

Version 1.5

MEDEA: “Metrology – Enabling Developing Economies in Asia”

Procedures for Implementation

As of September 16th, 2015

Content

1. Introduction.....	1
2. General Framework	1
3. Working Groups.....	2
4. Planning Activities.....	4
5. Selection of Participants.....	5
6. Invitation	5
7. Funding.....	6
8. Workshop Report.....	7
9. Proposing New Activities.....	7
Appendix.....	8

1. Introduction

This guideline provides instructions how to propose, develop and implement activities under the MEDEA project. It is directed towards:

- Those developing and planning activities (training, seminars, expert visits, materials, guidelines) under the different Work Packages of the project.
- Those that want to propose additional activities not considered in the original operational plan.
- Those implementing activities (trainers, host institutions).

2. General Framework

The MEDEA project is funded by the German Federal Ministry for Economic Development and Cooperation. The project objective and the expected outputs were developed together with the APMP and APLMF and are binding (please refer to the short description of the project for further details of the project framework).

A Coordination Committee consisting of three APLMF and three APMP members plus the PTB project coordinator oversees the planning and the implementation of the MEDEA project.

Taking into account the project objective and expected outputs an operational plan was developed. The plan is based on the outcome of a joint APMP and APLMF planning workshop that took place in Jakarta in May 2014. The operational plan was further revised by the Coordination Committee of the project. It now includes ten different Work Packages.

The Coordination Committee developed the following criteria to select activities:

Essential criteria:

1. Comply with project framework (Objective and Expected Outputs)
2. Target Group: Developing Economies from South Asia, Southeast Asia, East Asia and Pacific Islands
3. Focus on regional cooperation (no direct support to one economy, e.g. equipment).

Desirable criteria:

1. Focus on long-lasting systems and schemes
2. Activities integrated into national strategies
3. Focus on progressive training programs (no stand-alone activities)
4. Activity covers more than one indicator
5. Relevance according to regional capability survey.

3. Working Groups

Working Groups will be established to further develop Work Packages and drive and monitor implementation. The Working Groups consist of one or two (for joint Work Packages) Working Group Coordinators and a number of additional members.

Work Packages provide a general framework, but are not sufficiently developed to provide a basis for the implementation of the project activities. Before implementation a concept will be submitted by the Work Package Coordinator to the Coordination Committee which defines how the Work Package will be implemented.

During all steps the Work Package Coordinator is responsible to steer the work of the Working Group and keep the Coordination Committee informed about the progress.

Tasks of the Working Group

The first task of the Work Package Coordinator is to establish a Working Group which will consist of experts that will be responsible for the planning and implementation of the Work Package. In the case of joint Work Packages the Working Group should consist of APMP and APLMF members.

The Working Group then writes a comprehensive concept for the Work Package and obtains sign off from either APLMF or APMP.

After each component of a Work Package is delivered the Working Group reviews the activity, reports to the Coordination Committee and adapts the future plans according to lessons learned if necessary.

In detail the tasks of the Working Groups are:

- The first task of the Work Package Coordinator is to establish a small group of experts that will be responsible for the planning and implementation of the Work Package. In the case of joint Work Packages the Working Group should consist of APMP and APLMF members.
- The Working Group then writes a comprehensive concept for the Work Package that describes:
 - The overall aim of the Work Package
 - The content and duration of major activities (based on the outcome of the planning workshop)
 - The target group

The concepts should roll out the activities for the whole duration of the MEDEA project (2014 to 2017), not only the next year.

- The concept is submitted to the Coordination Committee for approval. Ideally, the concepts should be submitted:
 - **before September 12th 2014 (for APMP and Joint Work Packages)**
 - **before October 31st 2014 (for the APLMF Work Packages)**

This means that Work Packages can be discussed during the annual meetings.

- Based on the approved concept, the Working Group then identifies suitable hosts and trainers for each activity. Ideally, APMP and APLMF members can be asked to commit to host/ provide trainers directly during APMP/ APLMF Meetings 2014.
- Together with the trainers the Working Groups develop the program/ schedule, the selection criteria for participants and nomination sheets. Together with the host the exact costs of the training (except travel costs of the participants) will be estimated. These documents are submitted to the Coordination Committee for approval.
- After an activity, the Working Group reviews the activity report and adapts the plans according to lessons learned if necessary.
- During all steps the Work Package coordinator is responsible to steer the work of the Working Group and keep the Coordination Committee informed about the progress.

