

G07.03.02 EURAMET Secretariat Activities between the GAs 2012 and 2013

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24/05/2013



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 2012 till May 2013. 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 and the activities of the Joint Programming Coordinator for the preparations of EMPIR. They are reported separately.

1. Development of the Secretariat:

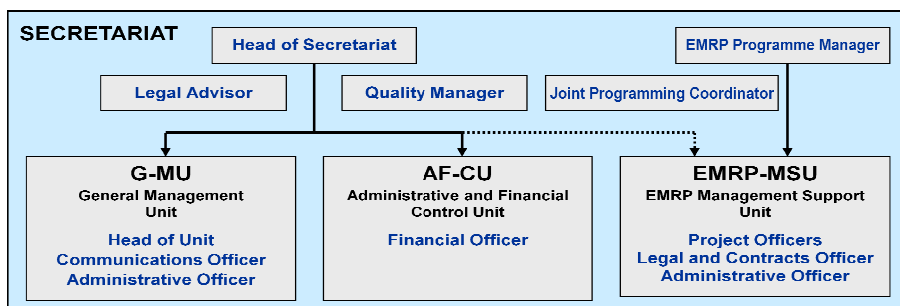
The organisational structure of the Secretariat is shown in the graph below. Head of Secretariat, G-MU and AF-CU are located in Braunschweig, Germany; EMRP Programme Manager and EMRP-MSU are located in Teddington, UK.

EURAMET employed two new staff members in the last year:

- 1) Anne Trumpfheller, Communications Officer, since October 2012
- 2) Michael Huch, Joint Programming Coordinator (JPC), since September 2012

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

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
Anne Trumpfheller
Kerstin Royss (50%)

JPC:
Michael Huch

AF-CU:
Jane Welsch (65%)

EMRP-MSU:
Fiona Redgrave
Nikos Skizas
William Dawson
Lucy Buckby *
Val Ralph
Clifford Brown
Kate Wilkinson
Katherine Wilson
Katherine Dune
Fatima Mohammed
Aasima Jameel

Legal Advisor:
Barbara Tafel (10%)

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 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, 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

The routine activities are similar as in the previous year and described in the Secretariat report of 2012.

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 data and further information on the website.
- The structure of the database on the website was reviewed and a reprogramming had to be done, with support by an external IT company. The new database has been successfully implemented.
- 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:

- 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.

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:

- 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.

e) 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 particular, the staff related procedures have been reviewed, in order to form a comprehensive and consistent set of documents.
- 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

The activities of EURAMET were dominated to a certain extent by the preparation of the possible 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. This limited significantly the possibilities to support other EURAMET activities, as it was done in the last years, like direct cooperation in the FG-FNMID, participation in TC meetings, and others.

a) Communications:

With the employment of Anne Trumpfheller as EURAMET Communications Officer, the Secretariat started to professionalise its communications and publicity activities in support to the BoD. This is described in more detail in the Chairpersons report (see G07.03.01).

A satisfaction survey on the support given by the Secretariat to EURAMET Members and TCs was carried out among Delegates, Alternates and TC-Chairs. The overall results were very positive and will be presented in the Working Session – Delegates Only (D07.10). Several recommendations were received which will be further discussed with the BoD and TC-Chairs; an action plan will be developed to address these recommendations.

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.
- They are supporting the development of concepts for EMPIR, in particular the required organisational changes to prepare EURAMET for running the programme.
- The support of the Secretariat to the TC-Q was intensified:
A TC-Q database was developed and established on the EURAMET website for the systematic organisation and storage of all documentation related to the QMS review in the frame of the CIPM MRA. The position of the TC-Q Secretary was formalised to a 25% FTE staff position in the Secretariat. Silvie Hoffmanova will keep the post, starting in July 2013.
- New ToR of the TC-Q, including the Steering Committee, were developed by the Head of Secretariat, TC-Q Chair and the EURAMET Quality Manager.

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 during the GA 2012 in Lyngby, Denmark.

The Head of Secretariat together with the Vice-Chair (GA) had a leading role in the development of concepts for Capacity Building in the FG, evolving the current activities towards a more strategic approach. This activity was initiated by the proposal to link the FG activities with the Capacity Building Module in 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 close cooperation with BIPM finally resulted in an agreed procedure for the acceptance of new Designated Institutes (DI) and a systematic and coherent information exchange between BIPM, the new DIs and EURAMET.
- The Head of Secretariat participated in an initiative of the TC-MC for the development of a EURAMET position paper on “Role and Responsibilities of DIs”

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.

He discussed with the AFRIMETS Chair, how the capability of the AFRIMETS TCs for QMS and CMC review in the framework of the CIPM MRA could be strengthened and which support EURAMET could give. The specific objective is the responsibility for the review of the Egyptian NMI (NIS), which is currently in the hands of EURAMET, should pass over to AFRIMETS in the following year.

On recommendation of the European Commission, EURAMET was recommended for giving advice and sharing its experience in the development of an Article 185 programme with further organisations, which are preparing for similar programmes. The Head of Secretariat and the Legal Advisor received representatives from the following initiatives/organisations:

- IGD-TP (Implementing Geological Disposal Technology Platform), July 2012
- EuroGeoSurveys, August 2012

The given advice was noted very positively by these organisations.

3. Challenges for the next year

3.1 Activities to improve routine operation and administration:

- a) Aiming at higher efficiency of all routine and administrative activities described in 2.1.
- b) 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 moment due to unforeseeable reasons?)

3.2 Activities to support strategic objectives of EURAMET:

- a) Continue with the activities described in 2.2., in general.
- b) Implementation of the communication strategy (see minutes of 18th BoD meeting). In particular:
 - Development of a corporate design
 - Redesign of the website
- c) Support the preparation of EMPIR, following the respective decisions of the EMRP-Committee and BoD. In particular, this may comprise:
 - Preparing for an Ex-Ante Audit
 - Establish new staff in the Secretariat, according to the EMPIR proposal from October 2012 (e.g. support for technology transfer and capacity building)
- d) Intensify the support to the FG-FNMID
 - Consolidate and implement new concept for capacity building (as developed in the last year)
 - Systematic follow up of the annual action plan.
 - Involvement in training activities and preparation of training materials and guides.
- e) Improve the continuity in liaising with organisations under the responsibility of the Head of Secretariat, in particular RMOs.

The fulfilment of the listed activities will depend on an appropriate matching of available human resources and new upcoming activities, as required within the EMPIR preparation or defined by BoD.