

	COOMET Recommendation	COOMET R/TR/XX:202Y
	COOMET trainings. Needs assessment, planning and organization of trainings. Monitoring of participation and satisfaction assessment	
Approved at the ____ COOMET Committee meeting (_____)		

1. SCOPE

This Recommendation provides general requirements for the needs assessment and planning of COOMET trainings, aimed at training and upgrading qualifications of specialists of national metrology institutes and other metrology organizations of COOMET member countries.

The Recommendation also defines the procedure for the monitoring of participation of representatives of COOMET member countries in COOMET trainings and for the assessment of the satisfaction of participants.

2. REFERENCES

In this Recommendation, references are made to the following COOMET publications¹:

Document COOMET D2/2021 "COOMET Rules of Procedure";

Recommendation COOMET R/IT/24:2014² "Educational programs and practical training programs of experts of National Metrological Institutes cooperating in COOMET";

Recommendation COOMET R/TR/27:2023 "Procedure for preparing certificates issued based on the results of trainings within COOMET";

Recommendation COOMET R/TR/36:2023 "Rules for creation, approval and update of COOMET courses on the BIPM e-learning platform. Monitoring and satisfaction assessment for participation in COOMET courses".

3. TERMS AND DEFINITIONS

3.1 The following terms with the corresponding definitions are used in this recommendation:

Organizing NMI is the NMI acting as the initiator and/or organizer of a COOMET training.

Note: The COOMET Committee, COOMET Presidential Council, COOMET Secretariat or a COOMET structural body/task group can also be a training initiator.

Customer NMI is the NMI acting as the customer of a COOMET training in the form of a traineeship.

Coordinator of a COOMET training from the organizing NMI (hereinafter referred to as coordinator from the organizing NMI) is the NMI representative acting as the organizer of a seminar, training course or traineeship under the auspices of COOMET.

¹ When using this publication, it is advisable to check the year of approval of the referenced publications on the website www.coomet.org (section "COOMET Publications") or the portal www.coomet.net (section "Publications").

² It will be submitted for approval in 2024 as recommendation COOMET R/TR/24:2024 "Programs of COOMET trainings. Content and design requirements. Development procedure".

3.2 The following abbreviations are used in this recommendation:

BIPM	International Bureau of Weights and Measures;
BIPM CBKT	BIPM Capacity Building and Knowledge Transfer Program;
NMI	National Metrology Institute;
TG-CEEMS	COOMET Task Group for CEEMS (countries with emerging metrology systems) support

4. TYPES AND FORMAT OF TRAININGS

4.1. The following trainings are conducted within COOMET:

- seminar;
- theoretical training course (hereinafter – training course);
- traineeship under the auspices of COOMET;
- COOMET course on the BIPM e-learning platform (<https://e-learning.bipm.org/>).

4.2. Seminars and training courses can be held physically or online.

4.3. COOMET courses on the BIPM e-learning platform are only held online.

4.4. Requirements for the content and design of the programs of trainings are set out in recommendation COOMET R/IT/24.

In preparing the programs of trainings, it is appropriate to take into account the corresponding requirements of COOMET publications and documents of international metrology organizations.

5. NEEDS ASSESSMENT AND PLANNING OF TRAININGS

5.1. The need for trainings is assessed by conducting surveys among COOMET Committee members, Chairs of structural bodies and COOMET task groups according to the form given in Annex 1.

TC 4 "Information and Training" (hereinafter referred to as TC 4) is responsible for conducting the survey.

Timeframe for the survey: annually (in September-October).

Format: sending of enquiries to the respondents by email or using survey forms on the COOMET web resources/programs for conducting online surveys.

Response period: within 1 month from the day of the enquiry receipt.

5.2. If there is an initiative from a COOMET Committee member or an NMI of a COOMET member country to conduct a traineeship under the auspices of COOMET, the TC 4 Secretariat (it is appropriate to indicate the intended organizing NMI) shall arrange for agreeing on the possibility of conducting the traineeship with the potential organizing NMI.