4. Planning Activities

Some aspects of the training activities will already be defined in the Work Package concepts.

The concept of the Work Packages has to provide the following information:

- **The overall Aim**
- **Content** based on outcomes of planning workshop
- **Target Group:** Specify countries and the level of expertise that participants should have. Some training might not target all developing economies (especially in the area of industrial metrology), but it might be necessary to survey the actual capabilities of the different economies and available instrumentation and then define the subgroup of developing economies that should be targeted.
- **Draft Delivery dates and tentative schedule** for activities for the whole duration of the MEDEA project (2014 to 2017)

A detailed description of the procedure for inviting and selecting hosts and trainers is provided in **Appendix A1**.

When organizing an activity (e.g workshop, training course) the following timeline has to be followed before the course is conducted.

Time before the Activity	Steps to be taken
8 months before	Host and Trainers agree on a date Basic information is pre-announced on the APLMF or APMP website
5 months before	Brochure invitation and nomination sheet are drafted
3 months before	Official announcement to all economies
2 months before	Administrative process including evaluation of nominees
1 week before	Participants submit their country reports <i>for APLMF Activities:</i> to the APLMF secretariat <i>for APMP Activities:</i> to the PTB project coordinator

The following additional aspects can be defined later for each activity/component of a Work Package, but have to be approved by the Coordination Committee and the PTB Project Coordinator before invitations are sent out:

- **Selection criteria:** Specify the criteria based on which the participants will be selected and who will approve the final selection of participants. Please note that training is usually more effective if the group of participants is narrowed down to those that have similar knowledge. If participants have a lot more or a lot less knowledge than others they will not benefit. In this case it might be better to offer a course twice at different levels.
- **Host/ Venue:** The host should be a developing/emerging country. Only in exceptional cases (e.g. certain facilities needed) training can be held in developed economies.
- **Trainers/ experts:** Please consider also the option to involve local trainers. The number of international experts should not exceed two.
- **Estimated Budget:** For costs other than travel costs of participants and trainers.

5. Selection of Participants

Please note, that selection criteria will be approved for each activity individually by the Coordination Committee.

However, here are some general rules:

- All activities must have a strong focus on the needs of developing economies. Participants from developed economies can be admitted if space is available and they cover their own travel costs.
- The maximum number of participants per economy has to be specified in the concept and approved by the Coordination Committee.
- Please, be very specific about:
 - the technical knowledge the participants should have;
 - the laboratory equipment they should have to implement what they have learned;
 - the position the participants should hold (e.g. junior/ senior scientist, manager); and
 - other requirements: e.g. that the same person can stay involved in longer-term programs, level of English, etc.

A detailed description of the procedure for selecting participants is provided in **Appendix A2**.

The nominations for participants will be reviewed by the Working Group, the Trainers and the PTB Project Coordinator, not by the Coordination Committee.

6. Invitation

An invitation brochure and a nomination sheet are drafted by the host and trainers, and have to be approved by the Coordination Committee and the PTB Project Coordinator.

- The **invitation brochure** should include:
 - course objective/ expected group of course participants/ course outline;
 - tentative course schedule;
 - information on the local logistics (transfer, accommodation, visa), funding; and
 - local contact information.
- The **nomination sheet** should ask for all the criteria the participants have to fulfill.

An exemplary brochure invitation is provided in **Appendix A4** and a nomination sheet is given in **Appendix A5**.

- Travel approval and visa processing can take several months for some economies. **Ideally, invitation should be sent out at least three months before the event.**
- For APMP, invitations to DEC members will be sent out by the APMP Coordinator and copied to host, trainers, TC Chair, DEC Chair, TC Lead Chair, APMP Secretariat and the PTB Project Coordinator. Responses to the invitations and nomination will be sent to the PTB Project Assistant.

