

# Terms of Reference

## BoD Working Group for Capacity Building



Document: G-PRM-TOR-012    Version: 2.0  
Approved: BoD                      2017-01-25

---

### 1. Objective

The objective of the BoD Working Group for Capacity Building (BOD-WGCB) is to underpin the vision of a coherent, efficient, sustainable and integrated European metrology network. The group assists all EURAMET members, but especially the new and/or emerging EURAMET members, in the development of a national metrology infrastructure which:

- is demand-oriented,
- adequately responds to the needs on various technological levels,
- recognises national, regional and European needs,
- avoids unnecessary duplication, thereby taking due account of the EU's Smart specialisation policy, and
- provides knowledge transfer across Europe.

### 2. Scope

The EURAMET BoD Working Group for Capacity Building is established to facilitate and accelerate the integration of member NMIs and DIs into EURAMET's activities and to bridge the gap between the less- and more-advanced NMIs and DIs. This will be done through a range of cooperative and support activities among the members, aiming at development of research and effective service capabilities, including legal metrology, while optimising resources at European level.

The BOD-WGCB will focus on activities not managed by other EURAMET bodies and relevant to emerging NMIs and DIs.

### 3. Tasks

The general tasks of the group are to:

- 3.1 Support the BoD in establishing a metrology capacity map and identify national, regional and European priority needs and to establish an action plan for capacity building based on this map.
- 3.2 Review effectiveness of existing CB instruments and measures and further develop CB instruments as required.
- 3.3 Propose appropriate research activities to develop the research potential among the less experienced EURAMET members (for example through EMPIR RPT JRPs).
- 3.4 Identify and propose training activities for inclusion in HI-CB plan for approval by EMPIR Committee.
- 3.5 Identify and propose comparisons and forward comparison proposals to TCs for implementation.
- 3.6 Encourage the active involvement of the BOD-WGCB members in the activities of the TCs.
- 3.7 Support the strategic planning activities in participating institutes, including promotion of the smart specialisation and sharing of resources at both national and international levels.



- 3.8 Identify appropriate information on EU structural funds and other funding streams and disseminate it to members.
- 3.9 Promote and encourage the open exchange of information between members (i.e. on resources, strategy, services etc.)
- 3.10 Offer guidance on awareness raising with respect to the developments in quality infrastructure, in particular, research and innovation in metrology

#### **4. Organisation**

- 4.1 The BOD-WGCB is operated under the umbrella of the BoD. The EURAMET Vice Chair (GA) is guardian of the group and, in this role, secures the link between the BoD and the WG.
- 4.2 All EURAMET members participate in the BOD-WGCB on an equal footing. Each member can appoint a contact person for the BOD-WGCB through its EURAMET delegate. Further representatives from member countries may be invited as observers.
- 4.3 A permanent observer of WELMEC will attend the meetings in order to secure the flow of information between the two organisations.
- 4.4 Representatives from liaison organisations may be invited to the meetings and the activities.
- 4.5 The WG is chaired by a Convenor. The Convenor is proposed by the members of the group and needs to be confirmed by the BoD. The Convenor is appointed for a term of two years and may be reappointed. The WG is entitled to organise its internal operations according to the needs of the WG.
- 4.6 The WG will meet on a regular basis (typically once a year). Further meetings and contacts can be arranged via teleconferencing.
- 4.7 The Secretariat is responsible for the practical implementation of the work of BOD-WGCB.