



MINUTES of the 20th meeting of the COOMET President's Council

3–4 November 2015, Minsk, Belarus

The following persons participated in the meeting:

Representatives of national metrology organisations of COOMET Member Countries		
Country	Name	Status in COOMET, NMI
BELARUS	1. Nikolai ZHAGORA	COOMET Vice-President, BelGIM
	2. Valeriy GUREVICH	Director of BelGIM
	3. Vladimir LOBKO	First Deputy Director of BelGIM
	4. Tatiana KALAMIYETS	TC 1.3 Chairperson, BelGIM
	5. Maksim SHABANOV	SC 2.2 Chairperson, BelGIM
	6. Nadezhda LYAKHOVA	National COOMET Secretariat in Belarus, BelGIM
GERMANY	7. Peter ULBIG	COOMET Vice-President , Chairperson of TC2, PTB
	8. Andreas ODIN	Chairperson of QF, PTB
	9. Annette KÖGLER	Chairperson of SC 4.1, PTB
	10. Jelena GERLTS	Interpreter, PTB
KAZAKHSTAN	11. Chingis KUANBAYEV	JCMS Deputy Chairperson, «KazInMetr»
RUSSIA	12. Vladimir KRUTIKOV	COOMET President, VNIIOFI
	13. Natalia MURAVSKAYA	Chairperson of TC 3.1, VNIIOFI
	14. Vitaly BUGAEV	Administrator of COOMET web-site, Chairperson of SC 4.2, VNIIFTRI
	15. Sergey KOMISSAROV	Head of COOMET Secretariat, VNIIMS
	16. Sergey ZHDANKIN	COOMET Secretariat, VNIIMS
UKRAINE	17. Pavel NEYEZHMAKOV	COOMET Vice-President, TC 4 Chairperson, NSC “Institute of Metrology”
	18. Yulia BUNYAEVA	National COOMET Secretariat in Ukraine, NSC “Institute of Metrology”



The 20th meeting of the COOMET President's Council was opened by COOMET President Prof. Vladimir Krutikov and BelGIM Director Valeriy Gurevich; they welcomed the participants of the meeting and wished successful and effective work.

The following agenda was adopted:

1. Allocation of duties between COOMET Vice-Presidents
Speaker: COOMET President V. Krutikov
2. Implementation of the resolutions of the 19th meeting of COOMET President's Council
Speaker: Head of COOMET Secretariat S. Komissarov
3. Results of the 33rd and 34rd meetings of JCRB
Speaker: COOMET Vice-president P. Neyezhnikov
4. Results of the 50th meeting of CIML and RLMO round-table
Speaker: Head of COOMET Secretariat S. Komissarov
5. Implementation of CIPM MRA
5.1 Implementation of COOMET Programme of Comparisons P2/2015, KCDB registration of CMCs of NMIs from COOMET member countries.
*Speakers: Chairperson of SC 4.2 V. Bugayev
Deputy Chairperson of JCMS Ch.Kuanbayev*
5.2 Presentation of Program of Comparisons for 2016, signing by COOMET President
Speakers: Chairperson of SC 4.2 V. Bugayev
5.3 Activation of checking the results of comparisons.
Speakers: Deputy Chairperson of JCMS Ch.Kuanbayev
5.4 Progress in QMS review of COOMET NMIs and in COOMET Quality Forum
*Speakers: Chairperson of Quality Forum A. Odin
Chairperson of TC 3.1 N. Muravskaya*
6. Results of the 16th meeting of TC 2 "Legal metrology"
Speaker: Chairperson of TC2 P.Ulbig
7. Information support of the COOMET activities
7.1 Results of the 12th meeting of TC 4 "Information and training".
Speakers: COOMET Vice-president P. Neyezhnikov
7.2 Integration of information for web-resources of COOMET
Speakers: Chairperson of SC 4.2, Site administrator of COOMET V. Bugayev
8. Drafts and updated versions of COOMET publications
8.1 Draft of COOMET Document «Regulation of Appeal Board»
Speaker: COOMET Vice-president P.Neyezhnikov



