



MINUTES

of the 17th COOMET Committee Meeting

24-25 April, 2007

Minsk, Belarus

COOMET Secretariat

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LIST OF PARTICIPANTS

Representatives of the national metrological institutions of COOMET Member Countries

BELARUS

Mr. Nikolai ZHAGORA	COOMET President, BelGIM
Mr. Valery KORESHKOV	Gosstandart of Belarus
Mrs. Lidia ASTAFIJEVA	Head of COOMET Secretariat, BelGIM
Ms. Nadezda LYAKHOVA	COOMET Secretariat, BelGIM
Mrs. Valentina POZDEEVA	TC Chairperson, BelGIM
Mrs. Tatiyana KOLOMIETS	TC Chairperson, BelGIM
Mr. Vladimir LOBKO	BelGIM

BULGARIA

Mr. Katerin KATERINOV	COOMET Committee Member, BIM, WELMEC Representative
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GEORGIA

Ms. Nino MIKANADZE	COOMET Committee Member Representative, GeoStandMetrology
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GERMANY

Mr. Hans-Dieter VELFE	COOMET Vice-President, PTB
Dr. Klaus-Dieter SOMMER	PTB
Dr. Hartmut APEL	TC Vice-Chairperson, PTB

KAZAKHSTAN

Mr. Vasily MIKHALCHENKO	COOMET Committee Member, KazInMetr
Mr. Almas BATANOV	KazInMetr

KYRGYZSTAN

Mr. Valery BALYKIN	COOMET Committee Member, NISM
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LITHUANIA

Mr. Osvaldas STAUGAITIS	COOMET Committee Member, VMT
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RUSSIA

Mr. Vladislav LEONOV	TC Chairperson, UNIIM, COOMET Committee Member Representative
Mr. Boris GORSHKOV	COOMET Secretariat of Russia, VNIIMS
Mr. Sergei KOROSTIN	JCMS Chairperson, VNIIFTRI
Mr. Vitaly PALCHIKOV	TC Chairperson, VNNIFTRI
Mr. Valery KUZNETZOV	TC Chairperson, VNNIOFI
Mrs. Anna KOLOBOVA	TC Chairperson Representative, VNIIM

SLOVAKIA

Mr. Stanislav MUSIL	TC Chairperson, SMU, COOMET Committee Member Representative
Mrs. Ekaterina KROMKOVA	COOMET Secretariat of Slovakia, SMU

UKRAINE

Mr. Goryslav SYDORENKO	COOMET Vice-President, NSC "IM"
Mr. Pavlo NEYEZHMAKOV	Secretariat of Ukraine in COOMET, NSC "IM"
Mrs. Olga DOVGOPOLAYA	NSC "IM"

UZBEKISTAN

Mr. Vafo LATIPOV	COOMET Committee Member Representative, NIISMS
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New COOMET Members

ARMENIA

Mr. Kamo MOVSISYAN NIM RA

AZERBAIJAN

Mr. Sardar ASLANOV AZSTANDART

Representatives of international and regional metrology organisations

BIPM

Mr. Pedro ESPINA JCRB Secretary

OIML/BIML

Mr. Attila SZILVASSYBIML Assistant Director

EUROMET

Mr. Michael KÜHNE EUROMET Chairperson

APMP

Mr. Laurence BESLEY APMP Executive Committee Member

EASC

Mr. Davlatali KHOTAMOV EASC Chairperson, Tadjikstandart
Mr. Saidnuriddin ALIEV EASC, Tadjikstandart

Interpreter

Ms. Olga POZLEVICH

The representatives of the following COOMET Member Countries were absent from this meeting:

MOLDOVA

COOMET Secretariat has got the notification on the impossibility of the participation of Moldova's representative in the meeting;

DPR OF KOREA

COOMET Secretariat has got the notification on the impossibility of the participation of this country's representative in the meeting;

CUBA

COOMET Secretariat has got the notification on the impossibility of the participation of Cuba's representative in the meeting;

ROMANIA

The President and Secretariat did not have any information on the reasons of the absence of this country's representative.

WELCOME FORM THE ORGANIZERS OF THE MEETING

The Chairperson of Gosstandart Dr. Valeriy Koreshkov addressed the participants of the meeting with a speech of welcome on behalf of the State Committee for Standardization of the Republic of Belarus. In his speech he emphasized the importance of the international cooperation in the area of metrology, noted the role of the regional metrology organisation COOMET in its strengthening and development.

OPENING OF THE MEETING

The meeting was opened by the President of COOMET Dr. N. Zhagora who welcomed the Committee Members and the experts accompanying them.

