1. **CHARTER**

1.1 Collect, develop and disseminate analytical information on measuring and test equipment and measuring standards and processes to promote improvements in measurement quality assurance (MQA) and measurement quality metrics (MQMs). This includes the identification and description of mathematical, scientific and administrative parameters and the development of guidelines for statistical or Bayesian methods related to measurement models, measurement reliability, calibration intervals, process control, measurement uncertainty, uncertainty growth, measurement decision risk, and economic metrology decision support.

1.2 The Vice President of Standards and Practices acts as the Metrology Practices Committee’s official Board of Directors point of contact.

2.0 **GUIDELINES**

2.1 Staff the MPC prior to the first Board meeting each year.

2.2 Schedule and hold organizational meetings as required, generally at least two working meetings per year, although in some instances mail, telecom, or email coordination may serve as well.

2.3 Prepare a written report to the Vice President of Standards and Practices for presentation at each Board of Directors’ meeting. The required report should include progress or lack of progress, as applicable, other MPC activity details, future MPC plans and goals, a listing of current MPC members and their affiliations, and other information that requires visibility. Submit the reports 15 days prior to each scheduled Board meeting, with copies to the Business Office and the Newsletter (Metrologist) Editor. Submit committee rosters to the NCSL International (NCSLI) Business office after the Annual Conference each year.

NOTE: Notify the President in writing of all items requiring Board action for inclusion on the meeting agenda at least 20 days prior to each Board meeting.

2.4 Prepare a written activity report when appropriate, summarizing achievements, personnel changes, future plans and goals, and meeting schedules. Target the report for Newsletter publication and submit it to the Newsletter Editor by the dates indicated in the Newsletter or by the first of February, May, August, and November, unless otherwise notified.

2.5 Prepare and submit to the Vice President of Standards and Practices an MPC annual budget forecast by August 15th of each year. After review and approval, the Vice President sends copies of the forecast to the Treasurer and Executive Vice President. No submission will indicate no budget request.
2.6 Control all MPC expenditures to conform to the approved budget. Identify potential overruns and expenses not specifically approved and notify the Vice President of Standards and Practices for the NCSLI President’s or Vice President’s approval.

2.7 Submit the MPC’s annual goals, objectives, and recommendations for future activities to the Vice President of Standards and Practices by August 15th of each year for presentation to the Board of Directors. After review, the Vice President will send a copy to the Executive Vice President to be published in the NCSLI’s Long-Range Plan.

2.8 Collect, evaluate and maintain reference material on MQMs and other MQA techniques and related material.

2.9 Develop and maintain recommended practices (RPs) and Newsletter articles to include:

RP-1 Calibration Intervals  
RP-12 Measurement Uncertainty  
RP-18 Measurement Decision Risk  
RP-19 Measurement Decision Support and Consequences

2.10 Monitor international and other outside metrology developments for effects on metrology practices and potential harmonization of NCSLI and outside documents.

2.11 Support other NCSLI committees as requested and resources allow.

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