MINUTES
of the 22nd meeting of the COOMET President’s Council

29–30 November 2017, Braunschweig, Germany

The following persons participated in the meeting:

<table>
<thead>
<tr>
<th>Country</th>
<th>Name</th>
<th>Status in COOMET, NMI</th>
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<tbody>
<tr>
<td>BELARUS</td>
<td>1. Valeriy GUREVICH</td>
<td>President Elect, Director of BelGIM</td>
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<td>2. Nadezhda LYAKHOVA</td>
<td>National COOMET Secretariat in Belarus, BelGIM</td>
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<td>GEORGIA</td>
<td>3. Nino MIKANADZE</td>
<td>COOMET Committee member, GEOSTM</td>
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<td>GERMANY</td>
<td>4. Peter ULBIG</td>
<td>COOMET Vice-President, Chairperson of TC2, PTB</td>
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<td>3. Andreas ODIN</td>
<td>Chairperson of QF, PTB</td>
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<td>4. Annette KÖGLER</td>
<td>Chairperson of SC 4.1, PTB</td>
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<td>5. Moritz ACKERMANN</td>
<td>PTB</td>
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<td>6. Jelena GERLTS</td>
<td>Interpreter, PTB</td>
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<td>RUSSIA</td>
<td>7. Vladimir KRUTIKOV</td>
<td>COOMET President, VNIIOFI</td>
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<td>8. Natalia MURAVSKAYA</td>
<td>Chairperson of TC 3.1, VNIIOFI</td>
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<td>9. Anna CHUNOVKINA</td>
<td>Chairperson of JCMS, VNIIM</td>
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<td>10. Sergey ZHDANKIN</td>
<td>COOMET Secretariat, VNIIMS</td>
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<td>11. Alexander IVANOV</td>
<td>Administrator of COOMET web-site, VNIIFTRI</td>
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<td>UKRAINE</td>
<td>12. Pavel NEYEZHAMAKOV</td>
<td>COOMET Vice-President, TC 4 Chairperson, NSC “Institute of Metrology”</td>
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The 22nd meeting of the COOMET President’s Council was opened by COOMET President Prof. Vladimir Krutikov. He welcomed the participants of the meeting and wished successful and effective work.
The following agenda was adopted:

1. Implementation of the resolutions of the 21st meeting of COOMET President’s Council.
   *Speaker:* Representative of COOMET Secretariat S. Zhdankin

2. About members of the President’s Council
   *Speaker:* Acting COOMET President V. Krutikov

3. Results of the 37th and 38th meetings of JCRB.
   *Speaker:* COOMET Vice-president P. Neyezhmakov

4. Draft of the Memorandum of Understanding in the field of the measurement uniformity assurance between the EEC and COOMET.
   *Speaker:* Elected COOMET President V. Gurevich

5. Draft of the Memorandum of Understanding between COOMET and EURAMET.
   *Speaker:* COOMET Vice-president P. Neyezhmakov

6. Proposals for updating the Cooperation and Interaction Protocol in the field of metrology between COOMET and EASC.
   *Speaker:* Elected COOMET President V. Gurevich

7. Results of the 52nd meeting of CIML and RLMO round-table
   *Speaker:* Chairperson of TC2 P. Ulbig

8. Candidature for the position of the Deputy JCMS Chairperson
   *Speaker:* JCMS Chairperson A. Chunovkina

9. Implementation of CIPM MRA
   9.1 Implementation of COOMET Program of Comparisons P2/2017, KCDB registration of CMCs of NMIs from COOMET member countries.
      *Speakers:* JCMS Chairperson A. Chunovkina

   9.2 Presentation of Program of Comparisons for 2018, signing by COOMET President
      *Speakers:* JCMS Chairperson A. Chunovkina

   9.3 Progress in QMS review of COOMET NMIs and in COOMET Quality Forum
      *Speakers:* Chairperson of Quality Forum A. Odin
                   Chairperson of TC 3.1 N. Muravskaya

   9.4 About COOMET Committee member Z. Dzemic’s letter “QMS review process”
      *Speakers:* Chairperson of Quality Forum A. Odin
                   Chairperson of TC 3.1 N. Muravskaya

10. About TC 2 “Legal metrology” activities.
    *Speaker:* Chairperson of TC2 P. Ulbig
11. Preparation for OIML – COOMET seminar on prepackages.  
**Speaker:** V. Krutikov, S. Golubev

12. About TC 4 “Information and training” activities.  
12.1 Results of the 14th meeting of TC 4 “Information and training”  
**Speakers:** COOMET Vice-president P. Neyezhmakov

