

## MINUTES of the 15<sup>th</sup> meeting of the COOMET President's Council

26–27 October 2010, village Kamenyuki, Brest region, Belarus

The following persons participated in the meeting:

<b>Representatives of national metrology organisations of COOMET Member Countries</b>		
<b>Country</b>	<b>Name</b>	<b>Status in COOMET, NMI</b>
<b>BELARUS</b>	1. Nikolai ZHAGORA	COOMET Vice-President, BelGIM
	2. Nadezda LYAKHOVA	National COOMET Secretariat in Belarus, BelGIM
	3. Nina BUSEN	Brest CSMC
	4. Ivan SIDOROV	Interpreter
<b>GERMANY</b>	5. Klaus-Dieter SOMMER	COOMET Vice-President, PTB
	6. Annette KÖGLER	National COOMET Secretariat in Germany, PTB
	7. Julien BIÈRE	Communication Expert
<b>RUSSIA</b>	8. Vladimir KRUTIKOV	COOMET Vice-President, Rostechregulirovanie
	9. Sergey KOROSTIN	JCMS Chairperson, MenCSM
	10. Sergey KOMISSAROV	National COOMET Secretariat in Russia, VNIIMS
<b>SLOVAKIA</b>	11. Robert SPURNÝ	Deputy General Director for Science and Quality, Secretary of TC QF, SMU
	12. Jekaterina KROMKOVA	National COOMET Secretariat in Slovakia, SMU
<b>UKRAINE</b>	13. Goryslav SYDORENKO	COOMET President, NSC “Institute of Metrology”
	14. Pavel NEYEZHMAKOV	Head of COOMET Secretariat, NSC “Institute of Metrology”
	15. Yuliya BUNYAYEVA	COOMET Secretariat, NSC “Institute of Metrology”

The 15<sup>th</sup> meeting of COOMET President's Council was opened by COOMET President Goryslav Sydorenko who greeted solemnly COOMET Vice-President Nikolay Zhagora with OIML medal rewarding for the contribution to the development of international legal metrology.

On behalf of Belarus state institute of metrology COOMET Vice-President Nikolay Zhagora greeted the participants of the meeting and wished successful and productive work during the meeting.

The following agenda was adopted:

1. Implementation of the resolutions of the 14<sup>th</sup> President's Council  
*Speaker: Head of COOMET Secretariat P. Neyezhnikov*
2. Results of the 25<sup>th</sup> meeting of JCRB  
*Speaker: COOMET Vice-President V. Krutikov*
3. Results of the 45<sup>th</sup> meeting of CIML  
*Speaker: COOMET President G. Sydorenko*
4. Implementation of the CIPM MRA
  - 4.1 Implementation of the COOMET Program of Comparisons of NMIs. Singing the Program  
*Speaker: COOMET JCMS Chairperson S. Korostin*
  - 4.2 Formation of groups of technical measurement-specific experts for CMC review  
*Speaker: COOMET JCMS Chairperson S. Korostin*
  - 4.3 Progress in reviewing the CMC of COOMET NMIs and activity of the COOMET Quality Forum  
*Speaker: Secretary of COOMET Quality Forum TC J.Kromkova*
  - 4.4 Determination of the status of participants of COOMET projects (for other organizations)  
*Speakers: Head of COOMET Secretariat P.Neyezhnikov, Chairperson of JCMS S.Korostin*
5. Progress in implementing Project 492/DE/10 "Development of a Concept of Joint Research in Metrology in COOMET Member Countries"  
*Speaker: COOMET Vice-President K.-D. Sommer*
6. Presentation of COOMET draft publications
  - 6.1 COOMET Recommendation COOMET R/GM/12:2007 "Rules for Maintaining the COOMET Program of Comparisons"  
*Speaker: COOMET JCMS Chairperson S. Korostin*
  - 6.2 COOMET Recommendation "Procedure for Forming, Reviewing and Publishing at COOMET website of Calibration and Measurement Services of Metrological Laboratories (Centres) of Partner Countries" within Project 404/RU-a/07.  
*Speaker: COOMET Vice-President V. Krutikov*
  - 6.3 COOMET Draft Document "COOMET Web-Portal. General Provisions. Procedure for Maintaining and Submitting Information" within Project 500/UA/10.  
*Speaker: Head of COOMET Secretariat P. Neyezhnikov*
7. Launching the working COOMET web-portal  
*Speaker: COOMET Vice-President K.-D. Sommer*

