

## REPORT of Chairperson of TC 4 “Information and Training”

### 1. General characteristic of cooperation

During the reporting period the work within TC was conducted on the base of Programme of work of TC 4 2012–2014 in three subcommittees:

- SC 4.1 “Support in Developing the Basic Metrological Infrastructure of COOMET Member Countries”;
- SC 4.2 “COOMET Informational Sources”;
- SC 4.3 “Raising Proficiency Level and Work with Young Metrologists”;

### 2. Survey of implemented projects and their results

In 2011–2012 the work was conducted on the following registered projects:

**404/RU/07** Development of a procedure of forming and publishing at COOMET web-sources informational data about calibration and measurement service of NMI laboratories of COOMET member countries

The aim of the project is posting at the website of COOMET data base and providing the open interactive access of organizations which can get appropriate metrological service.

The implementation of the Project was discussed at the 16<sup>th</sup> meeting of President’s Council and 22<sup>nd</sup> COOMET Committee meeting. For posting the data base at COOMET web-site and providing an open interactive access to it of organizations which can be provided by the appropriate metrological service, the draft of COOMET Recommendation was developed, where the order and publication conditions of such data and also technology of peer review at COOMET web-site are regulated.

Project coordinator V. Bugaev presented the developed project of CMS data base using the example of Russia.

During the discussion at the 8<sup>th</sup> meeting of TC 4 there was a number of critical notes, however the participants of the meeting agreed, that such information will be useful for NMIs – SC 4.5 members and for those countries, which were still studying to held comparisons and wanted to sign CIPM MRA. It was decided to overwork and to simplify the procedure content, leaving at this stage CMS of only NMI of COOMET member-countries.

**478/UA/09** Creation of working COOMET web-portal

At the 15<sup>th</sup> meeting of COOMET President’s Council to launch COOMET web-portal (<http://coomet.net>) for the open access since 26 October 2010 parallel with acting COOMET site ([www.coomet.org](http://www.coomet.org)).

In March and December 2010 there are conducted 2 training workshops for on-line editors of pages of COOMET member countries and COOMET Technical Committees respectively.

**500/UA/10** Development of COOMET Document “COOMET web-portal. The main statements. Order of maintenance and information presentation”

The aim of the project is preparation and Agreement of COOMET Document on organization of COOMET web-portal functioning and presenting on it information of member countries and technical committees.

The draft document was discussed at the 8<sup>th</sup> meeting of TC 4, distributed to COOMET Committee members, Chairpersons of TCs, and TC 4 members for approval. The set of reviews was prepared and changes were amended in the Draft Document.

**510/KZ/10** Determination of the needs of NMIs of COOMET member countries in training and on-job training

The Project is open for determining the basic thematic directions on trainings and trainings abroad for planning and organization of training events within COOMET. A questionnaire was developed and was sent to NMIs for filling in to find out the interests of NMIs of COOMET member-countries in trainings and trainings abroad, taking into account the discussions in 2010 at the 7th TC 4 meeting and the results of workshop “Evaluation of PTB-COOMET Project and planning the second stage” within SC 4.5.

In May 2011 there was prepared a form of agreed Project. The form includes new training topics and also was proposed to fill in the form separately for young metrologists and for specialists having working experience.

Summary form on the results of polling is prepared by COOMET Secretariat.

A decision was made at the 8<sup>th</sup> meeting of TC 4 to formulate specific topics for workshops and training abroad (based on received information from member countries), to elaborate proposals, to determine the procedure of training and financing.

During the reporting period under this topic the questionnaire for finding out the interests of NMIs of COOMET member-countries in trainings and trainings abroad was developed. For this period the collection and analysis of information received from the COOMET Member-countries is holding.

**518/UZ/11** Training of specialists of measuring, calibration and testing laboratories

The aim of the project is application of modular approach in training on the base of step-by-step implementation of uncertainty conception into the practice of laboratory work. There are developed 9 training modules with application of system approach in distribution of functional module load (from basic to specialized). Such approach allows to train laboratory specialists of different qualification and to include into the training programmes practical aspects of laboratory work in accordance with the requirements of ISO/IEC 17025 standard.

A decision was made at the 8<sup>th</sup> meeting of TC 4 to go on developing the modular approach to training the specialists of measurement, calibration and testing laboratories, to formulate the actions more specifically to be made within this project, and to make the project agreed.

**541/RU-a/11** Working out of the recommendations on the content of educational programs and trainings of experts within COOMET

For reporting period the Draft Recommendations of COOMET, called “The contain of educational programs and trainings of experts of national metrology institutes collaborating in COOMET” taking under account proposals and further agreeing with technical committees of COOMET, to wit:

- In the field of comparison of measurement standards – Joint Committee of Measurement Standards;
- In the field of SI calibration;
- In the field of QMS – TC 3.1.

