

	COOMET Document	COOMET D6/2003
	Procedure for maintaining COOMET Web-site. General provisions	
<i>Approved at the 13 Meeting of COOMET Committee Meeting (Jalta, The Ukraine, April 29 – 30, 2003)</i>		

1. SCOPE

This document gives general recommendations on maintenance of the COOMET Web-site.

2. GENERAL PROVISIONS

COOMET Web-site is created to provide all interested parties with the information on the results of COOMET activities and its future cooperation projects.

3. MAIN SECTIONS OF THE WEB-SITE

3.1. The main sections of the Web-site are as follows:

- Introduction
- Structure
- Contacts
- COOMET Members
- Calendar
- News
- Publication
- Projects
- Links
- Glossary

3.2. The Web-site also has links to the following databases:

- COOMET Publication Database
- COOMET Projects Database
- COOMET CMC Database

4. THE MAINTENANCE PROCEDURE

4.1. Maintenance of the COOMET Web-site is under the responsibilities of a web-site administrator.

4.2. The information of the Web-site is represented in the official languages of COOMET (i.e. Russia and English).

4.3. The information can be placed on the Web-site only upon the request of COOMET President, vice-presidents or the COOMET Secretariat.

4.4. Information concerning activities of the COOMET Structural Bodies (CSB) can be placed on the Web-site by the COOMET Secretariat upon the request of Chairmen of CSB.

Note: Slovak Institute of Metrology (SMU) maintains a Web page dedicated to the COOMET Quality Forum.

4.5. The matrix of responsibility for placing the information on the Web-site is given in Annex A.

4.6. The Web-site administrator place the information received during 5 days from its receipt by the e-mail.

A matrix of responsibilities for placing the information on the COOMET WEB-site

Name of the section (subsection) of the WEB site	Responsible for the revision information	The periodical review	Responsible for passing on the information to the WEB-site administrator	Remarks
Introduction	Secretariat	As required	Secretariat	
Structure: Organizational structure	Secretariat	As required	Secretariat	
Page of Quality Forum (all materials concerning the Forum)	Secretariat of the Quality Forum (SMU)	As required	-	The page is maintained by SMU
Contacts: Information on contact data of the President, Vice-presidents, Secretariat, Chairmen of CSB	Secretariat	As required	Secretariat	
Members Information about COOMET Committee members and COOMET member-countries and their metrological infrastructure	Committee Members	As required	Secretariat	
Calendar: 1) Schedule of meetings of COOMET bodies 2) Schedule of meetings of other international and regional organizations 3) Schedule of arrangements having interest to the COOMET	Secretariat	As required, at least once a quarter	Secretariat	
News News texts including the following.	President, Vice-presidents, Secretariat	As required	President, Vice-presidents, Secretariat	

Name of the section (subsection) of the WEB site	Responsible for the revision information	The periodical review	Responsible for passing on the information to the WEB-site administrator	Remarks
Announcements of arrangements and events organised by COOMET	Secretariat Responsible for a certain arrangement	As required	Secretariat	
Announcement about oncoming meeting of the COOMET Structural bodies	Chairman of CSB	As required, not later than month before the meeting	Secretariat	
Congratulations	Secretariat	As required	Secretariat	
Information about the past meetings and their results (if necessary)	Chairman of CSB Participants of the meeting	As required, not later than month after the meeting	Secretariat	
Information about changes in other sections	WEB-site administrator	As required	-	
Publication:				
List of publications	Secretariat	As required	Secretariat	
Texts of publications	Authors of the publications	As required	Secretariat	
Minutes of COOMET Committee Meetings	Secretariat	The Minutes is prepared during 3 months since the meeting	Secretariat (after approval by COOMET members)	
Memorandums of COOMET Presidential Council	Secretariat	Memory note is prepared during one month since the meeting	Secretariat (after approval by the Council)	
Minutes of meetings of COOMET Structural Bodies (TC, SC, WG);	Chairman of CSB	The Minutes is prepared and submitted to COOMET Secretariat during one month after the meeting	Secretariat	
Search engine and database on relevant COOMET publications	WEB-site administrator	Continually, as submitted	-	
Miscellaneous (articles, reports, etc.)	Authors, developers	Continually, as submitted	Secretariat	

Name of the section (subsection) of the WEB site	Responsible for the revision information	The periodical review	Responsible for passing on the information to the WEB-site administrator	Remarks
Projects:				
Organizational scheme of the work on COOMET projects	Secretariat	As required	Secretariat	
COOMET Projects Database	Project initiator or coordinator, Secretariat	Continually (as registered), but not latter than 10 days after registration	Secretariat	
Links	Secretariat	As required	Secretariat	
Glossary	Secretariat	As required	Secretariat	
COOMET CMC data bases				
Joint table indicating progress with review of the CMC data in the COOMET member-countries	Chairman of Joint Committee on measurement standard	As submitted	Chairman of Joint Committee on measurement standard	
Database of CMCs of the member-countries that passed the review within COOMET	Chairman of Joint Committee on measurement standard	As submitted	Chairman of Joint Committee on measurement standard	
Joint information bulletin	Chairman of Joint Committee on measurement standard	As submitted	Chairman of Joint Committee on measurement standard	