

MINUTES
of the 17th meeting of COOMET Technical Committee
TC 4 “Information and Training”

The 17th meeting of TC 4 “Information and Training” was held on 10–11 February 2021 online.

The meeting was attended by 18 specialists from 11 COOMET member countries, Chairpersons of Subcommittees, TC 4 Members, as well as their representatives. Representatives of the International Bureau of Weights and Measures (BIPM) and the European Association of National Metrology Institutes (EURAMET) attended the meeting as guests.

Representatives of national metrology organisations of COOMET Member Countries		
Country	Name	Status in COOMET, NMI
AZERBAIJAN	1. Dilara MAMMADOVA	Member of TC 4, AzMI
BELARUS	2. Lidia ASTAFIEVA	Member of TC 4, BelGIM
	3. Vladimir LOBKO	Deputy Chairperson of SC 4.3, BelGIM
	4. Nadezhda LIAKHOVA	Head of COOMET Secretariat, BelGIM
CHINA	5. Sophia LI	Member of TC 4, NIM
GEORGIA	6. Natalia SIDAMONIDZE	Member of TC 4, GEOSTM
GERMANY	7. Moritz ACKERMANN	Member of TC 4, PTB
KAZAKHSTAN	8. Gulmira LESBEKOVA	Member of TC 4, RSE “KazStandard”
MOLDOVA	9. Constantin BORDIANU	Member of TC 4, INM
RUSSIA	10. Sergey KOMISSAROV	Deputy Chairperson of TC 4, VNIIMS
	11. Ekaterina KOZMINA	Chairperson of SC 4.3, Member of TC 4, VNIIMS
	12. Alexander IVANOV	Chairperson of SC 4.2, VNIIFTRI
TURKEY	13. Enver SADIKOGLU	TUBITAK UME
UKRAINE	14. Pavel NEYEZHMAKOV	COOMET Vice-President, Chairperson of TC 4, NSC “Institute of Metrology”
	15. Yuliya BUNYAYEVA	Chairperson of SC 4.1, Secretary of TC 4, Member of SC 4.3, National COOMET Secretariat, NSC “Institute of Metrology”
	16. Tetiana OMIELICHEVA	National COOMET Secretariat, Interpreter, NSC “Institute of Metrology”

Representatives of national metrology organisations of COOMET Member Countries		
Country	Name	Status in COOMET, NMI
UZBEKISTAN	17. Marat YUNUSOV	Member of TC 4, SC 4.1, 4.2, SE “UzNIM”
	18. Sheroz ISMATULLAEV	Member of SC 4.3, SE “UzNIM”
Representatives of International and Regional Metrology Organisations		
Organisation	Name	Position
BIPM	19. Chingis KUANBAYEV	International Liaison and Communication Department of BIPM
EURAMET	20. Tanasko TASIC	EURAMET Secretariat
	21. Miruna DOBRE	Chair of TC-IM

OPENING THE MEETING

COOMET President V. Hurevich (BelGIM, Belarus) greeted the participants of the 17th meeting of TC 4 "Information and Training" and wished successful and fruitful work.

COOMET Vice-President, Chairperson of TC 4 P. Neyezhmakov (NSC “Institute of Metrology”, Ukraine) opened the 17th meeting of TC 4 and greeted the participants.

ADOPTION OF THE AGENDA

After the procedure of presenting the participants to the meeting, the following agenda was adopted:

- 1 Report on the activity of TC 4 in 2019–2020
- 2 Report on the implementation of TC 4 Work Program for 2018–2020
- 3 On the activity of subcommittees in TC 4
 - 3.1 SC 4.1 "Capacity Building in Training and Knowledge Transfer"
 - 3.2 SC 4.2 "COOMET Informational Resources"
 - 3.3 SC 4.3 "Raising Proficiency Level and Work with Young Metrologists"
- 4 Results of the 30th online meeting of COOMET Committee in relation to the activity of TC 4, including:
 - 4.1 On the authorities of Chairpersons of SC 4.2 "COOMET Information Resources" and SC 4.3 "Raising Proficiency Level and Work with Young Metrologists"
- 5 Information on activities planned for 2021 in Roadmap for implementation of COOMET Strategy for 2020–2025 and COOMET Development Program for 2020–2022 (within the area of responsibility of TC 4)
 - 5.1 On the development of COOMET internal procedure for the assessment of training needs and planning of training activities within COOMET (*base – item 44 (Ind-e.1.1) of the Development Program*)
 - 5.2 On the results of agreement of the draft Plan for training activities of COOMET for 2021 with COOMET Committee members and Chairpersons of COOMET Structural Bodies (*base – Action PC-26-30 and item 46 (Ind-e.1.3) of the Development Program*)

- 5.3 Discussion of the form for carrying out the monitoring of actual traineeships of experts of NMIs/DIs of COOMET member countries (*base – item 54 (Ind-e.2.4) of the Development Program*) and the monitoring of CEEMS participation in training activities and traineeships within COOMET, BIPM CBKT and programs of other partners (*base – item 55 (Ind-e.3.1) of the Development Program*)
- 5.4 Discussion of target groups and the necessary content for the interactive information exchange on the information resources of COOMET in relation to the activities of TC 4 (*base – item 86 (Ind-g.2.8) of the Development Program*)
- 5.5 On the preparation of a booklet “30 years to COOMET” (*base - item 93 of the Development Program*)
- 5.6 On the development of a list of fundamental documents on metrology of international metrology organizations that require translation into Russian (*base – item 95 (Ind-g.3.4) of the Development Program*)
- 5.7 On the development of a concept of application of digital technologies in the performance of metrological services of NMIs/DIs of COOMET member countries (*base – item 97 (Ind-g.3.6) of the Development Program and item 4.2.5 of the Work Program of TC 4*)
- 5.8 On the preparation of a list of guides on calibration, currently developed in EURAMET and DKD, and information about the available translations into Russian (*base – Resolution PC-26-14 & Action PC-26-13*)
- 6 On COOMET publications
 - 6.1 Updating of COOMET Document D5.13/2015 “Regulation on COOMET Technical Committee “Information and Training” (TC 4)” taking into account the new version of COOMET Document D5/2020
 - 6.2 Discussion and development of a schedule for updating publications in TC 4 scope (D6/2013, D10/2013, R/IT/24:2014, R/IT/27:2015)
 - 6.3 Presentation and discussion of proposals for updating COOMET Document D4/2014 “COOMET Publications. Classification, Development, Approval and Registration. General Provisions”
- 7 Implementation of COOMET projects
 - 7.1 Creation and maintaining of COOMET CRM Data Base (*543/RU-a/11*)
 - 7.2 Review of national education & training systems for the NMIs and metrologists of the COOMET member countries (*731/BY-a/17*)
 - 7.3 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 experts from COOMET member countries (*811/BY-a/20*)
- 8 On the preparation for IX International Competition “Best Young Metrologist of COOMET – 2021”
 - 8.1 On the updating of COOMET Recommendation R/GM/18:2020 “Procedure for the International Competition “The Best Young Metrologist of COOMET” in terms of formalizing the procedure for holding the competition with the participation of representatives from other RMOs
- 9 Discussion of approaches for organizing interactive / e-learning by COOMET web resources and/or existing e-learning modules of other organizations
- 10 On the activity within BIPM Capacity Building & Knowledge Transfer Program (CBKT)
- 11 Information on activity of EURAMET Technical Committee for Interdisciplinary Metrology (TC-IM)

- 12 On EURAMET capacity building and knowledge transfer activities
- 13 Discussion of the draft Work Program of TC 4 for 2021–2023
- 14 Miscellaneous
- 15 Date and venue of the next meeting
- 16 Discussion of resolutions

THE OUTCOMES OF THE MEETING

1. Report on the activity of TC 4 in 2019–2020

The Chairperson of TC 4 P. Neyezhmakov informed the participants of the meeting about the main directions of TC work. During the reporting period, the work within the TC was carried out on the basis of the TC 4 Work Program for 2018–2020 in three subcommittees:

- SC 4.1 "Capacity Building in Training and Knowledge Transfer";
- SC 4.2 "COOMET Informational Resources";
- SC 4.3 "Raising Proficiency Level and Work with Young Metrologists".