- 8 Preparing to the 21<sup>st</sup> meeting of COOMET Committee  
*Speaker: COOMET President G. Sydorenko*
- 9 Implementation of MoU between COOMET and NCSLI  
*Speaker: COOMET Vice-President K.-D. Sommer*
- 10 The second phase of the PTB-COOMET Project  
*Speakers: COOMET Vice-President K.-D. Sommer*
- 11 Announcing the nominees for Best Metrologist of COOMET Title  
*Speaker: COOMET President G. Sydorenko*
- 12 Venue and date of the next meeting of the COOMET President's Council  
*Speaker: COOMET President G. Sydorenko*
- 13 Adoption of the resolutions

Closing

**DECISIONS AND ACTIONS**  
**of the 15<sup>th</sup> meeting of COOMET President's Council**

**1. Implementation of the resolutions of the 14<sup>th</sup> President's Council**

Within this item Head of COOMET Secretariat P.Neyezhnikov reported about implementation of these decisions of the 14<sup>th</sup> meeting of President's Council.

*Decision and actions:*

- *to take note of the information;*
- *to ask COOMET Vice-President V.Krutikov to organize the oral presentation of QMS of VNIIR, Russia at the next meeting of COOMET Quality Forum, May 2011;*
- *to instruct COOMET Secretariat to control the implementation of the issues of the previous meeting of President's Council which have not been fulfilled.*

**2. Results of the 25<sup>th</sup> meeting of JCRB**

On this item of the agenda COOMET Vice-President V.Krutikov, Head of Joint Committee on standards COOMET S.Korostin and Head of COOMET Secretariat P.Neyezhnikov informed the participants of the meeting about the results of the 25<sup>th</sup> JCRB meeting.

Participants of the meeting discussed JCRB decisions and ways of their realization in COOMET.

*Decision and actions:*

- *to take note of the information;*
- *to ask the head of COOMET Secretariat P.Neyezhnikov in agreement with COOMET Vice-Presidents to prepare the COOMET proposals concerning criteria which should be followed by organizations conducting the functions of designated institutes;*
- *to instruct COOMET Secretariat to update the translation into Russian of CIPM documents while distributing them between Belarus, Russia and Ukraine:*
  - *CIPM MRA-D-05 – Measurement Comparisons in the CIPM MRA,*
  - *CIPM MRA-D-04 – Calibration and Measurement Capabilities in the context of CIPM MRA,*
  - *CIPM MRA-G-02 – Guideline for the monitoring and reporting of the operation of quality system by RMO;*
- *to ask COOMET Vice-president V.Krutikov to organize scientific and technical edition of translations of CIPM documents.*

**3. Results of the 45<sup>th</sup> meeting of CIML**

On this item of the agenda COOMET President G.Sydorenko informed about the results of 45<sup>th</sup> CIML meeting and Round table of regional organizations on legal metrology.

Participants of the meeting discussed the tasks, coming from its decisions, of COOMET and member-countries.

*Decision:*

- *to take note of the information.*

## **4. Implementation of the CIPM MRA**

### **4.1. Implementation of the COOMET Program of Comparisons of NMIs. Signing the Program**

The participants were given the updated variant NMI standard comparisons Program as of 26 October 2010.

COOMET Vice-President K.-D.Sommer noticed that that the growth of comparisons amount leaves much to be desired but that fact alerts, that one and the same countries take part in comparisons.

COOMET President G.Sydorenko signed the COOMET comparisons Program.

