THE MINUTES
of the Quality Forum 4th Meeting

Kharkiv, September 24-25, 2003
THE LIST OF PARTICIPANTS
The following persons took part in the meeting:

Belarus
Belarussian State Institute of Metrology (BelGIM)
Lidya Astafieva

Moldova
National Institute of Standardization and Metrology (INSM)
Aleksandru Tarlazhanu
Sergey Chapa

Russia
Allrussian Scientific Research Institute of physical & technical and radio technical measurements (VNIIFTRI)
Natalia Boldyreva

Slovakia
Slovak Institute of Metrology (SMU)
Matej Bílý
Stanislav Musil
Stanislav Ďuriš
Jekaterina Kromková

Ukraine
Kharkiv State Scientific & Research Institute of Metrology (KSSRIM)
Olga Maletska
Vasil Ogolyuk
Volodymyr Bolshakov
Leonid Gryshchenko
Victor Zhyromsky
Mykola Kravchenko
Volodymyr Kupko
Borys Markov
Yuri Machekhin
Leonid Nazarenko
Pavel Neyezhmakov
Yuri Pavlenko
Mykola Petrov
Oleksandr Prokopov
Valentyn Solovyov
Volodymyr Strelets

Ukrainian Scientific & Industrial Centre of Standardization, Metrology and Certification (UkrCSM)
Serop Kialdunozyanants
Sergey Pronenko
Mykola Zhaldak
Olena Zaldak
Vitaly Glushchenko
Sergey Kolesnik
1. **THE MEETING OPENING**
   The meeting was open by General director of Slovak Institute of Metrology Prof. Matei Bílý, the Chairman of COOMET Quality Forum. Vasil Ogolyuk, acting General director of KSSRIM, greeted and wished effective work to the participants of the meeting.

2. **THE MEETING PROGRAM ACCEPTANCE**
   The participants accepted the following program of the meeting:

   **The 1st day**
   - The Meeting program agreement
   - The Quality Forum 3rd Meeting minutes affirmation
   - Hand over of the COOMET of Confidence Confirmation in QMS of VNIIFTRI, UNIIM and SNIIM
   - The information of on the results of the Quality Forum Technical Committee meeting
   - COOMET Quality Forum Workshop – information on its preparation
   - Preparation of COOMET documents in accordance with JCRB requirements (the end of MRA transition period)
   - The Quality Forum Technical Committee and the Working group composition affirmation
   - COOMET Quality Forum Internet site content agreement
   - The Quality Forum further meetings and national metrological institutes quality management systems presentations schedule agreement
   - Distribution of duties within the Quality Forum
   - Information on INTAS project
   - Any other business

   **The 2nd day**
   - Presentation of the State metrological service of Ukraine
   - Presentation of KSSRIM quality management system
   - Discussion
   - Presentation of UkrCSM quality management system
   - Discussion
   - Presentation of GNII “System” quality management system
   - Discussion
   - Presentation of IF SCSMC quality management system
   - Discussion
3. THE QUALITY FORUM 3rd MEETING MINUTES AFFIRMATION
The meeting participants have affirmed the Minutes of the 3rd Quality Forum Meeting, which took place in UNIIM in Yekaterinburg in July of 2003, without remarks.

4. HAND OVER OF THE COOMET CONFIDENCE CONFIRMATION IN QMS OF VNIIFTRI, UNIIM AND SNIIM
COOMET Quality Forum Chairman Prof. Bílý informed the meeting participants that the Confirmations of COOMET confidence in QMS of VNIIFTRI, UNIIM and SNIIM would be formally handed over to the representative of COOMET Quality Forum Technical Committee from Russia N. Muravskaya (who is absent at this meeting) at the next COOMET Quality Forum Meeting, which conduction had been planned in Minsk in November of 2003.

