

MINUTES of the 13th Meeting of COOMET President's Council

11–12 November, 2008

Bratislava, Slovakia

The following persons participated in the meeting:

Country	Name	Status in COOMET, NMI
GERMANY	1. Dr Klaus-Dieter SOMMER	COOMET Vice-President, PTB
RUSSIA	2. Prof Vladimir KRUTIKOV	COOMET Vice-President, Rostechregulirovanie
	3. Mr Sergey KOMISSAROV	COOMET Secretariat in Russia, VNIIM
	4. Dr Sergey KOROSTIN	JCMS Chairperson, VNIIFTRI
SLOVAKIA	5. Dr Stanislav ĎURIŠ	COOMET Committee Member, SMU
	6. Dr Stanislav MUSIL	COOMET Vice-President, Chairperson of COOMET Quality Forum, SMU
	7. Mrs Jekaterina KROMKOVA	COOMET Secretariat in Slovakia, SMU
UKRAINE	8. Dr Goryslav SYDORENKO	COOMET President, NSC “Institute of Metrology”
	9. Dr Pavlo NEYEZHMAKOV	Head of COOMET Secretariat, NSC “Institute of Metrology”
	10. Mrs Yuliya BUNYAYEVA	COOMET Secretariat, NSC “Institute of Metrology”
	11. Miss Inna LYBA	COOMET Secretariat, NSC “Institute of Metrology”

COOMET Secretariat received a letter from the COOMET Committee Member Prof. N.Zhagora informing that he would not be able to participate in the meeting.

General Director of Slovak Institute of Metrology Dr Stanislav Ďuriš welcomed the participants of the meeting wishing successful and fruitful work.

The following agenda was approved:

Opening

Discussion and adoption of the agenda

1. Implementation of the resolutions of the 12th meeting of the President's Council
Reporter: Head of COOMET Secretariat P.Neyezhnikov
2. Results of the 13th Congress of OIML and tasks of COOMET arising from its resolutions
*Reporters: COOMET President G.Sydorenko,
Head of COOMET Secretariat P.Neyezhnikov*
3. Results of the 21st meeting of JCRB
*Reporters: COOMET President G.Sydorenko,
Chairperson of JCMS S.Korostin*
4. Information on the 33rd meeting of EASC and main fields of cooperation between COOMET and EASC
*Reporters: COOMET President G.Sydorenko,
COOMET Vice-President K.-D.Sommer*
5. Implementation of the CIPM MRA
 - 5.1. Progress in the implementation of the CIPM MRA
Reporter: COOMET Vice-President V.Krutikov
 - 5.2. Approval of the Programme of Comparisons of Measurement Standards of the NMIs of COOMET Member Countries
6. Progress of reviewing QMS of the NMIs of COOMET Member Countries and prospects of the activity of COOMET Quality Forum
Reporter: COOMET Vice-President, Chairperson of Quality Forum S.Musil
7. COOMET Recommendation R/GM/11:2007 "Regulation on Comparison of Measurement Standards of National Metrology Institutes of COOMET"
*Reporters: COOMET Vice-President V.Krutikov,
JCMS Chairperson S.Korostin*
8. Progress in creating the automated data base of comparisons of measurement standards of the NMIs of COOMET Member Countries
Reporter: COOMET Vice-President V.Krutikov
9. Election of the chairpersons of Structural Bodies of COOMET:
 - SC 2.4 "Assessment of Technical Competence of Verification Laboratories"
 - SC 4.5 "Support in Developing Basic Metrological Infrastructure of COOMET Member Countries"*Reporter: Head of COOMET Secretariat P.Neyezhnikov*
10. Preparation to the 19th and subsequent meetings of COOMET Committee
Reporter: Head of COOMET Secretariat P.Neyezhnikov

11. Awareness seminar “Preparation of the NMIs of the region to the participation in the CIPM MRA” for the NMIs of the Middle Asian and Caucasian Republics (1-4 December 2008, Astana, Kazakhstan)

Reporter: Head of COOMET Secretariat P.Neyezhnikov

12. Other business

- 12.1. Preparation for III International Competition “The Best Young Metrologist of COOMET” (14-15 April 2009, Minsk, Belarus)