ADOPTION OF THE AGENDA

After the introduction of the participants of the meeting the Committee proceeded to the adoption of the agenda. The Committee adopted the following agenda:

- 1 About new COOMET Committee Members. Signing of COOMET MoU by the representative of Armenia. About the membership of the Republic of Azerbaijan in COOMET
- 2 About the membership of Romania in COOMET
- 3 About realization of the decisions of the 16th COOMET Committee Meeting. Approval of the Minutes
- 4 COOMET President's report
- 5 Improvement and further development of COOMET cooperation
 - 5.1 Discussion of addenda to the COOMET Development Programme for 2005 – 2007
- 6 COOMET activities in 2006 – 2007
 - 6.1 Annual report of COOMET Secretariat
 - 6.2 Annual reports of Chairpersons of COOMET Structural Bodies
- 7 Realization of the CIPM MRA
 - 7.1 Discussion of the results of the 17th JCRB Meeting and COOMET objectives based on the decisions adopted at this meeting
 - 7.2 Status of the preparation and review of COOMET CMCs
 - 7.3 Status of progress with the presentation of Quality Management System (QMS) and peer review of QMS of COOMET NMIs
 - 7.4 About implementation of the Programme of Comparisons and Calibrations of Measurement Standards of NMIs of COOMET Member Countries
 - 7.5 About development of a template of protocol and report on comparisons of measurement standards
 - 7.6 About COOMET Calibration Certificate
 - 7.7 About the procedure for submitting and posting on the COOMET Website the information about calibration & measurement capabilities of NMIs, State Metrology Centres and accredited metrology services of legal entities of COOMET Member Countries which is not listed on the BIPM Website
- 8 Presentation of COOMET publications developed in 2006 – 2007
- 9 About appointment or prolongation of terms of office of the Chairpersons of COOMET Structural Bodies
- 10 About establishment of COOMET Structural Bodies and National Secretariats

- 10.1 Approval of the personnel of Structural Bodies. Appointment of the chairpersons of Subcommittees
- 10.2 Approval of Regulations of COOMET Structural Bodies
- 10.3 About establishment of the Subcommittee “Coordination of the work with young metrologists of COOMET Member Countries”
- 10.4 About establishment of National Secretariats in COOMET Member Countries and coordination of their activities
- 11 Information about activities of international and regional metrology organisations (BIPM, OIML, EUROMET, WELMEC, APMP, APLMF, EASC)
- 12 Information of National Metrological Organisations of COOMET Member Countries about current problems of metrological activity in their countries
- 13 Granting the honorable title “Honorary metrologist of COOMET” and awarding with corresponding breastplates
- 14 Miscellaneous
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 - 14.2 Holding II International Competition “The Best Young Metrologist of COOMET 2007”
- 15 Delegation of power to the new COOMET President. About members of President’s Council and responsibilities of COOMET Vice-Presidents
- 16 Date and venue of the next COOMET Committee meeting

OUTCOMES OF THE MEETING

1 **Signing of COOMET MoU by the representative of of Armenia About the entering of the Republic of Azerbaijan into COOMET About new COOMET Committee Members**

The COOMET President informed the participants of the meeting about the request received from the Republic of Armenia and the Republic of Azerbaijan to join COOMET.

The COOMET Committee approved the National Institute of Metrology of the Republic of Armenia and the State Agency for Standardization, Metrology and Patents of the Republic of Azerbaijan as full members of COOMET.

The solemn ceremony of signing the COOMET Memorandum of Understanding by the representatives of the above mentioned institutes was held.

The COOMET President informed the participants of the meeting about the official information received concerning the appointment of new COOMET Committee Members from:

Slovakia: Dr. Stanislav ĎURIŠ, General Director of Slovak Institute of Metrology (SMU)

DPR of Korea: Mr. Myong Il JANG, Director of the Central Institute of Metrology

RESOLUTION 1

To admit the National Institute of Metrology of the Republic of Armenia (NIM RA) to COOMET as a full Member.

RESOLUTION 2

To take note of the information about the appointment of the COOMET Committee Member from Armenia Mr. Vahan SAHAKYAN, General Director of the National Institute of Metrology of the Republic of Armenia (NIM RA).

RESOLUTION 3

To admit the State Agency for Standardization, Metrology and Patents of the Republic of Azerbaijan (AZSTANDART) to COOMET as a full Member.

RESOLUTION 4

To take note of the information about the appointment of the COOMET Committee Member from Azerbaijan Mr. Ramiz Ayvaz ogly GASANOV, General Director of AZSTANDART.

RESOLUTION 5

To take note of the information about the appointment of the COOMET Committee Member from Slovakia Dr. Stanislav ĎURIŠ, General Director of Slovak Institute of Metrology (SMU).

RESOLUTION 6

To take note of the information about the appointment of the COOMET Committee Member from DPR of Korea – Mr. Myong Il JANG, Director of the Central Institute of Metrology of DPR of Korea.

2 **About the membership of Romania in COOMET**

The COOMET Committee Members and the participants of the meeting discussed the question concerning further participation of Romania in the cooperation within COOMET, the country the representatives of which have not been taking part in the COOMET Committee meetings for a number of years, without any explanation of the reason.

It was also noted that Romania had participated in the foundation of COOMET (it was among the countries that signed the first Memorandum of Understanding), as well as that Romanian experts took part in some comparisons organized within COOMET.

Besides, the COOMET Committee Member Mr. H.-D. Velfe informed that he had had negotiations with Mr. D. Boiciuc, the representative of the National Metrology Institute of Romania, during which he expressed interest in the continuation of the work within COOMET.

The participants of the meeting expressed the opinion on the need to carry on additional negotiations on this question with not only the NMI of Romania but also with Romanian Bureau of Legal Metrology.

