

	COOMET Recommendation	COOMET R/TR/27:2023
	Procedure for preparing certificates issued based on the results of trainings within COOMET	
Approved at the 25 th COOMET Committee meeting (27–28 May 2015, Khujand, Tajikistan) updated and amended at the 34 th COOMET Committee meeting (23-24 May 2023, Astana, Kazakhstan, & online)		

1 SCOPE

This Recommendation provides general requirements for the content and rules for preparing and issuing certificates of participation in trainings within COOMET, as well as general requirements for keeping records of the issued certificates.

2 REFERENCES

In this Recommendation, references are made to the following COOMET publications¹:

Document COOMET D2/2021 "COOMET Rules of Procedure";

Recommendation R/IT/24:2014² "Training and practical study programs for experts from the National Metrological Institutes represented in COOMET";

Recommendation COOMET R/TR/36:2023 "Rules for creation, approval and update of COOMET courses on the BIPM e-learning platform. Monitoring and satisfaction assessment for participation in COOMET courses".

3 TERMS AND DEFINITIONS

The following terms with the corresponding definitions are used in this recommendation:

Organizing NMI is the national metrology institute (NMI) acting as the initiator and/or organizer of a COOMET training.

Note: The COOMET Committee, COOMET Presidential Council, COOMET Secretariat or a COOMET structural body/task group can also be a training initiator.

Coordinator of a COOMET training from the organizing NMI (hereinafter referred to as coordinator from the organizing NMI) is the NMI representative acting as the organizer of a seminar, training course or traineeship under the auspices of COOMET.

4 TYPES AND FORMS OF TRAININGS

4.1. Types of trainings based on which COOMET certificates can be issued:

- seminar;
- theoretical training course (hereinafter – training course);
- traineeship under the auspices of COOMET;
- COOMET course on the BIPM e-learning platform (<https://e-learning.bipm.org/>)

¹ When using this publication, it is advisable to check the year of approval of the referenced publications on the website www.coomet.org (section "COOMET Publications") or the portal www.coomet.net (section "Publications").

² It will be submitted for approval in 2024 as Recommendation R/TR/24:2024 "Programs of COOMET trainings. Requirements for the content and design. Preparation and approval procedure".

- 4.2. COOMET seminars and training courses can be held in person or online.
- 4.3. COOMET courses on the BIPM e-learning platform are only held online.
- 4.4. To hold seminars/training courses, it is appropriate to launch a COOMET project in accordance with the procedure provided for in document COOMET D2.
- 4.5. In preparing programs of trainings, especially traineeships under the auspices of COOMET, it is appropriate to take into account the requirements of recommendation COOMET R/IT/24, as well as COOMET publications and documents of international metrology organizations.

5 GENERAL REQUIREMENTS FOR A CERTIFICATE OF PARTICIPATION

5.1. The use of the recommended form of the certificate of participation will ensure the uniformity of the documents issued based on the results of trainings within COOMET.

5.2. The certificate of participation is issued to NMI experts who completed a training and successfully passed the knowledge test (with the indication of the topic and date of the training).

For COOMET courses on the BIPM e-learning platform the conditions for issuing a certificate are laid down in recommendation COOMET R/TR/36.

At the initiative of the coordinator of a COOMET seminar/training course, a certificate of participation in a COOMET seminar/training course without knowledge test can be prepared. In this case, only the fact of participation in the seminar/training course is recorded in the certificate without the emphasis on the seminar program and knowledge test.

5.3. The certificate of participation in a general subject COOMET seminar/training course is signed by the President and/or COOMET Vice-President.

The certificate of participation in a COOMET seminar/training course organized under the auspices of a COOMET structural body, is signed by the Chair of that structural body and the Head of the organizing NMI or their authorized person.

The certificate for a participant who completed a traineeship under the auspices of COOMET is signed by the Head of the organizing NMI or their authorized person.

The certificate of participation in a COOMET course on the BIPM e-learning platform is signed by the Chair of the COOMET structural body within the field of activity of which the course was created, and by the course coordinator.

5.4. The certificate of participation is prepared in the electronic form (.pdf format) or on A4 paper in two languages: Russian and English. In justified cases, a certificate can be prepared in one language.

