

G07.03.02

EURAMET Secretariat

Wolfgang Schmid, Head of Secretariat

7th EURAMET GA

Reykjavik, Iceland, 28nd May 2013

New faces in the EURAMET Secretariat:

- **Michael Huch:**
Joint Programme Coordinator (EMPIR)
- **Anne Trumpfheller:**
Communications Officer



Known face, but new position in the Secretariat:

- **Silvie Hoffmanova:**

**TC-Q Secretary, as Secretariat post (25%)
starting in in July 2013**

Secretariat: Structure and Staff

Head of Secretariat:

Wolfgang Schmid

Quality Manager:

Enver Sadikoglu (10%)

Legal Advisor:

Barbara Tafel (10%)

G-MU:

Jutta Bender

Anne Trumpfheller

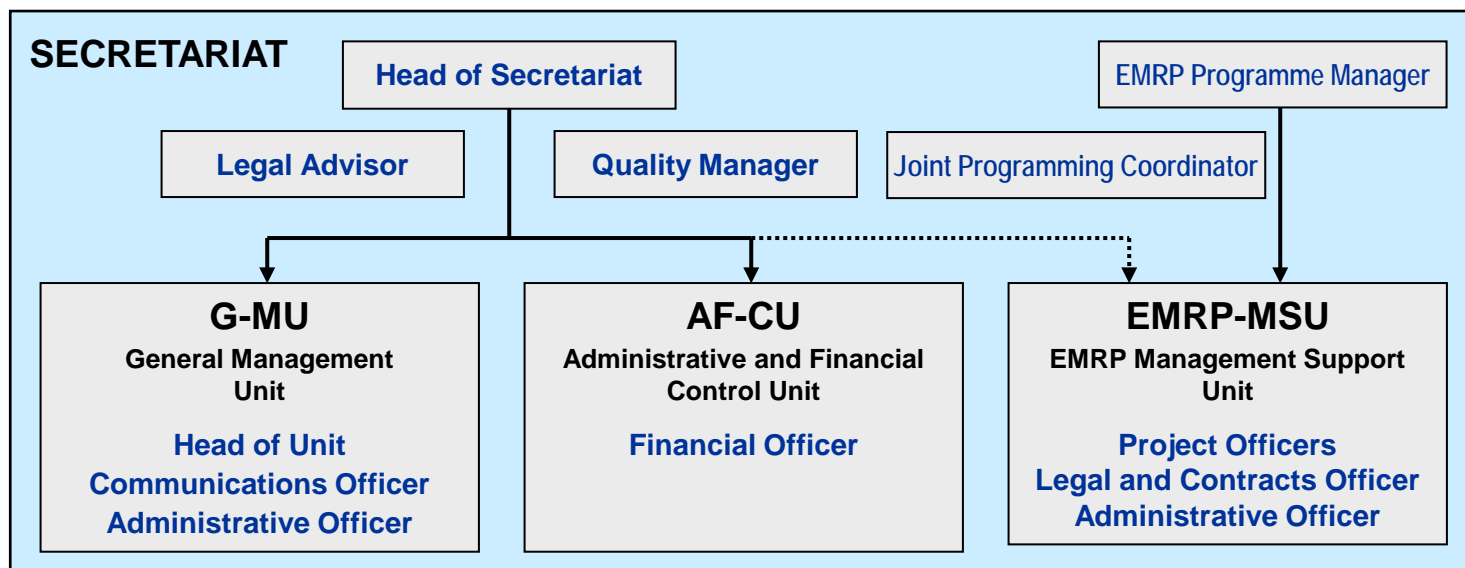
Kerstin Royss (50%)

AF-CU:

Jane Welsch (65%)

Joint Programming Coordinator (EMPIR):

Michael Huch



Secretariat was supported by secondments:

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

Silvie Hoffmanova, CMI (Czech Rep.)

=> will become staff member (25%)
as TC-Q Secretary in July 2013

EMRP Programme Manager: Duncan Jarvis

EMRP-MSU (Teddington)

Fiona Redgrave

William Dawson

Lucy Buckby

Kate Wilkinson *

Kathrine Dune *

Fatima Mohammed *

Val Ralph

Nikos Skizas

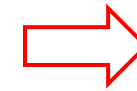
Clifford Brown

Kathrine Wilson *

Aasima Jameel *

* new staff

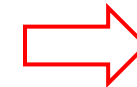
Central Secretariat in Braunschweig:



*this
presentation*

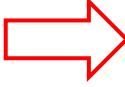
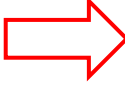
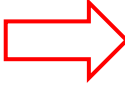
- Focus of activities on member services
- Support of the EMRP and EMPIR preparation

