

EURAMET Secretariat Activities between the GAs 2010 and 2011

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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 2010 till May 2011. The report concludes with a short outlook on the most important challenges for the following year.

This report is focussed on the general member services and does not describe in detail the EMRP management.

1. Development of the Secretariat:

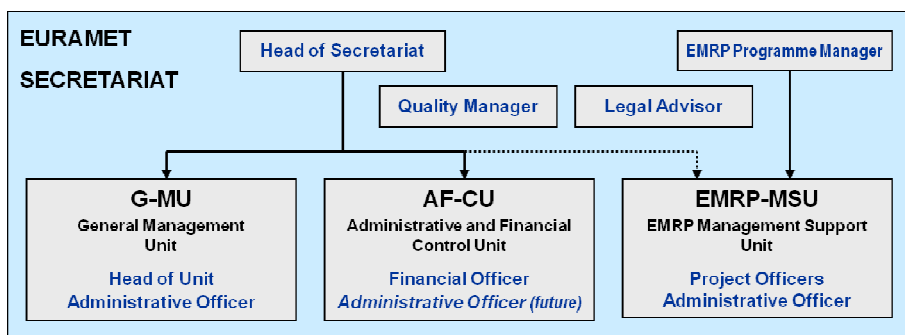
1.1 EURAMET becoming employer / consolidation of Secretariat organisation:

During 2010 EURAMET made the important step to become a direct employer of staff and to fulfil with that one of the core requirements of the European Commission (EC) in order to be eligible for the execution of the Article 169 based EMRP. This required several infrastructural and administrative changes and the development or adaption of the respective parts of the Quality Management System (QMS), like job descriptions, line management, staff evaluation procedures, etc.

In May 2010 Jane Welsch has been employed as Financial Officer, as the first direct EURAMET employee. The employments of Duncan Jarvis as EMRP Programme Manager and Wolfgang Schmid as Head of Secretariat followed in October and November 2010. Further staff of the Secretariat is assigned to EURAMET, but keeps the employment contract with its home organisation (PTB and NPL). The line management in these cases lays within EURAMET. The actual staff can be found on the EURAMET website.

1.2. Actual structure 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



Head of Secretariat:
Wolfgang Schmid

EMRP PM:
Duncan Jarvis

G-MU:
Jutta Bender
Kerstin Royss

EMRP-MSU:
Fiona Redgrave
Christine Reilly
Nikos Skizas *
Gill Money *
Lucy Buckby *
Kaiken Maehl
Val Ralph
Deborah Lea

AF-CU:
Jane Welsch

** joint the team in the second half of 2010*

The work of the Secretariat is supported by staff from EURAMET member NMIs within secondments:

- 1) Enver Sadikoglu, UME, Turkey
- 2) Barbara Tafel, PTB, Germany
- 3) Silvie Hoffmanova, CMI, Czech Republic
- 4) Haris Memic, IMBiH, Bosnia-Herzegovina

EURAMET Quality Manager
EURAMET Legal Advisor
Membership issues & TC-Q Secretary
Maintenance of website of TC-IM FG-FNMID

2. Activities of the Secretariat in the past year

The most important activities 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. On the contrary, they guarantee the smooth running of the whole organisation and the sustainability of its activities.

2.1. Routine Member Services

- Administration of and support to members and associates, contact persons, TC-Chairs, etc.
- Communication to members, associates, liaison organisation and to the EURAMET bodies and contact persons.
- Organisation of meetings (GA, BoD, TCC)
- Maintenance of the website, update of the databases and further information on the website.
- Direct logistic and administrative support of business trips of EURAMET staff, officials and secondees (flight booking, T&S reimbursement, etc.)
- Implementation of the “acceptance criteria for associates” via a proper registration of Designated Institutes as EURAMET Associates (A-DI)
- Support of CIPM MRA issues, participation of the Head of Secretariat in the JCRB Meetings

2.2. Management support of the iMERA-Plus 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 (see also EMRP Interim Report, G05.06.01)

- 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

2.3. Financial Management

- Consolidation of the financial management system and procedures, following the requirements of the EMRP (defined by the EC) and the German laws.
- Routine financial activities: maintenance of bank accounts, financial transactions, accounting.
- Financial reporting, organisation of internal and external financial audits (see D05.07).

2.4. Quality Management

- Conclusion of the Ex-Ante Action Plan (in relation to the A-169 EMRP)
- Further consolidation of the QMS, development of procedures, internal audits of the Quality Manager in Braunschweig.