- For the APLMF, the invitations will be sent by the APLMF Secretariat. Responses to the invitations and nomination will be sent to the APLMF Secretariat and then forwarded to PTB, the host and the trainers.
- Non-members will be invited by PTB.
- The PTB project coordinator should be copied on all invitation e-mails.

7. Funding

The level of funding for each activity will be approved for each activity individually by the Coordination Committee.

Here are some general rules:

- Participants from developing economies **in Asia** receive an economy return flight ticket, free accommodation, a daily allowance and health insurance. No visa fees will be paid. Eligible are all participants from economies that are classified as developing countries under the OECD Development Co-operation Directorate (DCD-DAC) (see <http://www.oecd.org/dac/stats/daclist.htm>). Only participants from institutions that have participated in the Regional Capability Survey are eligible.
- Hosts will be reimbursed for all expenses of the workshop including venue, food, technical equipment, transportation, training materials, etc.
- Trainers receive an economy return flight ticket, free accommodation, a daily allowance and health insurance. No compensation or honorarium will be paid.

Funding arrangements:

- Flights for participants from developing economies and the trainers are booked directly by PTB.
- The daily allowance for the participants can be paid either by a PTB representative, by a GIZ¹ representative or another trustworthy person such as a trainer, a secretary or a representative of the host to whom the money has been transferred prior to the workshop.
- Trainers are reimbursed **after** the event. They are required to complete the request form for reimbursement of travel expenses such as airfares, taxi, and public transportation. In addition to receiving travel expenses the form will be used to calculate their daily allowance based on the meals provided per day and this will be included in their reimbursement. Reimbursement can take several months. Once it has been approved PTB will send notification to the trainers.
- The accommodation and conference package can be paid either by credit card by a PTB representative, by a GIZ representative, by a direct transfer from PTB to the hotel or by the host who will then be reimbursed by PTB.

¹ GIZ is an agency of German Development Cooperation with an office in most countries.

Funding for Participants from other regions:

- MEDEA is funded by the Federal Ministry for Economic Cooperation and Development within the framework of regional cooperation with Asia. Therefore, only participants from developing economies in **Asia** (South Asia, Southeast Asia, East Asia, Central Asia and Pacific Islands) are supported.
- APMP associate members from Africa and the Middle East can receive funding through the PTB project “Supporting the Panafrican Quality Infrastructure” if they are members of AFRIMETS (at the moment this only applies to Egypt, Kenya and South Africa).
- Decision about funding of participants from these economies lies with the project coordinator of the Panafrica project (at the moment: Kathrin Wunderlich, kathrin.wunderlich@ptb.de). Applications for funding under the Panafrica project have to be approved by the Director of the home NMI of the participant.

8. Workshop Report

The trainers are asked to submit a short workshop report to the Coordination Committee within four weeks after the workshop.

- It should include:
 - A brief description of the program
 - The list of participants
 - Highlights/ Success Stories
 - Lessons Learned/ what should be improved in the future
 - Follow-up actions

9. Proposing New Activities

Most activities should have been proposed during the planning phase at the beginning of the project. However, in exceptional cases it might be necessary to add new activities that could not be foreseen during the planning phase.

If you plan to propose an additional activity, please:

- Contact the Coordination Committee with your idea before developing the detailed concept.
- Make sure the activity fits into one of the ten Work Packages.

Appendix

A1. Process for Inviting Hosts/Trainers

APLMF	APMP
1. APLMF nominates hosts/trainers (during APLMF Forum Meetings)	1. CC prepares a list of next year's priorities – 3rd quarter of the year
2. APLMF Secretary contacts Hosts and Trainers informally (date confirmed)	2. CC presents the list at the DEC meeting and the TC chairs meeting and ask for proposals for hosts and trainers
3. APLMF Secretary sends standardized official e-mail to host/trainers (incl. guidelines on financial arrangements by PTB)	3. WP coordinators will contact Host and Trainers for confirmation
(i) APLMF Secretary provides a program template to the trainers (ii) Trainers design the program and sends it to APLMF Secretary	
4. APLMF Secretary reviews the program and forwards it to the CC for further comment	4. Confirmation sent to CC & TC chairs
5. PTB communicates with Host on issues incl. accommodation, travel expenses	5. PTB communicates with Host on issues incl. accommodation, travel expenses
6. PTB-PC collates comments from CC and prepares a final program	6. WP coordinators and trainers design the program
7. Approval of the program by CC members on short notice	7. Approval of the program by PTB-PC
8. PTB-PC sends out final invitation (cc\ directors)	8. APMP Coordinator sends out official program for circulation to DEC Members, relevant TC chairs and APMP Secretary

