

	COOMET Recommendation	COOMET R/GM/18:2022
	<b>PROCEDURE for the International Competition “The Best Young Metrologist of COOMET”</b>	
<p><i>Approved at the 18<sup>th</sup> COOMET Committee Meeting (Kharkov, Ukraine, 15–16 May 2008)</i> <i>Updated and amended</i> <i>at the 20<sup>th</sup> COOMET Committee Meeting (Astana, Kazakhstan, 21–22 April 2010),</i> <i>at the 17<sup>th</sup> COOMET President's Council Meeting (Lvov, Ukraine, 14–15 November 2012),</i> <i>at the 23<sup>rd</sup> COOMET Committee Meeting (Nizhny Novgorod, Russia, 5-6 June 2013),</i> <i>based on the results of electronic voting among the Members of the COOMET Committee (Protocol № COOMET E-01-2020) and</i> <i>at the 33<sup>rd</sup> COOMET Committee meeting (25-27 October 2022, online)</i></p>		

This document describes the procedure for the International competition for young metrologists (CYM) from National Metrology Institutes (NMIs) and other metrology-related organizations operating in the field of metrology in COOMET Member Countries, and the criteria for the evaluation of submitted scientific papers and presentations made by the competitors.

## 1 TERMS AND DEFINITIONS

### Young metrologist

an expert under the age of 35 who works in the field of scientific and applied metrology at an NMI or other metrological institutions of the COOMET Member Countries, regardless of his/her academic degree and position.

### Scientific Committee (Competition Jury)

a body, set up for a period of holding the Competition, following the proposals of the TC4 Chair and COOMET Secretariat and approved by the Council of the COOMET President, to evaluate the participants' works, and announce the winners.

### Organizing Committee (OC)

a body, set up by CYM organizers in order to ensure methodical and technical support for holding the CYM, which includes the Chairman, Deputy Chairman, Secretary and members of the Organizing Committee.

### Candidate for participation in the competition (hereinafter also referred to as **candidate**)

a metrologist (*or a group of metrologists*) who submits his/her paper for the competition (maximum is three co-authors) and who is going to make an oral report or a presentation. The written paper and oral report/presentation should be on the same subject.

Note – Candidates can be research assistants, graduate students, doctoral candidates, engineering-technical workers of NMI and others metrological organizations.

## 2 GENERAL PROVISIONS

### 2.1. Aims and objectives of the Competition Best Young Metrologist of COOMET

- to encourage young metrologists to actively work at international and regional levels;

- to provide financial support for young metrologists who have achieved significant results in their research activities;
- to be able to present their works to colleagues from other metrology institutes and foreign countries;
- to master presentation skills and techniques and gain proficiency;
- to have their papers published in Proceedings of the Competition; to have their papers and presentations available on the Internet;
- to find and attract, support and encourage young metrologists to participate in, and contribute to the development of metrology, by way of sharing their research data and ensuring closer cooperation, among the COOMET Member Countries as well as among international metrology community;
- to inform metrological organizations about the scientific and applied papers submitted for the competition, results and winners of the competition;
- to increase awareness of the - achievements in metrology through the mass media.

## **2.2. The form, time and venue of CYM**

2.2.1. The International Competition “The Best Young Metrologist of COOMET” held biannually is organized either in one of the metrological institutions of a COOMET Member-Country or may be conducted online. The choice of a venue or format of conducting the competition is made following the proposals from COOMET Member-Countries wishing to host the Competition. The information about the dates and venue of the Competition is made available on the COOMET website and provided to the COOMET organizations no later than one year before the date of the Competition.

It is highly recommended to run the Competition along with a scientific-practical conference where metrology issues are to be considered.

2.2.2. Every other competition invites participants from the Member-Countries of other Regional Metrological Organizations (RMOs), and is held using English as the working language.

The CYM can be held using two working languages of COOMET, provided simultaneous interpreting is arranged by the Organizing Committee.