5. THE INFORMATION ON THE RESULTS OF THE QUALITY FORUM TECHNICAL COMMITTEE MEETING
The Quality Forum Technical Committee Chairman Stanislav Musil informed the Meeting participants on the results of the Technical Committee Meeting results, which are given in the following items of these minutes.

6. COOMET QUALITY FORUM WORKSHOP – INFORMATION ON ITS PREPARATION
According to the agreed schedule of conducting Quality Forum MEETING and CMC presentations COOMET Quality Forum Workshop conduction is planned for November 4-5, 2003 in Minsk (Belarus). The representative of COOMET Quality Forum Technical Committee from Belarus L.Astafieva informed in detail the meeting participants on the course of the Workshop preparation. S. Musil informed the meeting participants on the project of the Workshop program, which was adopted at the Technical Committee MEETING. The lectures and discussions on introduction of the quality management program in the metrological institutions will be organized at the Workshop.

The MEETING participants discussed the project of the Workshop program. Some changes were introduced into the Program (the number of lectures is increased, the speakers’ candidatures are agreed).

It is agreed that
1. COOMET Quality Forum Secretariat along with the organizers from BelGIM will finally have agreed the lecture titles with the speakers by October 10, 2003.
2. COOMET Quality Forum Secretariat will ask the speakers to send the theses of their papers for introduction into the Workshop collection. The theses of one paper must not exceed three pages.
3. The organizers will give the participants Workshop CD, which will content the papers theses, the national metrological institutes CMC presentations, which have been given confidence of COOMET Quality Forum and COOMET catalogue.

7. PREPARATION OF COOMET DOCUMENTS IN ACCORDANCE WITH JCRB REQUIREMENTS (THE END OF MRA TRANSITION PERIOD)
In connection with the end of MRA transition period every regional metrological organization must present the report on the state of introduction of the quality system in their member organizations. S.Ďuriš pointed out that the term of the transition period of MRA action was postponed from the end of 2003 to February 2004. By this term all the data of the CMC tables of some national metrological institutes must be covered with the quality system.

Within COOMET responsibility for confidence to the national metrological institutes CMC is of the Quality Forum, i.e. COOMET NMI must pass the procedure of CMC evaluation at the meeting of Quality Forum. Besides, on the wish of the national metrological institute, the external checks of CMC will also be conducted; they will be realized by COOMET technical experts. On the agreement at Quality Forum Technical Committee meeting, every country-participant of COOMET Quality Forum will present COOMET Quality Forum Chairman the report on the state of CMC at its NMI by the end of 2003.

S.Ďuriš informed that COOMET Quality Forum document "Recommendation on report content", which was agreed to be developed by September 2003 at the previous meeting in Yekaterinburg, has not been developed yet. It was agreed that M.Bílý and V.Belotserkovsky would develop the said document in the nearest future after JCRB (Paris, October 2003), at which some questions, concerned the regional metrological organizations accounts on CMC, must be clear. The total report for COOMET on the given subjects will be written by Slovak institute of metrology on the basis of the individual reports of the countries, and COOMET Quality Forum Chairman will send it to JCRB not later than in February 2004.

8. THE QUALITY FORUM TECHNICAL COMMITTEE AND THE WORKING GROUP COMPOSITION AFFIRMATION

COOMET Quality Forum Secretariat informed that the representatives of two metrological organizations of Cuba, the National Research Institute of Metrology (INIMET) and the National Bureau of Standards of Cuba Republic (NS) were included into the composition of the Technical Committee and the working group of the Quality Forum. These organizations expressed their interest in presentation of their CMC at one of the nearest meetings of COOMET Quality Forum. The present representatives of the countries-participants of COOMET Quality Forum confirmed the available staff of COOMET Quality Forum Technical Committee (of their countries). The following representatives were included into the staff of COOMET Quality Forum working group:

- Lourdes Gonzales – INIMET (Cuba)
- Pilar Oropesa Verdecia – NS (Cuba)
- Bogdan Kolpak – GNII “System” (Ukraine)
- Igor Pila – IF GCCMC (Ukraine)

The actual table with the list of the members of COOMET Quality Forum Technical Committee and the working group will be placed at COOMET Quality Forum Internet site (the document code is QSF-org.memb04r/e).

