



MINUTES

of the 28th COOMET TC 1.12 «Reference Materials» meeting

October 17, 2023

Combined format

(in person at UNIIM - Affiliated Branch of the D. I. Mendeleyev
Institute for Metrology (VNIIM-UNIIM), Yekaterinburg, Russia, and
online via videoconference on the Zoom platform)



Secretariat of TC 1.12
UNIIM - Affiliated Branch of the D. I. Mendeleyev Institute for Metrology

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CHAIR:

Sergey Medvedevskikh Chair of COOMET TC 1.12 «RMs»

VERIFICATION OF THE QUORUM REQUIREMENTS:

Representatives from 15 COOMET member-countries were appointed to TC 1.12.

11 countries with active status participate in the quorum verification. TC members from 4 countries have observer status (Armenia, Georgia, Cuba, Uzbekistan) and therefore do not participate in a quorum determination.

Quorum at the meeting of TC 1.12 is ensured considering the requirements for quorum at the meeting of the COOMET structural body in accordance with COOMET Document D5/2021 (in our case, quorum is ensured with the participation of representatives from 5 countries or more).

Dr. Sergey Medvedevskikh, the Chair of TC 1.12 “Reference Materials”, welcomed the meeting participants. The heads of delegations introduced the members of the delegations.

I. The OUTCOME of the meeting of TC 1.12 “Reference Materials”:

1 The meeting participants adopted the Agenda ([Appendix 1](#)).

2 The following information was heard:

- Information from meeting participants on the current state of metrological activity on CRMs in COOMET member-countries: [Ema Nabieva \(AZERBAIJAN\)](#), [Garik Martirosyan \(ARMENIA\)](#), [Alexei Mironchik \(BELARUS\)](#), [Yelena Firsova \(KAZAKHSTAN\)](#), [Elena Kotova \(KYRGYZSTAN\)](#), [Olga Kremleva \(RUSSIA\)](#), [Bakhtiyor Ashurov \(TAJIKISTAN\)](#), [Alper İşleyen \(TURKEY\)](#), [Farida Gaynulina \(UZBEKISTAN\)](#).

Information in written form is provided by members of TC 1.12 from Belarus, Russia, Slovakia, and Turkey ([Annex 2](#));

- Information about work on CRMs within international organizations: ISO/TC 334 ([Egor Sobina](#)), NTKMetr EASC ([Olga Kremleva](#)), COOMET TC 1.8 ([Yuriy Kustikov](#)) ([Annex 3](#));
- Information about the 34th meeting of the COOMET Committee ([Egor Sobina](#));
- Information about the ROADMAP for the implementation of the COOMET concept for the issues of digital transformation in metrology (in the part concerning CRMs) ([Olga Kremleva](#)) ([Annex 4](#));
- Report on the activities of TC 1.12 in 2022-2023 ([Oksana Anfilatova, Secretariat of TC 1.12](#)) ([Annex 5](#));
- Information about the new concept of approval of CRMs within COOMET ([Egor Sobina](#)) ([Annex 6](#));
- Information about updating the information material COOMET/I/RM/2:2023 Register of reference materials for composition and properties of substances and materials developed within COOMET ([Oksana Anfilatova, Secretariat of TC 1.12](#)) ([Annexes 7 and 8](#));
- Information about the participation of TC 1.12 in the implementation of the COOMET Program P7/2023 COOMET Concept on digital transformation in the field of metrology ([Olga Kremleva](#));
- Information about COOMET project 870/KZ/23 Development and implementation of the COOMET Plan of Action to assist CEEMS ([Aiman Ilgundinova - COOMET Secretariat](#));
- Information about COOMET training courses in the field of TC 1.12 activity on the BIPM e-learning platform ([Olga Kremleva](#)) ([Annex 9](#)).

3 The work results on completed COOMET projects were considered::

- 856/RU-a/22** Development of the CRM for composition of Siberian pine needles (HSS-1) (*Pinus sylvestris*) ([Project Coordinator Dr. Irina Vasilieva, IGC SB RAS, Russia](#)) ([Annex 10](#));
- The issue of the possibility of approving CRMs as COOMET CRMs on the following projects was considered:

• **815/RU-a/20** Conducting comparison tests of certified characteristics of the CRM for composition and properties of coal, OS rank (SO-42) – GSO 10894-2017

• **816/RU-a/20** Conducting comparison tests of certified characteristics of the CRM for composition of polymetallic ore of the Quartz Hill deposit (SO-45) – GSO 11039-2018

• **817/RU-a/20** Conducting comparison tests of certified characteristics of the CRM for composition and properties of coal, G rank (SO-43) – GSO 10895-2017

(in accordance with the new concept of approval of CRMs within COOMET, taking into account the provisions of the updated COOMET Recommendation R/RM/4:2023 Procedure for joint development, approval, and registration of reference materials within COOMET)

(speaker: Olga Kremleva, Deputy Chairman of TC 1.12).