RESOLUTION 7

To continue the attempts to specify the position of the NMI of Romania concerning the membership in COOMET, with this end in view to apply to the NMI of Romania in written form once more and ask Dr. Katerin Katerinov, the COOMET Committee Member from Bulgaria, the Chairperson of Bulgarian Institute of Metrology, to discuss this question with the BIPM administration and the NMI of Romania and inform COOMET President and Secretariat on the results.

To consider the question on Romania membership in COOMET at the next meeting of COOMET Committee taking into account the realization of Part 1 of this resolution.

3 About realization of the decisions of the 16th COOMET Committee Meeting Approval of the Minutes

The Head of COOMET Secretariat Mrs. L. Astafijeva presented the Minutes of the 16th COOMET Committee Meeting and informed that the Secretariat had received no remarks regarding the draft.

RESOLUTION 8

To approve the Minutes of the 16th COOMET Committee Meeting (Annex 17-01).

RESOLUTION 9

To draw the attention of the persons responsible for the realization of the COOMET Committee Resolutions to the deadlines for realizing the decisions.

4 COOMET President's report

The COOMET President Dr. N. Zhagora presented the report "COOMET activity for the period between the meetings of the Committee and tasks of cooperation" to the participants of the meeting. The report summarized the results of the activity for the period of 2006-2007, as well as the results of the COOMET activity for the three year period of presidency (May 2004 – April 2007). The COOMET President also emphasized the main tasks concerning the COOMET activity for the near future.

RESOLUTION 10

To take note of the report of COOMET President and to use its provisions as a guidance in further COOMET activities (Annex 17-02).

5 Improvement and further development of COOMET cooperation

5.1 Discussion of addenda to the COOMET Development Programme for 2005 – 2007

The COOMET President Dr. N. Zhagora submitted the draft addenda to the COOMET Development Programme for 2005-2007 approved by the COOMET President's Council which imply the study of the experience of international and regional organisations in supporting developing countries, as well as the capabilities of COOMET to carry out such activities; organisation of activities concerning long-term planning and realization of regional COOMET projects, holding of events directed towards the promotion of the COOMET activities at the national and international levels, as well as the improvement of the organizational structure of COOMET (in particular, the establishment of a subcommittee for the work with young metrologists of COOMET Member Countries within TC 4)

These suggestions were supported by the participants of the meeting.

RESOLUTION 11

To approve the addenda to the COOMET Development Programme for 2005 – 2007 (Annex 17-03).

To ask COOMET Secretariat to distribute the updated Programme to all COOMET Committee Members and post it on the COOMET Website (the deadline is 1 June, 2007).

6 COOMET activities in 2006 – 2007

6.1 Annual report of COOMET Secretariat

The participants of the meeting heard the report of the COOMET Secretariat on the activities for the period of 2006-2007 presented by the Head of the Secretariat Mrs. L. Astafijeva.

RESOLUTION 12

To approve the Annual Report of COOMET Secretariat (Annex 17-04).

6.2 Annual reports of Chairpersons of COOMET Structural Bodies

The participants of the meeting heard the annual reports of the Chairpersons of COOMET Structural Bodies on the activities for the period of 2006-2007.

The report of the Chairperson of the Joint Committee on Measurement Standards Dr. Sergey Korostin included the review of the activity of COOMET TC 1.1 – 1.12, as well as information on the results of the meeting of the Joint Committee held on 23 April, 2007 during which the heads of TC 1.2 – 1.12 presented detailed annual reports on the activity of the TCs.

The report of the Chairperson of the Joint Committee on Measurement Standards was supplemented by the Chairpersons of COOMET TCs (or their representatives) present at the meeting: Mrs. Valentina Pozdeeva, Chairperson of TC 1.2 “Acoustics, ultrasound, vibration”; Mrs. Tatiana Kolomiets, Chairperson of TC 1.3 “Electricity and magnetism”; Dr. Valeriy Kuznetsov, Chairperson of TC 1.7 “Photometry and radiometry”; Mrs. Anna Kolobova, representative of Chairperson of TC 1.8 “Physical chemistry”; Dr. Vitaliy Palchikov, Chairperson of TC 1.11 “Time and frequency”; Prof. Vladislav Leonov, Chairperson of TC 1.12 “Reference materials” who focused attention on the most important results of activities during the year from the 16th COOMET Committee Meeting and current problems in cooperation.

The Deputy Chairperson of TC 2 “Legal metrology” Dr. Hartmut Apel presented the annual report on the TC 2 activity and described in detail the projects carried out within this subject field, results of the last TC meeting (July 2006, Moldova) and outcomes of the training courses organized by TC 2 concerning the problems of software testing and prepackage control. Dr. H. Apel paid the attention of the participants of the meeting to the need in electing a new TC 2 Chairperson.

Dr. Stanislav Musil, Chairperson of TC 3 of COOMET Quality Forum, informed about the results of the activity of the Quality Forum in the area of evaluating Quality Management Systems of the NMIs of COOMET Member Countries realized for the purpose of implementing the requirements of the CIPM MRA. The problem of conducting external reviews of QMS of the NMIs of COOMET Member Countries which are considerably remote (e.g. Cuba) was discussed. The Executive Secretary of JCRB Dr. Pedro Espina informed about the possibility to involve the BIPM experts into external reviews of QMS of COOMET NMIs, as well as promised to investigate the possibilities to provide financial support for the review of the QMS of the NMI of Cuba. During the discussion the problems of the exclusion of the CMC published before though not supported by a QMS from the BIPM database.

