

	COOMET Program	COOMET P1/2020
	<b>COOMET DEVELOPMENT PROGRAM FOR 2020–2022</b>	
Approved at the 30 <sup>th</sup> online COOMET Committee meeting (24 September 2020)		

Task A	Facilitation of international recognition of national measurement standards			
Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
<b>A.1.</b> Participation of NMIs and DIs of COOMET member countries in the implementation of the CIPM MRA	<b>1. (Ind-a.1.1)</b> Promoting actions necessary for signing the CIPM MRA by the authorized organizations of Armenia, Kyrgyzstan, Tajikistan	2020-2022	COOMET Committee members from Armenia, Kyrgyzstan and Tajikistan	The aim is to increase the number of countries, participating in the implementation of the CIPM MRA through COOMET and having CMC entries, published in KCDB ( <b>Ind-a.1.2</b> )
	<b>2. (Ind-a.1.11)</b> Performance of a set of operations to obtain the right to use the CIPM MRA logo by NMIS/DIs of COOMET member countries	2020–2022	COOMET Committee members from Azerbaijan, Uzbekistan, Armenia, Kyrgyzstan, Tajikistan	Subject to the implementation of item 1
	<b>3. (Ind-a.1.3)</b> Performance of a set of operations to implement the CIPM MRA by all countries, participating in the implementation of the CIPM MRA through COOMET	2020–2022	Representative of COOMET in JCRC, Representative of JCRC, TC 1.2-TC 1.12, TC 3.1 NMIs/DIs of COOMET member countries	The aim is to increase the number of CMC entries of countries, participating in the implementation of the CIPM MRA through COOMET ( <b>Ind-a.1.4</b> )
	<b>4.</b> Preparation and approval of the COOMET Program of comparisons	Annually	JCMS SC 4.2 COOMET Secretariat COOMET President	Approved by President at the Presidential Council meeting in November of the current year
	<b>5. (Ind-a.1.5)</b> Implementation and update of the approved COOMET Program of comparisons	On an ongoing basis	JCMS TC 1.2-TC 1.12 COOMET Secretariat	Discussion of the course of implementation of the Program at the Presidential Council and JCRC

Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
	6. Online maintenance of the Program of comparisons on the COOMET information resources	On an ongoing basis	JCMS, SC 4.2 COOMET Secretariat	
	7. Monitoring of the number of COOMET key and supplementary comparisons and number of completed and published COOMET comparisons	On an ongoing basis	TC 1.2-TC 1.12 JCMS	Annual discussion at JCMS meetings The aim is to increase the percentage ratio of COOMET key and supplementary comparisons to COOMET comparisons and the percentage ratio of completed and published COOMET comparisons to COOMET comparisons, registered in KCDB ( <b>Ind-a.1.6 and Ind-a.1.7</b> )
	8. ( <b>Ind-a.1.8</b> ) Carrying out of an analysis of the number (and percentage ratio) of piloted COOMET comparisons across COOMET NMIs/DIs	Annually	JCMS SC 4.2	Discussion of the analysis results at the Presidential Council meeting in November of the current year as part of the Report on the implementation of the Program of comparisons
	9. ( <b>Ind-a.1.9</b> ) Carrying out of an analysis of the timeframe for conducting COOMET comparisons and taking corrective actions for its reduction	Annually	TC 1.2-TC 1.12, JCMS Presidential Council COOMET Committee members NMIs/DIs which are pilots of comparisons	Discussion of the analysis results at annual meetings of JCMS and Presidential Council
	10. ( <b>Ind-a.1.10</b> ) Summing up problematic issues and lessons learnt from COOMET comparisons and preparation of proposals on training activities required within COOMET	2020–2022 (as required)	TC 1.2-TC 1.12 TC4	Information shall be transferred to TC4 to be taken into account in preparation of the Plan of training activities
	11. Organization and holding of a training BIPM-COOMET webinar on KCDB 2.0 for the Chairpersons of COOMET TCs and technical experts on CMC review (May 2020)	2020	TC4 COOMET Secretariat together with JCMS, TC 1.1-TC 1.12,	Under the BIPM CBKT program
	12. Organization and holding of training COOMET seminars/webinars on KCDB 2.0 for technical experts on CMC review (under the auspices of COOMET TCs)	2020-2021	TC 1.2 – TC 1.12 TC4	Following the webinar under item 11 jointly with TC meetings or in the form of individual events

Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
<b>A.2.</b> Participation of COOMET in JCRB activities	<b>13. (Ind-a.2.1)</b> Participation of COOMET representatives in all JCRB meetings	According to the schedule of JCRB meetings	COOMET President – official COOMET representative in JCRB COOMET Secretariat	Membership of the COOMET delegation for participation in the meeting is formed by COOMET President
	<b>14.</b> Performance of a set of operations to implement the CIPM MRA in terms of international review of CMC entries of other RMOs	2020–2022	COOMET President – official COOMET representative in JCRB Chairperson of JCMS TC 1.2 – TC 1.12	The aim is to review at least 80% of suites of CMC entries submitted for interregional review ( <b>Ind-a.2.2</b> )
<b>A.3.</b> Participation in the update of CIPM MRA documents and update of the COOMET publications concerning the issues of the CIPM MRA implementation	<b>15. (Ind-a.3.1)</b> Participation in the update of the suite of CIPM MRA documents	2020-2022	Chairperson of JCMS	Results shall be submitted to Presidential Council for consideration
	<b>16. (Ind-a.3.2)</b> Translation of the suite of new version of CIPM MRA documents into Russian and posting the translations on the information resources of COOMET	2020-2022	Project coordinator and members of the WG for the project JCMS COOMET Secretariat Administrator of the website	Under project 794/RU/19
	<b>17. (Ind-a.3.3)</b> Update of COOMET Recommendation R/GM/15:2014 "Rules of Completing the Form of Calibration Certificates Issued by National Metrology Institutes within the CIPM MRA" (inter alia taking into account items 15 and 16)	2020	Project coordinator and members of the WG for the project JCMS, TC 1.1	Under project 795/UA/19 ( <b>Ind-a.3.3</b> ) – see also item 79
<b>A.4.</b> Facilitation of the SI redefinition in COOMET member countries	<b>18.</b> The JCMS analysis of the results of consideration of the issues concerning the tasks of NMIs of COOMET member countries, related to the redefinition of the SI units, at the meetings of TC 1.2 – TC 1.11 in 2019	2020	Vice-President, responsible for coordination of cooperation in the field of measurement standards Chairpersons of JCMS, TC 1.2-TC 1.11	Resolution of the 29 <sup>th</sup> COOMET Committee meeting. To consider the issue at the meeting of JCMS (2020) and at the Presidential Council meeting (February 2021)

Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
	<b>19. (Ind-a.4.1)</b> Preparation and implementation of a Roadmap for TC 1.2 – TC 1.11 for implementation of decisions related to the redefinition of the SI base units	2020-2021	Vice-President, responsible for coordination of cooperation in the field of measurement standards Chairpersons of JCMS, TC 1.2-TC 1.11	Draft Roadmap shall be submitted to COOMET Committee (2020) for consideration

<b>Task B</b>	<b>Facilitation of recognition of QMS of NMIs/DIs of COOMET member countries</b>
---------------	--

Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
<b>B.1.</b> Facilitation of the introduction of international standards (ISO/IEC 17025:2017 and ISO 17034:2016) into working practices of NMIs and DIs of COOMET member countries	<b>20.</b> Implementation of the Policy and Plan of the Technical Committee of the COOMET Quality Forum related to the transition to ISO 17034:2016 and ISO/IEC 17025:2017 for peer reviews of QMS of COOMET NMIs and DIs	2020-2021	Vice-President, responsible for QMS development Quality Forum, TC 3.1 NMIs/DIs of COOMET member countries	The aim is for NMIs/DIs of COOMET member countries, submitting their CMCs through COOMET to have COOMET Confirmations of recognition of NMI/DI QMS in accordance with ISO/IEC 17025:2017 and/or ISO 17034:2016 <b>(Ind-b.1.1)</b>
	<b>21. (Ind-b.1.2)</b> Holding seminars on introduction of standards (ISO/IEC 17025:2017 and ISO 17034:2016) into working practices of NMIs/DIs of COOMET member countries	2020 - 2022	Quality Forum, TC 3.1 TC4	The aim is to hold at least 2 seminars
<b>B.2</b> Conduct of peer reviews of QMS of NMIs and DIs of COOMET member countries	<b>22. (Ind-b.2.1)</b> Conduct of peer reviews of QMS of NMIs/DIs of COOMET member countries to renew COOMET Confirmations of recognition of NMI/DI QMS in accordance with ISO/IEC 17025:2017 and/or ISO 17034:2016	2020 - 2022 (in accordance with the schedule of QF)	Quality Forum, TC 3.1 Committee members NMIs/DIs of COOMET member countries	

Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
	<b>23. (Ind-b.2.2)</b> Conduct of peer reviews of QMS of NMIs/DIs of COOMET member countries for the recognition by COOMET of QMS of NMIs/DIs of Armenia, Kyrgyzstan, Tajikistan, Uzbekistan in accordance with ISO/IEC 17025:2017 and/or ISO 17034:2016	2020 - 2022 (in accordance with the schedule of QF)	Quality Forum, TC 3.1 Committee members from Uzbekistan, Armenia, Kyrgyzstan, Tajikistan NMIs/DIs	if the CIPM MRA is signed (for Armenia, Kyrgyzstan, Tajikistan)
	<b>24. (Ind-b.2.3)</b> Summing up of lessons learnt in the performance of works on peer reviews of QMS of COOMET NMIs/DIs and making proposals on the required training within COOMET	2020 – 2022 (as required)	TC 3.1 TC 4	TC 3.1 transfers information to TC4 to be taken into account in preparation of the Plan of training activities
<b>B.3.</b> Training of auditors and technical experts for peer reviews of QMS of NMIs and DIs of COOMET member countries	<b>25. (Ind-b.3.1)</b> Preparation of new COOMET auditors on peer reviews of QMS of COOMET NMIs/DIs	2020-2022	Quality Forum, TC 3.1	The aim is to prepare at least two new auditors
	<b>26. (Ind-b.3.2)</b> Holding a seminar (seminars) for COOMET technical experts on peer reviews of QMS of COOMET NMIs/DIs	2020-2022	Quality Forum, TC 3.1 TC 4 COOMET Secretariat	TC 3.1 transfers information about the lessons learnt and training needs to TC4 to be taken into account in preparation of the Plan of training activities <b>(Ind-b.3.4)</b>
	<b>27. (Ind-b.3.3)</b> Analysis of the ratio of the number of auditors and technical experts of COOMET across member countries, COOMET NMIs/DIs and number of peer reviews of QMS of COOMET NMIs/DIs, conducted by them	2021	Quality Forum, TC 3.1	
<b>B.4.</b> Development of special requirements (criteria) for QMS of NMIs and DIs	<b>28. (Ind-b.4.1)</b> Preparation of a COOMET Recommendation, setting special requirements (criteria) for QMS of COOMET NMIs/DIs in addition to ISO/IEC 17025:2017	2020-2021	Vice-President, responsible for QMS development TC 3.1	