4 Members of TC 1.12 carried out an expert assessment of CRMs for approval as COOMET CRMs (in accordance with the presented list of CRMs)

In the case of an expert assessment at a meeting of TC 1.12, the decision is considered positive if more than half of the Members of TC 1.12 with an active status voted for its adoption (taking into account the requirements for the quorum of the meeting in accordance with clause 5.3.7 of the COOMET Document D5). In case of an equal number of votes, the vote of the Chair of TC 1.12 is decisive.

The results of the expert assessment of CRMs by members of TC 1.12 with an active status are given in the table below:

№	Name of the reference material, number according to the state register	COOMET project number	Results of the expert assessment by members of TC 1.12
1	CRM for composition of Siberian pine needles (HSS-1) (<i>Pinus sylvestris</i>)» FCO 11961-2022	856/RU-a/22	Positive conclusion
2	CRM for composition and properties of coal, OS rank (SO-42) – GSO 10894-2017	815/RU-a/20	Positive conclusion
3	CRM for composition of polymetallic ore of the Quartz Hill deposit (SO-45) – GSO 11039-2018	816/RU-a/20	Positive conclusion
4	CRM for composition and properties of coal, G rank (SO-43) – GSO 10895-2017	817/RU-a/20	Positive conclusion

5 COOMET Project Coordinators presented brief reports on current projects of TC 1.12:

• **186/RU-a/99** Programme of joint CRM production within COOMET (COOMET P5/2023) *(Oksana Anfilatova, Secretariat of TC 1.12)*

(Annex 11)

• **819/RU-a/20** Approval and implementation of the Plan for the revision of COOMET documents on CRMs on the subject of harmonization with newly realized international ISO documents *(Oksana Anfilatova, Secretariat of TC 1.12)*

(Annex 12)

• **863/BY/22** Update of document COOMET D3:2008 Memorandum on cooperation in development and application of reference materials of composition and properties of substances and materials within COOMET *(Alexey Mironchik, Belarus)*

6 The COOMET project proposed for 2023 was discussed

893/RU/23 Revision of the COOMET Recommendation R/RM/22:2020 Form and content of COOMET certificate for reference materials for composition and properties of substances and materials *(speaker: Egor Sobina, Project Coordinator, Russia)* *(Annexes 13 and 14)*

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7 Proposals for new projects regarding the development of COOMET CRMs were presented and discussed (part 2 of the Program)

Speaker – [Alena Shleyning, Project Coordinator, Russia](#) (representative from JSC “Krastsvetmet” (Russia)) ([Annex 15](#))

8 The election of the new Chair of TC 1.12 was held as part of the meeting (term of office - from May 2024 to May 2028)

In 2024, Dr. Sergey Medvedevskikh, the Chair of TC 1.12 “Reference Materials”, ends his term of office without the possibility of its extension in accordance with the provisions of the COOMET Document D1/2022 Memorandum of understanding (section 5, paragraph 12).

Any member of TC 1.12 with the status of “member of TC 1.12 from the country” can be a candidate for the position of Chairman of TC 1.12 (clause 3.3.1 of the Regulations on TC 1.12).

The Secretariat of TC 1.12 received official letters of nomination of **Dr. Egor Sobina**, the member of TC 1.12 from Russia, and **Ms. Farida Gainullina**, the member of TC 1.12 from Uzbekistan, for the position of the new Chair of TC 1.12.

An official letter was also received from Azerbaijan proposing the candidacy of Dr. Alper İşleyen, the member of TC 1.12 from the National Metrology Institute of Turkey (TUBITAK UME). Mr. Alper İşleyen withdrew his candidacy from the vote.

An official letter was received from Armenia regarding the absence of proposals for the candidacy of the Chair of TC 1.12.

According to clause 5.2.3.2 of COOMET Document D5/2021 Model Regulations for COOMET Structural Bodies:

Elections of the Chairman of the SCB are held in the form of a secret ballot among the members of the JSC at a meeting of the SCB.

The decision is considered adopted if there are 2/3 of the votes cast FOR the candidacy of the Chairman (if there is one candidate) and a simple majority of votes (if there are two or more candidates) from the number of SCB members who took part in the voting.

It is recommended to conduct voting among members of the TC using modern means of communication (e-mail, Internet, etc.).

