

TERMS OF REFERENCE OF THE ACCSQ WORKING GROUP ON LEGAL METROLOGY (WG 3)

Background

In response to the recommendation of the representatives of national bodies responsible for legal metrology in ASEAN Member States, the 17th ASEAN Consultative Committee for Standards and Quality (ACCSQ) Meeting held on 12-13 March 2001 in Phuket, Thailand agreed to set up the Working Group on Legal Metrology (WG 3) under the ACCSQ.

At the 47th meeting of the ACCSQ held on 25-27 April 2017, the ACCSQ revised its terms of reference (TOR) in line with the mandate provided under the ASEAN Trade in Goods Agreement (ATIGA) and to be in line with the ASEAN Economic Community (AEC) Blueprint 2025 and ASEAN Standards and Conformance Strategic Plan 2016-2025. The ACCSQ then mandated the working group and product working groups under its purview to review their terms of references to align the with ACCSQ TOR.

Article 1: Objectives of WG 3

The following are the main objectives of the WG 3:

- 1) To align legal metrology in ASEAN to support the objectives of the ASEAN Free Trade Area (AFTA), AEC Community 2015 and AEC Vision 2025, and to ensure that the modernisation of legislation in legal metrology by ASEAN Member States will not result in the introduction of technical barriers to trade.
- 2) To establish ASEAN cooperation in the area of legal metrology and to improve the national legal metrology systems, through cooperation in technology, human resources and management expertise.
- 3) To cooperate with ASEAN bodies responsible for scientific metrology in order to complement and support the development of cohesive metrology infrastructure in ASEAN.
- 4) To hold discussions and promote ASEAN interest in legal metrology with other national, regional and international organisations.

Article 2: The Terms of Reference of WG 3

The WG 3 shall:

- i) Formulate recommendations on the integration of legal metrology on trade in ASEAN taken into consideration the capacity and capability of the AMS, including but not limited to legal metrology procedures and systems.
- ii) Harmonise technical requirements on legal metrology procedures and instruments in line with International Organisation on Legal Metrology (OIML) Recommendations.
- iii) Develop and implement action plan in line with the mission, vision and goals of ACCSQ on standards and metrology and the ASEAN as a region
- iv) Collaborate with other bodies dealing with metrology issues, and with ACCSQ working groups and product working groups.
- v) Establish cooperation with donor agencies or dialogue partners to provide technical assistance on the development of the capacity and capability of AMS on legal metrology.
- vi) Where necessary, expand the work on legal metrology to cover safety, health and environment.

- vii) Engage legal metrology related industries and relevant private sector entities in the development and implementation of regional initiatives.

Article 3: Structure and Terms of Office

3.1 The Working Group shall comprise of:

- i) The Working Group Chairperson and Vice-Chairperson;
- ii) The representatives from the national bodies responsible for legal metrology or those nominated by ASEAN Member States to the Working Group;
- iii) A representative from the ASEAN Secretariat

3.2 The Working Group may form expert committee(s) or task force(s) to assist the Working Group to carry out specific activities.

3.3 The Working Group shall be established for a period of three years and will be renewed for another three years, subject to the approval of ACCSQ.

3.4 The tenure for the WG 3 chairmanship shall be for period of one year and followed by alphabetical order.

3.5 The Vice-chair will assume the chairmanship once the term of the current Chair expires and the next Vice-chair will follow on alphabetical order. In the event an AMS cannot take up the position of Chair or Vice-Chair, the next AMS by alphabetical order will be offered the position.

Article 4: Duties and Responsibilities of Chairperson, Vice- Chairperson and the Secretary

4.1 The Chairperson shall be responsible to the ACCSQ. He/she shall preside at every WG 3 meeting and ensures that all interests are heard, keep discussion to the point, judge when a consensus of opinion has been reached and express it by a summing up process in order that the minutes of meeting are clear and precise. The Chairperson shall conduct all meetings at all times in an impartial manner.

4.2 The Vice-Chairperson shall assist the Chairperson in fulfilling the duties and responsibilities under Article 4.1.

4.3 The ASEAN Secretariat will serve as secretary of the WG 3 and is responsible to the Chairperson of the WG 3. His/her duties shall include the convening of meetings, the submission of requests and forwarding decision of the meeting and approvals to the appropriate ASEAN Sectoral Body. He or she will also facilitate or assist Member States in preparing policy and/or technical papers for consideration at the Meetings, keeping a record of the minutes of meetings and monitoring the follow up actions from each decision made.

Article 5: Meetings and Procedures

5.1 Meetings of the WG 3 shall be held regularly at least once a year at such time and place as the WG 3 may decide. The Secretary shall summon a meeting giving 6 weeks' notice of the meeting when possible and the business to be transacted whenever he/she is directed to do so by the Chairperson. In case, there is an urgent matter for which the meeting needs to be convened then a shorter notice is allowed.

5.2 Any member of the WG 3 can request for a meeting with the approval of the Chairperson and Vice Chairperson after consultation with other members.

5.3 Meetings of the WG 3 shall be presided over by the Chairperson or, in his/her absence by the Vice Chairperson. In the event both the Chairperson and the Vice Chairperson are not available, the WG 3 members who are present may elect from among themselves a Protem Chairperson to preside the meeting.

5.4 Attendance by representatives from at least six member states shall be required to constitute a quorum.

5.5 Representatives from other sectoral bodies related to metrology and representatives from the relevant industry associations and other stakeholders may also be invited to participate as observers. However, decisions of the Meeting shall be achieved only through the consensus of the WG 3.

5.6 Representatives from other national, regional and international organisations that are interested in, and could contribute to the development of the WG 3, could be invited to take part in the WG 3 meetings.

5.9 The WG 3 shall report its recommendation and proceedings to the ACCSQ.

Adopted by the Members of the Working Group on Legal Metrology during the 28th WG 3 Meeting held on 13-14 December 2017 in Luang Prabang, Lao PDR.

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