#### *Decision and actions:*

- *to take the presented Program of Comparisons of Measurement Standards of the NMIs from COOMET Member Countries as of 26 October 2010 as the basis;*
- *to instruct COOMET Secretariat to distribute the Program of Comparisons of Measurement Standards of the NMIs from COOMET to COOMET Committee Members prior to 10 November 2010 and post it on the COOMET website;*
- *to ask the Chairperson of Joint Committee for measuring standards (JCMS) of COOMET S.Korostin and Head of COOMET Secretariat P.Neyezhnikov to prepare the Program of comparisons of NMI member-countries as database for representing at COOMET web-portal;*
- *to ask the Chairpersons of TC 1.2–1.11 to make the analysis of comparisons on determination of their status (planned, current, registration in KCDB) and to present the results of analysis in Annual reports prior to 15 December 2010;*
- *to recommend to Chairpersons of TC 1.2–1.11 to consider the conduction of key comparisons as priority comparisons when organizing the comparisons;*
- *to ask the Chairperson of JCMS of COOMET S Korostin to include the question about discussing the problem of connecting institutes and pilot laboratories into the agenda of the next meeting of COOMET JCMS;*
- *to recommend to COOMET member-countries (Azerbaijan, Armenia, Kyrgyzstan, Tajikistan, Uzbekistan), which haven't signed CIPM MRA, to brisk up the works on its signing.*

### **4.2 Formation of groups of technical measurement-specific experts for CMC review**

Head of Joint Committee on standards COOMET S.Korostin presented information about forming the groups of technical experts on kinds of measurements of CMC reviews.

#### *Actions:*

- *to instruct COOMET Secretariat to include the approval of the technical expert groups established within TCs 1.8, 1.10 and 1.11 into the agenda of the 21<sup>st</sup> meeting of COOMET Committee;*
- *to ask the Chairperson of JCMS of COOMET S.Korostin to update the information about group members changes of technical experts on kinds of measurements for expertise of CMC, which comes for Chairpersons of COOMET Technical committees.*

### **4.3 Progress in reviewing the CMC of COOMET NMIs and activity of the COOMET Quality Forum**

Secretary of COOMET Quality forum TC E.Kromkova informed the participants of the meeting about the tests of COOMET QMS NMI and perspectives of the activity of COOMET Quality Forum.

*Decision and actions:*

- to take note of the information, that SMU (Slovakia) will continue to coordinate the activity of COOMET in the field of quality management system;
- to ask Secretariat of COOMET Quality Forum to send to JCRB the letter confirming that on the base of COOMET Quality Forum and on the base of oral and written presentations of BelGIM (Belarus), NSC “Institute of metrology”, DP “Ukrmetrteststandart” (Ukraine) are prolonged prior to 20.05.2011 of validity of Certificate of Recognition QSF-R05, QSF-R06, QSF-R07;
- to ask General Director of SMU R.Durny to send an official letter to the address of COOMET President with information about designation of COOMET Committee Member from Slovakia and proposals on the candidate for the post of the chairperson of COOMET Quality Forum;
- to ask COOMET Vice-President N.Zhagora to take temporary responsibility for work coordination of COOMET Quality Forum till the official designation of the chairperson of COOMET Quality Forum and COOMET Vice-President, responsible for the work of Quality Forum.

#### **4.4 Status of participants in COOMET projects (for outside organizations / laboratories)**

Head of COOMET Secretariat P.Neyezhnikov informed the participants of the meeting about the determining of the status of COOMET projects (for outside organizations) on the base of documents CIPM 2005-05 “Services Available to Associate States and Economies of the General Conference on Weights and Measures and their Participation in the CIPM MRA” and CIPM 2005-09 “Subcontracting of Measurements under the CIPM MRA”.

