



MEDEA 2: Metrology – Enabling Developing Economies in Asia

Procedures for Implementation

As of 24 July 2019

Contents

Introduction.....	2
Working Groups.....	2
Concept Plan	2
Planning Activities.....	3
PTB Funding.....	5
Monitoring and Evaluation System to Measure Impact	5
Appendix A. Concept Plan	8
Appendix B. Sample Invitation	9
Appendix C. Sample Nomination Form	16
Appendix D. Sample Visa Assistance Form	25
Appendix E. Feedback Form	19
Appendix F. Activity Report	30
Appendix G. Confirmation Email regarding Action Plans	32
Appendix H. Details of the processes and responsibilities involved	33
Appendix I. Format for actions and progress report	35
Appendix J. Format for analysis of action plans feedback	36
Appendix K. Survey to Directors on the impact of MEDEA activities	37

INTRODUCTION

The MEDEA 2 project is funded by Germany's Federal Ministry for Economic Cooperation and Development (BMZ) within the framework of regional cooperation with Asia. The project targets participants from developing economies in Asia as defined by the OECD Development Cooperation Directorate (<http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm>).

PTB is accountable to BMZ for the successful delivery of the project which runs from 05/2018 to 04/2021.

PTB, APMP and APLMF developed the **objective** and **outputs** for the MEDEA project and then developed an **operational plan** at a workshop in Hong Kong in July 2018.

The operational plan was revised by the **Coordination Committee** (CC, which consists of two representatives from PTB and three representatives from each of APLMF and APMP) who are responsible for overseeing planning and implementation of the project.

This document provides details on how:

- to develop and plan activities (for example training, seminars, expert visits, materials, guidelines)
- to implement activities
- to monitor and evaluate activities
- to propose new activities

WORKING GROUPS

Working Groups develop the activities in the operational plan and drive and monitor implementation. The Working Group Coordinator is responsible for steering the work and keeping the appointed committees informed of progress.

- **APMP** Working Groups and coordinators are established by the relevant Technical Committee, Focus Group or Developing Economies' Committee (TC/FG/DEC)
- **APLMF** Working Groups and coordinators are established by the APLMF members of the Coordination Committee
- Working Groups for joint **APMP/APLMF** activities consist of representatives from both organisations and the coordinator is nominated by either organisation

CONCEPT PLAN

The Working Group Coordinator prepares a **concept plan** using the form in Appendix A ensuring it outlines the following:

- The aim of the activity.
- Content and duration of the activity.
- Dates and tentative schedule.
- Target group – specify the level of expertise and experience that participants should have. Participants should have a similar level of knowledge to make training more effective. To ensure that activities are suitable and relevant (especially in the area of scientific metrology), it may be necessary to survey national metrology institutes

(NMIs)/legal metrology authorities (LMAs) re: their capabilities, available equipment/infrastructure and stakeholder needs to identify who should be targeted.

- Selection criteria – specify the criteria based on which the participants will be selected, for example:
 - technical knowledge
 - laboratory equipment they should have in order to implement what they have learned
 - position held (junior/senior scientist, manager)
 - level of English
- Host/venue – the host should be a developing economy. Activities are only held in developed economies in exceptional cases, e.g. if certain facilities are needed.
- Trainers – wherever possible select local trainers. The number of international trainers should not exceed two.
- Follow-up – assess the possibility of developing a guideline or an online course as part of the package.
- Estimated budget – for costs other than travel for participants and trainers.

When the concept plan is finalised, the Coordinator sends it to the Coordination Committee for approval. Once approved, planning gets underway to select the host and trainers and to plan the activity by the Working Group Coordinator.

PLANNING ACTIVITIES

Eight months before the activity

- Hosts/trainers are usually nominated during an APMP/APLMF meeting.
- Working Group member contacts the host/trainers informally to confirm the date and venue.
- APMP/APLMF Secretariat confirms the arrangements with the host/trainers.

Five months before the activity

- Working Group member liaises with the host/trainers to prepare:
 - invitation (including the aim, content, dates, tentative schedule, target group, selection criteria, funding, accommodation, visa requirements and contact information) (see Appendix B)
 - nomination form (outlining the criteria the participants have to fulfil). Once completed this should be returned to PTB (see Appendix C) together with the visa assistance form (see Appendix D)
- Working Group member sends the invitation, nomination form and visa assistance form to the Secretariat for endorsement and then to the PTB project coordinator for approval.
- PTB approves the invitation, nomination form and visa assistance form.
- PTB contacts the host/trainers to discuss accommodation, travel expenses, financial arrangements etc.

