



**24th ASIA-PACIFIC LEGAL
METROLOGY FORUM AND
WORKING GROUP MEETINGS**
25-27 Oct 2017, Siem Reap, Cambodia



Working Group Transition



Presented by: Mr Stephen O'Brien
APLMF President

Working Group Meeting
25 October 2017



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

APLMF Discussion Paper: *Working Group Transition – 27 Oct 2017*

- **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



Actions Ctd.

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



Actions Ctd.

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



Recommendations Ctd.

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