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| **Meeting:** |  |
| **Time** | Wednesday 18 April 9h00 to 18h00Thursday 19 April 9h00 to 17h00 |
| **Place** | ENSAM, Paris, France |
| **Participants:** | TC-Q Contact Persons  |
| **Invited Guests:** | Wolfgang Schmid (EURAMET)Trevor Thompson (UKAS, United Kingdom)Faisal Suleiman (SASO-NMCC, GULFMET)Georgetta MacDonald’s (NRC, SIM) |
| **Apologies:** | Hans Arne Frøystein (JV) |
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| **Minutes:** |  |
| **Keeper**  | Silvie Hoffmanova, EURAMET TC-Q secretary |
| **For approval** | by TC-Q at 14th TC-Q Plenary meeting |
| **Distribution**  | TC-Q Contact PersonsFurther participants of the meeting (list of participants is attached as an Annex 1 to these minutes) |
| **THESE MINUTES ARE CONFIDENTIAL AND ARE NOT FOR WIDER DISTRIBUTION** |

1. **Welcome and opening**

Maguelonne Chambon, Deputy director of LNE, France, the host of the TC-Q meeting, welcomed the participants of the meeting. Christopher Sarrafe Director of ENSAM, also welcomed all TC-Q contact persons (CPs) and guests. Enver Sadikoglu, Chair of the TC-Q, welcomed the contact persons and representatives of NMIs and designated institutes. Also, he welcomed the guests of the meeting, the representatives of EA, GULFMET, SIM.

1. **Adoption of agenda**

The agenda (TC-Q11\_Agenda-draft, version of the 22/03/2018) was presented and was adopted with the slight changes in order of the presentations.

1. **From previous meeting**
	1. **Minutes of the 12th TC-Q meeting**

The latest version of the minutes was issued on October 2, 2017. All comments and requests for modifications received from contact persons were addressed and the minutes were revised accordingly.

The minutes were approved and the final version will be published on the EURAMET TC-Q website.

* 1. **Table “status of review”**

The pending actions regarding annual reports, initial presentations and re-evaluations from the 2017 meeting were closed by July 2017. The corresponding table TCQ\_04\_54 is available at the TC-Q website. The table summarises all the pending actions for NMIs/DIs and includes comments/changes (in red) of developments since the last meeting. TC-Q members were asked to check information in the tables and to send any comments to the TC-Q Secretary by 30 April 2018.

* 1. **Overview table**

The Overview Table (TCQ\_05\_51) is on the website and the additions/changes with respect to the table approved during 12th TC-Q meeting in Dublin are shown in red. Contact persons were reminded of the need to review the table and to send any updates to the TC-Q Secretary by 30 April 2018.

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| Action - TCQ13 - A01 | Responsible: CPs, TC-Q Secretary | Due: 30/4/2018 |
| The “Overview table” and “Status of review table” will be modified according the changes after 13th TC-Q meeting and send to CPs for the comments. If any changes are necessary CPs will contact TC-Q Secretary. |

* 1. **Report on TC-Q Chair´s actions between the meetings**

Enver Sadikoglu, TC-Q Chair, summarised TC-Q activities since the 13th TC-Q meeting. Presentation is available on EURAMET website TC-Q\_Chair\_Presentation\_2018.pptx The presentation was outlining the changes of TC-Q contact persons since the last TC-Q meeting, various meetings attended on behalf of TC-Q and their outcomes, 1 training organized by the BIPM jointly with EURAMET under Capacity Building and Knowledge Transfer (CBKT) programme, and JCRB resolution 39/3, which is noting the publication of ISO/IEC 17025:2017 and ISO 17034:2016, and their importance to the CIPM MRA, decides that the RMOs shall ensure that all NMIs and DIs declaring CMCs within the CIPM MRA shall have demonstrated the conformance of their quality management systems to the above standards (in so much as they are applicable to the CMCs of the NMI or DI), not later than three years after the publication date of the standards.

1. **General EURAMET issues**
	1. **News from EURAMET**

Wolfgang Schmid, EURAMET Member Service Manager informed about news within the EURAMET. His presentation is available on EURAMET website under News\_EURAMET\_WSchmid.pptx. The presentation was focused on work of EURAMET during the past year, newly elected and/or appointed EURAMET officials, including EURAMET Chairperson and BoD members, activities for close work with DIs not having CMCs published after 5 years of designation, activities with liaison organizations and newly established secretariat for WELMEC, update of the webpage for Guides & Publications and a concept of European Metrology Networks (EMN).

