

G06.04

EURAMET Secretariat

Wolfgang Schmid, Head of Secretariat

6th EURAMET GA
Working Session – Delegates Only
Lyngby, Denmark, 22nd May 2012

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Secretariat: Structure and Staff

Head of Secretariat:

Wolfgang Schmid

Quality Manager:

Enver Sadikoglu (10%)

Legal Advisor:

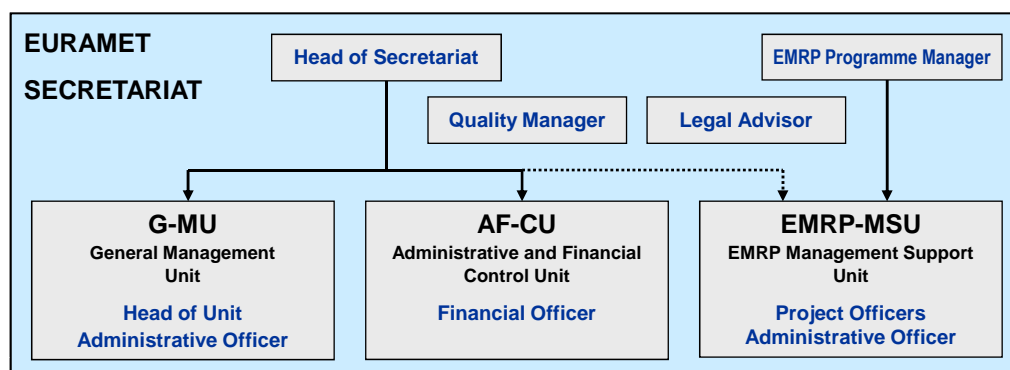
Barbara Tafel (10%)

G-MU:

Jutta Bender
Kerstin Royss (50%)

AF-CU:

Jane Welsch (65%)



Secretariat was supported by secondments:

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

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

EMRP Programme Manager: Duncan Jarvis

EMRP-MSU (Teddington)

Fiona Redgrave	Val Ralph
Christine Reilly	Deborah Lea
Kaiken Mähl	Nikos Skizas
William Dawson *	Lucy Buckby
Clifford Brown *	

* new staff

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The 2 sites of the Secretariat

Central Secretariat in Braunschweig:



*this
presentation*

- Focus of activities on member services
- Support of the EMRP

EMRP-MSU in Teddington:

- Management of the EMRP

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“Routine” activities since the last GA

a) Member Services: General administration of EURAMET:

- Administration of and support to members, associates, contact persons, TCCs, L.O., etc.
- Organisation of meetings (GA, BoD, TCC, ...)
- Logistics support of business trips of staff and officials
- Maintenance of the website & **development of an open access repository for the EMRP**

b) Support of TC-Chairs:

- **Workshop for new TC-Chairs:**
maintenance of website,
general EURAMET aspects



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“Routine” activities since the last GA

a) Financial Management:

- Consolidation of procedures: **completion of requirements from Ex-Ante Audit**
- Audit on accounting of EMRP-costs within NPL accounting system (made by Financial Officer)
- Financial transactions, accounting, maintenance of bank accounts
- Financial reporting, audits

b) Quality Management & Legal Support:

- Routine maintenance of QMS
- **Online version of the Quality manual**
- **Revision of EURAMET RoP**
- **Support in all legal matters**
(contracts, human resources, EMRP-related documents, etc.)

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Support of EURAMET strategic objectives

a) General support in strategic matters:

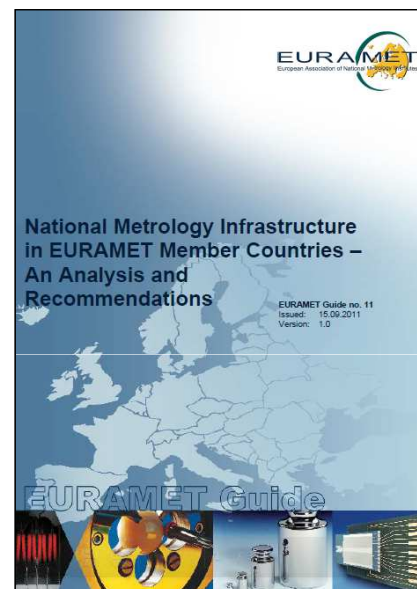
- to EURAMET officials, in particular Chairpersons
(Legal Advisor, Head of Secretariat)
- participation in interim evaluation of EMRP

b) Implementation of EURAMET 2020 Strategy:

