



*The document is approved at
the ____ COOMET Committee Meeting
____ 20__ , _____*

REGULATION

**on the COOMET Technical Committee
“Information and Training”
(TC 4)**

*Registered by
COOMET Secretariat,
Number COOMET D5.13/20*

1. GENERAL REGULATIONS

1.1 Technical Committee of TC 4 “Information and Training” is the structural body of COOMET.

1.2. In its activities Technical Committee is guided by the Memorandum of Understanding (MoU), Rules of procedure of COOMET, decisions of Committee and President’s Council of COOMET, documents and recommendations of COOMET, recommendations and documents of international metrology organizations and also this regulation.

2. MAIN TASKS AND FUNCTIONS OF TC 4

The main task of TC 4 (further – TC) is:

- development and activation of cooperation of the COOMET member-countries in the fixed thematic field.

The main functions of TC are:

- forming of proposals and development of working program;
- development of documents and recommendations of COOMET;
- coordination of activities of structural and working bodies, which are included into the membership of TC;
- interaction with other structural bodies of COOMET;
- organization of TC meetings for discussion of directions and results of the cooperation.
- summary of the results of cooperation and preparation of the reports about the activity of TC in compliance with the order, determined by the Memorandum and rules of procedure of COOMET;
- presentation of annual report about TC activity to the COOMET Secretariat
- informing TC members about forthcoming meetings in proper time, and also informing the COOMET secretariat about the work which is being planned and carried out;
- organization and web-support of information activities of structural COOMET bodies.

3. ORDER OF FORMING THE MEMBERSHIP OF TC 4

3.1 TC membership is formed on the basis of proposals of the COOMET Committee members and is approved by the decision of COOMET Committee.

3.2 TC is headed by the Chairperson, appointed by COOMET Committee for 4 years with the possibility to extend this term (the Memorandum of COOMET, part 5, item 11)

3.3 In order to help the chairman in its work TC includes executive secretary.

3.4 TC includes 3 subcommittees in its structure (SC):

- SC 4.1 “Support in Developing the Basic Metrological Infrastructure of COOMET Member Counties”.

Tasks of SC 4.1:

- (1) Realization of projects directed on the deepening of regional cooperation of COOMET member-countries;
- (2) Support in developing the basic of metrological infrastructures in the context of development of global metrology of Central Asia and Caucasus;
- (3) Organization and conduction of training workshops and trainings.

- SC 4.2 “COOMET Informational sources”.

Tasks of SC 4.2:

- (1) Development and support of informational COOMET sources: web-site , web-portal and database;

- (2) Presentation of COOMET in Internet;
- (3) Preparation and publication of informational materials about COOMET.
- SC 4.3 “Raising proficiency level and work with young metrologists”.
Tasks of SC 4.3:
 - (1) Development of training programs, including remote training;
 - (2) Development of recommendations on the content of training programs and trainings abroad of specialists within COOMET;
 - (3) Work with young COOMET metrologists. Conducting of International competition “The best young COOMET metrologist”.

3.5 In order to fulfill concrete tasks and COOMET projects working groups may be formed in the TC. The head of the working group is coordinator of the concrete project (task). Coordinator is responsible for conducting the work and reporting.

3.6 National metrology institutes – COOMET members may invite their experts and consultants if necessary for participation in the work of TC.

4. ORGANIZATION OF THE WORK OF TECHNICAL COMMITTEE

4.1 TC realizes its task and functions by means of implementation of modern information technologies and also by holding the meetings.

4.2 TC meeting is held not less than once a year in compliance with the Calendar of meetings of structural COOMET bodies. The date and venue is determined on the previous meeting or specified and agreed with TC members via correspondence.

If necessary the TC Chairperson on agreement with its members may convene extra meeting of the Committee.

Note – The Calendar of the meetings of the Technical Committees is prepared annually by the COOMET Secretariat.

4.3 Draft agenda of TC regular meeting is formed by the chairman taking into account the proposals of TC members, and also recommendations and decisions of the previous TC meeting, COOMET President’s Council and COOMET Committee.

4.4 Draft agenda is sent to all TC members not later than a month before the planned date of the TC meeting.

4.5 TC meetings are headed by its Chairperson, who:

- opens the meeting;
- presents the draft agenda of the meeting for its approval;
- announces the list of participants, general information and notes;
- presents for voting the proposals and draft resolutions on the considered items;
- agrees the Minutes with the participants of the meeting;
- announces, by agreement with the participants of the meeting, closing of the meeting.

4.6 If the TC members or official representative from one or another national COOMET member-organization is absent, issues, concerning the interests of this national organization at the meeting are not considered and the decisions on them are not approved, if there is no appropriate request from this organization.

4.7 Decision on issues under consideration is considered as approved if its approval supported more than a half of TC members, participating in the meeting.

4.8 In case if COOMET member-organization is represented by two or more specialists, only one of them can vote.

4.9 Decisions and recommendations of the TC meeting are drawn in the form of Minutes or List of resolutions and are directed to TC members and/or representatives of metrology organizations of COOMET members participating in the meeting, during 1 month.

4.10 The Minutes of the meeting are drawn up by the TC Executive secretary or other person on behalf of the Chairperson.

4.11 The Minutes of the meeting or List of resolutions are directed by TC Chairperson to the COOMET Secretariat.

4.12 TC Chairperson, COOMET Secretariat, and also COOMET member – organizer of this TC meeting should control that the documents are prepared and presented in working languages of COOMET.

4.13 According to the results of TC work, its Chairperson provides the preparation of annual report in compliance with item 3 of the Rules of procedure of COOMET, and also information materials in order to post them on the COOMET web-resources.

4.14 The results of TC work are reported by the Chairperson at the meeting of COOMET Committee.

5. BASIC RIGHTS AND OBLIGATIONS OF TC MEMBERS

5.1 Obligations of TC Chairperson:

- Coordination of TC activity;
- Organization of work to fulfill COOMET projects in the fixed subject field. Development of proposals in the subject area of TC cooperation and periodic reports about the results of its work to the COOMET Committee.

5.2 TC members are obliged to:

- Participate actively in the work of TC in all directions of activity in the field of its vocational interests.
- Participate in the work of all TC meetings if possible;
- Have all necessary documentation at the TC meeting, to be prepared in all issues which are considered at the TC meeting and to participate actively in discussing of the agenda issues and in preparing the TC recommendations;
- Inform the administration of their national COOMET member-organizations about the results of discussion of issues and problems at the TC meeting;
- Inform the administration of their national COOMET member-organizations about the process of realization of TC decisions and recommendations and to assist their implementation according to the deadlines.

5.3 TC members are entitled to:

- Receive the complete set of documents and materials, submitted for consideration of the meeting, which are to be distributed as a rule not later than 15 days before the beginning of the meeting.
- Submit for consideration of the TC any issue, which is considered within its activities.
- State objections or proposals in “Personal opinion” attached to the Minutes of the meeting and to provide the explanations of their objections or proposals to the COOMET Secretariat in case of disagreement with TC recommendations adopted at the TC meeting.
- Address via national COOMET body-members to the COOMET Secretariat with the proposals to submit specific issues for consideration by COOMET committee.

6. EXPENSES OF CONDUCTING MEETINGS OF TECHNICAL COMMITTEE

6.1 Expenses for sending participants of TC meetings on an official trip are covered by a national COOMET member-organization, which is a member of TC.

6.2 Expenses for rooms and technical devices for holding the meeting are covered by the national COOMET member-organization which is organizing the meeting.