

	COOMET Document	COOMET D1/2022
	MEMORANDUM OF UNDERSTANDING	
<i>The Memorandum was signed in Warsaw on 12 June 1991, updated and amended at the 10th COOMET Committee meeting in Almaty, Kazakhstan, on 25-26 May 2000, at the 12 COOMET Committee meeting in Havana, Cuba, on 6-7 May 2002, at the 15th COOMET Committee meeting in Vilnius, Lithuania, on 8-9 September 2005, at the 16th COOMET Committee meeting in Braunschweig, Germany, on 4–5 September 2006, at the 19th COOMET Committee meeting in Baku, Azerbaijan, on 20-21 May 2009, at the 22nd COOMET Committee meeting in Cholpon-Ata, Kyrgyzstan, on 18–19 April 2012, according to the results of the electronic voting among COOMET Committee members (Minutes № COOMET E-01-2020), at the 33rd COOMET Committee meeting, online, on 25-27 October 2022</i>		

The National Metrology Institutions on behalf of which this Memorandum has been signed considering:

- the territorial proximity of the countries and their mutual economic relations;
 - the need to permanently improve metrological services for the benefit of economic and scientific relations;
 - the similarity of their structures and the operational principles of their national metrology infrastructures;
 - their combined experience and the results of their previous bilateral and multilateral cooperation;
 - their willingness to more closely cooperate with international and regional metrology organisations
- declare their intention to cooperate in the field of measurement standards of physical units, legal metrology, quality management systems, information technology, training and knowledge transfer in the field of metrology within the COOMET organisation given below.

SECTION 1 – COOMET MEMBERS

COOMET is an organisation for the Euro-Asian cooperation of National Metrology Institutions (from the countries of Central and Eastern Europe, Asia and nearby countries) and is open to the National Metrology Institutions of countries from other regions to join it.

SECTION 2 – COOMET OBJECTIVES

The objectives of COOMET are as follows:

1. To contribute to effectively solving the issues of ensuring the uniformity of measurements, to raising the level of metrology development of the countries in the Euro-Asian region and other stakeholders, to supporting and expanding an integrated measurement infrastructure for the countries in the Euro-Asian region and other interested countries that makes it possible for every National Metrology Institute to promote innovation, competitiveness, trade, consumer safety, sustainability and ensuring of international recognition.
2. To function as a forum for cooperation in the field of scientific and legal metrology.

SECTION 3 – COOMET TASKS

The tasks of COOMET are as follows:

1. to perform the functions of a regional metrology organization (RMO) and regional legal metrology organization (RLMO);
2. to facilitate technical cooperation and to strengthen the links among COOMET members and metrology institutes outside COOMET and other regional and international metrology organizations;
3. to create effective mechanisms in order to:
 - achieve international recognition of national measurement standards, calibration and measurement certificates, issued by National Metrology Institutes of COOMET member countries under the CIPM MRA, as well as facilitate metrological traceability, mutual provision of metrological services and elimination of technical barriers to trade;
 - exchange information on the current status and development trends of the metrological infrastructure in member countries and mutually support their improvement;
 - carry out innovative research in metrology;
 - use modern information technology in metrology;
 - provide and coordinate knowledge and experience transfer process in scientific, legal and industrial metrology;
 - apply best practices in the field of scientific and legal metrology.

SECTION 4 – FIELDS OF COOPERATION WITHIN COOMET

The fields of cooperation within COOMET include:

1. implementation of the Arrangement of the International Committee for Weights and Measures (CIPM) on Mutual Recognition of National Measurement Standards and Calibration and Measurement Certificates Issued by National Metrology Institutes (CIPM MRA);
2. support of participation of national measurement standards of COOMET member countries in key comparisons carried out by the Consultative Committees of the CIPM, BIPM, other RMOs; regional comparisons of national measurement standards within COOMET;
3. facilitation of the establishment, operation and improvement of the quality management systems of National Metrology Institutes and their recognition for the implementation of the CIPM MRA;
4. development of calibration activities methodology and facilitation of mutual recognition of calibration results;
5. creation of reference materials of composition and properties of substances and materials within COOMET and facilitation of their use;
6. establishment of a system for gathering and dissemination of information in the field of ensuring the uniformity of measurements, and systematic exchange of the information;
7. support of countries with emerging metrology systems according to their needs;
8. joint innovative research, including research aimed at the improvement of national measurement standards and redefinition of SI units;
9. facilitation of digital transformation of activities in metrology, including introduction of digital technologies at the regional and national level;
10. implementation of training programs, traineeships, seminars, scientific conferences and competitions, inter alia for young specialists;