Abbreviations:

CC = MEDEA coordination committee

PC = project coordinator

PA = project assistant

A2. Process for Selecting Participants

APLMF	APMP
1. Nomination forms of participants are submitted to PTB-PA	1. Nomination forms of participants are submitted to PTB-PA
2. PTB-PA collates short information of all applicants in table format, and marks the origin	2. PTB-PA collates short information of all applicants in table format, and marks the origin
3. PTB-PC checks eligibility + filled survey	3. PTB-PC checks eligibility + filled survey
4. PTB-PC sends list of applicants + nomination forms to CC members, and Trainers for a Yes/No-feedback (with reasons)	4. PTB-PC sends list of applicants + nomination forms to CC members, and Trainers , for a Yes/No-feedback (with reasons)
5. PTB-PC proposes final selection of participants to be confirmed by CC members and Trainers on short notice	5. PTB-PC proposes final selection of participants to be confirmed by CC members, and Trainers on short notice
6. Online meeting (PTB, CC Members, WG chairs), if >20 or > max.no. of participants selected or disagreement how to rank nominations	6. Online meeting (PTB, CC Members, TC chairs), if >20 or > max.no. of participants selected or disagreement how to rank nominations
7. Responsibilities of the APLMF Secretariat during the workshop/event are list in Appendix A3.	7. APMP Coordinator will inform the relevant TC-Chairs about final selection of participants

Abbreviations:

CC = MEDEA coordination committee

PC = project coordinator

PA = project assistant

A3. Responsibilities of the APLMF Secretariat*

APLMF Secretary

1. Attending each training course/ event
2. Making sure that country report and action plan section of the agenda are managed
3. Collecting evaluations from participants and trainers
4. Collating evaluations from participants and trainers
5. Ensuring that participants' report on their action plan is available at the next APLMF Forum Meeting

*Applies for MEDEA courses held under work packages organized by APLMF.

A4. Exemplary Brochure Invitation provided on the following pages

A5. Exemplary Nomination Sheet provided on the following pages

MEDEA: “Metrology – Enabling Developing Economies in Asia”

Training Course on Traceability in Rice Moisture Measurement

16 – 20 November 2015 in Phnom Penh, Cambodia

Registration by 9 September 2015

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 seven training courses on traceability in rice moisture in between 2001-2013, and three workshops for agricultural measurement in 2007-2009.

Objective:

This follow-up program is aimed specifically at training trainers in grain moisture measurement. Rice is selected as the primary product although other products are also covered in this program. This training course is composed of lectures and practical activities. The lectures cover: basic understanding of grain moisture; traceability in grain moisture measurement; understanding of related international standards / recommendations; outline of standard reference method (drying method); and instructions how to use the rice moisture meters including calibration procedure. The practical component will include the use of rice moisture meters, drying ovens, and precise weighing instruments.

Expected participants

The organizers invite officers and technical experts in national/regional authorities or research institutes in metrology, who are in charge of establishing regional traceability system for 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. The candidates for participants therefore should have at least two years practical experience in this field.

Organizers:

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

Supporting Organizations:

1. National Metrology Center (NMC), Cambodia
2. National Metrology Institute of Japan (NMIJ), AIST
3. Kett Electric Laboratory

Organizers and Trainers:

1. Dr. Tsuyoshi Matsumoto, NMIJ
2. Mr. Norihiro Yoshida, Kett Electric Laboratory
3. Ms. Mihoko Yabe, Kett Electric Laboratory
4. Mr. Kenji Emori, Kett Electric Laboratory
5. Mr. Rikiya Takahashi, Kett Electric Laboratory

PTB Support:

Up to two overseas participants from each developing economy in Asia will receive an economy return flight ticket, free accommodation, free airport transfer and a daily allowance. Participants from economies classified as developing countries under the OECD Development Co-operation Directorate (ODCD-DAC)² are eligible. Among the eligible countries, only participants from institutions that have participated in the Regional Capability Survey³ are eligible.

