

**MINUTES**  
**of the Awareness Seminar on Preparation of Metrology Institutes  
of the Region for Acceding to the CIPM MRA  
for the Heads of National Metrology Institutes**

*1–3 December 2008*

*Astana, Kazakhstan*

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## Participants

Representatives of national metrology institutions of COOMET Member Countries:

Country	Name	NMI
<b>ARMENIA</b>	1. Mr Kamo MOVSISYAN	Deputy Director, NIM
<b>GERMANY</b>	2. Dr Karl-Christian GÖTHNER	Moderator of the seminar, PTB
	3. Mrs Annette KÖGLER	Project Coordinator, PTB
	4. Mr Frank SCHMIDT	Project Coordinator, PTB
	5. Dr Julien BIÈRE	Communications Expert
<b>GEORGIA</b>	6. Dr Nodar HATIASHVILI	General Director, GeoStandartMetrologia
	7. Mrs Nino MIKANADZE	Member of SC 4.5, GeoStandartMetrologia
<b>KAZAKHSTAN</b>	8. Mr Yerkin LEBAYEV	General Director, RSE “KazInMetr”
	9. Mr Almas BATANOV	Acting Chairperson of SC 4.5, RSE “KazInMetr”
<b>KYRGYZSTAN</b>	10. Mr Azimzhan ATABEKOV	Deputy Director, NISM
<b>RUSSIA</b>	11. Dr Sergey KOROSTIN	Chairperson of COOMET JCMS, VNIIFTRI
	12. Dr Natalya MURAVSKAYA	Deputy Chairperson of COOMET QF, Deputy Director, VNIIOFI
<b>UZBEKISTAN</b>	13. Prof Ortagoli HAKIMOV	Director, SE “CNS Uz”
<b>UKRAINE</b>	14. Dr Pavlo NEYEZHMAKOV	Head of COOMET Secretariat, NSC “Institute of Metrology”
	15. Mrs Yuliya BUNYAYEVA	COOMET Secretariat, NSC “Institute of Metrology”
<b>FRANCE</b>	16. Dr Pedro ESPINA	BIPM Delegate

## Programme

### 1. Opening

**K.-C.Göthner** opened the awareness seminar and gave the floor to the General Director of the Regional State Enterprise “Kazakhstan Institute of Metrology” **Yerkin Lebayev**.

### 2. Welcome

**Y.Lebayev** welcomed the participants of the seminar and wished them successful and effective work. He emphasized the importance of the seminar, spoke briefly about the development of the metrological system in Kazakhstan and informed that Kazakhstan planned to sign the Metre Convention in early 2009.

### 3. Presentation of the objectives and programme of the seminar

**K.-C.Göthner** named the main objectives of the seminar and gave the floor to each participant for introduction.

The programme and the working plan of the seminar were presented, its main objectives were formulated:

- presentation of SC 4.5 “Support in Developing the Basic Metrological Infrastructure of COOMET Member Countries”;
- presentation of the Project “Support of Cooperation among COOMET Member Countries –Development of Basic Metrological Infrastructures in COOMET”;
- Calibration and Measurement Capabilities of NMIs within the CIPM MRA;
- Quality Management System of NMIs;
- presentation of possibilities for a new approach to website layout and web-based information and communication network for COOMET;
- drawing up of an action plan for 2009.

### 4. Presentation of the objectives and indicators of the project

**P.Neyezhnikov** made a presentation stating the objectives and activity fields of COOMET SC 4.5 “Support in Developing the Basic Metrological Infrastructure of COOMET Member Countries”.

**Y.Lebayev** found it necessary to specify the amount and items of the financial aid to be rendered for the countries of the region.

**S.Korostin** and **P.Espina** noted that one should not be afraid of participating in comparisons and preparing for acceding to the CIPM MRA, because participation in comparisons helps make an unbiased assessment of the characteristics of measurement standards.

**Y.Lebayev** proposed making individual presentations, together with PTB, COOMET Secretariat and the experts, emphasizing the peculiarities of the development of metrology in a country to be submitted to the governments of this country. This motion was seconded.

### 5. Presentation of the project

**A.Kögler** presented the Project “Support of Cooperation among COOMET Member Countries – Development of Basic Metrological Infrastructures in COOMET”, its objectives, structure, operative plan and the contributions of its participants.

The participants of the seminar expressed their opinions in this regard.

## **6. Introduction on Calibration and Measurement Capabilities of NMIs and activities of BIPM and COOMET concerning the implementation of the CIPM MRA**

**S.Korostin** gave information on the Calibration and Measurement Capabilities of NMIs within the CIPM MRA and COOMET activities on organizing regional comparisons. He explained the main points of the questionnaire.

**P.Espina** gave general information on the activity of BIPM within the Metre Convention, on the structure of BIPM, and explained the importance of signing the CIPM MRA.

An active discussion followed.

**N.Hatiashvili** initiated a discussion of the differences in accredited laboratories and National Metrology institutes (NMIs).

