

	COOMET Program	COOMET P4/2021
	Work Program of TC 4 “Information and Training” for 2021–2023	
<i>Approved at the 31st COOMET Committee meeting (15-17 June 2021, online).</i>		

Action	Event	Terms	Executives	Notes
1. Organisation and performance of training activities under the auspices of COOMET	1.1. Preparation of an internal procedure for the assessment of training needs and planning of training activities within COOMET	2021 – 2022	Chairs of TC 4, SC 4.1, SC 4.3, Members of TC 4, SC 4.1, SC 4.3	The basis is item 44 of the COOMET Development Program for 2020-2022 (Ind-e.1.1). Development – jointly with other CSBs, COOMET Secretariat. Submission for discussion – at PC-28 (November 2021), for approval – at COOMET Committee in 2022.
	1.2. Conduct of a survey on the needs of COOMET members in training seminars on the topical issues of metrology in different subject areas of cooperation and on the available resources/possibilities for holding training seminars in COOMET NMIs/DIs	Annually	Chairs of TC 4, SC 4.1, SC 4.3, members of TC 4	The basis is item 45 of the COOMET Development Program for 2020-2022 (Ind-e.1.5). All CSBs and COOMET Committee members participate in the survey (taking into account the procedure according to item 1.1).
	1.3. Preparation of two year Plans for training activities of COOMET	2021 (Plan for 2021) 2022 (Plan for 2022-2023)	Chairs of TC 4, SC 4.1, SC 4.3, members of TC 4	The basis is item 46 of the COOMET Development Program for 2020-2022 (Ind-e.1.3). Based on the results of survey under item 1.2 and procedure under item 1.1. Discussion and adjustment of the Plan – at Presidential Council meetings.
	1.4. Organization and holding of training activities on the topical issues of metrology in different subject areas of cooperation for experts of NMIs/DIs of COOMET member countries	2021 – 2023	TC 4	The basis is item 47 of the COOMET Development Program for 2020-2022 (Ind-e.1.4). According to the Plan under item 1.3. (jointly with other CSBs, COOMET Secretariat and interested COOMET NMIs/DIs). It is advisable to open COOMET projects for holding training activities

	1.5. Monitoring of the performance of training activities, envisaged by the Plans of training activities of COOMET	Annually	TC 4 Chair	The basis is item 48 of the COOMET Development Program for 2020-2022. Information is discussed at TC4 meetings and is presented in the TC 4 annual report. Report – at the meetings of COOMET Presidential Council and Committee
	1.6. Organisation and holding of the International competition "The Best Young Metrologist"	once in two years (2021, 2023)	TC 4, SC 4.3 Organizing committee and Scientific committee of the competition	The basis is item 49 of the COOMET Development Program for 2020-2022 (Ind-e.1.5). IX (2021) and X (2023) International competition "The Best Young Metrologist".
	1.7. Organisation and holding of online/e-learning through COOMET web-resources and/or by means of existing e-learning tools of other organizations, e.g. OIML or APLMF	2021 – 2023	TC 4	The basis is item 50 of the COOMET Development Program for 2020-2022. Jointly with JCMS, TC 1.1 – TC 1.12, TC 2.
	1.7.1 Development of a methodology for organising and performing online/e-learning through COOMET web-resources and preparation of proposals on the topics of this training	2021		Submission of TC 4 proposals for discussion at PC-28 (November 2021)
	1.7.2 Preparation of a technical platform for online/e-learning	2022 – 2023		Purpose – at least 2 e-learning modules (new or existing) are available to COOMET members (Ind-e.1.6) The experience of holding training will be summarized by TC 4 and presented to Presidential Council (November 2022)
	1.7.3 Organisation and holding of online/e-learning within COOMET or organisation of training using existing e-learning modules of other organisations (<i>on specific topics</i>)	2022 – 2023		
	1.8. Coordination of participation of experts from NMIs/DIs of COOMET member countries, especially from countries and economies with emerging metrology systems (CEEMS), in training activities, performed under the BIPM CBKT program and programs of other partners	2021 – 2023	TC 4, Chair of SC 4.1	The basis is item 51 of the COOMET Development Program for 2020-2022 (Ind-e.1.7). Jointly with the COOMET Secretariat.
	1.9. Studying a possibility and preparing of proposals of organising "COOMET Summer School"	2022 – 2023	Members of TC 4, Chair of SC 4.3	
2. Preparation of the information about the possibilities of holding traineeships for experts from NMIs and DIs of COOMET member countries, including traineeships in	2.1. Conduct of a survey on the needs of NMIs/DIs of COOMET member countries in training in the form of traineeships and on proposals on (possibilities of) their holding in NMIs/DIs of COOMET member countries	Annually	TC 4 Chair, SC 4.1, SC 4.3 Chairs	The basis is item 52 of the COOMET Development Program for 2020–2022 (Ind-e.2.1, Ind-e.2.2). All COOMET Committee members participate in the survey (taking into account the procedure under item 1.1). The information obtained is used to prepare information under item 2.2

