



Abbreviations / Acronyms

BoD	Board of Directors
CB	Capacity Building
DI	Designated Institute
GA	General Assembly
HI-CB	Human and Institutional Capacity Building
MSU	Management Support Unit
NMI	National Metrology Institute

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 landscape. 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 mainly to emerging NMIs and DIs.

3. Tasks

The general tasks of the group are to:

- 3.1 Support the BoD by managing EURAMET capacity building activities in accordance with the EURAMET Capacity Building strategy.
- 3.2 Review the 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.
- 3.4 Identify and propose training activities for inclusion in the HI-CB plan for approval by EMPIR Committee.
- 3.5 Contribute to TC planning of comparisons so the needs of BOD-WGCB members can be taken into account.
- 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, trainings, 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 BOD-WGCB.
- 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 is invited to 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 BOD-WGCB 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 BOD-WGCB is entitled to organise its internal operations according to the needs of the BOD-WGCB.
- 4.6 The BOD-WGCB operates a Steering Committee (SC) in order to support its work. The members of SC are proposed and approved by the BOD-WGCB by simple majority. The SC supports the BOD-WGCB by:
 - discussion of relevant issues for the operation of the group,
 - giving follow-up on the group's operation,
 - reviewing the documents for the meetings and prioritisation of topics for discussion at the plenary meetings.
 - undertaking specific tasks which may be required from time-to-time as requested by the BOD-WGCB
 - the BOD-WGCB SC is composed of 9 members:
 - 5 BOD-WGCB contact persons coming from various countries covering whole EURAMET landscape,
 - MSU representative,
 - BOD-WGCB Convenor,
 - BOD-WGCB Guardian,
 - Capacity Building Officer.

The BOD-WGCB and the SC will meet on a regular basis (typically once a year). Further meetings and contacts can be arranged via teleconferencing.

The Secretariat is responsible for the practical implementation of the work of BOD-WGCB.