Flight tickets will be booked by Stefanie Scheschinski from PTB. The hotel will be paid directly by PTB. Participants will receive a daily allowance paid in cash during the workshop.

Presentation from each Economy:

At least **one** participant from each economy will be requested to provide a **brief presentation (max. 10 min.)** about the legal metrology system on grain moisture measurement in their economy. A guide on what to include in your presentation is shown below.

- (1) Self-introduction: your organization, department and your professional experience
- (2) Grain moisture meters used typically in your economy
- (3) Legal metrology system on grain moisture meters in your economy
- (4) Current situation about the compliance to the international standards / recommendations for grain moisture measurement.
Explain if there are national and/or local requirements/standards.
- (5) Problems in order to implement the legal metrology system (budget, human resources, etc.)
- (6) Action plans you wish to conduct in your economy after this training course

² see <http://www.oecd.org/dac/stats/daclist.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

³ Only economies that submitted the Regional Capability Survey 2015 are eligible to receive funding by the MEDEA project.

Registration:

Please complete the attached “**Nomination Form**” and send it to the APLMF Secretariat and stefanie.scheschinski@ptb.de by **9 September, 2015**.

Venue:

National Metrology Center (NMC)

No. 205, National Road No. 5, Sangkat Km
No. 6, Khan Russey Keo, Phnom Phenh, Cambodia
Website: <https://nmckh.wordpress.com/>

Accommodation:

High Sky Hotel

Jennifer S. Ramirez
Director of Sales & Marketing
M: +855-16 83 42 07 & 017 702 917
Desk: +855-23 950 063
Fax: +855-23 95 00 72
E-mail: dos@highskyhotel.com
Web: www.highskyhotel.com

Access Information

It may take about 20 min from Phnom Penh International Airport to the hotel by taxi. The fare for the taxi should be around \$10 to \$ 20.

For the overseas participants, accommodation will be prepared in the High Sky Hotel, Phnom Phenh, Cambodia with the following rates. Please complete the hotel reservation form to make a reservation.

Currency:

Cambodian official currency is Riel (KHR), but US Dollar (USD) is widely accepted. Regarding exchange rate, the Cambodian Central Bank maintains the riel at around 3,800-4,200 riel to USD. In day-to-day transactions, 4,000 riel per USD is accepted as the general exchange rate, though higher-end businesses such as foreign supermarkets and mini-marts will often post signs with their own exchange rates (typically 4,100 or 4,200). VISA and JCB are the most widely accepted credit cards; MasterCard and American Express cards are slowly becoming more widely accepted. Note that many places, especially budget restaurants and accommodation, do not accept credit cards.

Climate:

The average temperature is about 27°C in November in Cambodia.

Electricity supply:

Voltage of power supply is 230 volts AC with 50 Hz. Most of power plugs are of 2-baldes (type A) or 2-pins (type C). 3-pin plugs (type G) are also used in some places.



Plugs and sockets of Type A (left) and Type C (right)

Local Time:

UTC +7 without summer time

VISA Information

For the latest regulation concerning visa regulations, please contact the Cambodian Mission (Embassy or Consulate) in or closest to your country.

The following is a short summary of visa regulations.

Mostly, citizens from other countries need a visa to visit Cambodia, even for a short visit. Please contact the nearest Cambodian Mission to apply for visa. We shall provide personal invitation letters in order to facilitate your visa application. Citizens from some countries enjoy the privilege of visa-free and/or visa on arrival procedure.

Holders of normal passports of the following countries do not require a visa for Cambodia for up to 30 days (unless otherwise noted): Indonesia, Laos PDR, Malaysia, Philippines, Singapore, Thailand, and Vietnam.

Holders of consular, diplomatic, service, special or official passports issued to nationals of

Brazil, Brunei, Bulgaria, China, Cuba, Ecuador, Hungary, India, Indonesia, Iran, Japan, Laos PDR, Malaysia, Mongolia, Myanmar, Peru, Philippines, Russia, Seychelles, Singapore, Slovakia, South Korea, Thailand and Vietnam do not require a visa for Cambodia.