NMI/DIs of other RMOs and international metrology organizations, and monitoring of their participation	2.2. Preparation and sending to COOMET member countries of the information about the possibilities of holding traineeships of COOMET experts	Annually	TC 4 Chair, SC 4.1, SC 4.3 Chairs	The basis is item 53 of the COOMET Development Program for 2020–2022 (Ind-e.2.3). Information is sent to all COOMET Committee members (taking into account the results of the survey under item 2.1 and the procedure under item 1.1)
	2.3. Monitoring of actual traineeships of experts of NMIs/DIs of COOMET member countries	Annually	TC 4 Chair, SC 4.1, SC 4.3 Chairs	The basis is item 54 of the COOMET Development Program for 2020–2022 (Ind-e.2.4). Jointly with COOMET Secretariat and COOMET NMIs/DIs. Information is discussed at TC 4 meetings and is presented in the TC 4 annual report. Report – at the meetings of Presidential Council and COOMET Committee.
3. Monitoring of CEEMS participation in training activities and traineeships within COOMET, BIPM CBKT and programs of other partners		Annually	TC 4 Chair, SC 4.1, SC 4.3 Chairs	The basis is item 53 of the COOMET Development Program for 2020–2022 (Ind-e.3.1). Jointly with COOMET Secretariat and COOMET NMIs/DIs. The information is discussed at TC 4 meetings and is presented in the TC 4 annual report.
4. Development, maintenance and support of COOMET Informational Resources	4.1. Maintenance and support of COOMET web-site	Ongoing	SC 4.2 Chair	
	4.2. Development, maintenance and support of COOMET data server (DB of COOMET projects, DB of COOMET comparisons, DB of CMCs, DB of COOMET RMs, etc.)	Ongoing	SC 4.2 Chair	Administration the database of RM of COOMET – within project 543/RU-a/11
	4.3. Online maintenance of the Program of comparisons on the COOMET information resources	Ongoing	SC 4.2	Jointly with JCMS and COOMET Secretariat
	4.4. Analysis of the number of COOMET key and supplementary comparisons; the number of completed and published COOMET comparisons, the number (and percentage) of COOMET piloted comparisons by COOMET NMIs/DIs	Ongoing	SC 4.2 Chair	Jointly with JCMS
5. Performance of works on the improvements of activities of COOMET	5.1. Carrying out of an inspection of the scientific and technical level of COOMET Documents and Recommendations in the field of activity of TC 4 (D6/2013, D10/2013, R/IT/24:2014, R/IT/27:2015) and their updating	2021 – 2023	Chairs of TC 4, SCs 4.1–4.3	The basis is item 79 of the COOMET Development Program for 2020–2022 (Ind-e.2.6). Updating – within COOMET projects

steering and structural bodies	5.2. Update of the Regulations for TC 4	2021	Chairs of TC 4, SCs 4.1–4.3, members of TC 4	The basis is item 83 of the COOMET Development Program for 2020–2022 (Ind-e.2.7)
	5.3. Determination of targeted content for TC 4 communication, participation in the discussion of an online mechanism of information exchange on the COOMET website	2022 – 2023	Chairs of TC 4, SCs 4.1–4.3, members of TC 4, SCs 4.1–4.3	The basis is item 86 of the COOMET Development Program for 2020–2022 (Ind-e.2.8). Jointly with WG-Web, COOMET Secretariat and other CSBs
6. Carrying out activities for promoting/greater visibility of COOMET activities and its relevance at the national and international level	6.1. Participation in the preparation of a booklet "30 years to COOMET"	2021	TC 4	The basis is item 93 of the COOMET Development Program for 2020–2022. Jointly with the COOMET Secretariat
	6.2. Development of a list of fundamental documents on metrology of international metrology organisations that require translation into Russian and preparation of the Plan (schedule) of their translations	2021	TC 4	Development of the list – within COOMET project (____number____) The plan (schedule) is submitted for agreement to Presidential Council and updated as necessary
	6.2a Translation into Russian of fundamental documents on metrology of international metrological organisations	2021-2023	TC 4	The basis is item 95 of the COOMET Development Program for 2020–2022 (Ind-e.3.4). Jointly with COOMET Secretariat and coordinators of COOMET projects (it is advisable to open projects for translation of different documents), incl. project 794/RU/17
	6.3. Preparation of a concept of application of digital technologies in the COOMET activities and NMIs/DIs of COOMET member countries	2021–2023	TC 4	The basis is item 97 of the COOMET Development Program for 2020-2022 (Ind-e.3.6). Jointly with JCMS, TC 1.1 – TC 1.12, TC2
	6.4. Informing about Work Programs of CSBs, aimed at implementation of strategic tasks and mission of COOMET, and about today's metrological tasks, aimed at sustainable economic and social development (competitiveness, trade, consumer safety, energy efficiency etc.)	2021–2023	TC 4, SC 4.2, JCMS, TC 1.1- TC 1.12. TC2 COOMET Secretariat	
7. Performance of COOMET Projects	7.1. 543/RU-a/11 "Development and administration a database of RM of COOMET"	Ongoing	Chair of SC 4.2, TC 1.12	Joint project of TC 1.12 and TC 4
	7.2. 731/BY-a/17 "Analysis of national training systems for NMIs and metrologists of COOMET member-countries"	2021	Member of TC 4 from Belarus	
	7.3. 811/BY-a/20 "Development of the policy and procedures for holding official COOMET meetings and events under the	2021–2022	COOMET Secretariat	Jointly with TC 4, SC 4.2, COOMET Committee members,

	auspices of COOMET in the form of videoconferences/webinars based on the organization and holding of test (pilot) videoconferences involving experts from COOMET member countries"			CSB Chairs
	7.4. 829/UA/21 "Preparation of an internal procedure for the assessment of training needs and planning of training activities within COOMET"	2021–2022	Chairs of TC 4, SC 4.1, SC 4.3, members of TC 4, SC 4.1, SC 4.3	Development – jointly with other CSBs, COOMET Secretariat, interested participants from NMI/NIs of COOMET member countries