



***The document was approved at the  
14th COOMET Committee meeting  
27–28 May 2004, Albena, Bulgaria***

***The document was amended at the  
25th COOMET Committee meeting  
27–28 May 2015, Khujand, Tajikistan;  
31st COOMET Committee meeting  
15-17 June 2021, online***

**REGULATION**

**on the COOMET Technical Committee**

**“Information and Training”**

**(TC 4)**

### 1. GENERAL REGULATIONS

1.1. Technical Committee TC 4 "Information and Training" is a structural body of COOMET.

1.2. In its activities the Technical Committee is guided by the Memorandum of Understanding of COOMET (document COOMET D1<sup>1</sup>) and Rules of Procedure of COOMET (document COOMET D2), Mission, Vision and Strategy of COOMET and decisions of the COOMET Committee and COOMET Presidential Council COOMET programs, documents and recommendations, recommendations and documents of international and regional organizations as well as this Regulation.

### 2. MAIN TASKS AND FUNCTIONS OF TC 4

The main tasks of TC 4 are:

- organization, development and activization of cooperation of COOMET member countries in the field of information and training;
- promotion/popularization of the activities and significance of COOMET at the national and international levels;
- organization of information activities and presentation of the outcomes of cooperation on the COOMET web resources, as well as timely update of information on the pages of TC 4 and other thematic pages related to the activities of TC 4, on the portal at [www.coomet.net](http://www.coomet.net).

The main functions of TC are:

- coordination of cooperation between state metrology institutions of COOMET member-countries in the fields of information and training as well as engagement of scientists and specialists from other national organizations of COOMET member countries;
- making proposals on and development of concepts, work programs and objectives of cooperation in the field of information and training, identification of problems of cooperation;
- identifying needs and resources, coordinating and supporting capacity building in training and knowledge transfer;
- organization and carrying out of joint works (including research works), which are of interest to state metrology institutions of COOMET member countries, preparation of COOMET documents and recommendations and solving other issues falling within the competence of TC 4;
- establishment of contacts with the corresponding working bodies of international and regional organizations with the purpose of managing tasks and problems of cooperation and ensuring participation in the implementation of international agreements and arrangements;
- ensuring interaction with other COOMET structural bodies;
- organization of TC 4 meetings and ensuring approval of the results of cooperation;
- compilation of the results of cooperation and preparation of reports on TC 4 activities according to the procedure, specified by the COOMET Memorandum of Understanding and Rules of Procedure;
- monitoring of the need for training events and internships within COOMET, CBKT BIPM and programs of other partners;
- organization and holding of training events under the auspices of COOMET;
- development, management and maintenance of the COOMET information resources.

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<sup>1</sup> When using this publication it is appropriate to check the year of approval of referenced publications on the website [www.coomet.org](http://www.coomet.org) (section "COOMET publications") or on the portal [www.coomet.net](http://www.coomet.net) (section "Publications").

### 3. STRUCTURE AND ORDER OF FORMING THE MEMBERSHIP OF TC 4

#### 3.1. TC 4 Chair

3.1.1. TC 4 is headed by the Chair whose candidature is approved by the COOMET Committee for the period of 4 years with the possibility of extending the term of office once for the same period (document COOMET D1 "COOMET Memorandum of Understanding", Section 5, Clause 12).

3.1.2. The TC 4 Chair is responsible for the fulfillments of TC 4 tasks, including:

- coordination of work of TC 4, as well as SCs 4.1–4.3;
- convening, management of TC 4 meetings, preparation of the Minutes of TC 4 meetings;
- submission of annual reports and documentation to the COOMET Committee meetings, as well as reports to the COOMET Presidential Council meetings;
- informing of the COOMET Committee and COOMET Presidential Council about important issues related to TC 4 activities (inter alia, about problems, if any), as well as about successes and achievements in this subject field;
- monitoring of implementation of COOMET projects and taking appropriate measures in case of any questions and delays.

3.1.3. For providing support to the TC 4 Chair in organizing the performance of works in view of the tasks and functions the positions of the Deputy Chair and Executive Secretary are included into the TC structure.

#### 3.2. Elections of the TC 4 Chair and Deputy Chair

Elections of the TC 4 Chair and Deputy Chair is carried out in accordance with 5.2.3 of document COOMET D5 "Model Regulations for COOMET Structural Body".

#### 3.3. TC 4 structure

3.3.1. TC 4 has 3 subcommittees in its structure (SCs):

- **SC 4.1 "Capacity Building in Training and Knowledge Transfer".**

Tasks of SC 4.1:

- (1) Identification of the needs of state metrology institutions of COOMET member countries for training and knowledge transfer together with the relevant COOMET Technical Committees;
- (2) Identification of resources, coordination and support of international and regional activity on capacity building in training and knowledge transfer;
- (3) Coordination and support of the projects aimed at improving the metrological infrastructure of COOMET member countries;
- (4) Development of documents and recommendations on the activities of the SC.

