COOMET-TC4-08/01

MINUTES
of the 7th meeting of COOMET Technical Committee
TC 4 "Information and Training"

The seventh meeting of TC 4 "Information and Training" was held on 29–30 June 2010 at NSC "Institute of Metrology", Kharkov, Ukraine.

25 persons from 11 countries, members of TC 4 and their representatives participated in the meeting:

Representatives of national metrology organizations of COOMET Member Countries		
Country	**Name**	**Status in COOMET, NMI**
ARMENIA	1. Vahan SAHAKYAN	Member of SC 4.5, NIM
	2. Narine OGANYAN	Member of TC 4, NIM
AZERBAIJAN	3. Talat MUSTAFAYEV	Member of TC 4, "Azstandart" Committee
BELARUS	4. Vladimir LOBKO	Chairperson of SC 4.4, BelGIM
GEORGIA	5. Viktoriya KAZIYEVA	Representative of TC 4 Member, GEOSTM
GERMANY	6. Annette KÖGLER	Member of TC 4, SC 4.5, PTB
	7. Karl-Christian GÖTHNER	PTB Consultant
	8. Volkmar Günter WIPPLINGER	PTB Consultant
	9. Julien BIERE	Communications Expert
KAZAKHSTAN	10. Dauren SHARIPOV	Chairperson of SC 4.5, RSE "KazInMetr"
	11. Karligash SATTIBAYEVA	Member of TC 4, RSE "KazInMetr"
MOLDOVA	12. Marina GAVRILOVICH	Member of SC 4.4, Ministry of Economy and Trade
RUSSIA	13. Viktor IVANOV	Chairperson of SC 4.3, Member of TC 4, VNIIMS
	14. Vitaly BUGAEV	Chairperson of SC 4.2, Administrator of COOMET web-site, VNIIFTRI
	15. Sergey KOROSTIN	JCMS Chairperson, MenCSM
	16. Natalia SEDOVA	National COOMET Secretariat in Russia, VNIIMS

Representatives of national metrology organizations of COOMET Member Countries		
Country	**Name**	**Status in COOMET, NMI**
TAJIKISTAN	17. Farfhod SHUKUROV	Representative of TC 4 Member, Member of SC 4.3, SC 4.4. Tajikstandart
	18. Firdavs KARIMOV	Tajikstandart
UZBEKISTAN	19. Ortagoli HAKIMOV	Member of SC 4.1, SI "CNS Uz"
	20. Makhmud KAYUMOV	Member of SC 4.2, 4.5, SI "CNS Uz"
UKRAINE	21. Goryslav SYDORENKO	COOMET President, NSC "Institute of Metrology"
	22. Pavlo NEYEZHMAKOV	Head of COOMET Secretariat, Chairperson of TC 4, NSC "Institute of Metrology"
	23. Yuliya BUNYAYEVA	COOMET Secretariat, Secretary of TC 4, Member of SC 4.4, 4.5, NSC "Institute of
	24. Tetiana OMELICHEVA	COOMET Secretariat, NSC "Institute of Metrology"
	25. Inna LYBA	COOMET Secretariat, NSC "Institute of Metrology"

The following AGENDA was approved:

1. Approval of the minutes of the 6th TC 4 meeting

2. Report on the activity of TC 4 in 2009 – 2010

3. Information of the participants of the meeting on the activity of NMIs of member countries in the area of training metrology experts in 2009 – 2010

4. Discussion of progress in COOMET projects:
- **4.1.** Development of recommendations on working out criteria and structure of training programs in the filed of metrology (343/MD/05)
- **4.2.** Development of recommendations for specialists probation programs' content within COOMET (391/RU/07)
- **4.3.** Procedure for preparing and posting on the COOMET web-site data on measurement capabilities of NMIs, metrological centers and accredited metrology agencies of legal entities of COOMET countries not published on the BIPM web-site (404/RU/07)
- **4.4.** Current state and action lines on the COOMET web-portal (478/UA/09)

5. Forming the membership and activity of subcommittees in TC 4. Reports of SCs chairpersons. Possible changes in TC 4 structure
- **5.1.** SC 4.1"COOMET Development Based on Analysis of International Experience"
- **5.2.** SC 4.2 "Information and Information Technology"
- **5.3.** SC 4.3 "Training and Raising Proficiency Level of Experts"
- **5.4.** SC 4.4 "Coordination of Work with Young Metrologists of COOMET Member Countries"
- **5.5.** SC 4.5 "Support in Developing the Basic Metrological Infrastructure of COOMET Member Countries"