Actions and decisions:

- *to approve the activities of TC 4 for the reporting period.*

2. Report on the implementation of TC 4 Work Program for 2018–2020

Secretary of TC 4 Yu. Bunyayeva (NSC “Institute of Metrology”, Ukraine) informed the participants of the meeting about the results of the implementation of the TC 4 work program for 2018–2020.

The participants of the meeting approved the activities of TC 4 within the framework of the Program.

Decisions and actions:

- *to approve the report on the implementation of the TC 4 Work Program for 2018–2020.*

3 On the activity of subcommittees in TC 4.

3.1 SC 4.1 “Capacity Building in Training and Knowledge Transfer”

Chairperson of SC 4.1 Yu. Bunyayeva presented to the participants of the meeting information on the results of activities in the field of capacity building in the field of training and knowledge transfer.

Decisions and actions:

- *to approve the activity of SC 4.1 for the reporting period.*

3.2 SC 4.2 “COOMET Informational Resources”

Chairperson of SC 4.2 A. Ivanov (VNIIFTRI, Russia) presented up-to-date information on the state of COOMET information resources, as well as maintenance of COOMET databases.

Chairperson of TC 4 P. Neyezhmakov informed the participants about the results of the meeting of the Working Group on the creation of a new single information resource of COOMET (WG-Web), and also informed that the members of WG-Web confirmed the feasibility of creating a single informational resource of COOMET, however, a single approach to the concept of building

this resource has not yet been developed (taking into account the current functioning of the site www.coomet.org and the portal www.coomet.net).

Head of COOMET Secretariat N. Liakhova (BelGIM, Belarus) presented the results of the survey of COOMET Committee Members/National Secretariats and TC Chairpersons on the current state of COOMET informational resources and on the prospects for creating a single COOMET informational resource.

Decisions and actions:

- *to approve the activity of SC 4.2 for the reporting period.*

3.3 SC 4.3 “Raising Proficiency Level and Work with Young Metrologists”

Chairperson of SC 4.3 E. Kozmina (VNIIMS, Russia) presented up-to-date information on activities in the field of raising proficiency and work with young metrologists, and also proposed to schedule a workshop for young metrologists in the field of digitalization in 2021.

Decisions and actions:

- *to approve the activity of SC 4.3 for the reporting period.*

4. Results of the 30th online meeting of COOMET Committee in relation to the activity of TC 4

Head of COOMET Secretariat N. Liakhova presented to the participants of the meeting information on the results of the 30th online meeting of the COOMET Committee in relation to the activities of TC 4.

Decisions and actions:

- *take note of the information on the results of the 30th online meeting of the COOMET Committee and also on the approval of the COOMET Strategy for 2020–2025 and the COOMET Development Program for 2020–2022.*

4.1 On the authorities of Chairpersons of SC 4.2 “COOMET Information Resources” and SC 4.3 “Raising Proficiency Level and Work with Young Metrologists”

The Chairperson of TC 4 P. Neyezhnikov informed the participants of the meeting that in 2021 the authorities of the Chairpersons of SC 4.2 "Informational Resources of COOMET" and SC 4.3 “Raising Proficiency Level and Work with Young Metrologists” will expire, and proposed to extend the authorities of the Chairpersons of SC 4.2 and SC 4.3 for the following 4 years, in case of absence of proposals for other candidates.

TC 4 members unanimously supported the proposal of the TC 4 Chairperson to extend the authorities of A. Ivanov as Chairperson of SC 4.2 and E. Kozmina as Chairperson of SC 4.3.