Reporter: Head of COOMET Secretariat P.Neyezhnikov

- 12.2. Changes in COOMET structure

Reporters: COOMET Vice-Presidents K.-D.Sommer, S.Musil

- 12.3. Prospects in the cooperation between COOMET and NCSLI

Reporter: COOMET Vice-President K.-D.Sommer

- 12.4. Schedules of the meetings of Structural Bodies of COOMET, international and regional metrology organizations, as well as conferences and workshops on metrology

Reporter: Head of COOMET Secretariat P.Neyezhnikov

- 12.5. About the National Secretariats in COOMET Member Countries and coordination of their activities

Reporter: Head of COOMET Secretariat P.Neyezhnikov

- 12.6. COOMET flag

Reporter: Head of COOMET Secretariat P.Neyezhnikov

- 12.7. COOMET Secretariat

Reporter: COOMET President G.Sydorenko,

13. Venue and date of the next meeting of COOMET President’s Council

Adoption of the resolutions of the meeting

Closure

RESULTS OF THE MEETING

1. Implementation of the resolutions of the 12th meeting of the President's Council

The implementation of the results of the 12th meeting of the President's Council was reported by Head of COOMET Secretariat P. Neyezhmakov.

Decisions:

- *to take note of the information given by Head of Secretariat;*
- *to ask COOMET Vice-President V.Krutikov to send a letter to the CIPM President requesting to address to the governments of the interested COOMET Member Countries about the accedence to the Metre Convention;*
- *to ask the Chairperson of the Joint Committee for Measurement Standards of COOMET S.Korostin to report about the progress in elaborating COOMET proposals for JCRB and Consultative Committees concerning the publication of measurement capabilities not covered by existing CMC classifiers at the 19th meeting of COOMET Committee;*
- *to ask SMU to send the Draft B of the comparisons COOMET.M.M-K1 to CCM and KCDB;*
- *to COOMET Vice-President V.Krutikov to organize an internal review of the QMS of VNIIR, Russia;*
- *to ask the member of the TC of the Quality Forum from Russia N.Muravskaya to send an application letter to the Chairperson of COOMET Quality Forum S.Musil with a request to carry out a peer review of the QMS of VNIIR, Russia, by April 2009;*
- *to ask COOMET Secretariat to send a letter to COOMET Committee Members with a request to give a nominees from the country, to be awarded the Honorary Title "Honorary Metrologist of COOMET" according to COOMET Document D7 by 15 April 2009;*

2. Results of the 13th Congress of OIML and tasks of COOMET arising from its resolutions

COOMET President G. Sydorenko and Head of COOMET Secretariat P.Neyezhmakov informed about the results of the 13th OIML Congress, the 43rd CIML meeting and the Round Table of RLMOs.

The participants of the meeting discussed the tasks of COOMET and NMIs arising from the resolutions of this Congress.

Decisions:

- *to take note of the information;*
- *to ask COOMET Secretariat to distribute the Draft Memorandum of Understanding between OIML and regional legal metrology organizations among COOMET Committee Members with a request to express their proposals and remarks by 10 March 2009;*
- *to ask COOMET Vice-President N. Zhagora and TC 2 Chairperson O.Kühn to analyze the proposals and remarks obtained and prepare summarized information from COOMET concerning the draft MoU by 20 April 2009.*

3. Results of the 21st meeting of JCRB

COOMET President G. Sydorenko and Chairperson of COOMET JCMS S. Korostin informed about the results of the 21st meeting of JCRB.

The participants of the meeting discussed the resolutions of JCRB and the ways of their implementation within COOMET.

Decisions and actions required:

- *to take note of the information;*
- *to charge COOMET Secretariat to make the translation of the JCRB document “About designated institutes” by 17 March 2009, distribute it among COOMET Committee Members and recommend it for use in the countries with the “umbrella” system;*
- *to charge COOMET Secretariat to finish the translation of CIPM documents (CIPM_MRA_G_01, CIPM_MRA_G_02, CIPM_MRA_G_03) by 10 February 2009 and distribute the translation among the COOMET Committee Members;*
- *to draw the attention of the chairpersons of the Technical Committees of COOMET (TC 1.2 – TC 1.11) to the necessity of duly informing the KCDB Administrator about the changes in the status of comparisons registered in this base.*

4. Information on the 33rd meeting of EASC and main fields of cooperation between COOMET and EASC

COOMET President G. Sydorenko and COOMET Vice-President K.-D. Sommer presented information about the 33rd meeting of the Interstate Council for Standardization, Metrology and Certification of the CIS countries.