The applicants of COOMET submit to the CYM Organizing Committee full texts of their papers in two languages.

The applicants of other RMOs submit full texts of their presentations to the CYM Organizing Committee in English.

The choice of the language to make the oral presentation is made by the applicant himself/herself (simultaneous interpreting is to be organized in that case).

## **2.3. Scientific Committee (the Competition Jury)**

2.3.1. The scope of duties of the Members of the Scientific Committee is the following:  
reviewing the texts of the applicants' papers and make decision on accepting the applicants to participate in the Competition;

listening to oral presentations of the chosen candidates and afterwards evaluating oral presentations and written scientific papers, in accordance with the criteria described in Annex 7;

making decision on awarding a person whose presentation was the best and worthy of the first prize in the field of scientific and / or applied metrological activity, as well as on winners in other special nominations, such as “Best Presentation Made in English”, “Best Presentation of Scientific Report” etc;

deciding on the winner's share of prize money, as well as on prize money to winners in special nominations within the established competition prize money fund.

2.3.2. In case a member of the Scientific Committee is unable to personally participate in the Competition Jury due to compelling reasons, he can participate in the Competition via video conferencing, or he/she can be replaced by another person provided by the national metrological institute of the COOMET Member Country, who can be suggested no later than one month prior the start of the Competition.

2.3.3. The Scientific Committee is made up of leading experienced experts in metrology, who are nominated to take part in its work by the national metrology institutes of the COOMET Member Countries, one country can provide no more than 2 people. The deadlines for nominating experts to the Scientific Committee are established by the Chairman of TC 4, that cannot be less than 3 months prior the start of the Competition.

## **2.4. Organization of the Competition– the aims of the Organizing Committee and on-line editor of COOMET TC4**

One of the branches of activity of TC 4 COOMET "Information and training" is carrying out CYM.

The Organizing Committee of CYM should include the officers from hosting metrological organization of COOMET Member Country and also TC member(s) from relevant COOMET Member Country. In case the hosting committee suffers from lack of representatives or needs technical support, it can ask for help other members of TC 4.

The Organizing Committee is assigned by one year before the CYM, names of members of the Committee and data at least one contact person (e-mail, phone, fax, post address) are reported to all members of the COOMET Committee and National Secretariat COOMET Member Countries and published on the site of COOMET.

The Organizing Committee of CYM has the following:

- accommodates the lecture hall conference room with tables and chairs for all candidates, members of Scientific Committee and other attendees of the meeting. The hall/room should be equipped with modern presentation technique (computer/laptop, TV projector, pointer, white board /"flipchart" with flipchart markers etc. –, technical experts' services during holding the CYM, soft drinks for candidates and members of Scientific Committee;
- provides visa support (directs official invitation etc.), helps to make reservation of hotel rooms, to passage on destination between airport/railway station and hosting metrology organization or a hotel for candidates and Scientific Committee Members;
- collects Registration Forms of the candidates (Annexes 4, 5, 6) and attached documents by 2 months before the CYM, checks the set of documents of relevant references and, if needed, call the candidates to request their essential data;
- directs to the Scientific Committee **bilingual abstracts** full texts **(in English and Russian)** of the candidates one month before the CYM, transmits bilingual abstracts to the on-line editor for publication on the COOMET website along with draft program of the competition (schedule of representations);
- beforehand the meeting booklets of CYM (full-text paper/electronic appendix of all works) to distribute them to all candidates and Scientific Committee Members at the beginning of the competition;
- organizes food during the CYM and one ceremonial dinner for communication of the candidates, Scientific Committee Members and coordinators of the CYM;
- at the end of the Competition the names of winners and data of their NMI/metrological organization are provided to an on-line editor of TC4 or to the COOMET Secretariat to be

published on the COOMET website and, upon the agreement with the candidates, the papers and presentations could be added (The full reports and photos made in the course of the CYM should be protected and can only be available, using login and password, to candidates, Scientific Committee Members and Members of TC 4);

- awards all the participants with personalized participation certificates.