11. discussion of issues of general metrology, including the theory of errors and measurement uncertainty concept, International system of units, terminology, as well as elaboration of proposals on their implementation at the national level;
12. facilitation of the implementation of primary reference measurement procedures and reference measurement procedures at the national level;
13. translation into Russian of documents on metrology of international metrology organizations;
14. exchange of information on international requirements and best practices in the field of legal metrology;
15. provision of guidance on the application of the requirements of international organizations' publications regarding measuring instruments and methods for their testing, as well as other objects of legal metrology at the national level;
16. ensuring of COOMET internal development, and popularization of the activities and significance of COOMET at the national and international levels.

SECTION 5 – STRUCTURE OF COOMET AND WORKING PROCEDURES

1. The COOMET body initiating and supporting cooperation is the Committee. It consists of the Heads of National Metrology Institutions of the COOMET member countries or persons appointed by them, one representative from each institution. The Committee ensures that the activity of COOMET is pursued in accordance with its objectives and contributes to accomplishing its tasks.
2. The Committee elects the President from among its members, for a period of three years, with the eligibility to be re-elected for one subsequent term of office.
3. Each Committee member accompanied by experts may take part in its meetings. Only Committee members may vote.
4. The Committee may invite observers from other international or regional organisations to take part in their meetings.
5. The Committee meets as often as required but at least once per year.
6. At the suggestion of the President, the Committee approves nominees for the positions of Vice-Presidents from among its members. The President, Vice-Presidents and Head of the COOMET Secretariat form the Presidential Council, which develops the policy of cooperation within COOMET, interacts with international and regional metrology organisations, organises cooperation between the Committee meetings and prepares questions to be considered at these meetings.
7. A year before scheduled election of a new COOMET President the COOMET Committee nominates a candidate which after mutual approval becomes a member of the Presidential Council having a status of President Elect. After the expiry of a three year period of presidency the COOMET President keeps the status of Former President for one more year. At the end of this year the President Elect becomes an active COOMET President.
8. In case the Active COOMET President is not able to fulfil the obligations resulting from this position, the Presidential Council shall appoint among its members an Acting COOMET President until the new COOMET President has been elected according to the established order.
9. The Committee decides on its own Rules of Procedure and on those of other COOMET bodies.
10. As a rule the COOMET Secretariat is provided by the National Metrology Institute of the COOMET President.

11. The Secretariat assists the President and the Presidential Council in the management of COOMET and ensures contacts between the Committee members, as well as between the Committee, structural and working bodies of COOMET.

12. Following the decision of the COOMET Committee the following COOMET Structural Bodies are established for the purpose of initiating work in the major fields and directions of cooperation: Joint Committees, Technical committees (TC), Councils, Forums), which constitute the Organizational structure of COOMET.

The scope of objectives, tasks and working and collaboration procedures of a COOMET structural body (CSB) is specified in the relevant Regulations approved by the COOMET Committee.

The organizational structure of COOMET can include COOMET structural bodies of the 1st level (CSB-I) and of the 2nd level (CSB-II). CSB-II are subordinate to CSB-I.

Each COOMET Structural Body is headed by a Chair appointed by the COOMET Committee for a period of 4 years with the possibility to once extend the term of office for the same period.

13. Structural Bodies may establish working bodies:

- Subcommittees (SCs) in order to address the permanent tasks of collaboration;
- Working Groups (WGs) within relevant SCs/TCs in order to carry out routine work on COOMET projects,

as well as appoint field coordinators.

14. Terms of reference and staff of a SC are defined by the corresponding Structural Body. The Chair of a SC is appointed by the COOMET Committee for a period of 4 years with the possibility to once extend the term of office for the same period.