5.5. The recommended form of certificates of participation in trainings is given in Appendix 1.

6 REQUIREMENTS FOR THE CONTENT OF A CERTIFICATE

6.1. The certificate issued based on the results of a COOMET training should include the following data:

- 6.1.1. full name and logo of COOMET;
- 6.1.2. full name and logo of the organizing NMI (for a seminar/training course or traineeship under the auspices of COOMET);
- 6.1.3. "CERTIFICATE" heading and phrase "This is to certify that";
- 6.1.4. full name of the expert who participated in the training, and country that he represents;

- 6.1.5. phrase "took part in and successfully passed the knowledge test of the COOMET seminar", or phrase "took part in and successfully passed the knowledge test of the COOMET training course", or phrase "completed the traineeship in _____(indicate the NMI and country) and successfully passed the knowledge test on the topic", or phrase "completed the COOMET course on the BIPM e-learning platform and successfully passed the knowledge test on the topic";
 - 6.1.6. topic of the training;
 - 6.1.7. information about the program of the training (taking into account the exception in 5.2);
 - 6.1.8. date of the training (for a COOMET course – date of the course completion according to the BIPM e-learning platform);
 - 6.1.9. venue of the training (city, country) or indication of the training format (for a COOMET course - ONLINE);
 - 6.1.10. position, title (if any), full name and signature of the responsible person who signed the certificate (in view of the requirements of 5.3 of this recommendation);
- 6.2. The examples of filling out a certificate are given in Appendix 2.

7 CERTIFICATE PREPARATION AND ISSUE

7.1. The coordinator from an organizing NMI prepares and issues certificates based on the results of a training (COOMET seminars/training courses or traineeships under the auspices of COOMET).

7.2 The coordinator of a COOMET course on the BIPM e-learning platform prepares and issues certificates based on the results of COOMET course completion on the BIPM e-learning platform.

7.3 If a seminar/training course is held in person, the certificate is generally issued on paper on the day it ends.

7.4 After an online COOMET seminar/training course or a COOMET course on the BIPM e-learning platform, the electronic certificate is sent to the email address of a participant no later than 5 calendar days from the date the seminar/training course ended or the course was completed on the BIPM e-learning platform. The certificate can be sent on paper by post upon the participant's request no later than 10 calendar days from the date of the request.

8 KEEPING RECORDS OF THE ISSUED CERTIFICATES

8.1. Records of the certificates issues based on the results of COOMET seminars/training courses are kept by the COOMET Secretariat according to the data received from coordinators from NMIs that organized COOMET seminars/training courses.

8.2. Records of the certificates issues based on the results of traineeships under the auspices of COOMET are kept by the Secretariat of TC 4 "Information and Training" according to the data received from coordinators from NMIs that organized traineeships under the auspices of COOMET.

8.3. Records of the certificates issued based on the results of COOMET courses on the BIPM e-learning platform are kept by the COOMET Secretariat according to the data received from the coordinator of a specific COOMET course.

8.4. The coordinator from an organizing NMI sends to the COOMET Secretariat (for 8.1) or to the TC 4 "Information and Training" Secretariat (for 8.2) a list of participants of a specific training to whom certificates were issued, by email no later than 10 calendar days from the date it ended in accordance with Appendix 3.

8.5. The coordinator of a COOMET course on the BIPM e-learning platform sends to the

COOMET Secretariat a list of NMI experts who completed the COOMET course and to whom certificates were issued, by email once in three months in accordance with Appendix 3.

8.6. The COOMET Secretariat/TC 4 "Information and Training" Secretariat keeps records of the information submitted under 8.4 and 8.5 in electronic form.

FORMS OF CERTIFICATES OF PARTICIPATION IN TRAININGS
(recommended)

COOMET logo

EURO-ASIAN COOPERATION OF NATIONAL
METROLOGICAL INSTITUTIONS

NMI logo

Full name of NMI

CERTIFICATE

This is to certify that

full name, country

took part in and successfully passed the knowledge test of the COOMET seminar:

or

took part in and successfully passed the knowledge test of the COOMET training course, completed the traineeship in _____ (indicate the NMI and country) and successfully passed the knowledge test on the topic, completed the COOMET course on the BIPM e-learning platform and successfully passed the knowledge test on the topic.

topic of the seminar/training course/traineeship under the auspices of COOMET/COOMET course on the e-learning platform

The program of the _____ addressed the following issues:
seminar/traineeship/course

