



Figure 1: Dashboard for a TC Chair logged into the KCDB platform.

INTRODUCTION

Each TC Chair¹ has a dedicated role of **'TC Chair'** on the KCDB² platform that enables her/him³ to perform her tasks in the KCDB. It is easy to check whether you are logged into the KCDB as a TC Chair by clicking on 'CMC' in the menu. This will give access to the submenu **'My RMO space'** and to the underlying menu structure only when you are logged in as a TC Chair.

A TC Chair's main role in the KCDB is to manage the CMC review process within her own RMO for the intra-RMO review and to coordinate the RMO role during the JCRB review.

A NEW TC CHAIR'S FIRST STEPS - GETTING PREPARED

1. Check with your RMO secretariat that the JCRB Executive Secretary⁴ has been informed about your new role as TC Chair, i.e., as to whether you have been assigned the TC Chair role in the KCDB.
2. Log on to the KCDB using the credentials that were supplied to you to act as a TC Chair; check that you are able to see the dashboard shown above (Fig. 1) and that the filters correspond to your metrology area.

¹ TC and WG (for SIM) are here used synonymously.

² Access via www.bipm.org/kcdb

³ From now her/him is represented by "her"

⁴ <https://www.bipm.org/en/committees/jc/jcrb>

Please take your time at the start to become acquainted with the platform, and consult the guidance documents to gain confidence.



3. From the TC Chair's dashboard check the 'My RMO space' under 'CMCs without reviewer' and take note of CMCs waiting for review in your particular RMO.
4. Check the 'JCRB space' and 'Pending actions' and take note of the tasks awaiting action by your RMO in your role as TC Chair.
5. Discuss and conclude with your predecessor the distribution of workload and workflow practices in your RMO TC/WG and Consultative Committee, respectively: e.g., timelines for the JCRB review and tasks shared between RMOs. This helps to grade the possible items on your agenda from steps 3 and 4. It is possible to have a transition period between the former and new TC Chair in terms of user accounts.
6. Familiarize yourself with the [CIPM MRA-G-13 guidelines](http://www.bipm.org) (available from www.bipm.org) on the various processes involved to reach CMC approval and publication.
7. Get acquainted with any specific CC procedures that may have been put in place for CMC submission and review.

TC CHAIR'S TASKS AND OBTAINING HELP

8. The two tasks for a TC Chair on the KCDB web platform are: Facilitating the intra-RMO review and the JCRB review. For both tasks the TC Chair can execute the necessary actions on the KCDB web platform.
9. A comprehensive collection of training and assistance materials on the use of the KCDB web platform are available online from the following link '[Getting Started...](#)'. The materials can also be accessed from the [KCDB help pages](#) (see the KCDB home page). The material includes three video tutorials that address the role of the TC Chairs.
10. The TC Chairs receive notifications via e-mail when new actions are expected.

INTRA-RMO REVIEW

11. When a CMC writer has submitted a new or modified CMC claim, the CMC is automatically displayed on the corresponding TC Chair's dashboard under the *My RMO space's* submenu 'CMCs without reviewer'.
12. Each line in the list corresponds to a distinct CMC claim submitted by an NMI/DI for review. The review is carried out by one or more experts that the TC Chair can select/propose by actions undertaken using the dashboard.
13. To add a reviewer the CMC(s) must be selected and the button 'ADD Reviewer' on the top menu list clicked. Following this, a window will open prompting the TC Chair to select the reviewer(s) from a list and to indicate a review deadline for this CMC.
14. Conclusions from expert reviewers allocated to a CMC by the TC Chair – *accept* or *not accept* - are only recommendations. Review conclusions made by the TC Chair on CMCs can either be '*accept*' or '*revisions required*'. The TC Chair may also indicate '*not accepted*' – the CMC then becomes ineligible for any further review process. Any decision is made by the TC Chair exclusively.
15. When a CMC is returned to the Writer for revision, a clear indication for the motivation should be indicated via a comment tool available from the CMC form.
16. The TC Chair can decide to review any specific CMC directly by herself.
17. Once the TC Chair has decided the outcome, it cannot be altered.
18. All CMCs accepted by the TC Chair are to be submitted to the JCRB for review. The time for review may be coordinated within the Consultative Committee.
19. There are exceptional circumstances whereby a JCRB review is not necessary, see [CIPM MRA-G-13 Section 8](#).

Profit from your TC Chair role to interact with colleagues of different cultures. Please remember the possible language barrier when you communicate.



JCRB REVIEW

20. The JCRB review is the next stage to which all CMCs are submitted, following acceptance by the TC Chair. Accordingly, the CMCs move from the 'My RMO space' to the 'CMCs from my RMO' submenu under the 'JCRB review space'.
21. The TC Chair can take action on targetted CMCs submitted by other RMOs to the JCRB review and submits CMCs from her own RMO for vote when requested.
22. The CMCs that have been submitted for JCRB Review can be selected from the 'JCRB request for review' submenu. TC Chairs other than from the submitting RMO are asked to indicate whether or not they are willing to review the CMC within their RMO and to indicate a deadline for review completion.
23. TC Chairs have the option to consult the 'WG Chair dashboard' (read-only) where the RMOs that have accepted to review a CMC are displayed
24. If the TC Chair has accepted to review a CMC, the same functionalities appear as in the intra-RMO review process. The TC Chair can access the CMC from the 'CMCs without a reviewer' dashboard and may assign one or several reviewers using the menu bars. Additionally, the TC Chair must indicate a deadline for the review. Once indicated, this deadline is fixed. Once a designated reviewer has accepted to review a CMC, it will disappear from the 'CMCs without reviewer' dashboard and will be displayed in 'CMCs with reviewer'.
25. The TC Chair has the right to review a CMC by herself.
26. Conclusions from expert reviewers allocated to a CMC by the TC Chair – *accept* or *not accept* - are only recommendations. Review conclusions made by the TC Chair on CMCs can either be 'approved' or 'revisions required'. Any decision is made by the TC Chair exclusively.
27. When a CMC is returned to the Writer for revision, a clear indication of the motivation for the revision should be indicated via the comment tool available on the CMC form.
28. A CMC that has been revised and re-submitted by the Writer will be displayed in the 'CMCs from my RMO' area of the submitting RMO and a voting process should be initiated by the TC Chair of the submitting RMO. This is achieved via the 'SUBMIT CMC FOR JCRB VOTE' button.
29. The voting TC Chair will find the revised CMC, submitted for vote, in the "JCRB CMC with reviewers" area, with the status "JCRB: Waiting for vote". The vote is carried out by clicking "Approve" or "Not approve".
30. The results and status of the voting process may be consulted in the dashboard "JCRB vote tracking". By clicking on the CMC ID, the details of the voting process are displayed.