12.2 About organization of the training seminars within the BIPM Capacity Building & Knowledge Transfer Programme (CBKT)  
**Speakers:** COOMET Vice-president P. Neyezhmakov

12.3 Discussion of an issue on maintenance of COOMET informational resources  
**Speaker:** Elected COOMET President V. Gurevich  
**SC 4.2 member** A. Ivanov

13. About TC 5 “Joint scientific research in field of the metrology” activities.  
**Speaker:** Acting COOMET President V. Krutikov

14. Drafts and updated versions of COOMET publications  
14.1 COOMET Recommendation "Metrological Supervision performed by metrological services of juridical bodies. General Requirements"  
**Speaker:** TC 2 Secretary N. Lyakhova

15. Preparation of the 28th meeting of COOMET Committee  
**Speaker:** Representative of COOMET Secretariat S. Zhdankin

16. About handing over COOMET Secretariat  
**Speaker:** Acting COOMET President V. Krutikov

17. Announcing the nominees for the COOMET Honorary Metrologist Title  
**Speaker:** Representative of COOMET Secretariat S. Zhdankin

18. Results of the VII International competition “COOMET Best young metrologist - 2017”  
**Speaker:** COOMET Vice-president P. Neyezhmakov

19. About the VIII International competition “COOMET Best young metrologist - 2019”  
**Speaker:** Representative of COOMET Secretariat S. Zhdankin

20. Venue and date of the next meeting of COOMET President’s Council  
**Speaker:** V. Krutikov, S. Golubev

21. Other issues

22. Discussion and adoption of the resolutions of the meeting
1. Implementation of the decisions of the 21st meeting of Presidential Council

Decisions and actions:
- to note the information presented by the Assistant of the Head of COOMET Secretariat S. Zhdankin regarding the implementation of the decisions of the 21st meeting of Presidential Council.

2. Composition of COOMET Presidential Council

Decisions and actions:
- to note the information presented by the COOMET President V. Krutikov regarding the composition of COOMET Presidential Council and also Vice-presidents’ opinions about structure and composition of Council;
- to approve the candidature of N. Mikanadze (GEOSTM Director, Georgia, member of COOMET Committee from Georgia) for the position of COOMET Vice President;
- to instruct COOMET Secretariat to include in the agenda of 28th COOMET Committee Meeting the issue of approving the candidature of N. Mikanadze for the position of COOMET Vice President;
- to ask COOMET Presidential Council and COOMET Secretariat to elaborate proposals submitted during the discussion on improving the COOMET Structure and to send them to COOMET President Elect V. Gurevich until 15th of February, 2018.

3. The results of the 37th and 38th JCRB meetings

Decisions and actions:
- to note the information presented by COOMET Vice-president P. Neyezhmakov about the 37th and 38th JCRB meetings;
- to recommend JCMS Chairperson to organize among the Chairpersons of TC 1.1 – 1.11 discussion of the Concept of “broad-scope CMCs” and to present the information regarding risks and positive aspects connected with its approval by COOMET, to include this issue into the Agenda of the 16th JCMS COOMET Meeting;
- to recommend COOMET Committee Member from Georgia N. Mikanadze to participate in the activities of JCRB Work Group on “broad-scope CMCs”.

4. Draft of the Memorandum of Understanding in the field of the measurement uniformity assurance between the EEC and COOMET

Decisions and actions:
- to continue the work for the technical improvement of the draft of the Memorandum of Understanding in the field of the measurement uniformity assurance between the EEC and COOMET;
- to ask COOMET Vice-president V. Gurevich to finalize the Draft of Memorandum taking into account the discussion and to forward it for consideration to members of Presidential Council until the 1st of March, 2018;
- to present the information about the progress of the work at the 28th COOMET Committee Meeting (April, 2018).
5. Draft of the Memorandum of Understanding between COOMET and EURAMET

Decisions and actions:
▪ to approve the submitted draft of the Memorandum of Understanding between COOMET and EURAMET and to recommend it for signing at the 28th COOMET Committee Meeting;
▪ to instruct the COOMET Secretariat to include the issue of signing the Memorandum of Understanding between COOMET and EURAMET in the agenda of the 28th COOMET Committee Meeting.

6. Proposals for updating the Cooperation and Interaction Protocol in the field of metrology between COOMET and EASC

Decisions and actions:
▪ to ask COOMET President Elect V. Gurevich to forward to COOMET Committee members the letter with request about submission of remarks and proposals for the current version of the Cooperation and Interaction Protocol in the field of metrology between COOMET and EASC until the 15th of February, 2018;
▪ to present the information about the progress of the work at the 28th COOMET Committee meeting.

