	<b>COOMET Document</b>	<b>COOMET D2/2008</b>
	<b>COOMET RULES OF PROCEDURE</b>	
<p><i>Rules of Procedure have been agreed at the first Meeting of the COOMET Committee held in Warsaw on November 13 and 14, 1991 and updated and amended at the 10<sup>th</sup> COOMET Committee meeting in Almaty on May 25-26, 2000; at 12 COOMET Committee Meeting in Havana on 6-7 of May 2006, at the 15<sup>th</sup> COOMET Committee Meeting in Vilnius, Lithuania, on September 8-9, 2005, at the 16<sup>th</sup> COOMET Committee Meeting in Braunschweig, Germany, on September 4 – 5, 2006 and the 18<sup>th</sup> COOMET Committee Meeting in Kharkov, Ukraine, 15<sup>th</sup>–16<sup>th</sup> May 2008</i></p>		

Rules of Procedure presented below amend the description of the COOMET structure and activities which are part of the Memorandum of Understanding and have been adopted in accordance with Article 8 Section 5 of the Memorandum and should promote the effective solving of cooperation problems in the shortest time possible according to established procedures using modern information technologies and communication facilities.

## **1. MEMBERS OF COOMET AND MEMBERS OF COOMET COMMITTEE**

1.1. From each State only one National Metrology Institution on behalf of which the Memorandum of Understanding has been signed, may be a Member of COOMET.

1.2. Each COOMET Member must inform the President of the name and address of its appointed Committee Member.

1.3. Committee shall elect its President in open voting, by a simple majority of votes.

1.4. A COOMET Member not represented at two consecutive Committee meetings without giving the reasons for his absence shall be considered as having terminated its participation in COOMET.

Decision on termination of participation of the COOMET Member in COOMET is to be made by open voting based on simple majority of votes at the next COOMET Committee meeting.

## **2. COOMET PROJECTS**

### **2.1. GENERAL**

For each collaborative project a COOMET Project Form must be completed and sent to the Secretariat, which will arrange for its distribution to all Committee Members and to the appropriate head of relevant SC/TC. This will enable all COOMET Members to keep themselves informed of areas of possible cooperation providing them the opportunity to join a cooperation.

Three separate forms are available<sup>1</sup>:

- PROPOSED COOMET PROJECT FORM
- AGREED COOMET PROJECT FORM
- COOMET PROJECT PROGRESS/FINAL REPORT FORM

Proposals for COOMET collaboration projects may be presented at any time. The collection of Agreed COOMET Projects will represent the working program of COOMET.

The Committee Members will monitor the COOMET Projects to ensure they are in agreement with COOMET aims and tasks and are conducted in accordance with the adopted procedures. The

<sup>1</sup> Notes for the completion of the Forms are given in Annex A

COOMET cooperation can be extended to involve institutions from non-member countries in the projects provided the participants of the cooperation agree.

## **2.2. SUBJECT FIELDS**

The Project should belong to one of the following subject fields:

- Acoustics, ultrasound, vibration;
- Electricity and magnetism;
- Flow measurement;
- Ionizing radiation and radioactivity;
- Length and angle;
- Mass and related quantities;
- Photometry and radiometry;
- Physical chemistry;
- Thermometry and thermal physics;
- Time and frequency;
- Reference materials;
- General questions concerning measurements (General metrology);
- Legal metrology;
- Accreditation and quality systems;
- Information and Information technologies;
- Training and rising proficiency level of experts;
- Improvement of COOMET activities.

## **2.3. PROPOSED COOMET PROJECT**

The Proposer of a project shall fill in a form (Annex 1), and via the COOMET Committee member of his country he shall send it to the COOMET Secretariat. The COOMET Secretariat shall register the project and distribute the form to the head of relevant SC/TC as well as to all COOMET Committee members who will inform the Proposer and the COOMET Secretariat of their interest within a period of three months.

In case of no more COOMET members are interested in the fulfilment of the proposed project, it can remain in the list of proposed projects for up to one year.

## **2.4. AGREED COOMET PROJECT**

Agreed COOMET Project Forms, Annex 2, must be used when agreement has already been reached between a number of partners to undertake a specific collaborative project. It is only through the completion of this Form that COOMET Members will be advised of the agreement in question.

