

Scope

These guidelines provide rules for initiation, implementation and follow-up of EURAMET TC projects. Furthermore, they describe the process of registration and documentation of progress and results in the TC project database on the EURAMET website.

These guidelines do not apply to EMRP/EMPIR projects.

Abbreviations / Acronyms

DI	Designated Institute
DOI	Digital Object Identifier
EMRP	European Metrology Research Programme
EMPIR	European Metrology Programme for Innovation and Research
KC	Key Comparison
KCDB	Key Comparison Database
NMI	National Metrology Institute
RMO	Regional Metrology Organisation
SC	Supplementary Comparison
TC	Technical Committee
TC-Q	TC Quality

1) Project types

a) Comparisons (of measurement standards)

Comparisons can be Key Comparisons (KC), Supplementary Comparisons (SC) or Pilot Studies. The specific rules for comparisons are described in "EURAMET Guide on comparisons (G-GNP-GUI-004).

b) Consultation

Consultation projects are knowledge transfer activities between EURAMET members. This project type comprises, among others, direct consultation among NMIs/DIs, expert meetings, training courses and workshops, peer reviews of Quality Management Systems within TC-Q, studies, preparation of guidance documents, drafting and revision of calibration guides.

c) Cooperation in Research

Research projects between EURAMET members, which are not funded by the European Metrology Research Programmes.

d) Traceability

Documentation of agreements between EURAMET members (formal or informal) for provision of metrological traceability. There is no standard procedure describing this type of collaboration.

2) General rules and considerations

TC projects are classified according to the metrology area (“**subject**”), respectively the TC responsible for the project. Horizontal projects may be registered with more than one subject.

A project can have one of the following **statuses**:

- agreed
- in progress
- completed
- concluded
- ongoing

A project is in “agreed” status, after acceptance by the respective TC, but the starting date being in the future. Preferably, this status should be used in exceptional cases only, when the starting date is significantly later than date of agreement on the project.

A project is “in progress” when it was agreed by the respective TC and has started.

A project is considered as “completed”, when the working programme has been carried out and results have been achieved.

It is considered as “concluded” when it was terminated without being completed.

The envisaged **date of completion** should be fixed when registering any project.

Traceability arrangements and TC-Q peer-reviews may be continuous or periodic activities, without a fixed end. Such kind of activities should be called “**ongoing cooperation**” and registered with the status “ongoing”.

EURAMET does not provide **funding** for TC projects; each partner has to provide their own resources. Project partners may search for third-party funding, or make other financial arrangements between them.

3) Participants in a TC project and their roles

Rules for participation in a EURAMET project are described in “Eligibility criteria for the participation in EURAMET TC projects” (G-GNP-POL-006).

Participation in EURAMET TC projects is open to all members and associates of EURAMET. The participation of organisations other than EURAMET members or associates, which are fulfilling the eligibility criteria, in principle, is subject to the agreement of the EURAMET project participants and the TC Chair.

A project with only one EURAMET member and one or several members of other RMOs should be registered as a EURAMET project *only* if it is of clear benefit to EURAMET. The decision should be taken by the TC Chair. The TC Chair may consult the TC contact persons, if necessary.

The coordinating institute nominates a project coordinator. The coordinator does not need to be the contact person of the institute. Project partners are represented by the TC contact person, as registered on the EURAMET website. They are the formal contact to the project and should forward information or requests to the involved persons, where appropriate.

Specific responsibilities:

Coordinator	<ul style="list-style-type: none"> • prepare project plan in consultation with project partners and TC Chair; • complete template for registration of a project, agree among participants and forward it for endorsement to the TC Chair; • ensure that the project is registered with the correct status in the TC project database and inform TC Chair and Secretariat immediately on changes of status; • provide annual progress reports and inform TC Chair and Secretariat when relevant changes happen; • ensure that information provided in the TC project database is correct and updated if required.
TC Chair	<ul style="list-style-type: none"> • ensure that the process to initiate and participate in a project is transparent, open and fair; • for new projects, the agreed project form is to be forwarded to the Secretariat for registration in the TC project database; • ensure an annual review of status and progress of projects of the TC, e.g. by having this as a standing item on the agenda of the annual TC meeting; • endorse changes and progress reports, before the TC project database is updated.
Participants	<ul style="list-style-type: none"> • carry out the project activities as agreed; • inform the coordinator immediately about relevant changes and issues which represent a risk for the timely implementation of the agreed activities.
Secretariat	<ul style="list-style-type: none"> • register new projects, register changes and progress of existing projects in the TC project database; • consult coordinator and TC Chair in case of open questions, missing information and observed inconsistencies.

4) New TC project: Initiation

Each contact person of a TC or Subcommittee can make proposals for a new project. The proposer should draft a first concept of the project (using form G-OPS-FRM-009), identify possible project participants and inform the TC-Chair in an early stage of preparation.

