# Minutes (public version)

# 2nd Partnership Committee meeting

**Tuesday 22 November 10:00-19:00 CET**
**Wednesday 23 November 10:00-12:00 CET**

**IPQ Lisbon, hybrid**

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## Agenda

P02.01 Opening
- Welcome and adoption of the agenda
- Summary what happened since the last meeting

P02.02 Partnership –Review Conference 2022
- Report on impressions from review conference (10 min)
- Statistics of referees
- Committee Members familiarise themselves with ranked lists (15 min) (distributed during meeting)
- Discussion on ranked lists, recommendation of list including budget figures

P02.03 Partnership implementation (1)
- Steering group update
- EMNs and their SRA & KPIs of the Partnership
- Pillar assessment status
- Biannual Reporting
- Situation JRC

P02.04 Partnership implementation (2)
- Budget considerations of Partnership
- Bidding table
- Budget plan
- Long term Partnership calls planning
- Call scopes 2023 including Work Programme 2023
- Guardians and Facilitator 2023
- Timetable 2023 (including partnering meetings)
- Call scopes 2024
- Co-funding Activities
- Cash Contribution Participating countries
- Cost savings in the Partnership (processes, activities in CB, Review Conference, impact activities)
- Implementation finance – Partnership

Gender Equality Plan – reminder

P02.05 Programme discussions
- Information on ongoing activities
- MSU audit, change of KPIs
- PM report to BoD
- Risk register

P02.06 Any other business
- AOB
- Next meetings

## Decisions agreed at the 2nd Partnership Committee Meeting

| No. | Topic | Decision |
|---|---|---|
| P02-D01 | P02.01.01<br>Minutes | Paper P02.01.01_d2 (2) minutes of 1st Partnership committee agreed previously by email. |
| P02-D02 | P02.01.01<br>Adoption of the agenda | The agenda Paper P02.01.01_d1 (1)) was adopted. |
| P02-D03 | P02.02.03<br>Ranked lists call 2022 | The Partnership Call 2022 Review Conference and its evaluation process was accepted.<br>Paper P02.02.03_d1 (8) detailing the ranked lists of proposals from Call 2022 (IEM, NRM, HLT, DIT, RPT) endorsed. Scenario D for funding lines for call 2022 approved (54 weighted votes, 58.1 % in favour of Scenario D, 38 weighted votes, 41.9 % in favour of Scenario G). Scenario D funds 2 DIT, 6 HLT, 6 IEM, 7 NRM, 4 RPT. |
| P02-D04 | P02.04.05<br>Call 2023 | Paper P02.04.05_d7 (24) on call 2023 Budget and Features Table approved unanimously, but with further increased maximum budgets for proposals from those in the paper, as follows FUN 2.3 M€, IND 2.3 M€, NRM 1.3 M€, RPT 0.9 M€ and CSA CB 1 M€. RPT average to be increased to 0.7 M€. |
| P02-D05 | P02.04.05<br>Call scopes 2023 | All call scopes for 2023 for RPT, IND, FUN, NRM and CSA CB (Papers P02.04.05_d2 (19), P02.04.05_d3 (20), P02.04.05_d4 (21), P02.04.05_d5 (22), P02.04.05_d6 (23)) approved unanimously, including agreement that the budget would not be included in the scope. |
| P02-D06 | P02.04.07<br>Timetable 2023 | Paper P02.04.07_d1 (26) Call 2023 draft timetable agreed including the stage 2 call dates, partnering meeting dates and revised SC-R and SC-CB meeting dates (SC-R 3 April am to 5 April, SC-CB 6 April am). |
| P02-D07 | P02.04.09<br>Co-funding activities | Papers P02.04.09_d1 (31) and P02.04.09_d2 (32) on the co-funding strategy and annex unanimously approved. |
| P02-D08 | P02.04.12<br>Partnership implementation finance | Review Conference in 2023 will be held face to face. |
| P02-D09 | P02.05.02<br>MSU KPIs for the Partnership | Paper P02.05.02_d1 (39) on the MSU audit KPIs for the Partnership approved. |

## Actions agreed at the 2nd Partnership Committee Meeting

| No. | Topic | Action | Responsible | Due |
|---|---|---|---|---|
| P02-A01 | P02.03.04<br>Biannual Reporting | Dagmar and Mikko to contact the Commission to find out who the current contact persons for the biannual reporting are following Maria Leek's departure, as she was responsible for the first biannual reporting. | Dagmar, Mikko | End Dec 2022 |
| P02-A02 | P02.03.05<br>Situation JRC | All Partnership Committee members to encourage the proposers in potential upcoming proposals to collaborate with the JRC in upcoming project/calls. | All committee members | Feb 2023 |
| P02-A03 | P02.04<br>Partnership implementation | Maguelonne to set up a Doodle poll to determine suitable dates for an SC-R meeting in early 2023. | Maguelonne | End Dec 2022 |

