Working Group Transition
Working Groups

- **Engine room** for APLMF activities
- Responsible for **practical implementation** of APLMF’s Strategic Plan
- Need to be effective and efficient to **make the most of limited resources**
- Tool to **build and share knowledge**
- Lead by **Subject Matter Experts** - mentor and grow talent
- Must be able to **respond to emerging issues or member needs** in a timely manner
Current Issues

• Established **20yrs** ago - little review

• **Membership** needs to be more active and engaged

• **Lack of rotation** of roles and opportunities to develop people

• **Roles and responsibilities** of the Working Group Chair and Members need to be more clearly articulated

• Need to be **clear** about the frequency by which they meet, a clear structure and outcomes

• Working Group outputs must be more visible; ensuring have **Terms of Reference**, **time bound tasks**, **annual work plans** and report back on progress

• Not **aligned to APEC** goals and work programme
Response

Hawaii and Tokyo – Time to review and change


- **Review** current Working Groups membership and structures
- **Disestablish** any Working Group that has achieved its goals or completed its work programme
- If no longer required, consider identification of an individual to be a Point of Contact or **Subject Matter Expert** for the subject area
- Focus on a **time bound work programme** of specific projects
- Establish new **Guidelines and Operating procedures**
**Actions**

**Training Coordinator**

- Training Working Group moved out of the Working Group structure and into a **specific role within the APLMF Secretariat** (23rd APLMF meeting)

- Change will enable **more effective co-ordination**, support and delivery of the work streams of MEDEA project and beyond

- Incumbent Chair of Training Working Group and MEDEA Consultative Committee representative, **Mrs Marian Haire** was **confirmed** by the APLMF President into role

- **3yr term and future succession** to an individual selected from Member Economy nominations by the Executive Committee
Biannual Needs Assessment

• Every second-year, members identify new issues and topics that the APLMF should be addressing and undertaking within its work programme

• Could result in an extension of a current Working Group’s Terms of Reference or the establishment of a new Working Group

Establish Subject Matter Experts

• **Point of contact** on that subject area, identified and named on our website

• Responsible for answering questions from member economies

• **Work with the Training Co-ordinator** on responses to training needs

• **Monitoring** international developments

• **Liaison** with International Organisation of Legal Metrology (OIML)

• **Reporting** to APLMF members and suggesting future activity in that subject area
Guidelines and Operating processes for Working Groups

(Appendix One) Scope:

• Chair and Member – Roles and responsibilities

• Terms of Reference / Time-limited tasks / Needs assessment

• Working Group Meetings

• Work Plans and their approval

• Reporting
Recommendations

For Full Member consideration from Executive Committee:

1. **NOTE** that the Working Group for Training Coordination has been disestablished and replaced with a role within the Secretariat created to carry out the responsibilities of Training Coordination as agreed at 23rd APLMF meeting.

2. **NOTE** Mrs Marian Haire has been confirmed as the inaugural Training Coordinator in 2017

3. **APPROVE** that the Training Coordinator role term be for a maximum of three years

4. **APPROVE** the new Guidelines and Operational Processes for Working Groups
5. **APPROVE** that a needs assessment be carried out every two years. Noting that the first needs assessment will be undertaken as part the 24th Working Group meeting in Cambodia 2017 (MEDEA Training Impacts -Interactive Session).

6. **APPROVE** that the Secretariat ask all current Chairs to evaluate their current Working Group membership and work programme with a view to deciding whether the Group is still relevant and should remain a Working Group.

7. **APPROVE** the appointment of Subject Matter Experts on key subject areas where a Working Group has been disestablished.
Any questions or comments?

- Subject Matter Experts?
- Training Coordinator Role?
- Guidelines and Operating processes?
- Biannual Needs Assessment?
- Other?

Thank You