Three months before the activity

- APMP/APLMF Secretariat sends the invitation, nomination form and visa assistance form to all APMP/APLMF members as well as the PTB project coordinator and assistant.
- PTB sends the invitation, nomination form and visa assistance form to developing economies which are not members of APMP or APLMF.
- APMP/APLMF Secretariat advertises the activity on the website and in newsletters.

Two months before the activity

- PTB project assistant collates the nomination forms, checks eligibility and sends a draft list of the applicants to the relevant Coordination Committee members and trainers. Yes/no feedback (with reasons) is requested by return email.
- PTB project assistant sends a final list of participants to Coordination Committee and trainers and requests confirmation by return email. If there is disagreement the PTB project coordinator makes the final selection.
- Successful participants are notified by the PTB project assistant.

Note 1. The maximum number of participants per economy is generally two.

Note 2. Participants from developed economies may be admitted if space is available and they cover their own travel costs.

One month before the activity

PTB compiles information from the nomination forms and sends this to the Coordination Committee and the APMP/APLMF Secretariat and trainers for use during the activity.

During the activity

An APMP/APLMF representative shall:

- attend each activity
- support the trainers and host
- review participant's economy reports
- confirm participant's action plans
- ensure the participants complete an online or hard copy feedback form (see Appendix E)
- prepare a draft report on the activity in conjunction with the trainers.

Within four weeks after the activity

The APMP/APLMF Secretariat should collate the evaluation surveys and send them to the Working Group Coordinator who should include this information in the final report (see Appendix F) and send it to the PTB Project Coordinator who will table it at the next Coordination Committee meeting. On approval the final report will be uploaded to the relevant website.

Six months after the activity

The APMP/APLMF Secretariat should contact participants and ask for a progress report on their action plans. The progress report should be sent to the Coordination Committee. (see Appendix G). All feedback is compiled in an Excel spreadsheet. Annually an email is sent to each Director by PTB providing a summary of support provided and actions completed.

PTB FUNDING

- Participants from developing economies and trainers can receive an economy return flight ticket, free accommodation, full board (or a daily allowance) and health insurance. Eligible economies in Asia: Bangladesh, Bhutan, Cambodia, Laos, Myanmar, Nepal, Fiji, India, Indonesia, Mongolia, Pakistan, Papua New Guinea, Philippines, Sri Lanka, Vietnam, China, Malaysia, Thailand, Kyrgyzstan, Kazakhstan, Uzbekistan (<http://www.oecd.org/dac/stats/daclistofodarecipients.htm>.)
 - Flights are booked by PTB.
 - Hosts are reimbursed for all expenses including hotel bookings, hire of venue, food, technical equipment, transportation, training materials etc.
 - The request form for reimbursement should be completed to claim the daily allowance (if applicable) and travel expenses.
 - Payment is made by either PTB or GIZ (an agency of German Development Cooperation with an office in most economies).
 - PTB does not pay visa fees, compensation or honorariums.
 - Economies are required to consider contributing (if they can do so) to their expenses.
- The PTB funding criteria for APMP may be reviewed after the DEC funding criteria have been agreed.

PROPOSING NEW ACTIVITIES

To propose a new activity, you should first seek approval within APMP or APLMF following appropriate internal processes. Once the activity is approved internally submit your concept plan to the Project Coordinator making sure the activity complies with the criteria used to select activities, namely the activity:

- must comply with the objective and outputs of the project
- must be aimed at developing economies from South Asia, Southeast Asia, East Asia, Central Asia and Pacific Islands
- must focus on regional cooperation
- should focus on long-lasting systems and schemes
- should integrate into national strategies
- should focus on progressive training programs (no stand-alone activities)
- should incorporate the needs of APMP/APLMF

MONITORING AND EVALUATION SYSTEM TO MEASURE IMPACT

An effective project requires a sound evaluation and monitoring system in order to evaluate its impact and to ensure that donors funds are spent wisely. When carried out routinely such a system allows for appropriate adjustment to the program and allows the Coordination Committee (CC) to capture evidence of success, thus making reporting more efficient. Effective feedback should be linked to the overall objective and intervention area. This will assist everyone to understand what is trying to be achieved.