* 1. **Outcome of EURAMET - BIPM training on review of QMS**

Robert Benyon, INTA, presented the outcomes from BIPM training on review of QMS, which was held in November 2017 in INTA, Spain. His presentation is available on EURAMET website under EURAMET\_BIPM\_Training\_RBenyon.pptx.

1. **QMS initial presentation**

All the reports for the initial and periodical re-evaluation were available on the EURAMET website. The oral presentations would also be made available on the website after the meeting.

For each report, it was proposed to accept or reject the QMS. Three levels of acceptance were proposed:

* fully accepted (no other information is requested);
* accepted with minor comments (the comments are not included in the minutes);
* accepted with major comments (the comments are included in the minutes).

The proposed timetable (from G-OPS-PRC-001, QMS review procedure) was:

* questions (minor and major) must be sent to the TC-Q CP by the "SC member in charge" before 3/05/2018;
* the TC-Q CP answers before 31/05/2018;
* the answers are accepted or rejected before 14/06/2018**.**
	1. **Bosnia and Herzegovina, IW**

Djokic Vasic, Institute of Water (IW), presented the quality management system of IW.

Actions: Some **minor information** was required concerning IW’s QMS; this will be dealt with bilaterally by Dionissios Kirikiadis.

Decision: TC-Q has confidence in the QMS of IW and its ability to fulfil the requirements of the CIPM MRA.

1. **QMS re-evaluation presentations**

**6.1. Albania, DPM**

General Director of DPM Albania announced that they are not in position to make the Re-evaluation presentation of DPM QMS. Due to lack of confidence in the fully operational status of the Quality Management System of the General Directorate of Metrology (DPM) and according to the rules of the CIPM MRA, TC-Q will apply for the greying-out of DPM’s published CMCs. The CMCs would be reinstated after an onsite peer-review jointly organized by the EURAMET Technical Committee for Quality (TC-Q) and the Technical Committee for Mass and Related Quantities (TC-M) confirming the fully operational status of a QMS covering the CMCs and a successful presentation of DPM’s QMS at the TC-Q meeting after the peer review.

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| Action - TCQ13 - A02 | Responsible: TC-Q chair, TC-M chair | Due: 30/4/2018 |
| To inform the DPM representatives about TC-Q decision and apply to the BIPM KCDB office for the greying-out of the CMCs of Albania. |

**6.2. Montenegro, MBM**

Mr. Goran Vukoslavic, MBM, presented the quality management system of MBM.

Actions: Some **minor information** was required concerning MBM QMS; this will be dealt with bilaterally by Dionisios Kiriakidis.

Decision: TC-Q has sufficient confidence in the QMS of MBM and its ability to fulfil the requirements of the CIPM MRA.

**6.3. Germany, UBA**

Klaus Wirtz, UBA, presented the quality management system of UBA.

Actions: **None.**

Decision: TC-Q has sufficient confidence in the QMS of UBA and its ability to fulfil the requirements of the CIPM MRA.

**6.4.** **France: LNE, CETIAT, INM, IRSN, LADG, LNHB, LTFB, SYRTE, TRAPIL**

Válerie Mozarrinni, LNE, presented the overview about French metrology system.

Pascal Launey, LNE, presented the quality management system of LNE.

Actions: Some **minor information** was required concerning LNE QMS; this will be dealt with bilaterally by Enver Sadikoglu.

Decision: TC-Q has sufficient confidence in the QMS of LNE and its ability to fulfil the requirements of the CIPM MRA.

Benoit Savnier, LNE-CETIAT, presented the quality management system of LNE.

Actions: Some **minor information** was required concerning LNE- CETIAT QMS; this will be dealt with bilaterally by Enver Sadikoglu.

Decision: TC-Q has sufficient confidence in the QMS of LNE-CETIAT and its ability to fulfil the requirements of the CIPM MRA.

Mark Plimmer, LNE-INM, presented the quality management system of LNE.

Actions: None. Although some **minor information** was required concerning LNE-INM QMS, these points were addressed during oral presentation.

Decision: TC-Q has sufficient confidence in the QMS of LNE-INM and its ability to fulfil the requirements of the CIPM MRA.

Henri Foulon, LNE-IRSN, presented the quality management system of LNE.

Actions: Some **minor information** was required concerning LNE-IRSN QMS; this will be dealt with bilaterally by Enver Sadikoglu.

