MATHMET
The European Centre for
Mathematics and Statistics in Metrology

Rules of Procedure

This paper extends the Memorandum of Understanding (MoU) of MATHMET by formalising procedures in MATHMET in the following areas:

- Membership of MATHMET;

- Obligations of the MATHMET Chairs;

- Dedicated MATHMET publications and recommendations;

- Organization of MATHMET workshops;

- Publications on and maintenance of the MATHMET website.

These procedures were endorsed by the MATHMET General Assembly in Berlin, Germany on July 12th 2016.

1. MATHMET Membership

The types of membership and the preconditions for eligibility are specified in the MoU section 1.4. The rules of procedure extend the MoU by specifying the application process and rights and duties of members.

The application for membership has to be submitted in written form to the MATHMET Chair. It should clarify the motivation for becoming a member of MATHMET. The MATHMET General Assembly decides the acceptance of the application within one month of receipt of the application.

The application for Full and Associate Membership has to contain a brief summary of the applicant's significant contribution to the aims of MATHMET, documented in a scientific track record. Applicants for Full and Associate Membership have to clarify their ability to contribute to MATHMET and the MATHMET General Assembly by nominating delegates with appropriate scientific background. According to MoU section 1.8, decisions about acceptance of application for Full Membership have to be made unanimously by the Full Members of the General Assembly.

All MATHMET members have the right to submit to the General Assembly suggestions for projects, publications, workshops and other activities of MATHMET. MATHMET Full Members are obliged to attend meetings of the General Assembly, see also section 1.9 of the MoU.

2. MATHMET Chairs

Election of the MATHMET Chair and co-Chair is detailed in the MoU section 1.10. The rules of procedure extend the MoU by describing the work of the Chairs.

The MATHMET Chairs primarily represent MATHMET at international conferences, workshops and seminars and in any affairs with external parties. The MATHMET Chairs initiate meetings of the General Assembly.

The MATHMET Chairs actively promote collaboration and communication within MATHMET and

collaboration of MATHMET with external parties. The MATHMET Chair can delegate individual tasks to the co-Chair and other qualified representatives of a Full Member.

3. MATHMET Publications

An important goal of MATHMET is to promote best practice in mathematics and statistics for metrology. This is to be achieved by establishing dedicated guidelines and procedures, and by recommending existing related work.

Publications and recommended work have to be of high scientific excellence and reviewed by the MATHMET Full Members. Decisions upon publications and recommendations are decided by the MATHMET Full Members in accordance with MoU section 1.8.

4. MATHMET Workshops

In order to promote and disseminate the scientific work of MATHMET members and to support collaboration with external parties, a dedicated MATHMET Workshop shall be held regularly on a three-year interval. Specific dates and places are to be suggested by the General Assembly according to MoU section 1.8. Dedicated MATHMET workshops and sessions at other conferences and events can be proposed by all members and are decided by the Full Members.

Each MATHMET Workshop is to be organized by a MATHMET member, or an external party nominated by the General Assembly and supervised by a dedicated MATHMET member. The organizing MATHMET member is responsible for all organizational and financial obligations.

5. MATHMET Website

A dedicated MATHMET website is maintained by the MATHMET secretariat. The aim of the website is to provide an information portal for third parties interested in mathematics and statistics for metrology. The website informs about relevant scientific activities of MATHMET members and disseminates the outcomes of selected projects. The MATHMET General Assembly decides which projects and activities are to be included.

MATHMET publications and software according to section 3 have to be published in a dedicated part of the website to distinguish them from other information about scientific activities and publications.

The website provides a database of relevant scientific publications in peer-reviewed journals. Each MATHMET member can suggest to the MATHMET secretariat publications for inclusion in that database. The decision upon acceptance is made by the MATHMET Chair, but the Chair can delegate this authority to the co-Chair. The MATHMET Chair reports at each MATHMET General Assembly on publications accepted and rejected for inclusion in the database. Where a publication is rejected, the reason for rejection will be given.

Informative texts in the form of weblog-like articles can be provided in a dedicated area of the website. Any MATHMET member can suggest an article to the MATHMET secretary for publication in this area. The decision upon acceptance is made by the MATHMET Chair, but the Chair can delegate this authority to the co-Chair. Corresponding articles are published under the name of its author(s) to distinguish them from dedicated MATHMET publications.

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In order to increase the visibility of the website and the work of MATHMET members, information about new publications, workshops, projects and other selected information can be published in dedicated social media channels. These publications are organized by the MATHMET secretariat. The selection of suitable social media and establishment of generic rules for selecting information to be published are decided by the MATHMET General Assembly.