

**MINUTES  
of the Training Workshop  
“COOMET and the Internet:  
Towards Web-Based Information and Communication Networks”  
for on-line editors of COOMET Technical Committees  
of new COOMET web-portal**

*14–16 December 2010*

*Braunschweig,  
Germany*

**Participants**

| <b>Representatives of state metrology institutions of COOMET member countries</b> |                         |   |
|---|-------------------------|---|
| <b>Country</b>  | <b>Name</b>             | <b>TK</b>   |
| <b>BELARUS</b>  | 1. Anatoliy VOLODCHENKO | TC 1.2  |
|   | 2. Marina YARMALOVICH   | TC 1.3  |
|   | 3. Sergey SOROKA        | TC 1.9  |
|   | 4. Maksim SHABANOV      | TC 2  |
| <b>GERMANY</b>  | 5. Annette KOEGLER      | National Secretariat of Germany in COOMET,<br>Project coordinator |
|   | 6. Katrin SCHAAF        | National Secretariat of Germany in COOMET                         |
|   | 7. Julien BIÈRE         | Expert on communications  |
|   | 8. Tobias SCHAEFER      | PTB, system administrator   |
| <b>RUSSIA</b>   | 9. Anna CHUNOVKINA      | JCMS, TC 1.1  |
|   | 10. Nikita ZWYAGIN      | TC 1.1  |
|   | 11. Svetlana KORNYSHEVA | TC 1.7  |
|   | 12. Denis KONSTANTINOV  | TC 1.8  |
|   | 13. Andrey NAUMOV       | TC 1.11   |
|   | 14. Emilia BURYKINA     | TC 1.12   |

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| <b>Country</b>  | <b>Name</b>            | <b>TK</b>   |
|   | 15. Ilya AKIMOV        | TC 1.12   |
| <b>SLOVAKIA</b>   | 16. Ekaterina KROMKOVA | QF, TC 3.1  |
| <b>TAJIKISTAN</b>   | 17. Said MAVLONOV      | Head of IT department, Tajikstandart                  |
| <b>UKRAINE</b>  | 18. Pavel NEYEZHMAKOV  | Head of COOMET Secretariat, TC 4, Project coordinator |
|   | 19. Olga NEKHODA       | TC 1.4  |
|   | 20. Andrey KALIN       | TC 1.5  |
|   | 21. Irina KOLOZINSKAYA | TC 1.6  |
|   | 22. Rimma SERGIENKO    | TC 1.10   |
|   | 23. Tatyana OMELICHEVA | TC 4, COOMET Secretariat                              |