Before the start of voting, members of TC 1.12 agreed that a decision to abstain is regarded as an invalid vote, which is not taken into account at a calculation of the voting results (*the standards of clauses 4.8 and 4.13 of section 4 of the COOMET Document D2/2021 were used as the basis for this decision*).

The election of the new Chair of TC 1.12 was held in the form of a secret ballot among members of TC 1.12 using the “Polls” function of the Zoom platform provided by the COOMET Secretariat.

Representatives from 7 COOMET member-countries with an active status took part in the voting (Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan, Russia, Tajikistan, and Turkey). Armenia and Uzbekistan (observer without the right to vote) did not take part in the voting.

Two candidates were included in the poll. The voting results are shown below:

candidacy - full name (country, NMI)	for	against	abstain
Dr. Egor Sobina (RUSSIA) UNIIM-Affiliated Branch of the D. I. Mendeleyev Institute for Metrology (VNIIM-UNIIM)	6 (86 %)	0	0
Mrs. Farida Gaynulina (UZBEKISTAN) SE Uzbek National Institute of Metrology	1 (14 %)	0	0

The elections are deemed valid.

II. The participants of the meeting of Technical Committee 1.12 “Reference Materials”, discussed the messages heard and decided the following:

- 1 To approve the activities of COOMET TC 1.12 “Reference Materials” for the period from September 2022 to October 2023 and acknowledge the valuable work of representatives of TC 1.12 in the activities of working bodies of international organizations and RMOs.
- 2 To express **gratitude to Dr. Sergey Medvedevskikh for his contribution to the development of metrology in the field of reference materials** during his activity as Chair of TC 1.12 “Reference Materials” (from 2012 to 2023).
- 3 Based on the voting results, recommend to the COOMET Committee for approval the candidacy of the new Chair of TC 1.12 - **Dr. Egor Sobina**, term of office 2024-2028.
- 4 To request the Secretariat of TC 1.12 to formalize the positive conclusion of TC 1.12 for approval of COOMET CRMs at a meeting of the COOMET Committee based on the results of the expert assessment of **GSO 11961-2022, GSO 10894-2017, GSO 11039-2018, and GSO 10895-2017** by members of TC 1.12.
- 5 To request the Secretariat of TC 1.12 to prepare a general List of CRMs approved for registration as COOMET CRMs and recommended for approval by the COOMET Committee, and send it to the COOMET Secretariat with the corresponding draft resolution before the meeting of the COOMET Committee.
- 6 To request the Secretariat of TC 1.12 to carry out a set of works for the approval and registration of CRMs as COOMET CRMs in accordance with the requirements of the updated COOMET Recommendation R/RM/4:2023.
- 7 To request the Coordinators of projects **856/RU-a/22, 815/RU-a/20, 816/RU-a/20, 817/RU-a/20** to fill out the final report forms after approval of CRMs as COOMET CRMs and submit them to the Secretariat of TC 1.12 for subsequent submission to the COOMET Secretariat.
- 8 To request the Secretariat of TC 1.12 to provide methodological assistance to the Coordinators of projects 856/RU-a/22, 815/RU-a/20, 816/RU-a/20, and 817/RU-a/20 in issuing COOMET Certificates for CRMs in accordance with requirements of the COOMET Recommendation R/RM/22:2020.
- 9 To request the Coordinators of projects **856/RU-a/22, 815/RU-a/20, 816/RU-a/20, and 817/RU-a/20** to issue COOMET Certificates for CRMs in accordance with the requirements of the COOMET Recommendation R/RM/22:2020 “Form and content of COOMET certificate for reference materials for composition and properties of substances and materials.”
- 10 To request the Coordinators of projects **856/RU-a/22, 815/RU-a/20, 816/RU-a/20, 817/RU-a/20** to prepare information for the journal “Measurement Standards. Reference Materials” based on the results of the work done.
- 11 To adopt information about the Programme of joint CRM production within COOMET (COOMET P5/2023) – project **186/RU-a/99**.
- 12 To request the members of TC 1.12 to prepare proposals for the development of COOMET CRMs for the Program of Joint CRM Production within COOMET (Part 2) **by 01.02.2024**.
- 13 To request the Secretariat of TC 1.12 to collect proposals from countries for the Program of Joint CRM Production within COOMET (projects 186/RU-a/99) and organize their discussion among interested members of TC 1.12 by correspondence **by 01.03.2024**.
- 14 To adopt information on the approval and implementation of the updated Plan for the revision of COOMET documents on CRMs for harmonization with newly issued international ISO documents.
- 15 To request **Mrs. Farida Gainulina**, the member of TC 1.12 from Uzbekistan, to clarify and confirm the responsibility of Uzbekistan and the deadlines for revising positions 4 and 5 of the Plan for the revision of COOMET documents on CRMs (COOMET Recommendation

