

EURAMET Secretariat Activities between the GAs 2011 and 2012

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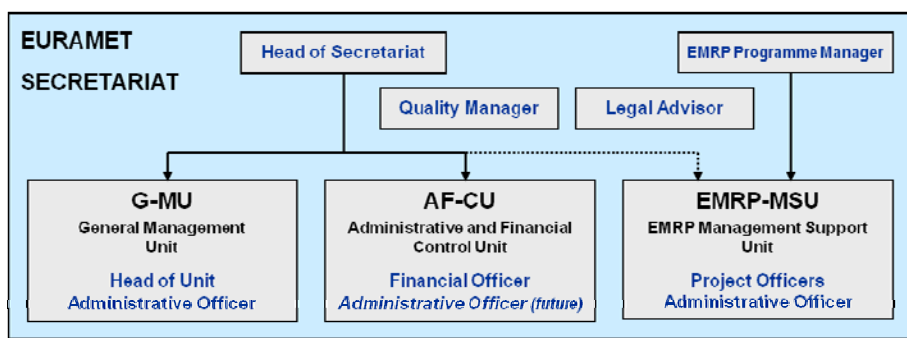
This report gives an overview on the developments in the organisation and the most relevant activities of the EURAMET Secretariat in the period from the last General Assembly till today; that means from June 2011 till May 2012. It is complementary to the Chairpersons' report and focussed on important organisational developments and on the implementation of strategic decisions of the BoD by or with support of the Secretariat. 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 the EMRP management, done by the EMRP-MSU. Their activities are reported to the EMRP-Committee.

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.

There were no changes of staff in Braunschweig, but several changes in the EMRP-MSU. Actual staff is shown below.



Head of Secretariat:
Wolfgang Schmid

EMRP PM:
Duncan Jarvis

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

EMRP-MSU:
Fiona Redgrave
Christine Reilly
Nikos Skizas

AF-CU:
Jane Welsch (65%)

William Dawson
Lucy Buckby *

Legal Advisor:
Barbara Tafel (10%)

Kaiken Maehl
Val Ralph
Clifford Brown
Deborah Lea

Quality Manager:
Enver Sadikoglu

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 Hoffmannova, CMI, Czech Republic
- 4) Haris Memić, IMBiH, Bosnia-Herzegovina

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

Furthermore, Chris Noble from NPL supported the development of EMRP website and publicity material.

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, however. They guarantee the smooth running of the whole organisation and the sustainability of its activities.

2.1. Routine operation of the EURAMET and administration

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 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.
- Development and maintenance of an open access repository for EMRP publications on the EURAMET website; which includes the analysis of copyright issues and development of appropriate rules.
- Direct logistic and administrative support of business trips of EURAMET staff, officials and secondees (flight booking, T&S reimbursement, etc.)

b) Support of TC-Chairs:

- A workshop was organised for the new TC-Chairs to train them on the maintenance of the EURAMET website (TC-pages) and introduce to them the relevant organisational aspects of EURAMET. This workshop turned out to be very useful and will be repeated in the future whenever needed.
- Good and lively contacts are established from the Secretariat to the TC-Chairs in order to support the TC-Chairs effectively in administrative issues and resolve their open questions to EURAMET rules.

c) 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.

- 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

d) Financial Management:

- Consolidation of procedures; completion of the requirements from the Ex-Ante Audit.
- A short audit on accounting of EMRP-costs within NPL accounting system was carried out by the Financial Officer; issues with internal procedures were clarified.
- Routine financial activities (member services & EMRP): maintenance of bank accounts, financial transactions, accounting.
- Financial reporting, organisation of internal and external financial audits (see D06.07).

e) Quality Management & Legal Support:

- The Quality Manual was reviewed and established as online version in the "Members Only" section of the website, with links to all QMS documents (see D06.10.03).
- Specification of categories of EURAMET personnel (see Quality Manual 3.4).
- Revision of the EURAMET Rules of Procedure (see D06.10.01).
- Routine maintenance of the QMS.
- Support in all legal matters related to contracts, human resources, general and EMRP-related documents & procedures, etc.

