

G08.03.01 EURAMET Secretariat Activities between the GAs 2013 and 2014

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This report gives an overview on the developments in the organisation and the most relevant activities of the EURAMET Secretariat in the period from the last General Assembly till today; that means from June 2013 till May 2014.

This report is focussed on the general member services and does not describe the EMRP management, done by the EMRP-MSU, the activities of the Joint Programming Coordinator for the preparations of EMPIR and the activities of the EURAMET Communication Officer. They are reported separately.

1. Development of the Secretariat:

The organisational structure of the Secretariat is shown in the graph below. Head of Secretariat, G-MU and AF-CU are located in Braunschweig, Germany; EMRP Programme Manager and EMRP-MSU are located in Teddington, UK.

EURAMET employed two new staff members in the last year:

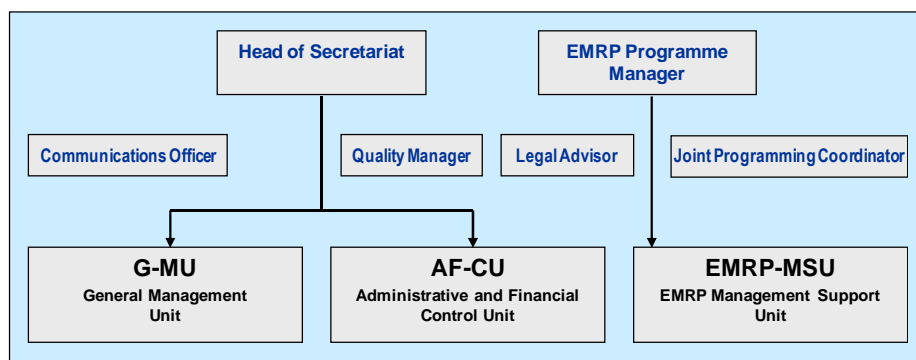
- 1) Silvie Hoffmanova, TC-Q Secretary (25% FTE), since July 2013
- 2) Tanasko Tasic, Capacity Building and Members' Service Officer, since February 2014

Furthermore, there were several changes in the EMRP-MSU.

Some organisational changes on existing staff:

- 1) Communications Officer: reporting directly to Chairperson (since June 2013)
- 2) Legal Advisor: working time increased to 50% FTE (since April 2014)

Actual staff is shown below. Updated information can be found on the EURAMET website.



Head of Secretariat:
Wolfgang Schmid

EMRP PM:
Duncan Jarvis

G-MU:
Jutta Bender
Tanasko Tasic
Kerstin Royss (50%)
Silvie Hoffmanova (25%)

JPC:
Michael Huch

AF-CU:
Jane Welsch (65%)

EMRP-MSU:
Fiona Redgrave
Nikos Skizas
William Dawson
Lucy Buckby *
Val Ralph

Legal Advisor:
Barbara Tafel (50%)

Clifford Brown
Kate Atkinson
Katherine Wilson
Katherine Dune
Fatima Mohammed
Aasima Jameel
Kirstie Opstad
Paula Knee

Quality Manager:
Enver Sadikoglu

Communications Officer:
Anne Trumpfheller

A new structure of the Secretariat is currently discussed by the BoD.

2. Activities of the Secretariat in the past year

The most important activities of the Braunschweig part of the Secretariat are described in this section. Routine type activities are just briefly listed, which does not mean that they are of minor relevance, however. They guarantee the smooth running of the whole organisation and the sustainability of its activities.

2.1. Routine operation of the EURAMET, administration and Members' support

The routine activities are similar as in the previous years and described in the Secretariat report of 2013.

a) General Member Services:

- Administration of and support to members and associates, contact persons, TC-Chairs, etc. and sorting-out of membership issues.
- Communication to members, associates, liaison organisation and to EURAMET bodies and contact persons.
- Organisation of meetings (GA, BoD, TCC)
- Maintenance of the website, update of data and further information on the website.
- Maintenance of an open access repository for EMRP publications on the EURAMET website.
- Direct logistic and administrative support of business trips of EURAMET staff, officials and secondees.

b) Support of TC-Chairs:

- Good and lively contacts are established from the Secretariat to the TC-Chairs in order to support the TC-Chairs effectively in administrative issues, maintenance of the TC-websites and to resolve their open questions to EURAMET rules.
- Workshops with TC-Chairs on actual horizontal TC-topics are organised in cooperation with the TC-IM Chair (during GA-week or joint TCC/BoD-meeting).

c) Support of TC-Quality:

- In order to ensure the continuity in the operation of the TC-Q and its responsibility for reviewing the QMS of EURAMET NMIs and DIs participating in the CIPM MRA, a permanent position of a TC-Q Secretary (25% FTE) was established in July 2013 and assigned to the G-MU.
- The development of a TC-Q database on the EURAMET website for the systematic organisation and storage of all documentation related to the QMS review was concluded.

d) Management support of EMPIR and A-169 EMRP:

Organisation of calls for Joint Research Projects (JRP) and Researcher Grants in all stages, contract negotiations, financial calculations of JRPs and Grants, reporting, communication with EMRP Committee and Research Council, and other tasks supporting the execution of the EMRP.

