	COOMET Document	COOMET D4/2022
	COOMET publications. Classification, procedure for development, approval, registration and update	
<i>Approved at the 13th COOMET Committee meeting (29 – 30 April 2003, Yalta, Ukraine)</i> <i>updated and amended</i> <i>at the 24th COOMET Committee meeting (16 - 17 April 2014, Yekaterinburg, Russia)</i> <i>at the 33rd COOMET Committee meeting (25-27 October 2022, online)</i>		

1. SCOPE

The present document establishes general recommendations for the classification, development (including recommendations for the layout and design), approval and registration of COOMET publications, as well as their update.

The document was developed taking into account the experience of national and international standardisation in metrology.

The present document was developed taking into account the provisions of the following documents:

- OIML B 6-2:2019 "Directives for OIML technical work. Part 2: Guide to the drafting and presentation of OIML publications"
- PMG 03-2016 "Procedure of registration, publishing and provision by documents on interstate standardization".
- RMG 51-2002 "SMS. Documents for verification methods of measuring instruments. Basic statements".

2. REFERENCES

In the present document the references to the following COOMET publications¹ are given:

- Document COOMET D1 "COOMET Memorandum of Understanding";
- Document COOMET D2 "COOMET Rules of Procedure";
- Document COOMET D5 "Model Regulations for COOMET Structural Bodies";
- Program COOMET P2 "COOMET Program of Comparisons";
- Information material COOMET I/RM/2 "Register of Certified Reference Materials of Composition and Properties of Substances and Materials Developed within COOMET".

3. GENERAL

COOMET publications (hereinafter referred to as publications) can be prepared in the basic fields of cooperation provided for in the COOMET MoU.

COOMET publications are developed under projects included in the COOMET Work Program, drawn up by the COOMET Secretariat on the proposals of COOMET Committee members, Chairs of

¹ When using this publication it is appropriate to check the year of approval of referenced publications on the website www.coomet.org (section "COOMET publications") or on the portal www.coomet.net (section "Publications").

COOMET structural bodies (CSB) and national metrology institutions of COOMET member countries according to the COOMET Rules of Procedure.

4. CLASSIFICATION of COOMET PUBLICATIONS

4.1. COOMET publications are divided into four categories:

- documents;
- recommendations;
- programs;
- information materials.

4.2. A **COOMET document** is a publication of organisational and methodological and informative nature, developed and approved within COOMET, reflecting procedural issues and fundamental issues of cooperation, and providing guidance to national metrology institutions which are COOMET members and to COOMET structural bodies in their activities.

4.3. A **COOMET recommendation** is a publication of organisational and methodological or technical nature, developed and approved within COOMET, used by COOMET structural bodies and/or national metrology institutions of COOMET member countries in cooperation within COOMET or in metrological practice in their countries.

The recommendations describing the procedure for interaction of national metrology institutions of COOMET member-countries and/or of CSB in carrying out works in the basic fields, provided for in the MoU, are also regarded as COOMET recommendations used in cooperation within COOMET.

COOMET Recommendations used by national metrology institutions of COOMET member-countries in their metrological practice, can apply to:

- terms, definitions, norms and requirements in the field of metrology, quality systems;
- verification charts;
- measurement techniques;
- measuring instrument testing techniques;
- measuring instrument verification techniques;
- measuring instrument calibration techniques;
- comparison techniques;
- methodological guidance on the application of requirements of documents of international organizations (e.g. International Organization of Legal Metrology (OIML) or other organizations) etc.).

4.4. A **COOMET program** is a publication, developed and approved within COOMET, reflecting the issues of cooperation policy and intended plans of activities of the whole organization or its structural body for a short, medium or long term.

COOMET programs also include concepts, strategies, policies, development plans and other similar documents.

4.5. A **COOMET informational material** is a material of informative nature, developed and approved within COOMET and used by national metrology institutions of COOMET member-countries in cooperation within COOMET or in metrological practice in their countries.