The TC Chair should be informed about a project in preparation at an early stage, that means when the project proposal is drafted. The TC Chair makes sure that the process is transparent, open and fair, allowing certain flexibility within the general guiding principles for EURAMET TC projects.

As participation in TC projects is open to all EURAMET members and associates, all TC contact persons should be informed about the proposed project. However, a reasonable consortium should be envisaged, which facilitates an effective management of the project, and avoids the project becoming unmanageable, as a consequence of having too many partners. The interests of members who initiated the project should be respected. In particular, in the case of comparisons,

an alternative may be splitting up the participants into two groups, and running two comparisons in parallel with a formal link.

Initiation of any new project has to be agreed by the TC contact persons. It is recommended to do this during the annual meeting of the TC. However, also in between annual TC-meetings projects may be initiated and agreed upon by correspondence, generally by e-mail.

In some TCs, project proposals are prepared and discussed in the concerned Subcommittees. These proposals should also be presented to the TC plenary for endorsement.

The agreed project form is sent to the TC Chair for endorsement, who forwards it to the EURAMET Secretariat for registration in the TC project database with the status "in progress". This should happen close to the envisaged starting date of the project.

Comparisons should be registered in the TC project database¹ and in the KCDB², when it is ensured that they are going to start soon, and the technical protocol is agreed.

5) Implementation of a TC project and follow-up

The progress and status of all projects of a TC should be reviewed during the annual meetings of the TC. If the review is done by a Subcommittee, the TC plenary should be informed accordingly.

A progress report shall be provided by the coordinator ahead of the TC meeting, using forms G-OPS-FRM-010, or G-OPS-FRM-011 for traceability projects. The report may be short, but should give a good overview on the progress achieved so far. The progress of a project may also be reported in between TC meetings. The endorsed progress report should be sent by the TC Chair to the Secretariat for updating the TC project database accordingly.

If there is no progress report issued and no information about a project for two consecutive years, the TC Chair should contact the coordinator and/or the TC contact person of the coordinating institute and analyse the situation. If there is no feedback or no obvious activity in the project, the TC Chair should suggest to the coordinator and participants that the project be terminated (with the status "concluded").

Relevant changes of the project, in particular updates of project partners and of contact data should be reported immediately to the EURAMET Secretariat, with copy to the TC Chair, for registration in the database.

"Ongoing cooperation" activities (like traceability or TC-Q projects) shall be re-evaluated after 5 years between partners and in discussion with the TC-Chair. If the scope of the activity has changed significantly, projects may be registered with a new project number, mentioning that it is the follow up of a previous project and giving the registration number.

6) Completion and conclusion of a TC project and reporting

Once a project is completed, a final report should be prepared (using form G-OPS-FRM-010) and agreed among the participants. Detailed results (e.g. final report of a pilot study) may be provided in a separate document in pdf-format for upload to the TC project database. Also, links or DOIs to published papers may be provided for publication in the TC project database.

¹ Responsibilities, see chapter 7

² Responsibility of the pilot; for details see G-GNP-GUI-004 "EURAMET Guide on Comparisons"

In the case of a KC or SC, properly registered in the KCDB, it is sufficient to inform the Secretariat when the comparison status in the KCDB is changed to “approved and published”, without filling the form G-OPS-FRM-010. The Secretariat will change the status in the TC-project database to completed and provide the link to the KCDB where the results of the comparison can be consulted.

If a project is concluded before the main objectives have been reached a final report should be provided with a description why it was not completed, at which status it was terminated and what results have been achieved or conclusions drawn. The project status will be changed to “concluded”.

If a project is stopped without significant project activities having taken place, it might be deleted from the database, or kept with the status “concluded” and an explanation why it was not carried out. The TC Chair should take this decision.

In particular, in case of cooperation in research, project partners are encouraged to publish the results in joint publications. The TC Chair should be informed and should include in the annual TC-report the number of publications and joint publications resulting from TC projects.

7) TC project database

A project agreed within the TC, should be registered in the TC project database of the EURAMET website. Requests for registering or updating projects are sent to secretariat@euramet.org .

Information for registration and updates are provided by the project coordinator, using the forms, where appropriate, and sent to the TC Chair for endorsement. The TC Chair forwards the information to the Secretariat for publication on the website.

It should be noted that all information in the TC project database is publicly accessible. The coordinator shall take care that published information and documents are not confidential (in particular, draft reports of comparisons are confidential) or protected by copyrights.

Related documents

G-GNP-POL-006	Eligibility criteria for the participation in EURAMET TC projects
G-GNP-GUI-004	EURAMET Guide on Comparisons
G-OPS-FRM-009	EURAMET Project Form
G-OPS-FRM-010	EURAMET Project Report
G-OPS-FRM-011	EURAMET Project Form: Traceability