- mainly done by the EMRP-MSU and the EMRP Programme Manager
- support by the other units of the Secretariat in general matters, publicity and financial management

e) Financial Management:

- Routine financial activities (member services & EMRP): maintenance of bank accounts, financial transactions, accounting.
- Financial reporting (monthly to BoD & annually to GA), organisation of internal and external financial audits.

f) Quality Management & Legal Support:

- The QMS is regularly reviewed, with support of the Quality Manager, and respective procedures are updated or generated. The QMH is established as online version in the “Members Only” section of the website, with links to all QMS documents.
- In order to fulfil requirements of the EC for the operation of joint programmes like EMRP or EMPIR, a data protection audit was organised with an external company and successfully concluded. Several recommendations have been implemented.
- Support in all legal matters related to contracts, human resources, general and EMRP-related documents & procedures, etc. is given by the Legal Advisor.

g) Communication:

- EURAMET communication activities are the responsibility of the Communications Officer under direct supervision of the BoD.
- Staff of the G-MU is supporting the establishment of the new EURAMET website.

2.2. Support of strategic objectives of EURAMET

a) General Situation:

The activities of EURAMET were dominated to a certain extent by the preparation of the EMRP successor programme, the “European Metrology Programme for Innovation and Research” (EMPIR). Also the Secretariat was involved in these activities, in particular the Head of Secretariat and the Legal Advisor. In August 2013 the Head of Secretariat became responsible for the development of the concept for Research Potential Projects within EMPIR.

This limited significantly the possibilities to support other EURAMET activities, as it was done in the past, like direct cooperation in the FG-FNMID, participation in TC meetings, and others. The situation changed with the employment of an additional staff member in February 2014, focussed on the support of Capacity Building activities of EURAMET within and beyond EMPIR.

b) Support in strategic matters and organisational development:

The Legal Advisor and the Head of Secretariat are supporting the EURAMET officials, in particular the Chairpersons continuously in all strategic matters, whenever their support is required.

c) Support of Capacity Building within EURAMET:

This activity of the Secretariat was intensified, in particular with the employment of a “Capacity Building and Members’ Support Officer” (CB-MS-officer) in February 2014. The most relevant activities were/are:

- Development of the concept of Research Potential Projects (RPOT) within EMPIR, in close cooperation with the TC-IM Focus Group for Facilitating National Metrology Infrastructure Development (FG-FNMID), the EMRP-MSU and the JPC.
- This included the organisation of several workshops in Braunschweig (FG preparatory meeting in September 2013, FG working group for Capacity Building in February 2014).
- Support in preparation of the first RPOT call, launched in February 2014.
- “Help desk” for NMIs participating in the RPOT-call.
- The CB-MS-Officer is now coordinating the activities of the FG-FNMID, in particular the implementation of the annual action plan and the development of a concept for “Human and Institutional Capacity Building”, with the objective to be partially supported within EMPIR.

d) CIPM MRA:

- Support of CIPM MRA issues, development of proposals for MRA matters, participation of the Head of Secretariat in the JCRB Meetings.
- The Head of Secretariat together with the TC-MC Chair and the Vice-Chair (GA) are driving the development of a EURAMET position paper on “Role and Responsibilities of DIs”. A first draft was prepared, discussed internally (BoD, TCCs, GA) and externally (EURAMET DIs, JCRB and other RMOs). Positive feedback was received up to now. The paper is close to be concluded.

e) Liaison Activities:

The Head of Secretariat is supporting the BoD in EURAMET liaison activities, in particular in the relation to other RMOs. The BoD assigned to the Head of Secretariat the responsibility for being the principal contact to the RMOs.

3. Challenges for the next year

Currently the BoD is developing a concept for the development of the Secretariat, which will be presented at the GA. The activities for the next year need to be aligned to this concept; a work plan will be developed in a given moment.

It is supposed that the Members' support activities as described in 2.1 and most of the strategic activities as described in 2.2 will be continued. Continuously improving quality and efficiency of the activities is envisaged.