The participants of the meeting discussed the state of interaction between COOMET and EASC.

Decisions and actions required:

- *to accept the proposals of COOMET Vice-President K.-D. Sommer with regard to the fields cooperation between COOMET and EASC, and to follow them in the future.*

5. Implementation of the CIPM MRA

5.1. Progress in the implementation of the CIPM MRA

COOMET Vice-President V. Krutikov and Chairperson of the Joint Committee for Measurement Standards S. Korostin spoke about the preparation and review of the CMCs of the NMIs of COOMET Member Countries and COOMET participation in the inter-regional review of CMCs of other RMOs, as well as about comparisons carried out by COOMET.

Decisions and actions required:

- *to ask the JCMS Chairperson S. Korostin to draw up a programme and a schedule of training seminars for scientific custodians of measurement standards of COOMET NMIs with regard to carrying out comparisons and forming CMCs on kinds of measurements during meetings of Technical Committees of COOMET by 1 February 2009;*

- *to ask JCMS Chairperson S.Korostin together with the Chairpersons of TC 1.1–1.12 to prepare proposals concerning the members of the expert group on kinds of measurements and submit information to be discussed at the 7th meeting of the JCMS and the 19th meeting of COOMET Committee.*

5.2. Approval of the Programme of Comparisons of Measurement Standards of the NMIs of COOMET Member Countries

An updated version of the Programme of Comparisons of Measurement Standards of the NMIs of COOMET Member Countries as of 1 November 2008 was presented for the participants of the meeting. The COOMET President G.Sydorenko approved the Programme.

Decisions and actions required:

- *to charge COOMET Secretariat to send the Programme of Comparisons of Measurement Standards of COOMET NMIs to COOMET Committee Members and post it on the COOMET website by 18 December 2009.*

6. Progress of reviewing QMS of the NMIs of COOMET Member Countries and prospects of the activity of COOMET Quality Forum

COOMET Vice-President S. Musil informed about the state of reviewing QMS of the NMIs of COOMET Member Countries and about the prospects of further cooperation within the Quality Forum.

Decisions and actions required:

- *to ask COOMET Vice-President S.Musil to fix the dates of carrying out peer reviews of the QMS of the NMI of Moldova and RGP “KazInMetr”, Kazakhstan, in 2009;*
- *to carry out a peer review of the QMS of VNIIR by April 2009;*
- *to ask the member of the TC of the Quality Forum from Russia N.Muravskaya to organize the holding of written and oral presentations of the QMS of seven NMIs of Russia at the next meeting of COOMET Quality Forum;*
- *to ask COOMET Vice-President S.Musil to address to COOMET Committee Members from Georgia, Moldova, Belarus and Russia requesting to consider the possibility of holding the next 2009 meeting of COOMET Quality Forum at their NMIs;*

7. COOMET Recommendation R/GM/11:2007 “Regulation on Comparison of Measurement Standards of National Metrology Institutes of COOMET”

Chairperson of JCMS S. Korostin and COOMET Vice-President V. Krutikov informed about the results of the revision of the COOMET recommendation.

Decisions and actions required:

- *to include the item about the approval of the revised COOMET Recommendation R/GM/11:2007 “Regulation on Comparison of Measurement Standards of National Metrology Institutes of COOMET” into the agenda of the 19th meeting of the COOMET Committee*
- *Coordinators of COOMET projects should follow these recommendations when drawing up COOMET Projects and carrying out comparisons;*

- *to ask the Chairperson of TC 1.1 A.Chunovkina to organize the consideration of the Draft Recommendation COOMET R/GM/_.:200_ “State system of measurement assurance. Measurement scales. Terms and definitions” in accordance with the Rules of Procedure;*
- *in case of positive consideration, to include the issue concerning the approval of the Recommendation into the agenda of the 19th meeting of COOMET Committee.*

8. Progress in creating the automated data base of comparisons of measurement standards of the NMIs of COOMET Member Countries

COOMET Vice-President V. Krutikov and Chairperson of COOMET JCMS S.Korostin informed about the progress in creating the automated data base of comparisons and calibration of measurement standards of the NMIs of COOMET Member Countries.