The Working Group set up for accomplishing the project shall be composed of the persons stated in the Form. The Coordinator of the Working Group shall be responsible for keeping the relevant SC/TC informed of the progress of the project.

Once completed the Agreed COOMET Project Form should be sent by the Coordinator to the head of relevant SC/TC and to the COOMET Secretariat for distribution to the Committee Members and also for inclusion of the project in the COOMET Working Program and in the data base. Should a modification e.g. of the composition of the Working Group or of the scope of the project be decided later, a revised Agreed Project Form shall be circulated.

In case of realising projects concerning the carrying out of comparisons related with the implementation of the CIPM MRA, the information in Box 6 in the form of the Agreed Project shall contain the following data in addition: comparison type, supported CMC, piloting NMI of the comparison, registration in the KCDB (except for the pilot ones).

## **2.5. COOMET PROJECT PROGRESS/FINAL REPORT**

This Form, Annex 3, should be used by Coordinators for reporting the progress on Agreed COOMET Projects, once a year.

A Final Report must be prepared when a Project is completed.

In this Report the results obtained should be presented and possible applications stated. Comments on the advantages of undertaking the work collaboratively through COOMET would be useful.

The Final Report is not deemed as a publication of the work.

Collaborators are encouraged to publish their work through usual channels, mentioning it was undertaken as a COOMET cooperation.

The Coordinator should send completed Final Report Form to the head of relevant SC/TC and to the COOMET Secretariat.

## **2.6. CANCELLATION OF COOMET PROJECTS**

According to suggestions of heads of SC/TC the COOMET Secretariat excludes projects from Working Programme, which are found to be unpromising and obsolete, however, retaining the information of such projects.

## **3. ANNUAL REPORTS ON THE COOMET BODIES ACTIVITIES**

3.1. A Coordinator of WG dealing with the agreed COOMET projects sends annually the intermediate progress report on the project to the head of relevant SC/TC till 31 of January.

The head of SC/TC can address Coordinator of WG with a request to submit information on the progress with a certain project in a month time before the meeting of SC/TC.

3.2. The head of SC/TC prepares Annual progress report of SC/TC and forwards it to the Chairman of relevant COOMET Structural Body (SBC) till the end of February.

3.3. Based on the reports of SC/TC the Chairmen of COOMET Structural Bodies prepare reports on the activities of their COOMET bodies and forward them to COOMET Secretariat and represent them at the COOMET Committee meeting.

3.4. Annual reports of the Chairmen of COOMET Structural Bodies established to fulfil specific tasks in the framework of COOMET, should have the following Sections:

1. general characteristic of the cooperation in the respective field including information on specific works and projects being carried out and on the participants engaged in cooperation;
2. results of the last meetings of SBC and subordinated SC/TC;
3. review of the projects completed and information on the use of the results obtained;
4. problems of cooperation with international and regional organizations in the respective field of cooperation;
5. activities for the implementation of International Agreements (for instance, the Agreement on Mutual recognition of national measurement standards and of calibration and measurement capabilities issued by national metrology institutes etc.);
6. information on a prospective place and date for the following meetings of SBC and subordinated SC /TC;
7. proposals for resolutions of the COOMET Committee Meeting.

The total volume of the report should not exceed three to five pages.

3.5. COOMET Secretariat prepares Annual report on COOMET activities based on the reports, which are submitted by Structural bodies, and distributes it to the Committee Members before the Committee Meeting.

#### **4. COMMITTEE MEETINGS / CONVOCATION AND PROCEDURE**

4.1. The President will decide on the place and date of the Meeting, taking into consideration the proposals formulated by Committee Members during their last Meeting.

4.2. The President shall notify about the Meeting at least ten weeks in advance and also send the preliminary draft agenda with the request to inform the President within three weeks' time of their amendments and more precise definitions.

4.3. Delegates will be sent a draft agenda at least four weeks in advance of the Meeting.

4.4. The agenda shall be decided by the Committee at the beginning of the Meeting.

4.5. A quorum will be constituted by more than half the Committee Members.

4.6. The Committee will attempt to reach conclusions by consensus whenever possible. If a compromise cannot be reached, the different points of view shall be recorded in the minutes.