The Chairperson of TC 4 “Information and training” Mrs. L. Astafijeva submitted the annual report on the COOMET activity in the area of information and training and results of the implementation of the Working Programme of TC 4 for 2005-2007.

The detailed information on each subject field is given in annual reports of COOMET Structural Bodies.

RESOLUTION 13

To take note of the Annual Reports prepared by the Chairpersons of COOMET Structural Bodies (Annex 17-05).

RESOLUTION 14

To ask BelGIM to organize the meeting of TC 1.6 “Mass and related quantities” in Minsk (Belarus) in September 2007.

RESOLUTION 15

To ask GP “NII “Systema” and NSC “Institute of Metrology” to organize the meeting of TC 2 “Legal metrology” in Lviv (Ukraine) in September 2007.

7 Realization of the CIPM MRA

Within this item of the agenda the Chairperson of the Joint Committee on Measurement Standard Dr. Sergey Korostin, Chairperson of TC 3.1 of the Quality Forum Dr. Stanislav Musil and the Head of COOMET Secretariat of Ukraine Mr. Pavel Neyezhmakov addressed the meeting.

The participants of the meeting were informed about the results of the 17th JCRB Meeting, main results and problems of the NMIs of COOMET Member Countries concerning the implementation of the CIPM MRA, as well as about further tasks COOMET would face.

The reporters presented detailed information about the current state of preparation and review of COOMET CMC and carrying out of interregional review of CMC of other RMOs; information on the carrying out of external reviews of QMS in the NMIs of COOMET Member Countries (attention was paid to the necessity to carry out the reviews of all NMIs of COOMET Member Countries which are Signatories of the CIPM MRA as soon as possible); matters of preparation and carrying out of comparisons of measurement standards within COOMET were also discussed.

The following documents were submitted for the participants of the meeting:

- the updated Programme of Comparisons of Measurement Standards of COOMET NMIs;
- proposals for the drawing up of the Programme of Calibration of National Measurement Standards of NMIs of COOMET Member Countries;
- Draft Technical Protocol and Draft COOMET Comparison Report;
- revised template of a COOMET Calibration Certificate and rules for its completion.

The above listed documents were discussed in detail.

7.1 Discussion of the results of the 17th JCRB Meetings and COOMET tasks based on the decisions adopted at these meetings

RESOLUTION 16

To take note of the information on the results of the 17th JCRB meeting.

7.2 Current state of the preparation and review of COOMET CMCs

RESOLUTION 17

To recommend to the COOMET Committee Members and NMIs of the Republic of Georgia, the Republic of Kyrgyzstan, the Republic of Moldova, the Republic of Uzbekistan, the Republic of Armenia and the Republic of Azerbaijan to accelerate the signing of the CIPM MRA, the participation in comparisons of national measurement standards and further submission of their CMCs for intraregional and interregional review.

RESOLUTION 18

To draw attention of the Chairpersons of TCs and Coordinators of COOMET comparisons to the necessity of:

- observing the deadlines of COOMET comparison registration in Annex B of the BIPM database (KCDB);

- informing the administrator of KCDB about the changes in the status of comparisons in proper time;
- preparing and publishing reports on comparisons in KCDB in proper time;
- observing the terms of CMC review.

7.3 Current state of conducting the presentations of Quality Management Systems of QMS of COOMET NMIs and their peer reviews

RESOLUTION 19

To recommend to COOMET Quality Forum to accelerate the carrying out of peer reviews of the quality management systems of Ivano-Frankovsk CSM (Ukraine); INIMET, CENTIS-DMR, CPHR (Cuba); NISM (Moldova) and inspection control of VNIIR (Russia).

To recommend to the COOMET Committee Member from Kazakhstan to prepare a presentation of KazInMetr QMS for consideration at the meeting of COOMET Quality Forum at the beginning of 2008.

To recommend to the NMIs of COOMET Member Countries, which plan to sign the CIPM MRA, to begin the work on preparing QMS presentations for their further submittal to COOMET Quality Forum.

RESOLUTION 20

To ask Dr. S. Musil, the Chairperson of TC 3.1 of the Quality Forum, to realize the updating of COOMET Recommendation R/AQ/13:2006 "Rules and Procedure for assessing Quality Management Systems of National Metrology Institutes of COOMET" (QSF 003) taking into consideration the requirements of the new JCRB documents and ISO Regulations and submit its updated version for approval at the next COOMET Committee Meeting.

RESOLUTION 21

To ask COOMET President, the Chairpersons of the Quality Forum and Quality Forum TC 3.1 to apply in written form to BIPM with the request to restore the CMCs of COOMET NMIs (UNIIM, SNIIM and GP "NII "Systema", Ukraine), which were deleted from it before.

7.4 About implementation of the Programme of Comparisons and Calibrations of Measurement Standards of NMIs of COOMET Member Countries

RESOLUTION 22

To take as the basis the presented version of the Programme of Comparisons of Measurement Standards of COOMET NMIs (as of 25 April, 2007).

To ask the Chairperson of the Joint Committee on Measurement Standards Dr. S. Korostin together with the Chairpersons of TC 1.1 – TC 1.11 to introduce addenda to the Programme (the deadline is 15 May, 2007) and to submit its updated version to COOMET Secretariat.