Decisions and actions required:

- *to ask COOMET Vice-President V.Krutikov to send the summarized information about the progress in the development of the automated database on comparisons and calibrations of measurement standards of COOMET Member Countries to COOMET Secretariat by 25 December 2008;*
- *to ask COOMET Vice-Presidents V.Krutikov, K.-D.Sommer and the Head of COOMET Secretariat P.Neyezhnikov to prepare proposals concerning the members of the working group for creating recommendations for the development of the database by 15 March 2009;*
- *to include the issue concerning the automated database on comparisons and calibrations of measurement standards of the NMIs of COOMET Member Countries into the agenda of the 19th meeting of COOMET Committee.*

9. Election of the chairpersons of Structural Bodies of COOMET:

- **SC 2.4 “Assessment of Technical Competence of Verification Laboratories”,**
- **SC 4.5 “Support in Developing Basic Metrological Infrastructure of COOMET Member Countries”**

Head of COOMET Secretariat P. Neyezhnikov reported that COOMET Secretariat had received no information about the nominee for the position of the Chairperson of SC 2.4.

At the 9th meeting of TC 2 “Legal Metrology” a decision was made to conduct a survey among COOMET Committee Members concerning a potential nominee for the position of the Chairperson of SC 2.4 to be approved at the 19th meeting of COOMET Committee.

During the second workshop within SC 4.5 a decision was made to recommend a representative of “KazInMetr”, Kazakhstan, for the position of the Chairperson of SC 4.5.

COOMET Secretariat received a letter from COOMET Committee Member from Kazakhstan Mr E. Lebayev about a nominee for the Chairperson of SC 4.5, namely Mr A. S. Batanov, Head of the Centre of National Measurement Standards and Research of “KazInMetr”.

Decisions and actions required:

- *to recommend that by 1 February 2008 COOMET Secretariat should prepare and distribute a request among COOMET Committee Members to submit their proposal concerning the nominees for the position of the Chairperson of SC 2.4;*

- *to charge COOMET Secretariat to summarize the received data, agree on the nominee with the Chairperson of TC 2 and submit it at the 19th meeting of COOMET Committee for approval;*
- *to recommend Mr A. S. Batanov as the Chairperson of SC 4.5 “Support in Developing Basic Metrological Infrastructure of COOMET Member Countries” for approval at the 19th meeting of COOMET Committee.*

10. Preparation to the 19th and subsequent meetings of COOMET Committee

Head of COOMET Secretariat P. Neyezhmakov informed that at the 18th meeting of COOMET Committee a decision had been made to ask COOMET Committee Members from Azerbaijan, Armenia, Kazakhstan and Russia to consider a possibility of holding the 19th meeting of COOMET Committee in 2009 and the next meetings in their countries and inform about their decisions to COOMET Secretariat.

COOMET Secretariat received letters from Committee Members from Azerbaijan, Armenia and Kazakhstan informing about the possibility of holding the meeting of COOMET Committee in their countries.

Decisions and actions required:

- *to take note of the information of COOMET Secretariat about the possibility of holding the 19th meeting of COOMET Committee in June 2009 in Azerbaijan;*
- *to charge COOMET Secretariat to begin the preparation for the 19th meeting of COOMET Committee.*

11. Awareness seminar “Preparation of the NMIs of the region to the participation in the CIPM MRA” for the NMIs of the Middle Asian and Caucasian Republics (1-4 December 2008, Astana, Kazakhstan)

Head COOMET Secretariat P. Neyezhmakov informed about the preparation of the awareness seminar.

Decisions and actions required:

- *to ask COOMET Vice-President K.-D.Sommer and the National Secretariat in Germany to speed up the drawing up of the programme of the seminar;*
- *to charge COOMET Secretariat to distribute official invitations for potential participants of the seminar and the draft programme of the seminar by 20 November 2008.*

12. Other business

12.1. Preparation for III International Competition “The Best Young Metrologist of COOMET” (14-15 April 2009, Minsk, Belarus)

COOMET Vice-President N. Zhagora presented information about the preparation for III International Competition “The Best Young Metrologist of COOMET”.

Decisions and actions required:

- *to consider it appropriate to arrange the competition as a COOMET project;*

- to approved the nominees for the members of the competition commission for conducting the competition “The Best Young Metrologist of COOMET – 2009”;
- to ask COOMET Vice-President Dr N. Zhagora to organize the distribution of the information on the requirements for the participation in the competition among COOMET Member Countries by 1 February 2009 at the latest.