4.7. A draft report of the Committee Meeting shall be circulated by the Secretariat to all Committee Members within 3 month of the Meeting. In order to speed up the realization of the resolutions adopted at the Committee meeting, it is recommended to the COOMET Secretariat to prepare and distribute to the Committee Members the list of drafts of such resolutions at the end of the Meeting. Approval of the Minutes of relevant Committee meeting is effected through e-mail correspondence during 1 month after they were received from the COOMET Secretariat.

4.8. Between the Meetings the Committee can rise discussions on any questions by correspondence involving all Committee Members and also solve problems of cooperation at the Presidential Council, the meetings of which are convened by the President as required, but not less than once a year between the COOMET Committee Meetings.

4.9. Similar rules may be followed by all structural and working bodies of COOMET.

#### **5. AMENDMENT OF RULES OF PROCEDURE**

These Rules of Procedure can be amended only by a majority of at least half the Committee Members.

## NOTES FOR THE COMPLETION OF THE FORMS

### PROPOSED COOMET PROJECT

**Box 1** Reference №

It will be given by the COOMET Secretariat.

**Box 2** Subject field

Projects which cannot be assigned to one of the fields specified under item 2.2 of Rules of Procedure should have the appropriate field entered in box 2 in no more than two or three words.

**Box 3** Field of cooperation

The field of cooperation should be defined by referring to the specification of "Principal Fields of Cooperation within COOMET" (Section 4 of the Memorandum of Understanding). Co-operation, which cannot be referred to this specification, should have its field clearly defined in the space available in Box 3.

**Box 4** Partners

Members of COOMET, who have already expressed their willingness to participate in the proposed cooperation should be indicated by their initials. If specific institutions are involved, they should be indicated by full names together with the letters signifying their State (see ISO 3166-1981, code Alpha-2), i.e., BG, CS, DE, HU, PL, RO, SU, etc.

**Box 5** Subject

The specific subject of the proposed cooperation should be defined in not more than 60 characters (including spaces).

**Box 6** Description

Within the space provided a brief description of a proposed project should be given. Sufficient details should be provided for experts from other institutions so that they can assess their capabilities to join cooperation.

**Box 7** Additional remarks

This box provides the opportunity for adding any additional remarks relevant to the proposed collaborative project e.g. previous cooperation, advantages of implementation etc.

**Box 8** Proposer's name

The name, full postal address, fax numbers and e-mail of the person proposing the cooperation should be given.

**Box 10** Date

The Form should be dated the day of signature.

**Box 11** Proposed starting date

A proposed starting date should be given

**PROPOSED PROJECT  
COOMET**

**1 Ref. №:**

**2 Subject field:**

**3 Field of cooperation:**

**4 Partners:**

**5 Subject:**

**6 Description:**

**7 Additional remarks:**

**8 Proposer's name:**

**Address:**

**Telephone: Fax: E-mail:**

**9 Proposer's signature:**

**10 Date:**

**11 Proposed starting date:**

**12 Signature of the COOMET Committee Member**

**Name: Signature:**

## AGREED COOMET PROJECT

Guidance on completion of **boxes 1, 2, 3 and 5, 6, 7** of the Agreed COOMET Project Form is the same as on completion of the corresponding Boxes in the Proposed COOMET Project Form.

### **Box 4** Working Group

Names of experts forming the Working Group and names (or initials) of their institutions and letters signifying the States should be given.

### **Box 8** Coordinator's name, address etc.

The person nominated by the Working Group as its Coordinator should be indicated.

### **Box 9** Date of project agreed. Ref. № of Proposal

Date on which an agreement was reached and the Reference № of the Proposed COOMET Project should be given.

### **Box 10** Starting date

The date it has been agreed to start the Project.

### **Box 11** Expected completion date

An expected completion date must be given. For permanent agreement (e.g. time service) "ON-GOING" should be entered.

### **Box 13** Date

## FOR PROJECTS RELATED WITH COMPARISONS

### **Box 6** Description

A short description of the comparison with compulsory indication of the type of comparison, calibration and measurement capabilities (CMC) supported by the comparisons, as well as the piloting NMI of the comparison and registration in the KCDB (except for the pilot ones) should be given in this box.