Some nationalities are required to get visa in advance at Royal Embassy of Kingdom of Cambodia in their country such as Afghanistan, Algeria, Arab Saudi, Bangladesh, Iran, Iraq, Pakistan, Sri Lanka, Sudan, and Nigeria.

Contact Persons:

APLMF Secretariat

Mr. GUO Su
AQSIQ No. 9, Madiandonglu, Haidian District, Beijing 100088, P.R. China
Tel: +86-10-8226-0335
Fax: +86-10-8226-0131
E-mail :aplmfsec@aplmf.org , aplmf@aqsiq.gov.cn

PTB Contact Person:

Ms. Stefanie Scheschinski (**Registration, Flights, Hotel Reservations**)
Bundesallee 100, 38116 Braunschweig, Germany
Tel: +49 531 592 8218
E-mail: Stefanie.scheschinski@ptb.de

Host in Cambodia (visa assistance, venue and accommodation)

1. Mr. Ngi Polineavith
Director of Department of Industrial Metrology
National Metrology Center
No. 205, National Road No. 5, Sangkat Km
No. 6, Khan Russey Keo,
Phnom Phenh, Kingdom of Cambodia
Mobile phone: +855 12 34 34 19
E-mail: ngipolineavith@gmail.com

2. Mr. EM Sophors
Chief of Industrial Metrology Affairs and International Cooperation Office.
Department of industrial metrology
National Metrology Center
Tel: +855 81 429 272
E-mail: emsophors@gmail.com

Training Course on Traceability in Rice Moisture Measurement

16-20 November, 2015 in Phnom Penh, Cambodia

Program

Day 1 16 Nov. (Mon) High Sky Hotel	8:30-9:00	<i>Registration</i>
	9:00-10:00	Opening addresses by APLMF, WG and host. A group photo session.
	10:00-10:30	<i>Coffee / tea break</i>
	10:30-12:00	Economy reports from the participated economies.
	12:00-12:10	Explanation of schedule and outline of training (Matsumoto)
	12:10-13:30	<i>Lunch break</i>
	13:30-15:00	Lecture on traceability in grain moisture measurement (Matsumoto)
	15:00-15:30	<i>Coffee / tea break</i>
	15:30-17:00	Lectures on OIML-R59 / ISO-7700 (Matsumoto)
Day 2 17 Nov. (Tue) NMC	8:00	Leave the hotel by bus provided by the host
	9:00-10:00	Lectures on ISO-712 & Japanese 105 °C Method (Yabe) Instruction and demonstration of the oven drying method.
	10:00-10:30	<i>Coffee / tea break</i>
	10:30-12:00	Lecture on ISO 6540 (Yabe).
	12:00-13:00	<i>Lunch break in NMC with lunch boxes</i>
	13:00-15:00	Lectures on the drying method and moisture adjustment (Yabe). Demonstration on measurement of paddy rice with the drying method.
	15:00-15:30	<i>Coffee / tea break</i>
	15:30-16:30	Demonstrations how to clean sample and how to adjust meters (Yoshida).
17:00	<i>Back to the hotel by bus.</i>	
Day 3 18 Nov. (Wed) NMC	8:00	Left the hotel by bus provided by the host
	9:00-10:00	Practice in 3 groups using 3 ovens using paddy rice based on ISO-712.
	10:00-10:30	<i>Coffee / tea break</i>
	10:30-12:00	Lectures on resistance and capacitance moisture meters (Yoshida & Takahashi).
	12:00-13:00	<i>Lunch break in NMC with lunch boxes</i>
	13:00-15:00	Measurement with the drying method based on ISO-712.
	15:00-15:30	<i>Coffee / tea break</i>
	15:30-16:30	Practice to calibrate master moisture meters using the standard samples.
17:00	<i>Back to the hotel by the bus.</i>	
Day 4 19 Nov. (Thu) NMC	8:00	Left the hotel by bus provided by the host
	9:00-10:00	Explanation of a revised schedule. The oven drying method was repeated.
	10:00-10:30	<i>Coffee / tea break</i>
	10:30-12:00	Practice of the drying method in 3 groups using paddy rice. Practice of calibration using a meter-to-meter comparison method.
	12:00-13:00	<i>Lunch break in NMC with lunch boxes</i>
	13:00-14:30	Continued the drying method and calibration of meters.
	14:30-15:00	<i>Coffee / tea break with data analysis</i>
	15:00-16:30	Final reports by each group (chaired by Yoshida), and summary discussion (chaired by Matsumoto)
	17:00	<i>Farewell dinner</i>
20:00	<i>Back to the hotel by the bus.</i>	
Day 5 20 Nov. (Fri) NMC	8:00-10:30	<i>Technical tour</i>
	10:30-11:00	<i>Coffee / tea break</i>
	11:00-12:00	Closing ceremony with bestowal of the certificates.
	12:00-13:00	<i>Lunch break in NMC with lunch boxes</i>
	13:00	<i>Go back to the hotel by the bus.</i>

