regional review.

4. Responsibilities

CMC Writer from an NMI in a provisional RMO (exemplified below by EMI in GULFMET),
TC Chair from the provisional RMO (exemplified below by GULFMET TC EMTF)
TC Chair from the host RMO through which the provisional RMO submits CMCs (exemplified by APMP TCTF)
TC Chairs from the other RMOs in the metrological field
(reviewers from GULFMET, APMP and other RMOs as required)

The JCRB has accepted the following workflow (using EMI as the submitting NMI from GULFMET, submitting a CMC in Time and Frequency, and APMP as the host in the example below):

5. Procedure

1. CMC Writer from EMI drafts and SAVES the CMC in draft form through the KCDB platform. The CMC Writer should update and SAVE this CMC according to the most recent feedback during the Excel-based review, but not submit through the platform until stage 10.

2. CMC Writer exports the CMC to an Excel file.

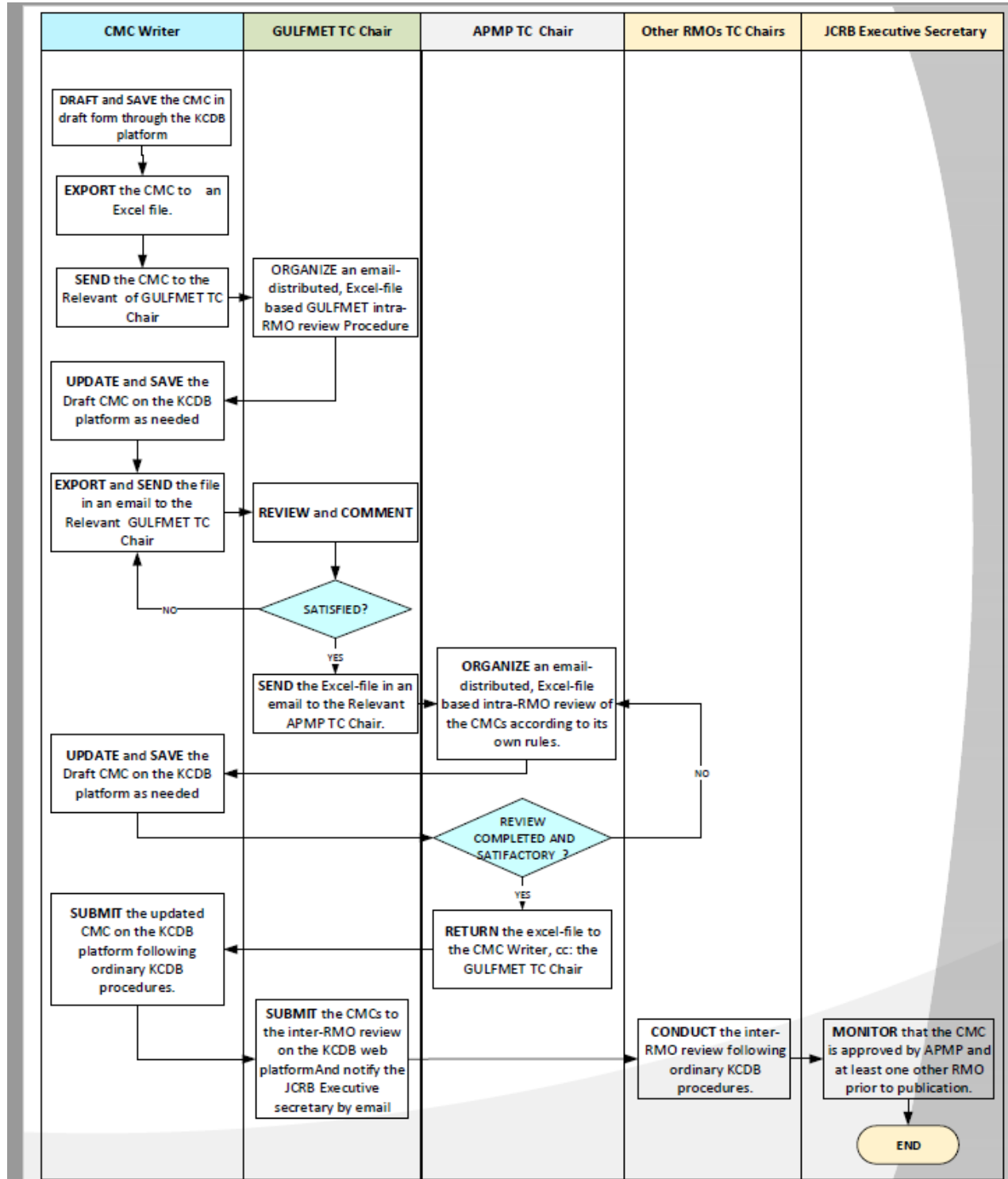
We understand that GULFMET wishes to perform a review prior to any formal submission, so the CMC Writer sends the CMC to the Chair of GULFMET TC EMTF.

3. The GULFMET TC EMTF Chair organizes an email-distributed, Excel-file based intra-RMO review according to the procedures agreed within GULFMET.

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Approved by JCRB.

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4. The CMC Writer updates and SAVE the Draft CMC on the KCDB platform as needed.
 5. The CMC Writer EXPORT and sends the file in an email to the GULFMET TC EMTF Chair.
 6. When satisfied with the CMC, the GULFMET TC EMTF Chair sends the Excel-file in an email to the APMP TCTF Chair.
 7. The APMP TCTF Chair organizes an email-distributed, Excel-file based intra-RMO review of the CMCs according to its own rules.
 8. The CMC Writer updates and SAVE the Draft CMC on the KCDB platform as needed. At the end of the review process, the CMC Writer EXPORT and sends the file to the APMP TCTF Chair.
 9. When satisfied, the APMP TCTF Chair returns the excel-file to the CMC Writer, cc: the GULFMET TC EMTF Chair, informing that the APMP review has been conducted with satisfactory results and that the CMCs are ready to be submitted to the inter-RMO review.
 10. The CMC Writer submits the updated CMC on the KCDB platform following ordinary KCDB procedures.
 11. The GULFMET TC EMTF Chair submits the CMCs to the inter-RMO review on the KCDB web platform as signed off from GULFMET. At the same time, the GULFMET TC EMTF Chair sends an email to the JCRB Executive secretary to inform of the CMC IDs that have been submitted.
 12. TC Chairs from the other RMOs conduct the inter-RMO review following ordinary KCDB procedures.
 13. As APMP has conducted the intra-regional review on behalf of GULFMET, the JCRB Executive Secretary will monitor that the CMC is approved by APMP and at least one other RMO prior to publication.

6. Process flowchart



7. Record Generated by this process.

- CMCs Excel-file.

End of the Procedure