## Program of the workshop

| <b>Tuesday, 14 December 2010</b>   |   |
|------------------------------------|---|
| 08.30                              | <ul style="list-style-type: none"> <li>▪ Pick-up by taxis at the lobby of Frühlingshotel</li> <li>▪ Transfer to PTB</li> </ul>                |
| 09.00 – 10.30                      | <ul style="list-style-type: none"> <li>▪ Workshop Session 1</li> </ul>  |
| 10.30 – 11.00                      | <ul style="list-style-type: none"> <li>▪ Coffee/tea break</li> </ul>  |
| 11.00 – 12.30                      | <ul style="list-style-type: none"> <li>▪ Workshop Session 2</li> </ul>  |
| 12.30 – 13.30                      | <ul style="list-style-type: none"> <li>▪ Lunch</li> </ul>   |
| 13.30 – 14.45                      | <ul style="list-style-type: none"> <li>▪ Workshop Session 3</li> </ul>  |
| 14.45 – 15.00                      | <ul style="list-style-type: none"> <li>▪ Coffee/tea break</li> </ul>  |
| 15.00 – 16.00                      | <ul style="list-style-type: none"> <li>▪ Workshop Session 4</li> </ul>  |
| 16.30                              | <ul style="list-style-type: none"> <li>▪ Pick up by taxis at entrance of Kohlrausch-Building</li> <li>▪ Transfer to Frühlingshotel</li> </ul> |
| <b>Wednesday, 15 December 2010</b> |   |
| 08.30                              | <ul style="list-style-type: none"> <li>▪ Pick-up by taxis at the lobby of Frühlingshotel</li> <li>▪ Transfer to PTB</li> </ul>                |
| 09.00 – 10.30                      | <ul style="list-style-type: none"> <li>▪ Workshop Session 5</li> </ul>  |
| 10.30 – 11.00                      | <ul style="list-style-type: none"> <li>▪ Coffee/tea break</li> </ul>  |
| 11.00 – 12.30                      | <ul style="list-style-type: none"> <li>▪ Workshop Session 6</li> </ul>  |
| 12.30 – 13.30                      | <ul style="list-style-type: none"> <li>▪ Lunch</li> </ul>   |
| 13.30 – 14.45                      | <ul style="list-style-type: none"> <li>▪ Workshop Session 7</li> </ul>  |
| 14.45 – 15.00                      | <ul style="list-style-type: none"> <li>▪ Coffee/tea break</li> </ul>  |
| 15.00 – 16.00                      | <ul style="list-style-type: none"> <li>▪ Workshop Session 8</li> </ul>  |
| 16.30                              | <ul style="list-style-type: none"> <li>▪ Pick up by taxis at entrance of Kohlrausch-Building</li> <li>▪ Transfer to Frühlingshotel</li> </ul> |
| <b>Thursday, 16 December 2010</b>  |   |
| 08.30                              | <ul style="list-style-type: none"> <li>▪ Pick-up by taxis at the lobby of Frühlingshotel</li> <li>▪ Transfer to PTB</li> </ul>                |
| 09.00 – 10.30                      | <ul style="list-style-type: none"> <li>▪ Workshop Session 9</li> </ul>  |
| 10.30 – 11.00                      | <ul style="list-style-type: none"> <li>▪ Coffee/tea break</li> </ul>  |
| 11.00 – 12.30                      | <ul style="list-style-type: none"> <li>▪ Workshop Session 10 (Closing)</li> </ul>   |
| 12.30 – 13.30                      | <ul style="list-style-type: none"> <li>▪ Lunch</li> </ul>   |
| 14.00                              | <ul style="list-style-type: none"> <li>▪ Pick up by taxis at entrance of Kohlrausch-Building</li> <li>▪ Transfer to Frühlingshotel</li> </ul> |

## **Opening**

**A. Kögler, P. Neyezhmakov and J. Biere** opened the workshop, welcomed the participants of the workshop, described the objectives and tasks. Each participant introduced himself shortly.

## **Objective**

The objective of training workshop on editing pages of Technical committees was to establish a suitable structure of web-management which would assure further development of the web-portal and also training on filling the pages of TC with appropriate content.

## **Tasks**

The following tasks were solved at the workshop:

- learning the portal structure;
- identifying and filling the fields with data and necessary control boxes;
- practical editing for obtaining skills in continuous updating;
- preparation and creation of content and its editing;
- filling the pages of own TCs with updated content;
- exchange of opinions on further development of the portal;
- improvement of already existing structure of the web-portal taking into account the proposals of on-line editor of each TC.

## **User administration**

An important part of the workshop was the discussion and tuning of user groups and users: internal user interface (editors) and external user interface (TC members and privileged visitors).

## **The participants of the workshop have learned**

- front end and back end structure of the web-portal <http://www.coomet.net>;
- possibilities of TYPO3 instruments for editing and posting text, graphic and video information;
- means of creating and editing the pages;
- means of editing texts, tables, graphic and video files;
- means of editing user accounts and access to the content of pages.

## **During the workshop**

- structures of pages of technical committees were created;
- keys for access to TC pages editing were received;
- TC pages were filled with appropriate content.

## Results

The participants of the workshop have got the skills of on-line editing, filled the pages of their TCs with updated content, the data base was filled.

## Evaluation

The participants of the workshop highly rated the level of organization and preparation of the workshop and thanked A. Kögler and K. Schaaf for their work and hospitality.

## Closing

**J. Biere** said that that the trainees had made a success and thanked all for good and fruitful work. **A. Kögler** and **P. Neyezhmakov** as organizers closed the workshop which had good results and desired success.



P. Neyezhmakov  
Head of COOMET Secretariat



T. Omelicheva  
COOMET Secretariat