9. COOMET QUALITY FORUM INTERNET SITE CONTENT AGREEMENT

COOMET Quality Forum Secretariat presented to the present persons the available Internet site of COOMET Quality Forum (www.smu.gov.sk/ (EN version) /COOMET QUALITY FORUM or www.coomet.org/COOMET QUALITY FORUM, at which all documentation of COOMET Quality
The representatives of all the present national metrological institutes that were participants of the Quality Forum confirmed their interest in the placement of their CMC presentations, also in English, at this site; the national metrological institutes will send the materials to the Quality Forum Secretariat.

10. THE QUALITY FORUM FURTHER MEETINGS AND NATIONAL METROLOGICAL INSTITUTES QUALITY MANAGEMENT SYSTEMS PRESENTATION SCHEDULE AGREEMENT
The participants agreed the schedule of the further meetings of COOMET Quality Forum and the queue of conducting presentations of the national metrological institutes quality management systems. The updated schedule of the meetings will be placed at the Internet site of COOMET Quality Forum (the document code is QSF-org.graf04r/e). The nearest 5th meeting of COOMET Quality Forum will take place in Minsk (Belarus) on November 3, 2003 where QMS of four NMI: BelGIM (Belarus), VNIIR (Russia), INIMET (Cuba) and CENTIS-DMR (Cuba)) will be presented. The representatives of Moldova confirmed their readiness to prepare the 6th meeting of COOMET Quality Forum in spring of 2004 in Kishinev (Moldova), and also expressed the interest of Moldavian metrological institutions in presentation of their QMS at this meeting. The participants confirmed that the schedule will be specified at every subsequent meeting with the possibility of its widening in case of joining other participants.

11. DISTRIBUTION OF DUTIES WITHIN THE QUALITY FORUM
Within this item S.Musil informed the participants that at COOMET Quality Forum meeting the question rose that the translation into English of the meeting minutes and other main documents of COOMET Quality Forum was realized by means of the individual organizations of COOMET Quality Forum.
It was agreed that
1. The translation of the Quality Forum Technical Committee and COOMET Quality Forum will be made by the organization where the meeting was conducted.
2. The translation of COOMET documents will be made, if it is possible, by the organization, which representative has developed these documents.

COOMET Quality Forum Chairman also proposed to assign Quality Forum Technical Committee member responsible for consideration of the written documents of the individual national metrological institutes, which are sent to all the participants before the meeting. The responsible person must be acquainted with the written documentation and report the results of consideration at the meeting of COOMET Quality Forum Technical Committee. The participants of the meeting agreed with this proposal. COOMET Quality Forum Technical Committee will assign the responsible person.

12. INFORMATION ON INTAS PROJECT
COOMET Quality Forum Chairman informed the participants that Slovak institute of metrology wrote and sent the project within INTAS (the European organization of financial support of the former countries of the
Soviet Union) to Brussels. INTAS sent the formal letter with confirmation of the said project registration.
The registration number is **4341**
The title of the project is “Interpretation and implementation of the Quality Systems of COOMET members NMIs in conformity with the ISO 17025”
The results of the project consideration must be known in the end of September. In case of the project acceptance financing COOMET Quality Forum activity can begin since 2004. S Musil acquainted the present persons with the principal of the project, with the list of the included participants. The coordinator for Russia will be VNIIOFI, and the coordinator for Ukraine will be KSSRIM.
The participants also confirmed that in case of rejection of INTAS project it is considered for economy of the financial means to try to realize COOMET Quality Forum meetings combining them with the meetings of COOMET Committee and Workshops.

