	COOMET Program	**COOMET P4/2014**
	WORK PROGRAM of TC 4 "Information and Training" for 2012-2014	
Approved at the 22nd COOMET Committee Meeting (Cholpon-Ata, Kyrgyzstan, April 18 - 19)		

No.	Project ID	Name of Project / work	Coordinator of Project / work	Participants	Supposed terms of realization	Notes
SC 4.1 "Support in Developing the Basic Metrological Infrastructure of COOMET Member Countries"						
4.1.1		Analysis of structures of National metrological services of new COOMET members	Chairperson of TC 4 Chairperson of SC 4.1	TC 4 Members	2013	
4.1.2		Preparation of the list of problems, existing in COOMET member countries of Central Asia and Caucasus	Chairperson of SC 4.1	TC 4 Members	2013	
4.1.3		Preparation of information and analytical materials about advantages of participation in CIPM MRA	Chairperson of TC 4 Chairperson of JCMS	TC 4 Members	2013	
4.1.4		Development of recommendations on preparation of the countries for signing CIPM MRA	COOMET President's Council, COOMET Committee Members		2013–2014	
4.1.5		Preparation and conducting training workshops for NMI staff of COOMET member countries from Central Asia and Caucasus	Chairperson of TC 4 Chairperson of SC 4.1	SC 4.1 Members	2012–2014	

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SC 4.2 “COOMET Informational Resources”						
4.2.1		Development and support of informational COOMET resources: web-site, web-portal and databases	Chairperson of SC 4.2 Site and portal administrators On-line editors of portal	TC 4 Members	2012–2014	Including within Project 478/UA/09
4.2.2		Development and realization of the Conception of COOMET internet resources development	Chairperson of SC 4.2 Site administrator	Members of SC 4.2	2012–2013	Draft Conception – 26.10.2012
4.2.3	404/RU/07	Development of the procedure of forming and publishing at COOMET web-sources informational data about calibration and measurement services of NMI laboratories of COOMET member countries	Project coordinators V. Ivanov, V. Bugaev		2012–2014	
4.2.4		Preparing and publishing regional editions of COOMET (reports, researches, annotations) in the field of metrology for attracting the attention from the side of political and economic communities in COOMET member countries	Head of COOMET Secretariat, COOMET Secretariat	TC 4 Members	2012–2014	Not less than 2 per year
4.2.5		Introduction of changes in Document COOMET D6/2003 “Order of COOMET site maintenance”	Chairperson of SC 4.2		17–18 October 2012 14–15 November 2012 4–5 June 2013	
4.2.6	500/UA/10	Development of COOMET Document “COOMET Web Portal. General Provisions and Maintenance”	Chairperson of TC 4	TC 4 Members	17–18 October 2012 14–15 November 2012 4–5 June 2013	

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4.2.7		Selection, preparation and training of technical administrators of COOMET web-portal	Chairperson of TC 4, SC 4.2	TC 4 Members from Germany	2012–2013	
4.2.8		Preparation of the base presentation about COOMET activity	COOMET Secretariat		December 2012	
4.2.9	543/AM/11	Development and administration a database of RM of COOMET	Project coordinators N. Oganyan, V. Bugaev	Members of SC 4.2, TC 1.12	2012–2014	
SC 4.3 "Raising Proficiency Level and Work with Young Metrologists"						
4.3.1	518/UZ-a/11	Training of specialist of measurement, calibration and testing laboratories	Project coordinator O. Hakimov	Members of working group	2012–2014	
4.3.2	541/RU-a/11	Development of recommendations on the content of training programmes and trainings abroad of specialists within COOMET	Project coordinator V. Ivanov	TC 4 Members	2012–2014	
4.3.3		Preparation of annual programmes for training workshops on actual questions of metrology	Chairperson of TC 4, Chairpersons of SC 4.1, SC 4.3		2012–2014	Tak. into account the results of implementation of Project 510/KZ/10
4.3.4	510/KZ/10	Determining the concrete topics of workshops and trainings abroad (on the base of polling information from COOMET member countries in holding workshops and trainings abroad)	Project coordinators K. Saktybbaeva V. Lobko	Members of SC 4.3 COOMET Committee Members	January 2012	
		Preparation of the questionnaire on determining the possibilities of NMI for holding workshops and trainings abroad, distribution in NMI and generalization of the got information			February – April 2012	Done

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		Preparation of proposals for TC 4 for forming annual programmes of training workshops on actual questions of metrology			October 2012	
4.3.5		Introduction of changes in Recommendation COOMET R/GM/18:2010 “Order of holding the International competition “The best young metrologist of COOMET” and	Deputy Chairperson of SC 4.3	Members of SC 4.3		
		- preparation and adoption of the changes			17–18 October 2012	Done
		- adoption of new edition			14–15 November 2012 4–5 June 2013	
4.3.6		Holding V International competition “The best young metrologist of COOMET”	Deputy Chairperson of SC 4.3	TC 4 Member from Germany	10–14 June 2013	
4.3.7	553/UZ/12	The development of competencies and qualifications within COOMET for specialists and metrologists of measurement, calibration and testing laboratories on the basis of the modular approach	Project coordinator O. Hakimov	Members of Working Group	2012–2014	
4.3.8	New Project	Development of the methods of organizing and conducting interactive training via COOMET web-resources	TC 4 Member from Germany A. Koegler		2013	