Task C	Support of COOMET member countries in gaining the status of membership in the Metre Convention			
Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
C.1. Informing of National bodies for metrology of COOMET member countries about the benefits of joining the Metre Convention on behalf of COOMET President	29. (Ind-c.1.1) Preparation and sending of a letter of COOMET President and of targeted information to National bodies for metrology of COOMET member countries concerning the benefits of joining the Metre Convention	2020	COOMET President COOMET Secretariat	Mailing list: National bodies for metrology of Azerbaijan, Armenia, Bosnia and Herzegovina, Georgia, Cuba, Kyrgyzstan, DPR of Korea, Moldova, Tajikistan, Uzbekistan The aim is to increase the number of COOMET member countries, which became members of the Metre Convention (Ind-c.1.3)
	30. (Ind-c.1.2) Preparation and sending to National bodies for metrology of COOMET member countries of a letter of COOMET President and of targeted information concerning the possibilities for NMIs/DIs of countries, if they have the status of an associated member of the General Conference on weights and measures (CGPM)	2020	COOMET President COOMET Secretariat	Mailing list: National bodies for metrology of Armenia, DPR of Korea, Kyrgyzstan, Tajikistan
C.2. Increased participation of representatives of NMIs and DIs of COOMET member countries in the activities of Consultative Committees of CIPM (CIPM CCs)	31. (Ind-c.2.1) Performance of works by the interested NMIs/DIs of COOMET member countries in accordance with the CIPM CC procedures to gain the status of a member or an official observer in CIPM CCs	2020-2022	COOMET Committee members and NMIs/DIs of COOMET member countries	Only for countries, which are members of the Metre Convention The aim is to increase the number of NMIs/DIs of COOMET member countries, which are members of CIPM CCs or official observers in CIPM CCs (Ind-c.2.2)
	32. (Ind-c.2.3) Analysis of the participation of NMIs/DIs of COOMET member countries in the activities of CIPM CCs	2022	Chairpersons of JCMS, TC 1.2 – TC 1.12	Results shall be submitted to Presidential Council for consideration in 2022.

Task D	Facilitation of international practice in legal metrology			
Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
D.1. Preparation of a COOMET Plan for the translation of OIML publications into Russian	33. (Ind-d.1.1) Preparation of a COOMET Plan for translation of OIML publications into Russian for 2020-2022	2020	Chairperson of TC2 and SC 2.1 Members of TC 2 and SC 2.1	Annual monitoring of the implementation of the Plan is performed by TC2 (Ind-d.1.3)
	34. Agreeing of the list of publications for translation with EASC to avoid duplication	2020	Chairperson of TC2 Secretariat of TC2	
	35. (Ind-d.1.2) Translation of OIML publications into Russian in accordance with the COOMET Plan for translation of OIML publications	2020-2022	TC2 members Project coordinators and members of the WG for the projects	Under COOMET projects, initiated by the interested country
D.2. Application of publications of OIML, WELMEC and other RLMOs in working practices of COOMET member countries	36. (Ind-d.2.1) Conduct of a survey to assess the current situation with respect to the application of OIML publications in working practices of COOMET member countries	2020	TC2 Chairperson TC2 Secretariat	
	37. (Ind-d.2.2) Preparation of COOMET Recommendations on the basis of OIML publications	2020-2022	TC2 members Project coordinators and members of the WG for the projects	Under COOMET projects, initiated by the interested country
	38. (Ind-d.2.3) Analysis of the appropriateness of application and the current situation regarding the application of Guides of WELMEC and documents of other RLMOs in COOMET member countries	2021	Chairperson of TC 2 and SC 2.1 Members of TC2, SC 2.1 Project coordinator and members of the WG for the project	Under a COOMET project
	39. (Ind-d.2.4) Drawing up of a list (with links) of adopted rules, guides, recommendations in the field of legal metrology of other RLMOs, which are of interest for COOMET member countries	2021	TC2 Chairperson TC2 Secretariat TC2 members Project coordinator and members of the WG for the project	Under a COOMET project

Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
	<b>40. (Ind-d.2.5)</b> Preparation of a COOMET Plan for translation of Guides of WELMEC and documents of other RLMOs into Russian	2021	Chairperson of TC 2 and SC 2.1 Members of TC2 and SC 2.1	Annual monitoring of the implementation of the Plan is performed by TC2
	<b>41. (Ind-d.2.6)</b> Translation of RLMO documents into Russian in accordance with the COOMET Plan for translation of Guides of WELMEC and documents of other RLMOs	2020-2022	TC2 members Project coordinator and members of the WG for the projects	Under COOMET projects, initiated by the interested country
<b>D.3.</b> Holding of training seminars and conferences under the auspices of COOMET on the issues of legal metrology	<b>42. (Ind-d.3.1)</b> Holding of annual training seminars or conferences on the topical issues of legal metrology in accordance with the needs of COOMET member countries	2020-2022	TC2 Chairperson TC2 Secretariat TC2 members	
	<b>43. (Ind-d.3.2)</b> Conduct of monitoring of the needs of countries for training on the issues of legal metrology and making proposals on the required training within COOMET	2020-2022	TC2 TC4	Information shall be transferred to TC4 to be taken into account in preparation of the Plan of training activities

Task E	Facilitation of advanced training and knowledge transfer in COOMET member countries			
Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
<b>E.1.</b> Holding of training seminars, conferences, competitions, roundtables under the auspices of COOMET	<b>44. (Ind-e.1.1)</b> Preparation of an internal procedure for the assessment of training needs and planning of training activities within COOMET	2021	Chairpersons of TC4, SC 4.1, SC 4.3, JCMS, TC 1.1-TC 1.12, TC2, QF, TC 3.1, COOMET Committee members COOMET Secretariat	
	<b>45. (Ind-e.1.2)</b> Conduct of a survey on the needs of COOMET members in training seminars on the topical issues of metrology in different subject areas of cooperation and on the available resources/possibilities for holding training seminars in COOMET NMIs/DIs	Annually	Chairpersons of TC4, SC 4.1, SC 4.3, JCMS, TC 1.1-TC 1.12, TC2, QF, TC 3.1, COOMET Committee members	



Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
	<b>46. (Ind-e.1.3)</b> Preparation of two-year Plans for training activities of COOMET	2020 (Plan for 2020-2021) 2022 (Plan for 2022-2023)	Chairpersons of TC4, SC 4.1, SC 4.3, JCMS, TC 1.1-TC 1.12, TC2, QF, TC 3.1, COOMET Committee members COOMET Secretariat	Based on the results of survey under item 45 Discussion and adjustment of the Plan – at Presidential Council meetings
	<b>47. (Ind-e.1.4)</b> Organization and holding of training activities on the topical issues of metrology in different subject areas of cooperation for experts of NMIs/DIs of COOMET member countries	2020–2022	TC4, JCMS, TC 1.1-TC1.12, TC2, QF, TC 3.1 COOMET Committee members COOMET Secretariat	According to the Plan under item 46
	<b>48.</b> Monitoring of the performance of training activities, envisaged by the Plans of training activities of COOMET	Annually	TC4 Chairperson	Report – at Presidential Council meetings
	<b>49. (Ind-e.1.5)</b> Holding of the International competition "The Best Young Metrologist"	once in two years (2021)	Organizing Committee and Scientific Committee of the competition TC 4	IX International competition "The Best Young Metrologist" involving representatives of all interested RMOs
	<b>50.</b> Organization and holding of online/e-learning through COOMET web-resources and/or by means of existing e-learning tools of other organizations, e.g. OIML or APLMF	2020-2022	TC 4, JCMS, TC 1.1- TC 1.12, TC2	The aim is to make available for COOMET members of at least 2 e-learning tools (new or existing). The experience of e-learning is summed up by TC4 and presented to Presidential Council (2022) <b>(Ind-e.1.6)</b>
	<b>51. (Ind-e.1.7)</b> Coordination of participation of experts from NMIs/DIs of COOMET member countries, especially from countries and economies with emerging metrology systems (CEEMS), in training activities, performed under the BIPM CBKT program and programs of other partners	2020-2022	TC 4 Chairperson of SC 4.1 COOMET Secretariat	See also <b>E.3</b>
<b>E.2.</b> Preparation of the information about the possibilities of holding traineeships for experts from	<b>52. (Ind-e.2.1, Ind-e.2.2)</b> Conduct of a survey on the needs of NMIs/DIs of COOMET member countries in training in the form of traineeships and on proposals on (possibilities of) their holding in NMIs/DIs of	Annually	TC4 Chairperson COOMET Committee members COOMET NMIs/DIs	The obtained data is used to prepare information under item 53

Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
NMIs and DIs of COOMET member countries, including traineeships in NMIs/DIs of other RMOs and international metrology organizations, and monitoring of their participation	COOMET member countries			
	<b>53. (Ind-e.2.3)</b> Preparation and sending to COOMET member countries of the information about the possibilities of holding traineeships of COOMET experts	Annually	TC4 COOMET Committee members COOMET NMIs/DIs	Taking into account the survey results under item 52
	<b>54. (Ind-e.2.4)</b> Monitoring of actual traineeships of experts of NMIs/DIs of COOMET member countries	Annually	TC 4 COOMET Secretariat COOMET NMIs/DIs	The aim is to hold traineeships of experts from COOMET member countries annually, inter alia under BIPM CBKT Program and programs of other partners, including other RMOs and international metrology organizations <b>(Ind-e.2.5)</b>
<b>E.3</b> Ensuring access of countries with emerging metrology systems (CEEMS) to training activities and traineeships	<b>55. (Ind-e.3.1)</b> Monitoring of CEEMS participation in training activities and traineeships within COOMET, BIPM CBKT and programs of other partners	Annually	TC 4 COOMET Secretariat COOMET NMIs/DIs	The aim is to hold traineeships of experts from CEEMS, inter alia under BIPM CBKT Program and programs of other partners, and to ensure participation of CEEMS in COOMET training activities