Actually the Quality Manual is under review and in the process to be established in the “Members Only” section of the website. A more effective linking to relevant documents for Delegates and other contact persons will be achieved.

2.5. Publicity and improvement of internal communication:

An “Intranet” has been developed on the EURAMET website and will be further improved. EURAMET contact persons of the various committees (BoD, GA, EMRP Committee, TC-Chairs, TC contact persons) have access to this “Members Only” Section with respective passwords. The setting-up of personal passwords is in process; the concerned contact persons will be informed soon.

The publicity of the EMRP has been improved with the support of Chris Noble from NPL publicity department. Within several visits to the Secretariat in Braunschweig Chris developed a comprehensive section on the EURAMET website where objectives, scope and the results of the EMRP Calls and the Joint Research Projects (JRP) are presented. Also general information on the EMRP can now be found there. Furthermore, Chris started to develop brochures, posters and other publicity material.

A publication repository with papers of the JRP of the EMRP has been developed and established on the website.

Further general publicity work is limited within the current human resources in the Secretariat. General discussions on widening the publicity activities of the Secretariat have been initiated in the BoD.

2.6. Support of activities of the TC-IM FG for Facilitating National metrology Infrastructure Development

Supported by a respective decision of the BoD, the Head of Secretariat participated actively in the organisation and implementation of activities of the TC-IM FG for Facilitating National Metrology Infrastructure Development (FNMID). This included the organisation of and participation in workshops and the development of training materials.

The Head of Secretariat developed in cooperation with Stephan Mieke (PTB, Germany) and Majlinda Hoxha (DPM, Albania), a training course on "Determination of Measurement Uncertainty according to the GUM". The course was given to FG members several times and the material is provided to them for translation further dissemination in their countries.

In cooperation with Enver Sadikoglu, Silvie Hoffmanova and Omer Altan (BIPM, JCRB Secretary) a training course for facilitating the participation in the CIPM MRA has been carried out in Skopje, FYR Macedonia from 26 to 29 April 2011, mainly focussed to those EURAMET Members who are preparing for the participation in the MRA (and presentation of their CMCs).

2.7. Landscaping on National Metrology Infrastructure:

A landscaping on the way how the national metrology infrastructure composed by NMI and Designated Institutes (DI) is organised and maintained in EURAMET member countries was carried out by the Secretariat in cooperation with the BoD. The objective of the analysis is to obtain a better understanding on the organisation of the metrology infrastructure in the member countries and to provide EURAMET members objective information and criteria for the process of designation and integration of DIs in their national metrology infrastructure.

2.8. Cooperation of EURAMET in infrastructure development programmes with the EC

The Secretariat coordinated in cooperation with PTB, Germany and CROSQ, the CARICOM Regional Organisation for Standards and Quality, a pilot activity of EURAMET in infrastructure development programmes with the EC. Financed by the EU ACP Programme PRO€INVEST, two weeks hands-on training at different EURAMET member NMIs were organised for 15 metrologists from Caribbean National Bureaus of Standards, in March 2011. The training was framed by initial and final workshops including a training course on measurement uncertainty (using the EURAMET training material) at the EURAMET headquarters. The feedback from the beneficiaries on the trainings in the NMIs, on the overall organisation and the activity as such was very positive.

2.9. Support of liaison activities:

The Head of Secretariat supported the BoD in EURAMET liaison activities

Organisation, Event	Period	Place	Comments
NCSLi Metrology Conference	25 – 29 July 2010	Providence, USA	EURAMET booth, with support by Kerstin Royss
AFRIMETS GA	22/23 Sept. 2010	Sharm El Sheik, Egypt	In connection with the JCRB meeting in Egypt
EA GA	25 May 2011	Berlin, Germany	

3. Challenges for the next year

Two principal objectives are envisaged for the following year:

- Further consolidation of the routine operation and administrative activities of the Secretariat in order to continuously make them more accurate, user friendly and efficient (see 3.1).
- Continuation and intensification of activities which produce higher added value, support the achievement of the strategic objectives of EURAMET and improve the visibility of EURAMET and its image as professional organisation towards members and stakeholders (see 3.2).

