

	Document COOMET	COOMET D6/2013
	Procedure for maintaining COOMET web-site. General Provisions	
<p><i>Approved on 13th COOMET Committee Meeting (Yalta, Ukraine, 29 – 30 April, 2003), Updated and amended at the 23rd COOMET Committee Meeting (Nizhny Novgorod, Russia, on June 5–6, 2013)</i></p>		

1. FIELD OF APPLICATION

This document sets general recommendations on maintenance of the web-site of COOMET.

2. GENERAL PROVISIONS

Creating and maintenance of COOMET web-site is performed for informing via Internet the interested parties about main tasks, results of activities and the perspectives of collaboration within COOMET.

The information published on the COOMET web-site approved or agreed with governing bodies of the (COOMET President Council, COOMET Committee). Thus, COOMET web-site officially represents COOMET in Internet.

3. CONTAINS of web-site

3.1. Main parts of the web-site:

COOMET Member Countries.

- **About COOMET...**
 - Introduction
 - Areas of cooperation
 - Main documents
 - History
- **Organization...**
 - COOMET structure
 - President and Secretariat
 - President's Council
 - COOMET Committee Member
 - COOMET Structural Bodies
 - National Secretariats
- **WORK Program...**
 - Rules of procedure
 - Scheme of works on subjects
 - WORK PROGRAM
- **Activity...**
 - EVENTS and NEWS
 - Calendar
 - COOMET PRESIDENT'S COUNCIL MEETINGS
 - MEETINGS OF COOMET STRUCTURAL BODIES

- COOMET Honorable metrologists
- DB COOMET Projects
- **COOMET PUBLICATIONS...**
 - COOMET DOCUMENTS
 - COOMET RECOMMENDATIONS
 - INFORMATION MATERIALS
 - DB register of reference materials
- **CIPM MRA...**
 - Quality Forum (SK)
 - DB Calibration and Measurement Capabilities
 - DB Comparisons and Calibration
- **REFERENCES...**
 - Metrological organizations
 - International organizations

3.2 Web-site gives access to the following COOMET databases:

- COOMET Publication Data Bases
- COOMET Projects Data Bases
- COOMET CMC Data Bases
- database of international comparisons of measurement standards of COOMET member states
- database of reference materials of COOMET member states

4. Procedure of COOMET web-site maintenance

4.1. Uploading of information and technical support of COOMET web-site are provided by Working Group of PC 4.2 (Technical Support Group) under the guidance of the web-site Administrator. Verification of data, published on the web-site, is made by COOMET Secretariat.

4.2. Information in COOMET official languages is placed on web-site (Russian and English). Graphical design web-site includes official symbols of COOMET, approved by COOMET Committee meeting.

4.3. Information is placed on the web-site only in case it was received from authorized correspondents, they are:

- COOMET President;
- Vice-Presidents;
- COOMET Secretariat;
- COOMET Committee Members or their authorized representatives (Heads of National Secretariats).

4.4. Information, concerning activities of COOMET structural bodies, is posted according to the request of the heads of COOMET structural bodies via chair person of JCMS.

4.5. A matrix of responsibilities and order of placing the information are shown in AnnexA.

4.6. Administrator of the web-site provides the posting information no later than 5 days from the moment of receiving it by e-mail from authorized correspondents.

4.7. Technical Support Group provides access to the web-site in Internet, developing and improving of design, software of navigation means and access to the web-site sections and database.

**A matrix of responsibilities
for placing the information on the COOMET WEB-web-site**

Name of the section (subsection) of the web-site	Responsibility for preparing the information	The periodicity of review	Responsibility for transfer of information to Administrator of the web-site	Notes
COOMET Member States	Committee Members National Secretariat	As required	COOMET Secretariat	
About COOMET...				
<ul style="list-style-type: none"> • INTRODUCTION (Official presentation) 	COOMET Secretariat	As required	COOMET Secretariat	
<ul style="list-style-type: none"> • Areas of cooperation 	COOMET Secretariat	As required	COOMET Secretariat	
<ul style="list-style-type: none"> • Main documents 	COOMET Secretariat	As required	COOMET Secretariat	
<ul style="list-style-type: none"> • History (articles, reference on publications and other materials, which contains historical data) 	President Committee Members	As required	National Secretariat COOMET Secretariat	
STRUCTURE...				
<ul style="list-style-type: none"> • COOMET Structure • President and Secretariat • President Council • COOMET Committee Members • COOMET Structural Bodies • National Secretariats 	COOMET Secretariat	As required	COOMET Secretariat	Personal Data
WORK PROGRAMME...				
<ul style="list-style-type: none"> • Rules of procedure • Scheme of projects • PROGRAMS OF WORK 	COOMET Secretariat	As required	COOMET Secretariat	
ACTIVITY...				
<ul style="list-style-type: none"> • EVENTS and NEWS 	President Committee Members COOMET Secretariat Chairperson of JCMS	As required	President Committee Members COOMET Secretariat Chairperson of JCMS	

Name of the section (subsection) of the web-site	Responsibility for preparing the information	The periodicity of review	Responsibility for transfer of information to Administrator of the web-site	Notes
<ul style="list-style-type: none"> Calendar President Council Meeting MEETINGS COOMET STRUCTURAL BODIES Honorable metrologist of COOMET 	COOMET Secretariat	As required	COOMET Secretariat	
<ul style="list-style-type: none"> Database Project COOMET 	Proposer/coordinator of the project	Constantly (as the new projects occur), but no later than in 10 days after registration	COOMET Secretariat	
COOMET PUBLICATIONS...				
<ul style="list-style-type: none"> COOMET DOCUMENTS COOMET RECOMMENDATIONS INFORMATIONAL MATERIALS 	Coordinators of the projects, authors of the publications	As required	COOMET Secretariat	
<ul style="list-style-type: none"> DB Register of reference materials 	Working group of the project 543/AM/11	As required	Coordinators of the project 543/AM/11	
CIPM MRA...				
<ul style="list-style-type: none"> QUALITY FORUM (SK) 	Chairperson TC 3.1	As required	<i>Web page of COOMET Quality Forum is administrated by the specialists of Slovak Institute of metrology</i>	Reference of the Quality Forum web-site
<ul style="list-style-type: none"> DB Calibration and measurement abilities 	Chairperson JCMS	As required		
<ul style="list-style-type: none"> DB Comparison and Calibration 	Chairperson JCMS	As required		
References ...				
<ul style="list-style-type: none"> Metrological organizations International organizations 	COOMET Secretariat	As required	COOMET Secretariat	