Decisions and actions:

- *to support the proposal of the Chairperson of TC 4 P. Neyezhnikov about extending for the next 4 years the authorities of A. Ivanov as Chairperson of SC 4.2 and E. Kozmina as Chairperson of SC 4.3 and to ask the Chairperson of TC 4 to include this issue into the agenda of the 31st meeting of the COOMET Committee.*

5 Information on activities planned for 2021 in Road map for implementation of COOMET Strategy for 2020–2025 and COOMET Development Program for 2020–2022 (within the area of responsibility of TC 4)

5.1 On the development of COOMET internal procedure for the assessment of training needs and planning of training activities within COOMET

Secretary of TC 4 Yu. Bunyayeva presented to the participants of the meeting the draft Questionnaire on the assessment of training needs and planning of training events within the framework of COOMET.

Decisions and actions:

- to charge the Secretary of TC 4 Yu. Bunyayeva to open the COOMET Project on the development of an internal COOMET procedure for assessing training needs and planning training events within COOMET;
- to charge the Secretary of TC 4 Y. Bunyayeva to report on the results of work on the development of the procedure at the 18th meeting of TC 4.

5.2 On the results of agreement of the draft Plan for training activities of COOMET for 2021 with COOMET Committee members and Chairpersons of COOMET Structural Bodies

Secretary of TC 4 Yu. Bunyayeva presented to TC 4 members the draft of the COOMET Training Plan for 2021 agreed with the COOMET Committee Members and the Chairpersons of the CSB.

Head of the COOMET Secretariat N. Liakhova proposed to supplement the Plan with training events presented within the survey of COOMET Committee Members/National Secretariats and TC Chairpersons on the current state of COOMET informational resources and on the prospects for creating a single COOMET informational resource, as well as a training workshop on working with typo3 for online editors of COOMET TC pages.

Chairperson of SC 4.3 E. Kozmina also proposed to include into the Plan a workshop for young metrologists in the field of digitalization.

Decisions and actions:

- to charge TC Secretary Yu. Bunyayeva to supplement the Plan of training events for 2021, taking into account the discussion, as well as to clarify information on each event concerning the terms and format of holding by the 31st meeting of the COOMET Committee.

5.3 Discussion of the form for carrying out the monitoring of actual traineeships of experts of NMIs/DIs of COOMET member countries and the monitoring of CEEMS participation in training activities and traineeships within COOMET, BIPM CBKT and programs of other partners

The Chairperson of TC 4 P. Neyezhnikov informed the members of TC 4 that according to item 54 (Ind-e.2.4) and item 55 (Ind-e.3.1) of the TC 4 Development Program there was charged to carry out a format for monitoring the actual performing the trainings of NMIs/DIs specialists from COOMET member countries and monitoring the participation of CEEMS in training events and internships within COOMET, CBKT BIPM programs and programs of other partners.

In addition, item 52 (Ind-e.2.1, Ind-e.2.2) of the Development Program envisages performing a survey on the needs of NMIs/DIs of COOMET member countries in training in the format of internships and on proposals (possibilities of performing) of NMIs/DIs of COOMET member countries. Taking into account that internships are currently difficult to organize due to the Covid-19 pandemic, this survey has not yet been performed.

Decisions and actions:

– to ask the Chairperson of SC 4.1 Yu. Bunyayeva and Chairperson of SC 4.3 E. Kozmina to prepare the proposals on:

1) performing a survey on the needs of the NMIs/DIs of the COOMET member countries in training in the format of internships and on the proposals (possibilities of performing) of NMIs/DIs of the COOMET member countries;

2) monitoring the actual performing the training of specialists from NMIs/NIs of COOMET member countries and monitoring the participation of CEEMS in training events and internships within COOMET, CBKT BIPM programs and programs of other partners;

– to present the proposals at the 18th meeting of TC 4.

5.4 Discussion of target groups and the necessary content for the interactive information exchange on the information resources of COOMET in relation to the activities of TC 4

The Head of the COOMET Secretariat N. Liakhova drew the attention of the meeting participants that the COOMET Development Program provides for the discussion of target groups and the necessary content for the interactive exchange of information on COOMET information resources in relation to the activities of TC 4.