### **2.5. Determining the winner and other prize-winners of the CYM and their awarding**

The winners, second-place and third-place winners are determined by the Scientific Committee Members, by taking into account the competitors' work, which includes full texts of their papers, presentation materials, and oral presenting, which are estimated using the evaluation criteria described in Annex 7.

The Scientific Committee determines the winners, second-place and third-place winners of the CYM, assessing the value of their work in the field of scientific metrology and applied metrology, by calculating the scores, which is of advisory character for making a decision.

The Scientific Committee may establish additional prizes for winners in various nominations (for example, "Best Presentation Made in English", "Best Presentation on Scientific Metrology" or others), and award several winners with special gifts / money prizes.

The special prize money prize is granted for the best English report at the final meeting.

Awarding the winners with The prizes money prizes by a COOMET Presidential Council Member is taking place in a solemn atmosphere at the final meeting of CYM. The winner of the Competition is granted the diploma of the first degree a money prize and is given the title of "The Best Young Metrologist of COOMET". The picture of the recommended diploma is shown in *Annex 1*.

The picture of the recommended diploma for the "Best Presentation Made in English" is shown in *Annex 2*.

### **2.6. Financing of CYM**

Payments for participating in CYM from candidates and Scientific Committee members are not provided. Drinks, dinner and ceremonial meal are not paid by candidates and Scientific Committee Members.

The financing of the conducting and participation in the competition, as well as awarding/getting cash prize to the winners is made at the expense of sponsors and institutions of COOMET Member Countries. The Organizing Committee is responsible for the collection of the corresponding funds.

## **3 COMPETITION PROCEDURES**

### **3.1. Nomination and selection of candidates**

Candidates for participation in the competition "The Best Young Metrologist of COOMET" will be nominated by their institutions accounting demands given in Part 1 present recommendation.

The representatives of TC 4 and, probably, the other COOMET representatives of structural units, acting in different NMI or metrological organizations are suggested to form the advises for nomination in their organization and agreed the term and criteria of internal screening with responsible scientific and technical advices of these organizations. It is recommended to organize the process of internal selection the candidates in the same way as final stage of CYM that is giving an opportunity to take part in CYM for all available young metrologists independently of post and academic degree.

The lists of candidates are pointed in Organizing Committee CYM as official letter of COOMET Committee Member from relevant Member Country **including full work texts of reports and full-completed, signed and certified with a seal documents according 3.2**, no later than by 2 months before CYM.

### **3.2. Presentation of full work texts**

The presented letter can be made singly or as a part of the group of authors. The group of the candidates whose paper is submitted for participation in the competition must consist of no more than 4 persons (it can include the candidate, speaker on competition as main author and 3 or less co-authors). At the same time each candidate must be a direct participant of the work conducted by the group and make an important practical and creative contribution to the paper of the group.

The requirements to papers are in Annex 3.

Persons who were included in other groups of candidates in the current year or are individual candidates for participation in this competition should not include in the group of candidates.

The papers which took part in other similar competitions and received prizes and rewards cannot be accepted for the participation in the competition.

The papers which were exposed on CYM before could be presented on followed competitions only in case if it was made significant progress in comparison with previous results. In this case, candidate should submit for consideration his/her previous papers to Scientific Committee.

The acceptance of the papers submitted for the participation in the competition of CYM begins from the moment of announcing the competition and ends 2 months before its beginning by Organizing Committee. The papers and the accompanying documents arranged according to *Annexes 3–6* of this Procedure should be sent by e-mail to the address of the Organizing Committee (the signed papers certified with a seal for sending by e-mail are scanned beforehand) .

Names and addresses of candidates, subjects and bilingual annotations of their papers exposed on the competition should be published on COOMET site for the purpose of informing staff of NMI, other metrology organizations and public. Publishing of these data in metrology magazines of NMIs of COOMET Country Members is recommended.

