13th Meeting of COOMET TC 4
“Information and Training”
18–19 May 2016, PTB Braunschweig, Germany
18 – 19 May 2016

13th meeting of COOMET TC4 “Information and Training”

AGENDA

Opening of the meeting
Welcome of the participants
P. Neyezhmakov

Presentation of the participants

Adoption of the Agenda
P. Neyezhmakov

1. Approval of the Minutes of the 12th TC 4 meeting
P. Neyezhmakov

P. Neyezhmakov

3. Information on the results of the 20th meeting of COOMET President’s Council and the 26th meeting of COOMET Committee
P. Neyezhmakov

4. Realisation of the TC 4 Work Program for 2015–2017
P. Neyezhmakov

5. Exchange of experiences on the practice of training and raising proficiency level of the specialist-metrologists in COOMET member-countries. Presentations of COOMET member-countries
Participants of the meeting

6. Implementation of COOMET projects

   6.1. Training of specialists of measuring, calibration and testing laboratories. Module approach in training the specialists of calibration and testing laboratories: prospective of development and implementation of new training modules and broadening of cooperation between COOMET member-countries, 518/UZ-a/11
   E. Ramazanova-Stepkina

   6.2. Development and administration the database of COOMET RM. Organization of access to the database “COOMET Reference Materials”, 543/AM-a/11

   6.3. The development of competencies and qualifications within COOMET for specialists and metrologists of measurement, calibration and testing laboratories on the basis of the modular approach, 553/UZ-a/12
   E. Ramazanova-Stepkina

1 The time-limit for each country is 10 minutes
6.4. Training on the basis of modular approach for specialists-metrologists of medical clinical laboratories, 656/UA-a/15
E. Ramazanova-Stepkina

7. About activities of Subcommittees in TC 4. Reports of SC Chairpersons

7.1. SC 4.1 “Support in Developing the Basic Metrological Infrastructure of COOMET Member Countries”
A. Kögler

7.2. SC 4.2 “COOMET Informational Resources”

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

8. About new PTB-COOMET Project
A. Kögler

9. About the VII International Competition “Best Young Metrologist of COOMET – 2017”
P. Neyezhmakov

10. About the Workshop for technical editors of COOMET web portal
S. Komissarov

11. Miscellaneous

12. Date and venue of the next meeting

13. Adoption of resolutions
P. Neyezhmakov

14. Closing of the meeting
18 May 2016

13th meeting of COOMET TC4 “Information and Training”

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:30</td>
<td>Pick-up at the hotel, taxi transfer to PTB</td>
</tr>
<tr>
<td>09:00 – 10:30</td>
<td>Meeting according to the agenda</td>
</tr>
<tr>
<td>10:30 – 11:00</td>
<td>Coffee break</td>
</tr>
<tr>
<td>11:00 – 12:15</td>
<td>Meeting according to the agenda</td>
</tr>
<tr>
<td>12:15</td>
<td>Group Photo</td>
</tr>
<tr>
<td>12:30 – 13:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>13:30 – 14:45</td>
<td>Meeting according to the agenda</td>
</tr>
<tr>
<td>14:45 – 15:15</td>
<td>Coffee break</td>
</tr>
<tr>
<td>15:15 – 16:30</td>
<td>Meeting according to the agenda</td>
</tr>
<tr>
<td>16:43 – 17:07</td>
<td>Bus ride (line 461) from PTB to station “Campestraße”</td>
</tr>
<tr>
<td>18:30</td>
<td>Dinner at Restaurant “Rheinische Republik”</td>
</tr>
</tbody>
</table>

*Neue Straße 10 – 12, 38100 Braunschweig*
### 19 May 2016

**13th meeting of COOMET TC4 “Information and Training”**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:21 – 08:45</td>
<td>Bus ride (line 461) from station “Campestraße” to PTB</td>
</tr>
<tr>
<td>09:00 – 10:30</td>
<td>Meeting according to the agenda</td>
</tr>
<tr>
<td>10:30 – 11:00</td>
<td>Coffee break</td>
</tr>
<tr>
<td>11:00 – 12:30</td>
<td>Information on Professional Training and Qualification at PTB:</td>
</tr>
<tr>
<td></td>
<td>Cooperation between PTB and the International Graduate School of Metrology (Technical University of Braunschweig)</td>
</tr>
<tr>
<td>12:30 – 13:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>14:00 – 15:00</td>
<td>Visit of “Scientific Instrumentation” Department of PTB</td>
</tr>
<tr>
<td>15:00 – 16:00</td>
<td>Meeting according to the agenda</td>
</tr>
<tr>
<td>16:13 – 16:37</td>
<td>Bus ride (line 461) from PTB to station “Campestraße”</td>
</tr>
<tr>
<td>Evening</td>
<td>At free disposal</td>
</tr>
</tbody>
</table>
Organizational Information

**Venue of the meeting:**
Physikalisch-Technische Bundesanstalt
Bundesallee 100
38116 Braunschweig
Leibniz-Building, Room 211

**Airport Transfer:**
Company Airport Hopper
Tel.: +49 531 612121

**Hotel Information:**
Hotel "Fürstenhof"
Campestraße 12
38102 Braunschweig
Tel +49 531 707 33 70

**Contact persons for organizational matters in PTB:**

Annette Kögler
Building Vieweg-Bau, room 272
Phone: +49 531 592 8213
E-mail: annette.koegler@ptb.de

Katrin Hoffmann
Building Vieweg-Bau, room 226
Phone: +49 531 592 8215
E-mail: katrin.hoffmann@ptb.de