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Минск
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*Attn COOMET Committee Members
Attn Chairperson of JCMS, Quality Forum, TC 3.1, COOMET Web-site administrator
Attn Chairperson of TC 1.1 – TC 1.12 (or their official representative)
Copies: Attn National secretariats of COOMET*

Ladies and gentlemen!

Let me on behalf of COOMET President inform you that the following COOMET events being kindly arranged by Physikalisch-Technische Bundesanstalt of Germany (PTB) will take place in **Dresden, Germany from April 02 to 04, 2019:**

- 29th COOMET Committee meeting: April 3-4;
- 17th meeting of the Joint Committee on Measurement Standards: April 2, morning;
- Workshop within BIPM CB&KT Program for the Chairpersons of TC 1.1 – TC 1.12, TC 3.1 due to the expected revision of the CIPM MRA (COOMET Seminar on CIPM MRA revision): April 2, afternoon.

The Schedule and the Program of COOMET meetings, Visitors information, Information about hotel and the Application Form are attached.

The draft Agenda of the COOMET Committee meeting will be sent in the near future to the COOMET Committee members for approval, after which it will be published on the COOMET information resources (together with the program of COOMET Seminar).

COOMET President invites you to take part in the upcoming events!

Please take into account the following organizational points:

- 1) The country's delegation to the COOMET Committee meeting is determined by the COOMET Committee member.
- 2) If it is impossible for the Committee member to personally participate in the Committee meeting, please send a letter to the COOMET Secretariat indicating which member of the country's delegation will be the official representative at the COOMET Committee meeting.
- 3) If it is impossible for a representative of a country (the Committee member or his official representative) to participate in the COOMET Committee meeting, please also notify the COOMET Secretariat.
- 4) The COOMET Seminar on CIPM MRA revision issues is primarily aimed at the Chairpersons of the COOMET Technical Committee, however all interested representatives of delegations are invited too.
- 5) Working languages of the COOMET Committee meeting and Seminar: **English, Russian;** interpretation will be arranged during these events.
- 6) To participate in the 17th meeting of the Joint Committee on Measurement Standards only JCMS members (Chairpersons of TC 1.1 - TC 1.12) and other persons on the decision of JCMS Chairperson are invited. The Agenda and working materials of this meeting will be distributed among its participants by the Chairperson of the JCMS (Ms. Anna Chunovkina). The working language of the meeting is **Russian.**

7) If you need a visa to visit Germany, mark this in the Application Form and send passport details to the Organizing Committee (katrin.hoffmann@ptb.de).

8) Taking into account all planned events: day of arrival – April 1, 2019; departure day – April 5, 2019. The organizing committee will arrange a transfer from Dresden or Leipzig airport or from the Dresden railway station to the hotel and back.

9) Please pay special attention to the need for personal booking of the hotel by participants and meeting of the deadlines for booking (**until February 25, 2019**), since after this date special rates for accommodation will not be applied. Also, if there are no rooms in the hotel, you will need to book another hotel yourself at the late booking. Please do not forget to inform the Organizing Committee about booking a different hotel to arrange your transfer to the hotel after arriving in Dresden.

ORGANIZING COMMITTEE:

PTB

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If you have any questions, please contact the Organizing Committee.

The following documents are attached to this letter:

1. The Schedule of COOMET meetings
2. The Program of COOMET meetings
3. Visitors information
4. Information about hotel
5. Hotel Reservation Form
6. Application Form

With best regards,



Nadezhda Liakhova
Head of COOMET Secretariat