- **SC 4.2 "COOMET Informational Resources".**

Tasks of SC 4.2:

- (1) Development, management and maintenance of the COOMET web site;
- (2) Development, management and maintenance of the COOMET data server (DB of COOMET projects, DB of COOMET comparisons, DB of CMCs, DB of COOMET RMs, etc.) and preparation of analytical information based on the information stored on the COOMET data server at the request of the management bodies, CSBs and COOMET Secretariat;
- (3) Participation in the development of documents and recommendations.

- **SC 4.3 "Raising Proficiency Level and Work with Young Metrologists".**

Tasks of SC 4.3:

(1) Identification of needs and resources, coordination and support of activities on training and knowledge transfer for young metrologists, including the involvement of specialized COOMET Technical Committees;

(2) Organization and holding of the International Competition "The Best Young Metrologist of COOMET";

(3) Development of documents and recommendations on the activities of the SC.

3.3.2. SC Chairs shall be appointed by the COOMET Committee (upon the recommendation of the TC 4 Chair) for 4 years with the possibility of extending this term once for the same period (document COOMET D1 "COOMET Memorandum of Understanding", Chapter 5, clause 14).

3.3.3. In order to fulfill the current works within COOMET projects, working groups may be formed in the TC 4. The Head of the working group is the Coordinator of the specific project. Coordinator is responsible for conducting the work and reporting.

### **3.4. TC 4 membership**

3.4.1. The membership of TC 4 is established by the Chair on the basis of proposals submitted by COOMET Committee members and is approved by the decision of the COOMET Committee.

3.4.2. TC 4 consists of specialists in the given field of cooperation, representing state metrology institutions of COOMET member countries.

3.4.3. The membership of TC 4 includes:

- one permanent representative from each COOMET member country, having the status of a "TC 4 member from the country" (the decision on the appointment of a permanent representative shall be made by the COOMET Committee member);
- Chairs of SCs 4.1–4.3;
- Deputy Chair and Executive Secretary of TC 4.

3.4.4. State metrology institutions of COOMET in consultation with the COOMET Committee member and CSB Chair can send their experts and consultants to take part in the work of the CSB, if necessary, in the rank of official observers.

## **4. ORGANIZATION OF TC 4 WORK**

4.1. To fulfill its tasks and functions TC 4 shall deal with issues of cooperation by correspondence using modern means of communication and telecommunication, as well as by holding meetings.

4.2. TC 4 meetings shall be held at least once a year according to the Schedule of meetings of COOMET steering and structural bodies.

The Chair of TC 4 can convene an extraordinary meeting, if necessary, upon the agreement with TC 4 members.

For valid reasons meetings may be held online in agreement with TC 4 members.

*Note: The Schedule of meetings is prepared annually by the COOMET Secretariat, updated as required and posted on the COOMET information resources.*

4.3. The date and venue of a regular TC 4 meeting are usually determined at the previous meeting and, if necessary, corrected by the TC 4 Chair (taking into account the Schedule of meetings prepared by the COOMET Secretariat).

4.4. The announcement of a regular meeting of TC 4 is made, as a rule, no later than three months before the appointed date of the meeting. TC 4 members shall acknowledge the receipt of the invitation to the meeting and inform the TC 4 Chair about their possibility to participate. If a TC 4 member cannot take part in a meeting, the COOMET Committee member can send another specialist to the meeting (see 4.6).

A provisional agenda of a regular TC 4 meeting is prepared by the TC 4 Chair taking into account suggestions of TC 4 members, recommendations and resolutions of the previous meeting, as well as resolutions of the COOMET Committee and COOMET Presidential Council.

The provisional agenda is circulated among all TC 4 members and COOMET Secretariat not later than one month before the scheduled date of the TC 4 meeting.

The COOMET Secretariat sends a list of issues to the TC 4 Chair, resulting from resolutions and requests of the COOMET Committee and COOMET Presidential Council, recommended for discussion within the agenda of the TC 4 meeting.

4.5. TC 4 meetings are headed by the Chair, who

- opens the meeting;
- submits a draft agenda for approval;
- announces the list of participants of the meeting, references and statements;
- puts to the vote proposals and draft resolutions on the matters discussed;
- coordinates the Minutes with the participants of the meeting;
- announces, upon agreement with the participants, closing of the meeting.

4.6. If instead of a TC 4 member from the country his/her substitute takes part in the TC 4 meeting, he/she shall have a written confirmation of his/her authority from the COOMET Committee member of his/her country, which shall be submitted to the Chair of the meeting.

4.7. A quorum at a meeting is defined by the presence of at least 50 % of TC 4 members or their official substitutes (see 4.4 and 4.6).

If a representative of a COOMET member country has not attended meetings for three or more consecutive years, the country is not taken into account in defining the quorum of the current meeting. At the same time, the officially appointed TC 4 member from the country shall be given the status of an observing TC 4 member starting from the current meeting. The status will terminate if the TC 4 member or his/her official substitute takes part in the next TC 4 meeting.

4.8. If any TC 4 member from any COOMET member country or his/her representative is absent at the TC 4 meeting, the issues affecting the interests of this COOMET member country can be considered and necessary decisions on them can be made at the TC 4 meeting only if there is a consensus among (general agreement) of all TC 4 members, taking part in the meeting.