- Support in particular to objective “Deliver high value to M&A”
- Guide N° 11 was concluded and published

c) FG “Facilitating National Metrology Infrastructure Development”:

- Engagement in organisation of FG and implementation of activities
- Secondment for analysis of “Specifying barriers to cross-border provision of metrology services” (Zeljko Stijepovic, MN)
- Preparation of “upgrade” of FG to a TC
- Development of concepts for the future role of the FG/TC in capacity building modules of the EMPIR



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Support of EURAMET strategic objectives

d) CIPM MRA:

- Support of CIPM MRA issues
- Head of Secretariat is member of EURAMET delegation to JCRB
- EURAMET organised the 27th JCRB meeting in Vienna (September 2011)



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Support of EURAMET strategic objectives

e) Publicity:

- Development of flyers and posters
- EMRP publicity, together with Chris Noble (NPL)
- Support of the development of a “**EURAMET Communication Strategy**”
- Establishment of a new post: “**EURAMET Communications Officer**”

EURAMET Job Offer: EURAMET is seeking a Communications Officer

2012-04-18, 14:43

EURAMET is seeking a **Communications Officer** who will play a vital role in positioning EURAMET as the gateway to Europe's integrated metrology community.

The Communication Officer will coordinate the development of a new website and manage the website as EURAMET's primary communication tool. The Communication Officer will support the development and promotion of EURAMET's communication documents and policy-related news and also promote the EMRP and other joint programming activities.

The role of the Communication Officer is of paramount importance to the successful communication of EURAMET's position in European metrology.

Please note the deadline for Applications: **30 May 2012**

Download [Advertisement Communications Officer](#) PDF

see
EURAMET Website

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Support of EURAMET strategic objectives

e) Liaison Activities:

- inter-RMO workshops on activities in support of small, emerging and developing economy NIMs":
Mongolia June 2011 / Braunschweig March 2012
- COOMET Committee Meeting, Kyrgyzstan, April 2012
- Support of strategic planning of SIM
development of a strategy
RMO as legal entity
- Support of EMRP publicity:
IMC 2011,
"EMRP from iMERA+ to A-185" (Brussel)



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Review of plan from last GA

A) Activities to improve routine operation and administration (GA 2011):

1) Financial management:

Fine-tuning, consolidation and documentation of existing procedures

done

2) Quality Management:

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

done

3) EURAMET website:

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

done

4) Secretariat staffing development:

Aspects like: deputising, "robustness" and redundancy

open

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Review of plan from last GA

B) Activities to support strategic objectives (GA 2011):

- 1) Continue with respective activities of last year yes
- 2) Support the implementation of the EURAMET Strategy:
prioritise activities of (1) accordingly,
following the respective discussions in the BoD in
progress
- 3) EURAMET publicity:
Continue with EMRP publicity work done
Develop a publicity concept for EURAMET: external consultant (Proof)
Implementation of the recommendations, resources foreseen in the budget 2012 delayed
- 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 continued,
but not
intensified

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Challenges for the next year

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

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Challenges for the next year

1) Activities to improve routine operation and administration:

- a) Continuation of all routine operation and administration:
- b) **Quality Management:**
Filling gaps, revising procedures, but no major activities required
- c) **New comprehensive database for Members and Associates**
in cooperation with TC-Q
- d) **Secretariat staffing development:**
Aspects like: deputising, "robustness" and redundancy

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Challenges for the next year

2) Activities to support strategic objectives:

- a) Continue with respective activities of last year
- b) **EURAMET Publicity**
 - Employment of a Communications Officer
 - Revision of EURAMET website to complement it by an interactive, dynamic, informative part oriented to stakeholders
 - Case studies, upgrade existing newsletter
- c) **Support the preparation of EMPIR**
- d) **Continue / intensify involvement of Members in EURAMET via secondments**

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Challenges for the next year ...



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

