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**NOMINATION FORM FOR MEDEA PROJECT**

**OIML/APLMF Seminar on the OIML Certification System**

**Promoting Global Harmonization for Measuring Instruments**

**15–17 July 2019, Hangzhou, P.R. China**

Please complete and email this form to Catharina.Watzl@ptb.de by 15 May 2019. Please type your details into this form, handwritten scanned documents are not acceptable.

All nominations will undergo a selection process and will be evaluated by the members of the MEDEA Coordination Committee.

Selection of participants will be based on the following criteria:

* Years of experience implementing/ developing your economies metrological control system for measuring instruments
* Willingness to train others within your economy as well as within the framework of future APLMF courses
* Years of experience as a manager/decision maker

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) |
| **Participant information** |
| 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       |
| **Participant Qualifications**  |
| Education Qualification       Year       Qualification       Year       Qualification       Year       |
| What is your current role including your responsibility in your institute for implementing metrological control systems for measuring instruments?      |
| How many years of experience do you have as a manager/decision maker?       |
| What is your experience in training others?       |
| Are you willing to deliver a lecture or demonstration to support other trainers at an international training course in the future?[ ]  1 Yes [ ]  2 No |
| What changes will you implement in your economy as a result of attending this seminar?       |
| Complete the Action Plan below to show how you will what you learn at this seminar when you return to your economy. Add additional lines if required |
| Due Date | Activity | Who and how many people will be involved  |
|       |       |       |
|       |       |       |
|       |       |       |
| After this training you will be expected to implement change within your economy to improve your economy’s capability and harmonisation with OIML. By submitting this form you verify that if you are accepted for training you will:* give your manager progress reports on your Action Plan
* ensure your Action Plan is implemented
* provide an update on progress against your agreed action plan (6 months after the course)
* produce a report on the implementation of your Action Plan for the next APLMF meeting (i.e. This should be included in your Economy’s written report)

I agree to the above terms and conditions: [ ]  Yes |
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| **Information about your economy**The following questions are designed to develop a profile about how measuring instruments are regulated within your economy. Does your economy have adequate **legislation** in place to regulate type approval of measuring instruments?Yes [ ] , No [ ] . If you answered, No, please explain further:      How does your economy manage type approval of measuring instruments?Own laboratory which conducts testing upon application [ ] OIML CS [ ] No system in place [ ] List 4 types of **measuring instruments** your economy expects to be type approved before they are used?                    Does your economy carry out **conformity to type** for measuring instruments used within your economy? Yes [ ] , No [ ] If No, explain how you ensure the integrity of measuring instrument      List any **problems** your economy needs to overcome in-order-to implement a type approval system effectively.      Add **anything else** you feel is important to share with the trainers and other participants.      What specific area/s would you want the trainers **to focus** on in during the seminar?       |

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**Please ask your Director to complete the next section**

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| **Director to complete this section** |
| Name        |
| Position       |
| Email       |
| What skills does the nominee have that makes them suitable for this seminar?      |
| 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?[ ]  Yes [ ]  No |
| Please explain how attendance at this training course will improve metrological control within your economy?      |
| How good are the nominee’s English communication skills?**Speaking**[ ] 1 Basic [ ] 2 [ ] 3 [ ] 4 [ ] 5 Excellent**Written**[ ] 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       Date       |

**Nomination Form to be submitted to** Cathrina.Watzl@ptb.de **by the Director.**