The TC 4 Chair can invite representatives of international and regional metrology organizations to meetings, as well as of other organizations with which working contacts are established, in the rank of guests.

4.9. Decisions shall be made, whenever possible, on the basis of consensus (general agreement). If consensus cannot be reached, when voting on the matters of the agenda, decisions are considered to be adopted, if more than 50 % of TC 4 members or their official substitutes (in view of the requirements for a quorum under 4.7), present at the meeting, have voted for their adoption. In the event of an equality of votes the Chair shall have the casting vote.

If there are more than one representatives from a COOMET member country at the meeting, only an officially appointed TC 4 member from the country or his official substitute can take part in voting.

Observers and guests do not participate in the vote.

4.10. In justified cases between TC 4 meetings an electronic vote among TC 4 members can be taken on the relevant issues of the TC 4 activities upon a decision of the TC 4 Chair.

To hold an electronic vote the TC 4 Chair or Executive Secretary shall prepare a voting ballot with a list of questions and answer options, which shall be sent to TC 4 members by e-mail or posted on the COOMET information resource with notification of TC 4 members.

The TC 4 Chair shall set the timeframe for voting.

The answer having a simple majority of votes of TC 4 members is accepted as the result of voting for each question of the ballot. If a TC 4 member votes negatively on an issue, put to a vote, the reason for such a decision shall be stated.

4.11. The Minutes are taken by the TC 4 Executive Secretary or by any other person at the instruction of the TC 4 Chair.

4.12. Resolutions and recommendations of a TC 4 meeting shall be drawn up in the form of the Minutes of the meeting and can be given to the TC 4 members present at the meeting or to their official substitutes, as well as to the observers (if the Minutes are prepared by the end of the meeting).

Otherwise draft Minutes of the meeting shall be sent to all TC 4 members within 1 month after the meeting. The Minutes of the TC 4 meeting shall be agreed within a month after its receipt by e-mail correspondence.

The TC 4 Chair or Executive Secretary shall send copies of the agreed Minutes of the meeting to all TC 4 members by e-mail (including those TC 4 members, whose representatives were not able to attend the TC 4 meeting) within a month following the approval procedure.

The Minutes of the TC 4 meeting shall be forwarded by the TC 4 Chair or Executive Secretary to the COOMET Secretariat, and shall be posted on the COOMET web resources.

4.13. The TC 4 Chair, as well as the COOMET Committee member and/or Head of the national organization, who organizes the given TC 4 meeting, shall ensure that documents are submitted and the meeting is held in the working languages of COOMET.

4.14. On the basis of the results of TC 4 activities the Chair ensures the preparation of the Annual Report on TC 4 activities in accordance with clause 3 of the COOMET Rules of Procedure, as well as making information materials on TC 4 activities available on the COOMET web resources.

The Chair reports on the results of TC 4 activities at the COOMET Committee meeting and at the COOMET Presidential Council meeting.

## **5. BASIC RIGHTS AND OBLIGATIONS OF TC 4 MEMBERS**

5.1. TC 4 members have the right to:

- have a full suite of documents and materials to be submitted for consideration at the TC 4 meeting, which shall be circulated, as a rule, not later than 15 days before the meeting;
- submit proposals concerning any issue within the framework of TC 4 activities for consideration by TC 4;
- in case of disagreement with the recommendations adopted at TC 4 meeting, state their objections or suggestions in the "Dissenting Opinion" attached to the Minutes of the meeting, and forward the reasons for their objections or suggestions to the COOMET Secretariat;
- address the COOMET Secretariat through the COOMET Committee member from their country with suggestions to submit specific issues for consideration by the COOMET Committee;
- receive complete information about the outcomes of TC 4 activities;
- discuss any issues between meetings by correspondence involving all TC 4 members.

5.2. TC 4 members are obliged to:

- take part in all TC 4 meetings;
- have the required documentation at the TC 4 meeting, be prepared on all issues to be considered at the TC 4 meeting and participate in the discussion of the items of the agenda and in the preparation of TC 4 resolutions;
- inform the management of their state metrology institutions as well as COOMET Committee members about the results of the discussion of all issues and problems at the TC 4 meeting and

the progress achieved in realization of TC 4 resolutions and recommendations; and to promote their implementation in due course;

- take into account, whenever possible, COOMET programs, documents and recommendations (on the issues falling within the competence of TC 4) in the activities of their state metrology institutions and to facilitate the implementation of the results of TC 4 works in their countries;
- inform all interested specialists in their countries about the results of TC 4 activities.

### **6. EXPENDITURES FOR HOLDING TC 4 MEETINGS**

6.1. A state metrology institution or any other national organization of a COOMET member-country, which seconds its specialists to the TC 4 meeting, bears the expenses for the secondment of the participants of TC 4 meeting, including experts and consultants.

6.2. A state metrology institution or any other national organization of a COOMET member country, which hosts the meeting, bears the expenses related to the organization of the TC 4 meeting (inter alia provision of premises and technical facilities, required for holding the CSB meeting).