2.2. Support of strategic objectives of EURAMET

a) General support in strategic matters:

- 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.
- The Head of Secretariat was involved in the interim evaluation of the EMRP (interview, participation in meetings with the evaluation panel).

b) Implementation of the EURAMET 2020 Strategy:

The Secretariat supports the implementation of the “EURAMET 2020 Strategy”, in particular of the strategic objective N° 4 “Deliver high value to members and associates” in close cooperation with the Vice-Chair (GA). EURAMET Guide 11 on “National Metrology Infrastructure in EURAMET Member Countries – An Analysis and Recommendations” has been concluded and published. The analysis on needs of emerging members on capacity building has been initiated, in particular in consultation with the members of the FG-FNMID.

c) Support of activities of the TC-IM FG for Facilitating National Metrology Infrastructure Development:

The Secretariat continued its engagement in the organisation and implementation of activities of the TC-IM FG for Facilitating National Metrology Infrastructure Development (FG-FNMID). The mid-year meeting of the FG was organised by the Secretariat in Braunschweig. Within a secondment (Zeljko Stijepovic, MBM, Montenegro) an analysis for “specifying barriers to cross-border provision of metrology services” has been initiated and is currently in process.

With the objective to widen the responsibilities of the FG and to improve its visibility, a proposal was developed to “upgrade” the FG to a TC for “Metrology Infrastructure Development”; it should be established as a joint TC with WELMEC. The proposal was discussed with the BoD and approved, in principal. It is envisaged that this new TC should take over responsibilities for a capacity building module within the EMPIR (follow-up programme of the EMRP), which is in the preparation phase. Once the guiding principles for capacity building in EMPIR are defined, the ToR for the new TC can be concluded and the TC can be established.

d) CIPM MRA:

- Support of CIPM MRA issues, development of proposals for MRA matters (e.g. process for follow-up of DIs, cooperation with AFRIMETS in CMC and QMS review), participation of the Head of Secretariat in the JCRB Meetings.
- The EURAMET Secretariat organised the 27th JCRB Meeting in September 2011 in Vienna (Austria), in cooperation with BEV.
- Close cooperation with the TC-Q Secretary, in all issues related to participation of EURAMET Members and Associates in the CIPM MRA. In particular, a concept for a comprehensive database for Members and Associates covering the specific needs of the TC-Q was developed and is in the process of implementation.

e) Publicity:

In cooperation with the BoD and supported by a consultant company (Proof) a “EURAMET Communication Strategy” was developed. For its implementation the post of a “Communications Officer” was established and is currently advertised. The employment is envisaged for summer 2012.

Several flyers and posters have been developed, the website has been further improved and a subscription system for EURAMET guides and newsletter has been established. Chris Noble from NPL publicity department continued to support the publicity of the EMRP (website, brochures, posters). However, the possibilities for further publicity work were limited within the current human resources in the Secretariat.

f) Support of liaison activities:

The Head of Secretariat is supporting the BoD in EURAMET liaison activities, in particular in the relation to other RMOs.

SIM has started a strategic planning and is reviewing its organisational status. In this context, EURAMET was asked for advice and to share its experience in the establishment of EURAMET as legal entity and in its organisation and operation. In March 2012 the Head of Secretariat and the Legal Advisor had several meetings with representatives of SIM in Braunschweig to discuss with them organisational, legal and financial aspects of EURAMET. In a further meeting

