

	COOMET Program	COOMET P4/2021
	Work Program of TC 4 “Information and Training” for 2021–2023	
Approved at the 31st COOMET Committee meeting (15-17 June 2021, online). Updated in view of the resolutions of TC 4-2022 and current implementation of actions (as of 15.05.2023)		

Activity	Action	Timeframes	Performers	Note
1. Organisation and performance of training activities under the auspices of COOMET	1.1. Preparation of an internal procedure for the assessment of training needs and planning of training activities within COOMET	2021 – 2023	Chairs of TC 4, SC 4.1, SC 4.3, members of TC 4, SC 4.1, SC 4.3	<p>The basis is item 44 of the COOMET Development Program for 2020-2022 (Ind-e.1.1). Development – jointly with other CSBs, COOMET Secretariat.</p> <p>Submission for discussion – at PC-28 (November 2021), for approval – at the COOMET Committee in 2022.</p> <p>Works are underway (it is expected that works will be completed in 2024 – it will be taken into account in the Work Program of TC 4 for 2024-2026)</p>
	1.2. 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	Chairs of TC 4, SC 4.1, SC 4.3, members of TC 4	<p>The basis is item 45 of the COOMET Development Program for 2020-2022 (Ind-e.1.2). All CSBs and COOMET Committee members participate in the survey (taking into account the procedure according to item 1.1).</p> <p>Works are underway.</p>
	1.3. Preparation of annual Plans for training activities of COOMET	Annually	Chairs of TC 4, SC 4.1, SC 4.3, members of TC 4	<p>The basis is item 46 of the COOMET Development Program for 2020-2022 (Ind-e.1.3). Based on the results of the survey under item 1.2 and procedure under item 1.1. Discussion and adjustment of the Plan –</p>

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				at Presidential Council meetings. The Plan for 2023 has been prepared and published on the COOMET web resources.
	1.4. Organization and holding of training activities on the topical issues of metrology in different subject areas of cooperation for specialists of NMIs/DIs of COOMET member countries	2021 – 2023	TC 4	The basis is item 47 of the COOMET Development Program for 2020-2022 (Ind-e.1.4). According to the Plan under item 1.3. (jointly with other CSBs, COOMET Secretariat and interested COOMET NMIs/DIs). It is advisable to launch COOMET projects for holding trainings. The scheduled actions according to the Plan under item 1.3 are underway.
	1.5. Monitoring of the performance of training activities, envisaged by the Plans of training activities of COOMET	Annually	TC 4 Chair	The basis is item 48 of the COOMET Development Program for 2020-2022. Information is discussed at TC4 meetings and is provided in the TC 4 annual report. Report – at the meetings of COOMET Presidential Council and Committee. Works are underway.
	1.6. Organisation and holding of the International competition "Best Young Metrologist"	once in two years (2021, 2023)	TC 4, SC 4.3 Organizing Committee and Scientific Ccommittee of the competition	The basis is item 49 of the COOMET Development Program for 2020-2022 (Ind-e.1.5). IX (2021) and X (2023) International competitions "Best Young Metrologist". The Competition was held in 2021 online. Preparations are underway for the Competition of 2023 (Ekaterinburg, Russia)
	1.7. Organisation 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	2021 – 2023	TC 4	The basis is item 50 of the COOMET Development Program for 2020-2022. Jointly with JCMS, TC 1.1 – TC 1.12, TC 2. E-learning cannot be currently implemented through the COOMET web resources. It is supposed to use the resources of the BIPM platform (it will be taken into account in preparing the Work Program of TC 4 for 2024-2026)