Feedback should be routinely collected after every activity within the project and analysed by the CC within 2 months. Each year the feedback should be further analysed and distributed to all Directors asking for comment.

The nomination form should list the objective and intervention area to which the activity is related, and, in the Directors section, Directors should be asked how participation in the activity will support the development of their measurement infrastructure.

The World Bank has provided tips for strengthening organisational capacity. This focuses on [monitoring and evaluation](#). Questions we ask participants should focus on relevance, efficiency, effectiveness, impact and sustainability.

The following table specifies the elements of the evaluation and monitoring process to be implemented for each MEDEA activity:

Element	How/what	Monitoring
Nomination form	<ol style="list-style-type: none"> 1. Link to objective and intervention area. 2. Indicate what the expected new behaviour might be. 3. Participants asked to prepare an Action Plan describing what they will do after the activity. 4. Directors to explain how the activity will support them and what they expect to see as a change. 	Project coordinator and WG coordinator sign off on this.
Feedback using Survey Monkey	During each activity participants should complete a survey using Survey Monkey to provide feedback.	<p>Results circulated to CC and discussed.</p> <p>List lessons learnt and what changes need to be made for future.</p> <p>Project coordinator ensures survey results received for all activities.</p>
Action Plans	<p>During the activity participants are asked to stand up and share their Action Plan.</p> <p>Action plans are compiled and sent to the participant, and to their Director in copy.</p> <p>6-month follow-up with participants to capture the progress they have made.</p> <p>Annually the collated Action Plans distributed to the Directors so they can see the progress against the actions.</p>	<p>Action plans collated see appendix I.</p> <p>Secretariats send request for feedback after 6-month and 12-month.</p> <p>Project coordinator follows up with Directors where no feedback is received.</p> <p>Actions analysed to show link to program objectives and intervention area.</p> <p>Program Coordinator records actions that show success against the objectives.</p> <p>Individuals who do not report after 3 reminders are excluded from the program, by a final decision of the CC. If there is a pattern of not reporting by an</p>

		economy, the CC can decide to exclude that economy from the program.
Positive reinforcement	Identify economies who are producing excellent results	Provide acknowledgement – perhaps a certificate showing names of people trained/courses hosted and what they have achieved. Consider nomination for OIML Award for developing economies.

Appendix H explains how the monitoring and evaluation system will be implemented and indicates the responsibilities of each group at various times during the implementation of an activity.

Appendix I shows how we will record the data provided through the evaluation process.

Appendix J provides a suggested form to analyse the data provided.

Appendix K provides a sample survey sent to Directors annually to assess the impact of the MEDEA project.

APPENDIX A. CONCEPT PLAN

MEDEA 2: Metrology – Enabling Developing Economies in Asia Concept Plan

Name of Working Group Coordinator	
Organization/Institute	
Regional Body (APMP/APLMF)	
Date of Submission	

Please fill-in the details under each heading.

1. **Aim of the activity.**
2. **Content and duration of the activity** – A tentative programme should be included.
3. **Dates and tentative schedule.**
4. **Target group** – specify the level of expertise and knowledge participants should already have in order to gain from this activity as well as the stakeholder needs in this area.
5. **Selection criteria** – specify the criteria used to select the participants, for example:
 - a) technical knowledge
 - b) laboratory equipment required to implement what they have learned
 - c) position held (junior/senior scientist, manager)
 - d) willingness to implement new systems as described in their action plan
 - e) level of English ability
6. **Host/venue** – the host should be a developing economy. Activities are only held in developed economies in exceptional cases, e.g. if certain facilities are needed.
7. **Trainers** – wherever possible select local trainers. The number of international trainers should not exceed two.
8. **Follow-up** – assess the possibility of developing a guideline or an online course as part of the package.
9. **Estimated budget** – for costs other than travel for participants and trainers.
10. **Describe how the proposal fits into the MEDEA objectives / indicators.**

MEDEA 2.0 Objective: The ability of the regional metrology networks in Asia to support metrology in developing countries has been further improved.