- 8.2 Draft of COOMET Document «The Procedure of Using the COOMET Logo»
Speaker: COOMET Vice-president P. Neyezhnikov
- 8.3 Approval of the Information material «Methodology for uncertainty evaluation of measurement results obtained by data processing software»
Speakers: Deputy Chairperson of JCMS Ch. Kuanbayev
- 8.4 Approval of the COOMET Recommendation "Template of test (validation) procedure for software of measuring instruments"
Speaker: Chairperson of SC 2.2 M. Shabanov
9. Preparation of the 26th meeting of COOMET Committee
Speaker: Head of COOMET Secretariat S. Komissarov
10. Announcing the nominees for the COOMET Honorary Metrologist Title
Speaker: Head of COOMET Secretariat S. Komissarov
11. Report on the results of seminars
- 11.1. About results of seminar on CIPM MRA revision, held in the framework of annual Directors' meeting
*Speakers: COOMET Vice-president P. Neyezhnikov
COOMET Vice-president N. Zhagora*
- 11.2. Seminar "15 years of the CIPM MRA: the problems of implementation and the ways of the efficiency improvement"
*Speaker: COOMET Vice-president P. Neyezhnikov
Deputy Chairperson of JCMS Ch. Kuanbayev*
- 11.3. Seminar "Ensuring traceability during verification and calibration of weighing instruments"
Speakers: Chairperson of SC 4.1 A. Koegler
- 11.4. Seminar "Testing of software for measuring instruments"
Speakers: Chairperson of TC2 P. Ulbig
- 11.5. Seminar on revision of ISO/IEC 17025
*Speaker: Chairperson of SC 4.1 A. Koegler
Chairperson of Quality Forum A. Odin
Chairperson of TC 3.1 N. Muravskaya*
12. Results of the VI International competition "COOMET Best young metrologist - 2015"
Speaker: COOMET Vice-president P. Neyezhnikov
13. Venue and date of the next meeting of COOMET President's Council
Speaker: Head of COOMET Secretariat S. Komissarov
14. Discussion and adoption of the resolutions of the meeting
- 15.



DECISIONS AND ACTIONS

20th meeting of COOMET President's Council

1. About distribution of responsibilities among the COOMET Vice-presidents

Decisions and actions:

- *to accept resignation of N. Zhagora COOMET Vice-president;*
- *to approve V. Gurevich (Director of BelGIM, Belarus) for the position of COOMET Vice-president;*
- *at the COOMET Committee to consider the inclusion into the President's Council of another Vice-President;*
- *to support the proposal on expediency of electing V. Mihalchenko (Director of RSE "KazInMet", Kazakhstan) as Vice-president of COOMET;*
- *to note the proposals made by COOMET President V. Krutikov related to distribution of responsibilities between the COOMET President and Vice-presidents;*
- *to ask the Secretariat to collect proposals concerning responsibilities of the President and Vice-presidents and submit to Presidential Council for approval before December 18, 2015;*
- *to instruct the COOMET Secretariat to include in the agenda of the 26th COOMET Committee meeting the issue of approval of V. Gurevich (Belarus) and V. Mihalchenko (Kazakhstan) as COOMET Vice-presidents and new distribution of responsibilities among COOMET President and Vice-presidents.*

2. Implementation of the decisions of the 19th meeting of Presidential Council

Decisions and actions:

- *to note information presented by the Head of COOMET Secretariat S. Komissarov regarding the implementation of the decisions of the 19th meeting of Presidential Council*
- *to Chairperson of SC 4.2 V. Bugaev and Chairperson of TC 1.12 S. Medvedevskikh to finalize the Draft Recommendation "Procedure for filling in the data entry form for the COOMET reference materials database", considering all the comments, and include it into the working documents of the 26th COOMET Committee meeting.*

3. The results of the 33rd and 34th JCRB meetings

Decisions and actions:

- *to note the information presented by COOMET Vice-president P. Neyezhmakov about the 33rd and 34th JCRB meetings;*
- *to instruct COOMET Secretariat to check the page on BIPM web site and provide updated information to the Executive Secretary of JCRB until March 1, 2016.*

4. The results of the 50th CIML meeting and RLMO Round Table

Decisions and actions:

- *to note the information presented by the head of the COOMET Secretariat S. Komissarov about the 50th CIML meeting and RLMO Round Table;*
- *to encourage the COOMET member-countries to take part in CIML meetings and RLMO Round Tables.*



5. Implementation of CIPM MRA

5.1 Implementation of the COOMET Program of Comparisons P2/2015, registration in KCDB of CMCs of the NMIs from the COOMET member-states

Decisions and actions:

