



Section:	5. NTEP
Subpart:	5.1. Administration
Policy No.:	5.1.2.
Title:	Amending the US-Canada MRA
Effective:	October 7, 2009
Revised:	N/A

Amending the US-Canada MRA

Purpose: To establish proper procedures and communication protocol in instances where a proposal is made to amend the scope of the Mutual Recognition Agreements between the United States and Canada.

Background: At the request of Measurement Canada, the following policy has been considered and implemented by both, NCWM and Measurement Canada. It is necessary for have communication at the proper levels of both organizations so that requests are properly addressed and the intent and steps to be taken are clear. This process would also apply to a proposed reduction of scope.

Policy:

1. The procedures to this policy shall be followed for communication protocol related to proposed amendments to the Mutual Recognition Agreement between the United States and Canada.

Communication Process:

When the Need is Expressed by the United States of America:

1. NTEP Administrator advises the Board of Directors (BOD) and the NTEP Committee to seek direction.
2. BOD authorizes the NTEP Administrator to explore the need and impact of a potential expansion of the MRA and to consult. (BOD non-support would end the process at this point, NCWM members would be informed by the BOD/NTEP.)
3. NTEP Administrator consults key players (e.g. NTEP sectors, device manufacturers, etc.)
Note: This may lead to informal discussions with Measurement Canada (MC) Officials.
4. NTEP Administrator informs BOD of conclusions and provides recommendation.
5. If BOD supports expansion, it provides direction to the NTEP Administrator for engaging formal discussions with MC.
6. NCWM informs MC's President (directly or through the MC BOD Advisor) of NCWM's interest in expanding the scope of the MRA, providing as much detail as possible on the desired scope change.

7. MC to review the request and one of following two scenarios is to occur:
 - MC President informs the NCWM BOD (directly or through MC BOD Advisor) that MC does not wish to expand the scope at this time (Note: This would end the process. The rest of the steps do not apply) or,
 - MC President informs the NCWM BOD (directly or through MC BOD Advisor) that MC is prepared to engage discussions and work with NCWM to expand the scope.
8. MC and NCWM engage discussions and work.

When the Need is Expressed by Canada

1. MC's President approves possible work with NCWM on expanding the MRA scope.
2. MC's President (directly or through the MC BOD Advisor) informs the NCWM BOD of MC's interest in expanding the scope of the MRA, providing as much detail as possible on the desired scope change.
3. BOD reviews the MC request and one of following two scenarios is to occur:
 - The NCWM BOD informs the MC President (directly or through MC BOD Advisor) that NCWM does not wish to expand the scope at this time (Note: This would end the process. The rest of the STEPS do not apply.) or,
 - The NCWM BOD informs the MC President (directly or through MC BOD Advisor) that NCWM will be consulting and will then inform MC of the NCWM interest. BOD to authorize the NTEP Administrator to explore the need and impact of a potential expansion of the MRA and to consult.
4. NTEP Administrator consults key players (e.g. NTEP sectors, device manufacturers, etc.)
Note: This may lead to informal discussions with MC Officials attending NTEP sector meetings.
5. NTEP Administrator informs BOD of conclusions and provides recommendation.
6. If BOD supports expansion, it provides direction to the NTEP Administrator for engaging formal discussions with MC. The NCWM BOD informs the MC President (directly or through MC BOD Advisor) on the NCWM interest. (Note: Lack of NCWM interest ends the process. The rest of the steps do not apply.)
7. MC and NCWM to engage discussions and work.

Note: The above process should not prevent informal discussions on the subject matter. However, no discussions are formal until the NCWM BOD and MC's President have agreed to engage work toward expanding the scope of the MRA.