Decisions and actions:

– to ask the Chairperson of TC 4 P. Neyezhnikov to send a request to TC 4 members with a request to express their satisfaction with the content of TC 4 pages on the COOMET portal and with the feasibility of organizing closed access for TC 4 members on the portal page and the categories of documents posted there;

– to discuss the results at the 18th TC 4 meeting.

5.5 On the preparation of a booklet “30 years to COOMET”

TC 4 Chairperson P. Neyezhnikov presented a draft short information on the results of TC 4 activities for inclusion in the booklet "COOMET – 30 Years".

The Head of the COOMET Secretariat N. Liakhova informed that for the moment the work on determining the format for providing information from the CSB is being performed.

Chairperson of TC 4 P. Neyezhnikov asked TC 4 members to supplement the draft information on TC 4 and send their proposals to the TC 4 Secretariat for generalization and preparation of the final version for inclusion in the booklet.

Decisions and actions:

– to charge TC 4 Secretary Yu. Bunyayeva to send a draft short information on the results of TC 4 activities for inclusion in the booklet "COOMET – 30 years" to TC 4 members for suggestions and comments by **5 March 2021**;

– to ask the Chairperson of TC 4 P. Neyezhnikov to summarize the comments received from the TC 4 members and prepare the final version of information on the activities of TC 4 for inclusion in the booklet "COOMET – 30 Years".

5.6 On the development of a list of fundamental documents on metrology of international metrology organizations that require translation into Russian

Head of the COOMET Secretariat N. Liakhova drew the attention of the meeting participants that the item 95 of COOMET Development Program envisages the need of translations of fundamental documents on metrology of international metrological organizations (responsible – TC 4 and COOMET Secretariat).

To implement this, it was proposed to start forming a list of documents requiring translation into Russian, and preparing a schedule/plan, which should be submitted for approval to the COOMET President's Council.

TC 4 members noted that such work should be carried out jointly with all SBCs, and suggested opening the COOMET Project on forming the list.

Decisions and actions:

– to ask the Deputy Chairperson of TC 4 S. Komissarov (VNIIMS, Russia), together with the Chairperson of the JCMS, to open a Project on forming a list of fundamental documents on metrology of international metrological organizations that require translation into Russian and submit the prepared list to the 18th meeting of TC 4.

5.7 On the development of a concept of application of digital technologies in the performance of metrological services of NMIs/DIs of COOMET member countries

Chairperson of TC 4 P. Neyezhnikov informed the meeting participants about the upcoming CIPM workshop "International system of units (SI) in digital FAIR data format", which will be performed on 22–26 February 2021 online.

Head of the COOMET Secretariat N. Liakhova informed that for the agreement of COOMET Committee in June 2021 there will be proposed the creation of the Joint Working Group "Digitalization in the field of metrology" and called on the representatives of TC 4 to take part in the work of this Working Group (in case of its creation).

The Chairperson of TC-IM EURAMET M. Dobre informed the meeting participants that within the framework of TC-IM a Working Group on Digitalization (WG4D) was created, and the EURAMET Strategy "Metrology for the digital transformation of industry and society" was developed. M. Dobre offered to interact between COOMET and EURAMET Working Groups on digital transformation issues.

Decisions and actions:

– to take note of the information of the Chairperson of TC 4 P. Neyezhnikov about the CIPM workshop "International system of units (SI) in digital FAIR-data format";

– to take note of the information of the Head of the COOMET Secretariat N. Liakhova about the possibility of establishment within COOMET of the Joint Working Group "Digitalization in the field of metrology";

– to take note of the information of the Chairperson of TC-IM EURAMET M. Dobre on the work in the field of digital transformation carried out within the framework of EURAMET.

5.8 On the preparation of a list of guides on calibration, currently developed in EURAMET and DKD, and information about the available translations into Russian

Secretary of TC 4 Yu. Bunyayeva presented to the participants of the meeting a list of calibration guidelines developed by EURAMET and DKD.