*Decisions:*

- to recommend to NMI COOMET member-countries when interacting with outside laboratories and their involving into activity within COOMET to take note of recommendations, stated in Document **CIPM 2005-05**;
- to ask the Chairperson of Joint Committee on standards COOMET S.Korostin and the coordinators of Project 404/RU-a/07 to take into account the criteria stated in Document **CIPM 2005-05** and **CIPM 2005-09**, in COOMET Recommendation R/GM/11:2010 “Statement on Comparison of Measurement Standards of National Metrology Institutes of COOMET” and in the draft recommendation being developed within Project 404/RU-a/07 (taking into account the decisions on item 6.2 of the Minutes).

#### **5 Progress in implementing Project 492/DE/10 “Development of a Concept of Joint Research in Metrology in COOMET Member Countries”**

Vice-President K.-D.Sommer presented to the participants the supposed subject of questionnaires within the project “scientific research and developments between COOMET member-countries”.

*Decision and actions:*

- to take note of the information;
- to instruct COOMET Secretariat to make the translation into Russian of the presentation of COOMET Vice-President K.-D.Sommer and to distribute the presentation in two languages among COOMET Committee Members;
- to create Working Group on development of questionnaire on determining the demands of NMI of COOMET member-countries with participation of COOMET Vice-President K.-D.Sommer and V.Krutikov and Head of COOMET Secretariat P.Neyezhnikov;

- *to ask the members of Working Group to conduct preliminary discussion of project of questionnaires via e-mail prior to 15 December 2010;*
- *to ask the members of Working Group to prepare the final version of questionnaires prior to the end of January 2011.*

## **6 Presentation of COOMET draft publications**

### **6.1 COOMET Recommendation R/GM/12:2007 “Rules for Maintaining the COOMET Program of Comparisons”**

Chairperson of Joint Committee on standards COOMET S.Korostin presented to the participants of the meeting the updated variant of COOMET Recommendation R/GM/12:2007 “Rules of COOMET comparisons Program”.

#### *Decision and action:*

- *to approve the amendments taking into account the results of the discussion;*
- *to instruct the COOMET Secretariat to include the approval of the updated COOMET Recommendation R/GM/12:2007 “Rules for Maintaining the COOMET Program of Comparisons” into the agenda of the 21<sup>st</sup> meeting of COOMET Committee.*

### **6.2 COOMET Recommendation “Procedure for Forming, Reviewing and Publishing at COOMET Website of Calibration and Measurement Services of Laboratories of NMIs of Partner Countries” within Project 404/RU-a/07**

COOMET Vice-President V.Krutikov informed the participants of the meeting about the development of COOMET Recommendation “Procedure of forming, conducting the review and publishing the data on calibration and measurement service of NMI laboratories of member-countries at COOMET web-site” within the Project 404/RU-a/07. There was discussed the appropriateness of continuing the development of this Recommendation. There were made proposals to restrict the application field of recommendations only by National metrological institutes.

#### *Action:*

- *to ask the coordinator of Project 404/RU-a/07 on agreement with the members of working group and taking into account the conducted discussion to determine the importance of continuing the development of COOMET Recommendation “Procedure of forming, conducting the expertise and publishing at COOMET web-site the data on calibration and measurement service of NMI laboratories of member-countries” and to send the results of discussion to COOMET Secretariat prior to 15 March 2011.*

### **6.3 COOMET Draft Document “COOMET Web Portal. Basic Provisions. Procedure for Maintaining and Representing Information” within Project 500/UA/10**

Head of COOMET Secretariat P.Neyezhnikov presented to the participants of the meeting the draft of COOMET Document “COOMET web-portal. The basic statements. Order of presenting the information”, developed within the Project 500/UA/10.

#### *Decision and action:*

- *to approve the Project of COOMET Document “COOMET Web-portal. Basic Statements. Order of representing the information” within the Project 500/UA/10 and to continue the works on its development taking into account the conducted discussion;*
- *to instruct COOMET Secretariat prior to 1 December 2011 and to distribute the Project of COOMET Document “COOMET web-portal. Basic statements. Order of*

*representing the information” among COOMET Committee members TC 4  
“Information and training” for discussion.*

## **7 Launching the working COOMET web portal with free access**

Expert on communication J. Biere presented to the participants the new developed web-portal of COOMET.