## **7. Presentation of possibilities for a new approach to website layout and web-based information and communication network for COOMET**

**J.Biere** informed about the new approach in developing websites. He had analyzed more than 80 websites relating to metrological organizations and institutes. Almost all of them have their shortcomings. For example it is impossible to view the COOMET website using Mozilla FireFox.

**J.Biere** proposed developing a new COOMET website as a communication and information transfer environment.

The proposal aroused great interest of the participants of the seminar.

**A.Kögler** informed that having a positive decision of the COOMET Committee the financing for developing a new COOMET website is ensured by the project.

## **8. Presentation of the activities of the RSE “KazInMetr”**

**Y.Lebayev** spoke about the metrological system in Kazakhstan. He informed about the accredited laboratories of RSE “KazInMetr”, legislative basis for the assurance of measurements, the measurement standard base of Kazakhstan, comparisons of measurement standards, the activity performed by the testing laboratory in 2008, international cooperation and plans of RSE “KazInMetr” for future. **Y.Lebayev** also informed about the quality management system of RSE “KazInMetr”, its policy, objectives, documentation and development stages.

The participants of the seminar became interested in the information; a brief discussion followed.

## **9. COOMET activity on assessing the QMS of NMIs**

**N.Muravskaya** informed about the activity of the Quality Forum of COOMET. She spoke about the progress in performing peer reviews of the NMIs of COOMET Member Countries. Documents of the Quality Forum stipulating the procedure and rules for assessing quality management systems of NMIs were presented. **N.Muravskaya** informed about peer reviews of the QMS of NISM (Moldova), RSE “KazInMetr” (Kazakhstan) and re-review of VNIIR (Russia) planned for March 2009.

**K.-C.Göthner** became interested in the problems the COOMET QF faces. **N.Muravskaya** noted that one of the main problems the QF had faced during its activity was the transfer of NMIs from the “verification” concept to “calibration” concept. The timely development of a template COOMET calibration certificate and recommendation for its completion was mentioned. The developed certificate completely complied with the requirements of ISO/IEC 17025 and can be used by NMIs of COOMET Member Countries in their activities.

The participants of the seminar noted the necessity of sensitizing of all COOMET Member Countries to participate in the activity of the Technical Committee for COOMET Quality Forum.

**N.Mikanadze** spoke about the interrelation between the recognition of QMS and CMC claims for the international recognition of the NMIs of COOMET Member Countries within the CIPM MRA.

## **10. Discussion of the interests of NMIs in the participation in the project**

The heads of the NMIs of COOMET Member Countries informed about the needs of their NMIs.

**O.Hakimov** said that CNS Uz had prepared QMS documents and that it would be good if the experts of the COOMET QF made a review of these documents and help draw up a presentation of the QMS of the NMI of Uzbekistan. CNS Uz plans to prepare 3 laboratories (for mass, pressure, electricity) for the participation in comparisons and publication of CMC after having signed the CIPM MRA.

**P.Espina** became interested in the quantitative and qualitative characteristics of the CNS Uz staff. **O.Hakimov** answered that the number of the staff amounts to 10 persons, including 4 custodians of measurement standards (mass, pressure, electricity, time/frequency); one of the custodians retires but his position will be filled during a year.

**N.Hatiashvili** informed about the state of metrology in Georgia. Nowadays Georgia participates in 2 projects aiming at the improvement of the metrological infrastructure of the country. Within the first project a mass laboratory will be constructed; the accreditation of this laboratory by DKD is planned in the future. The second project aims at maintaining the quality infrastructure and preparing QMS of 4 laboratories (electricity, temperature, ionizing radiation, radio measurements). This project is financed by TASIC. TASIC renders advice services and plans to pay for the participation in 3 comparisons. The problem is to find suitable subjects for the comparisons of the measurement standards of Georgia. When the project finishes TASIC promises to continue the cooperation and help create a chemical laboratory in Georgia.

**N.Hatiashvili** also added that a council for quality had been created at the institute, with **N.Mikanadze** as its chair and 8 laboratory heads as its members. The urgent problem is professional development of experts and help in preparing for comparisons in the field of mass, electricity, temperature and ionizing radiation.

**Y.Lebayev** informed briefly about the development of metrology in Kazakhstan. One of the biggest problems is training and professional development of the staff. It is necessary to define a consultant laboratory that could prepare CMCs of RSE “KazInMetr”.

**A.Kögler** asked if it is possible to give at RSE “KazInMetr” training courses to raise the proficiency level of experts.

**Y.Lebayev** said it would be possible provided that the planned schedule is approved in advance.

**A.Atabekov** spoke about the metrological activity in Kyrgyzstan and the problems relating to the insufficient financing. However, the equipment is gradually being renewed. There is a great desire to participate in comparisons. The priority fields of measurement are mass, electricity and temperature.

**K.Movsisyan** informed about the development of metrology in Armenia. Mass, volume, pressure and reference material measurements have the priority. The representatives of Armenia have already participated in the meeting of TC 1.9 “Ionizing Radiation and Radioactivity”. This is one of the important fields of activity. The institute plans to participate in comparisons, however assistance and training of the staff in preparing and conducting comparisons is needed.