7. Results of the 52nd CIML Meeting and RLMO round-table

Decisions and actions:
▪ to note the information presented by COOMET Vice-president P. Ulbig about the 52nd CIML Meeting and RLMO round-table.

8. Candidature for the position of the Deputy JCMS Chairperson

Decisions and actions:
▪ to note the information presented by COOMET JCMS Chairperson A. Chunovkina about the lack of candidatures for the position of the Deputy JCMS Chairperson and member of the Appeal Board on the matters of comparisons of the national measurement standards and CMC data peer review;
▪ to support the proposal made by JCMS Chairperson A. Chunovkina and to establish the position of JCMS Secretary;
▪ to recommend to JCMS Chairperson to make all the necessary emendments to the JCMS Regulation Document properly;
▪ to ask JCMS Chairperson A. Chunovkina to include the question of establishing the position of JCMS Secretary and presenting candidature for further approval at the 28th COOMET Committee Meeting in the agenda of the next JCMS Meeting;
▪ to ask JCMS Chairperson A. Chunovkina to prepare for the next Presidential Council Meeting (November, 2018) the information about the experience of performing distance comparisons and the possibility of its applying for NMI measurement standards. To ask COOMET Secretariat to include the consideration of this issue to the Agenda of the 23rd Presidential Council Meeting.
9. Implementation of CIPM MRA

9.1 Implementation of the COOMET Program of Comparisons P2/2017, KCDB registration of CMCs of NMIs from the COOMET member countries

Decisions and actions:
- to approve the report, prepared by JCMS Chairperson A. Chunovkina on the implementation of the Program of Comparisons of Measurement Standards kept by the COOMET NMIs in 2017;
- to publish information about the implementation of the Program of Comparisons of Measurement Standards kept by the COOMET NMIs on the COOMET web-site;
- to note the report made by JCMS Chairperson A. Chunovkina on publication of comparisons and CMCs in BIPM KCDB data base.

9.2 Presentation of Program of Comparisons for 2018 and its signing by COOMET President

Decisions and actions:
- to approve the presented Program of Comparisons of Measurement Standards kept by the COOMET NMIs as of November 29, 2017 and recommend it to the COOMET President’s signing;
- to instruct the COOMET Secretariat to send the Program of Comparisons of Measurement Standards kept by the COOMET NMIs to the COOMET Committee members before 15th December 2017 and publish it on the COOMET web-resources.

9.3 Progress in QMS review of COOMET NMIs and in COOMET Quality Forum

Decisions and actions:
- to note the information presented by the Chairman of the Quality Forum A. Odin and the Chairperson of TC 3.1 N. Muravskaya about the activities of the Quality Forum and Technical committee “Quality Forum”, and the peer reviews concerning QMS of COOMET NMIs conducted in 2017;
- to ask the Chairperson of TC 3.1 N. Muravskaya to organize the translation of the Document ISO/IEC 17025 into Russian together with COOMET member states before 1 March 2018.

9.4 About COOMET Committee member Z.Dzemic’s letter “QMS review process”

Decisions and actions:
- to ask the Chairperson of TC 3.1 N. Muravskaya to include in the agenda of the next TC 3.1 meeting (January,2018) the issue of procedures of the evaluation of NMI’s competence.

10. About TC 2 “Legal metrology” activities

Decisions and actions:
- to note the information presented by the Chairman of TC 2 P. Ulbig about the activities of TC 2 “Legal Metrology”.

11. **Preparation for OIML – COOMET seminar on prepackages**

**Decisions and actions:**
- to note the information presented by COOMET President V. Krutikov and representative of Rosstandart S. Golubev about preparation for the conference on prepackages;
- to support the holding of a regional conference under the aegis of the OIML and COOMET on prepackages in 2018 in Moscow, Russia.

12. **About TC 4 “Information and training” activities**

12.1 **Results of the 14\textsuperscript{th} meeting of TC 4 “Information and training”**

**Decisions and actions:**
- to note the information presented by the Chairman of TC 4 P. Neyezhmakov about the 14\textsuperscript{th} meeting of TC 4 “Information and training”;
- to approve the candidature of TC 4 member from Russia E. Kozmina for the post of chairperson of SC 4.3 “Raising Proficiency Level and Work with Young Metrologists” and to recommend it for approval at 28\textsuperscript{th} meeting of COOMET Committee;
- to approve the draft of TC 4 Work Program for 2018-2020 with proposals and additions, received during the discussion and to recommend it for approval at 28\textsuperscript{th} meeting of COOMET Committee;
- to instruct COOMET Secretariat to include the issues of approving candidature of TC 4 member from Russia E. Kozmina for the post of chairperson of SC 4.3 and TC 4 Work Program for 2018-2020 in the Agenda of 28\textsuperscript{th} meeting of COOMET Committee.

