

## **Statutes of the Technical Committees of the German Calibration Service (Deutscher Kalibrierdienst – DKD)**

**of 3 May 2011, as amended on 15 November 2019**

### **1. Objectives**

1.1 Providing support to the Board of the DKD in the development of calibration guidelines and guides at national level.

1.2 Periodic review of existing calibration guidelines and guides for the purpose of adapting them to current technical developments.

1.3 Informing the members about relevant decisions of the Board and about developments in the field of metrology and calibration.

1.4 Organisation of interlaboratory comparisons/comparison measurements between the members.

### **2. Responsibilities and tasks**

2.1 The Technical Committee shall develop recommendations to the Board of the DKD on activities to be performed or already performed, particularly on newly created or revised calibration guidelines and guides.

2.2 The Technical Committee shall organise the exchange of information and experience between its members.

2.3 The Technical Committee shall identify the needs of its members for training events and seminars.

2.4 The Technical Committee shall organise interlaboratory comparisons/comparison measurements for its members.

*For a better readability, this document generally uses the masculine form of function designations; this includes the feminine form.*

In case of doubt, the German original version of the document shall prevail.

2.5 The Technical Committee shall ensure the discussion of relevant topics and submit summary statements to the Board of the DKD.

### **3. Composition of the Technical Committee**

3.1 Chairmanship: The Chairman of the Technical Committee elected by the voting members of the Technical Committee.

3.2 Vice-chairmanship: The Vice-Chairman of the Technical Committee elected by the voting members of the Technical Committee.

3.3 Observers: Representatives of DAkKS

3.4 Management: Executive Office of the DKD, according to the currently valid schedule of responsibilities of PTB.

3.5 Members entitled to vote: All members of the Technical Committee who have been assigned to the respective Technical Committee by the Board or the Executive Office of the DKD.

3.6 The Technical Committee shall seek the support of external experts with respect to individual agenda items, if necessary.

3.7 The Chairman and Vice-Chairman shall be elected for a period of 3 years in accordance with § 6 of the Agreement in its currently valid version. Multiple re-election is possible.

### **4. Decision-making**

4.1. Unless otherwise provided for in the Agreement, the Technical Committee shall take decisions by simple majority. A broad consensus shall be sought. The number of votes cast against and abstentions shall be documented.

4.2 The Technical Committee shall commission the chairman or his deputy/deputies to implement relevant decisions, in particular to inform the Board of the DKD.

### **5. Procedural rules**

5.1 The Chairman shall convene meetings as and when required, but at least once a year. The Board decides on exceptions. The invitation to the meeting shall be issued at least four weeks before the date of the meeting. The meeting documents must be available at least two weeks before the meeting.

5.2 Between meetings, resolutions may also be adopted electronically.

5.3. During the meetings, the Chairman of the Technical Committee or his deputy/deputies shall report on issues from the Board, if required

5.4 Minutes of each meeting of the Technical Committee shall be drawn up. These minutes shall contain the resolutions and shall be published in the access-protected

area of the homepage (internal web of the DKD). Unless otherwise agreed, the decisions are confidential.

5.5 The Chairman of the Technical Committee may allow other persons to attend the meetings as guests. This must be done in consultation with the Executive Office of the DKD.

5.6 The Chairman may establish sub-committees to deal with specific issues. The creation of a sub-committee is to be justified and notified to the Executive Office of the DKD. The minutes and the attendance list of the sub-committee shall be forwarded to the DKD Office. The formation of the sub-committee and its dissolution requires the approval of the DKD Office.

## 6. Amendment of the statutes

Amendments to the Statutes shall be subject to the rules governing their adoption, see § 6 of the Agreement in its current version.

Deutscher Kalibrierdienst (DKD)  
Braunschweig, 15 November 2019

*On behalf of the Board of the DKD  
signed Dr Peter Ulbig  
Chairman*