

	<b>COOMET Document</b>	<b>COOMET D8/2006</b>
	<b>Criteria and procedure of admission for new COOMET members</b>	
<i>Approved at the 16<sup>th</sup> COOMET Committee Meeting (Braunschweig, Germany, September 4 – 5, 2006)</i>		

## 1. SCOPE OF APPLICATION

The present document specifies criteria of COOMET membership and procedure of admission of new COOMET members to Euro-Asian cooperation of national metrological institutions (COOMET).

## 2. REFERENCES

COOMET Memorandum of Understanding (MoU)  
COOMET Rules of Procedure

## 3. GENERAL PROVISIONS

COOMET is a Regional metrology organization (RMO) offering open membership for national metrological institutions of Central and Eastern Europe and Asia as well as for metrological organizations from other regions interested in cooperation projects proposed by COOMET.

### 3.1. Criteria of COOMET membership

3.1.1. Any national metrological institution of Asian and Eastern Europe maintaining national measurement standards and willing to actively cooperate in joint projects within the scope of COOMET activities prescribed by COOMET Memorandum of Understanding can apply for **full member status**.

Status of full COOMET member is officially confirmed by signing of COOMET MoU by a representative of applying State metrology organization.

3.1.2. **Status of associated member** is given to:

- (1) A national metrological institutions of a country of another region complying with requirements of point 3.1.1;
- (2) A national metrological institutions participating in another Regional metrology organization and having interest in cooperation within COOMET;

Status of associated COOMET member is confirmed by signing COOMET MoU by a representative of applying State metrology organization.

3.1.3. Full and associated members of COOMET have the same rights and responsibilities stipulated by COOMET MoU.

3.1.4. Decision on admission of a new COOMET member should be agreed by all COOMET members signed COOMET MoU.

3.1.5. Only one state metrology organization from each country can participate as an official COOMET member – signatory to COOMET MoU.

### **3.2. COOMET Committee**

3.2.1. Representatives of COOMET members being signatories of COOMET MoU are the members of *COOMET Committee*.

3.2.2. Officially appointed representative of a COOMET member-signatory to COOMET MoU is a *COOMET Committee member*.

COOMET Committee members or their official representatives have voting right at COOMET Committee meetings.

### **3.3. COOMET admission procedure**

3.3.1. National metrological institution willing to join COOMET and complying with requirements of points 3.1.1 or 3.1.2 should apply to COOMET President in written.

A template of the application is attached in Annex 1.

3.3.2. The application should be accompanied with the following information:

- Description of metrological infrastructure implemented in the country (including organizational structure, national measurement standards, legal metrology system, relations with National accreditation body as regards calibration activities);
- Information about participation of the metrology organization in other Regional metrology organizations (in case of assumed associated membership in COOMET);
- Information about participation of the country in activities of international and regional organizations of legal metrology and accreditation;
- A summary of general scope of activities of the organization which presumably will sign COOMET MoU (including short information regarding its QMS, if any);
- Contact information (address, telephone & fax numbers, e-mail address) of nominated COOMET Committee Member ;
- Information about other organizations of the country which can contribute to COOMET cooperation (name, address, phone and fax numbers, e-mail address and name of a head of such organizations);
- Contact information (name of the organization, address, phone and fax numbers, e-mail address) of nominated representatives to the subject fields of COOMET cooperation (one person per subject field).

3.3.3. Application is considered by COOMET Presidential Council (at its next meeting or by e-voting organized by COOMET Secretariat).

3.3.4. In case of positive decision of Presidential Council COOMET Secretariat e-mails information about receipt of an application and the information according to p. 3.3.2 to all COOMET Committee members for consideration together with a voting bulletin according to Annex 2.

Voting is to be performed during 6 weeks from the date of bulletin's dispatch by COOMET Secretariat.

In case a COOMET Committee member does not submit filled in voting bulletin during 6 weeks to COOMET Secretariat it means positive answer.

3.3.5. Results of vote are presented by COOMET Secretariat to COOMET President and afterwards the latter introduces the question regarding admission of a new member at the next COOMET Committee meeting for consideration and approval.

3.3.6. Then COOMET membership is confirmed by signing of COOMET MoU by a representative of State metrology organization which takes place, as usually, at the COOMET Committee meeting.

A template of a page of COOMET MoU to be signed is given in Annex 3.

Pages for signing are prepared in Russian and English in two copies one of each to be issued to COOMET member–signatory to COOMET MoU and the rest to be kept in COOMET Secretariat accordingly.

**Template of an application for COOMET membership**



ЕВРО-АЗИАТСКОЕ СОТРУДНИЧЕСТВО ГОСУДАРСТВЕННЫХ МЕТРОЛОГИЧЕСКИХ УЧРЕЖДЕНИЙ (КООМЕТ)  
EURO-ASIAN COOPERATION OF NATIONAL METROLOGICAL INSTITUTIONS (COOMET)

*Dear Mr. President!*

*Please be so kind to consider application of*

\_\_\_\_\_ *Name of a country*

*for granting membership in  
Euro-Asian Cooperation of National Metrological Organizations (COOMET)*

*as a*

\_\_\_\_\_ *status (full or associated member)*

*National metrological institution which is nominated as a signatory to COOMET  
Memorandum of Understanding:*

**Full name:**

\_\_\_\_\_  
\_\_\_\_\_

**Abbreviated name:**

\_\_\_\_\_

*Assumed representative to COOMET Committee*

**Name and  
surname:**  
**Position in  
organization:**

\_\_\_\_\_  
\_\_\_\_\_

*Signature:*

*Data:*



ЕВРО-АЗИАТСКОЕ СОТРУДНИЧЕСТВО ГОСУДАРСТВЕННЫХ МЕТРОЛОГИЧЕСКИХ УЧРЕЖДЕНИЙ (КООМЕТ)  
EURO-ASIAN COOPERATION OF NATIONAL METROLOGICAL INSTITUTIONS (COOMET)

**VOTING BULLETIN**  
**REGARDING ADMISSION OF NEW COOMET MEMBERS**

Date of dispatch for voting:  
" \_\_\_ " \_\_\_\_\_ 20 \_\_.

Name of country: \_\_\_\_\_

*National metrological institution to be a COOMET members:*

Full name: \_\_\_\_\_

Abbreviated name: \_\_\_\_\_

*in Euro-Asian Cooperation of National Metrological Institutions (COOMET)*  
*as a*

\_\_\_\_\_ Status (full or associated member)

**Please state your decision:**

**AGREE**

**DISAGREE**

Reason for refusal: \_\_\_\_\_

Date \_\_\_\_\_

COOMET Committee member \_\_\_\_\_

Country \_\_\_\_\_

**Please fill in and return this bulletin to COOMET Secretariat**

**Not later than " \_\_\_ " \_\_\_\_\_ 20 \_\_ г.**

Address: \_\_\_\_\_

fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**COOMET**

**MEMORANDUM OF UNDERSTANDING**

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Status (full or associated member)

**SIGNED ON " \_\_\_\_\_ " \_\_\_\_\_ 20\_\_**

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*name of a country*

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*National metrological institutions – signatory to MoU  
(full and abbreviated name)*

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**Signature:**

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*Name and surname*

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*Position in the organization*