To ask COOMET President to sign the updated COOMET Programme of Comparisons of Measurement Standards of COOMET NMIs; to ask COOMET Secretariat to distribute the Programme (document [COOMET D9/2007](#)) among all COOMET Committee Members.

To ask the Chairperson of the Joint Committee on Measurement Standards together with the Chairpersons of TC 1.1 – TC 1.11 to brisk up the work of TCs on carrying out COOMET comparisons of national measurement standards and continue the work on further updating of the Programme with the annual submission of the updated version to the next meeting of COOMET Committee.

To ask COOMET Website Manager Dr. V. Bugaev and the Chairperson of COOMET Joint Committee on Measurement Standards Dr. S. Korostin to develop an automated database on COOMET comparisons and calibrations in 2007.

RESOLUTION 23

To take note of the suggestions on implementing the COOMET Programme of Calibrations.

To ask the Coordinators of Project 383/UA/07 Mr. P. Neyezhnikov (Ukraine) and Dr. S. Korostin (Russia) to organize the discussion of the draft recommendation on the implementation of the

Programme of Calibrations of Measurement Standards of COOMET NMIs in TC 1.1 – TC 1.12; to submit the results at the next meeting of the President's Council.

7.5 About development of a template of the comparison protocol and report

RESOLUTION 24

To approve the results of the development of templates.

To ask the Chairperson of the Joint Committee on Measurement Standards Dr. S. Korostin together with the Chairpersons of TC 1.1-TC 1.11 to introduce editorial addenda into the documents and submit their updated versions to COOMET Secretariat (the deadline is 15 May, 2007).

To approve the updated forms of the Comparison Protocol (Annex 17-06) and Comparison Report (Annex 17-07) and to recommend to the coordinators of comparisons to use them when planning comparisons and preparing report materials.

7.6 About COOMET Calibration Certificate

RESOLUTION 25

To approve the results of the development and to confirm the template of a Calibration Certificate (Annex 17-08).

To recommend to the NMIs of COOMET Member Countries to use the developed template when drawing up calibration certificates given by NMIs within the CIPM MRA.

To recommend to the NMIs of COOMET Member Countries, which received BIPM authorization for the use of the CIPM MRA Logo, to apply the template of COOMET Calibration Certificate with the logos of the CIPM MRA and COOMET; to take into account that as of 20 April, 2007 the authorization for the use of the CIPM MRA Logo was received by a number of COOMET NMIs (see Annex 17-09) which have appointed contact persons dealing with the issues on the use of the CIPM MRA Logo.

To ask COOMET Committee Members, on the basis of the data of the contact persons of NMIs of their countries, to submit to COOMET Secretariat information on the number of the corresponding calibration certificates issued by specific NMIs for the preparation of an annual report (the deadline is 1 February of the year following the reporting one).

To recommend to the Coordinators of Project 301/UA/04 to complete the development of the e-version of the certificate template convenient for drawing up a certificate from a personal computer by 1 June, 2007. Results should be submitted for consideration at the next meeting of the President's Council and further approval at the 18th COOMET Committee Meeting.

7.7 About the procedure for preparing and posting on the COOMET Website the information about calibration and measurement capabilities of NMIs, National Metrology Centres and accredited metrological services of legal entities of COOMET Member Countries not presented on the BIPM Website

RESOLUTION 26

To recommend to COOMET Committee to accelerate the work on creating a regional organisation on accreditation of calibration and measurement laboratories (COOLAC). To set the creation of the Website and database on measurement capabilities of accredited metrological services as the primary task for COOLAC.

8 Presentation of COOMET publications developed in 2006 – 2007

The Head of COOMET Secretariat Mrs. L. Astafjeva presented the updated versions of the COOMET Document D9 and COOMET Recommendations R/GM/12 and R/GM/11 registered before, as well as drafts of new recommendations developed by COOMET Structural Bodies.

RESOLUTION 27

To approve the updated versions of COOMET publications:

- Recommendation R/GM/12:2007 “Rules of implementing COOMET Programme of Comparisons” (Annex 17-10)
- Recommendation R/GM/11:2007 “Provisions for comparisons of measurement standards of the National Metrology Institutes of COOMET” (Annex 17-11);
- COOMET Document D9/2007 “Programme of comparisons of measurement standards of COOMET NMIs” (taking into account Resolution 22)

and to ask COOMET Secretariat to post them on the COOMET Website.

RESOLUTION 28

To approve the COOMET publications developed by COOMET Structural Bodies during the reporting period:

- Recommendation “The procedure of drawing up calibration certificates given by National Metrology Institutes within the CIPM MRA” (Annex 17-12);
- Recommendation “The rules of drawing up the certificate of the participant of COOMET interlaboratory certification of reference materials” (Annex 17-13);
- “Recommendation on the inclusion of reference materials into Appendix C of the CIPM MRA” (Annex 17-14);

and to ask COOMET Secretariat to register these publications and post them on the COOMET Website

RESOLUTION 29

To ask the Coordinator of Project 335/UA/05 Dr. V. Zhyromsky (Ukraine) to conduct the revision of the document “Procedure of the International Competition “The Best Young Metrologist of COOMET” with the aim of simplifying the requirements to candidates and direct it to COOMET Secretariat (the deadline is 1 June, 2007).