Full texts of the papers are published in collection of the papers of CYM. The collections are given to all candidates and participants of Science Committee of CYM in the beginning of the competition.

The fact of sending the papers on CYM is confirmed that candidates, co-authors and their NMI/metrology organizations agree with publishing bilingual annotations of the papers on the COOMET site and including full text of the papers to the printed collection of the papers of CYM.

### **3.3. The reports and presentations**

The papers submitted for participation in the competition will be preliminarily considered by the judging panel.

The competition includes the presentation of the papers by the participants (with subjects relevant to the papers), discussion of the papers and their evaluation by the judging panel.

The materials of the papers (usually in form of file-presentation \*.ppt) should be prepared by the beginning of the competition.

The materials of the papers gathered during the competition by Organizing Committee and placed with limited access on COOMET site (in \*.pdf format): the password submitted on e-mail no later than 5 weeks after holding the competition to other candidates, members of judging panel and TC 4.

Representing the materials of the reports, the candidate confirms his agreement on distribution among limited number of persons. Nevertheless, he/she can exclude some slides, if publishing of them can be right violation. Despite the fact that report usually include files in \*.ppt format, the candidate can take the decision to save file in the \*.pdf-format for the further digital distribution.

### **3.4. Criteria for evaluation of the papers and presentations**

The evaluation criteria are given in *Annex 7*.

### **3.5. Subsequent publication**

The Scientific Committee can propose to place the materials of works on COOMET site – first of all the report of the winners – and make the loading free for all site-visitors or recommend full texts of the letters in free-loading COOMET site or publishing in the science and technical magazine. At this case Science Committee or Organizing Committee should discuss all necessary steps, including copyright issues with the conforming candidate.

#### 4. GENERAL PLAN OF PREPARING AND CARRYING OUT OF THE CYM

Terms of holding CYM	Carrying out items	Executive
2 years before	A hosting organization among organizations of COOMET Member Countries for the next CYM (by agreed with COOMET TC4 Members) is coordinated	COOMET members of Committee, or members of TC 4 from the country authorized by COOMET Committee Member for approval the data decision, TC Chairperson
1 year before	Exact time and place of holding the competition are reported to COOMET Members and on the site of organization, contact person is appointed, who represents the Organizing Committee, announcement about acceptance of competition letters	Organizing Committee
1 year – 2 months before	Submitting of list of the candidates. Full texts of their letters with annotations ( <b>in Russian and English</b> ) and full-completed, signed and certified with a seal Annexes 6,7,8. To the Organizing Committee	COOMET Member Committee
3 month before	Forming Scientific Committee and approval by COOMET President Council	COOMET Secretariat TC 4 Chairperson
2 months before	<b>DEADLINE FOR CANDIDATES:</b> receiving full texts of the letters and full-completed, signed and certified with a seal Annexes 4,5,6 directed in the Organization Committee address is over	Candidates Organizing Committee
1 month before	The Organizing Committee checks carrying out the letters' full-texts and full-completed forms, requests missing materials and data from the candidates etc. After all letters with Annexes 4,5,6 send on consideration to Science Committee Members, the annotation sends to online editor of COOMET TC4 through COOMET Secretariat	Organizing Committee
Immediately before the competition	The letters published in Collection of the letters of CYM by Organizing Committee and preparing for distribution to candidates, National	Organizing Committee Candidates

	Committee members etc. *Language of the letter written in Collection of the letters of CYM is chosen by the candidate and pointed in Registration Form (Annex 4). The CANDIDATES prepare the materials of their reports	
One month after	All participants are proposed to receive digital versions of the letters' materials*	Organizing Committee
Setting the date of CYM	Holding of CYM	Candidates Organizing Committee Scientific Committee

*\* In case if the submitted letter has a group of authors, the collection of the letters of CYM and digital versions of materials of reports are presented to all authors. The collections send through the direct participants of competition if it is possible.*



