

	COOMET Program	COOMET P4/202__
	Work Program of TC 4 "Information and Training" for 2024–2026	
Approved at the ____ COOMET Committee meeting (_____).		

Activity	Action	Timeframes	Performers	Note
1. Organization and holding of training events under the auspices of COOMET (task E "Promotion of professional development and knowledge transfer in COOMET member-countries" of the COOMET Strategy for 2020-2025).	1.1. Conducting a survey on the needs for training seminars on topical problems of metrology in different thematic areas of cooperation and on available resources/opportunities for holding training seminars in COOMET NMIs	Annually	Chairs of TC 4, SC 4.1, SC 4.3, members of TC 4	Basis is item 40 of COOMET Development Program for 2023-2025 (Ind-e.1.2), item 48 of COOMET Development Program for 2023-2025 (Ind-e.2.1, Ind-e.2.2). COOMET Committee members, all CSB and Task Groups participate in the survey (taking into account the procedure developed on project 829/BY-a/21).
	1.2. Development of annual Plans of COOMET training events and informing the participants of cooperation	Annually	Chairs TC4, PC 4.1, PC 4.3, OCE, TC 1.1-TC 1.12, TC2, FC, TC 3.1, COOMET Committee members COOMET Secretariat	Basis is item 41 of the COOMET Development Program for 2023-2025 (Ind-e.1.3), item 49 of the COOMET Development Program for 2023-2025 (Ind-e.2.3). Based on the results of the survey on item 1.1 and taking into account the procedure on the project 829/BY-a/21. Discussion and adjustment of the Plan - at the meetings of the Presidential Council.
	1.3. Organization and holding of training events for specialists of NMIs of COOMET countries on topical problems of metrology in different thematic areas of cooperation	2024 – 2026	TC 4	Basis is item 42 of the COOMET Development Program for 2023-2025 (Ind-e.1.4). According to the Plan on item 1.2. (together with other COOMET CSB, COOMET Secretariat, COOMET Committee members and interested COOMET NMIs/NIs). It is expedient to open COOMET projects for COOMET training seminars.
	1.4. Monitoring of the implementation of training activities (seminars) stipulated by the Plans of COOMET training events	Annually	TC 4 Chair	Basis is item 43 of the COOMET Development Program for 2023-2025.

Activity	Action	Timeframes	Performers	Note
				Information on the results of the questionnaire (for the previous year) is included in the COOMET Annual Report and the Annual Report of TC 4 of the current year for the annual COOMET Committee meetings. Algorithm of monitoring of participation in training events and evaluation of satisfaction - according to the procedure on project 829/BY-a/21
	1.5 Coordination of participation of specialists from NMIs of COOMET member-countries (especially CEEMS) in training events, implemented within the framework of the CBKT BIPM Program and other partners' programs	2024 - 2026	TC 4, SC 4.1 Chair COOMET Secretariat TG-CEEMS Chair	Basis is item 47 of the COOMET Development Program for 2023-2025 (Ind-e.1.7)
	1.6. Participation in the organization of internships for specialists of NMI CEEMS, provided by the COOMET Programme of Assistance to CEEMS	2024 - 2026	TC 4	Jointly with TG CEEMS
	1.7. Monitoring of actual participation of specialists from COOMET member-countries in (1) training courses or internships under the auspices of COOMET, envisaged in the plans of COOMET training events, and (2) training events held within the framework of the CBKT BIPM program or programs of other partners.	Annually (February)	TC4 Chair SC 4.1, SC 4.3	Basis is item 50 of COOMET Development Program for 2023-2025 (Ind-e.2.4), item 51 of COOMET Development Program for 2023-2025 (Ind-e.3.1). Information on the results of the questionnaire survey (for the previous year) is included in the COOMET Annual Report and the Annual Report of TC 4 of the current year for the annual COOMET Committee meetings. Algorithm of monitoring and satisfaction assessment - according to the procedure on project 829/BY-a/21.
	1.8. Organization and holding of the International Competition "The Best Young Metrologist"	Once in two years (2025)	TC 4, SC 4.3, Organizing Committee and Scientific Committee of the competition	Basis is item 45 of the COOMET Development Program for 2023-2025 (Ind-e.1.5). XI International Competition (2025) is held with participation of representatives of all interested RMOs
	1.9. Maintenance of COOMET section on BIPM e-learning platform and creation of COOMET courses	2023-2025	Section administrators Course creators TC 4	Basis is item 46 of the COOMET Development Program for 2023-2025. Creation of courses - jointly with CSB and/or COOMET Secretariat. The experience of e-learning should be generalized and summarized by TC 4 and presented to the Presidential Council in 2025 (Ind-e.1.6)