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| P02-A04 | P02.04.02<br>Bidding table | Partnership Committee members to update the bidding table by the end of March 2023 and if necessary to do a second round of updates by the next Partnership Committee in June 2023 | All Partnership committee members | Mar 2023 and Jun 2023 |
| P02-A05 | P02.04.04<br>Long term call planning | The Partnership committee to consider having a dedicated normative call in 2025 related to regulation only, i.e without a pre- and co-normative strand.<br>The EMN and TC Chairs to be consulted on this topic. | All Partnership committee members, Maguelonne, Dagmar | End of Dec 2022 |
| P02-A06 | P02.04.08<br>Long term call planning | Partnership Committee members to send Miruna a list of regulations they are interested in, together with the relevant associated organisations, by 15 March 2023. | All Partnership committee members | 15 Mar 2023 |
| P02-A07 | P02.04.05<br>Call scopes 2023 | Call 2023 scopes for FUN, IND, NRM and RPT, and CSA CB approved by the committee to be included in the workplan 2023 and to be send for wider dissemination to the Steering Group by the end of December 2022. | Dagmar | end Dec 2022 |
| P02-A08 | P02.04.06<br>Guardians and Facilitator 2023 | Partnership Committee to email suggestions for facilitators for call 2023 and 2024 to the EPM chair. | All Partnership committee members | By Feb 2023 |
| P02-A09 | P02.04.07<br>Timetable 2023 | Partnership Committee members to take part in the PRT sifting during the period March 2023. | All Partnership committee members | Mar 2023 |
| P02-A10 | P02.04.07<br>Partnering meetings 2023 | Once the list of potential SRTs for Call 2023 is circulated to the Partnership Committee in April 2023, Partnership Committee members are responsible for proposing which SRTs they would like to host partnering meetings for, and to provide the MSU) by mid May 2023 with information on the date of the meeting, the name of host and the format (hybrid/online). | All Partnership committee members | Mid May 2023 |
| P02-A11 | P02.04.08<br>Call scopes 2024 | Dagmar to send call scopes 2024 to the Partnership committee by the end of December 2022 for comment. | Dagmar | end Dec 2022 |
| P02-A12 | P02.04.08<br>Call scopes 2024 | Partnership committee members to send comments on the call scopes 2024 to Dagmar by the end of January 2023. | All Partnership committee members | end Jan 2023 |
| P02-A13 | P02.04.08<br>Call scopes 2024 | Maguelonne and Dagmar develop the first draft of CSA call scope 2024 by the end of December and send to Hans Arne, Miruna and Jörn for input / comment. Updated version of CSA scope to be produced by the group by 20 January 2023. | Maguelonne, Dagmar, Hans Arne, Miruna, Jörn | end Dec 2022,<br>20 Jan 2023 |
| P02-A14 | P02.04.09<br>Co-funding activities | Dagmar / MSU to update the co-funding guidelines for financial reporting to include non-deductible VAT as an eligible cost. | Dagmar / MSU | 22 Dec 2022 |
| P02-A15 | P02.04.09<br>Co-funding activities | Dagmar / MSU to adapt the CFS for co-funding to delete the point on double entry book-keeping. | Dagmar / MSU | 22 Dec 2022 |
| P02-A16 | P02.04.09<br>Co-funding activities | Dagmar to send all co-funding guides and templates to the committee and all contact people asap, including the CFS template and annexes. | Dagmar | 23 Dec 2022 |
| P02-A17 | P02.04.09<br>Co-funding activities | Maguelonne, Jan and Dagmar to develop a sanctions process for those organisations not providing their co-funding reporting on time. | Maguelonne, Jan, Dagmar | May 2023 |

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| P02-A18 | P02.04.11<br>Partnership cost savings | Dagmar to provide Partnership committee members with the hotel requirements to host a review conference by 23 December and to ask for comments from the committee by mid-January.<br>In the meantime, the MSU will ask the known hotels if they are available and report back to the Partnership Committee. | Dagmar | 23 Dec 2022 |
| P02-A19 | P02.04.11<br>Partnership cost savings | MSU to set up a tender for the review conference for 2024. | MSU | Summer 2023 |
| P02-A20 | P02.04.12<br>Partnership implementation finance | Dagmar / MSU to provide a spreadsheet on progress on co-funding activities on an annual basis. | Dagmar / MSU | May 2023 |
| P02-A21 | P02.04.12<br>Partnership implementation finance | Dagmar to inform the committee where the information about the common liability for the co-funding is documented. | Dagmar | End Dec 2022 |
| P02-A22 | P02.04.12<br>Partnership implementation finance | Mikko and Maguelonne to provide the Partnership Committee with a full financial picture of the Partnership member state cash contribution pot and predicted and committed spend for implementation of the programme and other activities, together with information about the various activities that were funded by the EMPIR cash contribution pot by March 2023. | Mikko, Maguelonne | Mar 2023 |
| P02-A23 | P02.05.02<br>MSU audit, change of KPIs | Mari Aru to volunteer to undertake the MSU audit in spring 2023. | Mari | End Dec 2022 |
| P02-A24 | P02.05.04<br>Risk register | Dagmar to amend risk 10 in the risk register to ‘high’ impact and ‘low’ probability. | Dagmar | end Dec 2022 |
| P02-A25 | P02.05.05<br>AOB | Updated sub-committees’ ToR to be sent to the Partnership Committee for approval. | Jan, Maguelonne | 23 Dec 2022 |