5.3. The TC 4 Secretariat prepares the summary results of the survey in view of the feedback under item 5.2 in the form of a draft plan of COOMET trainings for the current calendar year (the form is given in Annex 2), which is further submitted to the COOMET Secretariat.

The plan consists of two sections:

1. Seminars and training courses.
2. Traineeships under the auspices of COOMET.

A draft plan includes only those traineeships that are confirmed by the organizing NMI.

The COOMET Secretariat complements the draft plan with the actions provided by the resolutions, adopted at the meetings of COOMET steering bodies (COOMET Committee and Presidential Council) and prepares the final version of the plan, as required.

5.4. The Plan of COOMET trainings is posted on the COOMET web resources by the web resource administrators, and is updated as required.

5.5. At the initiative of COOMET Committee members, Chairs of structural bodies and task groups of COOMET, the COOMET Secretariat can make amendments and additions to the Plan of COOMET trainings during the calendar year. Proposals shall be sent to TC 4 and to the COOMET Secretariat.

It is appropriate to discuss topics of seminars or training courses, which could be interesting to cooperation participants within the thematic area or activity field that falls within the area of responsibility of the structural body/task group (inter alia, on problematic issues), at annual meetings of the COOMET structural body/task group. Proposals shall be sent by the Chair of the structural body/task group to TC 4 and/or to the COOMET Secretariat.

It is also appropriate to discuss a draft program of the seminar or training course and approve the final version of the program of the training course within the structural body/task group (see recommendation COOMET R/IT/24).

5.6. Information about the implementation of the Plan of COOMET trainings is presented by the TC 4 Chair at the meetings of TC 4, COOMET Presidential Council (as required) and COOMET Committee.

5.7. The procedure for planning and creation of COOMET courses on the BIPM e-learning platform is laid down in recommendation COOMET R/TR/36.

6. ORGANIZATION OF TRAININGS

6.1. It is appropriate to launch a COOMET project for holding of a seminar or a training course, in accordance with the procedure prescribed by document COOMET D2.

The coordinator from the organizing NMI is generally the COOMET project proposer; the form of the proposed project is submitted to the COOMET Secretariat according to document COOMET D2.

For a training course, the objective and tasks of the course are stated in the form of the COOMET project.

6.2. The organizer of the seminar initiated by the COOMET Committee, Presidential Council or COOMET Secretariat, is the COOMET Secretariat in conjunction with the TC 4 Secretariat, Chair of the structural body/task group (where required), within whose area of responsibility the topic of the seminar falls, and coordinator from the organizing NMI (if the seminar is held physically).

A draft seminar program is discussed within the COOMET Presidential Council, as required (at a meeting or by correspondence with its members).

6.3. The organizer of the seminar or training course initiated by a structural body/task group, is the Chair or a representative of the structural body/task group, appointed by the Chair, in conjunction with the TC 4 Secretariat and coordinator from the organizing NMI (if the training is held physically).

The topic and draft program of the seminar/training course is discussed within the structural body/task group (at a meeting or by correspondence with its members), where required (after launching a COOMET project according to 6.1).

The final version of the program of the training course should be approved at a structural body/task group meeting.

6.4. The organizer of the seminar or training course initiated by an NMI of a COOMET member country is the coordinator from that organizing NMI in conjunction with the TC 4 Secretariat.

The topic and draft program of the seminar/training course is discussed within the structural body/task group (at a meeting or by correspondence with its members), within whose area of responsibility the topic of the seminar/training course falls, where required (after launching a COOMET project according to 6.1).

6.5. The initiator of a traineeship under the auspices of COOMET is the customer NMI from a COOMET member country. The organizer of the traineeship is the coordinator from the organizing NMI. After agreeing on the subject of the traineeship, the coordinator from the organizing NMI informs the TC 4 Secretariat about the topic, timeframe and participants of the traineeship.