- *to approve the report, prepared by JCMS and presented by the Chairperson of SC 4.2 B. Bugayev on the implementation in 2015 of the Program of Comparisons of Measurement Standards kept by the COOMET NMIs;*
- *to publish on the COOMET web-site information about the implementation of the Program of Comparisons of Measurement Standards kept by the COOMET NMIs;*
- *to note the report made by the Chairperson of SC 4.2 V. Bugaev on publication of comparisons and CMC's in BIPM KCDB data base.*

5.2 Presentation of Program of Comparisons for 2016, it's signing by the COOMET President

Decisions and actions:

- *to approve the presented Program of Comparisons of Measurement Standards kept by the COOMET NMIs as of November 3, 2015 and recommend to the COOMET President's signing;*
- *to instruct the COOMET Secretariat to send before 16th November 2015 the Program of Comparisons of Measurement Standards kept by the COOMET NMIs to the COOMET Committee members and make it available on the COOMET web-resources;*
- *to ask the Chairperson of SC 4.2 V. Bugaev to prepare an Explanatory note on the issues of access and retrieve information from database of comparisons and CMC (COOMET site coomet.org) and publish it on the COOMET site;*

5.3 On the acceleration of undergoing the inspection comparisons results

Decisions and actions:

- *to note the information presented by Deputy-chairperson of JCMS Ch. Kuanbayev about the progress and challenges of comparisons and regional peer reviews of CMC's in the COOMET;*
- *to instruct the COOMET Secretariat to update information on COOMET metrological organizations, TC Chairpersons and their contact details on BIPM web-site;*
- *to ask the Deputy-chairperson of JCMS Ch. Kuanbayev to inform the Chairpersons of TC's 1.2, 1.3, 1.6, 1.7 about the uncompleted comparisons started before 2011;*
- *to ask Chairpersons of TCs 1.2, 1.3, 1.6, 1.7 to provide information on the implementation of unfinished comparisons at the next meeting of JCMS in 2016;*
- *to ask TC 1.1-1.12 Chairpersons and COOMET Secretariat aim to maximize participation in interregional review of CMC and promptly respond to notices directed by JCRB system to ensure timely decision-making on participation in interregional expertise and observance of terms of its implementation.*

5.4 On audits of QMS of the COOMET NMIs and activities of COOMET Quality Forum

Decisions and actions:



- *to take note of information of the Chairperson of the Quality Forum A. Odin and the Chairperson of TC 3.1 N. Muravskaya about the activities of the Quality Forum and Technical committee “Quality Forum”, and the peer review conducted in 2015 COOMET QMS NMIs;*
- *to ask the Chairperson of Quality Forum A. Odin and the Chairperson of TC 3.1 N. Muravskaya, to work out necessary topics for the next qualification measure for auditors and technical experts and provide them to the Chairperson of TC 4 P. Neyezhnikov to conduct training sessions for auditors and technical experts.*

6. The results of the 16th meeting of TC 2 “Legal Metrology”

Decisions and actions:

- *to take note of information of the Chairperson of TC 2 P. Ulbig about the 16 meeting of TC 2 “Legal Metrology”;*
- *to approve the presented by the Chairperson of TC 2 P. Ulbig Work Program of TC 2 for 2015-2016, and submit it for approval at the 26 meeting of the COOMET Committee;*
- *to ask the Chairperson of TC 2 P. Ulbig and the Chairperson of TC 4 P. Neyezhnikov to consider the possibilities for conducting in 2016 a workshop on the “Analysis of approaches for carrying out metrological control and other procedures related to medical equipment with measurement functions, as well as technical devices with measurement functions used for testing” in cooperation with SC 4.1;*
- *take into account the importance of OIML recommendations for prepackages (OIML R87, OIML R79, OIML R138) and their inclusion into national legislation of COOMET member-countries;*
- *to ask the Chairperson of TC 2 P. Ulbig to discuss with BIML representatives the organization of a regional conference on prepackages, under the auspices of OIML and COOMET.*

7. Information support of COOMET activities

7.1 The results of the 12th meeting of TC 4 “Information and training”

Decisions and actions:

- *to take note of the information presented by the Chairperson of TC 4 P. Neyezhnikov about the 12th meeting of TC 4 “Information and training”;*
- *to request the national secretariats of the COOMET member-countries to provide the COOMET Secretariat with information regarding planned activities on professional development in the field of metrology, which will be displayed on the COOMET web-resources.*