Decision: TC-Q has sufficient confidence in the QMS of LNE-IRSN and its ability to fulfil the requirements of the CIPM MRA.

Carole Frechou, LNE-LNHB, presented the quality management system of LNE- LNHB.

Actions: Some **minor information** was required concerning LNE- LNHB QMS; this will be dealt with bilaterally by Enver Sadikoglu.

Decision: TC-Q has sufficient confidence in the QMS of LNE- LNHB and its ability to fulfil the requirements of the CIPM MRA.

???, LNE-LADG, presented the quality management system of LNE-LADG.

Actions: Some **minor information** was required concerning LNE-LADG QMS; this will be dealt with bilaterally by Enver Sadikoglu.

Decision: TC-Q has sufficient confidence in the QMS of LNE-LADG and its ability to fulfil the requirements of the CIPM MRA.

Francois Meyer, LNE-LTFB, presented the quality management system of LNE-LTFB.

Actions: Some **minor information** was required concerning LNE-LTFB QMS; this will be dealt with bilaterally by Enver Sadikoglu.

Decision: TC-Q has sufficient confidence in the QMS of LNE-LTFB and its ability to fulfil the requirements of the CIPM MRA.

Joseph Achkar, LNE-SYRTE, presented the quality management system of LNE-SYRTE.

Actions: Some **minor information** was required concerning LNE-SYRTE QMS; this will be dealt with bilaterally by Enver Sadikoglu.

Decision: TC-Q has sufficient confidence in the QMS of LNE-SYRTE and its ability to fulfil the requirements of the CIPM MRA.

???, LNE-TRAPIL, presented the quality management system of LNE- TRAPIL.

Actions: Some **minor information** was required concerning LNE- TRAPIL QMS; this will be dealt with bilaterally by Enver Sadikoglu.

Decision: TC-Q has sufficient confidence in the QMS of LNE- TRAPIL and its ability to fulfil the requirements of the CIPM MRA.

**6.5. Austria: BEV, EAA, E+E**

Karl Haussteiner, BEV, presented the quality management system of BEV.

Actions: **None.**

Decision: TC-Q has sufficient confidence in the QMS of BEV and its ability to fulfil the requirements of the CIPM MRA.

Gotfried Giritzer, E+E, presented the quality management system of E+E.

Actions: **None.**

Decision: TC-Q has sufficient confidence in the QMS of E+E and its ability to fulfil the requirements of the CIPM MRA.

Marina Frohlich, EAA, presented the quality management system of EAA.

Actions: **None.**

Decision: TC-Q has sufficient confidence in the QMS of EAA and its ability to fulfil the requirements of the CIPM MRA.

**6.6. Spain: CEM, CIEMAT, IO-CSIC, INTA, ISCIII, LCOE, ROA**

Ana Loranca Gomez, CEM, presented the quality management system of CEM.

Actions: **None.**

Decision: TC-Q has sufficient confidence in the QMS of CEM and its ability to fulfil the requirements of the CIPM MRA.

Miguel Embid, CIEMAT, presented the quality management system of CIEMAT.

Actions: Some **minor information** was required concerning CIEMAT QMS; this will be dealt with bilaterally by David Fleming.

Decision: TC-Q has sufficient confidence in the QMS of CIEMAT and its ability to fulfil the requirements of the CIPM MRA.

Joaquin Campos, IO-CSIC, presented the quality management system of IO-CSIC.

Actions: Some **minor information** was required concerning IO-CSIC QMS; this will be dealt with bilaterally by David Fleming.

Decision: TC-Q has sufficient confidence in the QMS of IO-CSIC and its ability to fulfil the requirements of the CIPM MRA.

José Miguel de Miguel, ISCIII, presented the quality management system of ISCIII.

Actions: **None**.

Decision: TC-Q has sufficient confidence in the QMS of ISCIII and its ability to fulfil the requirements of the CIPM MRA.

Alvaro Valero, LCOE, presented the quality management system of LCOE.

Actions: Some **minor information** was required concerning LCOE QMS; this will be dealt with bilaterally by David Fleming.

Decision: TC-Q has sufficient confidence in the QMS of LCOE and its ability to fulfil the requirements of the CIPM MRA.

Juan Maguel Gonzales, ROA, presented the quality management system of ROA.

Actions: **None.**

Decision: TC-Q has sufficient confidence in the QMS of ROA and its ability to fulfil the requirements of the CIPM MRA.