**F.Schmidt** added that PTB already rendered assistance for the Central Asian Region. Contacts have been established. Kazakhstan has received support. Activities have been performed for mass and

temperature laboratories in Kyrgyzstan. To his mind, it is necessary to start preparing one or two laboratories and then the whole institute. The supply of new equipment is planned in 6 months. The metrological infrastructure in Tajikistan is still being built.

### 11. Drawing up of an action plan for implementing the project

**S.Korostin** gave presentation “Development of Calibration and Measurement Capabilities of Metrology institutes of COOMET Member Countries with Developing Economy” reflecting the tasks and problems of forming CMCs based on the needs of national economies.

The problem of assuring the traceability of CMCs to national measurement standards was mentioned.

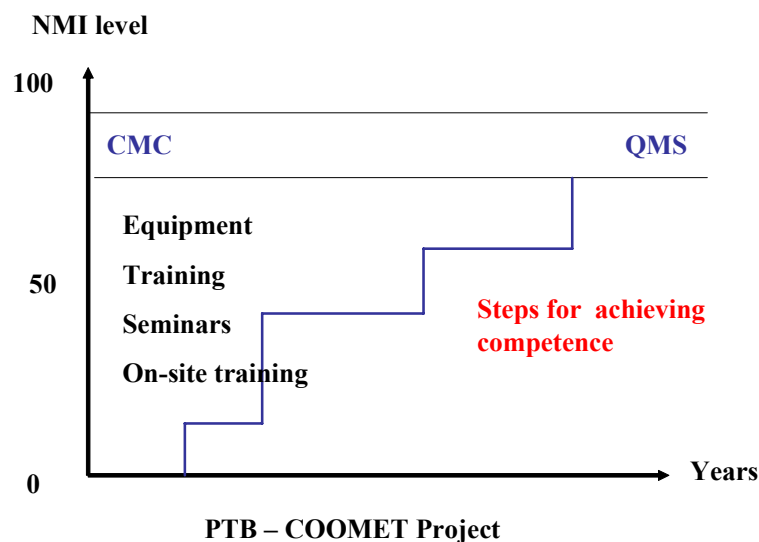
A model of interacting through a tutor NMI was proposed and aroused great interest among the participants of the seminar.

**N.Muravskaya, P.Espina, P.Neyezhnikov, Y.Lebayev** participated in the discussion of this issue. **A.Kögler** informed about the possibility of paying for the activity of tutor NMIs on preparing NMIs of developing countries for acceding to the CIPM MRA.

### 12. Presentation and discussion of the action plan for 2009

Having finished the programme of the seminar the participants exchanged their opinions on the actions to be necessarily performed in 2009.

**K.-C.Göthner** emphasized that all institutes have different levels of development. Therefore the necessary steps and actions should be decided on so that all countries of the region can achieve the planned level by the end of the project.



Priority types of measurements

- Mass
- Temperature
- Electricity
- (Pressure)
- (Length)
- (Flow)

## 12.1. CMC

Principle: Consultant from TC 1.1–1.12 / PTB.

To form CMCs it was decided to perform the following actions:

1. To train the staff to carry out calibrations for mass laboratories (responsible: PTB; deadline: January-June 2009).
2. To develop the questionnaires for national plans of developing calibration and measurement services based on the CMC classifiers and have them completed (responsible: S.Korostin; deadline: 30 December 2008; completion by NMIs; deadline: January-June/2009).
3. Seminar about traceability and calibrations (responsible: P.Neyezhnikov + PTB; deadline: to be specified).
4. Training about the preparation and carrying out of comparisons by the example of a pilot comparison (deadline: the second half of 2009).

## 12.2. QMS

For the QMS of an NMI to be recognized the following actions are needed:

1. Examine the status of the QMS at the NMI:
  - a) prepare a questionnaire about the QMS at the NMI (responsible: N.Muravskaya; deadline: 30 December 2009);
  - b) visit the NMI for the purpose of evaluating the situation on site; training the staff; defining the next steps (responsible: S.Musil, N.Muravskaya; deadline: January-May 2009).
2. A seminar for auditors (responsible: S.Musil; deadline: April 2009; venue: Kazakhstan or Moldova).
3. A seminar for deputy directors responsible for quality (responsible: S.Musil; deadline: September 2009; venue: probably Kyrgyzstan).
4. Preparation of internal reviews (responsible: S.Musil; deadline: December 2009).

## 13. Assessment of the awareness seminar

All the participants of the seminar gave positive assessment of the organization and holding of the seminar and highly assessed its results.

**K.-C.Göthner** thanked the participants of the seminar for their active and effective work and expressed his gratitude to the representatives RSE “KazInMetr” for their hospitality.



P. Neyezhnikov  
Head of COOMET Secretariat



Yu. Bunyayeva  
COOMET Secretariat