

## DOE METROLOGY COMMITTEE

# GUIDELINES

## FOR THE GENERATION AND DISSEMINATION OF METROLOGY COMMITTEE POSITION PAPERS

Adopted: July 20, 1998



### 1. PURPOSE

These guidelines establish the methodology for the development, review, approval, and dissemination of Position Papers reflecting the recommendation of the Metrology Committee on issues related to the objectives of the committee as stated in the bylaws and charter.

### 2. SCOPE

This guideline applies to all Position Papers developed by the DOE Metrology Committee.

### 3. DISCUSSION

#### 3.1 Sources of Position Papers

- 3.1.1 Steering Committee. The DOE Metrology Steering Committee is primarily responsible for evaluating the need for a Position Paper and for establishing a Position Paper working group to generate the document.
- 3.1.2 Metrology Committee Members. Any standing member of the DOE Metrology Committee may, and is encouraged to, submit suggestions for Position Papers to the Steering Committee for consideration.
- 3.1.3 Other Organizations. Other organizations may suggest, request, or submit a proposal for a Position Paper through a liaison member who will, in turn, submit the proposal to the Steering Committee for consideration.

#### 3.2 Roles of Participants

- 3.2.1 Position Paper Working Group. Position papers prepared by the Working Group shall be clean, concise, and complete, in rough draft form; in accordance with the established format; and, requiring only minimum editing before publication. The Working Group should include as an ad hoc member, any individual member who provides input or other stimulus for a new Position Paper.
- 3.2.2 Steering Committee. The Steering Committee is responsible for final approval, or rejection, of all proposed DOE Metrology Committee Position Papers intended for publication. The Steering Committee is also responsible for the periodic review of published Position Papers and for their distribution outside of the DOE Metrology Committee.

#### 3.3 Promulgation of Position Papers

- 3.3.1 A suggestion for a Position Paper is submitted to the Steering Committee for consideration.

3.3.2 The Steering Committee commissions a Working Group to prepare a draft.

3.3.3 The Working Group prepares a draft and distributes the draft to all DOE Metrology Committee members for comments and critique. Revisions to the draft are made to resolve any and all issues raised from the comment responses. If significant revision is required, a second revised draft should be distributed to all members for review and comment. After a resolution of all comments and criticisms, the final paper is sent to the Steering Committee for approval. The approval package should contain the final draft of the Position Paper, a summary of any outstanding comments and criticisms, and a ballot form. When needed, reasons for disregarding any comments or criticisms should be included.

3.3.4 The Steering Committee reviews the proposed Position Paper and signifies acceptance or rejection by use of individual ballot to the Secretariat, who counts the ballots. Eight (8) affirmative votes are required for approval. The result and notification of action is transmitted to the general membership. Any changes to the final draft require the approval of a simple majority (6) of the Steering Committee.

3.3.5 The approved Position Paper shall be forwarded to the Secretariat for reproduction and distribution to all DOE Metrology Committee members and as otherwise directed by the Steering Committee.

3.3.6 Active Position Papers should be reviewed by the Steering Committee on a periodic basis for continued applicability and need for revision or deletion. The recommended interval is annually. A simple majority of the Steering Committee can, at any time, withdraw approval for a Position Paper or initiate a revision.



#### 3.4 Position Paper Formats. See Figure A



## **DOE METROLOGY COMMITTEE**

### **A TOPICAL SUBCOMMITTEE OF THE DOE TECHNICAL STANDARDS PROGRAM**

#### **Position Statement on**

#### **[Insert: TITLE OF THE POSITION PAPER]**

Date Issued: [Insert: date]

#### **FOREWORD**

This Position Paper was prepared by the Department of Energy (DOE) Technical Standards Program Metrology Committee to promote a better understanding of metrology [the science of measurement] within the DOE and to address issues associated with the implementation and use of metrology and metrology principles within the DOE. To be of real value this paper should be subject to periodic review. Thus, the DOE Metrology Committee welcomes comments and criticisms. Specific comments or suggestions should be addressed to the DOE Metrology Committee Steering Committee.

#### **DISCLAIMER**

The materials and information contained in this Position Paper are provided as an aid and guide to DOE and DOE contractors. It is based on the collective best judgment of the DOE Metrology Committee and has been approved by the DOE Metrology Committee Steering Committee. This Position Paper does not necessarily represent DOE Policy nor the opinion of each member of the DOE Metrology Committee or their laboratories.

Position Paper Content should include, as a minimum:

1. Introduction Paragraph
2. Current Situation
3. Proposal or Position Advocated
4. Cost/Benefit Analysis
5. Conclusion