Robert Benyon, INTA, presented the quality management system of INTA.

Actions: **None.**

Decision: TC-Q has sufficient confidence in the QMS of INTA and its ability to fulfil the requirements of the CIPM MRA.

**6.7. Switzerland: METAS, IRA, PMOD/WRC, Roth, MBW**

Véronique Mauer, METAS, presented the quality management system of METAS.

Actions: **None**.

Decision: TC-Q has sufficient confidence in the QMS of METAS and its ability to fulfil the requirements of the CIPM MRA.

Daniel Zueling, Roth, presented the quality management system of Roth.

Actions: None. Some **minor information** was required concerning Roth QMS, but could be clarified in the short discussion after the presentation.;

Decision: TC-Q has sufficient confidence in the QMS of Roth and its ability to fulfil the requirements of the CIPM MRA.

Claude Baillat, IRA, presented the quality management system of IRA.

Actions: Some **minor information** was required concerning IRA QMS; this will be dealt with bilaterally by Ezio Dragone.

Decision: TC-Q has sufficient confidence in the QMS of IRA and its ability to fulfil the requirements of the CIPM MRA.

Daniel Mutter, MBW, presented the quality management system of MBW.

Actions: **None.**

Decision: TC-Q has sufficient confidence in the QMS of MBW and its ability to fulfil the requirements of the CIPM MRA.

Silvie Koller, PMOD/WRC, presented the quality management system of PMOD/WRC.

Actions: **None.**

Decision: TC-Q has sufficient confidence in the QMS of PMOD/WRC and its ability to fulfil the requirements of the CIPM MRA.

**6.8. Portugal – IPQ, IST/LPSR**

Fernanda Saraiva, IPQ, presented the quality management system of IPQ.

Actions: Some **minor information** was required concerning IPQ QMS; this will be dealt with bilaterally by Fiona Redgrave.

Decision: TC-Q has sufficient confidence in the QMS of IPQ and its ability to fulfil the requirements of the CIPM MRA.

Luis Santos, IST/LPSR, presented the quality management system of IST/LPSR.

Actions: Some **minor information** was required concerning IST/LPSR QMS; this will be dealt with bilaterally by Fiona Redgrave.

Decision: TC-Q has sufficient confidence in the QMS of IST/LPSR and its ability to fulfil the requirements of the CIPM MRA.

1. **Report of the Steering Committee about 2017 Annual Reports received**

The TC-Q Chair reported that at the time of the meeting, all the required annual reports had been received from NMIs/DIs and the evaluation was performed by the Steering Committee.

There were also some major comments coming from annual reports presented to contact persons at the meeting:

* Section 4 (External audits) is empty in many reports and qualifications of external auditors (TE, TA)
* Use of abbreviations without clarifications
* Information regarding ILCs/PTs is incomplete or incorrect:
	+ Codes of comparisons are incorrect
	+ “Evaluation criteria” is missing or incorrect (e.g. “weighted mean”)
	+ “Results” column is not filled or filled incorrectly for completed comparisons
	+ Clear statement about outcome of ILCs – not the link to KCDB
* Missing information about instructions/procedures covering new CMCs
* Missing Appendix 5 or presented in very general way - number of non-conformities is reported, but topics concerned and number of resolved non-conformities are not reported at all or reported not in detail.
* Information about CMCs is inconsistent or incomplete – information presented in Section 0 is not consistent with those presented in section about CMCs

The synthesis of the evaluation of the annual reports performed by the Steering Committee is presented in Annex 2. There were three possible situations here:

* The annual report is accepted. No additional action is necessary.
* The annual report is accepted, but still some clarifications are required. The clarification and information will be requested directly by a member of the Steering Committee from the contact person of the country concerned (bilateral treatment).
* The annual report is not accepted as it is. Actions are required. If the actions are satisfactory, then report will be validated.

It was decided that only in the third case the questions would be included in the minutes.

The proposed timetable (from G-TCQ-PRC-001, QMS review procedure) was:

* questions (minor and major) must be sent to the TC-Q CP by the "SC member in charge" before 3/05/2018;
* the TC-Q CP answers before 31/05/2018;
* the answers are accepted or rejected before 14/06/2018.
1. **Feedback from JCRB meetings**

Wolfgang Schmid, EURAMET Member Service Manager gave an overview about recent news from JCRB meetings. Presentation is available on EURAMET website under Feedback\_JCRB\_WSchmid.pptx. He mentioned that the main issues in the agenda for the recent JCRB meetings were work on the review of the CIPM MRA, new version of the Key Comparison Database (KCDB 2.0), which is envisaged to go live at the end of 2018, broader scope CMCs and periodical review of CMCs. EURAMET is actively involved in all issues currently discussed at the JCRB meetings.