Analytical reviews, registers, reference information etc. are regarded as COOMET informational materials.

5. PROCEDURE FOR DEVELOPMENT OF COOMET PUBLICATIONS

5.1. Draft publications are generally developed by the appropriate COOMET bodies (joint committees, technical committees, subcommittees, working groups for COOMET projects) and the COOMET Secretariat.

5.1.1. If a draft COOMET publication is developed within a subcommittee or a working group for a COOMET project, it shall be discussed in the corresponding CSB, within which the subcommittee or the working group was established.

5.1.2. If a draft COOMET publication is developed within a COOMET structural body of the 2nd level (CSB-II), it shall be discussed in the COOMET structural body of the 1st level (CSB-I), to which the CSB-II is subordinate. COOMET publications of organizational and methodological nature used in cooperation within COOMET should be submitted for discussion and approval within the COOMET Presidential Council after agreement at the level of CSB-I.

5.1.3. If a draft COOMET publication is developed by the COOMET Secretariat, it shall be discussed within the COOMET Presidential Council

5.1.4. A positive result of discussion and approval of a draft publication shall be confirmed by the corresponding resolution in the Minutes of the meeting of the structural body and/or COOMET Presidential Council.

5.1.5. A COOMET information material should be compulsorily submitted to the COOMET Presidential Council for review and approval.

5.2. It is recommended in developing a draft publication within COOMET bodies that preparation of an independent conclusion on the draft, its compliance assessment and editing are organized.

It is recommended that a draft publication is submitted to the COOMET Secretariat for verification of compliance with the requirements of the COOMET Memorandum of Understanding and COOMET Rules of Procedure and for a compliance assessment to ensure the use of uniform terminology (in Russian and in English) in all COOMET publications.

5.3. When developing COOMET publications with regard to their layout and content it is recommended that appropriate international or intergovernmental documents (for example, OIML recommendations or documents on intergovernmental standardization of CIS member countries) are used.

5.3.1. COOMET publications of organisational and methodological nature should include the following basic sections:

- scope (the purpose (field of application) should be given, and the object, described in the publication, should be specified, when required);
- references (if necessary);
- terms and definitions (if necessary);
- general (the content can be organized in the form of sections² and subsections with specific titles);
- annexes (if necessary);
- information (see 5.5).

² If there are sections with specific titles in the text of a publication, the title "General" can be omitted.

Documents COOMET D1 and D2 may have another structure.

Sections of Regulations on CSBs (documents COOMET D5 xx) should meet the requirements of COOMET D5.

5.3.2. COOMET publications of technical nature may have the structure according to 5.3.1 (at the discretion of the developer).

General recommendations on the content of some COOMET technical publications are given in Annex A.

5.3.3. For COOMET recommendations, used by national metrology institutions of COOMET member countries in their metrological practice and developed in order to implement the requirements of OIML publications, it is appropriate to include methodological guidance on the application of those requirements for COOMET member countries and/or specific examples, clarifying the requirements.

5.4. The layout of the first page of a COOMET publication shall be in accordance with Annex B.

5.5. The information about a COOMET publication (Annex C) shall include the data about:

- 1) development coordinator;
- 2) number of the COOMET project (coordinator's name, organization, country, if necessary);
- 3) details of the COOMET Committee meeting at which the initially developed or updated publication was approved, or details of the COOMET Presidential Council meeting at which the initially developed or updated COOMET information material was approved;
- 4) implementation of the developed publication by COOMET member countries (only for COOMET recommendations to be used in the metrological practice of COOMET member countries).

In the information of the COOMET documents and COOMET recommendations of organizational and methodological nature used in cooperation within COOMET, the following text can be given: "Since the COOMET publication (specify the category) has an organizational and methodological content and reflects the procedural issues of COOMET activities (specify the field of cooperation or type of work, as required), the publication (specify the category) should be used by all participants of cooperation within COOMET".