15. Organizational and financial matters are managed by structural and working bodies individually taking into account the hierarchy of the COOMET bodies.

16. COOMET Presidential Council can initiate establishment of task groups (TG) within COOMET and determine their lifespans (membership of TGs is formed under COOMET projects).

17. National Metrological Institutions that are members of COOMET may invite other institutions in their countries to cooperation, at their own discretion, for working on a project.

SECTION 6 – LANGUAGES

1. The languages of Committee meetings are English and/or Russian.

2. Documents of wide dissemination to be received and sent by the Secretariat and official publications of COOMET shall be edited both in English and Russian.

3. Final reports written after completion of projects, aside from COOMET publications, may be in English, French, German or Russian. The authors of the report are given the choice of a language sufficiently understood by those to whom they wish to convey their information or considerations.

4. In other cases, any language the cooperating partners consider adequate for their communication may be used.

SECTION 7 – RIGHTS

In order to achieve the objectives of COOMET, each member of the Organisation will have the following rights:

- to have access, upon agreement, to national standards of other members of COOMET;
- to seek cooperation and assistance in solving metrological problems;
- to propose projects for joint work and participate in their implementation;
- to receive information on the results of activities of COOMET Bodies.

SECTION 8 – OBLIGATIONS

In order to achieve the objectives of COOMET, each member of the Organisation will accept the following obligations:

- to provide the Committee, upon its request and within reasonable limits, with information on projects carried out and planned in accordance with the scope of the COOMET activities;
- to provide COOMET members with assistance and services upon mutual agreement;
- to participate in joint COOMET projects depending on its financial and technical resources, as well as its interest and competence;
- to maintain the confidentiality of any information on the results of type tests, verifications and calibrations of measuring instruments submitted by cooperating partners;
- to take into consideration the COOMET recommendations in the activity of its National Metrology Institutions and to promote the implementation of the results of COOMET projects in its country.

SECTION 9 – COOPERATION WITH INTERNATIONAL AND REGIONAL ORGANISATIONS

1. COOMET will make best use of the results of work of international metrology organisations and other organizations:

- International Organisations within Metre Convention: General Conference on Weights and Measures (CGPM), International Committee for Weights and Measures (CIPM) and International Bureau of Weights and Measures (BIPM);
- International Organisation of Legal Metrology (OIML), International Committee for Legal Metrology (CML) and International Bureau of Legal Metrology (BIML);
- International Measurement Confederation (IMEKO), etc.,

as well as other organisations of interest to metrology such as ISO, IEC, CODATA, and will follow their recommendations in its activities.

2. COOMET intends to cooperate, as far as there is mutual interest, with regional metrology organisations and other organisations:

- European Association of National Metrology Institutes (EURAMET),
- European Cooperation in Legal Metrology (WELMEC),
- Asia-Pacific Metrology Programme (APMP),
- Asia-Pacific Legal Metrology Forum (APLMF),
- Euro Asian Council for Standardization, Metrology and Certification (EASC),
- Intra-African Metrology System (AFRIMETS),
- Inter-American Metrology System (SIM),
- GULF Association for Metrology (GULFMET) etc.

SECTION 10 – VALIDITY OF MEMORANDUM

1. This Memorandum will come into operation on the date of its signing by at least four Signatories and remain open for further participants.

2. This Memorandum may be amended at any time by written agreement between at least three quarters of the Signatories.

3. If a member on behalf of which this Memorandum has been signed, for any reason whatever, intends to terminate its participation in COOMET, it will notify the President of the COOMET Committee of this intention not later than six months in advance.

4. This Memorandum is concluded for a term of five years. Unless within this five year period revision or termination is proposed to the COOMET Committee by at least one third of the Signatories this Memorandum of Understanding will remain in effect for another five year period.

SECTION 11 – LIMITATIONS

1. Decisions of COOMET have an exclusively recommendatory nature.

2. The Secretariat's activities are financed at the expenses of the Party presiding in the COOMET Committee. On a voluntary basis, other COOMET members can render financial support to the Secretariat, the Presidential Council and other COOMET bodies for the implementation of specific tasks.

3. This Memorandum does not limit the rights and obligations of the COOMET members arising from other bilateral or multilateral cooperation agreements.