**For the reporting period next topics were proposed:**

**543/AM/11** Development and administration a database of RM of COOMET

Joint project of TC 1.12 “Reference Materials” and TC 4 “Information and training”. The aims of the project are to develop a structure of the document, acquisition and examination of data of reference materials of COOMET, their publication on the website as a database, administration the database of reference materials.

**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.

This paper, based on the provisions of ISO/IEC 17025 and guidance documents of COOMET establishes the basic principles of qualification requirements for specialists and metrologists of measurement, calibration and testing laboratories.

The basic training programs for specialists and metrologists of measurement, calibration and testing laboratories are programs based on modular approach for training.

The competence of a specialist is assessed by means of qualification tests.

### **3. Results of the TC meeting**

*The 8<sup>th</sup> meeting* of TC 4 “Information and Training” was held on 28-29 September, 2011, RSE “KazInMetr”, Astana, Kazakhstan. 21 representatives from 11 countries, heads of subcommittees and TC 4 members and also invitee took part in the meeting.

The participants of the meeting exchanged the information about NMI activity of COOMET member countries in the field of training of specialists, information and information technologies, discussed the Work Programme of TC 4 and also the state of implementation of COOMET Projects.

A decision was made to change the structure of TC 4:

- to exclude from the membership of TC 4 SC 4.1 “COOMET development on the base of analysis of the use of international experience”;
- to rename SC 4.2 into “COOMET Informational sources” (Chairperson – V. Bugaev, VNIIFTRI, Russia);
- to join SC 4.3 “Preparation and raising qualification of specialists” and SC 4.4 “Coordination of work with young metrologists of COOMET member-countries” and to create new subcommittee SC 4.3 “Raising Proficiency Level and work with young metrologists” (Chairperson – V. Ivanov, VNIIMS, Russia, Deputy Chairperson V. Lobko, BelGIM, Belarus);
- to change the number of SC 4.5 “Support in development of metrological infrastructure of COOMET member countries” for SC 4.1 with the previous name (Chairperson – D. Sharipov, RGP “KazInMetr”, Kazakhstan);

and to recommend a new structure of TC 4 “Information and Training” for approval at the 22<sup>nd</sup> COOMET Committee meeting:

- SC 4.1 “Support in Developing the Basic Metrological Infrastructure of COOMET Member Countries” (Chairperson – D. Sharipov, RSE “KazInMetr”, Kazakhstan);
- SC 4.2 “COOMET Informational Sources” (Chairperson – V. Bugaev, VNIIFTRI, Russia);
- SC 4.3 “Raising Proficiency Level and Work with Young Metrologists” (Chairperson – V. Ivanov, VNIIMS, Russia; Deputy Chairperson – V. Lobko, BelGIM, Belarus).

In this regard a decision was made to update COOMET Document D5.13/2004 “Regulation on TC 4”.

At the 22<sup>nd</sup> COOMET Committee meeting was agreed the new structure of TC 4 and actualized variant of Regulation about TC 4, and also The Working Program of TC 4 for 2012-2014.

Among the participants of the meeting there was a discussion on the order of holding the International Competition “The best young metrologist of COOMET”.

There was discussed the possibility of attracting for participation in the competition of young metrologists from other RMOs during its holding in 2013 in PTB.

It was also proposed to change the criteria of evaluation to give the opportunity of participation in the competition to the metrologists from countries with developing metrological infrastructure.

#### **4. The results of training workshop on control of packages**

For the reporting period in the TC 2 “Legal Metrology” was holding training seminar on control of packages which was on 17–20 September 2012, PTB, Braunschweig, Germany.

The following items were overviewed:

- Overview on new requirements of OIML R79;
- Implementation of the OIML agreement on Mutual Recognition of IQ marking system;
- Requirements on prepackages specified in OIML R;
- News in the field of prepackages;
- WELMEC prepackage guide etc.

#### **5. Work on participation in the implementation of the CIPM MRA**

Information about the CIPM MRA realization is posted on the pages of [www.coomet.net](http://www.coomet.net) and [www.coomet.org](http://www.coomet.org). Posting the information at [www.coomet.net](http://www.coomet.net) is conducted by COOMET Secretariat and by on-line editors of countries and COOMET Technical Committees, at [www.coomet.org](http://www.coomet.org) – by site administrator, Chairperson of SC 4.2 “Information Technology” V. Bugaev.

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