



Agreement

23 October 2012

PREAMBLE

Although the realization of units and maintaining national metrology standards is the responsibility of national metrology institutes, the ultimate task of dissemination of traceability towards industry is usually carried out by number of accredited and non-accredited calibration labs.

In many countries these calibration labs form associations to establish a good cooperation between them, to exchange information and to support the calibration sector.

The European Calibration Association (furthermore called EUROCAL) aims to become a forum for the coordination and harmonization of cooperation among associations of calibration laboratories, primarily, but not exclusively, from EU countries. EUROCAL is professional interest group with main focus on exchange of information and knowledge between national associations in the field of calibration.

EUROCAL aims to cooperate with the so-called 4E European institutions i. e. EURAMET, EA, EUROLAB and EURACHEM.

This has been agreed between ČKS, DKD and KZSR on the meeting on 23rd October 2012.

Jiří Kazda



Peter Ulbig



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§ 1

SUBJECT OF THIS AGREEMENT

1.1 The parties taking part in this agreement declare with their signing their will to cooperate in the field of calibration on an European level. For this reason they join forces under EUROCAL.

1.2 EUROCAL establishes an executive committee of one representative of each participating association of calibration labs. This committee supports EUROCAL in all concern.

1.3 The parties agree upon the fact, that neither by the conclusion of this agreement nor by the effective cooperation any kind of legal entity is established.

1.4 The parties taking part in this agreement will be called members in the following.

§ 2

GOALS, ACTIONS

2.1 The main goals of this agreement are improving, strengthening and harmonizing the European sector of calibration laboratories.

2.2 These goals shall be reached by processing the following actions:

- a) supporting the information exchange between members about developments in the field of calibration,
- b) coordinating the creation, improvement, unification, maintenance and international acceptance of calibration guides or other technical documents with the aim of assuring their correctness and required quality level, based on knowledge and experience of calibration laboratories and their experts within Europe,
- c) developing EUROCAL common positions regarding accreditation with the aim to present opinion and coordinated interests of European calibration lab associations, representing large number of calibration laboratories, towards the advisory board of EA and EA itself
- d) cooperating with EURAMET, EA, EUROLAB and EURACHEM,
- e) supporting interlaboratory comparisons/proficiency tests.

§ 3

MEMBERSHIP

3.1 The membership in EUROCAL is generated after decision of the executive committee and by acceding to this Agreement with the signature of the written accession declaration form according to the Annex of this agreement. Membership may not be claimed by interested parties. Every member appoints one contact person for the contribution to EUROCAL. Each member has one vote.

3.2 For the cooperation in EUROCAL the following types of membership are possible:

- a) ordinary members,
- b) associate members,
- c) honorary members.

3.2.1 Ordinary membership is open to all European associations of calibration laboratories.

3.2.2 Associate membership is open to all interested parties with active relationship to subjects of EUROCAL focus.

3.2.3 Honorary membership is related only to individuals and can be proposed by members.

3.2.4 The EUROCAL executive committee decides on the admission of all kinds of members. The request on membership can be refused by the executive committee without stating the reasons.

3.3 Every member is able to resign the membership in this agreement at any time. The notice of termination has to be sent in written form to the executive committee.

3.4 For good cause only, membership according to this agreement can be terminated after unanimous decision of the executive committee. This may occur but is not limited to the following cases:

- a) the willful violation of interests of EUROCAL or its impairment,
- b) any crude offence against the goals and objectives of EUROCAL.

In case of an intended expulsion of a member the executive committee shall justify the reasons for the planned decision in writing. Within a period of 30 days the member has the right to protest against this intention by a written statement or may give information that it would like to defend itself in front of the executive committee. In this case the executive committee shall invite this member to a meeting in writing for this purpose.

3.5. The participation in this agreement and the membership in EUROCAL are free of charge. Every member has to cover its own costs, e. g. for the participation in meetings/events of EUROCAL. All contributions of the members to EUROCAL have to be provided without any costs.

§ 4

COMMITTEES OF EUROCAL

4.1 Committees of EUROCAL are

- a) the executive committee,
- b) technical committees.

4.2 Voting rules:

4.2.1 Only the casted valid ballots are respected. Abstentions are regarded as invalid votes and therefore not as votes cast.

4.2.2 Unless otherwise agreed, decisions shall be based upon the simple majority of the valid votes cast. In case there is no majority obtained a run-off ballot has to be applied. This applies also for elections. Elected is, who obtained the simple majority of the votes. In the event of equality of votes the person chairing the meeting shall have the casting vote.