- R/RM/16:2007 “Recommendation for the acceptance of certified reference materials in Appendix C CIPM MRA” and COOMET Recommendation R/RM/29:2016 “The content of and procedure for work on the comparison of reference materials within the framework of COOMET”) and send the information to the Secretariat of TC 1.12 **by 30.12.2023**.
- 16 To request **Mrs. Elena Firsova**, the member of TC 1.12 from Kazakhstan, to clarify and confirm the responsibility of Kazakhstan and the deadlines for revising position 8 of the Plan for the revision of COOMET documents on CRMs (COOMET Recommendations R/RM/17:2011 “Guidelines for issuing Certificate of the participant of COOMET CRM interlaboratory certification”) and submit information to the Secretariat of TC 1.12 **by 30.12.2023**.
 - 17 To request the members of TC 1.12 - coordinators of projects on the revision of COOMET publications, to formalize the relevant projects in accordance with the COOMET procedure and begin their implementation in 2023–2024.
 - 18 To request **Mr. Alexey Mironchik**, the Coordinator of the project **863/BY/22**, and **the Secretariat of TC 1.12** to jointly agree on the 1st edition of the draft updated COOMET Document D3/____ “Memorandum on cooperation in development and application of reference materials of composition and properties of substances and materials within COOMET” for further circulation to members of TC 1.12 **by 30.01.2024**.
 - 19 To request the members of TC 1.12 to send their comments and suggestions to the Project Coordinator and the Secretariat of TC 1.12 **within a month** after receiving the 1st draft of the updated COOMET Document D3/____ “Memorandum on cooperation in development and application of reference materials of composition and properties of substances and materials within COOMET”.
 - 20 To request **Dr. Egor Sobina**, the Coordinator of the project **893/RU/23**, to prepare the 1st edition of the draft updated COOMET Recommendation R/RM/22:____ “Form and content of COOMET certificate for reference materials for composition and properties of substances and materials” **by 30.11.2023, taking into account the discussion and proposals at the meeting**. The Secretariat of TC 1.12 shall send the 1st edition of the draft recommendation to the members of TC 1.12 for consideration **by 03.12.2023**;
The Secretariat of TC 1.12 shall send the 1st edition of the draft recommendation to the members of TC 1.12 for consideration within the established time frame.
 - 21 To request the members of TC 1.12 to submit their comments and suggestions to the Project Coordinator and the Secretariat of TC 1.12 **within a month** after receiving the 1st draft of the updated COOMET Recommendation R/RM/22:____ “Form and content of COOMET certificate for reference materials for composition and properties of substances and materials”.
 - 22 To adopt information on updating the Information material COOMET/I/RM/2:2023 “Register of reference materials for composition and properties of substances and materials developed within COOMET”.
 - 23 To request Project coordinators to continue work on current COOMET projects; to present the work results at the next meeting of TC 1.12.
 - 24 To request the members of TC 1.12 to consider the possibility and recommend to the Secretariat of TC 1.12 the candidacy of the Coordinator of a new project on the development of the COOMET Recommendation “Structure and requirements for digital certificates for CRMs in COOMET member-countries” (*based on clause 6 of the Roadmap for the implementation of the COOMET concept for the issues of digital transformation in metrology, COOMET Program P7/2023 – Appendix 4 to the Minutes*) **until 01.02.2024**.
 - 25 To adopt information on COOMET project **870/KZ/23** “Development and implementation of the COOMET Plan of Action to assist CEEMS”.

To request the Secretariat of TC 1.12 to submit to the members of TC 1.12 the draft COOMET Program to assist CEEMS for 2023–2025 for consideration.

To request the members of TC 1.12, if interested, to submit their proposals to the Secretariat of TC 1.12 and the COOMET Secretariat **by 20.12.2023**.

- 26 To request the members of TC 1.12 to collect proposals on the needs of their NMIs in creating training courses on CRMs on the BIPM platform **by 15.01.2024**. To request the Secretariat of TC 1.12 to organize a discussion of the proposals received among interested members of TC 1.12 **by 30.01.2024**.
- 27 To request the Secretariat of TC 1.12 to schedule the next meeting of TC 1.12 “Reference Materials” for September – October 2024 (the dates will be determined in working order).
- 28 To request the members of TC 1.12 to consider the possibility of organizing and holding a meeting with the involvement of their NMIs. Proposals should be sent to the Secretariat of TC 1.12 **by 15.02.2024**.

Chair of TC 1.12



Sergey Medvedevskikh