**NOMINATION FORM FOR MEDEA PROJECT**

**Training Course on Traceability in Rice Moisture Measurement
- Beginners Course -**

17-21 July, 2017 at NMIM, Sepang, Malaysia

Please complete and email this form to Anne.Hoepfner@ptb.deby
**1 June 2017**. All nominations will undergo a selection process and will be evaluated by the members of the MEDEA Coordination Committee.

Participants are expected to be technical experts in metrology within national/regional authorities or research institutes. Selection of participants will be based on the following criteria:

* Responsibility for establishing a regional traceability system for moisture measurement or capacity building activities
* Responsibility for delivering training
* At least one year of practical experience in this field
* Amount of relevant practical experience
* Qualifications
* Quality of your Action Plan

**Only nominations supported by the director of your institution will be considered.**

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| **Nominee to complete this section** (Use separate nomination form for each nominee) |
| Economy       |
| Institution       |
| Department       |
| Title Ms. [ ]  Mrs. [ ]  Mr. [ ]  and if applicable Dr. [ ]  Prof. [ ]  |
| First Name       Last Name       |
| Gender Female [ ]  Male [ ]   |
| Date of Birth Day    Month    Year      |
| Passport number       Date of Expiry        |
| Airport of Departure       |
| Dietary Requirements       |
| Email       Telephone       |
| Address       |
| Education Qualification       Year       Qualification       Year       Qualification       Year       |
| What is your current role including your responsibility in your institute?      |
| How many years of experience do you in the verification of measuring instruments? Please list the instrument types you have verified.       |
| If you are new to rice moisture measurements, do you plan to work in this field in the future? If yes, how long? [ ]  No [ ]  Yes If yes [ ]  1 year [ ]  5 years |
| What specific area would you want the trainers to focus on in the lectures and demonstrations?      |
| Please explain the current situation about moisture meters in your economy. If applicable, the explanation should include; typical kinds of meters (resistance/ capacitance/ infrared types), legal metrological control, and a regional traceability system.      |
| What is your experience in training others?      |
| What changes will you implement in your economy as a result of this training course?      |
| Complete your Action Plan below to show how you will implement the lessons learnt from the training course. Action Plan add additional lines if required |
| Due Date | Activity | Who and how many people will be involved  |
|       |       |       |
|       |       |       |
|       |       |       |
| After this training course, you will be expected to lead the establishment of sound traceability systems within your economy by delivering training programs. By submitting this form you agree to:(Please tick all boxes):[ ]  give your Manager/Director progress reports on the Action Plan[ ]  ensure the Action Plan is implemented[ ]  produce a report on implementation of your Action Plan **APLMF Members**: include in your economy report at the next APLMF meeting  **Non-APLMF Members**: email to the APLMF Secretariat to be distributed as a meeting document. |
| Are you willing to deliver a lecture or demonstration in support of other trainers at an international training course in the future?[ ]  1 Yes [ ]  2 No |

**Please have the section on page 3 filled in by your director!**

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| **Director to complete this section** |
| Name        |
| Position       |
| Email       |
| What skills does the nominee have that makes them suitable for the training course?      |
| Describe the potential you see for the nominee to be a future manager/leader in your economy      |
| Would you support the nominee as a prospective trainer for delivering training programs within the region in the future?[ ] 1 Yes [ ]  2 No |
| Please explain how attendance at this training course will support your economy to regulate rice (grain) moisture measurement?      |
| How good are the nominee’s English communication skills?Speaking[ ] 1 Basic [ ] 2 [ ] 3 [ ] 4 [ ] 5 ExcellentWritten[ ] 1 Basic [ ] 2 [ ] 3 [ ] 4 [ ] 5 ExcellentNote: “basic” is the level equivalent to score 500 of TOEIC or score 50 of TOEFL (iBT). |
| I endorse this nomination and I will:[ ]  support the implementation of the Action Plan[ ]  ensure a report on the Action Plan will be included in the economy report at the next APLMF Meeting |
| Signature       |

**Nomination Form to be submitted by the Director.**