Decisions and actions:

– to charge the Secretary of TC 4 Yu. Bunyayeva to send a list of calibration guidelines developed by EURAMET and DKD to the Chairpersons of the JCMS and TC 1.2–1.12 by **1 March 2021**.

6 On COOMET publications

6.1 Updating of COOMET Document D5.13/2015 “Regulation on COOMET Technical Committee “Information and Training” (TC 4)” taking into account the new version of COOMET Document D5/2020

Secretary of TC 4 Yu. Bunyayeva presented the updated COOMET Document D5.13/2015 "Regulations on the COOMET Technical Committee" Information and Training "(TC 4)" to the meeting participants and informed that the Regulations were updated taking into account the new version of COOMET Document D5/2020 "Model regulations for COOMET Structural Body".

Decisions and actions:

- to charge TC 4 Secretary Yu. Bunyayeva to send to TC 4 members the updated COOMET Document D5.13/2015 "Regulations on the COOMET Technical Committee "Information and Training" (TC 4)" for approval by **15 February 2021**;
- to ask the Chairperson of TC 4 P. Neyezhnikov to submit an agreed version of the updated COOMET Document D5.13/2015 for approval at the 27th meeting of the COOMET President's Council and subsequent approval at the 31st meeting of the COOMET Committee.

6.2 Discussion and development of a schedule for updating publications in TC 4 scope (D6/2013, D10/2013, R/IT/24:2014, R/IT/27:2015)

Secretary of TC 4 Yu. Bunyayeva presented to the meeting participants the draft schedule for updating publications in the field of TC 4 activities and drew the attention of TC 4 members that a discussion of the need to update or the feasibility of applying the Recommendations COOMET R/IT/24:2014 "Educational programs and practical training programs of experts of National Metrological Institutes cooperating in COOMET" and COOMET R/IT/27:2015 "Procedure for preparing certificates of training, study visits and up-skilling within the framework of COOMET".

Since the developer of the Recommendation COOMET R/IT/24:2014 V. Ivanov (VNIIMS, Russia) is not currently a Member of TC 4, the Chairperson of TC 4 P. Neyezhnikov addressed the Chairperson of SC 4.3 E. Kozmina with a request to study the issue of the need to update or the feasibility of applying the Recommendation with the developer of the Recommendations.

Decisions and actions:

- to ask the Chairperson of SC 4.3 E. Kozmina to study the issue of the need to update or the feasibility of using the Recommendation COOMET R/IT/24:2014 "Educational programs and practical training programs of experts of National Metrological Institutes cooperating in COOMET" with the developer of the Recommendation;
- to ask the developer of the Recommendation COOMET R/IT/27:2015 "Procedure for preparing certificates of training, study visits and up-skilling within the framework of COOMET" V. Lobko (BelGIM, Belarus) to study the issue of the need to update or the feasibility of using the Recommendation;
- to submit the results of the discussion to the 18th meeting of TC 4.

6.3 Presentation and discussion of proposals for updating COOMET Document D4/2014 "COOMET Publications. Classification, Development, Approval and Registration. General Provision"

Head of COOMET Secretariat N. Liakhova presented to the meeting participants an updated version of COOMET Document D4/2014 "COOMET Publications. Classification, Development, Approval and Registration. General Provisions", and also proposed to revise the hierarchy of COOMET publications.

TC 4 members discussed this proposal and exchanged opinions on possible variants for a new hierarchy.

Decisions and actions:

– to approve in general the proposals for updating the COOMET Document D4/2014 and support the proposal of the Head of the COOMET Secretariat N. Liakhova on the development of a new hierarchy of COOMET publications.

7 Implementation of COOMET projects

7.1 Creation and maintaining of COOMET CRM Data Base (543/AM-a/11)

Chairperson of SC 4.2, co-coordinator of Project 543/AM-a/11 A. Ivanov informed the meeting participants about the results of work within the framework of the Project for the reporting period and updating of the database on COOMET reference materials.

Decisions and actions:

– to approve the results of activities within the Project 543/AM-a/11.

