



G05.04

EURAMET Secretariat

Wolfgang Schmid
Head of Secretariat

5th EURAMET GA
Sarajevo, Bosnia-Herzegovina, 7th June 2011

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Sarajevo, BiH, 7 to 9 June 2011



G05.04 EURAMET Secretariat

1) Organisational changes during last year
2) EURAMET Quality Management System
3) Major Activities and Outlook

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Development of the Secretariat



EURAMET
European Association of National Metrology Institutes

Important steps during last year:

EURAMET became employer of staff:

- Financial Officer: Jane Welsch (May 2010)
- EMRP Programme Manager: Duncan Jarvis (Oct. 2010)
- Head of Secretariat: Wolfgang Schmid (Nov. 2010)

Development and adaption of relevant rules:

- Line management
- Job descriptions
- Staff evaluation procedures, etc.

New Staff in the EMRP MSU


- Nikos Skizas
- Gill Money
- Lucy Buckby

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Secretariat: Structure and Staff



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Head of Secretariat:
Wolfgang Schmid

Quality Manager:
Enver Sadikoglu (10%)

Legal Advisor:
Barbara Tafel (10%)

G-MU:
Jutta Bender
Kerstin Roys (50%)

AF-CU:
Jane Welsch (50%)

**EURAMET
SECRETARIAT**

Head of Secretariat

Quality Manager

Legal Advisor

EMRP Programme Manager

G-MU
General Management Unit
Head of Unit
Administrative Officer

AF-CU
Administrative and Financial Control Unit
Financial Officer
Administrative Officer (future)

EMRP-MSU
EMRP Management Support Unit
Project Officers
Administrative Officer

Secretariat was supported by secondments:

Silvie Hoffmanova, CMI (Czech Rep.)
TC-Q & DI landscaping

Haris Memic, IMBiH (BiH):
FG-FNMID, website

EMRP Programme Manager: Duncan Jarvis

EMRP-MSU (Teddington)


Fiona Redgrave	Val Ralph
Christine Reilly	Deborah Lea
Kaiken Mähl	Nikos Skizas *
Gill Money *	Lucy Buckby *


* joint 2nd half of 2010

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EURAMET Quality Management System		 EURAMET European Association of National Metrology Institutes
<p>1) Conclusion of the action plan from the Ex-Ante Audit (A-169)</p> <p>2) Progress with QMS documentation:</p> <ul style="list-style-type: none"> • Categories and types of EURAMET documents • Evaluation of Secretariat staff – procedure • Evaluation of Secretariat staff – report • Rules for Commerzbank accounts: authorisation and execution of payments • Rules for HSBC accounts: authorisation and execution of payments • Coverage of travel costs of officials and Secretariat staff • Reimbursement of T&S within EURAMET • Maintenance of EURAMET website – responsibilities • Decision making between the meetings 		
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EURAMET Quality Management System		 EURAMET European Association of National Metrology Institutes
<p>Work in progress:</p> <ul style="list-style-type: none"> • Revision of Quality Manual • Internal audit procedure <p>Work in planning stage</p> <ul style="list-style-type: none"> • Document control procedure • Procedure for control of records 		
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Announced audit by the COM

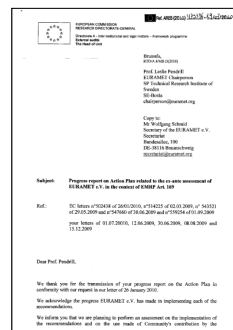


Reply from COM on our Ex-Ante progress report 06/2010:

We inform you that we are planning to perform an assessment on the implementation of the recommendations and on the use made of Community's contribution by the Secretariat in the second half of 2011. We will contact you in the future to formalise this audit and provide you with more details.

Conclusions:

- Expected audit by COM in second half of 2011
- Possibly short-term announcement
- Should we approach the COM and ask for further information now?
- We should conclude our operational procedures before summer break



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Secretariat activities since the last GA



A) "Routine" Activities:

- 1) Member Services: General administration of EURAMET:**
 - Administration of and support to members, associates, contact persons, TCCs, L.O., etc.
 - Maintenance of the website
 - Organisation of meetings (GA, BoD, TCC, ...)
 - Logistics support of business trips of staff and officials
 - Support to CIPM MRA matters
- 2) Management support of the iMERA-Plus and A-169 EMRP:**
 - Mainly by EMRP-MSU and EMRP Project Manager -> see G05.06.01
 - Support in general matters by other units
- 3) Financial Management:**
 - Consolidation of financial mgt. system
 - Financial transactions, accounting, maintenance of bank accounts
 - Financial reporting, audits
- 4) Quality Management**