MEDEA: Metrology – Enabling Developing Economies in Asia

NOMINATION FORM FOR MEDEA PROJECT

Training Course on Traceability in Rice Moisture Measurement

16 – 20 November 2015 in Phnom Penh, Cambodia

Please complete and email this form to stefanie.scheschinski@ptb.de by **09 September 2015**. All nominations will undergo a selection process and will be evaluated by the members of the MEDEA Coordination Committee.

Participants are expected to be technical experts in metrology within national/regional authorities or research institutes. Selection of participants will be based on the following criteria:

- Responsibility for establishing a regional traceability system for moisture measurement or capacity building activities
- Responsibility for delivering training
- At least two years of practical experience in this field
- Amount of relevant practical experience
- Qualifications
- Quality of your Action Plan

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

Nominee to complete this section

(Use separate nomination form for each nominee)

Economy						
Institution						
Department						
Title	Ms. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Mr. <input type="checkbox"/>	and if applicable	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						
Education	Qualification	Year				
	Qualification	Year				
	Qualification	Year				

What is your current role including your responsibility in your institute?		
How many years of experience do you have in rice (or grain) moisture measurement?		
If you are new in this field, do you plan to work in this field in the future? If yes, how long? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes <input type="checkbox"/> 1 year <input type="checkbox"/> 5 years		
What specific area would you want the trainers to focus on in the lectures and demonstrations?		
Please explain the current situation about moisture meters in your economy. If applicable, the explanation should include; typical kinds of meters (resistance/ capacitance/ infrared types), legal metrological control, and a regional traceability system.		
What is your experience in training others?		
What changes will you implement in your economy as a result of this training course?		
Complete your Action Plan below to show how you will implement the lessons learnt from the training course. Action Plan add additional lines if required		
Due Date	Activity	Who and how many people will be involved
After this training course, you will be expected to lead the establishment of sound traceability systems within your economy by delivering training programs. By submitting this form you agree to: (Please tick all boxes): <input type="checkbox"/> give your Manager/Director progress reports on the Action Plan <input type="checkbox"/> ensure the Action Plan is implemented <input type="checkbox"/> produce a report on implementation of the Action Plan APLMF Members: include in your economy report at the next APLMF meeting Non-APLMF Members: email to the APLMF Secretariat to be distributed as a meeting document.		
Are you willing to deliver a lecture or demonstration in support of other trainers at an international training course in the future? <input type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No		

Please have the section on page 3 filled in by your director!

Director to complete this section
Name
Position
Email
What skills does the nominee have that makes them suitable for the training course?
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? <input type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No
Please explain how attendance at this training course will support your economy to regulate rice (grain) moisture measurement?
How good are the nominee's English communication skills? Speaking <input type="checkbox"/> 1 Basic <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Excellent Written <input type="checkbox"/> 1 Basic <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 Excellent
Note: "basic" is the level equivalent to score 500 of TOEIC or score 50 of TOEFL (iBT).
I endorse this nomination and I will: <input type="checkbox"/> support the implementation of the Action Plan <input type="checkbox"/> ensure a report on the Action Plan will be included in the economy report at the next APLMF Meeting
Signature

Nomination Form to be submitted by the Director.