7.2 Review of national education & training systems for the NMIs and metrologists of the COOMET member countries (731/BY-a/17)

Member of TC 4, coordinator of Project 731/BY-a/17 L. Astafieva (BelGIM, Belarus) informed TC 4 members that the works within the framework of the Project had been completed.

As a result of the implementation of the Project, the system of obtaining basic education, the system of training, advanced training and retraining of personnel and the system of training highly qualified scientific personnel of NMIs and metrologists of the COOMET member countries were analyzed.

L. Astafieva proposed to formalize the results obtained in the form of a new COOMET Informational material or to supplement the existing Informational material COOMET I/TR/6/2005 "Review. "National educational systems in the field of metrology in the COOMET member-countries".

TC 4 members approved the results obtained within the Project and supported the proposal to prepare the new COOMET Information material.

Decisions and actions:

– to approve the results of work within the Project 731/BY-a/17 and to consider the works on the Project as completed;

– to ask the member of TC 4 from Belarus, the coordinator of the Project 731/BY-a/17 L. Astafieva to prepare the new COOMET Informational material on the results obtained within the Project and to submit it for adoption at the 18th meeting of TC 4;

– to ask the member of TC 4 from Belarus, the coordinator of the Project 731/BY-a/17 L. Astafieva to draw up the form of the final report on the Project 731/BY-a/17 and to send it to the COOMET Secretariat for the procedure of completing the Project (after the presentation of the information review at the meeting of TC 4).

7.3 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 experts from COOMET member countries (811/BY-a/20)

Head of COOMET Secretariat, coordinator of the Project 811/BY-a/20 N. Liakhova presented to the participants of the meeting information on the results of work within the framework of the Project for the reporting period.

Within the framework of the Project, test (pilot) videoconferences/webinars were performed with the participation of members of the working group and other interested participants from different countries. Based on the test results, Zoom service was recommended for performing online COOMET events, since at present it is the only platform that provides an opportunity to organize simultaneous translation into two languages during online events. Zoom also provides an opportunity to perform voting during meetings of COOMET bodies. Short instructions for videoconference/webinar participants have been developed.

TC 4 members recommended using the developed instruction as an addition to the existing COOMET documents.

Decisions and actions:

- *to approve the results of activities under the Project 811/BY-a/20.*

8 On the preparation for IX International Competition "Best Young Metrologist of COOMET – 2021"

Chairperson of SC 4.3 E. Kozmina informed the meeting participants about the current situation on preparation for the IX International Competition "The Best Young Metrologist of COOMET – 2021".

In connection with the measures taken in the COOMET member countries to prevent the threat of the spread of COVID-19 coronavirus infection, it was decided to perform the competition online.

Decisions and actions:

- *to take note of the preparations for the IX International Competition "The Best Young Metrologist of COOMET – 2021".*

8.1 On the updating of COOMET Recommendation R/GM/18:2020 "Procedure for the International Competition "The Best Young Metrologist of COOMET" in terms of formalizing the procedure for holding the competition with the participation of representatives from other RMOs

Chairperson of SC 4.3 E. Kozmina informed TC 4 members that there was a need to update the COOMET Recommendation R/GM/18:2020 "Procedure for the International Competition "The Best Young Metrologist of COOMET" in terms of formalizing the procedure for performing the competition with the participation of representatives from other RMOs.

Proposals for amendments to the Recommendations were presented, but TC 4 members did not come to a consensus on the wording of the amendments.

In this regard, it was decided to postpone the discussion of updating the Recommendation to the next meeting of TC 4.

Decisions and actions:

- *to consider updating the COOMET Recommendation R/GM/18:2020 "Procedure for the International Competition "The Best Young Metrologist of COOMET" in terms of formalizing*

the procedure for performing the competition with the participation of representatives from other RMOs at the 18th meeting of TC 4.

9 Discussion of approaches for organizing interactive/e-learning by COOMET web resources and/or existing e-learning modules of other organizations

Within the framework of this item, the meeting participants discussed the need to organize interactive/e-learning through COOMET Web-resources.

