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|   | <b>COOMET Document</b>                 | <b>COOMET<br/>D1/2012</b> |
|  | <b>MEMORANDUM OF<br/>UNDERSTANDING</b> |                           |
| <p><i>Done at Warsaw on the 12<sup>th</sup> of June 1991 in English and Russian, updated and amended at the 10<sup>th</sup> COOMET Committee meeting in Almaty, Kazakhstan on May 25-26, 2000, at the 12 COOMET Committee Meeting in Havana, Cuba, on May 6-7, 2002, at the 15<sup>th</sup> COOMET Committee Meeting in Vilnius, Lithuania, on September 8-9, 2005, at the 16<sup>th</sup> COOMET Committee Meeting in Braunschweig, Germany, on September 4-5, 2006, at the 19<sup>th</sup> COOMET Committee Meeting in Baku, Azerbaijan, on May 20-21, 2009 and at the 22<sup>nd</sup> COOMET Committee Meeting in Cholpon-Ata, Kyrgyzstan, on April 18-19, 2012</i></p> |  |                           |

The National Metrology Institutions on behalf of which this Memorandum has been signed

**considering**

- the territorial proximity of the Countries and their mutual economic relations;
- the need to permanently improve metrological services for the benefit of economic and scientific relations;
- the similarity of their structures and the operational principles of their National Metrology Services;
- their combined experience and the results of their previous bilateral and multilateral cooperation;
- their willingness to more closely cooperate with international and regional metrology organisations

**declare** their intention to cooperate in the field of measurement standards of physical units, calibration, legal metrology, quality management systems, information technology and training in the field of metrology within the COOMET organisation given below.

**SECTION 1 – COOMET MEMBERS**

COOMET is an organisation for the Euro-Asian cooperation of National Metrology Institutions (from the countries of Central and Eastern Europe, Asia and nearby countries) and is open to the National Metrology Institutions of countries from other regions to join it.

**SECTION 2 – COOMET OBJECTIVES**

The objectives of COOMET are as follows:

1. To contribute to effectively solving problems of the uniformity of measures, uniformity and required accuracy of measurements.
2. To contribute to establishing closer cooperation between the national economies and removing technical barriers to international trade.
3. To harmonise the activities of Metrology Services on the basis of international arrangements.

**SECTION 3 – COOMET TASKS**

The tasks of COOMET are to strengthen the links between the National Metrology Institutions interested in solving common problems and to create effective mechanisms in order to:

- achieve compatibility of measurement standards and harmonise the requirements imposed on measuring instruments and methods for their metrological control;
- recognise the equivalence of national certificates authenticating the results of metrological activities;
- exchange information on the current status of National Metrology Services and their development;
- collaborate in developing metrological projects;
- promote the exchange of metrological services.

## **SECTION 4 – PRINCIPAL FIELDS OF COOPERATION WITHIN COOMET**

The principal fields of cooperation within COOMET include:

- realisation of the CIPM Arrangement on Mutual Recognition of National Measurement Standards and Calibration and Measurement Certificates Issued by National Metrology Institutes (CIPM MRA);
- establishment and maintenance of primary standards of units and scales of physical quantities;
- dissemination of units from primary standards to working measuring instruments;
- participation in the CIPM key comparisons of national measurement standards and carrying out of regional comparisons of measurement standards;
- development of new measurement methods and new types of high accuracy measuring instruments;
- solution of problems of general metrology, including problems of the theory of measurement and uncertainties, system of units, terminology;
- establishment of a system of gathering and dissemination of information on metrology and measurement techniques, information technology;
- definition, collection, evaluation and certification of reference data used in metrology;
- creation and use of reference materials of composition and properties of substances and materials;
- harmonisation of requirements for measuring instruments subject to metrological control, as well as methods for their testing taking into consideration international recommendations;
- preparation of conditions for mutual recognition of results of metrological control and metrological supervision;
- implementation of calibration and recognition of its results according to the rules and procedures set up by international organisations;
- creation and implementation of Quality Management Systems of National Metrology Institutes;
- training and raising proficiency level of experts;
- improvement of the activities of the Organisation and its structural bodies.

## **SECTION 5 – STRUCTURE OF COOMET AND WORKING PROCEDURES**

1. The COOMET body initiating and supporting cooperation is the Committee. It consists of the Heads of National Metrology Institutions of the COOMET Member Countries or persons appointed by them, one representative from each institution. The Committee ensures that the activity of COOMET is pursued in accordance with its objectives and contributes to accomplishing its tasks.
2. The Committee elects the President from among its Members, for a period of three years, with the eligibility to be re-elected for one subsequent term of office.
3. Each Committee Member accompanied by experts may take part in its meetings. Only Committee Members may vote.
4. The Committee may invite observers from other international or regional organisations to take part in their meetings.
5. The Committee meets as often as required but at least once per year.
6. At the suggestion of the President, the Committee approves nominees for the positions of Vice-Presidents from among its Members. The President, Vice-Presidents and Head of the COOMET Secretariat form the President's Council, which develops the policy of cooperation within COOMET, interacts with international and regional metrology organisations, organises cooperation between the Committee meetings and prepares questions to be considered at these meetings.
7. A year before scheduled election of a new COOMET President the COOMET Committee nominates a candidate which after mutual approval becomes a Member of the President's Council having a status of President Elect. After the expiry of a three year period of presidency the COOMET President keeps the status of Former President for one more year. At the end of this year the President Elect becomes an active COOMET President.
8. In case, the Active COOMET President is not able to fulfil his obligations resulting from this position, the President's Council shall appoint among its members an Acting COOMET President until the new COOMET President has been elected according to the established order.
9. The Committee decides on its own Rules of Procedure and on those of other COOMET bodies.
10. As a rule the COOMET Secretariat is provided by the National Metrology Institute of the COOMET President.