12.2 **About organization of the training seminars within the BIPM Capacity Building & Knowledge Transfer Programme (CBKT)**

**Decisions and actions:**
- to note the information presented by Secretary of TC 4 Y. Bunyaeva about CB&KT and participation of COOMET in this programme;
- to recommend COOMET country-members to participate more actively in seminars conducted within the framework of CB&KT.

12.3 **Discussion of an issue on maintenance of COOMET informational resources**

**Decisions and actions:**
- to note the information presented by member of SC 4.2 A. Ivanov about order of maintaining the COOMET projects database;
- to ask COOMET President Elect V. Hurevich to start a project on building up Working Group (WG) on actualization of COOMET web-resources;
- to consider the holding of the meeting of WG on February, 2018 in Braunschweig, Germany reasonable.
13. About TC 5 “Joint scientific research in field of the metrology” activities

Decisions and actions:
- to note the information presented by Acting COOMET President V. Krutikov about advisability of TC 5 functioning;
- to include the issue of TC 5 activities to the Agenda of 23rd Presidential Council Meeting.

14. Drafts and updated versions of COOMET publications

14.1 COOMET Recommendation "Metrological Supervision performed by metrological services of juridical bodies. General Requirements"

Decisions and actions:
- to instruct the Secretariat of TC 2 “Legal Metrology” to forward to COOMET Committee members the draft of COOMET Recommendation „Metrological Supervision performed by metrological services of juridical bodies. General Requirements” on repeated consideration until the 15th of December, 2017;
- to ask COOMET Committee members to provide remarks and proposals on the draft to the Secretariat of TC 2 until the 15th of February, 2018;
- to ask the Secretariat of TC 2 to present the results at the meeting of TC 2 “Legal Metrology” in 2018 and 28th meeting of COOMET Committee.

15. Preparation of the 28th COOMET Committee meeting

Decisions and actions:
- to include date and venue of the 28th COOMET Committee meeting into the COOMET meetings calendar: the meeting will be scheduled for the 11-12 April, 2018 (15th week of 2018) in Sarajevo, Bosnia and Herzegovina;
- to instruct the COOMET Secretariat to inform the COOMET Committee Members as well as international and regional metrological organizations about date and venue of the 28th COOMET Committee meeting till December 17, 2017.

16. About handing over COOMET Secretariat

Decisions and actions:
- to hand over COOMET Secretariat to Belarus side till July 1, 2018.

17. Announcing the nominees for the COOMET Honorary Metrologist Title

Decisions and actions:
- to award C. Bordianu (Moldova), V. Palchikov (Russia), P. Neyezhmakov (Ukraine) and M. Yarmolovich (Belarus) the title of "COOMET Honored Metrologist";
- to instruct COOMET Secretariat to include the issue of awarding the title "COOMET Honored Metrologist" to the agenda of the 28th COOMET Committee meeting and to organize the awarding ceremony in the arranged order.
18. Results of the VII International Competition “COOMET Best Young Metrologist - 2017”

Decisions and actions:
- to note the information presented by COOMET Vice-President P. Neyezhmakov about results of VII International Competition “COOMET Best Young Metrologist - 2017”

19. About the VIII International competition “COOMET Best young metrologist - 2019”

Decisions and actions:
- to hold the VIII international Competition “COOMET Best Young Metrologist - 2019” in Russia.

20. Venue and date of the next meeting of COOMET Presidential Council

Decisions and actions:
- to hold the 23rd COOMET Presidential Council meeting in November, 2018, in Minsk, Belarus.

21. Other issues

Decisions and actions:
- to accept the offer of COOMET Committee member from Germany P. Ulbig about the possibility to hold the 29th COOMET Committee meeting in Germany in 2019.

22. Discussion and adoption of the resolutions of the meeting

Decisions and actions:
- to instruct COOMET Secretariat as these decisions are agreed, to prepare a draft Aide Memoire of the 22nd meeting of COOMET Presidential Council and send it to COOMET Vice-Presidents for approval.

V. Krutikov,
COOMET President

S. Komissarov,
Head of COOMET Secretariat