**AGREED PROJECT  
COOMET**

<b>1 Ref. №:</b>			<b>2 Subject field:</b>		
<b>3 Field of cooperation:</b>					
<b>4 Working Group:</b>					
<b>5 Subject:</b>					
<b>6 Description:</b>					
<b>7 Additional remarks:</b>					
<b>8 Coordinator's name:</b>					
<b>Address:</b>					
<b>Telephone: Fax: E-mail:</b>					
<b>9 Date project agreed:</b>		<b>10 Starting date:</b>		<b>11 Expected completion date:</b>	
<b>12 Coordinator's signature:</b>				<b>13 Date:</b>	



## COOMET PROJECT PROGRESS/FINAL REPORT

**Boxes 1 - 5** The content of the corresponding Boxes in the Agreed COOMET Project Form should be reproduced.

**Box 6** Progress

A brief description of the progress up to date should be entered in the space provided.

**Box 7** Coordinator's name, address etc.

As in the Agreed COOMET Project Form.

**Box 8** Completion date

If the progress of the project is being reported then an estimated completion date should be given.

If the project has now been completed then the actual date completion should be given.

For permanent agreements "ON-GOING" should be entered.

**Box 10** Date

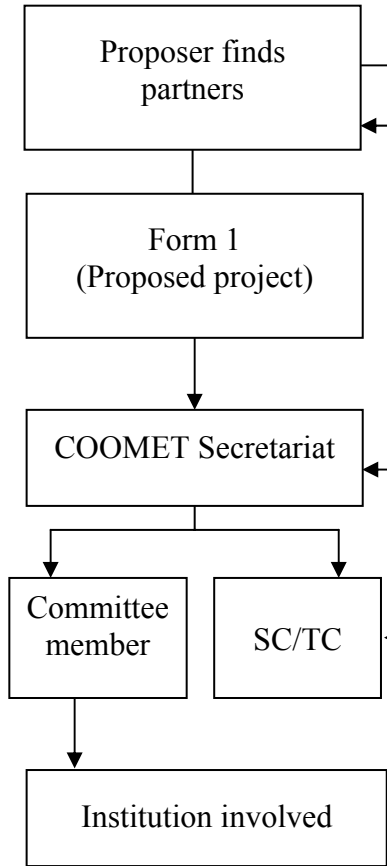
The Form should be dated with the day of signature.

**COOMET PROJECT  
PROGRESS/FINAL REPORT**

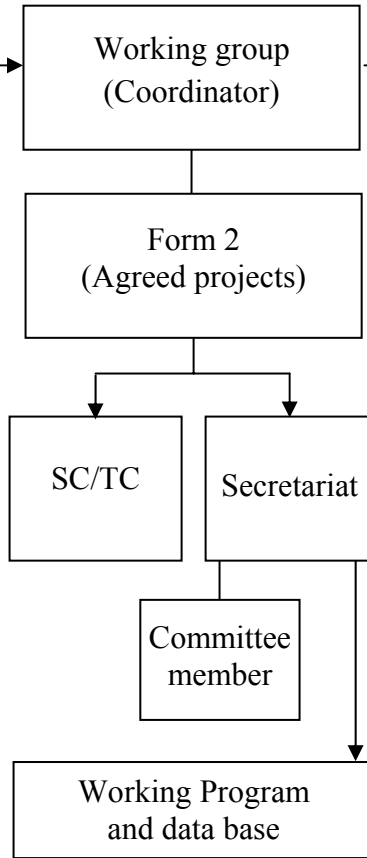
<b>1 Ref. №:</b>	<b>2 Subject field:</b>
<b>3 Field of cooperation:</b>	
<b>4 Working Group:</b>	
<b>5 Subject:</b>	
<b>6 Progress:</b>	
<b>7 Coordinator's name:</b>  <b>Address:</b>  <b>Telephone: Fax: E-mail:</b>	
<b>8 Completion date:</b>	
<b>9 Coordinator's signature:</b>	<b>10 Date:</b>