For COOMET D1, COOMET D2, Regulations on CSBs (documents COOMET D5 xx) and COOMET programs the information may not be given.

The information shall be given on the last page of a COOMET publication.

6. PROCEDURE FOR APPROVAL OF COOMET PUBLICATIONS

6.1. Following agreement on a draft publication within a structural body, the publication shall be submitted to the COOMET Committee for approval.

6.2. The COOMET Secretariat arranges for a preliminary review of the draft publication by COOMET Committee members, either by sending it by e-mail or by making the draft available on the COOMET web resource and notifying COOMET Committee members about it.

6.3. The final decision on the approval of the publication is made at the annual COOMET Committee meeting within the List of COOMET publications, prepared by the Secretariat and submitted to the COOMET Committee for approval.

The publication shall be considered approved if at least 2/3 of votes from COOMET Committee members, who are taking part in the COOMET Committee meeting or who took part in the e-voting, were given for its adoption (see 6.2).

E-voting among COOMET Committee members on the adoption of a COOMET publication before the COOMET Committee meeting is permitted (either by sending a ballot and the draft publication by email, or by making the documents available on the COOMET web resource and notifying COOMET Committee members about it).

The COOMET Secretariat includes the information about the publications approved by e-voting in the Annual Report about COOMET activities, which is submitted at a regular COOMET Committee meeting.

Note – Publications of informative nature (COOMET information materials) are not submitted for the approval of the COOMET Committee. Such publications shall be approved at the level of the COOMET Presidential Council. E-voting among COOMET Presidential Council members is also permitted. The COOMET Secretariat includes the information about approved information materials in the Annual Report about COOMET activities, which is submitted at a regular COOMET Committee meeting.

6.4. For draft publications, proposed to be approved as COOMET recommendations and intended to be used in the metrological practice of COOMET member countries, a COOMET Committee member decides on the appropriateness of application of the publication in their country in the process of the draft publication review (see 6.2) or its approval by the COOMET Committee (see 6.3). The decision shall be reflected in the Information about the publication (see 5.5).

6.5. Approved COOMET publications shall be included in the Minutes of the COOMET Committee meeting or in the Record of the e-voting as an Annex.

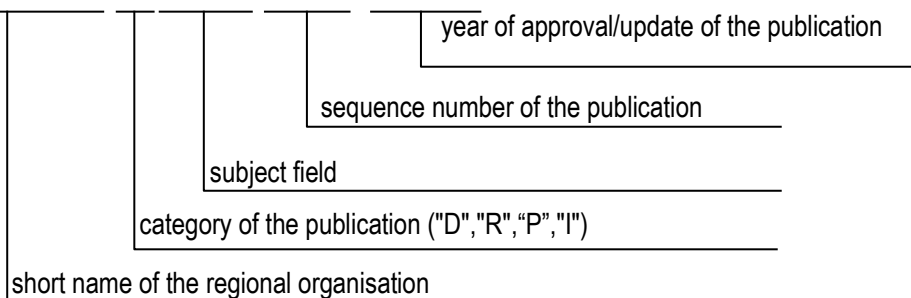
7. PROCEDURE FOR REGISTRATION OF COOMET PUBLICATIONS

7.1. The COOMET Secretariat shall carry out the registration of COOMET publications following their approval by the COOMET Committee or by the COOMET Presidential Council (see section 6). The registration number shall be given in the Minutes of the Committee meeting or Presidential Council meeting.

7.2. The registration number of a publication shall include:

- short name of the regional organisation;
- category of the publication ("D" for document, "R" for recommendation, "P" for program, "I" for information material);
- subject field (only for categories "R" and "I");
- sequence number (separately for categories "D", "R", "P", "I");
- year of approval or year of update of the publication.

