

30th COOMET Committee meeting
18th meeting of Joint Committee for Measurement Standards



COOMET Seminar for the discussion of a draft COOMET Strategy for 2020-2025 and possible fields of joint scientific research

31 March – 2 April 2020,
Nur-Sultan, Kazakhstan

INFORMATION FOR THE PARTICIPANTS

1. Time schedule

Time	Tuesday, 31 March 2020	Wednesday, 1 April 2020	Thursday, 2 April 2020
08:00	Registration (08:45)	Registration (08:45)	
09:00	JCMS Start 09:00	COOMET Committee Start 09:00	COOMET Committee Start 09:00
10:00	Coffee break (10:30 – 10:50)	Coffee break (10:30 – 10:50)	
11:00	JCMS	COOMET Committee	Coffee break (11:00 – 11:20)
12:00	Lunch (12:30 – 13:30)	Lunch (12:30 – 13:30)	COOMET Committee
13:00	JCMS		Lunch (13:00 – 14:00)
14:00	Registration for the seminar (14:45)	COOMET Committee	COOMET Committee
15:00	Seminar Start 15:00	Collective photo 15:30 Coffee break (15:40 – 16:00)	
16:00	Coffee break (16:20 – 16:40)	COOMET Committee	Cultural program
17:00	Seminar		
18:00			
19:00	Dinner	Official dinner	Dinner
20:00			
21:00			
22:00			

2. Participation in the meetings and seminar

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- Members of the country's delegation to the COOMET Committee meeting **shall be determined by the COOMET Committee member** and shall be confirmed in an official letter addressed to COOMET President under the signature of the COOMET Committee member.
- If it is impossible for the Committee member from a country to personally participate in the COOMET Committee meeting, please indicate in the official letter, which member of the country's delegation will be the official representative of the COOMET Committee member at the COOMET Committee meeting.

- If it is impossible for a representative of a country (Committee member or his official representative) to participate in the COOMET Committee meeting, please also notify COOMET President. COOMET Committee member can officially delegate his voting powers to a representative of another country by notifying COOMET President.

Official confirmation of the authority is important owing to the fact that the election of COOMET President for the period from April 2021 to April 2024 shall take place, and discussion of the issues of the COOMET Strategy for 2020-2025 and appropriateness of changing the institutional status of COOMET is planned.

- In view of the above circumstances, **COOMET Committee meeting will be subdivided into two parts:**
Part 1, for participation in which only COOMET Committee members or their official representatives are invited and
Part 2 – Plenary meeting, involving all members of the countries delegations, representatives of international and regional organizations and guests.
The draft agenda of the 30th COOMET Committee meeting will be circulated additionally.

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- COOMET Committee members or their official representatives, as well as other members of the official delegations of the countries, taking part in the COOMET Committee meeting, are invited to participate in the seminar. A draft seminar program is attached.

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- JCMS members (Chairpersons of TC 1.1 – TC 1.12) or their official representatives and optionally COOMET Committee members or their official representatives and other members of the official delegations of the countries, taking part in the COOMET Committee, are invited to participate in the JCMS meeting. Only JCMS members have the right to vote on the issues of the agenda.
- The agenda and working documents of the JCMS meeting will be circulated among its participants by the JCMS Chairperson (Dr. Anna Chunovkina, VNIIM, Russia). Annual reports of the Chairpersons of TC 1.1 – TC 1.12 will be included in the Working documents of the COOMET Committee meeting.

Working languages: English, Russian

Simultaneous interpretation will be arranged during the meetings and seminar.

3. Venue of the meetings and seminar

All events will be held in a conference hall of the hotel "**Wyndham Garden Astana**" (<http://wyndham-garden.hoteleastana.com/>)

4. Registration for participation

Deadline for submitting application forms for participation:

Registrations should be made as soon as possible, **but latest on 20 February 2020.**

Please send the reservation form of the hotel together with the application form.

5. Visa and invitation letters

Citizens of some countries need visa to enter Kazakhstan.

For formal invitation letters for visa please contact the Organizing Committee (KazInMetr: Aliya Tlektsova, E-mail: tlektesova@kazinmetr.kz).

For the preparation of an invitation letter a copy of your passport, dates of arrival and departure are required.

6. Accommodation

In order to effectively coordinate and organize the events accommodation for all participants is proposed in the hotel **"Wyndham Garden Astana"** (the meetings and seminar will be held in the conference hall of the hotel).

Address: 25 Hussein bin Talal Str., Nur-Sultan, Kazakhstan
<http://wyndham-garden.hoteleastana.com/>



The hotel is located near the EXPO exhibition center, exhibition pavilion "Nur Alem", International financial center "Astana".

Accommodation rates:

A single standard room, with breakfast included: **101 USD per night** (accommodation in this room allows complimentary access to SPA & Fitness Center).

! The special rates are valid only **until 20.02.2020** and applied only for the period from 29 March to 4 April 2020. Reservation for earlier or later dates may be possible on request, if rooms are available, and at regular hotel rates.

For booking accommodation in the hotel please fill out the attached reservation form, sign it and SEND to the ORGNIZING COMMITTEE TOGETHER WITH THE APPLICATION FORM OF THE PARTICIPANT.

Important: If you book another hotel, please duly inform the Organizing Committee for the arrangement of picking up at the airport and transfer to the hotel. The host party will not arrange for transfer from the place of the accommodation to the hotel "Wyndham Garden Astana" during the meeting days.

7. Transfer

In view of the scheduled events: day of arrival – 30 March 2020; day of departure – 3 April 2020.

The Organizing Committee will provide for picking up the participants at the Nur-Sultan airport upon their arrival and for transfer to the hotel and from the hotel to the airport.

Please inform the Organizing Committee (KazInMetr: Aliya Tlektsova, E-mail: tlektesova@kazinmetr.kz, Bekzada Ubishtaeva E-mail: ubishtaeva@kazinmetr.kz) about the date and time of your arrival in Nur-Sultan (and your flight number) and about the hotel you've booked in order to arrange for picking up and transfer to the hotel.

8. Contact details of the Organizing Committee

KazInMetr Dinara Zhumakayeva	E-mail: zhumakayeva@kazinmetr.kz Phone.: +7 (7172) 28 29 28
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COOMET Secretariat Nadezhda Liakhova	E-mail: coomet@belgim.by Phone.: +375 17 334-75-40 +375 29 277 89 49 (cell, Viber, WhatsApp)

See you in Nur-Sultan!