

MINUTES

of the 6th meeting of Technical Committee of COOMET TC 4 “Information and Training”

The 6th meeting of TC 4 “Information and Training” was held on 28 April 2009, PTB, Braunschweig, Germany.

17 persons from 9 countries, TC 4 members and also invitees took part in the meeting.:

AZERBAIJAN	
.Sardar Aslanov	Azstandart
BELARUS	
Lidia Astafijeva	TC 4 Member, BelGIM
Tatyana Kolomiets	BelGIM
GERMANY	
Annette Koegler	TC 4 Member, PTB
Karl-Christian Goetner	PTB Consultant
Julian Biere	Consultant on communications
GEORGIA	
Nino mikanadze	SC 4.5 Member, GruzStandartMetrologiya
LITHUANIA	
Christina Blinkyavichene	TC 4 Member, VMT
Irena Lazdauskayte	VMT
MOLDOVA	
Sergey Chapa	SC 4.5 Member, NISM
Elena Hanganu	TC 4 Member, Член ТК 4, Metrology Administration
RUSSIA	
Vitaliy Bugaev	SC 4.2 Chairperson, VNIIFTRI
Viktor Ivanov	TC 4 Member, SC 4.3 Chairperson, VNIIMS
Sergey Komissarov	National Secretariat of COOMET in russia, VNIIMS
SLOVAKIA	
Ekaterina Kromkova	National Secretariat of COOMET in Slovakia, SMU
UKRAINE	
Pavel Neyezhmakov	TC 4 Chairperson, NSC “TC 4 Chairperson”, NSC “Institute of metrology”
Yuliya Bunyaeva	TC 4 Secretary, NSC “Institute of metrology”

The following AGENDA was adopted:

1. Approval of the minutes of the fourth TC 4 Meeting
2. Report about TC 4 activity in 2008-2009.
3. Information of the participants of the meeting on the activity of NMIs of Member Countries in the area of training experts, information and information technology in 2008-2009
4. About the Programme of TC 4 works for 2009-2011.
5. Discussion of the activity on COOMET Projects:
 - 5.1. Development and realization of proposals on improvement of COOMET Web-site (251/BY-a/01). Modernization of COOMET Web-site.
 - 5.2. Development of the common criteria and structure of programme on development of training of specialists within COOMET (343/MD/05)
 - 5.3. Development of recommendations on programme of training of specialists within COOMET (391/RU/07)
 - 5.4. Development of recommendations on criteria for qualification evaluation of experts – metrologists 393/RU/07.
 - 5.5. About the order of preparation and posting at COOMET Web-site the data about measurement capabilities of NMI, state metrological centers and accredited metrological service of legal entities of COOMET member-countries, which are not presented at the BIPM Web-site (404/RU/07).
 - 5.6. The results of the 3rd competition of young metrologists of COOMET member-countries on 14-15 April 2009 in Minsk, Belarus (453/BY/09)
6. About forming the members and activity of TC 4 subcommittees.
 - 6.1. About directions of SC 4.4 work “Coordination of works with young metrologists of COOMET member-countries”.
 - 6.2. About SC 4.5 “ ”О деятельности ПК 4.5 “Support in development of the bases of metrological infrastructure of COOMET member-countries” and designating its head.
7. Miscellaneous
8. Adjustment of the date and venue of the next meeting
9. Adjustment and adoption of the resolution on the TC activity.

OUTCOMES OF THE MEETING

1. Approval of the minutes of the fourth TC 4 Meeting

P.Neyezhnikov informed the participants of the meeting that there are no remarks to the minutes of the previous 5th TC 4 meeting.

Decisions and actions:

- to adopt the minutes of the 5th meeting of TC 4.
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2. Report on the activity of TC 4 in 2008-2009

P. Neyezhnikov informed the participants of the meeting about the main fields of activity of TC and the decisions made by COOMET Committee and President's Council. In the reporting period the TC activity was performed based on the approved TC 4 Work Programme for 2008 – 2010 in five subcommittees:

- SC 4.1 “COOMET Development on the Basis of Analysis of International Experience”
- SC 4.2 “Information and Information Technology ”
- SC 4.3 “Training and Raising Proficiency Level of Experts ”
- ПК 4.4 “Coordination of works with young metrologists of COOMET member-countries”
- ПК 4.5 “Support in development of the bases of metrological infrastructure of COOMET member-countries”

Decisions and actions:

- to take note of the information;

3. Information of the participants of the meeting on the activity of NMIs of Member Countries in the area of training experts, information and information technology in 2008-2009

The participants of the meeting gave information about the activities performed in the area of training experts, information and information technology.

Decisions and actions:

- to take note of the information.

4. About the Programme of TC 4 for 2009-2011.

Chairperson of TC 4 P.Neyezhnikov presented the working programme of TC 4 for 2009-2011. The participants of the meeting exchanged the opinion about the meetings included into working programme.