Sustainability	Regional Cooperation:	Technical Training:
<p>Output: APMP and APLF are strategically well positioned for the future and integrate developing economies in relevant topics for a sustainable development.</p> <p>Indicator 1: Publication of Case Studies showing how the networks are able to support and integrate developing economies (sustainably and independently).</p> <p>Indicator 2: The Focus Groups / Working Groups have at least six new members, all of them from the Developing Economies.</p>	<p>Output: The networks have been set up more suitably for promoting regional cooperation and using regional competences.</p> <p>Indicator 1: There are three additional regional experts in new subject areas who have at least carried out one training on their own (note: also for consultancies)</p> <p>Indicator 2: A new instrument to impart competences by means of regional exchange, e.g. to improve the relation between NMIs/LMAs and their users was implemented in at least two workshops.</p>	<p>Output: The technical support of the networks for the NMIs / LMAs from developing economies to apply criteria of international Good Practices has been improved.</p> <p>Indicator 1: Suitable test procedures for the verification of five different instrument types have been developed in accordance with the OIML recommendations and published as APLMF Guide.</p> <p>Indicator 2: At least seven training programmes – also online courses – have been implemented per year.</p>

APPENDIX B. SAMPLE INVITATION



MEDEA: Metrology – Enabling Developing Economies in Asia

Training Course on Verification of Rice Moisture Meters

3-7 December 2018 at EWMC, Pattaya, Thailand

Registration by 15 October 2018

Introduction:

Grain moisture is an important area of measurement in legal metrology that is closely related to our confidence in international trade and quality of life. In order to improve skills in this field of measurement within the region, the APLMF Working Group Quality Measurement on Agricultural Products (QMAP) has conducted several training courses on traceability in rice moisture since 2001.

Objective:

This program is for trainees who wish to learn about grain moisture measurement. Rice is selected as the primary product although other products are discussed. This training is composed of lectures and practical activities which will use rice moisture meters, drying ovens, and precise weighing instruments.

This course provides participants with the knowledge and skills to:

- understand international standards and recommendations;
- establish traceability by preparing a standard reference using the drying method
- and verify rice moisture meters.

Expected participants

Participants should be officers and technical experts who work in national/regional authorities or research institutes in metrology, who are involved in developing traceability system for rice moisture measurement or capacity building activities in their economy. On completion of this program, the participants are expected to lead the establishment of sound traceability systems within their economy by delivering training to their colleagues. Applicants should have at least one year of practical experience in the verification of measuring instrument.

Organizers:

1. Physikalisch-Technische Bundesanstalt (PTB)
2. Asia-Pacific Legal Metrology Forum (APLMF)

Supporting Organizations:

1. Department of Internal Trade (DIT), Ministry of Commerce, Thailand
2. National Metrology Institute of Malaysia (NMIM), SIRIM Berhad

Trainers:

1. Surachai Sunzikaw, QMAP WG Chair
2. Mrs. Haslina bte Abdul Kadir, NMIM, SIRIM Berhad, QMAP WG Co-Chair
3. Mr. Norihiro Yoshida, Kett Electric Laboratory
4. Ms. Mihoko Yabe, Kett Electric Laboratory
5. (Additional 1 or 2 trainers from Kett Elec. TBA)
6. Mr. Sophearath Ing, NMC (National Metrology Center) in Phnom Penh / QMAP WG Member (Assistant trainer)
7. Mrs. Eri Wijayanti, DoM (Direktorat Metrologi) in Bandung, QMAP WG Member (Assistant trainer)
8. Mr. Thuc Ha Thanh, STAMEQ (Directorate for Standards, Metrology and Quality) in Hanoi, QMAP WG Member (Assistant trainer)

Venue and Accommodation:

- Training will take place at a Pullman Pattaya Hotel G in Pattaya, located 130 km south of Bangkok, and Eastern Weights and Measure Center (EWMC) of DIT in Chon Buri. Accommodation for participants, will be booked and paid for by PTB.
- To access the venue, you will need to take the airport limousine to the hotel. The cost of the transfer will be covered by PTB. If you need a visa to enter Thailand, fill in the attached “**Visa Assistance Form**” and send it to the **host in Thailand** by **October 15, 2018**.

PTB Support:

- **Up to two overseas participants from each developing economy in Asia** can receive an economy return flight ticket, free accommodation, free airport transfer and full board during the days of training. Participants from economies classified as developing countries under the OECD Development Co-operation Directorate (ODCD-DAC)¹ are eligible. Economies are required to consider contributing (if they can do so) to their expenses.