Task F	Organization of innovative scientific research in the field of metrology			
Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
<b>F.1.</b> Making proposals on the fields of innovative research of NMIs/DIs of COOMET member countries in metrology and implementation of the appropriate scientific projects  <b>F.2.</b> Development of scientific cooperation of COOMET NMIs/DIs with NMIs/DIs of other RMOs	<b>56. (Ind-f.1.1)</b> Carrying out of an assessment of the interest of NMIs/DIs of COOMET member countries in innovative scientific projects	2020	COOMET President, Vice-President, responsible for coordination of cooperation in the field of measurement standards and for joint scientific research	First stage – at a COOMET seminar (2020). Then – based on a questionnaire
	<b>57. (Ind-f.1.2)</b> Preparation of a table of metrological fields of NMIs/DIs of COOMET member countries, in which these NMIs/DIs are active	2020 - 1 half of 2021	Chairperson of JCMS Heads of NMIs/DIs	
	<b>58. (Ind-f.1.3)</b> Determination of promising fields of innovative research in metrology within COOMET	2021	Vice-President, responsible for coordination of cooperation in the field of measurement standards and for joint scientific research Chairperson of JCMS	Based on the results of questionnaire under items 56 and 57 The information is summed up and submitted to Presidential Council (2021)
	<b>59. (Ind-f.1.4)</b> Determination and implementation of innovative scientific projects, related to the redefined SI units, involving NMIs/DIs of COOMET member countries	2020-2022	Vice-President, responsible for coordination of cooperation in the field of measurement standards and for joint scientific research COOMET Committee members Heads of NMIs/DIs Chairpersons of TC 1.2 – TC 1.12	In view of item 19
	<b>60. (Ind-f.1.5)</b> Preparation of a Concept of innovative research in metrology within COOMET	2021-2022		Consideration of the issue at the Presidential Council meetings in 2021 and 2022
	<b>61. (Ind-f.1.6)</b> Carrying out of an assessment of potential funding sources and requirements of internal/external donors for innovative scientific projects of COOMET	2022		
	<b>62. (Ind-f.1.7)</b> Forming of a List of innovative scientific research involving NMIs/DIs of COOMET member countries and other RMOs, for the period from 2022 to 2025 and carrying out of works on specific projects of scientific research	2022		

Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
<b>F.3.</b> Making proposals on the inventory of bilateral scientific projects, implemented in NMIs/DIs of COOMET member countries	<b>63. (Ind-f.3.1)</b> Carrying out of an assessment of the appropriateness of inventory of bilateral scientific projects implemented in NMIs/DIs of COOMET member countries and making proposals on their inventory	2022	Vice-President, responsible for coordination of cooperation in the field of measurement standards and for joint scientific research	Consideration of the issue at the Presidential Council meeting in 2022

Task G	COOMET internal development and external representation			
Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
<b>G.1.</b> Addressing the issue of the institutional status of COOMET	<b>64. (Ind-g.1.1)</b> Carrying out of an assessment regarding the possibility of establishment of COOMET as a legal entity and of the appropriateness of gaining for COOMET another institutional status	2020-2021	COOMET President WG for Strategy COOMET Presidential Council COOMET Committee members COOMET Secretariat	First stage – at a COOMET seminar (2020). Then: 1) conduct of an additional survey among COOMET Committee members (6.2.3 of the Final Report on the external assessment) 2) consideration of the issue at the meetings of the WG for Strategy and COOMET Committee
	<b>65. (Ind-g.1.2)</b> Carrying out of an assessment regarding the possibility of establishment of a permanent Secretariat	2020-2021		Consideration of the issues at the meetings of the WG for Strategy, Presidential Council and COOMET Committee
	<b>66. (Ind-g.1.3)</b> Carrying out of an assessment regarding financing options for COOMET activities	2020-2021		
	<b>67. (Ind-g.1.4)</b> Preparation and discussion of a possible draft COOMET budget and options for the management/internal control of the budget	2022		

Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
	<b>68. (Ind-g.1.5)</b> Carrying out of an assessment regarding the possibility of making amendments to the COOMET Memorandum of Understanding (D1/2012) and Rules of Procedure (D2/2012)	2022	COOMET President Presidential council COOMET Committee members COOMET Secretariat	taking into account resolutions under items 64-66 Consideration of the issues at COOMET Committee meetings
	<b>69.</b> Analysis of the need for making amendments to COOMET document D8/2006 "Criteria and Procedure of Admission for New COOMET Members" and preparation of proposals on its refinement	2022		
<b>G.2.</b> Performance of works on the improvements of activities of COOMET steering and structural bodies	<b>70. (Ind-g.2.1)</b> Analysis of the effectiveness of COOMET structural bodies (CSBs) and preparation of proposals on changing the COOMET structure (as required)	2021-2022	COOMET President Heads of CSBs COOMET Secretariat	The analysis shall cover: - satisfaction of members; - language arrangements; - wider representation of CEEMS; - allocation of positions of CSB Chairpersons Consideration of the issue at the Presidential Council meetings in 2021 and 2022, inter alia in terms of increasing the number of countries of origin of Heads of CSBs or members of Presidential Council
	<b>71. (Ind-g.2.2)</b> Carrying out of a questionnaire and assessment of the satisfaction of participants of cooperation with the work of COOMET Presidential Council and CSBs	2021	COOMET President Heads of CSBs COOMET Secretariat	
	<b>72. (Ind-g.2.4)</b> Development of approaches to involvement of CEEMS in activities of CSBs	2020-2021	Presidential Council COOMET Committee COOMET Secretariat Chairpersons of JCMS, TC2, TC 3.1, TC4	Consideration of the issue at the Presidential Council meeting in February 2021
	<b>73. (Ind-g.2.5)</b> Preparation of recommendations for CSBs for the development of Work Programs of CSBs, aimed at implementation of strategic tasks and mission of COOMET, and today's metrological tasks aimed at sustainable economic and social development (competitiveness, trade, consumer safety, energy efficiency etc.)	2020-2021	Presidential Council COOMET Secretariat	Consideration of the issue at the Presidential Council meeting in February 2021

Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
	<b>74. (Ind-g.2.5)</b> Preparation of Work Programs of TC 1.1 – TC 1.12 (in view of the recommendations under item 73)	2021-2022	Chairpersons of JCMS, TC 1.1 – TC 1.12, TC2, TC 3.1, TC4	Consideration of the progress of works at the Presidential Council meeting in 2021
	<b>75.</b> Update and implementation of the Program of joint CRM development within COOMET (inter alia taking into account recommendations under item 73)	On an ongoing basis	TC 1.12, TC 1.8	Under the ongoing project 186/RU/99
	<b>76.</b> Preparation, update and implementation of the Work Program of TC2 "Legal Metrology" for 2021-2023 (inter alia taking into account recommendations under item 73)	2020-2022	COOMET Committee Presidential Council TC 2 Chairperson TC 2 Secretariat Project coordinators and members of the WG for the project TC2 members	Approval – at the COOMET Committee in 2021 Updated version shall be approved by Presidential Council on an annual basis
	<b>77.</b> Preparation, approval, update and implementation of the Work Program of TC4 "Information and training" for 2021-2023 (inter alia taking into account recommendations under item 73)	2020-2022	COOMET Committee TC 4 Chairperson TC 4 Secretariat Project coordinators and members of the WG for the project TC4 members JCMS, TC2, TC 3.1	Approval – at the COOMET Committee in 2021 Updated version shall be approved by Presidential Council on an annual basis
	<b>78.</b> Drawing up and implementation of a Plan for the preparation of COOMET Recommendations, having requirements for calibration of various groups of measuring instruments (Guide on calibration)	2020-2022	JCMS TC 1.2-TC 1.11 COOMET Secretariat	Discussion of the issue and preparation of proposals on the list of recommendations to be prepared – at the meetings of TC 1.2 – TC 1.11 in 2020-2021, drawing up and discussion of the Plan – at the JCMS meeting in 2021. Preparation – in accordance with the terms, specified in the Plan
	<b>79.</b> Carrying out of an inspection of the scientific and technical level of COOMET publications, preparation of schedules for updating COOMET publications and	2020-2022	Chairpersons of JCMS, TC 1.1, TC 1.2-TC 1.12	

Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
	their implementation in CSBs			
	<ul style="list-style-type: none"> <li>COOMET Documents and Recommendations in the field of activity of JCMS, TC 1.1 – TC 1.11 (R/GM/7:2014, R/GM/11:2017, R/GM/12:2015, R/GM/14:2016, R/GM/19:2016, R/GM/23:2014, R/GM/31:2016, R/GM/32:2016 – inter alia, <b>in view of the revision of the CIPM MRA (Ind-a.3.3)</b>; R/GM/20:2009, R/GM/21:2011)</li> </ul>	2020-2022	Chairpersons of JCMS, TC 1.1, TC 1.2-TC 1.12	Report on the results of the inspection of the scientific and technical level and on the need for update – at the JCMS meeting in 2020 and PC meeting in February 2021. Update – according to the schedule, set by JCMS See also item 18
	<ul style="list-style-type: none"> <li>Update of COOMET Recommendation R/RM/22:2013 “Form and content of COOMET certificate for reference materials for composition and properties of substances and materials” in view of the harmonization with the new version of ISO 17034:2016 and other reissued international documents: ISO Guide 30:2015; ISO Guide 31:2015; ISO Guide 33:2015, ISO Guide 35:2017)</li> </ul>	2020	TC 1.12 Project coordinator and members of the WG for the project	Under project 697/RU/16 and for the implementation of Actions A.1, B.1 and B.2
	<ul style="list-style-type: none"> <li>COOMET Documents and Recommendations in the field of reference materials (D3/2008, R/RM/4:2008, R/RM/5:2010, R/RM/6:2010, R/RM/16:2007, R/RM/17:2011, R/RM/29:2016, R/RM/30:2016)</li> </ul>	2020-2022	Chairperson of TC 1.12 COOMET project coordinators and members of the WG for the projects	Report on the results of the inspection of the scientific and technical level and on the need for update – at the PC meeting in February 2021. Update – according to the schedule, set by TC 1.12
	<ul style="list-style-type: none"> <li>COOMET Recommendations on peer review of NMI/DI QMS (R/AQ/9:2019, R/AQ/13:2019)</li> </ul>	2020-2022	Chairpersons of Quality Forum and TC 3.1	Update – according to the schedule, set by QF
	<ul style="list-style-type: none"> <li>COOMET Recommendations in the field of legal metrology (R/LM/8:2002, R/LM/10:2004, R/LM/25:2015, R/LM/26:2015, R/LM/28:2016)</li> </ul>	2021-2022	TC2 Chairperson Chairpersons of SC 2.1 – SC 2.3	Report on the results of the inspection of the scientific and technical level and on the need for update – at the TC2 meeting in 2021 and PC meeting in 2021. Update – according to the schedule, set by TC2



Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
	<ul style="list-style-type: none"> <li>COOMET Documents and Recommendations in the field of activity of TC 4 (D6/2013, D10/2013, R/IT/24:2014, R/IT/27:2015)</li> </ul>	2020-2022	Chairpersons of TC4, SC 4.1-SC 4.3 COOMET project coordinators and members of the WG for the project	Report on the results of the inspection of the scientific and technical level and on the need for update – at the TC4 meeting in 2020 and PC meeting in February 2021. Update – according to the schedule, set by TC4
	<b>80.</b> Update of COOMET document D5/2010 "Model Regulations for COOMET Structural Bodies"	2020	COOMET Secretariat COOMET Committee members Chairpersons of JCMS, TC 1.1-TC 1.12, TC2, QF, TC 3.1, TC 4	Under project 248/BY-a/02
	<b>81.</b> Update of COOMET document D4/2014 "COOMET Publications. Classification, Development, Approval and Registration. General Provisions"	2020	COOMET Secretariat TC4 Chairpersons of JCMS, TC 1.1-TC 1.12, TC2, QF, TC 3.1	
	<b>82.</b> Update of CSB pages on the COOMET portal	an ongoing basis	Online editors of CSB pages (JCSB, TC 1.1 – TC 1.12, TC2, TC 3.1, TC4)	
	<b>83. (Ind-g.2.7)</b> Update of the Regulations for CSBs	2020-2021	Chairpersons of JCMS, TC 1.1-TC 1.12, TC2, QF, TC 3.1, TC4 COOMET Secretariat	The need for update is assessed by the Chairperson of the corresponding CSB (taking into account item 80)
	<b>84.</b> Update of the memberships of CSBs, approval by COOMET Committee and their publication on the COOMET information resources	Annually	COOMET Committee members COOMET Secretariat Website administrator	Update takes place in February-March of the current year (before the COOMET Committee meeting), then amendments are made as required
	<b>85.</b> Update of lists of COOMET technical experts on CMC review, COOMET auditors and technical experts on peer reviews of NMI/DI QMS and publication of the lists on the COOMET information resources	Annually	Chairpersons of TC 1.2-TC 1.12, QF, TC 3.1, COOMET Secretariat On-line editors of TCs	Updated lists shall be submitted to Presidential Council



Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
	<b>86. (Ind-g.2.8)</b> Determination of target groups and targeted content for COOMET communication, realization of an online mechanism of information exchange on the COOMET website	2022-2023	Chairperson of WG-Web WG-Web members COOMET Secretariat Chairpersons of JCMS, TC 1.1-TC 1.12, TC2, QF, TC 3.1, TC4	Taking into account G3
	<b>87. (Ind-g.2.9)</b> Realization of the possibility of taking part in COOMET events by videoconference	2020-2021	COOMET Secretariat, Chairpersons of JCMS, TC 1.1 – TC 1.12, TC2, QF, TC 3.1, TC 4	Under project 811BY/20
	<b>88.</b> Analysis of implementation of the COOMET Strategy for 2020-2025	Annually (2021-2022)	COOMET President Presidential Council COOMET Secretariat	Analysis shall be carried out at Presidential Council meetings
<b>G.3.</b> Carrying out activities for promoting/greater visibility of COOMET activities and its relevance at the national and international level	<b>89. (Ind-g.3.1)</b> Creation of a new single information resource of COOMET, inter alia:			
	• Preparation of Terms of reference for the creation of a new single information resource of COOMET	2021	Chairperson of WG-Web WG-Web members	
	• Preparation of a new single information resource of COOMET	2022-2023	Specialized organization	Shall be chosen on by tender
	<b>90.</b> Update of the information on the COOMET web-portal and website	On an ongoing basis	COOMET Secretariat on-line editors of CSBs Website administrator	Until the creation of a single information resource of COOMET
	<b>91.</b> Training of on-line editors of CSB pages on the portal at <a href="http://www.coomet.net">www.coomet.net</a>	2020	COOMET Secretariat on-line editors of CSBs	
	<b>92. (Ind-g.3.2)</b> Preparation and issue of materials, concerning the activities of COOMET and results of its work (reports, research, abstracts, booklets etc.)	2020-2022	TC 1.2–1.12, TC 2, Quality Forum, TC 3.1, TC 4 COOMET Secretariat	Release in hard copies and/or posting on the information resources of COOMET, as well as in publications of international and regional organizations, working in the field of metrology
	<b>93.</b> Preparation of a booklet "30 years to COOMET"	2021	Presidential Council COOMET Secretariat, TC4	Until the COOMET Committee meeting (1 quarter of 2021)

Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
	<b>94. (Ind-g.3.3)</b> Carrying out of activities to increase the awareness of governmental, industrial and financial communities of COOMET member countries about the significance of international cooperation in the field of metrology and about the role of COOMET, including:	2020-2022	COOMET President Presidential Council COOMET Secretariat	
	<ul style="list-style-type: none"> <li>• sending to National bodies for metrology of COOMET member countries of an information letter of COOMET President concerning the contribution of COOMET in eliminating technical barriers to trade, facilitating international trade, improving products quality and safety</li> </ul>	2020	COOMET President COOMET Secretariat	
	<ul style="list-style-type: none"> <li>• provision of further consultancy</li> </ul>	2020-2022	COOMET President Presidential Council COOMET Secretariat	upon request of a COOMET Committee members or a National body for metrology/NMIs of the country, interested in consultations or information
	<ul style="list-style-type: none"> <li>• preparation of information for governmental bodies of COOMET member countries (if necessary)</li> </ul>			
	<b>95. (Ind-g.3.4)</b> Making translation into Russian of fundamental documents on metrology of international metrology organizations	2020-2022	TC 4 COOMET Secretariat	In accordance with an individual schedule, agreed by Presidential Council
	<b>96. (Ind-g.3.5)</b> Identifying candidates for giving the distinguished title "Honorary metrologist of COOMET" and awarding with breastplates	annually	Committee members COOMET President Presidential Council	Decision on giving the distinguished title shall be approved by COOMET Committee
	<b>97. (Ind-g.3.6)</b> Preparation of a concept of application of digital technologies in the performance of metrological services of NMIs/DIs of COOMET member countries	2020-2022	TC 4, SC 4.2, JCMS, TC 1.1- TC 1.12. TC2	Discussion of the issue at the Presidential Council meetings in 2021 and 2022

Action to achieve the strategic task	Event (indicator)	Terms	Executives	Notes
	<b>98. (Ind-g.3.7)</b> Informing about Work Programs of CSBs, aimed at implementation of strategic tasks and mission of COOMET, and about today's metrological tasks, aimed at sustainable economic and social development (competitiveness, trade, consumer safety, energy efficiency etc.)	2020-2022	TC 4, SC 4.2, JCMS, TC 1.1- TC 1.12. TC2 COOMET Secretariat	Presentation at COOMET Committee meetings and posting on the COOMET information resources
<b>G.4</b> Enhancing mutually beneficial cooperation of COOMET with external metrology organizations	<b>99. (Ind-g.4.1)</b> Interacting with international metrology organizations, regional metrology organizations (RMOs) and regional legal metrology organizations (RLMOs) with due account for mutual benefits	2020-2022	COOMET President Presidential Council Committee members COOMET Secretariat	
	<b>100. (Ind-g.4.2)</b> Implementation of the Memorandum of Understanding between COOMET and EURAMET, including:	2020-2022	COOMET President Vice-President, responsible for interaction with regional organizations Chairpersons of JCMS, TC 1.1-TC 1.12	
	• presentation of the report on implementation of the Memorandum of Understanding between COOMET and EURAMET	Annually		During annual meetings of COOMET and EURAMET representatives and at Presidential Council meetings
	<b>101. (Ind-g.4.3)</b> Preparation of plans for cooperation or signing of Memorandums of Understanding with other interested RMOs, RLMOs and NCSLI with due account for mutual benefits and their implementation	2020-2022	COOMET President Presidential Council COOMET Secretariat	Discussion takes place at annual meetings of Presidential Council
	<b>102. (Ind-g.4.4)</b> Implementation of the Protocol of cooperation and interaction in the field of metrology between COOMET and EASC	2020-2022	COOMET President COOMET Secretariat	Discussion takes place at annual meetings of Presidential Council
	<b>102. (Ind-g.4.5)</b> Participation in events, organized by RMOs, RLMOs, EASC, NCSLI and IMEKO; invitation of representatives of RMOs, RLMOs, EASC and NCSLI to take part in the events held by COOMET; exchange of information about the activities of the organizations	2020-2022	COOMET President Presidential Council COOMET Secretariat Committee members CSB Chairpersons	

Примечания:

1) timeframes for implementing individual activities can be updated by the decision of Presidential Council (owing to the Covid-19 pandemic)

2) НМИ – национальный метрологический институт; НИ – Назначенный институт; СОК – структурный орган COOMET; ОКЭ – Объединенный комитет по эталонам; ФК – Форум качества; СП – Совет Президента; ТК – Технический комитет; РГ – Рабочая группа; ПК – Подкомитет; РМО – региональная организация по метрологии; РОЗМ – региональная организация по законодательной метрологии; СЕЕМС – страны с развивающимися метрологическими системами, СМС – калибровочные и измерительные возможности; СМК- система менеджмента качества: SI – Международная система единиц