7.2 Integration of the COOMET internet resources

Decisions and actions:

- *to take note of information presented by the Chairperson of SC 4.2 V. Bugaev about the status of the COOMET web-resources;*

8. Submission of drafts and updated versions of the COOMET publications



8.1 Draft COOMET Document “Regulation of the COOMET Appeal Board”

8.2 Draft COOMET Document “Procedure of using the COOMET Logo”

8.3 Approval of the COOMET Informational paper “Methodology for evaluation of measurement results obtained by data processing software”

8.4 Draft COOMET Recommendation “Model test (validation) procedure for measuring instruments software”

Decisions and actions:

- *to approve and recommend for adoption at the 26th COOMET Committee Meeting the COOMET Document D5.17/2016 " Regulation of the COOMET Appeal Board"*
- *to ask COOMET Vice-president P. Neyezhnikov to finalize taking into account the discussion the COOMET Draft Document D11/2016 “Procedure of using the COOMET Logo” and recommend the final version for approval at 26th COOMET Committee Meeting;*
- *to request the Chairperson of JCMS A. Chunovkina and Deputy chairperson of JCMS Ch. Kuanbayev to refine the terminology of the COOMET Information paper I/IT/7:2016 “Methodology for evaluation of measurement results obtained by data processing software” and prepare it for the approval at the 26th meeting of the COOMET Committee;*
- *to approve and recommend for adoption at the 26th COOMET Committee Meeting the COOMET Recommendation R/IT/28:2016 “Model test (validation) procedure for measuring instruments software”*
- *to instruct the COOMET Secretariat to include the question on the approval of the above-mentioned COOMET publications, and the publication referred in paragraph 2 of this memorandum on the agenda of the 26th meeting of COOMET Committee.*

9. About preparation for the 26th COOMET Committee meeting

Decisions and actions:

- *to include date and venue of the 26th COOMET Committee meeting into the online COOMET calendar: the meeting will be scheduled for the 18-22 April, 2016 (21 week of 2016) in Erevan, Armenia;*
- *the COOMET Secretariat to inform the COOMET Committee Members as well as international and regional metrological organizations about date and venue of the 26th COOMET Committee meeting before 30 January, 2016.*

10. Nominating candidates for awarding the title of “COOMET Honored Metrologist”

Decisions and actions:

- *COOMET Secretariat to conduct electronic voting among COOMET Vice-presidents of nominations for the title of "COOMET Honored Metrologist" till 20.11.2015;*
- *to instruct COOMET Secretariat include the question of conferring the title "COOMET Honored Metrologist" and awarding in the agenda of the 26th meeting COOMET Committee.*

11. Seminars results

Decisions and actions:

- *to take note of the information on results of the workshops held in the framework of COOMET and other international organizations:*
 - *The workshop on the revision of CIPM MRA at the annual meeting of NMI's Directors;*
 - *The workshop "15 years of CIPM MRA Agreement: problems of implementation and ways of increasing efficiency";*
 - *The workshop "Ensuring traceability during verification and calibration of weights";*
 - *The workshop "Software tests for measuring instruments";*
 - *The workshop on revision of ISO/IEC 17025 standard;*
- *COOMET Presidential Council confirms the importance of holding training workshops and considers expedient to continue this work;*
- *to recommend COOMET Committee members to intensify work of representatives of their countries in the workshops held in the framework of COOMET.*

12. The results of the VI International Competition “COOMET Best Young Metrologist - 2015”

Decisions and actions:

- *to note the information provided by COOMET Vice- president P. Neyezhnikov about the VI International Competition “The Best Young Metrologist of COOMET - 2015”;*
- *to ask COOMET Committee members to consider holding the VII International Competition “The Best Young Metrologist of COOMET - 2017” in 2017 in their countries.*

13. The date and venue of the next COOMET Presidential Council

Action:

- *to ask the COOMET Secretariat clarify date and venue of the 21st meeting of the COOMET Presidential Council before November 30, 2015;*

14. Agreeing and adopting the resolutions of the present meeting

Action:

- *to COOMET Secretariat with the coordination of these decisions, prepare a draft Aide Memoire of the 20th meeting of COOMET President's Council and send it to COOMET Vice-Presidents for approval.*



V. Krutikov,
COOMET President



S. Komissarov,
Head of COOMET Secretariat