Flight tickets will be booked directly by PTB. The hotel will be paid by PTB. Participants will either receive full board which includes breakfast, lunch, dinner or a daily allowance as well as coffee breaks during the workshop.

Registration:

Please complete the attached [Nomination Form](#) and send it to the APLMF Secretariat and the Project Assistant at PTB by **15 October 2018**.

¹ see <http://www.oecd.org/dac/stats/daclistofodarecipients.htm>. Eligible economies in Asia: Bangladesh, Bhutan, Cambodia, Laos, Myanmar, Nepal, Fiji, India, Indonesia, Mongolia, Pakistan, Papua New Guinea; Philippines, Sri Lanka, Vietnam, China, Malaysia, Thailand, Kyrgyzstan, Kazakhstan, Uzbekistan

Currency and Credit Cards:

The local currency is Baht. Major credit cards (Visa, Master Card, etc.) are accepted in Hotels and big department stores. The exchange rate for 1 USD is about 31 Baht.

Climate:

The average temperature is about 20°C - 33°C in December in Pattaya.

Electricity Supply:

Voltage of power supply is 220 volts AC with 50 Hz. The power plugs used in Thailand are A, B and C.



Plug and socket of Type A, B and C

Local Time:

UTC +7 without summer time

Contact Persons:**APLMF Secretariat**

Ms. Alli Smith

C/- Trading Standards

Ministry of Business, Innovation & Employment (MBIE)

PO Box 1473, Wellington 6140, New Zealand

Telephone: 0064-4-4601367

E-mail: secretariat@aplmf.org

PTB /MEDEA project (Registration, Flights, Hotel Reservations)

MEDEA Project Assistant PTB

Bundesallee 100, 38116 Braunschweig, Germany

Tel: +49 531 592 8218

E-mail: name.surname@ptb.de

Host in Thailand (Visa assistance, Venue and access information)

Name

Address

Tel:

Fax:

E-mail:

Training Course on Traceability in Rice Moisture Measurement
3-7 December 2018 at Pattaya, Thailand

Day 1 Monday 3 Dec Pullman Pattaya Hotel G	08:30-09:00	Registration
	09:00-09:30	Opening addresses by APLMF, and host. A group photo.
	09:30-09:45	Explanation of schedule and outline (Haslina)
	09:45-10:45	Economy reports (APLMF).
	10:45-11:15	Coffee /tea break
	11:15-12:30	Traceability and metrological control system on grain moisture measurement, including APLMF Guide Document on Rice Moisture Measurement, OIML R59 and ISO 7700 (Surachai)
	12:30-13:30	Lunch break
	13:30-14:00	Continue the Traceability and metrological control system (Surachai)
	14:00-15:00	Lecture on ISO 712 (Haslina)
	15:00-15:30	Coffee /tea break
	15:30-16:00	Lecture on Moisture adjustment, Reference preparation (Haslina)
	16:00-17:00	Lecture on Uncertainty in Legal Metrology and Grain Moisture Measurement (Haslina)
	18:00-20:00	Welcome dinner hosted by DIT at Moom Aroi Seafood Restaurant
Day 2 Tuesday 4 Dec EWMC	08:30	Leave the hotel by bus provided by the host.
	09:00-10:00	Demonstration on Preparation of Reference Sample (Haslina, Yabe)
	10:00-12:15	Instruction, demonstration and practice on an oven method (ISO 712) in groups using one oven/group (Haslina, Yabe). (oven start at 11.30); Continue moisture adjustment
	12:15-13:30	Lunch break
	13:30-14:30	Continue the ISO 712; Continue moisture adjustment
	14:30-15:00	Coffee /tea break
	15:00-16:30	Continue the ISO 712; Data analysis and Calculation of ISO 712 and Moisture Adjustment (Haslina)
	16:30-17:00	Lecture on how to use moisture meters (Yoshida, Chikira)