1. **Revision of the TC-Q Terms of References**

Enver Sadikoglu, TC-Q chair made a short presentation about the current version of the TC-Q Terms of References with proposed changes, which were rather editorial changes. The proposed changes were accepted by TC-Q and the new version of Terms of Reference will be submitted to approval by EURAMET GA in May 2018.

1. **TC-Q projects**
	1. **Status of TC-Q projects**

Silvie Hoffmanova presented an overview of EURAMET TC-Q projects and the requirements of EURAMET Guideline describing the process of EURAMET TC projects. Some of the TC-Q projects were registered on the EURAMET web-site under the same title “On site peer review”, which is not informative and not describing the activities and NMIs or DIs participating in project. TC-Q will harmonise the titles and during the registration of new projects, TC-Q will assess the registration forms. Also, all TC-Q projects must be reported to EURAMET Secretariat.

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| Action TCQ13 - A03 | Responsible: CPs, Coordinators of projects | Due: according to the project schedule (ongoing projects every year, other project after the completion) |
| To send final reports or progress report to TC-Q projects opened in TC-Q projects database. |

**10.2. Current projects – short reports**

The presentations of 4 on-going projects aimed at mutual on-site peer reviews were given at 12th TC-Q plenary meeting. The main objective of these projects is a realisation of joint/cross audits of quality management systems in NMIs/DIs.

**EURAMET Project No. 1109 “Peer reviews of QMSs” presented by Jaana Jarvinen**

Project No. 1109 is on-going. This project of QMS peer reviews was aimed to support the development and improvement of QMS processes, and evaluation of QMSs of participating institutes - MIKES (Finland), CMI (Czech Republic), SMU (Slovakia), GUM (Poland). Fifteen peer visits in GUM, SMU, and CMI were performed in 2017 and 2018. The progress report is under preparation and will be sent to EURAMET Secretariat soon.

**EURAMET Project No. 1123: “On site peer review” presented by Ana Loranca Gomez**

This project is on-going. Its main objective is the realisation of joint/cross audits for the following laboratories: IPQ, CEM, INRIM in 2012 extended to DIs for Ionizing radiation (ENEA, CIEMAT, LMRI), in 2014 for humidity field (INTA), in 2015 for time and frequency ROA and for ozone measurements ISCIII. The following peer reviews were carried out during reporting period: the peer visits at INRIM covering the QMS, time and frequency, force and electrical and magnetic fields, the peer visit at IPQ covering QMS, photometry and reference gases and the peer visit at CEM covering QMS, mass and force and torque. Also, the peer reviews in DIs (IST-LPSR-LMRI and LMRI-CIEMAT) was performed.

**EURAMET Project No. 1083 “Peer visits and reviews of QMSs in PTB, METAS and BEV” presented by Kai Stoll-Malke**

This project is on-going. Its main objective is the realisation of joint/cross audits for the following laboratories: PTB, METAS and BEV. The peer visits at BEV covered the electricity quantities, ionising radiation, flow and mechanics. The peer visits were performed at PTB division of optics, electrical energy. The peer visit at METAS covered acoustics and vibration and in METAS/PMOD in the Laboratory of Solar Irradiance.

**EURAMET Project No. 1208: “On site peer review” presented by Tamara Djekic**

The project coordinator, Tamara Djekic summarized the current situation of this ongoing project.

**10.3. New projects**

There were two proposals for new projects announced. New TC-Q project of LCOE (France), ENAC (NAB), INRIM (Italy) will be register as an individual project and project of NSAI (Ireland) will continue as ongoing project.

1. **Presentation of invited guests**

**11.1. EA LC**

Trevor Thompson, representative of EA Laboratory Committee presented the recent activities of EA LC relevant to EURAMET. The presentation is available on EURAMET web-site under EA Laboratory Committee Activity for Euramet.pptx.

**11.2. SIM**

Georgette MacDonald, SIM QSTF chair, made presentation about the SIM infrastructure and the SIM QSTF activities. The presentation is available on EURAMET web-site SIM\_QSTF\_report\_EURAMET\_TC-Q\_2018.ppt.