To ask COOMET Secretariat to organize an electronic voting on the presented variant of the document among COOMET Committee Members; to submit the results for the next meeting of the President’s Council.

9 About the authorities of the Chairpersons of COOMET Structural Bodies

The Head of COOMET Secretariat Mrs. L. Astafijeva informed the participants of the meeting that the terms of office of the Chairpersons of TC 1.1 “General metrology” (Anna Chunovkina, Russia), TC 1.9 “Ionising radiation and radioactivity” (Vladimir Yaryna, Russia) would expire in 2007. The Joint Committee on Measurement Standards recommended to prolong the terms of office of the Chairpersons of TC 1.1 and TC 1.9.

The COOMET President’s Council supported this proposal, as well as recommended to approve Prof. Anatoliy Pokhodun (Russia) for the position of the Acting Chairperson of TC 1.10 “Thermometry and thermal physics” and Prof. Vladimir Bolshakov (Ukraine) for the position of the Acting Chairperson of TC 1.6 “Mass and related quantities”.

Mrs. L. Astafijeva informed that COOMET Secretariat had received information concerning the impossibility of the Chairperson of TC 2 “Legal metrology” Mr. R. Hanewald (LNE, Germany) to act as the head of this Technical Committee, as well as that after the election of the new COOMET President and transfer of authorities with regard to COOMET Secretariat the new Head of COOMET Secretariat must become the Chairperson of TC 4 “Information and training.”

RESOLUTION 30

To appoint the following persons to the positions of the Chairpersons of:

- TC 1.10 “Thermometry and thermal physics” – Prof. Anatoly Pokhodun (VNIIM, Russia);
- TC 4 “Information and training” – Mr. Pavel Neyezhnikov (NSC “IM”, Ukraine);

RESOLUTION 31

To appoint Prof. V. Bolshakov (NSC “IM”, Ukraine) to the position of Acting Chairperson of TC 1.6 “Mass and related quantities” for the period by September 2007.

To ask COOMET President to direct to the COOMET Committee Members the official inquiry on the search of the nominees in their countries for the position of TC 1.6 Chairperson and the request on providing the information by 1 September, 2007 at the latest.

To take a decision on TC 1.6 Chairperson at the next meeting of TC 1.6 (Minsk, Belarus, September 2007).

RESOLUTION 32

To appoint Mr. M. Shabanov (BelGIM, Belarus) to the position of Acting Chairperson of TC 2 “Legal metrology”, for the period by October 2007.

To ask COOMET President to direct an official letter with the request on supporting TC 2 activity on the part of Germany to Prof. E.-O. Göbel, the President of PTB (Germany).

To take a decision on TC 2 Chairperson at the next TC 2 meeting (Lviv, Ukraine, October 2007).

RESOLUTION 33

To prolong the authorities of the following Chairpersons for the next 4 years:

- TC 1.1 “General questions concerning measurements (General metrology)” Dr. Anna Chunovkina (VNIIM, Russia);
- TC 1.9 “Ionising radiation and radioactivity” Prof. Dr. Vladimir Yaryna (VNIIFTRI, Russia).

10 About establishment of COOMET Structural Bodies and National Secretariats

The Head of COOMET Secretariat Mrs. L. Astafijeva presented the information the Secretariat had received from the COOMET Committee Members and Chairpersons of Structural Bodies concerning the changes in the staff of the Technical Committees they head.

10.1 Information on the changes in the personnel of Structural Bodies

Appointment of Chairpersons of Subcommittees

RESOLUTION 34

To appoint the following persons to the positions of the Chairpersons of:

- SC 1.8.1 “Electrochemistry” Dr. Oleg Karpov (VNIIFTRI, Russia);
- SC 4.1 “COOMET development based on the analysis of the application of international experience” Mr. Pavel Neyezhmakov, TC 4 Chairperson (NSC “IM”, Ukraine).

To ask the Chairperson of TC 3.1 Dr. Stanislav Musil to organize the consideration of the question on the appointment of the Chairpersons of SC 3.1 “Quality Management Systems of NMIs” and SC 3.2 “General questions of accreditation of calibration and testing laboratories” at TC 3.1 meeting, to submit the results for approval at the COOMET Committee Meeting in 2008.

RESOLUTION 35

To extend the authorities of the Chairpersons of the following Subcommittees for the next 3 years:

- SC 1.4.1 “Gas flow measurement” Mr. Nikolay Martynov (BelGIM, Belarus);
- SC 1.4.2 “Oil and oil product flow measurement” Dr. Gennady Khomyakov (VNIIR, Russia);
- SC 1.5.1 “Length and angle measurements” Dr. Yuri Filatov (VNIIM, Russia);
- SC 4.2 “Information and information technology” Dr. Vitaly Bugaev (VNIIFTRI, Russia)

RESOLUTION 36

To take note of the information on the changes in COOMET Structural Bodies and to approve their new personnel (Annex 17-15), with the exception of the personnel of the Subcommittees within TC 1.5, TC 1.6, TC 1.8 and TC 2.

