**ANNEX 1: Commitment Letter and Nomination of Participant**

The NMI/LMA \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

[name of the institution & economy]

hereby declares its interest to participate in the program CABUREK as part of the MEDEA 2 project, implemented by APMP, APLMF and PTB.

The institution commits to

* Nominate one representative for a Working Group (1st Priority), who is working in the field of the Working Group (see CABUREK concept paper) or who has the necessary skills (see “Participant profile” in the concept paper) to develop and implement the product/service/strategy.
* Optional: Nominate a second representative for a Second Working Group (2nd Priority). The consideration of the second representative will depend on the number of nominees received from all participating economies until the due date.
* Support the nominees in the implementation of the product/service/strategy and in the participation in the different activities (time and financial resources).
* Ensure active participation of the nominees in the 5 workshops, in the web conferences and the implementation of the work plans for two years (November 2018 – November 2020). Costs for participation in the regional Workshop can be covered by MEDEA for the Developing Economies of the Asia-Pacific.

The first workshop is scheduled from **October 29th to November 2nd 2018** in Thailandwhere the participants will specify the scope of the product/service/strategy to be developed within the working group and in each NMI/ LMA.

Please submit the signed Commitment Letter to Dr. Sabine Greiner, Project Coordinator at PTB (Sabine.Greiner@ptb.de) and cc to Anne Höpfner, Project Assistant PTB (Anne.Hoepfner@ptb.de) latest by **August 17th, 2018.**

*Please advise, if your NMI/LMA is able to cover any expenses and, if so, specify what expenses could be covered. This will enable the organizers to determine a possible participation in a second group.*

**1st Priority**

For participating in the following Working Group (please select one option):

[ ]  **Awareness Raising for Metrology**

[ ]  **Needs Analysis for Calibration or Verification Services**

[ ]  **Market Surveillance**

We nominate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Nominee)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (E-Mail Address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Function of Nominee in NMI/LMA)

|  |
| --- |
| The NMI/LMA will cover the following expenses re: participation in the 5 workshops: |
| **[ ]** Flight and transportation to workshop  | **[ ]** Per diems | **[ ]** Accommodation | **[ ]** Other costs (Visa etc.) |

**2nd Priority**

For participating in the following Working Group (please select):

[ ]  **Awareness Raising for Metrology**

[ ]  **Needs Analysis for Calibration or Verification Services**

[ ]  **Market Surveillance**

|  |
| --- |
| We nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Nominee)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (E-Mail Address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Function of Nominee in NMI/LMA)The NMI/LMA will cover the following expenses re: participation in the 5 workshops: |
| **[ ]** Flight and transportation to workshop | **[ ]** Per diems | **[ ]** Accommodation | **[ ]** Other costs (Visa etc.) |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Director, Date and Place