13. ANY OTHER BUSINESS
Within this item of the program COOMET Quality Forum Secretariat presented “The table of the confidence to NMI quality systems” with the given information on the NMI, which got COOMET confidence to their QMS. The participants agreed that it is advisable to introduce another column “Notes” into the table where NMI, if desirable, can introduce the notes concerning the legislative bases of their countries. The Secretariat called the representatives of the national metrological institutes, which have not given the required information for that column yet, to do this in the nearest time. The table will be placed at the Internet site of COOMET Quality Forum (the document code is QSF-doc.003r/e_anx1).
COOMET Quality Forum Secretariat also transmitted the request of the representatives of Russia N.Muravskaya and V.Belotserkovsky, who were absent at the meeting, to postpone the procedures of peer review in COOMET, and also the questions concerned the cooperation on accreditation within COOMET to the next meeting in Minsk.

14. PRESENTATION OF THE STATE METROLOGICAL SERVICE OF UKRAINE
V.Ogolyuk informed the participants of the meeting on the structure and the main kinds of the activity of the State Metrological Service of Ukraine (Derzhpotrebstandart of Ukraine).

15. PRESENTATION OF KSSRIM QUALITY MANAGEMENT SYSTEM
Yuri Machekhin, Deputy General director of KSSRIM, made presentation of his institute. The presented information concerned all the aspects of QMS introduced in KSSRIM. After presentation a lot of questions were asked by the representatives of various institutions of COOMET Quality Forum countries-participants. Y. Machekhin answered all these questions. The Quality Forum participants agreed that it was allowed to ask the questions in the written form to the author of presentation by the end of October 2003. In the end of the discussion COOMET Quality Forum unanimously expressed the confidence to KSSRIM QMS.
16. PRESENTATION OF UkrCSM QUALITY MANAGEMENT SYSTEM
Serop Kialdunozyants, Deputy director of UkrCSM, presented QSM of his institute. After discussion and answers to the asked questions the participants expressed their confidence to the quality management system of UkrCSM. The Quality Forum participants agreed that it was allowed to ask the questions in the written form to the author of presentation by the end of October 2003.

17. PRESENTATION OF GNII “SYSTEM” QUALITY MANAGEMENT SYSTEM
Bogdan Kolpak, Deputy General director of GNII “System”, presented QMC of his institute. After discussion and answers to the asked questions the participants expressed their confidence to the quality management system of GNII “System”. The Quality Forum participants agreed that it was allowed to ask the questions in the written form to the author of presentation by the end of October 2003.

18. PRESENTATION OF IVANO-FRANKIVSK QUALITY MANAGEMENT SYSTEM
Igor Pila, Deputy director of IF GCCMC, presented QMS of his institute. After discussion and answers to the asked questions the participants expressed their confidence to the quality management system of IF GCCMC. The Quality Forum participants agreed that it was allowed to ask the questions in the written form to the author of presentation by the end of October 2003.

19. THE EXCURSION OF KSSRIM LABORATORIES
The participants of the meeting visited KSSRIM laboratories where they did not only get acquainted with these laboratories equipment, but also had the possibilities to know in practice CMC introduction and application.

20. THE MEETING RESULTS
1. The 4th meeting of COOMET Quality Forum has been conducted.
2. The members of Technical Committee and Working group of COOMET Quality Forum are agreed.
3. The schedule of COOMET Quality Forum meeting by the spring of 2004 is agreed.
4. The project of the Quality Forum Workshop program in November of 2003 in Minsk (Byelorussia) is agreed.
5. KSSRIM, UkrCSM, GNII “System” and Ivano-Frankivsk GCCMC got the confidence of COOMET Quality Forum to their CMC.

The list of enclosures
1. The actual schedule of conducting COOMET Quality Forum meetings (QSF-org.graf01r)
2. The table of the members of COOMET Quality Forum and Technical Committee (QSF-org.memb04r)
3. The table of confidence to NMI quality systems (QSF-doc.003r/e_anx1)