

Guidelines For TC Chairpersons, Convenors And Contact Persons

MANAGEMENT OF PROJECTS

EUROMET Project Forms

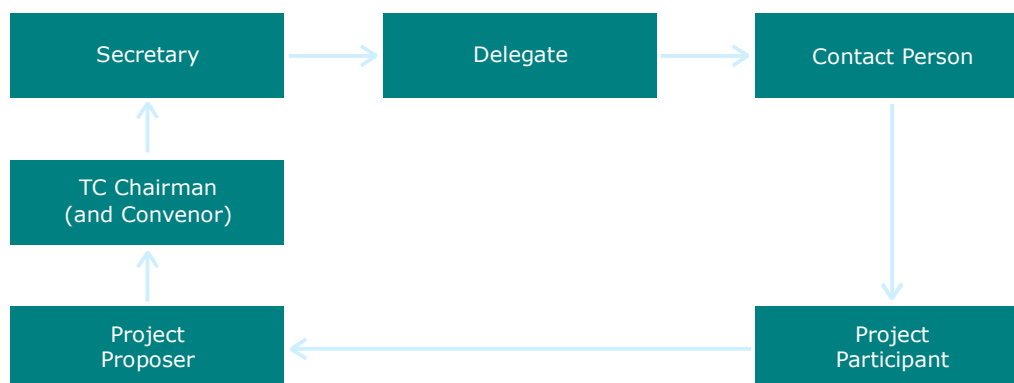
Project forms with the coordinator's signature should be sent to the TC Chairperson and to the Convenor, if any, either by regular mail or e-mail. Do not fax forms to be distributed by the TC Chairperson. The TC Chairperson assures that the forms are correctly filled and then forward them to the Secretary. If the forms are sent by e-mail a signature is not necessary.

It is not necessary that an agreed project be distributed as a proposed project before being agreed. Projects may be agreed for example at a meeting of Contact Persons. However, it is important that persons participating in such a meeting are vested with sufficient authority to be able to decide on a participation of their institute or country in a project.

Additional partners may join an agreed project at a later date subject to the consent of the original partners. Likewise, partners may withdraw from an agreed project. The project coordinator shall inform the TC Chairperson of such changes by sending a letter, fax or e-mail to the TC Chairperson and to the Convenor, if any.

Partners from countries, which are not EUROMET members, may participate in projects with the agreement of the member participants. The TC Chairperson should be informed as indicated above.

The figure indicates how project forms are circulated according to EUROMET rules of procedures. Please avoid sending forms to other persons than indicated, since it tends to dilute responsibility.



The Secretary forwards information concerning projects to the Delegates. The Delegates should make sure the information is forwarded to the relevant Contact Persons, which in turn should try to identify potential partners within his/her own country. A new partner notifies the project proposer (or project coordinator if the project is agreed) who in turn reports back to the TC Chairperson and the Convenor, if any. The Secretary will make sure that the EUROMET database is updated when new information is received.

Information on agreed and proposed EUROMET projects is available via World Wide Web. The information available includes, a listing of active projects within each Subject Field and project descriptions. The information is updated regularly on the EUROMET web site: <http://www.euromet.org>

Filling-in the forms

Fill in all fields (except for No. 1) of the forms. Do not forget the date and your signature (if not sent by e-mail).

If a proposed project is agreed, it is not always necessary to fill in a new form. It is sufficient that the coordinator or TC Chairperson enters the required amendments in the proposed project form in writing before sending it to the Secretary. The Secretary will then enter the amendments in the database and, in the place of the form for the agreed project; the Secretary will forward a print of the data bank to the delegates.

There are only four types of co-operation:

- Co-operation in research
- Comparison of measurement standards
- Traceability and
- Consultation on facilities.

Note: Please indicate only one of these types of co-operation in field No. 3 of the forms. Please name only one person as coordinator.

Progress / Final Report

The form Progress/Final Report serves two different purposes: as Progress Report, the form is to inform the TC Chairperson about the progress achieved in a specific project in the past year. The Progress Report has to be prepared annually by the coordinator and sent to the TC Chairperson, who makes up the annual report on the basis of the information given in the Progress Report. The TC Chairperson at the annual EUROMET General Assembly presents the annual report. The Progress Reports need not to be sent to the Secretary but he/she should be informed about changes in the list of participants.

The Final Report informs the Delegates about the completion of a project. Send the original of the Final Report with the coordinator's original signature to the Secretary. Only the Final Report is distributed among the Delegates.

There is a special form for Final Reports of intercomparisons of measurement standards.

Comparison of measurement standards & publications

The EUROMET Committee has decided that final reports of comparisons will be published in *Metrologia*. The form of these reports has been worked out together with the editor of *Metrologia*. They will only contain the main results. Therefore, a more detailed report of the results of comparisons should also be made available in one of the following two ways:

1. By publication in a professional journal
2. By making a report, which is registered by one of the participants and made available upon request to anyone of the participants. The report should contain detailed information on the conditions of the measurements. The coordinator should send the reports to the participants in the comparison measurement.

The participants in the comparison decide on the form of publication.

The reports of comparisons to be published in *Metrologia* should initially be sent to the TC Chairperson. The TC Chairperson will forward these to the Editor of *Metrologia*.

Annual Reports

The TC Chairperson should each year submit an annual report to the Secretary before 1 May. The annual report should be brief and concentrate on important decisions made during the year, results achieved, description of work accomplished and the status of the active projects in the subject field of the TC Chairperson. The Secretary will allocate an identification number to the document and distribute the reports to the Delegates and other interested people. It is also important that any revisions be submitted to the Secretary in order that the most recent document is registered.

There is no standardised form for annual reports, however, to make sure the contents and to facilitate the reading a uniform structure of the reports is recommended based on the Secretary's advice. The reports should have a length of approximately 2-3 A4 pages. It is not necessary to include a special title page and an additional summary. Publications originating from EUROMET projects should be quoted. The EUROMET year is from 1 April to 31 March.

EUROMET General Assembly (EM-GA)

The EUROMET General Assembly takes place once a year. TC Chairpersons are invited to present their annual reports at the General Assembly. The meeting documents are to be sent to the Secretary prior to the meeting to enable distribution well in advance.

TC Chairpersons meeting (TCCm)

It has become customary that once a year TC Chairpersons meet together with the EUROMET Executive Committee in order to discuss items of common interest that are not related to one Subject Field only.

Contact Persons meetings

It has also become customary for TC Chairpersons to hold annual Contact Person meetings. However, this is not required by EUROMET rules and procedures. These meetings are used for reporting the status of agreed projects, promote proposed projects and report on finished projects. The meetings have also been used for discussing common proposals to the EU programmes and new developments within the specific Subject Fields within the member states.

Roles

- Delegates: Delegates distribute information received from the Secretary to the Contact Persons.
- TC Chairpersons: TC Chairpersons are in contact with the EUROMET Chairperson and Secretary, the TC Chairpersons of other RMOs, the BIPM etc. They manage their Subject Field.
- Convenors: Convenors are responsible for the coordination within the Sub-Fields. They support the TC Chairpersons and keep them informed about the progress in their Sub-Fields.
- Contact Persons: Contact Persons contact possible candidates in their own country for project participation.