COOMET X/XXX/XXX:XXXX



7.3. The following abbreviations should be used to denote the subject field in registration:

AUV	Акустика ультразвук, вибрация;	Acoustics, Ultrasound, Vibration
EM	Электричество и магнетизм	Electricity and Magnetism
F	Расходомерия	Flow Measurement
L	Длина и угол	Length and Angle
M	Масса и связанные с ней величины	Mass and Related Quantities
PR	Фотометрия и радиометрия	Photometry and Radiometry
QM	Физикохимия	Physical Chemistry
RI	Ионизирующие излучения и радиоактивность	Ionizing Radiation and Radioactivity
T	Термометрия и теплофизика	Thermometry and Thermal Physics
TF	Время и частота	Time and Frequency
RM	Стандартные образцы	Reference Materials
GM	Общие вопросы измерений (общая метрология)	General Questions Concerning Measurements (General Metrology)
LM	Законодательная метрология	Legal Metrology
AQ	Системы менеджмента качества	Quality Management Systems
IT	Информация и информационные технологии	Information and Information Technology
TR	Обучение и повышение квалификации специалистов	Training and Raising Proficiency Level of Experts
IA	Совершенствование деятельности KOOMET	Improvement of COOMET Activities

8. PROCEDURE FOR UPDATE OF COOMET PUBLICATIONS

8.1. COOMET publications (except for document COOMET D1 and document COOMET D2, as well as COOMET programs) are subject to the inspection of the scientific and technical level and to updates at least once in 5 years, with the following exceptions:

- 8.1.1. Decision on the need to make amendments and additions to the COOMET Memorandum of Understanding (document COOMET D1) and to the COOMET Rules of Procedure (document COOMET D2) shall be made by the COOMET Committee.
- 8.1.2. Decision on the frequency of update of COOMET publications, approved as COOMET programs, shall be made at the approval stage (either by setting a certain period of their validity, or by a special decision of the COOMET Committee (as appropriate)).
- 8.1.3. The COOMET Program of Comparisons (COOMET P2) shall be updated annually and approved by the COOMET President (generally at the COOMET Presidential Council meeting).
- 8.1.4. A Work Program of a structural body is approved for a certain period (generally three years) and updated in due course, including approval of the current versions, at the meetings of the CSB (without annual approval of all amendments by the COOMET Committee). Information about the implementation of the Work Program of the CSB-I shall be presented by the Chair of this structural body at the annual meetings of the COOMET Presidential Council and COOMET Committee. If numerous amendments are made to a program, its updated version can be approved with the indication of the year of update in the registration number of the program.

8.1.5. COOMET information materials are updated as required (if update is not required, the appropriate record should be made in the Minutes of the CSB within which it was developed).

8.1.6. Information material COOMET I/RM/2 is updated in due course as required and is further submitted for approval to the COOMET Presidential Council meeting. If update takes place, the year of update is indicated in the registration number. Information about the state of the Register of COOMET CRMs (COOMET I/RM/2) shall be presented at the annual meetings of the COOMET Presidential Council and COOMET Committee.

8.2. The CSB, within which a publication was developed, or the COOMET Secretariat (for publications, which the Secretariat developed) is responsible for updating. Discussion of updated publications shall be held in accordance with the procedure, established for their development.

8.3. After the approval of the updated versions of publications by the COOMET Committee the year of approval in the registration number of the publication is changed (see section 7).

8.4. If a COOMET publication is identified as irrelevant according to the results of the inspection of the scientific and technical level, it can be cancelled by the decision of the COOMET Committee. The CSB, within which the publication was developed, or the COOMET Secretariat (for publications, which the Secretariat developed) shall initiate the cancellation; the reason for such a decision shall be given in the Minutes of the CSB meeting or COOMET Presidential Council meeting.

8.5. If according to the results of the inspection of the scientific and technical level the CSB decides on the inappropriateness of update of the publication developed earlier within the CSB, the CSB Chair informs the COOMET Secretariat about that decision; the reason for such a decision shall be given in the Minutes of the CSB meeting or COOMET Presidential Council meeting.