## List of Participants

### A) Partnership Committee - Representatives

| N° | Country | Name | Organisation & position |
|---|---|---|---|
| 1 | Austria | Petra Milota | BEV, Partnership Committee Representative |
| 2 | Belgium | Miruna Dobre | SMD, Partnership Committee Representative |
| 3 | Bosnia and Herzegovina | Alen Bosnjakovic | IMBiH, Partnership Committee Alternate |
| 4 | Croatia | Lovorka Grgec Bermanec | DZM, Partnership Committee Representative |
| 5 | Czech Republic | Jiri Tesar | CMI, Partnership Committee Representative |
| 6 | Denmark | Michael Kjaer | DFM, Partnership Committee Representative |
| 7 | Estonia | Mari Aru | Metrosert, Partnership Committee Representative |
| 8 | Finland | Erkki Ikonen | VTT, Partnership Committee Representative |
| 9 | France | Maguelonne Chambon | LNE, Partnership Committee Representative, Partnership Chair |
| 10 | France | Stéphane Plumeri | LNE, Partnership Committee Alternate |
| 11 | Germany | Jörn Stenger | PTB, Partnership Committee Representative |
| 12 | Hungary | Zsofia Nagyné Szilagyi | BFKH, Partnership Committee Representative |
| 13 | Ireland | Paul Hetherington | NML, Partnership Committee Representative |
| 14 | Italy | Filippo Levi | INRIM, Partnership Committee Representative |
| 15 | Lithuania | Arunas Gudelis | FTMC, Partnership Committee Representative |
| 16 | Netherlands | Marijn van Veghel | VSL, Partnership Committee Alternate |
| 17 | Norway | Geir Samuelson | JV, Partnership Committee Representative |
| 18 | Poland | Joanna Przybylska | GUM, Partnership Committee Alternate |
| 19 | Portugal | Isabel Araújo Godinho | IPQ, Partnership Committee Representative |
| 20 | Slovakia | Peter Pavlasek | SMU, Partnership Committee Representative |
| 21 | Slovenia | Rado Lapuh | MIRS, Partnership Committee Representative (excluding point P02.02) |
| 22 | Slovenia | Samo Kopac | MIRS, Partnership Committee Alternate (point P02.02) |
| 23 | Spain | Dolores del Campo | CEM, Partnership Committee Representative |
| 24 | Sweden | Jan Johansson | RISE, Partnership Committee Representative |
| 25 | Turkey | Mustafa Cetintas | TÜBITAK UME, Partnership Committee Representative |

### B) EURAMET officials, observers and invited guests

| N° | Country & Organisation | Name | Function in the Meeting |
|---|---|---|---|
| 26 | EURAMET | Dagmar Auerbach | Programme Manager |
| 27 | EURAMET MSU | Fiona Redgrave | Keeper of the minutes, Deputy Programme Manager |
| 28 | EURAMET | Mikko Merimaa | General Secretary |

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| 29 | EURAMET | Jan Rethmeier | Legal advisor |
| 30 | DG Research and Innovation, CE | Georgios Valsamos | Representative of DG Research and Innovation, CE |
| 31 | EURAMET | Julien Vuillemin-Toledo | Member Services Manager |
| 32 | EURAMET | Hans Arne Frøystein | Convenor WG EMNs |
| 33 | Bulgaria | Boryana Koleva | BIM, Observer, EMPIR Committee Alternate |
| 34 | Romania | George-Florian Popa | INM, Observer, EMPIR Committee Member |
| 35 | Switzerland | Hugo Lehmann | METAS, Observer, EMPIR Committee Member |
| 36 | United Kingdom | Louise Wright | NPL, Observer, EMPIR Committee Member |

**Apologies for absence**

| N° | Country & Organisation | Name | Function in the Meeting |
|---|---|---|---|
| 37 | Greece | Alexandros Lefkopoulos | EIM, Observer, EMPIR Committee Member |
| 38 | Serbia | Cedomir Belic | DMDM, Observer, EMPIR Committee Member |