The following events of LO have been attended in the last year by staff of the Secretariat:

| Organisation, Event | Period | Place | Comments |
|--|-----------------------|-------------------------|--|
| 1st Inter-RMO Workshop on Activities in Support of Small, Emerging and Developing Economy NMIs | 29 June – 1 July 2011 | Ulaan Baatar, Mongolia | In connection with APMP's midyear meeting (W. Schmid) |
| International Congress of Metrology | 3 – 6 October 2011 | Paris, France | Participation with a booth (attended by K. Royss & staff of the EMRP-MSU) |
| Publicity event: "The EMRP from iMERA-Plus to Article 185" | 29 November 2011 | Brussels, Belgium | Organised by the EMRP-MSU with logistics support from Secretariat (K. Royss) |
| Follow-up meeting of the Inter-RMO Working Group | 29 March 2012 | Braunschweig, Germany | In connection with PTB's 125 th anniversary (W. Schmid) |
| COOMET Committee Meeting | 18 – 19 April 2012 | Cholpon-Ata, Kyrgyzstan | W. Schmid |

3. Challenges for the next year

3.1 Activities to improve routine operation and administration:

- a) In general, continuation of all routine and administrative activities 2.1.
- b) Further consolidation of the QMS, filling “gaps”, but no major activities required, in particular:
 - Guide for EURAMET TC projects
 - Structure for records
- c) Establishment of the new comprehensive database for Members and Associates (see 2.1.f)
- d) General staff development plan
Establish in cooperation with the BoD 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) EURAMET publicity:
With the employment of the new EURAMET Communications Officer, a high priority activity will be the implementation of the EURAMET communication strategy. The key activity will be a revision of the EURAMET website to complement the current “member oriented part” by an interactive, dynamic and informative part oriented to our stakeholders. Supporting activities will be the development of case studies and an upgrade of the existing EURAMET Newsletter.
- b) Implementation of the EURAMET Strategy
Continue the support of the strategic objective N° 4, in particular with the development of concepts for capacity building within the EMPIR and the role of the envisaged new TC for “Metrology Infrastructure Development”.
- c) Support the preparation of the EMPIR, in particular the drafting of the proposal to the EC.
- d) Continue and try to intensify the involvement of members in the work of EURAMET via secondments to the Secretariat.
- e) Continue with the respective activities under 2.2 which have been carried out in the last year.

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 |
|--|--|--|--|
| Majlinda Hoxha Gledjon Rehovica Nysjola Dhoga Haris Memic Zijad Dzemic Janko Drnovsek Arnold Leitner | DPM, Albania DPM, Albania DPM, Albania IMBiH, Bosnia-Herzegovina IMBiH, Bosnia-Herzegovina MIRS, Slovenia BEV, Austria | 30 June – 3 July 2010 | FG midterm meeting |
| Zeljko Stijepovic | MBM, Montenegro | 4 – 17 July 2011 | Secondment, FG-FNMID |
| Enver Sadikoglu | UME, Turkey | 13 – 22 July 2011 20 – 26 Nov. 2011 | EURAMET QMS |
| Chris Noble | NPL, UK | 7 – 11 Aug. 2011 | Development of EMRP publicity on the EURAMET website |
| Nieves Medina | NPL, UK | 21 Sep. 2011 | TC-Chair instructions |
| Michela Segal Francesca Durbiano Marek Smid Francois Piquemal Elsa Batista | INRIM, Italy INRIM, Italy CMI, Czech Republic LNE, France IPQ, Portugal | 25 – 27 Sept. 2011 | TC-Chair workshop |
| Silvie Hoffmanova | CMI, Czech Republic | 21 – 24 Nov. 2011 28 Feb. – 1 Mar. 2012 | Design of a comprehensive database for M&A + TC-Q |
| Ismael Castelazo Jose Dajes | CENAM, Mexico INDECOPY, Peru (SIM President) | 20 / 26 March 2012 26 March 2012 | Discussion on organisational aspects or RMOs |

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 |
|----------------------------|----------------------|--------------------|--------------------------|
| TC-IM FG-FNMID | 9 – 10 November 2011 | Tirana, Albania | Support of organisation |
| Ministry Meeting | 26 January 2012 | Berlin, Germany | Observer |
| TC-IM | 1 – 2 March 2012 | Torino, Italy | General support of TC-IM |
| TC-Q, incl. Steering Com. | 7 – 9 March 2012 | Tres Cantos, Spain | General support of TC-Q |

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.