

SADCMET TECHNICAL COMMITTEES & WORKING GROUPS

1. SADCMET shall have five standing Technical Committees, namely

SADCMET TC-1, addressing all issues and dealing with all actions arising from SADCMET's membership of the Joint Committee of Regional Metrology Organisations (JCRB) and the BIPM through AFRIMETS as the RMO for Africa. 1.2 SADCMET TC-2, dealing with SADCMET's needs for Metrology Education and Training.

1.3 SADCMET TC-3, promoting the establishment and strengthening of National Metrology Institutes (NMI's) and producing project proposals for submission to SADC Governments and potential funding agencies on the establishment and strengthening of National Measurement Standards in those SADC member states, which currently have no such facilities, or inadequate metrology facilities.

1.4 SADCMET TC-4, dealing with the harmonisation of metrology-related legislation in member states.

1.5 SADCMET TC-5, dealing with metrology support for small and medium enterprises (SMEs) in SADC member countries, in order to assess and improve their measurement system. It will also focus on creating awareness on the importance of metrology in facilitating trade in the region.

2. Further SADCMET Technical Committees may be formed at any time by a decision at a SADCMET Committee meeting.
3. The SADCMET Committee shall approve the Terms of Reference of each Technical Committee.
4. The SADCMET Committee shall elect technical Committee Chairpersons for a two-year term. They may be re-elected for consecutive terms (without limitation to the number of terms).
5. Except for the five standing Technical Committees, at least three SADCMET members must be members of any temporary Technical Committee and Working Group established to carry out a specific function/task.
6. Technical Committee Chairpersons or their nominated representatives shall present a report on the work of their Technical Committee during SADCMET Committee meetings.
7. SADCMET members may join any Technical Committee at any time by nominating a representative and informing the TC Chairperson and the Secretariat of this nomination.

8. The quorum for Technical Committee meetings shall be three members for committees of four members or more and two members for committees with a membership of three.
9. A SADCMET Technical Committee may form as many Working Groups as it requires for efficiently carrying out its mandate.
10. The Technical Committee shall approve the Terms of Reference of each Working Group.
11. The Technical Committee members shall elect Working Group Chairpersons for a two-year term. They may be re-elected for a maximum of 2 consecutive terms (without limitation to the number of terms.)
12. Technical Committee members may join any Working Group at any time by nominating a representative and informing the TC Chairperson, the Working Group Chairperson and the Secretariat of this nomination.
13. The nominated (official) SADCMET representatives shall be put on the mailing list of all TCs and Working Groups (in accordance to clauses 7 and 12).
14. The quorum for Working Group meetings shall be two members.
15. Each SADCMET member shall have a single vote on a Technical Committee or Working Group of which it is a member.
16. Observers may attend Technical Committee and Working Group meetings at the discretion of the Chairperson.
17. Technical Committee and Working Group members shall be sent a draft agenda for a meeting and corrected minutes of the last meeting at least four weeks in advance of the meeting.
18. The Technical Committees or Working Groups shall attempt to reach decisions by consensus whenever possible in the opinion of the Chairperson.
19. Draft minutes of Technical Committee or Working Group meetings shall be circulated to Committee members two months prior to a meeting, with comments on and corrections to the draft minutes having to reach the Secretariat not later than four months after the meeting.
20. Apart from meetings, Technical Committees and Working Groups are encouraged to carry out their work by any suitable means at their disposal. Such means shall include phone, fax, e-mail, video-conferencing, Internet chat sessions, virtual meetings and any similar technologies that may develop. Decisions reached by such means shall be subject to the same conditions as are applicable at meetings and shall be equally acceptable.