**Diploma of 1-st Degree for the winner of the competition  
"The best young metrologist of COOMET"**



**ДИПЛОМ  
DIPLOMA**

Награждается победитель Конкурса  
is given to the winner of Competition

**"Лучший молодой метролог KOOMET"  
"The Best Young Metrologist of COOMET"**

20\_\_\_\_

за доклад в сфере научной/прикладной метрологической деятельности  
*(нужное подчеркнуть)*  
for the paper in the field of scientific/applied metrological activity  
*(underline as appropriate)*

\_\_\_\_\_  
(имя и фамилия / name)

\_\_\_\_\_  
(страна / country)

за достижения в сфере научной или  
прикладной метрологической деятельности,  
которые способствуют развитию науки и  
сотрудничества стран-членов KOOMET.

for the achievements in the field of scientific or  
applied metrological activity that contribute to the  
development of science and cooperation of COOMET  
Member-countries.

Президент KOOMET  
President of COOMET

Diploma for the winner of the competition  
"The best report in English"



**ДИПЛОМ**  
**DIPLOMA**

За лучший доклад на английском языке, представленный на Конкурсе  
For the best report in English presented at the Competition

**"Лучший молодой метролог KOOMET"**  
**"The Best Young Metrologist of COOMET"**

20\_\_\_\_

\_\_\_\_\_  
(имя и фамилия / name)

\_\_\_\_\_  
(страна / country)

Президент KOOMET  
President of COOMET

### Requirements to the design and content of presentation / paper

1. The scientific papers having the following structure will be admitted for participation in the competition:
  - a. Topicality in terms of its scientific and practical meaning
  - b. Purpose of the paper
  - c. Scientific novelty
  - d. Practical / applied significance
  - e. Tasks
  - f. Description of the research
  - g. Results
2. The paper submitted for participation in the competition should have scientific character and/or socio-economic effect for application in metrology. The paper should be typed on a computer with 1 line spaces, left margin 3 cm, top, bottom and right margins 2 cm, Arial font, size 11 points. The volume of the paper should not exceed 4 printed pages of A4 size, including illustrations, tables, list of literature, etc. Abstracts have to be submitted in Russian and English language. Additionally, the text file has to contain all formulas and tables. The illustrations that are not made in Word Graphics Editor have to be delivered in separate files, preferably in TIF, BMP, JPG, WMF, CorelDRAW formats. The minimum size of photographs is  $9 \times 12$  cm. The formulas have to be represented only in Microsoft Equation 3.0.
3. The institutional details of the paper have to include: title of the paper (in Russian and English language); name(s) of the author(s); name of the institution where the paper was written, city and country, and also phone number, fax and e-mail of main author.
4. The institutional details of the paper are accompanied with annotation (150-200 words) which sets in main contents of the papers in form which is available for all metrological society. Annotation (as the title of the letters) should be presented in two languages and can be published.
5. In addition to the file in \*.doc-format is recommended to export the letters in \*.pdf-format or scan and send the relevant printed version for checking it for correct formatting by Organizing Committee before adding in Collection of the letters.
6. Only the formulas referred to in the text should be numbered (in round brackets on the right).
7. Tables and references to them must have consecutive order numbers.
8. Abbreviations of words, names, titles, measures, physical, chemical, mathematical quantities must be commonly accepted, units of measurement must be represented according to SI.
9. Bibliographic references in the text of the article (report) should be represented by means of numbers in *square* brackets [ ] with order numeration within the whole article (report) according to the list of literature. Names of authors, title of the paper, place of publication, publishing house, year of publication, volume number, issue number, total number of pages should be indicated for books. Names of authors, title of the journal, year of publication, volume or part, issue number, pages (from - to) should be indicated for journal articles. The list of literature should be formed in the order of its using in the text, regardless of the language.
10. Articles and reports not drawn up according to the above mentioned rules will not be considered and returned to their authors.