EMRP-MSU in Teddington:



see G07.04

- Management of the EMRP
- Support in EMPIR preparation

- ...was dominated by EMPIR preparation with strong involvement of H.S. and L.A.  ***see G07.05***
- Routine activities and administration as usual
- With the employment of the Communications Officer (Oct. 2012) implementation of communication strategy started  ***see G07.03.03***
- Some highlights of support given to Members and Associates  ***this presentation***

“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

b) Support of TC-Chairs:

- maintenance of website
- general EURAMET aspects

c) Management support to EMRP

d) Financial Management:

- Financial transactions, accounting, maintenance of bank accounts
- Financial reporting to BoD and GA, audits

e) Quality Management & Legal Support:

- Consolidation and maintenance of QMS (Online version of QMH)
- Support in all legal matters (contracts, human resources, EMRP-related documents, etc.)
- Revision of staff procedure => coherent set of rules

We wanted to know:

- 1) How satisfied is the EURAMET Community with the services provided by the Secretariat?
- 2) Suggestions for improvements or additional services?

Target Groups:

Delegates, Alternates, TC-Chairs:
32 replies

Enquiry:

Online questionnaire with 25 questions
17 to 29 April 2013

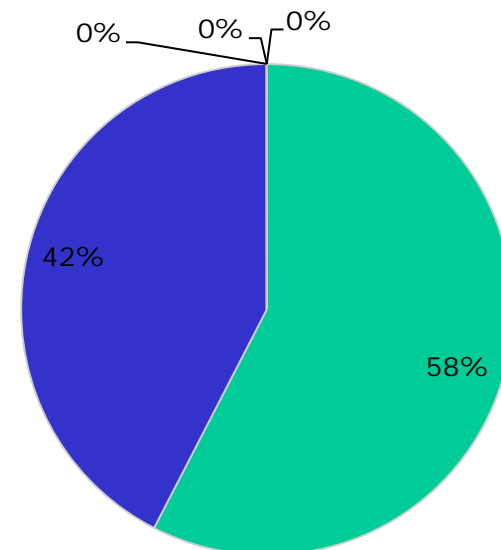


**More information
see D07.10**

Overall the Secretariat received positive feedback

Overall, how satisfied are you with
the service / support of the
EURAMET Secretariat?

Very satisfied Satisfied
Unsatisfied Very unsatisfied



a) TC-Q database on website:

- Overview on status of QMS of NMIs & DIs
- Systematic storage of all QMS documents of NMIs & DI
- Developed by Silvie Hoffmanova, in cooperation with the Secretariat
- Now ready for use (upload of historical documents still ongoing)

b) Generation of the post of the TC-Q Secretary:

- Post in the Secretariat (25%), starting in July 2013
- Systematic support of the TC-Q Chair
- Ensuring continuity of TC-Q work with change of TC-Chair

c) New ToR of TC-Q:

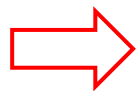
- Current ToR are still from EUROMET times
- Review of the Steering Committee was needed
- Developed by Head of Secretariat & TC-Q Chair

a) New DIs: Agreed procedure with BIPM

- EURAMET suggested procedure for systematic exchange of information between BIPM – new DIs – RMO
- This was accepted by BIPM
- BIPM communicates to new DI expectations within CIPM MRA and informs properly RMOs
- EURAMET contacts DI and informs on rules and expectations for A-DIs

b) Position Paper on “Role and responsibilities of DIs”:

- Describes expectation to a DI: “What makes a DI different to testing or calibration labs?”
- Developed by TC-MC, in cooperation with H.S. and CIPM Secretary (Bob Kaarls)



***More information
see G07.11***

a) Support of Focus Group for “Facilitating National Metrology Infrastructure Development” (FG-FNMID), in general

a) Development of concepts for Capacity Building:

- Within the FG-FNMID
- to be linked with Capacity Building in EMPIR?



***More information
see G07.07.02***

- 1) Further consolidation of the routine administrative activities, following the recommendations of the EURAMET satisfaction survey.
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

In particular:

- **Support to get EMPIR and supporting the preparation**
 - Ex-Ante audit (?)
 - Integrate staff for supporting activities (?)
- **Intensify support to the FG-FNMID:**
 - Consolidate and implement new concept for Capacity Building
 - Support training activities and development of guides and training tools
 - Develop awareness raising tools for Members
- **Workshop for new TC-Chairs**
 - Maintenance of TC-website & general EURAMET matters
- **Communication:** see *G07.03.03*
- **Organisation Secretariat**
 - Review structure (organisational chart)
 - Address aspects like “robustness” and deputising

Challenges for the next year ...



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

