



European Coordination Group for Notified Bodies in Legal Metrology

Bylaws

Date: 18 May 2021

VERSION 1.0

This Bylaws Version 1.0 was adopted by the NoBoMet General Assembly and comes into force on 18 May 2021.

Name

The name of the group is NoBoMet which is the Notified Body Coordination Group for Legal Metrology.

Purpose

According to article 35 of the NAWID (2014/31/EU) and article 40 of the MID (2014/32/EU) Member States shall ensure that the Bodies notified by them participate in the work of a sectoral or cross-sectoral group or groups of Notified Bodies, directly or by means of designated representatives. It is an obligation of the European Commission to ensure that appropriate coordination and co-operation between Bodies notified under the directives are put in place and properly operated. NoBoMet is recognized as coordination group of Notified Bodies for both directives as agreed between the Commission and the national coordinators of legal metrology during the Working Group Measuring Instruments (WGMI) meeting on 22 November 2019.

The purpose of the group is to support Notified Bodies in the daily operation, share information, encourage a uniform way of working of the Notified Bodies and to promote their position in the field of metrology. In accordance with NAWID article 23(11) and MID article 27(11), Notified Bodies shall participate in the activities of NoBoMet or ensure that the information provided thereby is disseminated to the personnel of the Notified Bodies performing conformity assessment activities. As official representative of the Notified Bodies in Europe the group strengthens a consistent legal metrology infrastructure, co-operates and promotes permanent relationship with internationally recognized organizations like market surveillance authorities, standardization bodies, EA, WELMEC and OIML.

It is the common interest of the Members to elevate conformity assessment of measuring instruments in the EU on a higher level, to improve the social position of the Notified Bodies and to exchange information on relevant issues as regulations, technical issues and social developments, as well as issues related to the operation of the group. Members discuss current topics and develop procedures and strategies related to conformity assessment in legal metrology.

Members

Members of NoBoMet are all Bodies notified under the Directives 2014/31/EU and 2014/32/EU, as per definition, as well as designated representatives established by the state responsible for the notification of these Notified Bodies, and the European Commission. A Notified Body may decide whether to participate in NoBoMet directly or to be represented by a designated representative such as a national coordination group for Notified Bodies. Designated representatives shall declare which Notified Body or Notified Bodies they represent and ensure the Notified Bodies

receive the documents and information on decisions worked out by the group. Each directly represented Notified Body and each designated representative has one vote.

Members shall register in the NoBoMet workspace on CircaBC which is the official website of NoBoMet to actively participate in the work of NoBoMet. The NoBoMet workspace will list all registered Members.

Membership of a Notified Body ends when that Notified Body loses its notification. Membership of a designated representative ends when that designated representative loses its designation. Commitments and responsibilities will be discharged unless agreed otherwise.

Bodies of the Group

The bodies of NoBoMet are the

- Chairperson and Vice-Chairperson
- Executive Board
- General Assembly

The Chairperson, the Vice-Chairperson and the Members of the Executive Board and General Assembly are natural persons. These offices are to be fulfilled by representatives of Notified Bodies or designated representatives.

Chairperson and Vice-Chairperson

The Chairperson and Vice-Chairperson are Delegates from two different Members. The Chairperson is elected one year prior to taking office and holds the status of Chairperson-elect until he or she takes office.

The Chairperson represents NoBoMet to the public, to organizations and groups and is responsible for the information circulated via the NoBoMet workspace on CircaBC. Main tasks include the review of reports, chairing the meetings, promoting discussions to reach consensus, co-ordinating work and decision of topics for Executive Board and General Assembly meetings. The Chairperson may, if necessary, involve experts who are not part of a Member for a limited period of time.

Executive Board

The Executive Board supports the Chairperson and Vice-Chairperson and consists of the

- Chairperson
- Vice-Chairperson

- Chairperson-elect
- Executive Manager
- up to four elected Corresponding Executive Members
- Representatives of the European Commission as observers

The Executive Manager is the contact person for the public and for NoBoMet Members and is named by the Chairperson and Vice-Chairperson. He or she is responsible for the day-to-day operation and consults with the Chairperson on the technical part of meetings and information documents. The Executive Manager coordinates topics addressed to the group and directs them to the appropriate member or group of members.

The Corresponding Executive Members support the Chairperson in his or her tasks.

The role of the European Commission is to promote harmonized application of the Directives 2014/31/EU and 2014/32/EU.

General Assembly

The General Assembly consists of a permanent representative (Delegate) for each Member. The Member may nominate a second person to attend meetings.

The General Assembly elects the Chairperson and Vice-Chairperson in a period of three years. Elections shall be held by secret ballot or by electronic voting. Elections require absolute majority of valid votes cast. Abstentions do not count as votes cast.

The NoBoMet General Assembly elects the Corresponding Executive Members in a period of three years. Elections shall be held by secret ballot or by electronic voting. Elections require simple majority of valid votes cast. Abstentions do not count as votes cast.

Secretary

The European Commission provides the Secretary which is responsible for the administrative work such as providing an infrastructure for meetings, registration of participants, distribution of information documents and IT support.

Project Groups

If necessary, the General Assembly may establish project groups to work on specific subjects chaired by a representative of one Member. The Convenor of a project group records the results and reports to the General Assembly. A project group is resolved when the subject is considered as closed.

Rules of Procedure

Upon registration Members have access to all communication channels (meetings and NoBoMet workspace on CircaBC website). Information, policies, decisions and resolutions drawn up by the group shall be set available for and restricted to the registered Members via the NoBoMet workspace on CircaBC or E-Mail. In case of public interest in these subjects, the group shall set these available to the public. The language of the group is English.

Decisions are taken and resolutions are adopted on meetings or between meetings by electronic voting or by E-Mail. The bodies of NoBoMet will attempt to reach decisions by consensus whenever possible. If consensus cannot be reached decisions shall be taken by vote if at least 75% of all voting Members agree with the proposal. Abstentions do not count as a vote. All decisions of the General Assembly with dissenting votes have the status of a recommendation. Decisions and resolutions shall be recorded in the minutes.

The Executive Board holds combined presence and online (hybrid) or online meetings in periods as required. The General Assembly holds at least one annual hybrid or online meeting, chaired by the Chairperson. If considered necessary by the Executive Board or by Members, additional General Assembly meetings may be organized. The General Assembly is a closed session. The Chairperson may invite experts to meetings. Members have the right to bring topics to the agenda and shall submit their proposals at least six weeks before the meeting. Meeting documents are circulated among the Members at least four weeks before the meeting unless all participants agree to a shorter period of time. The minutes are prepared by the Executive Manager. Meeting documents are provided via the NoBoMet workspace on CircaBC. The documents sent to the General Assembly are not public. The General Assembly decides with a majority whether a resolution is public or not. Costs and expenses for participation in meetings are to be carried by the Member.

Updating the Bylaws will take place after announcement at least four weeks before and after discussion in the General Assembly meetings. Decisions on modification of or amendments to the Bylaws are made according to the voting rules for decisions as defined in these Bylaws.