11. The participant's presentation should be shown on slides demonstrating the relevance of the subject to COOMET activities and the possibility of developing international cooperation; the use of, or reference to, major publications and reports on the research subject (articles in journals of various ratings, reports at scientific conferences, inventions or patents).

# Information form of a candidate for participating in the competition

## “Best Young Metrologist of COOMET”

*Filled by a candidate and certified by the Head of a NMI/metrology organization which has nominated a candidate*

### Full name of NMI/ metrology organization nominated the candidate

(ZIP code, postal address, telephone number, e-mail)

### INFORMATION

About a metrologist who is going to participate in the Competition “Best Young Metrologist of COOMET-20\_\_”

Candidate for participation in the Competition	
Co-authors (if they present)*	
Title of the paper submitted for the competition	
Full name	
Date of birth	
Department, position etc.	
Academic degree	
Academic status	
Work experience in the field of metrology	
Telephone number, e-mail	
Home address	
Home telephone number	
Other information	

I hereby agree that:

- attached papers submitted by the above named author (a group of ones) will be included in booklet “**Best young metrologist of COOMET – 20\_\_**” in full size in \_\_\_\_\_ (language is chosen and noted by the candidate”,
- annotations will be published on COOMET site in English and Russian (available for all visitors),
- access to the letters’ materials presented on the competition as the presentation will receive all participants of the action (exception of some slides is possible in copyright protection goals or for the other reasons),

and this way we set for preparing article confined in observance, reports and other in our organization.

Candidate (Name/signature) \_\_\_\_\_ / \_\_\_\_\_ /

Co-author #1(Name/signature)\* \_\_\_\_\_ / \_\_\_\_\_ /

Co-author #2(Name/signature)\* \_\_\_\_\_ / \_\_\_\_\_ /

Co-author #3(Name/signature)\* \_\_\_\_\_ / \_\_\_\_\_ /

President of NMI/metrology organization \_\_\_\_\_ / \_\_\_\_\_ /  
(Signature) (signature interpretation)

\* If a group of authors is regarded in the letters.

Seal

**The form of the reference information about candidate for participation in the competition “Best young metrologist of COOMET”**

*Filled by the candidate and representatives of NMI/metrology organization nominated the candidate (by his/her heads or Council Chairperson at nomination of the candidates at CYM (Council meeting, Scientific and technical conference)) from relevance NMI/metrological organization*

**INFORMATION**

on the scientific and practical activities of a candidate for participation in the competition  
**“Best Young Metrologist of COOMET-20\_\_”**

1 Main directions of the scientific and practical activity: \_\_\_\_\_

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2 Title of the paper with an abstract: \_\_\_\_\_

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3 Number of publications: total \_\_\_\_\_, including:  
 monographs \_\_\_\_\_,  
 articles peer reviewed in international scientific magazines in English \_\_\_\_\_,  
 articles in other peer reviewed scientific magazines :\_\_\_\_,  
 oral reports on the scientific conferences \_\_\_\_\_,  
 inventions \_\_\_\_\_, patents \_\_\_\_\_.

4 Experience of the candidate in the field of metrology (work in other organizations, staying/studying abroad, participating in realization of the projects, appointment as a head of laboratory/department etc.):

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5 Additional Information about the candidate: \_\_\_\_\_

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\_\_\_\_\_ 20\_\_

\_\_\_\_\_  
 (candidate's signature)

Academic (Scientific and Technical)  
 Council Secretary

\_\_\_\_\_/\_\_\_\_\_  
 (signature) (name)

**The form of extract from the Minutes of the Council meeting on the nomination candidates at  
CYM (Council meeting, Scientific and technical conference) from relevant NMI/metrology  
organization**

*Issued by Secretary and signed by the Chairman from the relevant Council (perhaps with participation of  
the head of department, which the candidate works in)*