Decisions and actions:

- *TC 4 members should analyze the points of working Programme for 2009-2011. taking into account the previous discussion and submit their proposals to the TC 4 Chairperson not later than by 29 May 2009.*

5. Discussion of works on COOMET Projects

5.1. Development and realization of proposals on improvement of COOMET Web-site (251/BY-a/01). Modernization of COOMET Web-site.

P.Neyezhnikov informed all participants of the meeting about the work status on COOMET web-site maintenance and also history of the question on its modernization.

Expert on communications Ju.Biere presented the project of prototype of the modernized COOMET web-site and explained its specialties and advantages.

Administrator of COOMET Web-site V.Bugaev informed the participants of the meeting about the condition of matters on web-site maintenance and statistics of site visiting in general and its separate pages. It was noticed, that the most visited parts of data base published at web-site, which demonstrate not only the results of COOMET activity within CIPM MRA (CMC, comparisons) and activity on projects, but also allow to conduct analytical research of trends in metrology development. At the same time, V.Bugaev noticed that development of COOMET web-site from the point of attractiveness for wide public should be directed in the first line should be directed to the expansion of informational content. Unfortunately, there is no information on the web-site on standards of COOMET member-countries, there are no training materials and other informational sources. of web-site modernization, proposed by Ju.Biere, from the point of view of V.Bugaev doesn't concern these questions and is directed to the development of **working portal** in Internet, what can be very useful for COOMET in the field of communication expansion for interaction and documentation exchange between the members of different groups inside of organization. From the opinion of V.Bugaev, web-site, as electronic edition for external users and working portal of COOMET for organization of internal document handling and activity of structural bodies can exist and be developed parallel in Internet, relating with each other. V.Bugaev expressed a variety of critical notes, connected with the possibility of project realization of Ju.Biere, but in general he supported the idea of forming the working portal of COOMET.

There was a very active discussion on the form and structure of proposed project.

S Aslanov, N.Mikanadze, L.Astafyeva, V.Ivanov, E.Hanganu, K.-D.Sommer, A.Koegler, K.-Ch.Goethner, E.Kromkova took part in discussion. The participants of the meeting exchanged their opinions in legal, organizational and financial aspects, connected with modernization and the future maintenance of the web-site of COOMET.

Decisions and actions:

- *to find as considerable to start the works on COOMET web-site modernization taking into account the previous discussion;*

- *for Project realization of COOMET web-site modernization to propose to all interested members to give candidates from their countries for including them into working group.*

5.2. Development of recommendations on development of criteria and structure of Training Program of specialists within COOMET (343/MD/05)

Within this point E.Hanganu had a speech as Project coordinator, she informed that for the moment 4 countries joined the Project. In connection with this fact it was proposed to give the Project the status of agreed and to send the repeat form of the Project to Caucasus and Central Asia, as the most interested countries in this topic.

This proposal was supported by the participants of the meeting.

Actions and decisions:

- *to ask coordinator of the Project E.Hanganu to prepare the form of agreed Project of COOMET and to send it to the address of COOMET Secretariat;*
- *to ask the COOMET Secretariat to give the Project the status of agreed and to send the letter and form to the address of COOMET Committee members.*

5.3. Development of recommendations on the content of training Programs of specialists within COOMET (391/RU/07)

Coordinator of the Project Ivanov informed the participants of the meeting about the conducted analysis of organization and having practice of foreign specialists and made acquainted with the experience of their conducting in other countries.

The conducted analysis has shown considerable differences in the aims, terms and forms of practices and also in the level of preparation.

The participants exchanged the opinions about conducting and further realization of the Project.

Decisions and actions:

- *to take note of information;*
- *to ask coordinator of the Project V.Ivanov to prepare the form of the agreed Project of COOMET and to send it to the address of COOMET Secretariat for further distributing to interested persons;*
- *to ask V. Ivanov to prepare informational material on the Project and also the template of training programs and also templates of trainings, conducted within COOMET.*

5.4. Development of recommendations on criteria content for qualification evaluation of metrologists (393/RU/07).

Within this question V.Ivanov informed, that development of recommendations on criteria content of qualification evaluation of metrologists had the aim to create the normative base with demands to the competence of metrologists for its using during evaluation

(attestation, certification) of specialist's competence conducting expert works in the field of metrology.

Taking into account that each country additionally to international documents applies its national normative base, regulating the demands to mentioned fields of activity, apparently, these recommendations should be considered as concrete example of approach to the criteria content for qualification evaluation of experts metrologists.

According to the results of considering the results at TC on the Project it was decided to close the Project as completed.

Decisions and actions:

- *to take note of information*
- *to ask the coordinator of the Project of V.Ivanov to prepare final report on the Project and to send it to the address of Secretariat for further preparing and distribution to interested persons;*
- *to ask V.Ivanov to prepare presented at TC 4 information as Informational Material of COOMET for further preparing.*

5.5. About the order of preparation and posting at the COOMET web-site the data about measuring capabilities of NMI, state metrological centers and accredited metrological services of legal entities of COOMET member-countries, which are not presented at the web-site of IBPM (404/RU/07)

V.Ivanov and B.Bugaev informed about the following:

– the question was considered at President's Council and COOMET Committee, where its importance was confirmed;

–the gained experience of CMC by NMI in the process of CIPM MRA Arrangement should be distributed also for metrological services (centers, laboratories), which get the value form standards of the highest class, stored at NMI.