12.2. Changes in COOMET structure

Head of COOMET Secretariat P.Neyezhnikov read out the proposals of COOMET Vice-President N.Zhagora about the structural changes in COOMET. COOMET Vice-Presidents K.-D.Sommer, S.Musil and V.Krutikov expressed their vision of possible changes. The participants of the meeting exchanged their opinions in this regard.

Decisions and actions required:

- to take note of the information about the appropriateness of making structural changes in COOMET;
- to ask COOMET Vice-Presidents to submit their proposals by 1 March 2009 in regard with the structural changes of COOMET to be discussed at the 19th meeting of COOMET Committee to COOMET Secretariat;
- to ask COOMET Vice-President K.-D.Sommer to summarize the information including that about the organization of mutual R&D projects of COOMET and submit it to COOMET Secretariat by 31 March 2009;
- to charge COOMET Secretariat to include this issue into the agenda of the 19th meeting of COOMET Committee.

12.3. Prospects in the cooperation between COOMET and NCSL

COOMET Vice-President K.-D. Sommer informed the participants of the meeting about his contacts with the NCSLI and prospects in the cooperation of COOMET with this organization.

Decisions and actions required:

- to approve the actions of COOMET Vice-President K.-D.Sommer with regard to the establishment of contacts with the NCSLI;
- to ask COOMET Vice-President K.-D.Sommer to elaborate a draft memorandum of understanding in contact with the NCSLI and prepare a report by the 14th meeting of COOMET President’s Council;
- to agree with the proposal of COOMET Vice-President K.-D.Sommer to invite NCSLI President to the 19th meeting of COOMET Committee and for COOMET President to participate in the next NCSLI conference and the meeting of NCSLI Board of Directors.

12.4. Schedules of the meetings of Structural Bodies of COOMET, international and regional metrology organizations, as well as conferences and workshops on metrology

Head of COOMET Secretariat P. Neyezhnikov presented preliminary schedules of meetings of the structural bodies of COOMET, international and regional metrology organizations, conferences and workshops on metrology.

Decisions and actions required:

- *to ask the Chairpersons of TCs to speed up the submittal of information about the venue and date of the next meetings of TCs to COOMET Secretariat;*
- *to charge COOMET Secretariat to finish the drawing up of the schedules of meetings of the structural bodies of COOMET, international and regional metrology organizations, conferences and workshops on metrology by 20 December, distribute it among COOMET Committee Members and post it on the COOMET website.*

12.5. About the National Secretariats in COOMET Member Countries and coordination of their activities

Head of COOMET Secretariat P. Neyezhnikov presented updated information about National Secretariats in COOMET Member Countries.

Decisions and actions required:

- *to take note of the information concerning the completion of establishing National Secretariats in COOMET Member Countries*
- *to ask COOMET Committee Member from Romania to find a possibility of establishing a National Secretariat or appointing appropriate experts as contact persons responsible for activity within COOMET, and to submit their names and contact information to COOMET Secretariat by the 19th meeting of COOMET Committee;*
- *to ask COOMET Secretariat to provide the coordination and interaction of National Secretariats when preparing materials concerning the implementation of the Working Programme of COOMET, items of the agenda for meetings of COOMET Committee, as well as in other activities.*

12.6. About COOMET flag

The participants of the meeting discussed the issue concerning the elaboration of a COOMET flag.

Decisions and actions required:

- *to charge COOMET Secretariat to send a letter to COOMET Committee Members with a request to submit their proposals to the design of the COOMET flag;*
- *to charge COOMET Secretariat to summarize the obtained information and submit it for discussion at the 19th meeting of the COOMET Committee.*

12.7 About COOMET Secretariat

COOMET President suggested discussing the possibility of creating a permanent COOMET Secretariat in one of the countries.

Decisions and actions required:

- *to ask COOMET President G.Sydorenko to prepare proposals about the possibility of creating a permanent COOMET Secretariat;*
- *to discuss this issue at the 19th meeting of COOMET Committee.*

13. Venue and date of the next meeting of COOMET President's Council

COOMET President G. Sydorenko informed that it is possible to hold the 14th meeting of the President's Council in Moldova in October 2009.

The participants of the meeting suggested sending a letter to COOMET Vice-President K.-D.Sommer requesting about the possibility to hold the meeting in Germany.

It was decided that the exact date and venue of the meeting of the President's Council would be agreed on in working order taking into account the answers of the Committee Members from Moldova and Germany.



G. Sydorenko,
COOMET President



P. Neyezhmakov,
Head of COOMET Secretariat