**ATTENTION:** Current form serves for ensuring the Scientific Committee with a number of common information about the  
importance of the work (when evaluating the criteria 2 and 4 of Annex 9)

**EXTRACT**

from the Minutes of the Council meeting on the nomination candidates at “Best young metrologist of  
COOMET – 20\_\_” (Council meeting, Scientific and technical conference)

\_\_\_\_\_ (full name of the organization)  
**HEARD:** On promoting the paper of \_\_\_\_\_  
\_\_\_\_\_ (name(s) of the candidate(s))

\_\_\_\_\_ (title of the paper)  
for participation in the competition “**Best Young Metrologist of COOMET**” in 20\_\_

**AGREED:** To propose for participation in the competition “**Best Young Metrologist of COOMET**” in  
20\_\_ the paper of

**IMPORTANCE OF CANDIDATE’S WORK**

1) activity in metrology in within organization	
2) ensuring traceability within institute or in scale of the country	
3) for economics of the country and society on the whole	

Note – grounding is written in every item (1-3)

**Personal contribution of Candidate**

(is evaluated in case of presence of co-authors in presented CYM work: personal researches made by the candidate is pointed , his contribution in work as an author, having articles, patents, reports on the meetings under the project topic are pointed too)

Academic (Scientific and Technical)  
Council Chairperson

\_\_\_\_\_/\_\_\_\_\_  
(signature) (name)

Stamp of COOMET

Academic (Scientific and Technical)  
Council Secretary

\_\_\_\_\_/\_\_\_\_\_  
(signature) (name)

**Evaluation Criteria**  
**(Instructions for the Members of the Scientific Commission if the Competition)**

<b>Innovation</b>	1	<b>Topicality and scientific novelty (application)</b>  Weight coefficient 0.1 Points from 1 to 5	The paper's subject is considered "topical" if it concerns a scientific direction actively developed by the world community  The paper is distinguished by scientific novelty if the obtained scientific results have not been discussed before.
	2	<b>Practical significance</b> Weight coefficient 0.1 Points from 1 to 5	The paper has to show its practical significance (application) and importance, how and where the obtained results can be applied
	3	<b>Practical use and implementation of the results</b> Weight coefficient 0.1 Points from 1 to 5	Showing the impact of the use of the research
<b>Presentation skills and performance</b>	6	<b>Execution of the paper</b> Weight coefficient 0.1 Marks from 1 to 5	The well-prepared paper should be presented in a good and clear language using formal language forms and the norms of writing a scientific papers. The text in the slides should be convenient for reading to everyone in the room. The visual presentation and oral explanation should complement each other helping people to understand the content. The paper should have sufficient illustrations and drawings. *see also item of Annex 5 Recommendation COOMET R/GM/18
	7	Weight coefficient 0.2 Marks from 1 to 5	While evaluating the quality of presenting work the following criteria are taken into account: <ul style="list-style-type: none"> <li>• reporter realizes communication with the listeners</li> <li>• reporter observes the time limit</li> <li>• reporter speaks correctly, clear and comprehensible</li> <li>• reporter answers to the questions correctly and convincing</li> <li>• reporter uses an additional equipment for his presentation (flip chart, white board, etc.)</li> </ul>

According to these criteria:

maximum sum mark – 5

minimum sum mark – 1

(the rounding of the intermediate values to 0.1 mark)

The final mark is determined according to the formula

$$C = \sum_{i=1}^7 a_i \cdot b_i,$$

where  $a_i$  is the weight of criterion  $i$ ,  $b_i$  is the mark of criterion  $i$ .



## Information

1. Development coordinator: TC 4 "Information and Training".
2. COOMET project: 335/UA/05 (coordinator – NSC “Institute of Metrology”, Ukraine);
3. The recommendation was updated and approved at the 33rd COOMET Committee meeting.

*Since the COOMET recommendation has an organizational and methodological content and reflects the procedural issues of COOMET activities, this recommendation should be used by all participants of cooperation within COOMET.*