-

-

-

date of the training

country, city or online format

signature

Position, title, surname and
initials of the certificate
signatory

signature

Position, title, surname and
initials of the certificate
signatory

EXAMPLES OF FILLING OUT A CERTIFICATE OF PARTICIPATION
2.1 EXAMPLE OF FILLING OUT A CERTIFICATE OF PARTICIPATION (seminar)



EURO-ASIAN COOPERATION OF NATIONAL
METROLOGICAL INSTITUTIONS

REPUBLICAN UNITARY ENTERPRISE
"BELARUSIAN STATE INSTITUTE OF METROLOGY"

CERTIFICATE

This is to certify that

**Viktoriya Ivanova,
Republic of Belarus**

took part in and successfully passed the knowledge test of the seminar:

**"Interlaboratory comparisons for verification and
calibration of measuring instruments"**

The program of the seminar addressed the following issues:

- legal, theoretical, technical and administrative considerations of interlaboratory comparisons for verification and calibration of measuring instruments
- experience of providers of interlaboratory comparisons for verification and calibration of measuring instruments;
- procedure for organizing, conducting and reporting the interlaboratory comparisons for verification and calibration of measuring instruments.

30 – 31 December 2013

Belarus, Minsk

signature

Prof. Nikolai Zhagora,
Director

signature

D.Eng. Anna Chunovkina,
Chair of TC 1.1 "General
Metrology"

**2.2 EXAMPLE OF FILLING OUT A CERTIFICATE OF PARTICIPATION
(traineeship under the auspices of COOMET)**



EURO-ASIAN COOPERATION OF NATIONAL
METROLOGICAL INSTITUTIONS



D. I. MENDELEYEV INSTITUTE FOR METROLOGY

CERTIFICATE

This is to certify that

**Viktoria Ivanova,
Republic of Belarus**

completed the traineeship in VNIIM (Russian Federation) and
successfully passed the knowledge test on the topic:

“Calibration of end gauges”

The program of the traineeship addressed the following issues:

- procedure of end gauge calibration;
- calculation of the uncertainty budget in calibration.

21-25 November 2022

Russian Federation, Saint Petersburg

Deputy General Director,
D.Eng., Chair of TC 1.5
"Length and Angle"

Konstantin Chekirda

2.3 EXAMPLE OF FILLING OUT A CERTIFICATE OF PARTICIPATION
(COOMET course on the BIPM e-learning platform)



EURO-ASIAN COOPERATION OF NATIONAL
METROLOGICAL INSTITUTIONS

CERTIFICATE

This is to certify that

**Viktoria Ivanova,
Republic of Belarus**

completed the COOMET course on the BIPM e-learning platform and
successfully passed the knowledge test on the topic:

“CIPM Mutual Recognition Arrangement”

The program of the traineeship addressed the following issues:

- Module 1: What is the CIPM MRA, and to whom is it relevant?
- Module 2: Comparisons in the CIPM MRA;
- Module 3: Quality Management Systems in the CIPM MRA;
- Module 4: Calibration and Measurement Capabilities (CMCs);
- Module 5: Peer-review of CMCs;
- Module 6: Metrological Traceability.

25 November 2022

ONLINE

signature

D.Eng. Anna Chunovkina,
Chair of TC 1.1 "General
Metrology"

signature

Olga Shemagonova,
Course coordinator,
COOMET Secretariat

FORM FOR KEEPING RECORDS OF THE ISSUED CERTIFICATES

3.1 FOR SEMINARS/TRAINING COURSES OR TRAINEESHIPS UNDER THE AUSPICES OF COOMET:

List of participants

(seminar/training course title or traineeship topic)

Organizing NMI: _____

(NMI organizing the seminar/training course or traineeship)

(date and venue or format)

No	Name of the participant	NMI, country

Date: _____

3.2 FOR COOMET COURSES ON THE BIPM E-LEARNING PLATFORM:

List of experts who completed the COOMET course

(course title)

for the period from _____ to _____

No	Name of the participant	NMI, country	Date of course completion

Date: _____

INFORMATION

Recommendation COOMET R/TR/27:2023

1. Development coordinator: TC 4 "Information and Training"
2. COOMET project: 861/BY/22 (coordinator – BelGIM, Belarus)
3. The recommendation was updated and approved at the 34th COOMET Committee meeting (2023)

Since this COOMET recommendation has an organizational and methodological content and reflects the procedural issues of COOMET activities on the issues of training, this recommendation should be implemented by all participants of cooperation within COOMET