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	1.10. Monitoring of participation in COOMET courses on the BIPM e-learning platform	ongoing	Section administrators	The information is presented at TC 4 meetings, as well as in the Annual Report of COOMET and TC4. Algorithm of participation monitoring and satisfaction assessment - according to COOMET Recommendation R/TR/36:2023
	1.11. Study of the possibility and preparation of proposals on the organization of "COOMET Summer School"	2024-2026	SC 4.1, SC 4.3 TC 4 Chair	Discussed at TC 4 meeting, decided to submit for discussion to the Presidential Council
2. Development, maintenance and improvement of COOMET information resources	4.1. Maintenance and support of the COOMET website	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	Maintaining the database on COOMET RMs - within the project 543/RU-a/11.
	4.3. Maintenance of COOMET Comparison Program online on COOMET information resources	ongoing	SC 4.2	Jointly with JCMS and COOMET Secretariat.
	4.4. Analyzing the number (and percentage) of piloted COOMET comparisons by COOMET NMIs/NIs	ongoing	SC 4.2 Chair	Basis is item 8 of the COOMET Development Program for 2023-2025 (Ind-a.1.8). Jointly with JCMS.
	4.5. Updating of TK4 page on COOMET web-portal	ongoing	TC 4 Chair	Basis is item 70 of the COOMET Development Program for 2023-2025. Jointly with COOMET Secretariat
	4.6. Participation in the development of the list and description of digital objects of COOMET member-countries, recommended for inclusion in the COOMET digital platform (as part of the new COOMET information resource)	2024	TC4 Chair, SC 4.2 Chair	Basis is item 94 of COOMET Development Program for 2023-2025 (Ind-h.2.2) Jointly with TG-DigTr, WG-Web, COOMET Secretariat
	4.7. Participation in the creation of a new unified information resource COOMET	2014-2026	SC 4.2 Chair	Basis is item 78 of the COOMET Development Program for 2023-2025 (Ind-g.3.1). Within the framework of WG-Web
	4.8. Organization of access of authorized users (within TC4) on the new COOMET web-resource (taking into account access rights)	2024-2026	TC 4 Chair	Basis is item 76 of the COOMET Development Program for 2023-2025 (Ind-g.2.8). <i>After creation of a new COOMET web-resource and putting into operation</i>

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	4.9. 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) and their updates	2021 - 2023	TC 4 Chair, SC 4.2	Basis is item 69 of the COOMET Development Program for 2023-2025 (Ind-e.2.6). <i>After creation of a new COOMET web-resource and putting into operation</i>
3. Carrying out of activities for promoting/popularization of COOMET activities and its relevance at the national and international levels	6.1. 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	2024	TC 4	Development of the list - within the framework of COOMET Project 872/RU/23. The plan (schedule) is submitted for agreement to the Presidential Council and updated as necessary.
	6.2 Translation into Russian of fundamental documents on metrology of international metrology organisations	2024 and further years	TC 4 COOMET Secretariat Coordinators of COOMET project	Basis is item 83 of the COOMET Development Program for 2023-2025 (Ind-e.3.4). It is advisable to launch projects for translation of different documents
	6.3. Participation in preparation of materials related to COOMET activities and results (reports, booklets, etc.)	2023-2025	TC 4 Chair	Basis is item 81 of the COOMET Development Program for 2023-2025 (Ind-e.3.2). (at the request of COOMET Secretariat)
4. Implementation of COOMET projects	7.1. 543/RU-a/11 "Development and administration a database of RM of COOMET"	ongoing	PK 4.2 Chair, TK 1.12	Joint project TC 1.12 and TC 4.
	7.2. Completion of works on project 829/BY-a/21 "Preparation of an internal procedure for the assessment of training needs and planning of training activities within COOMET"	2024	Chairs of TC4, SC 4.1, SC 4.3, members of TC4, SC 4.1, SC 4.3	Basis is item 39 of the COOMET Development Program for 2023-2025 (Ind-e.1.1). Development - jointly with other RMs, COOMET Secretariat, interested participants from NMI/NIM of COOMET member-countries. Submission for approval in 2024
	7.3. Completion of works on project 853/BY-a/22 "Updating of COOMET Document D11/2016 "Procedure of using the COOMET logo" "	2024	TC 4 Chair	Development - jointly with other RMs, COOMET Secretariat, interested participants from NMI/NIM of COOMET member-countries. Submission for approval in 2024
	7.4. COOMET topics envisaged in the Roadmap for the implementation of the COOMET concept on Digital Transformation in Metrology (COOMET P7/2023): - 886/RU/23 Development of COOMET Recommendation "Structure and Requirements for Repositories of Digital Documents in COOMET Member Countries"	2024-2026	TC 4 Chair, SC 4.2	Basis is item 93 of the COOMET Development Program for 2023-2025 (Ind-h.1.2). General coordination of projects - TG-DigTr. Submission for approval - according to the Road Map.

Activity	Action	Timeframes	Performers	Note
	<ul style="list-style-type: none"> - 887/RU/23 Development of COOMET Recommendation "Structure and Requirements for the Digital Classifier of Measuring Instruments in COOMET Member Countries" and COOMET Recommendation "Structure and Requirements for Digital Descriptions of Cards of Measuring Instrument Groups in COOMET Member Countries" - 888/RU/23 Development of COOMET Recommendation "Structure and Requirements for Digital Certificates of Calibration of Measuring Instruments in COOMET Member Countries" - 889/RU/23 Development of COOMET Recommendation "Requirements for information and communication infrastructure to ensure information security of COOMET digital platform" 			

Notes: NMI - National Metrology Institute; CSB – COOMET Structural Body; PC - Presidential Council; JCMS - Joint Committee for Measurement Standards; WG - Working Group; SC - Subcommittee; TG - Task Group; CEEMS - Countries and Economies with Emerging Metrology Systems