6. Presentation of the results of workshops
- **6.1.** "Calibration. Verification. Traceability" (14–16 July 2009, Yerevan, Armenia)
- **6.2.** "Implementation of Quality Management Systems in NMIs according to ISO/IEC 17025" (14–15 October 2009, Tbilisi, Georgia)
- **6.3.** Training Workshop for COOMET Auditors (1–3 December 2009, Kishinev, Moldova)
- **6.4.** EURAMET-WELMEC Workshop on Metrology and Conformity Assessment (2–3 March 2010, Brussels, Belgium)

7. Date and venue of the next meeting

8. Adoption of resolutions

RESULTS OF THE MEETING

1. Approval of the minutes of the 6th TC 4 meeting

P. Neyezhmakov informed that the minutes of the 6th meeting of TC 4 were approved by the members of TC 4 and participants of the previous meeting via electronic voting.

Actions and decisions:

- *to approve the Minutes of the 6th meeting of TC 4;*
- *to approve the TC 4 Program of Work for 2009–2011.*

2. Report on the activity of TC 4 in 2009 – 2010

P. Neyezhmakov informed on the main areas of the TC activity and decisions made by the COOMET Committee and President's Council. In the reporting period the activity within the TC was performed based on the TC 4 Program of Work for 2009–2011 in five subcommittees:

- SC 4.1 "COOMET Development Based on the Analysis of International Experience";
- SC 4.2 "Information and Information Technology ";
- SC 4.3 "Training and Raising Proficiency Level of Experts ";
- SC 4.4 "Coordination of Work with Young Metrologists of COOMET Member Countries";
- SC 4.5 "Support in Developing the Basic Metrological Infrastructure of COOMET Member Countries".

3. Information of the participants of the meeting on the activity of NMIs of member countries in the area of training metrology experts in 2009 – 2010

The participants exchanged information on the activity on training metrologists in their countries.

4. Discussion of progress in COOMET projects

4.1 Development of recommendations on working out criteria and structure of training programs in the filed of metrology (343/MD/05)

Representative of the Project Coordinator M. Gavrilovich reported within this item. She informed that 3 countries became participants of that project. By the decision of the 6th meeting of TC 4 the project became agreed and was re-distributed to the interested parties.

4.2 Development of recommendations for specialists probation programs' content within COOMET (391/RU/07)

Project Coordinator V. Ivanov informed on the analysis made with regard to the organization and the process of on-the-job training of foreign specialists and learnt the relevant experience in other countries.

The analysis showed considerable differences in the purposes, forms, time limits of on-the-job training as well as in the level of training specialists.

By the decision of the 6th meeting of TC 4 the project became agreed.

The participants actively discussed the work on Projects 343/MD/05 and 391/RU/07. It was proposed to restrict the purposes and areas of training, identify the needs of NMIs in training and on-the-job training as well as identify the time limits.

Actions and decisions:

- *to ask the Coordinators of Projects 343/MD/05 and 391/RU/07 to close the projects due to the initiation of new COOMET projects by **1 September 2010**;*
- *to ask V. Ivanov (VNIIMS, Russia) and E. Hanganu (INSM, Moldova) to prepare and distribute to TC 4 members for discussion a draft COOMET project on developing probation programs for carrying out calibration, comparisons and implementing quality management systems by **1 September 2010**;*
- *to ask K. Sattibayeva (RSE "KazInMetr", Kazakhstan) to open a new COOMET project on identifying the needs of NMIs of COOMET member countries in training and on-the-job training by **1 September 2010**.*

4.3 Procedure for preparing and posting on the COOMET web-site data on measurement capabilities of NMIs, metrological centers and accredited metrology agencies of legal entities of COOMET countries not published on the BIPM web-site (404/RU/07)

Project Coordinators V. Ivanov and V. Bugayev reported within this item of the agenda.

The progress of the project was discussed at the meetings of the President's Council and Committee, where its importance was confirmed. A draft COOMET recommendation, that regulates the order and terms for publishing such data, as well as a technology for reviewing and posting this data on COOMET website were developed.

The Coordinators proposed to disseminate the experience in evaluating CMS gained by NMIs during the implementation of the CIPM MRA to metrological services (centers, laboratories) to which units are transferred from high rank measurement standards maintained at NMIs.

V. Ivanov and V. Bugayev presented the developed draft CMS database by the example of Russia.

The participants agreed to the fact that such kind of information will be useful for NMIs which are members of SC 4.5 as well as for those countries which are only learning to carry out comparisons and are striving for signing the CIPM MRA. It was decided to revise the procedure leaving the CMS of the NMIs of COOMET member countries at that stage while continuing the work for calibration laboratories.