RESOLUTION 37

To ask the Chairperson of TC 1.5 “Length and angle” Prof. V. Solovyov (Ukraine) to settle the question of forming the personnel of the SCs at the meeting of TC 1.5 (June 2007, Ukraine) and to submit the information to COOMET Secretariat (the deadline is September 2007)

To ask the Chairperson of TC 1.8 “Physical chemistry” Prof. L. Konopelko (Russia) to settle the question of forming the personnel of the SCs at the meeting of TC 1.8 (May 2007, Russia) and to submit the information to COOMET Secretariat (the deadline is September 2007)

To ask COOMET Secretariat to direct to the COOMET Committee Members an official enquiry on specifying the data about the representatives of their countries in TC 1.6 “Mass and related quantities” and its Subcommittees with the aim of discussing this question at the next TC 1.6 meeting in September 2007.

To ask the Acting Chairperson of TC 2 “Legal metrology” Mr. M. Shabanov to organize the consideration of the question on forming the personnel of the Subcommittees at the next TC 2 meeting (October 2007) and further submission of the information to COOMET Secretariat.

To ask COOMET Secretariat to put the question on the approval of the personnel of the Subcommittees in TC 1.5, TC 1.6, TC 1.8 and TC 2 at the next COOMET Committee Meeting.

10.2 Approval of Regulations on COOMET Structural Bodies

The Head of COOMET Secretariat Mrs. L. Astafijeva informed the participants of the meeting about the regulations on COOMET Structural Bodies developed and submitted to COOMET Secretariat.

RESOLUTION 38

To approve Regulations on TC 3.1 of COOMET Quality Forum (Annex 17-16) and to ask COOMET Secretariat to ensure its registration.

10.3 About establishment of Subcommittee 4.4 “Coordination of the work with young metrologists of COOMET Member Countries”

The Head of COOMET Secretariat Mrs. L. Astafijeva informed the participants of the meeting about the proposals of the COOMET President’s Council concerning the establishment of a new SC 4.4 “Coordination of work with young metrologists of COOMET Member Countries” within TC 4 “Information and training.”

RESOLUTION 39

To approve the establishment of SC 4.4 “Coordination of the work with young metrologists of COOMET Member Countries” within TC 4 “Information and training”.

To ask the Chairperson of TC 4 Mr. P. Neyezhnikov to organize the presentation of a nominee for the position of the Chairperson of SC 4.4 for consideration at the next COOMET Committee Meeting.

10.4 About the establishment of National Secretariats in COOMET Member Countries and coordination of their activities

The Head of COOMET Secretariat Mrs. L. Astafijeva informed the participants of the meeting about the activities being carried out in order to establish National Secretariats in COOMET Member Countries. In most COOMET Member Countries National Secretariats have already been established and are actively operating.

RESOLUTION 40

To take note of the information about the appointed Chairpersons of National Secretariats in COOMET Member Countries (Annex 17-17).

11 Information on the activity of international and regional metrology organizations

The following persons addressed the meeting within this item of the agenda:

- on behalf of CIPM/BIPM – Mr. Pedro ESPINA, Executive Secretary of JCRB;
- on behalf of OIML – Mr. Attila SZILVASSY, Assistant Director of BIML;
- on behalf of EUROMET – Mr. Michael KÜHNE, EUROMET Chairperson, PTB Vice-President;

- on behalf of WELMEC – Mr. Katerin KATERINOV, Bulgaria;
- on behalf of APMP – Mr. Laurence BESLEY, APMP Executive Committee Member;
- on behalf of EASC – Mr. Davlatali KHOTAMOV, EASC Chairperson

COOMET Secretariat also received the report on the activity of APLMF given in the working materials of the meeting.

RESOLUTION 41

To take note of the information about the activities of BIPM (Annex 17-18), OIML (Annex 17-19), EUROMET (Annex 17-20), WELMEC (Annex 17-21), APMP (Annex 17-22), APLMF (Annex 17-23) and EASC (Annex 17-24).

12 Information of the national metrological organisations of COOMET Member Countries on the current problems of metrological activity in their countries

All the COOMET Committee Members present at the meeting or their representatives exchanged information about important problems of the metrological activity and the most important events and arrangements in the area of metrology in their countries.

RESOLUTION 42

To take note of the information provided by the participants of the meeting.

13 Granting the honorary title “Honorary Metrologist of COOMET” and awarding with the corresponding breastplates

A decision was taken during the meeting to award the Honorary Title “Honorary Metrologist of COOMET” to 12 experts from COOMET Member Countries. The solemn ceremony of awarding diplomas and breastplates was held.

RESOLUTION 43

To give the honorary title of “Honorary metrologist of COOMET” to the following experts of the organisations of COOMET Member Countries and award them the breastplates for the considerable personal contribution to COOMET activities:

1. Alexander M. YENYAKOV (RUSSIA)
2. Leonid A. KONOPELKO (RUSSIA)
3. Nadezhda D. LYAKHOVA (BELARUS)
4. Natalia P. MURAVSKAYA (RUSSIA)
5. Andreas ODIN (GERMANY)
6. Yuriy F. PAVLENKO (UKRAINE)
7. Valentina V. POZDEEVA (BELARUS)
8. Anatoly I. POKHODUN (RUSSIA)
9. Valentin S. SOLOVYEV (UKRAINE)
10. Yuri V. TARBEYEV (RUSSIA)
11. Vladimir P. CHALY (UKRAINE)
12. Maxim V. SHABANOV (BELARUS)

14 Miscellaneous

14.1 Information on signing the Protocol of cooperation and liaisons between COOMET and EASC in the field of metrology

RESOLUTION 44

To take note of the information about signing the Protocol of cooperation and liaisons between COOMET and EASC in the field of metrology.

