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|  | COOMET Document | COOMET D10/2013 |
| | COOMET Web Portal. General Provisions and Maintenance | |
| <p><i>Approved at the 23rd COOMET Committee Meeting (Nizhny Novgorod, Russia, on June 5–6, 2013)</i></p> | | |

1. SCOPE

This document specifies the general provisions and maintenance on the COOMET web-portal.

2. BASIC PROVISIONS

The COOMET web portal <http://coomet.net> is a working tool that serves to the aims of informational support of coordination and collaboration between National Metrological Institutes in accordance with COOMET Memorandum of Understanding and Rules of Procedures, the promotion of metrology and activity of organization at international level, and the storage, retrieval and exchange of information which is of interest for all concerned participants of the cooperation from the number of countries of Central and Eastern Europe and Asia, and geographically close located countries.

The COOMET web portal consists of two access levels

- Public level available for all users interested in metrology and COOMET activities;
- Login of limited access (also called “Intranet”) available for registered users. The access rights to this secured area is scaled and tailored according to the access rights of specific user groups. This section provides for official information on events and activities of COOMET Committee, COOMET President’s Council and COOMET structural bodies (CSB), and also working information (document flow) on preparation and arranging of events in these bodies.

3. MAIN CHAPTERS OF THE WEB PORTAL

Metrology

Organization

Activity

Documents

Member Countries

Data Bases for

- National Metrology Institutes in member countries;
- Experts participating in the organization’s activity;
- COOMET Projects;
- Metrology experts from member countries.

Metrology Vocabularies

Contacts

Links

4. WEB PORTAL MANAGEMENT

4.1. The content of the COOMET web portal shall be managed in a decentralized way by responsible online editors according to Guide to Editing which is being stored in COOMET Secretariat.

4.2. The COOMET Secretariat shall have a full access to editing all pages of the web portal (status of “chief editor”).

4.3. The limited accesses for editing specific pages have designated editors (“online editors”).

4.3.1. Member Countries (appointed by COOMET Committee members).

4.3.2. Technical Committees (appointed by chairpersons of the Technical Committees of COOMET) shall have a limited access to editing specific pages.

4.4. The access and editing rights shall be given by COOMET Secretariat.

4.5. The information on the COOMET web portal pages shall be in the official languages of COOMET (Russian and English) with copyright observance by online editors.

4.6. The Administrator (or -s) of web portal is (are) appointed by COOMET President Council between of workers of NMIs of COOMET Member Countries and is (are) only providing technical support of the web portal and its maintenance.

5. WEB PORTAL HOSTING

Following the decision of the COOMET President’s Council the COOMET web portal shall be installed on the server of an independent specialized hosting company providing maximum security and performance.

The payment for the hosting services shall be made by the COOMET Secretariat at the cost of the Party which chairs in the COOMET Committee or at the cost of voluntary financial support from other COOMET member countries.