11. The Secretariat assists the President and the President's Council in the management of COOMET and ensures contacts between the Committee Members, as well as between the Committee, structural and working bodies of COOMET.
12. Following the decision of the COOMET Committee the following COOMET Structural Bodies are established for the purpose of initiating work in the major fields and directions of cooperation: Joint Committees (JC), Technical committees (TC), Councils, Forums, etc.  
The scope of their objectives, tasks and working and collaboration procedures is specified in relevant Provisions approved by the COOMET Committee.  
Each COOMET Structural Body is headed by a chairperson appointed by the COOMET Committee for a period of 4 years with the possibility to prolong this period.
13. Structural Bodies may establish:
  - Subcommittees (SCs) in order to address the permanent tasks of collaboration;
  - Working Groups (WGs) within relevant SCs/TCs in order to carry out routine work on COOMET projects.
14. Terms of reference, head and staff of a SC are defined by the corresponding Technical Committee and approved by the COOMET Committee for a period of 3 years with possible prolongation of this period.
15. Organizational and financial matters are managed by structural and working bodies individually taking into account the hierarchy of the COOMET bodies.
16. National Metrological Institutions that are Members of COOMET may invite other institutions in their countries to cooperation, at their own discretion, for working on a project.

## **SECTION 6 – LANGUAGES**

1. The languages of the Committee meetings are English and/or Russian.
2. Documents of wide dissemination to be received and sent by the Secretariat must be edited both in English and Russian.
3. Final reports written after completion of projects may be in English, French, German or Russian. The authors of the report are given the choice of a language sufficiently understood by those to whom they wish to convey their information or considerations.
4. In other cases, any language the cooperating partners consider adequate for their communication may be used.

## **SECTION 7 – RIGHTS**

In order to achieve the objectives of COOMET, each Member of the Organisation will have the following rights:

- to have access, upon agreement, to national standards of other Members of COOMET;
- to seek cooperation and assistance in solving metrological problems;
- to propose projects for joint work and participate in their implementation;
- to receive information on the results of activities of COOMET Bodies.

## **SECTION 8 – OBLIGATIONS**

In order to achieve the objectives of COOMET, each Member of the Organisation will accept the following obligations:

- to provide the Committee, upon its request and within reasonable limits, with information on projects carried out and planned in accordance with the scope of the COOMET activities;
- to provide COOMET Members with assistance and services upon mutual agreement;
- to participate in joint COOMET projects depending on its financial and technical resources, as well as its interest and competence;
- to maintain the confidentiality of any information on the results of type tests, verifications and calibrations of measuring instruments submitted by cooperating partners;
- to take into consideration the COOMET recommendations in the activity of its National Metrology Institutions and to promote the implementation of the results of COOMET projects in its country.

## **SECTION 9 – COOPERATION WITH INTERNATIONAL AND REGIONAL ORGANISATIONS**

1. COOMET will make best use of the results of work of international metrology organisations:
  - International Organisations within Metre Convention: General Conference on Weights and Measures (CGPM), International Committee for Weights and Measures (CIPM) and International Bureau of Weights and Measures (BIPM);
  - International Organisation of Legal Metrology (OIML), International Committee for Legal Metrology (CIML) and International Bureau of Legal Metrology (BIML);
  - International Laboratory Accreditation Cooperation (ILAC);
  - International Accreditation Forum (IAF);
  - International Measurement Confederation (IMEKO), etc.,as well as other organisations of interest to metrology such as ISO, IEC, CODATA, and will follow their recommendations in its activities.
2. COOMET intends to cooperate, as far as there is mutual interest, with regional metrology organisations:
  - European Association of National Metrology Institutes (EURAMET),
  - European Cooperation in Legal Metrology (WELMEC),
  - European Cooperation for Accreditation (EA),
  - Asia-Pacific Metrology Programme (APMP),
  - Asia-Pacific Legal Metrology Forum (APLMF),
  - Asia Pacific Laboratory Accreditation Cooperation (APLAC),
  - Scientific & Technical Commission on Metrology (STCMetr) of Euro Asian Council for Standardization, Metrology and Certification (EASC),
  - Intra-African Metrology System (AFRIMETS),
  - Inter-American Metrology System (SIM), etc.

## **SECTION 10 – VALIDITY OF MEMORANDUM**

1. This Memorandum will come into operation on the date of its signing by at least four Signatories and remain open for further participants.
2. This Memorandum may be amended at any time by written agreement between at least three quarters of the Signatories.
3. If a Member on behalf of which this Memorandum has been signed, for any reason whatever, intends to terminate its participation in COOMET, it will notify the President of the COOMET Committee of this intention not later than six months in advance.
4. This Memorandum is concluded for a term of five years. Unless within this five year period revision or termination is proposed to the COOMET Committee by at least one third of the Signatories this Memorandum of Understanding will remain in effect for another five year period.

## **SECTION 11 – LIMITATIONS**

1. Decisions of COOMET have an exclusively recommendatory nature.
2. The Secretariat's activities are financed at the expenses of the Party presiding in the COOMET Committee. On a voluntary basis, other COOMET Members can render financial support to the Secretariat, the President's Council and other COOMET bodies for the implementation of specific tasks.
3. This Memorandum does not limit the rights and obligations of the COOMET Members arising from other bilateral or multilateral cooperation agreements.