T. Tasic, an officer of the EURAMET Secretariat on Capacity Building, presented information on the development of the EURAMET E-Training platform.

Decisions and actions:

- *to take note of the information provided by T. Tasic, an officer of the EURAMET Secretariat on capacity building, on the development of the EURAMET e-learning platform;*
- *to ask the Chairperson of TC 4 P. Neyezhnikov and the TC 4 Secretariat together with the COOMET Secretariat to get acquainted with the EURAMET experience in organizing e-learning;*
- *to ask the Chairperson of TC 4 P. Neyezhnikov to organize in 2021 a discussion with the Chairpersons of JCMS, TC 1.1 – TC 1.12, TC 2 on the organization of interactive/e-learning with the help of COOMET Web-resources and/or existing e-learning modules of other organizations; final proposals on the vision of organizing e-learning within COOMET to submit for discussion at the 18th meeting of TC 4 and for consideration by the COOMET President's Council (November 2021);*
- *to ask TC 4 members to organize discussion in their countries of relevant topics for e-learning and send proposals to the TC 4 Secretariat by **15 September 2021** for further generalization and presentation at the 18th meeting of TC 4.*

10 On the activity within BIPM Capacity Building & Knowledge Transfer Programme (CBKT)

An officer of International Liaison and Communication Department of BIPM Ch. Kuanbayev presented the meeting participants the information about the BIPM Capacity Building and Knowledge Transfer (CB&KT) Program and the participation of COOMET representatives in this Program.

Decisions and actions:

- *to take note of the information of Ch. Kuanbayev, an officer of International Liaison and Communication Department of BIPM, about the BIPM CB&KT Program and the participation of COOMET representatives in this Program.*

11 Information on activity of EURAMET Technical Committee for Interdisciplinary Metrology (TC-IM)

M. Dobre, Chairperson of the EURAMET Technical Committee for Interdisciplinary Metrology (TC-IM), presented the meeting participants information on the activities of EURAMET TC-IM.

Decisions and actions:

- *to take note of the information provided by the Chairperson of EURAMET TC-IM M. Dobre on the activities of TC-IM.*

12 On EURAMET capacity building and knowledge transfer activities

T. Tasic, officer of the EURAMET Secretariat for Capacity Building, presented the audience information on the activities of EURAMET in the field of capacity building and knowledge transfer.

Decisions and actions:

– to take note of the information provided by the officer of the EURAMET Secretariat T. Tasic on EURAMET's capacity building and knowledge transfer activities.

13 Discussion of the Draft Work Program of TC 4 for 2021–2023

Secretary of TC 4 Yu. Bunyayeva presented to TC 4 members the Draft Work Program of TC 4 for 2021–2023.

Decisions and actions:

– to take as a basis the proposed Draft Work Program of TC 4 for 2021–2023;
– to charge the TC 4 Secretariat to send the TC 4 members the Draft Work Program of TC 4 for 2021–2023 for approval by **15 February 2021**;
– to ask the Chairperson of TC 4 P. Neyezhnikov to submit the agreed Draft Program for approval at the 27th meeting of the COOMET President's Council with further approval at the 31st meeting of the COOMET Committee.

14 Miscellaneous

The participants of the meeting discussed the current and organizational questions of TC 4.

15 Date and venue of the next meeting

Member of TC 4 M. Yunusov (SE "UzNIM", Uzbekistan) confirmed the possibility of performing the next 18th meeting of TC 4 in Uzbekistan in late October – early November 2021 in case of a favorable situation in the world.

Decisions and actions:

– to perform the 18th meeting of TC 4 in Uzbekistan in late October – early November 2021 in case of a favorable situation in the world.

16 Discussion of resolutions

The participants of the meeting exchanged their opinions on the proposed resolutions.

Decisions and actions:

– to charge the Secretary of TC 4 to send the Draft Minutes of the 17th meeting of TC 4 to the members of TC 4 for approval by **10 March 2021**.

Chairperson of TC 4



Pavel Neyezhnikov

Secretary of TC 4



Yuliya Bunyayeva