**11.3. AFRIMETS**

Peter Kahihia, Vice Chair of the AFRIMETS TC-QS, made a presentation about the AFRIMETS activities related to the QMS review.

1. **TC-Q transition to the requirements of the new version of the ISO/IEC 17025 standard**

The TC-Q chair reported on outcomes of discussion within TC-Q Steering Committee about EURAMET TC-Q transition to the requirements of the new version of ISO/IEC 17025 standard. He introduced the principles of transition as following:

* All NMIs/DIs shall submit short summary about the status of the QMS on the way to transitioning to the requirements of the ISO/IEC 17025:2017 standard and the ISO 17034 standard (if applicable).
* The summary shall address identified gaps and the action plan for adapting the QMS to meet the requirements of ISO/IEC 17025:2017 and ISO 17034.
* Guidance and template to be used for this purpose will be prepared by the TC-Q SC by the end of June 2018.
* Summary reports from NMIs/DIs shall be submitted by the end of September 2018.
* Reports will be evaluated by the TC-Q SC in the same way as the QMS Annual Reports and feedback will be provided to NMIs/DIs.
* Implementation of the action plan and the transition to the new standards will be monitored through annual reporting.
* From the 2019 TC-Q meeting onwards (i.e. the next meeting) all initial presentations of NMIs/DIs shall be in accordance with the requirements of the ISO/IEC 17025:2017 standard.
* From the 2019 TC-Q meeting onwards all initial presentations of NMIs/DIs involved in CRM production shall be in accordance with the requirements of the ISO/IEC 17034 standard.
* For the 2019 and 2020 TC-Q meetings, re-evaluation reports and presentations meeting the requirements of either the 2005 or 2017 editions of the ISO/IEC 17025 standard are allowed.
* For the 2019 TC-Q meeting only, re-evaluation reports and presentations of CRM producers meeting the requirements of either ISO Guide 34 or the ISO 17034 standard are allowed.

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| Action - TCQ13 - A04 | Responsible: TC-Q working group (Enver Sadikoglu, Kai Stoll-Malke, Silvie Hoffmanova, Jaroslav Mucha, Dionisios Kiriakidis | Due: June 2018 |
| To prepare guidance and template to be used for purpose of transition the requirements of the new version of the ISO/IEC 17025 standard. |

The presentation is available on EURAMET web-site under New-Standard\_Transition\_2018\_ESadikoglu.pptx.

1. **Next meeting: date and place**

To the date of the meeting, one offer to host the next TC-Q meeting in 2019 was received from MIRS (Slovenia). Offers from the Croatia has been received to host the meeting in 2020 and from Denmark to host the TC-Q meeting in 2021.

The dates for the meetings have been proposed as 17-18 of April 2019 in Ljubljana, but the final dates have to be confirmed.

Regarding the agenda of the 14th TC-Q meeting, at present it is planned that the QMS of at least 26 laboratories will be presented.

In 2019 the third cycle of re-evaluations will continue. The following re-evaluations are therefore planned for the next plenary meeting:

* Turkey: TAEK, UME
* Finland: MIKES, Aalto, MIKES-FMI, MIKES-SYKE, FGI-GG, STUK
* Greece: EIM, EXHM/GSCL-EIM
* Hungary: BFKH
* Ireland: NSAI NML
* Italy: INRIM, ENEA-INMRI
* Poland: GUM, INTiBS, POLATOM
* Slovenia: MIRS, MIRS/SIQ/Metrology, MIRS/UL-FE/LMK, MIRS/UM-FS/LTM, MIRS/IJS/F-2, O-2, MIRS/KI/L05, MIRS/IMT/LMT, MIRS/NIB/FITO, MIRS/UP-ZRS/LPOO, MIRS/ZAG/SM 480
1. **Any other business**

TC-Q contact persons approved the proposal for two new steering committee members Tamara Djekic from DMDM and Jaroslav Mucha from CMI.

No other issues were discussed. On behalf of all the participants, TC-Q Chair Enver Sadikoglu thanked the host for an excellent organization of the meeting. Furthermore, the incoming TC-Q Chair Kai Stoll-Malke thanked the TC-Q Chair for his excellent work he performed during the last 4 years and handed over a little something on behalf of EURAMET TC-Q and the EURAMET secretariat.

Annex 1: List of participants

Annex 2: Annual reports evaluation