

RESOLUTIONS of the 9th meeting of COOMET Technical Committee TC 4 “Information and training”

1. Approval of the minutes of the 8th TC 4 meeting

Decisions and actions:

- to approve the Minutes of the 8th TC 4 meeting;
- to ask COOMET Secretariat to revise COOMET projects by the 25th of December, 2012.

4. Realization of TC4 Work Program for 2012-2014

Decisions and actions:

- to ask COOMET Secretariat to include the item of approval of TC 4 Work Program for 2012-2014 into the agenda of the 17th meeting of the COOMET President's Council and the 23rd meeting of COOMET Committee;
- to ask TC4 Secretariat to include into the agenda of the 10th TC 4 meeting in 2013 the item about forming the plan of further works in the framework of TC 4.

5. Discussion of progress in COOMET projects

5.1 Development of the Procedure of forming and publishing at COOMET web-resources informational data about calibration and measurement service of NMI laboratories of COOMET member-countries (COOMET 404/RU/07)

Decisions and actions:

- to ask coordinators of COOMET project 404/RU/07 V.Ivanov and V.Bugayev to prepare and send to TC 4 Secretariat the final version of Draft Recommendation “Procedure of forming and publishing at COOMET web-resources informational data about calibration and measurement services of NMI laboratories of COOMET member-countries” by the 15th of February, 2013.
- to ask TC 4 Secretariat to send the above-mentioned Draft Recommendation to TC 4 members for approval by the 15th of March, 2013.
- to ask coordinators of COOMET project 404/RU/07 V.Ivanov and V.Bugayev to prepare summary of comments and to inform the participants of the 10th TC4 meeting in 2013 about agreement progress of the above-mentioned Draft Recommendation.

5.2 Current state and action lines on COOMET web-portal (COOMET 478/UA/09)

Decisions and actions:

- to support activity of SC 4.2 Chairperson V. Bugayev on developing COOMET databases;
- to ask SC 4.2 Chairperson V. Bugayev jointly with communications expert J. Biere:
 - to organize posting on COOMET web-portal of links to COOMET projects database by the 17th meeting of COOMET President's Council;

- to study the possibility of technical realization of posting information on projects from COOMET databases on COOMET Technical Committees web-pages;
- to ask member of TC 4, SC 4.1 from Germany A. Kögler to open a new on-line learning COOMET project.

5.3 Developing of COOMET draft document “COOMET Web-Portal. General Provisions and Maintenance” (COOMET 500/UA/10)

Decisions and actions:

- to approve the Draft Document “COOMET Web-Portal. General Provisions and Maintenance” noting the discussing;
- to recommend for approval at the 17th COOMET President’s Council meeting and sanction at the 23rd COOMET Committee meeting the Draft Document “COOMET Web-Portal. General Provisions and Maintenance”;
- to ask COOMET Secretariat to include the item of approval/sanction of the Draft Document COOMET “COOMET Web-Portal. General Provisions and Maintenance” into the agenda of the 17th COOMET President’s Council meeting and the 23rd COOMET Committee meeting;
- to ask COOMET Secretariat to organize distribution secondly of the request about candidates of COOMET web-portal technical administrators by the 24th of October, 2012.

5.4 Finding out the needs of NMIs of COOMET member-countries in training and probations (COOMET 510/KZ/10)

Decisions and actions:

- to ask TC 4 Secretariat to send the Draft Plan of organizing the training workshops for young metrologists of NMIs of COOMET member-countries to TC 4 members for approval by the 15th of November, 2012;
- to ask TC 4 Secretariat to distribute secondly the Questionnaire on identifying NMIs capabilities of COOMET member-countries in organization of training and probations for filling in by the 22nd of November, 2012;
- to ask the coordinator of COOMET project 510/KZ/10 V. Lobko to form the final version of the Draft Plan of organizing the training workshops for young metrologists of NMIs of COOMET member-countries according to the results of received answers.

5.5 Training of specialists of measuring, calibration and testing laboratories. Module approach in training the specialists of measurement, calibration and testing laboratories: problems and ways out (COOMET 518/UZ/11)

Decisions and actions:

- to support the results of works in the framework of COOMET project 518/UZ/11.

5.6 Development of recommendations on the content of training programs and practices of specialists within COOMET (COOMET 541/RU/11)

Decisions and actions:

- to ask the coordinator of COOMET project 541/RU/11 V. Ivanov to prepare the final version of draft Recommendation on content of the training programs and practices within COOMET noting the discussion and to send it to TC 4 members for approval by the 15th of March, 2013.