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	1.7.1 Development of a methodology for organising and performing online/e-learning through COOMET web resources and preparation of proposals on the topics of this training	2022-2023		Submission of TC 4 proposals for discussion at the PC meeting (November 2023). E-learning cannot be currently implemented through the COOMET web resources. It is supposed to use the resources of the BIPM platform (it will be taken into account in preparing the Work Program of TC 4 for 2024-2026)
	1.7.2 Preparation of a technical platform for online/e-learning	2022 – 2023		Purpose – at least 2 e-learning modules (new or existing) are available to COOMET members (Ind-e.1.6) The experience of holding trainings will be summarized by TC 4 and presented to the Presidential Council (November 2023).
	1.7.3 Organisation and holding of online/e-learning within COOMET or organisation of training using existing e-learning modules of other organisations (<i>on specific topics</i>)	2022 – 2023		E-learning cannot be currently implemented through the COOMET web resources. It is supposed to use the resources of the BIPM platform (it will be taken into account in preparing the Work Program of TC 4 for 2024-2026)
	1.8. Coordination of participation of specialists from NMIs/DIs of COOMET member countries, especially from countries with emerging metrology systems (CEEMS), in training activities, performed under the BIPM CBKT program and programs of other partners	2021 – 2023	TC 4, Chair of SC 4.1	The basis is item 51 of the COOMET Development Program for 2020-2022 (Ind-e.1.7). Jointly with the COOMET Secretariat. Works are underway.
	1.9. Study of a possibility and preparation of proposals on organising "COOMET Summer School"	2022 – 2023	Members of TC 4, Chair of SC 4.3	To be discussed at TC4-2023 meeting. It is suggested that the action be moved to the Work Program of TC 4 for 2024-2026.
2. Preparation of the information about the possibilities of holding traineeships for specialists from NMIs and DIs of COOMET member countries, including traineeships in NMIs/DIs of other RMOs and international	2.1. 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 COOMET member countries	Annually	TC 4 Chair, SC 4.1, SC 4.3 Chairs	The basis is item 52 of the COOMET Development Program for 2020–2022 (Ind-e.2.1, Ind-e.2.2). All COOMET Committee members participate in the survey (taking into account the procedure under item 1.1). The information obtained is used to prepare information under item 2.2 Works are underway (in terms of CEEMS). In 2024 a wider format of collecting information

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metrology organizations, and monitoring of their participation				is suggested.
	2.2. Preparation and sending to COOMET member countries of the information about the possibilities of holding traineeships of COOMET specialists	Annually	TC 4 Chair, SC 4.1, SC 4.3 Chairs	The basis is item 53 of the COOMET Development Program for 2020–2022 (Ind-e.2.3). The information is sent to all COOMET Committee members (taking into account the results of the survey under item 2.1 and the procedure under item 1.1). Works are underway (in terms of CEEMS). In 2024 a wider format of collecting information is suggested.
	2.3. Monitoring of actual traineeships of specialists of NMIs/DIs of COOMET member countries	Annually	TC 4 Chair, SC 4.1, SC 4.3 Chairs	The basis is item 54 of the COOMET Development Program for 2020–2022 (Ind-e.2.4). Jointly with the COOMET Secretariat and COOMET NMIs/DIs. The information is discussed at TC 4 meetings and is provided in the TC 4 annual report. Report – at the meetings of the Presidential Council and COOMET Committee. Works are underway.
3. Monitoring of CEEMS participation in training activities and traineeships within COOMET, BIPM CBKT and programs of other partners		Annually	TC 4 Chair, SC 4.1, SC 4.3 Chairs	The basis is item 53 of the COOMET Development Program for 2020–2022 (Ind-e.3.1). Jointly with the COOMET Secretariat and COOMET NMIs/DIs. The information is discussed at TC 4 meetings and is provided in the TC 4 annual report. Works are underway.
4. Development, maintenance and support of COOMET informational resources	4.1. Maintenance and support of the COOMET website	Ongoing	SC 4.2 Chair	
	4.2. Development, maintenance and support of the COOMET data server (DB of COOMET projects, DB of COOMET comparisons, DB of CMCs, DB of COOMET RMs, etc.)	Ongoing	SC 4.2 Chair	Administration of the database of COOMET CRMs – under project 543/RU-a/11 Works are underway (except for DB of CMCs)

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	4.3. Online maintenance of the Program of comparisons on the COOMET information resources	Ongoing	SC 4.2	Jointly with JCMS and COOMET Secretariat Works are underway
	4.4. Analysis of the number of COOMET key and supplementary comparisons; the number of completed and published COOMET comparisons, the number (and percentage) of piloted COOMET comparisons by COOMET NMIs/DIs	Ongoing	SC 4.2 Chair	Jointly with JCMS Works are underway
5. Performance of works on the improvements of activities of COOMET steering and structural bodies	5.1. Carrying out of an inspection of the scientific and technical level of COOMET documents and recommendations in the field of activity of TC 4 (D6/2013, D10/2013, R/IT/24:2014, R/IT/27:2015) and their updates	2021 – 2023	Chairs of TC 4, SCs 4.1–4.3	The basis is item 79 of the COOMET Development Program for 2020–2022 (Ind-e.2.6). Update – under COOMET projects (860/RU/22, project 861/BY/22). Update of D6/2013, D10/2013 – in view of WG-Web activities. Works under project 860/RU/22 are underway. Works under project 861/BY/22 have actually been completed – the recommendation is submitted for approval to the COOMET Committee.
	5.2. Determination of targeted content for TC 4 communication, participation in the discussion of an online mechanism of information exchange on the COOMET website	2022 – 2023	Chairs of TC 4, SCs 4.1–4.3, members of TC 4, SCs 4.1–4.3	The basis is item 86 of the COOMET Development Program for 2020–2022 (Ind-e.2.8). Jointly with WG-Web, COOMET Secretariat and other CSBs Discussion will be organized at TC4-2023 meeting involving the WG-Web Chair.
6. Carrying out of activities for promoting/popularization of COOMET activities and its relevance at the national and international level	6.1. Participation in the preparation of a booklet "30 years to COOMET"	2021-2023	TC 4	The basis is item 93 of the COOMET Development Program for 2020–2022. Jointly with the COOMET Secretariat. PARTLY IMPLEMENTED (a poster was prepared). There are no necessary resources for the booklet preparation and there are a lot of changes in COOMET activities. It is suggested that the control should be discontinued.

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	6.2. Development of a list of fundamental documents on metrology of international metrology organisations that require translation into Russian and preparation of the Plan (schedule) of their translations	2023	TC 4	Development of the list – under COOMET project 872/RU/23 The plan (schedule) is submitted for agreeing on to the Presidential Council and updated as necessary. Works are underway.
	6.2a Translation into Russian of fundamental documents on metrology of international metrology organisations	2023 and beyond	TC 4	The basis is item 95 of the COOMET Development Program for 2020–2022 (Ind-e.3.4). Jointly with the COOMET Secretariat and coordinators of COOMET projects (it is advisable to launch projects for translation of different documents)
	6.3. Participation in the preparation of a concept of application of digital technologies in the activities of COOMET and NMIs/DIs of COOMET member countries	2021–2023	TC 4	The basis is item 97 of the COOMET Development Program for 2020-2022 (Ind-e.3.6). Jointly with JCMS, TC 1.1 – TC 1.12, TC2. A TC 4 representatives participated in the discussion of the draft COOMET Concept for the Issues of Digital Transformation in Metrology and Roadmap for its Implementation.
7. Implementation of COOMET Projects	7.1. 543/RU-a/11 "Development and administration a database of RM of COOMET"	Ongoing	Chair of SC 4.2, TC 1.12	Joint project of TC 1.12 and TC 4. Works are underway.
	7.2. 829/BY-a/21 "Preparation of an internal procedure for the assessment of training needs and planning of training activities within COOMET"	2021–2023	Chairs of TC 4, SC 4.1, SC 4.3, members of TC 4, SC 4.1, SC 4.3	Development – jointly with other CSBs, COOMET Secretariat, interested participants from NMIs/DIs of COOMET member countries Works are underway (it is expected that works will be completed in 2024 – it will be taken into account in the Work Program of TC 4 for 2024-2026)

COMPLETED PROJECTS

№	Project number	Action	Project coordinator	Participants	Timeframe for implementation	Notes
1		Update of the Regulation on TC 4 (item 5.2)	TC 4 Chair and Secretariat	TC 4 members	2020-2021	Implemented. Document COOMET D5.13/2021 was approved.
2	731/BY-a/17	Review of national education & training systems for the NMIs and metrologists of the COOMET member countries (item 7.2)	L.Astafieva BelGIM, Belarus	BY, AZ, KG, KZ, RU, UA, UZ	2021 - 2022	Implemented. Information material COOMET I/TR/12:2022 was approved.
3	811/BY-a/20	Development of the policy and procedures for holding official COOMET meetings and events under the auspices of COOMET in the form of videoconferences/webinars based on the organization and holding of test (pilot) videoconferences involving specialists from COOMET member countries (item 7.3)	N.Liakhova, BelGIM, Belarus	BY, DE, KZ, RU, TR, UA	2021-2022	An Instruction was developed for the participants of COOMET videoconferences/webinars, containing recommendations on connecting, software and hardware to be used, on the procedure during a videoconference/webinar, on the organization of polling to make decisions during meetings/events, as well as on providing simultaneous interpretation into the working languages of COOMET. The Instruction was applied in holding COOMET videoconferences/webinars during 2020-2022.