# ORGANIZATIONAL SCHEME of COOMET PROJECTS

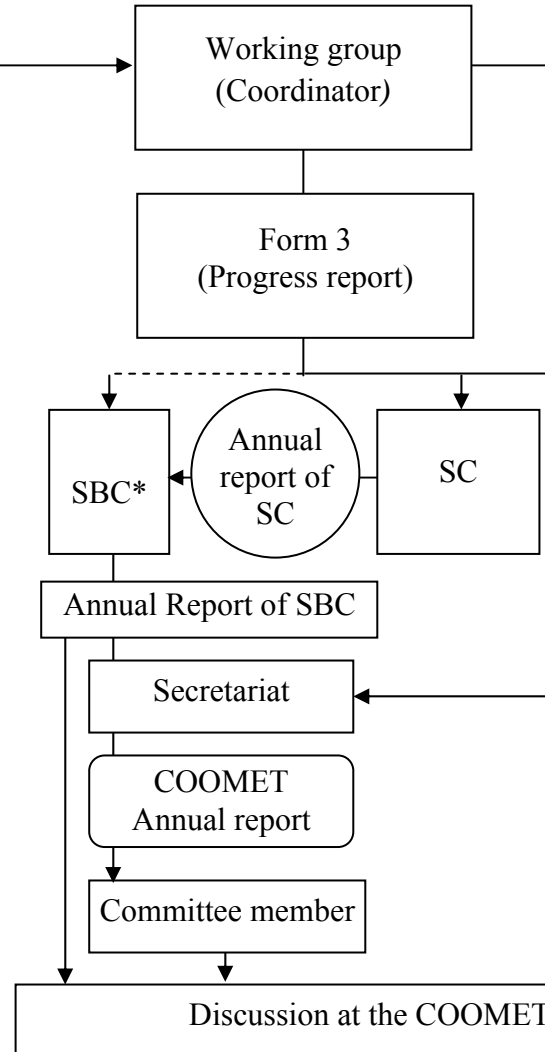
## PROPOSED PROJECT



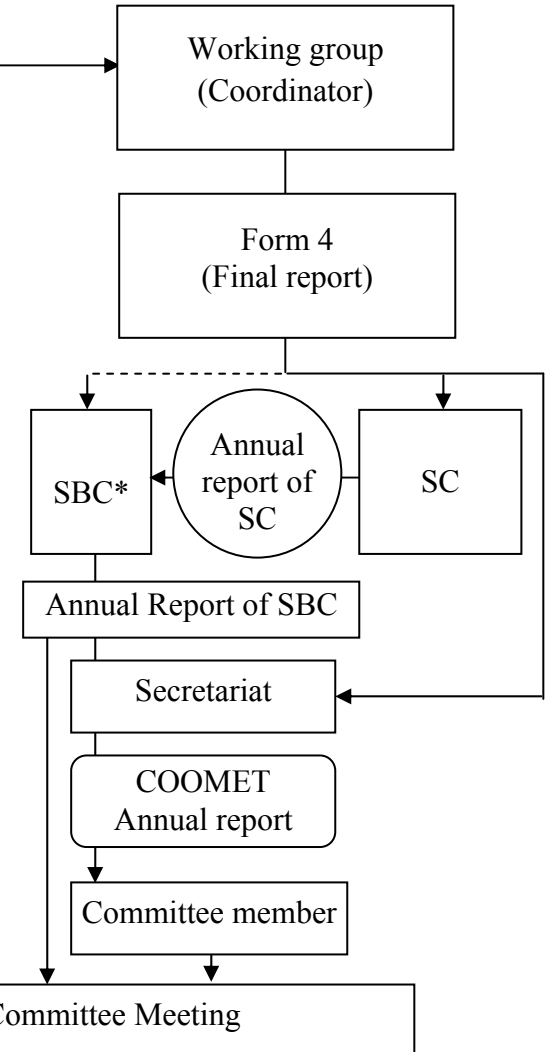
## AGREED PROJECT



## PROGRESS REPORT



## FINAL REPORT



**\* SBC – COOMET Structural Bodies:**  
 TC 1.1 –TC 1.12 of Measurement Standards Joint Committee  
 Legal Metrology Technical Committee,  
 Quality Forum Technical Committee,  
 Information and Training Technical Committee

*A connection depicted by dotted line may be followed in cases of when there are no SC in a TC.*