5.7 Development and administration a database of RM of COOMET (COOMET 543/AM/11)

Decisions and actions:

- to support the works within the COOMET project 543/AM/1;
- to ask the coordinators of COOMET project 543/AM/11 N.Oganyan and V.Bugayev to form the Working Group on the project and complete the database on reference materials noting the results of discussion at TC 1.12 meeting “Reference Materials”.

5.8 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 (COOMET 553/UZ/12)

Decisions and actions:

- to proceed with works within the COOMET project 553/UZ/12;
- to ask the coordinator of COOMET project 553/UZ/12 O.Hakimov to change the title of project for “Development of Competencies and Qualifications within COOMET for specialists and metrologists of measurement, calibration and testing laboratories for training on the basis of the modular approach”;
- to ask the interested countries to join the COOMET project 553/UZ/12.

6. Forming the membership and activity of subcommittees in TC 4.

Reports of SC chairpersons

6.1 SC 4.1 “Support in Developing the Basic Metrological Infrastructure of COOMET Member Countries”. Considering the candidate of SC 4.1 Chairperson

6.2 SC 4.2 “COOMET Informational Sources”

6.3 SC 4.3 “Raising Proficiency Level and Work with Young Metrologists”

Decisions and actions:

Noting the information about activity of SC 4.1, SC 4.2, SC 4.3:

- to recommend for appointment at the 23rd COOMET Committee meeting the candidature of TC 4, SC 4.1 member from Germany A. Kögler as Chairperson of SC 4.1;
- to ask COOMET Secretariat to include the item of appointment of the candidate of SC 4.1. Chairperson into the agenda of the 23rd COOMET Committee meeting;
- to provide for possibility of opening the new training workshops COOMET projects;
- to recommend Deputy Chairperson of SC 4.3 V. Lobko to open a new COOMET project to draft the issued documents according to the results of training, probations and raising qualification.

8 About the changes in Document COOMET D6/2003 “Procedure for Maintaining COOMET Web-site. General provisions”

Decisions and actions:

- to approve the revised Document COOMET D6/2003 “Procedure for Maintaining COOMET Web-site. General provisions” noting the discussion;
- to recommend for approval at the 17th COOMET President’s Council meeting and sanction at the 23rd COOMET Committee meeting the revised Document COOMET D6/2003 “Procedure for Maintaining COOMET Web-site. General provisions”;
- to ask COOMET Secretariat to include the item of approval/sanction of the revised Document COOMET D6/2003 “Procedure for Maintaining COOMET Web-site.

General provisions” into the agenda of the 17th COOMET President’s Council meeting and the 23rd COOMET Committee meeting.

9 About the changes in Recommendation COOMET R/GM/18:2010 “Procedure of the International Competition “The Best Young Metrologist of COOMET”

Decisions and actions:

- *to approve the revised Recommendation COOMET R/GM/18:2010 “Procedure of the International Competition “The Best Young Metrologist of COOMET” noting the discussion;*
- *to recommend for approval at the 17th COOMET President’s Council meeting and sanction at the 23rd COOMET Committee meeting the revised Draft Recommendation COOMET R/GM/18:2010 “Procedure of the International Competition “The Best Young Metrologist of COOMET”;*
- *to ask COOMET Secretariat to include the item of approval/sanction of the revised Recommendation COOMET R/GM/18:2010 “Procedure of the International Competition “The Best Young Metrologist of COOMET” into the agenda of the 17th COOMET President’s Council meeting and the 23rd COOMET Committee meeting.*

10 Information about the elaboration of the Draft Conception of Development of COOMET Internet Resources

Decisions and actions:

- *to support the works on creation of COOMET data server as a WEB document flow system;*
- *to ask SC 4.2 Chairperson to prepare and submit to TC 4 Secretariat the Conception of Informational Development of COOMET Internet Resources by the 26th of October, 2012.*

13. Date and venue of the next meeting

Decisions and actions:

- *to ask TC 4 members to discuss the item of holding TC4 meeting in 2013 in their countries;*
- *to ask TC 4 Chairperson P. Neyezhnikov to distribute letters to the interested countries about possibility of holding the 10th TC 4 meeting in 2013.*

14. Approval and adoption of resolutions

Decisions and actions:

- *to approve the final versions of resolutions by electronic mail while considering the Draft Minutes of the 9th TC 4 meeting “Information and Training” by the 15th of December, 2012.*