

Terms of Reference for the

Coordination Committee

for the project

“Promoting Regional Cooperation in Metrology in Asia”

1. Framework of the project

The German Federal Ministry for Economic Cooperation and Development commissioned Physikalisch-Technische Bundesanstalt (PTB) to implement the project “Promoting Regional Cooperation in Metrology in Asia”. The implementation partners for the project are the Asia-Pacific Metrology Programme (APMP) and the Asia-Pacific Legal Metrology Forum (APLMF).

The project will have the **working title “Metrology: Enabling developing economies within Asia (MEDEA)”**.

The objective of the project is:

“The ability of the regional metrology specialist networks in Asia to promote the metrological systems of developing economies has improved.”

The commission value of the project is 2 million EUR. The implementation phase is January 2014 to December 2017.

2. Members of the Coordination Committee

- a. The Coordination Committee of the project consists of three representatives of APLMF (confirmed by the APLMF Forum Meeting), three representatives of APMP (nominated by the APMP Developing Economies Committee, confirmed by the APMP General Assembly) and the PTB Project Coordinator responsible for the project.

At the moment the members of the coordination group are:

APMP:

Abdul Rashid Bin Zainal Abidin – APMP Coordinator
Toshiyuki Takatsuji – APMP EC Member, TC Focal Point
Charun Yafa – APMP MiC Focal Person

APLMF:

Tsuyoshi Matsumoto –APLMF WG Chair Rice Moisture Measurement
Marian Haire- APLMF WG Chair Training
Su Guo – APLMF Secretariat

PTB:

Kristin Kiesow – PTB Project Coordinator

- b. Committee Members were chosen based on experience and availability, not ex-officio.
- c. Representatives can be exchanged any time subject to decision of the individual organization.

3. Scope of Coordination Committee

- a. The work of the Coordination Committee is strictly limited to supporting the project through needs assessment, strategic planning, supervision of implementation of joint activities of APMP and APLMF, mutual reporting and joint monitoring of outcomes.
- b. Committee Members shall work in consultation with the relevant APMP and APLMF committees to collect, discuss and review inputs to the project and to implement activities (see sections 5 and 6).
- c. The allocation of the budget is the responsibility of the PTB Project Coordinator.

4. Responsibilities of the Members of the Coordination Committee

- a. Due to the different location of the Committee Members the Committee will work mainly via e-mail and via online conferences. The Committee members commit to actively participate in the work of the Committee through these channels.
Additionally, the Committee Members shall try to meet face-to-face twice a year to discuss and review the submissions and progress of the project.
- b. The Committee Members report back to their respective organizations.
- c. Committee Members are responsible to update the PTB Project Coordinator and provide data for the table on monitoring of outcomes of the project.

5. APMP: Election of Committee Members, Reporting Mechanism, Decision-Making Process

- a. The “DEC Task Force” under WG2: Stakeholder Relations shall be responsible for the overall monitoring and implementation of the MEDEA Project on APMP side.
- b. A member of the DEC Task Force shall be designated as the APMP Coordinator. He/she shall work in consultation with the Lead TC Chair, APMP MiC Focal Person, and DEC WG Coordinators to consolidate inputs and proposals received within APMP. At the moment, the APMP Coordinator is Abdul Rashid Bin Zainal Abidin.
- c. The APMP Coordinator shall report the progress and problems encountered in the project to the DEC Chair and during formal meetings of the DEC. The DEC Chair shall intervene for the purpose of facilitating and expediting the activities and projects already planned.
- d. The DEC Chair shall present the overall progress of the project to APMP EC Members at EC meetings and the General Assembly.

6. APLMF: Election of Committee Members, Reporting Mechanism, Decision-Making Process

- a. The “APLMF Task Force”: PTB Project shall be responsible for the overall monitoring and implementation of MEDEA.
- b. A member of the APLMF Task Force shall be designated as the coordinator. He/she shall work in consultation with the APLMF Task Force and the APLMF

Executive Committee to consolidate inputs and proposals. At the moment the coordinator is Marian Haire.

- c. The APLMF Coordinator shall report the progress and problems encountered in the project to the Executive Committee.
- d. The APLMF Coordinator shall present the overall progress of the project to APLMF Members at Forum Meetings.