	17:30	Back to the hotel by bus.
Day 3 Wednesday 5 Dec EWMC	08:30	Leave the hotel by bus.
	09:00-09:15	Instruction on meter-to-meter calibrations (Haslina, Warachai, and all trainers).
	09:15-12:00	Repeat ISO 712 (oven start at 11.30); Calibration of master meter (all trainers).
	12:00-13:30	Lunch break
	13:30-14:30	Repeat ISO 712; Continue calibration of master meter
	14:30-15:00	Coffee /tea break
	15:00-17:00	Continue the ISO 712; Data analysis and Calculation of ISO 712 (Haslina); Evaluation of master meter calibration curve (Surachai); Evaluation of uncertainty (Haslina)
	17:30	Back to the hotel by bus.
Day 4 Thursday 6 Dec EWMC	07:30	Leave the hotel by bus.
	07:30-14:00	Technical tour in Chachoengsao province (Lunch box)
	14:00-15:30	Practice of meter-to-meter calibration between the master and working meters and summary of the measurement results (all trainers).
	15:30-16:00	Coffee /tea break
	16:00-17:30	Report of the measurement results by each group. Summary discussion for the future (Chairs: Surachai, Haslina & Yoshida)
	18:00-20:00	Farewell dinner hosted by MEDEA at The Glass House Pattaya
Day 5 Friday 7 Dec EWMC	08:30	Leave the hotel by bus.
	09:00-12:00	Discussion on future direction and action plan related to Quality Measurement on Agricultural Product (Surachai, Haslina)
	12:00-13:00	Lunch break
	13:00-13:30	Closing ceremony with bestowal of the certificates
	13:30	Back to the hotel by bus.

APPENDIX C. SAMPLE NOMINATION FORM

TRAINING NOMINATION FORM FOR MEDEA PROJECT

Training Course on Verification of Rice Moisture Meters

3-7 December 2018 at EWMC, Pattaya, Thailand

Please complete and email this form to name.surname@ptb.de

by **XX month year**. 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 practical experience as an officer and technical expert working in quality measurement of agricultural products
- Experience in training other staff members
- Years of responsibility for implementation metrological control of agricultural products
- Willingness to train others within your economy as well as within the framework of future APLMF courses
- Years of experience as an inspector

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

Nominee to complete this section

(Use separate nomination form for each nominee)

Participant information			
Economy			
Institution			
Department			
Title	Ms <input type="checkbox"/>	Mrs <input type="checkbox"/>	Mr <input type="checkbox"/>
			Dr <input type="checkbox"/>
			Prof. <input type="checkbox"/>
First Name		Last Name	
Gender	Female <input type="checkbox"/>	Male <input type="checkbox"/>	
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 of agricultural products?		
How many years of experience do you have in implementing QMAP?		
Grain moisture meter for		year(s)
Others: (Please specify) 1.	for	year(s)
2.	for	year(s)
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?		
<input type="checkbox"/>	1 Yes	<input type="checkbox"/> 2 No
Complete the Action Plan below to show how you will implement the test procedures from the training course. 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:		
<ul style="list-style-type: none"> • give your manager progress reports on your Action Plan • ensure your Action Plan is implemented • produce a report on the implementation of your Action Plan for the next APLMF meeting 		
I agree to the above terms and conditions: <input type="checkbox"/> Yes		

Information about your economy

The following questions are designed to develop a profile about how quality measurements of agricultural products are regulated within your economy.

Does your economy have adequate **legislation** in place to regulate quality measurement of agricultural products?

Yes , No . If you answered, No, please explain further:

Who carries out inspections of quality measurement of agricultural products in your economy?

Inspectors , 3rd party , other

What **verification periods** does your economy implement?

Grain moisture meter: year(s)

Others: (Please specify) 1. : year(s)

 2. : year(s)

Does your economy carry out **type approval for grain moisture meter**?

Yes , No

If No, explain how you ensure the integrity of the instrument

To what extent does your economy implement **OIML R 59**?

Fully implemented , Partially implemented , Not implemented yet

Add any explanation, if required:

To what extent does your economy implement **APLMF Guide Document on Rice Moisture Measurement**?

Fully implemented , Partially implemented , Not implemented yet

Add any explanation, if required:

List all **areas/fields** of quality measurement of agricultural products, other than grain moisture meters, already **implemented** in your economy. Please also specify metrological control system used.

List all **areas/fields** of quality measurement of agricultural products, other than grain moisture meters, your economy **plans to implement** within the next 3 years. Please also specify metrological control system that will be used.

List any **problems** your economy needs to overcome in-order-to implement OIML recommendations/APLMF Guide for Grain moisture meter effectively.

Add **anything else** you feel is important to share with the trainers and other WG members.