6.6. When the training is completed, the acquired knowledge is verified. Knowledge is verified by the seminar speakers, training course lecturers or coordinator of the traineeship from the organizing NMI in the form, prescribed by the program (for instance, test exam, writing of an essay, participation in a business game etc.) – see recommendation COOMET R/IT/24.

6.7. For specialists, who completed trainings and successfully underwent knowledge verification, if any, a certificate of participation in the training can be issued in accordance with the form prescribed by recommendation COOMET R/TR/27.

Knowledge verification after a traineeship under the auspices of COOMET is mandatory.

At the initiative of the coordinator of a training, a certificate of participation without knowledge verification can be prepared. In this case, only the fact of participation in the seminar/course is recorded in the certificate without the emphasis on the program and knowledge verification.

6.8. The procedure for accessing COOMET courses on the BIPM e-learning platform and conditions for issuing the certificate of participation are established in recommendation COOMET R/TR/36.

6.9. The organizers of trainings should take care to conduct them in the working languages of COOMET (for seminars and training courses simultaneous interpretation is arranged, where required).

6.10. No fee is charged for the participation in COOMET seminars and training courses.

The issues of funding traineeships under the auspices of COOMET are resolved by agreement between the organizing NMI and the customer NMI.

NMIs or other metrology organizations of COOMET member countries can bear the costs related to holding trainings, where possible (for instance, by providing conference rooms, paying for lecturer services etc.).

6.11. At the decision of the COOMET Committee member from the country, specialists from other metrology organizations of COOMET member countries can take part in seminars under the auspices of COOMET, along with specialists from NMIs of COOMET member countries.

7. MONITORING OF TRAININGS

7.1. For COOMET trainings the following types of monitoring are performed:

- I. Monitoring of the implementation of trainings, provided for in the plans of COOMET trainings;
- II. Monitoring of the actual participation of specialists from COOMET member countries in:
 - (1) training courses or traineeships under the auspices of COOMET, provided for in the plans of COOMET trainings;
 - (2) trainings, conducted under the BIPM CBKT Program or programs of other partners.

Programs of other partners mean trainings, held by international and regional metrology organizations, inter alia, in the form of courses on e-learning platforms.

7.2. The monitoring of participation in COOMET courses on the BIPM e-learning platform is described in recommendation COOMET R/TR/36.

7.3. The monitoring of the implementation of trainings, provided for in the plans of COOMET trainings, is performed on an ongoing basis by TC 4 and COOMET Secretariat. The report for the previous year is included in the COOMET Annual Report and Annual Report of TC 4 of the current year to annual COOMET Committee meetings. Any updated information is submitted at the COOMET Presidential Council meeting (in November of the current year), where necessary.

7.4. The monitoring of the actual participation of specialists from COOMET member countries in (1) training courses or traineeships under the auspices of COOMET, provided for in the plans of COOMET trainings; and in (2) trainings, conducted under the BIPM CBKT Program or programs of other partners, is performed by TC 4.

TG-CEEMS can be involved in monitoring, where necessary.

The monitoring is performed in the form of a survey and information collection for the previous year. The form of the questionnaire is given in Annex 3.

Persons, responsible for conducting the survey: Chairs of SC 4.1 "Capacity Building in Training and Knowledge Transfer", SC 4.3 "Raising Proficiency Level and Work with Young Metrologists".

Timeframe for the survey: annually (in February).

Format: sending of enquiries to COOMET Committee members by email or using survey forms on the COOMET web resources/programs for conducting online surveys.

Response period: within 1 month from the day of the enquiry receipt.

Preparation of the summary information: by 31 March of the current year at the latest.

Information about the survey results (for the previous year) is included in the COOMET Annual Report and Annual Report of TC 4 of the current year to annual COOMET Committee meetings.

8. SATISFACTION ASSESSMENT FOR PARTICIPATION IN TRAININGS

8.1. Upon completion of a COOMET training (seminar or training course), it is recommended that the organizer conduct an anonymous survey to assess the satisfaction of the participants using survey forms on the COOMET web resources or programs for conducting online surveys.