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Secretariat activities since the last GA



B) “Special” Activities:

- 1) **Publicity:** → *Only limited activities possible within the available resources*
 - Development of a EURAMET intranet: “Members Only” (see G05.11.03)
 - EMRP publicity
- 2) **Support of FG for “Facilitating National Metrology Infrastructure Development”:**
 - Organisation of meetings
 - Development of training material
 - Contributions to training events and workshops
- 3) **Cooperation EURAMET in Infrastructure Development Programmes of the EC:**
 - Pilot project EURAMET-CROSQ, financed by PRO€INVEST
- 4) **Landscaping on National Metrology Infrastructure:**
 - Analysis of situation of DIs in EURAMET member countries (see G05.05.02)
- 5) **Support of liaison activities:**
 - Participation of HS in events of LO (NCSLi, AFRIMETS GA, EA GA)

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EMRP Publicity

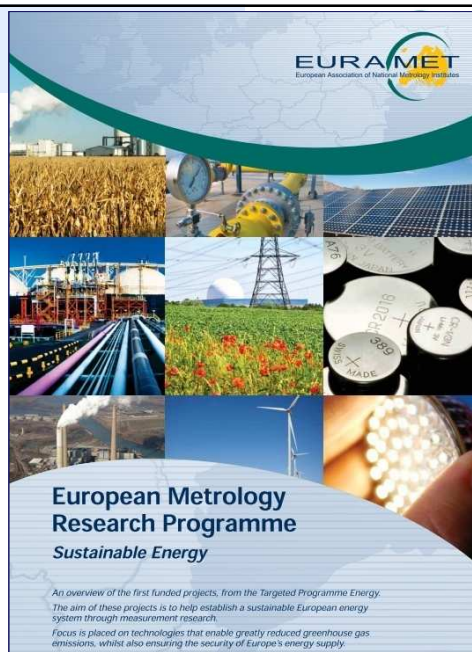


Chris Noble
(NPL publicity department)
supports EURAMET
in EMRP publicity
since January 2011

Development of

- EMRP website
- Brochure on Energy Call
- EMRP Poster

Information on EURAMET website
<http://www.euramet.org/index.php?id=emrp>



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EMRP Publicity

Comprehensive EMRP information on EURAMET website (public):

- Introduction to EMRP
- Overview on calls
- General and detailed information on JRPs
- Researcher Grants
- EMRP events



EURAMET
European Association of National Metrology Institutes

Home > EMRP > EMRP Calls and Projects > EMRP 2010 Industry & Environment

EMRP Call 2010 - Industry & Environment

The aim of this call is to advance measurement science by providing funding for Joint Research Projects (JRPs) and associated Researcher Grants in the following fields:

- Metrology for Industry
- Metrology for Environment



Industry Joint Research Projects (JRPs)

Number	Short Name	Full Name	JRP Coordinator
IND01	HiTeMS	 High temperature metrology for industrial applications (>1000 °C)	Prof Graham Machin (NPL)
IND02	EMINDA	 Electromagnetic Characterization of Materials for Industrial Applications up to Microwave Frequencies	Mr Bob Clarke (NPL)

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TC-IM FG-FNMID: Development of Training Material

Pilot activity:
GUM training material

EURAMET training material developed:

- Wolfgang Schmid, EURAMET
- Stephan Mieke, PTB, Germany
- Majlinda Hoxha, DPM, Albania

GUM course held:

- Albania, June 2010
- BiH, September 2010

Training material is used by members for internal dissemination (e.g. Albania, Serbia, BiH)






Training Course:

Determination of Measurement Uncertainty according to the GUM

Sarajevo, Bosnia and Herzegovina,
29th September to 1st October 2010

Lecturers:

Stephan Mieke, PTB, Germany
Wolfgang Schmid, EURAMET

Expression of Measurement Uncertainty according to GUM
Bosnia and Herzegovina, 29th September to 1st October 2010
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TC-IM FG-FNMID:

Skopje, FYR Macedonia
27 to 29 April 2011

Workshop on CIPM-MRA

Objective: Facilitating the participation in the CIPM MRA
in particular of EURAMET members which are preparing for CMC entries

Activities:

- Lectures
- Exercises
- Preparation of „roadmaps to CMCs“, identify obstacles and solutions



