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# GULFMET TC Chairs & Secretaries Leader framework

GULFMET SECRETARIAT

GULF ASSOCIATION FOR METROLOGY (GULFMET)



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## 1- Introduction

The GULFMET Secretariat held during the online GULFMET week event (06-10 June 2021) the elections for the GULFMET TC Chairs and Secretaries whose term has expired, based on the Guideline for the Work of the GULFMET TCs and the procedure for electing the Chairs and Secretaries.

For the tasks to be transferred from the current TC Chairs and Secretaries to the elected TC Chairs and Secretaries, the GULFMET Secretariat was assigned to prepare a replacement plan during the transitional period stipulated in the election procedure and its duration is (6) months, in which the elected TC Chairs and Secretaries are trained and qualified.

Accordingly, Mr. Jon Bartholomew was assigned the task of directing and supervising the elected TC Chairs and Secretaries under the title of **TC Chairs and Secretaries Leader**, and according to the following framework:

## 2- Scope of Responsibilities

The TC Chairs and Secretaries Leader is responsible for supervising and directing TC Chairs and Secretaries, except for the GULFMET TC legal.

## 3- Appointment

The TC Chairs and Secretaries Leader is appointed upon the recommendation of the GULFMET Secretariat and the majority approval of the GULFMET members.

## 4- Selection

The TC Chairs and Secretaries Leader is selected from one of the former TC Chairs, based on the experience, technical, administrative, and communication skills, in addition, fluent in English and a high level of knowledge in the work of the TCs.



## 5- Duration

The TC Chair and Secretaries Leader shall supervise and direct the GULFMET TC chairs and secretaries for three years, renewable based on a recommendation from the GULFMET GA and the majority approval of the GULFMET members.

## 6- Duties and Responsibilities

The TC Chair and Secretaries Leader shall undertake the following tasks and responsibilities:

- 1- Supervise and direct the TC Chairs and Secretaries to carry out their work as per the TC Guideline and the requirements of the International Bureau of Weights and Measures (BIPM) and its TCs.
- 2- Provide advice and support to the TC Chairs and Secretaries on the technical and administrative matters related to the tasks and scope of the relevant TC.
- 3- Consult with TC Chairs and Secretaries in the decision-making process to ensure adherence to the directives of the Joint Committee of Regional Metrology Bodies and the International Bureau of Weights and Measures (JCRB).
- 4- Raise the level of performance and competency of TC Chairs and Secretaries by presenting an integrated and intensive training plan to GULFMET members for approval.
- 5- Invite, prepare, chair, and manage the annual TC Chairs and Secretaries meeting and following up on the implementation of its recommendations and decisions in coordination with the GULFMET Secretariat.
- 6- Report on the progress of the work of the TCs and present a semi-annual report to GULFMET GA.

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