To ask COOMET Secretariat to post the Protocol on the COOMET Website.

14.2 Information on II International Competition “The Best Young Metrologist of COOMET 2007”

The participants of the meeting were informed about the forthcoming II International Competition “The Best Young Metrologist of COOMET 2007” to be held on 19-20 June, 2007 in Kharkov (Ukraine).

RESOLUTION 45

To invite all COOMET Member Countries to take part in the Competition.
To ask COOMET Committee Members to organize the selection of candidates in their countries for participation in the Competition and to send the selected reports to the Competition Organizing Committee by 8 May, 2007.

15 Delegation of power to the new COOMET President About members of President’s Council and responsibilities of COOMET Vice-Presidents

The solemn ceremony of transferring the authorities from Dr. Nikolai Zhagora (Belarus) to Dr. Goryslav Sydorenko (Ukraine) was held during the meeting, as well as the members of the President’s Council were approved. The participants of the meeting expressed their opinion on the distribution of authorities among the COOMET Vice-Presidents taking into account the changes in the staff of the President’s Council. The revised list of the distribution of authorities was decided to be submitted at the 12th Meeting of the President’s Council for consideration and further approval at the 18th COOMET Committee Meeting.

RESOLUTION 46

To transfer the authorities of the current COOMET President to Dr. Goryslav SYDORENKO (Ukraine) for the period of 3 years according to the decision of the 16th COOMET Committee Meeting.

To take note of the information on the appointment of Mr. Pavel NEYEZHMAKOV (Ukraine) for the position of the Head of COOMET Secretariat.

RESOLUTION 47

To designate COOMET Vice-Presidents for the period of 3 years:

- Dr. Nikolai Zhagora (Belarus),
- Dr. Klaus-Dieter Sommer (Germany),
- Dr. Vladimir Krutikov (Russia),
- Dr. Stanislav Musil (Slovakia).

RESOLUTION 48

To approve the members of COOMET President’s Council:
COOMET President – Goryslav SYDORENKO (Ukraine),
COOMET Vice-Presidents:

- Dr. Nikolai Zhagora (Belarus),
- Dr. Klaus-Dieter Sommer (Germany),
- Dr. Vladimir Krutikov (Russia),
- Dr. Stanislav Musil (Slovakia).

Head of COOMET Secretariat – Pavel Neyezhmakov (Ukraine).

To ask the President and the Members of the President’s Council to distribute the authorities according to the enclosed list of the directions of activity and responsibilities ([Annex 17-25](#)).

16 Date and venue of 18th COOMET Committee Meeting

RESOLUTION 49

To accept the suggestion of COOMET President, Goryslav Sydorenko, to hold the 18th Meeting of COOMET Committee in Ukraine in 2008.

CLOSING OF THE MEETING

The COOMET President thanked the participants of the meeting for their active work and the Secretariat and the organizers for the high level of preparation and holding of the meeting.

DOCUMENTS OF THE 17th COOMET COMMITTEE MEETING

Minutes of the 16 th COOMET Committee Meeting	Annex 17-01
COOMET President's Report	Annex 17-02
Proposals to the COOMET Development Programme for 2005-2007	Annex 17-03
Annual Report of COOMET Secretariat	Annex 17-04
Annual Reports of Chairpersons of COOMET Structural Bodies	Annex 17-05
Recommended Template of the Technical Protocol of COOMET	Annex 17-06
Recommended template of the COOMET Report	Annex 17-07
Template of the COOEMT Calibration Certificate	Annex 17-08
List of NMIs of COOMET Member Countries authorized to use the CIPM MRA Logo	Annex 17-09
COOMET R/GM/12:2007 <i>Rules for maintaining the COOMET Programme of Comparisons</i>	Annex 17-10
COOMET R/GM/11:2007 <i>Regulations for comparison of measurement standards from the National Metrology Institutes of COOMET</i>	Annex 17-11
COOMET R/GM/15:2007 <i>Rules of completion of the form of calibration certificates issued by National Metrology Institutes within the CIPM MRA</i>	Annex 17-12
COOMET R/RM/17:2007 <i>Guidelines for issuing a certificate of the participant of COOMET CRM interlaboratory certification</i>	Annex 17-13
COOMET R/RM/16:2007 <i>Recommendation for the acceptance of certified reference materials in Appendix C of the CIPM MRA</i>	Annex 17-14
Membership of COOMET Structural Bodies	Annex 17-15
Provisions on the Technical Committee of Quality Forum (TC 3.1)	Annex 17-16
National Secretariats of COOMET Member Countries	Annex 17-17
BIPM Report	Annex 17-18
OIML Report	Annex 17-19
EUROMET Report	Annex 17-20
WELMEC Report	Annex 17-21
APMP Report	Annex 17-22
APLMF Report	Annex 17-23
EASC Report	Annex 17-24
List of the fields of activity and responsibilities of the members of COOMET President's Council	Annex 17-25