26 participants from:

- DPM, Albania
- IMBiH, Bosnia-Herzegovina
- CRP Henri Tudor, Luxembourg
- MBM, Montenegro
- BoM, FYR Macedonia
- DMDM, Serbia
- IRB, Croatia
- KDM, Kosovo UNSCR 1244/1999

Lecturers:

- Omer Altan, BIPM
- Silvie Hoffmanova, CMI
- Enver Sadikoglu, UME
- Wolfgang Schmid, EURAMET

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Cooperation with the EC in Technical Assistance Programmes



Pilot-Project: PROINVEST CAR/6348 (March 2011)

“Capacity Building in Metrology for Caribbean Regional Organisation for Standards and Quality (CROSQ) and National Standards Bureaus”

Training for 15 metrologists
from Caribbean NSBs
in EURAMET NMI and DIs

- BEV (Austria)
- CEM (Spain)
- CMI (Czech Republic)
- LNE (France)
- MIRS/UL-FE/LMK (Slovenia)
- SMD (Belgium)
- ZMK (calibration lab Germany)

Final evaluation workshop
+ GUM trainings course

Project management by

- PTB Technical Cooperation &
- EURAMET Secretariat




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Better integration of DIs into EURAMET




European Association of National Metrology Institutes

- 1) **Development of acceptance criteria for Associates (2008)**
- 2) **Registration of DIs as EURAMET Associates A-DIs (2009 – 2010)**
- 3) **Survey among Delegates (2010)**
 - to obtain a better understanding on National Metrology System
 - to learn from positive experiences,
 - to serve as basis for recommendations to the EURAMET members
 - to serve EURAMET as a tool for more efficient management of it's membership
- 4) **Analysis and recommendations**

Principal "actors":

- Wolfgang Schmid
- Janko Drnovsek
- Silvie Hoffmanova



Questionnaire:
red: replies received
green: no feedback

Cyprus 0 DIs

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Achievement of objectives of last year ?



European Association of National Metrology Institutes

Challenges for the next year (BS)



European Association of National Metrology Institutes

- Consolidation of the financial system almost done
- Consolidation of the QMS good progress
- Employment of the Head of Secretariat and EMRP Programme Manager done
- Conclusion of the Ex-Ante Action Plan done
- Improvement of publicity work:
 - Review and improvement of the EURAMET website
 - Development of a EURAMET directory
 - EURAMET flyers, guidance documents
 - EMRP: open access repository, bulletinsome progress
requires additional person for publicity work
- Stronger support to the FG activities YES
- Member integration:
 - Intensify secondments yes
 - Improvement of the link to the TCs

And ...

... trying to achieve some kind of "routine" operation of the Secretariat ?

4th EURAMET GA
Lisbon, Portugal, 25/26 May 2010

G04.03.02b

4.03

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Challenges for the next year



- A) Further consolidation of the routine administrative activities, to ensure that they are:
- accurate
 - user friendly
 - efficient
- B) Continuation and intensification of activities which
- produce higher added value,
 - support our strategic objectives,
 - improve visibility and image of EURAMET as professional organisation

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Challenges for the next year



A) Activities to improve routine operation and administration:

1) Financial management:

Fine-tuning, consolidation and documentation of existing procedures

2) Quality Management:

Conclude the important parts of QMS before audit by EC: "second half of 2011"
(human resources, audit strategy, structure for records, ...)

3) EURAMET website:

Further improvement of intranet
Establishment of tools for stakeholder feedback
(on EURAMET guides, general comments, etc.)

4) Secretariat staffing development:

Aspects like: deputising, "robustness" and redundancy

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Challenges for the next year



B) Activities to support strategic objectives:

- 1) **Continue with respective activities of last year:**
- 2) **Support the implementation of the EURAMET Strategy:**
prioritise activities of (1) accordingly,
following the respective discussions in the BoD
- 3) **EURAMET publicity:**
Continue with EMRP publicity work
Develop a publicity concept for EURAMET: external consultant (Proof)
Implementation of the recommendations, resources foreseen in the budget proposal 2012
- 4) **Continue / intensify involvement of Members in EURAMET via secondments:**
Željko Stijepović, MBM Montenegro (June 2011): regional networking)
Silvie Hoffmanova: integrated database TC-Q & EURAMET-general
others according to needs identified in the FG

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Challenges for the next year ...



... making our members and friends
feel at home in the EURAMET headquarters