– for posting at the COOMET web-site of data base and providing interactive access to it of organizations, which can use the following metrological services, should develop COOMET document, regulating the order and conditions of publication of such data and also to develop the technology of conducting expertise and posting of these dates at the COOMET web-site.

Participants of the meeting exchanged their opinions on this questions noticed that the abbreviation of CMC has very concrete definition, determined by CIPM MRA Arrangement and the next JCRB documents, in documents or materials, connected with the project, should be avoided.

Decisions and actions:

- *to take note of information*
- *to ask coordinator of the Project V.Ivanov to make necessary changes in the form of the Project and to send it to COOMET Secretariat;*
- *to continue the works on Project taking into account the conducted discussion.*

5.6. The results of the 3rd competition of young metrologists of COOMET member-countries 14-15 April 2009, in Minsk, Belarus (453/BY/09)

14–15 April 2009 in Minsk (Belarus) within International scientific and practical conference “Metrology 2009” was conducted the 3rd International competition “The best young metrologist of COOMET”.

28 young metrologists from Belarus, Russia, Germany, Ukraine, Uzbekistan, Cuba, China.

According to the results of competition

The first place took Natalya Chervyakovskaya (BelGIM);

The second place – Makram A. Zebian 2-е место – Макрам А. Цебиан (PTB, Germany);

3rd place – Dmitriy Gogolev (VNIIMS, Russia).

In nomination “The best report in English ” won Dmitriy Solomaho (Belarus national technical university).

Also during the competition the members of competitive commission during the discussion of evaluation criteria it was proposed during the evaluation of scientific novelty to take into account not only the scientific constituent of the report (as for example during the defense of a thesis), but also “practical importance/utility” of conducted work.

Decisions and actions:

- *to thank for the organization of the competition of BelGIM, Belarus, as receiving side and also PTB, Germany, as coorganizer of competition;*
- *to ask Chairperson of TC 4 P.Neyezhnikov to make the appropriate changes in COOMET Recommendation R/GM/18:2008 “Order of conducting International Competition “The best young COOMET metrologist” and to consider the actualized Recommendation at 14th President’s Council Meeting of COOMET;*
- *to ask Chairperson of TC 4 P.Neyezhnikov to ask the Member of COOMET Committee from Russia V.Krutikov to consider the possibility of conducting the 4th International competition “The best young COOMET metrologist” in Russia in 2011.*

6. About forming the membership and activity of subcommittees in TC 4

6.1. About the directions of work of SC 4.4 “Coordination of works with young metrologists of COOMET member-countries”

P.Neyezhnikov informed the participants of the meeting about the directions of activity of SC 4.4 and also informed the participants of the meeting about directions of activity of SC 4.4 and also informed the participants, that at the 18th meeting of COOMET Committee as Chairperson of SC 4.4 was approved the candidate of V.Lobko, BelGIM, Belarus.

TC 4 Member A.Koegler proposed to organize and to conduct the seminar for young metrologists on preparations of materials and presentations of reports.

Decisions and actions:

- to ask Chairperson of SC 4.4 to generalize information about directions of work of SC for including it into the Program of works of TC 4 for 2008-2009;
- to ask Lobko and A.Koegler to open the Project on organization and conducting the seminar for young metrologists on preparation of materials and presentations of reports.

6.2. About the activity of SC 4.5 “Support in development of the bases of metrological infrastructure of COOMET member-countries” and designation of its head

P.Neyezhnikov informed the participants of the meeting about the results of 3 conducted seminars within SC 4.5 and also information about planned seminars.

The question about the candidate of Chairperson of SC 4.5 was considered. As far as representative of RGP “KazInMetr” A.Batanov can’t perform the functions of Chairperson on objective reasons, question about designation of Chairperson is still open.

Decisions and actions:

- to take note of information;
- to ask the Chairperson of TC 4 to continue the works on the search of candidate for the Chairperson of SC 4.5.

7. Miscellaneous

Participants of the meeting discussed some organizational questions of TC 4.

Decisions and actions:

- to take note of information.

8. Adjustment of the date and venue of the next meeting

Taking into account the usual practice Учитывая сложившуюся практику проведения заседаний ТК 4 совместно с заседаниями Форума качества COOMET, было принято решение о согласовании в рабочем порядке даты и места проведения очередного заседания технического комитета в 2010 году.

Taking into account the practice of holding the meetings of TC 4 together with those of COOMET Quality Forum a decision was made to fix the date and venue of the next meeting of the technical Committee in 2010 in working order.

9. Adjustment and adoption of the resolution on the TC activity

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

Decisions and actions:

- *to agree final forms of resolutions on electronic mail when considering the draft minutes of the 6th meeting of TC 4.*

TC 4 Head



Pavel Neyezhnikov

TC 4 Secretary



Yuliya Bunyaeva