3.1 Activities to improve routine operation and administration:

- a) In general, continuation of all routine and administrative activities 2.1 to 2.4
- b) Financial management
 - Fine-tuning and consolidation of existing procedures
 - Budget follow-up procedure and its routine implementation
 - Documentation of financial procedures
- c) QMS: Conclude the important parts before the announced audit by EC ("second half of 2011")
 - Human resources (Hiring staff / Planning of professional development /Grievances)
 - Audit strategy, routine implementation of audits
 - Review of EURAMET RoP
 - Other important procedures (Complaint procedure, Guide for EURAMET TC projects, ...)
 - Structure for records
- d) EURAMET website:
 - Complementation and further improvement of the EURAMET intranet
 - Establishment of tools for stakeholder feedback (on EURAMET guides, general comments, etc.)
- e) General staff development plan
Establish a concept for the development of staffing of the Secretariat, considering aspects of deputising, "robustness" and redundancy (What happens when a key person of the Secretariat is absent for a prolonged period or at a crucial instant due to unforeseeable reasons?)

3.2. Activities to support strategic objectives of EURAMET:

- a) Continue with the respective activities which have been carried out in the last year 2.5 to 2.9
- b) Implementation of the EURAMET Strategy
Following the discussions of the BoD on the EURAMET Strategy and its implementation, identify the specific areas where the Secretariat can play a crucial role or give substantive support and prioritise the engagement in the activities 2.5 to 2.9 correspondingly.
- c) EURAMET publicity:
 - Develop together with the BoD a concept for EURAMET publicity and its implementation.
 - Before such a concept is developed continue working with Chris Noble on the EMRP publicity.
 - Include general EURAMET publicity to the working programme of Chris
 - It should be noted that an intensification of the publicity work is subject to the provision of the required resources, mainly human resources.
- d) Continue and try to intensify the involvement of members in the work of EURAMET via secondments to the Secretariat.

Annex: Lists of visits in the EURAMET Secretariat and events with participation of staff of the EURAMET Secretariat

A) Visits and secondments to the EURAMET Secretariat

Visitors	Organisation	Period	Purpose
Vanja Asanovic Haris Memić Zijad Dzemic Janko Drnovsek Arnold Leitner	MBM, Montenegro IMBiH, Bosnia-Herzegovina IMBiH, Bosnia-Herzegovina MIRS, Slovenia BEV, Austria	30 June – 3 July 2010	FG midterm meeting
Wynand Louw	AFRIMETS, Chairman	26 October 2010	Action Plan with AFRIMETS
Andy Henson	BIPM	14/15 Dec. 2010	Discussion of DI issues
Silvie Hoffmanova	CMI, Czech Republic	16 – 18 Nov. 2010 13 – 15 Dec. 2010	Registration of A-DI
Enver Sadikoglu	UME, Turkey	6 – 16 Dec. 2010	EURAMET QMS
Chris Noble	NPL, UK	3 visits from January to March 2011	Development of EMRP publicity on the EURAMET website

Additionally, there have been several visits of EURAMET Chairperson, Vice-Chairperson, BoD Members, Delegates and staff of the EMRP-MSU for coordination and working meetings in the Secretariat.

B) Participation of the Head of Secretariat in EURAMET meetings and events

Organisation, Event	Period	Place	Function
FG Training course (GUM)	2 – 4 June 2010	Tirana, Albania	Trainer
TC-PR	22/23 June 2010	Berlin, Germany	Observer, EURAMET presentation
Training Course (MCM)	26 August 2010	Prague, Czech Rep.	Trainer
FG Training Course (GUM)	29 Sep. – 1 Oct. 2010	Sarajevo, BiH	Trainer
TC-IM	27 October 2010	Berlin, Germany	General support of TC-IM
FG Training Course	8 / 9 Nov. 2010	Luxembourg	Observer, EURAMET presentation
TC-IM FG-FNMID	1 - 2 December 2010	Budva, Montenegro	Support of organisation
TC-Q, incl. Steering Com.	9 – 11 March 2011	Belgrade, Serbia	Observer, EURAMET presentation
TC-TF	7 / 8 April 2011	Gebze, Turkey	Observer, EURAMET presentation
TC-IM	14/15 April 2011	Vienna, Austria	General support of TC-IM
FG Training Course (MRA)	27 – 29 April 2011	Skopje, Macedonia	Support of organisation and follow-up

Additionally, the Head of Secretariat and further staff participated in GA, BoD, TCC, and EMRP meetings, as well as in coordination meetings with staff of the EMRP MSU.