Actions and decisions:

- *to ask Coordinators of Project 404/RU/07 V. Ivanov and V. Bugayev to revise, by **1 October 2010,** and submit for the 15th meeting of COOMET President's Council the Draft COOMET Recommendation "Procedure for preparing, reviewing and posting on the COOMET web-site data on calibration and measurement services of NMIs of partner countries" taking into account the discussion held and limiting its scope with the CMS of only NMIs;*
- *to ask the Coordinators of Project 404/RU/07 V. Ivanov and V. Bugayev to continue the work for calibration laboratories and submit the results for the 8th meeting of TC 4 in 2011.*

4.4 Current state and action lines on the COOMET web-portal (478/UA/09)

COOMET Website Administrator, Co-Coordinator of Project 478/UA/09 V. Bugayev expressed his opinion on the structure of the working COOMET web-portal, proposals for registering data and templates for collecting information for databases.

Communications expert J. Biere presented the release version of the new COOMET web-portal, as well as named the advantages of Typo3 for creating the portal.

It was noted that the development of the web-portal by V. Bugayev was based on his own program while the web-portal developed by J. Biere was based on existing open and available software.

The participants actively discussed this issue. It was stated that COOMET website didn't meet the modern requirements for interface design however had well-developed databases. The participants expressed an opinion to combine the advantages of both the approaches and noted the serviceability of typo3. It was proposed to launch the web-portal for public access for probation and continue maintaining the existing site.

Actions and decisions:

- *to launch the web-portal for a transfer period under www.coomet.net domain;*
- *to ask on-line editors of COOMET web-portal pages to update all information relevant to their countries in two languages by **1 September 2010**;*
- *to conduct a training workshop for on-line editors of the Technical Committees of COOMET in November–December 2010;*
- *to ask TC 4 Chairperson P. Neyezhmakov to develop and distribute to TC 4 members for discussion draft COOMET document "COOMET Web-Portal. General Provisions. Procedure for Maintenance and Information Submittal" by **1 October 2010.***

5. Forming the membership and activity of subcommittees in TC 4. Reports of SCs' chairpersons. Possible changes in TC 4 structure

5.1 SC 4.1"COOMET Development Based on Analysis of International Experience"

5.2 SC 4.2 "Information and Information Technology"

5.3 SC 4.3 "Training and Raising Proficiency Level of Experts"

5.4 SC 4.4 "Coordination of Work with Young Metrologists of COOMET Member Countries"

5.5 SC 4.5 "Support in Developing the Basic Metrological Infrastructure of COOMET Member Countries"

TC 4 Chairperson P. Neyezhmakov introduced SC 4.5 Chairperson D. Sharipov, RSE "KazInMetr", Kazakhstan, approved at the 20th meeting of COOMET Committee.

Chairpersons of SCs 4.1–4.5 informed on the activity and formation of the membership of TC 4 subcommittees.

TC 4 Chairperson P. Neyezhmakov presented the proposals on possible changes in the TC 4 structure given by COOMET Vice-Presidents N. Zhagora and K.-D. Sommer.

Actions and decisions:

- *to take note of the information of the Chairpersons of SCs 4.1–4.5;*
- *to ask COOMET Committee members to update the lists of members of TC 4 and SCs 4.1–4.5;*
- *to take note of the information on possible changes in the TC 4 structure;*
- *to ask the Chairpersons of the Subcommittees and members of TC 4 to consider the proposals as to the TC structure and submit their comments to COOMET Secretariat by 15 October 2010;*
- *to approve the activity of SC 4.5 on arranging training workshops.*

6. Presentation of the results of workshops

6.1 "Calibration. Verification. Traceability" (14–16 July 2009, Yerevan, Armenia)

6.2 "Implementation of Quality Management Systems in NMIs according to ISO/IEC 17025" (14–15 October 2009, Tbilisi, Georgia)

6.3 Training Workshop for COOMET Auditors (1–3 December 2009, Kishinev, Moldova)

6.4 EURAMET-WELMEC Workshop on Metrology and Conformity Assessment (2–3 March 2010, Brussels, Belgium)

TC 4 member A. Kögler briefly informed the participants on the results of the training workshops.

7. Date and venue of the next meeting

Director of AO "National Institute of Metrology" of the republic of Armenia V. Sahakyan informed on the possibility to hold the TC 4 meeting in 2011 in Yerevan.

Actions and decisions:

- *to ask the members of TC 4 to discuss the possibility of holding the TC 4 meeting in 2011 in their countries. To submit the proposals as to the date and venue to COOMET Secretariat by* ***1 October 2010.***

8. Adoption of resolutions

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

Actions and decisions:

- *to approve the final version of the resolutions by electronic mail while considering the draft minutes of the 7th TC 4 meeting by 1 October 2010.*

TC 4 Chairperson Pavel Neyezhmakov

TC 4 Secretary Yuliya Bunyayeva