

**WORK PROGRAMME
of Technical Committee of COOMET TC 4 “Information and Training” for 2012-2014**

| 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 | |
| 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 | |

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| 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 | |
| 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 |

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| 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 | Done |
| | | 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 | |
| | | 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 | | Done |
| | | - preparation and adoption of the changes | | | 17–18 October 2012 | |
| | | - 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 | |