

CCTF
WGMRA Guideline 6
(August 2017)

Requirements for participation in the computation of UTC at the BIPM

Participation in the computation of UTC, with values for $[UTC - UTC(k)]$ and their uncertainties published in *BIPM Circular T*, is possible if the following administrative and technical requirements are met.

1) Administrative requirements

The requesting party (Institute or Organization) should send by e-mail to the Director of the BIPM Time Department:

- a letter of application requesting participation in UTC, including
 - a description of the time laboratory equipment;
 - the contact details of the recommended contact person; and
 - any additional documents listed below.
- a) For the National Metrology Institutes (NMIs) and Designated Institutes (DIs)¹ of Member States of the BIPM or Associates of the General Conference:

The Director of the BIPM Time Department will establish communication with the designated person and coordinate a trial period to evaluate their technical expertise as described in 2c below.

- b) For other Institutes located in a Member State or Associate:
- The Institute should include a statement explaining the motivation for maintaining a local realization of UTC;
 - The relevant NMI should provide a written statement of support for the contribution of the Institute to UTC.
- c) For International Organizations participating in the CIPM MRA:
- The Organization should include a statement explaining the motivation for maintaining a local realization of UTC.

If the Director of the BIPM Time Department considers the application of case 1b) or 1c) acceptable, communication will be established with the designated person and a trial period initiated (see 2c below).

2) Technical requirements

- a) The Institute/Organization must operate time facilities adequately equipped for contributing to UTC².
- b) The Institute/Organization must have the capacity to submit data to the BIPM on a continuous basis.
- c) The BIPM Time Department will evaluate the data submitted over a trial period of approximately three months before taking the decision to include (or not) the Institute in the calculation of UTC.

¹ Institutes designated in the field of time and frequency.

² Refer to [Guideline 8](#) for information on equipment.