

Organizing Committee of Asia Pacific Workshop on Time and Frequency
Terms of Reference
(approved on 26-Nov-2013)

Charter

Technical Committee on Time and Frequency (TCTF) of Asia Pacific Metrology Programme (APMP) coordinates activities of National Metrology Institutes (NMIs) in the APMP region for Mutual Recognition Arrangements (MRA), establishment and maintenance of TAI (International Atomic Time), and technical developments in the field of time and frequency. TCTF is also expected to provide the link between technical activities of APMP and those of other regional metrology organizations and the International Bureau of Weights and Measures (BIPM) in the field of time and frequency. For these objectives and responsibilities, it is quite important to promote active research and developments by holding technical workshops to exchange state-of-the-art research findings and technical developments. The Asia Pacific Workshop on Time and Frequency (ATF) was firstly held in Tokyo, Japan in 2000 and regularly since then to provide a forum not only among NMIs of APMP but also among wider research community to exchange technical information and to support TCTF in this aspect. By recognizing the importance and indispensable value of the ATF, TCTF decided to set up the Organizing Committee of ATF since 2013 to ensure the regular holding of the ATF. Responsibilities of the Organizing Committee of ATF include:

- To discuss overall framework of ATF and determine its long range strategies.
- To review the submitted papers and prepare the program of ATF.
- To organize travel support program for the participants of ATF.
- To provide necessary coordination among Sponsoring Organizations.

Sponsoring Organizations

ATF is held by APMP TCTF with the sponsorship from Sponsoring Organizations. Each Sponsoring Organization bear the partial cost to hold the ATF. In case if an organization wishes to become a Sponsoring Organization, the organization should propose it to TCTF and TCTF approves the proposal. In case if a Sponsoring Organization wish to withdraw its sponsorship, the organization should propose the withdrawal and TCTF approves the proposal. The nominal amount of cost borne by one Sponsoring Organization is USD 5,000 for each ATF at the present time and is subject to change if necessary. The amount can be negotiated upon approval by the Organizing Committee. The allotment of the bearing cost is coordinated by the Organizing Committee.

Host Organization

In case if an organization wishes to host the ATF, the organization should propose it to TCTF. TCTF will consider the proposals for the ATF to be held in the following year at its annual meeting and decides approval or disapproval of the proposals. Responsibilities

of the Host Organization of ATF include:

- To plan and decide dates, place, and other details of the ATF.
- To issue call for papers and other announcements for the ATF.
- To provide necessary supports to the participants of the ATF.
- To prepare the venue and other facilities necessary to hold the ATF.
- To publish abstracts, proceedings, and other output materials of the ATF.

Collocating ATF with APMP General Assembly and Related Meetings is considered as one option but it is also possible to hold ATF independently from other events of APMP.

Members of Organizing Committee

Each Sponsoring Organization nominates one committee member to the TCTF. The Host Organization also nominates one committee member to the TCTF. The nominations have to be approved by the TCTF. TCTF can appoint additional committee members. The term of each member is two years and can be renewed. Chairman of the Organizing Committee is elected by the Organizing Committee. The term of the Chairman is two years and can be renewed only once. Thus, the Organizing Committee consists of the following members.

1. Chairman of the Organizing Committee (elected by members of the committee)
2. Delegates from Sponsoring Organizations
3. Delegate from Host Organization
4. Other members appointed by TCTF