§ 5

EXECUTIVE COMMITTEE

5.1 The executive committee is responsible for all issues of EUROCAL as far as these issues are not delegated to a technical committee. The executive committee is especially responsible for the admission and exclusion of members and the setting of technical committees. In addition the executive committee is responsible for the approval of documents which shall be released.

5.2 The executive committee consists of the contact persons of all members. The members elect the chairperson and the vice chairperson. The executive committee has the quorum if 1/2 of all members are present or take part in written or electronic ballot. Only for changes to this agreement a quorum of 2/3 of all members is valid.

5.3 The chairperson and the vice chairperson are authorized to issue statements on behalf of the executive committee.

5.4 The executive committee is free to decide on internal rules of procedure, which enter into force by acceptance of 2/3 of all members. In case of deviating rules between this agreement and internal rules, this agreement is overriding.

5.5 If the chairperson or the vice chairperson withdraw the executive committee has to carry out an election which can also be done in writing within 30 days.

5.6 The executive committee is taking decisions in meetings or via electronic ballot. The chairperson, or in case of his prevention the vice chairperson, has to invite to such meetings/electronic ballots. A period of four weeks has to be followed. An agenda/proposal for a ballot has to be distributed with the invitation.

5.7 The executive committee should meet on an annual basis for an ordinary meeting. An extraordinary meeting has to be hold if requested by 1/3 of the members.

5.8 Procedures for urgent decisions can be defined in rules of internal procedures.

5.9 For all meetings minutes have to be prepared which includes decisions and a list of participants.

§ 6

TECHNICAL COMMITTEES

6.1 The executive committee can establish technical committees for certain technical fields and define for which tasks the technical committee shall be responsible, e. g. the development of calibration guides or other relevant documents. Every member of EUROCAL is allowed to take part in the work of the technical committees by one representative, who is also allowed to vote. Additional representatives of one member are allowed to take part as guests.

6.2 The executive committee decides on introducing and finishing of technical committees.

6.3 The members of a technical committee elect their TC-chairperson and their vice chairperson each with simple majority of the valid votes cast. The chairpersons are elected for a period of three years or a different period according to a decision of the executive committee. The vice-chairperson is responsible for supporting the chairperson during the meetings, especially concerning drafting the minutes.

6.4 The TC-chairperson has to report to the executive committee once per year or on request. Any minutes of meetings of technical committees have to be provided to the executive committee. The TC-chairperson shall organize the cooperation between all members by meetings or electronically and shall provide all necessary documents.

6.5 The TC-chairperson is responsible for conducting meetings and appoints one member to write the minutes. For all meetings and all decisions minutes have to be generated. The minutes and the attendance list have to be send to the chairperson of the executive committee.

6.6 The decisions of the technical committee have to be made with simple majority of all participating members. The chairperson shall explain decisions to the executive committee on request.

§ 7

MEDIATION COMMITTEE

7.1 Any dispute or conflict regarding the content of calibration guides or other complaints have to be submitted to the chairperson in writing. The chairperson will forward the claim to the arbitration tribunal for binding arbitration. Any dispute should be settled amicably as far as possible,

7.2 The arbitration tribunal shall consist of the chairperson and the vice-chairperson and the responsible TC-chairperson if applicable. Further participants can be invited.

7.3 The executive committee will provide terms of reference for the arbitration tribunal which have to be approved by the members.

7.4 The procedure and the results of an arbitration process have to be reported in writing.

§ 8

MISCELLANEOUS

8.1 This agreement enters into force on 23rd October 2012 and is valid for an indefinite time.

8.2 Withdrawal from this agreement has to be done in written form to the Chairperson.

8.3 Changes or supplements to this agreement have to be made in writing.

8.4 All EUROCAL documents and communications have to be done in English language. The members of EUROCAL are encouraged to translate any of these documents and communications into their native language.

Annex:

Written declaration form for accession



Declaration of accession

The executive committee has accepted membership in EUROCAL of

company/organization/person

country:

name:

represented by:

on the basis of:

ordinary membership

associate membership

honorary membership.

By signing this form, XXX declares accession to the EUROCAL agreement from 23rd October 2012 by taking over all rights and duties as given by the agreement with effect from

Name of the contact person with address, e-mail address and phone number:

Place, Date, Signature of applicant:

Decision of EUROCAL executive committee: accepted refused

Place, Date, Signature of EUROCAL Chairperson:
