

“STATUS AND PERSPECTIVES OF COOMET”

ANNEX 4: External assessment - Interview guideline

Preparation:

- Date: 6.5.-17.5. or 1.7.-12.7. between 9:00 - 16:00 German time
- Duration: 1-2 hours interview with Ms Suzana Lange
- Contact: via Skype (suzana_lange) or telephone (+49.178.5450166)
- Language: English? Interpreter in country? Or Interpreter English-Russian to be organised by Suzana Lange

Introduction

- Role and background of Suzana Lange
- Aim of the organizational development study and the interview
- Formal anonymity, but reference to content

0) Personal information

- What is your position in your home country?
- What is your position within COOMET?
- Since when do you actively participate in COOMET?

1) COOMET - strengths and weaknesses

- What are, according to you, the biggest benefits and achievements COOMET has brought to you, your organization, your country and other COOMET member countries?
- According to you, what are COOMET's core weaknesses which need to be tackled within the next years, e.g. with respect to its structure, its funding mechanisms, the scope of its work? Please be as specific as possible.

2) COOMET - Scope of work

- What is for you the *raison d'être*/ the main functions of COOMET?
- To which degree is COOMET at the moment able to fulfil these main functions?
- Which functions does COOMET have, but does not fulfil? Why not?

3) COOMET - Funding

- After the end of PTB funding: Under which potential and realistic funding mechanisms can COOMET operate in the future, e.g. service/participation fees + contributions in kind vs. membership fees vs. internal donors/other donors - which other options exist?
- (Under which conditions) are members willing/ able to activate own internal funds?
- Who in your country was/ needs to be consulted to get a binding position?

4) COOMET - Organizational structure and work processes

- How suitable is the organizational structure of COOMET now?
- How should the Secretary work be organised?
- With a changed funding model of COOMET: Are there other necessary organizational changes in the future? What exactly should be considered?

5) Expectations with respect to the OE study

- What would be a perfect outcome of the organizational development study and related survey and interviews?
- What can COOMET learn by other Regional Metrology Organisations (RMOs) or other regional organisations and networks?
- Which documents/ past discussions/ opinions etc need to be taken into consideration for the study?
- In case we find that we lack important information, can I contact you again?
- Will you and your colleagues participate in the online survey?

Annex: Overview Framework Conditions (excerpt from Inception report)

COOMET was founded in June 1991. Today COOMET has 21 Members, out of which fifteen full Members and six associate Members.

COOMET Scope of work

COOMET is one out of six RMOs recognised within the framework of the CIPM MRA. The RMO is the link for its member National Metrology Institutes (NMI) to the international metrological structures and fulfils tasks assigned to RMOs by the CIPM MRA. Active participation in COOMET is the precondition for the international recognition of national measurement standards and/or calibration certificates issued by NMIs.

The actual benefit for NMI to engage in COOMET differ though in accordance of the status of the member such as full versus associate membership; international recognition of the NMI and/or actual participation in the CIPM MRA through the COOMET structure.

The COOMET objectives, tasks and principal fields of cooperation are defined in its MoU, amended last time in April 2012. The MoU does not cover financial aspects. Working processes are described in the Rules of Procedures and on level of the single structural bodies. The development of a mid-term COOMET Strategy is envisaged for the near future.

COOMET Financing

COOMET is financed by various sources:

The COOMET member country holding the Presidency of COOMET provides and mainly finances the COOMET Secretariat. Some COOMET full Members as well as associate Members finance activities such as intercomparisons, the hosting of COOMET Committee meetings, COOMET Presidential Council meetings, technical committee (TC) meetings and TC secretaries or the organisation of trainings and workshops/seminars. Most, but not all COOMET countries cover their own expenses deriving from participation in COOMET statutory meetings and activities. In some cases this contribution is covered by various cooperation projects.

Currently, the participation of most countries in COOMET activities is carried out on the basis of self-financing, including partial.

PTB as associate member contributes since many years to the funding of the Secretariat, the participation of some COOMET Members to statutory meetings and activities and the implementation of activities such as joint training measures.

Up to now, there is neither full information on financial contributions nor on cost categories of COOMET's functioning, such as the costs of Secretariat work, of statutory meetings (Committee, President's Council, TC, etc), of activities such as trainings, workshops, intercomparisons, Award, and other activities, of international networking (e.g. participation in international meetings and conferences) and of public relation activities such as the two websites and the publications.

The question how to ensure financial stability and sustainability for COOMET has been discussed several times in the past, but without a sustainable result.

COOMET Organizational structure

Today, COOMET is operating as network (voluntary association) and has no legal entity. There are current discussions raised by the Presidency and other COOMET Members about the establishment of a legal entity of COOMET and the permanent place of its registration. This implies practical as well as legal and political questions.

All NMIs of COOMET Member Countries are represented in the COOMET Committee. The Presidency of COOMET is rotating. Since 2018, Belarus is holding the Presidency for a three-year period. The NMI of the Presidency provides the Secretariat, responsible for the management of the network and the communication between the different COOMET bodies. In 2018, the four elected Vice-Presidents are from Russia, Ukraine, Georgia and Germany.

COOMET has various structural bodies to implement its cooperation: A Joint Committee on measurement standards (etalons), TCs per field of measurement, a Quality Forum and its TC on quality issues, as well as Sub-Committees and Working Groups.

A COOMET development programme for 2017-2020 was approved at the COOMET Committee meeting in April 2017. Foreseen activities, especially in section 1 "Improvement of COOMET infrastructure and activity arrangement", are of interest for the organizational development study and vice-versa. The President's Council decided in November 2018 to establish a Working Group on Development of a COOMET Strategy under the lead of the COOMET President.