What specific area/s would you want the trainers **to focus** on in the lectures and demonstrations?

Please ask your Director to complete the next section

Director to complete this section	
Name	Position
Email	
What skills does the nominee have that makes them suitable for this training course?	
Describe the potential you see for the nominee to be a future manager/leader in your economy	
<p>Would you support the nominee as a prospective leader for quality measurement of agricultural product's capacity building within the region in the future?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
Please explain how attendance at this training course will improve the regulation of quality measurement of agricultural products in your economy?	
<p>How good are the nominee's English communication skills?</p> <p>Speaking</p> <p><input type="checkbox"/> 1 Basic <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Excellent</p> <p>Written</p> <p><input type="checkbox"/> 1 Basic <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Excellent</p> <p>Note: "basic" is the level equivalent to score 500 of TOEIC or score 50 of TOEFL (iBT).</p>	
<p>I endorse this nomination and I will:</p> <p><input type="checkbox"/> support the implementation of their Action Plan</p> <p><input type="checkbox"/> ensure a report on the Action Plan will be included in the economy report at the next APLMF Meeting</p>	
<p>Contribution to funding:</p> <p>The NMI/LMA will cover the following expenses:</p> <p><input type="checkbox"/> Flight <input type="checkbox"/> Per diems <input type="checkbox"/> Accommodation <input type="checkbox"/> Other costs (please specify below)</p> <p>Notes:</p>	
Signature	Date

Nomination Form to be submitted to PTBs MEDEA Project Assistant
name.surname@ptb.de by the Director by XX

APPENDIX D. SAMPLE VISA ASSISTANCE FORM**Add title of the activity****Visa Invitation Letter Application Form****Visa information (complete only if you need visa assistance)**

Full name	
Passport number	
Expiry Date	
Country	
Date of birth	
Gender	
Occupation	
Institution/ organization	
Date of entry	
Number of days stay	
E-mail to receive invitation letter	

Please submit this form to (add name and email of contact within host economy)

with cc to PTBs MEDEA Project Assistant

name.surname@ptb.de

APPENDIX E. FEEDBACK FORM**Participant Feedback Form**

[Insert course name], [Insert course dates], [Insert City, Country]

Your feedback on the training will assist us to improve support for your economy. Your responses to the following questions are appreciated. Thanks!

Personal Details

Name:	
Institution:	
Economy:	

Please tick the box that best matches your rating based on your experience.

1. How would you rate the logistics for the training?

	1 = Very Poor	2 = Poor	3 = Satisfactory	4 = Good	5 = Excellent
Travel, visa and accommodation					
Appropriateness of the dates					
Preparation, advance information					
Quality of pre-activity information provided					

2. How would you rate this training?

	1 = Very Poor	2 = Poor	3 = Satisfactory	4 = Good	5 = Excellent
Quality of training materials					
Relevance of topics for your work					
Competence of the trainer					
Clarity of the lectures					

Clarity of presentation slides					
Clarity of the practical sessions					

3. How strongly do you agree or disagree with the following statements about the group work?

	1 = Strongly disagree	2 = Disagree	3 = Neither agree or disagree	4 = Agree	5 = Strongly Agree
Activities were relevant					
Group discussions assisted a better understanding of the topic					
Group size facilitated discussion and sharing					
Ice breaker activity encouraged interaction with other participants					

4. What new skills and knowledge, if any, have you gained from the training?

5. How will the skills and knowledge gained from the training help you in your workplace?

6. How will the skills and knowledge gained from the training contribute to the development of your economy's legal metrology infrastructure?

7. What was the most useful part of the training?

--

8. How could the training course be improved?

--

9. Please rate the training overall

1 = Very Poor	2 = Poor	3 = Satisfactory	4 = Good	5 = Excellent

10. Any other comments?

--

Thank you for your time!

APPENDIX F. ACTIVITY REPORT**ACTIVITY REPORT**
Activity title**Dates:****Venue:** XXX**Host:** XXX**Trainers:** XXX

Please use the question in italics as a guidance and delete them afterwards.