The possibility to remain (to leave) the publication in use without revision and amendments due to the relevance of its content is the reason for the decision on the inappropriateness of update of the publication. The COOMET Secretariat oversees when the next update of the publication should take place (in view of 8.1).

8.6. If according to the results of the inspection of the scientific and technical level the COOMET Secretariat decides on the inappropriateness of update of the publication in the area of its responsibility, the Head of the Secretariat informs the COOMET Presidential Council about that decision; if the Council agrees with the proposal, the corresponding record is made in the Minutes of the COOMET Presidential Council meeting.

The possibility to remain (to leave) the publication in use without revision and amendments due to the relevance of its content is the reason for the decision on the inappropriateness of update of the publication. The COOMET Secretariat oversees when the next update of the publication should take place (in view of 8.1).

9. MANAGEMENT OF COOMET PUBLICATIONS

9.1. The COOMET Secretariat is the depositary of official COOMET publications. The COOMET Secretariat shall maintain the database with the list of COOMET publications (providing information about the results of the inspection of the scientific and technical level and update or decisions on cancellation).

9.2. The list and texts of newly registered or updated COOMET publications are posted on the web resources of COOMET.

Annex A
(recommended)
Recommended structure of COOMET technical publications


A.1. The recommended structure of guides for verification and calibration of measuring instruments:

- 1) introduction
- 2) main part consisting of the following sections:
 - verification (calibration) operations;
 - verification (calibration) equipment;
 - safety requirements;
 - verification (calibration) environments;
 - preparation for verification (calibration);
 - verification (calibration);
 - processing of measurement results;
 - recording of measurement results;
 - information.

A.2. The recommended structure of guides for measurements:

- 1) introduction;
- 2) main part consisting of the following sections:
 - requirements for the error (uncertainty) of measurements or assigned characteristics of the error (uncertainty) of measurements;
 - measuring instruments, auxiliary devices, materials, solutions;
 - method(s) of measurements;
 - safety requirements, environmental requirements;
 - requirements for the qualification of operators;
 - conditions of measurements;
 - preparation for measurements;
 - measurements;
 - processing (calculation) of measurement results;
 - control of accuracy of measurement results;
 - recording of measurement results;
 - information.

Annex B
(normative)
Layout of the first page of a COOMET publication

	Category of the COOMET publication	
 (title) registration number
<i>Approved at the ____ COOMET Committee meeting (or COOMET Presidential Council meeting) (date, venue)</i> <i>updated and amended</i> <i>at the ____ COOMET Committee meeting (or COOMET Presidential Council meeting) (date, venue)</i>		
<i>The text of the publication</i>		

**Annex C
(normative)
Information**

publication category and registration number

1. Development coordinator: _____;
2. COOMET project (coordinator's name, organization, country, if necessary): _____;
3. The publication (*specify the publication category*) was approved at the ____ COOMET Committee meeting;
or
The information material was approved at the ____ COOMET Presidential Council meeting;
- If the publication was updated:
The publication (*specify the publication category*) was updated and approved at the ____ COOMET Committee meeting
or
The information material was updated and approved at the ____ COOMET Presidential Council meeting
4. Information about implementation of the publication by COOMET member countries (only for COOMET recommendations to be used in the metrological practice of COOMET member countries).

For COOMET documents and recommendations of organizational and methodological nature used in cooperation within COOMET:

Since the COOMET publication (specify the publication category) has an organizational and methodological content and reflects the procedural issues of COOMET activities (specify the field of cooperation or type of work, as required), the publication (specify the publication category) should be implemented by all participants of cooperation within COOMET.

INFORMATION

Document COOMET D4/2022

1. Development coordinator: COOMET Secretariat
2. COOMET project: 264/BY-a/02 (coordinator – BelGIM, Belarus)
3. The Document was updated and approved at the 33rd COOMET Committee meeting (2022)

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