During conducting the meeting COOMET President launched the web-portal of COOMET (<http://coomet.net>) for free access since 26 October 2010 parallel with acting COOMET web-site ([www.coomet.org](http://www.coomet.org))

*Action:*

- *launching the COOMET web-portal (<http://coomet.net>) with free access starting from 26 October 2010 parallel with acting COOMET web-site ([www.coomet.org](http://www.coomet.org));*
- *to instruct COOMET Secretariat to summarize the results of work of COOMET web-portal and to present the information at 21<sup>st</sup> COOMET Committee meeting.*

## **8 Preparing to the 21<sup>st</sup> meeting of COOMET Committee**

COOMET President G.Sydorenko informed the participants of the meeting that he has got the letter from COOMET Committee Member from Armenia V.Saakyan about the agreement to conduct the 21<sup>st</sup> COOMET Committee meeting on 27-28 April 2011 in Yerevan.

*Actions:*

- *to hold the 21<sup>st</sup> meeting of COOMET Committee 27–28 April 2011 in Yerevan, Armenia;*
- *to instruct COOMET Secretariat to post the information about 21<sup>st</sup> COOMET Committee meeting at web-portal and COOMET site prior to 1 December 2010;*
- *to instruct COOMET Secretariat to inform COOMET Committee Members and also representatives of international and regional organizations on metrology about the dates and venue of conducting the 21<sup>st</sup> COOMET Committee Meeting prior to 1 December 2010.*

## **9 Implementation of MoU between COOMET and NCSLI**

COOMET Vice-President K.-D.Sommer presented to the participants of the meeting the signed Memorandum on cooperation between COOMET and NCSLI and informed about the future realization of this Memorandum.

*Decisions and action:*

- *to take note of the information;*
- *to appoint COOMET Vice-President K.-D.Sommer COMET representative for participation in the meetings of NCSLI Board of Directors;*
- *to instruct COOMET Secretariat to provide at COOMET web-portal the chapter with information about international organizations on metrology which are in cooperation with COOMET.*

## **10 The second phase of the PTB-COOMET Project**

Within this item of the agenda COOMET Vice-President K.-D.Sommer and representative of COOMET National Secretariat in Germany A.Koegler informed the participants about the results of the first stage of the Project PTB-KOOMET and plans for the second stage of this Project.

*Decision and actions:*

- *to take note of the information;*

- to thank the coordinators of the Project A.Koegler (Germany) and P.Neyezhnikov (Ukraine) for the executed work;
- to continue the works on realization of second stage of COOMET-PTB Project.

## 11 Announcing the nominees for Best Metrologist of COOMET Title

COOMET President G.Sydorenko presented to the participants of the meeting to candidates for awarding the Honorary title “Honorary COOMET metrologist” from Russia and Uzbekistan.

*Actions:*

- to award a title of “Honorary COOMET metrologist” for S.Korostin (Russia) and O.Hakimov (Uzbekistan);
- to instruct COOMET Secretariat to include the approval of the decision about awarding into the agenda of 21<sup>st</sup> COOMET Committee meeting.

## 12 Venue and date of the next meeting of the COOMET President’s Council

COOMET Vice-President V.Krutikov proposed kindly to conduct the 16<sup>th</sup> meeting of COOMET President’s Council in Russia, in October-November 2011.

*Action:*

- to hold the 16<sup>th</sup> meeting of COOMET President’s Council in October-November 2011 in Russia.

## 13 Adoption of the resolutions

The participants of the meeting agreed and approved the Resolutions of the meeting.

*Action:*

- to instruct COOMET Secretariat to prepare, prior to 30 November 2010, the clarified draft minutes of the 15<sup>th</sup> meeting of COOMET President’s Council and send it to COOMET Vice-Presidents for adjustment.



G. Sydorenko,  
COOMET President



P. Neyezhnikov,  
Head of COOMET Secretariat