1. Objective of the Workshop/Training

- *What was the objective of the concluding workshop?*
-

2. Target Group

- *What target group was the workshop designed for?*
-

3. Description of the Concluding Workshop

- *1-2 page Description of the workshop contents.*
-

4. Highlights/ Lessons Learned

- *Were the objectives of the workshop met?*
- *Was the right target group attracted by the workshop?*
- *What was the feedback of the participants?*
- *What were the highlights of the workshop?*
- *Lessons Learned: What recommendations would you give to the MEDEA Coordination Committee and trainers of other courses?*
-

5. Next Steps/ Follow-up

- *What are the agreed next steps after the workshop?*
- *What are the suggested follow-up activities?*
- *(e.g. follow-up activities in the home economies of the participants, follow-up trainings, publication of guideline, etc.)*
-

Annex 1: Workshop Program**Annex 2: List of Participants****Annex 3: Summary of Economy reports****Annex 4: Summary of Action Plans****Annex 5: Photographs**

APPENDIX G. CONFIRMATION EMAIL REGARDING ACTION PLANS

This email is sent within 1 week after the activity:

Dear Participants of the XXX training course,
Please note this email has also been blind copied to your directors.

Please find attached a copy of the action plans developed for each economy attending this course. If you wish to make any changes to your action, please let me know before xx [month] [year].

The Secretariat will come back to you in xx [month] [year] for a progress report on your agreed action plan.

kind regards

This email is sent 6 months after the activity:

Dear Participants of the XXX training course held earlier this year. Please note this email has also been blind copied to your Directors.

Following confirmation of your Economy's action plans six months ago, (copy Action Plan attached) can you please update us on your progress by answering the following questions:

1. What have you been able to accomplish to date?
2. Have you encountered any problems implementing your actions? If so, please briefly describe your experience.

It is important for the MEDEA 2 Coordination Committee to understand how the training provided has helped your economy improve its metrology systems. This information helps to inform us on how we can improve training in the future.

We look forward to receiving your feedback by XXX.

Kind regards

APPENDIX H: PROCESSES AND RESPONSIBILITIES INVOLVED DURING MONITORING AND EVALUATION

Stage/Role	WG Coordinator/Secretariat	CC Members	Nominee/Participant	Trainers/APLMF/ APMP rep	Host	Director of NMI/LMA
Stage 1 Announcement	<ul style="list-style-type: none"> • Prepares Invitation • Prepares Nomination Form • Negotiates with trainers • Prepares invitation nomination form, visa assistance form and circulates the information. 	Review/acknowledge the preparation during CC meeting		Set the criteria for selection of participants	<ul style="list-style-type: none"> • Prepare logistics • Discuss with Project Coordinator 	
Stage 2 Nomination			Completes the form and includes Action Plan			Proposes and approves nomination. Indicates how the training will support the development of their measurement infrastructure
Stage 3 During Training			Confirm or modify Action Plan	Collect Action Plans and include in activity report. Submit to Secretariat		

<p>Stage 4 2 months after training</p>	<p>WG Coordinator to report in CC meeting</p>	<p>Invite WG coordinators to the CC meeting for their reporting</p>	<ul style="list-style-type: none"> • Completes Survey Monkey if internet and notebook are available • Completes manual survey if internet or notebook are not available 	<p>Prepare activity report Submit to Project Coordinator and host on website.</p>	<ul style="list-style-type: none"> • Settles accounts with the venue and hotel • Communicates with Project Coordinator 	<p>Receives Action Plans from Secretariat</p>
<p>Stage 5 6 months after training</p>			<p>Report performance against the Action Plan. Explain any barriers encountered. Send report to Secretariat.</p>			
<p>Stage 6 Annually</p>	<p>Sends report to each participating economy showing the reported actions against action plans. Request confirmation regarding increased competency of the participant.</p>					<p>Confirmation regarding competency of participant</p>

APPENDIX K: SURVEY TO DIRECTORS ON THE IMPACT OF MEDEA ACTIVITIES

Use this form to clarify how MEDEA activities have supported development of your economy's measurement infrastructure. Please feel free to add anything you feel is not covered.

	Add your feedback
Overall impact to your institute and economy	
What has improved? <ul style="list-style-type: none"> • In terms of legislation and legal metrology • Scientific metrology and industrial metrology. • In terms of staff competency. 	
New services offered <ul style="list-style-type: none"> • Legal metrology services • Calibration and/or other measurement services • Training and other technology transfer offerings 	
Work programs established	
Expertise acquired	
Expertise implemented	
Lessons learnt	
Impediments e.g. due to lack of staff, lack of funding and regulation	
Any other comments	