8.2. The recommended criteria for assessing the satisfaction are given in Annex 4.

8.3. The results of the satisfaction assessment are submitted by the organizer to the TC 4 Secretariat. The results are discussed at TC 4 meetings to elaborate proposals on corrective actions, where necessary.

Form for conducting a survey to assess the need for trainings
(recommended)

NMI and COUNTRY:

or

STRUCTURAL BODY / TASK GROUP:

1. Information about seminars and training courses

No	Title of the seminar or training course /objective and tasks of the course (for a training course)	Training type	Number of specialists (if the form is filled out on behalf of the NMI)	Format (physical or online) / if physical, indicate your readiness to hold the training at the premises of your NMI	Proposed timeframe	Note
1	2	3	4	5	6	7
1.						
2.						

2. Traineeships under the auspices of COOMET (to be filled out only on behalf of the NMI)

No	Topic	Number of specialists	Format (at the premises of your NMI or NMI of another country)	Proposed NMI, at the premises of which the traineeship is preferred	Requested timeframe	Funding conditions
1	2	3	4	5	6	7
1.						
2.						

Filling out date:

Name and position of the authorized representative of the NMI or CSB/TG:

Form of the plan of COOMET trainings
(recommended)

Plan of COOMET trainings for _____
(as of _____)

SECTION 1 "Seminars and training courses"

No	Suggested topic of the seminar or training course (CSB can be indicated, for which the training is organized)	Initiating country / CSB	Interested countries	Venue / format	Lecturers	Timeframes
1.			<i>Possible wordings: "COOMET member countries, preparing for CMC publication"/ "Specialists of interested COOMET member countries" / Codes of the countries that have already confirmed their participation</i>			

SECTION 2 "Traineeships under the auspices of COOMET"

No	Topic	Customer NMI, country, number of specialists	Format (at the premises of your NMI or NMI of another country)	Organizing NMI, country	Funding terms and conditions	Notes (e.g., information about agreeing on the traineeship program within the CSB)
1	2	3	4	5	6	7
1.					<i>Possible wordings in terms of funding: Own funds of the customer NMI / On a non-reimbursable basis / On a partly reimbursable basis</i>	

Form of a questionnaire to monitor the actual participation of specialists from COOMET member countries in (1) training courses or traineeships under the auspices of COOMET, provided for in the plans of COOMET trainings; and in (2) trainings, conducted under the BIPM CBKT Program or programs of other partners
(recommended)

NMI and COUNTRY:

Participation in COOMET training courses		Participation in traineeships under the auspices of COOMET		Participation in BIPM CBKT programs		Participation in trainings of other partners (including international and regional trainings, taking of courses on e-learning platforms of those organizations)	
Title, dates, format, organizer of the training course	Number of participants from the NMI	Topic, dates, format, organizer of the traineeship	Number of participants from the NMI	Title, dates, format, co-organizer of the program	Number of participants from the NMI	Title, dates, format, organizer of the event	Number of participants from the NMI

Filling out date:

Name and position of the authorized representative of the country:

Contacts of the authorized representative of the country:

Form of a questionnaire to assess the satisfaction of participants of COOMET trainings
(recommended)

SATISFACTION ASSESSMENT FOR THE COOMET TRAINING

(title of the COOMET seminar or training course)

Criterion	Respondent's assessment			
	Excellent	Good	Satisfactory	Unsatisfactory
Relevance and practical utility				
Theoretical utility				
Material quality				
Material design				
Quality of presentation of the material by the speaker				
Proposals and comments				
Participation dates				

INFORMATION

Recommendation COOMET R/TR/XX:202Y

1. Development coordinator: TC 4 "Information and Training".
2. COOMET project: 829/BY-a/21 (coordinator – Nadezhda Liakhova, BelGIM, Belarus).
3. The recommendation was updated and approved at _____ COOMET Committee meeting.

Since this COOMET publication has an organizational and methodological content and reflects the procedural issues of COOMET activities in the field of knowledge transfer, it should be used by all participants of cooperation within COOMET.