

	<b>COOMET Program</b>	<b>COOMET P4/2015</b>
	<b>WORK PROGRAM of TC 4 “Information and Training” for 2015-2017</b>	
<i>Approved at the 25<sup>th</sup> COOMET Committee Meeting (Khujand, Tajikistan, May 27 – 28, 2015)</i>		

No.	Project ID	Name of Project / work	Coordinator of Project / work	Participants	Supposed terms of realization	Notes
<b>SC 4.1 “Support in Developing the Basic Metrological Infrastructure of COOMET Member Countries”</b>						
4.1.1		Analysis of structures of National metrological services of new COOMET members	Chairperson of TC 4 Chairperson of SC 4.1	TC 4 Members	2015–2017	
4.1.2		Preparation and conducting training workshops for NMI staff of COOMET member countries from Central Asia and Caucasus	Chairperson of TC 4 Chairperson of SC 4.1	SC 4.1 Members	2015–2017	
<b>SC 4.2 “COOMET Informational Resources”</b>						
4.2.1		Development and support of informational COOMET resources: web-site, web-portal and databases	Chairperson of SC 4.2 Site and portal administrators On-line editors of portal	TC 4 Members	2015–2017	
4.2.2		Preparing and publishing regional editions of COOMET (reports, researches, annotations) in the field of metrology for attracting the attention from the side of political and economic communities in COOMET member countries	Head of COOMET Secretariat, COOMET Secretariat	TC 4 Members	2015–2017	
4.2.3		Preparation of the base presentation about COOMET activity	COOMET Secretariat		2015	
4.2.4	543/AM/11	Administration the database of RM of COOMET	Project coordinators	Members of SC 4.2, TC 1.12	2015–2017	

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4.2.5	631/UA/13	Development of the Document on the procedure of using the COOMET logo	Chairperson of TC 4 Chairperson of SC 4.2	TC 4 Members	2015–2016	
4.2.6	New Project	Creation and Support in the Actualized View of the COOMET Informational Resources	SC 4.2 Chairperson		2015–2017	
<b>SC 4.3 “Raising Proficiency Level and Work with Young Metrologists”</b>						
4.3.1	518/UZ-a/11	Training of specialist of measurement, calibration and testing laboratories	Project coordinators	Members of working group	2015–2017	
4.3.2		Preparation of annual programmes for training workshops on actual questions of metrology	Chairperson of TC 4, Chairpersons of SC 4.1, SC 4.3		2015–2017	
4.3.3	510/KZ/10	Determining the concrete topics of workshops and trainings abroad (on the base of polling information from COOMET member countries in holding workshops and trainings abroad)	Project coordinators	Members of SC 4.3 COOMET Committee Members	2015	
		Preparation of proposals for TC 4 for forming annual programmes of training workshops on actual questions of metrology			2015	
4.3.4	553/UZ/12	The development of competencies and qualifications within COOMET for specialists and metrologists of measurement, calibration and testing laboratories for training on the basis of the modular approach	Project coordinators	Members of Working Group	2015–2017	
4.3.5	597/BY/13	Development of recommendations for preparing documents certifying results of training, study course or upgrade of qualification in the framework of COOMET	Deputy Chairperson of SC 4.3	Members of TC 4, SC 4.3	2015	
4.3.6	656/UA/15	Training on the basis of the modular approach for the metrologists-specialists of medical laboratories	SC 4.3 Member from Ukraine		2015–2017	
4.3.7	New Project	Development of the methods of organizing and conducting interactive training via COOMET web-resources	TC 4 Member from Germany		2015–2017	