Project Notification

APMP-DEC Leadership Training 2017
4 – 8 December 2017
Bangkok, Thailand

1. Title
APMP-DEC Leadership Training 2017

2. Timing and Duration
4 to 8 December 2017 (5 days)

3. Venue
Bangkok, Thailand

4. Implementing Organization
Name: National Institute of Metrology (Thailand) (NIMT)
Address: 3/4-5, Klong 5, Klong Luang, Pathumthani 12120, Thailand.
Telephone: +6625775100 ext. 4204
Fax: +6625775097
E-mail: iro@nimt.or.th

5. Invited Countries
APMP member countries and interested parties

6. Number of Overseas Participants
Up to 35 qualified participants

7. Number of Local Participants
Up to 10 qualified participants

8. Closing Date for Nominations
21 August 2017
9. Background

APMP-DEC “Leadership training” is designed to provide new leaderships or future leaders of APMP-DEC NMIs, including new TC Chairs and Chair-elect depending on place availability, who have shown potential for leadership with the skills, knowledge and tools to help them participate in the mechanisms of the CIPM MRA. The training provides participants with an understanding and enabling them to be highly effective in their involvement in the CIPM MRA requirements relating to comparisons, CMC review process, use of the KCDB, strategic plan and focus group, and the role of international organizations by combining theoretical and practical perspectives and bringing important personal contributions to the further development to their country.

In the Results Based Management session, the structured "log-frame" tools are used to plan the projects that could be implemented in the participants’ countries. This session introduced a method that can be applied to help define country’s needs and set priorities in metrology.


10. Programme highlights

- Global quality infrastructure and role of metrology
- The Metre Convention and The BIPM
- CIPM MRA: Mechanisms, outcomes and benefits
- APMP Structure, Functions and Capacity Building
- Roles of DIs within the CIPM MRA: APMP Perspective
- Roles and responsibilities in the comparison/CMC process
- CMC Review Process: Interregional and Intraregional
- Guidance on review of CMC files
- Getting the most from the KCDB, KCDB search engines and accessing KCDB statistics for analysis
- Strategic plan and focus group
- Results based management and case studies
11. The outputs of the project
- Participants gain a comprehensive overview of the CIPM MRA requirements, comparisons, CMC review process, use of the KCDB, strategic plan and focus group, and the role of international organizations.
- Participants gain practical experience through results based management session.
- Participants could contribute knowledge they gain from training to the further development to their country.

12. Language
The courses will be conducted in English.

13. Tentative Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Instructors</th>
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<tbody>
<tr>
<td>4 Dec 2017</td>
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<td>Results based management and case studies</td>
<td>Prof. Philip N. Dearden</td>
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14. Qualifications
The participants are requested to possess the following qualifications.
1. be a member of APMP or interested parties;
2. be nominated by his/her director of the institute;
3. be between 30 and 60 years of age
4. have an equivalent educational background or appropriate qualifications;
5. be at least 3 years of experience in his/her position;
6. have basic knowledge of metrology;
7. have good command of spoken and written English;
8. be continuously working after returning to their home countries;
9. Physically and mentally fit to attend an intensive conference series requiring participants to be involved in discussions. It is therefore recommended that member countries not nominate candidates likely to suffer from physical and mental stress.

15. Application process:
The application period for the course is now open. Candidates from NMIs/DIs that are members of APMP and that are interested in participating in the training course should first confirm an application with his/her director and then complete both the online application form as the following link: https://jotformpro.com/71623278277968.

Applications for the training course are open until 21 August 2017. Candidates will be selected and notified of their placement in the training by 18 September 2017. Selected candidates will be asked for further information.

16. Financial Arrangement

**Condition for Financial Support**

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<tr>
<th>No. of comparisons</th>
<th>No. of CMCs</th>
<th>UN Coefficient</th>
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**Remark**

- Funding level based on development status of each NMI (Using 1 – 4 classification scale)
  
  1 = full support
  
  2 = partial support or full support case by case
  
  3 = partial support or full support case by case
  
  4 = no support

- Financial support will be 1 person per economy

**To be borne by participants or participating countries**

a) Participants’ insurance premiums: All participants should be fully insured against accident and illness including hospitalization and death;

b) All expenses related to visa fees and airport taxes;

c) Per diem allowances during stay in Thailand;

d) All local transportation costs;
e) Any expenses incurred by participants for extra stay at the conference venue before and/or after the official training period;

**To be borne by the host country**

a) All arrangement of the training;
b) Advance payment for administrative arrangement;
c) Please note that the hotel and flight ticket booking of selected participants who request for financial support will be arranged by NIMT.

**To be borne by APMP, APMP-DEC and MEDEA**

a) Hotel accommodation for up to fifteen (15) overseas participants for up to six (6) nights;
b) Round-trip economy-class international airfare between the international airport nearest to the participants’ place of work and Suvarnabhumi Airport for up to five (5) overseas participants.
c) Programme expenses from UK (Tutor fees, administrative and course materials, three-month access to log-frame platform, round-trip economy-class international airfare and accommodation (for speaker));
d) Speaker from BIPM (Round-trip economy-class international airfare and accommodation (for speaker));
e) All Meeting expenses;
f) All local transportation costs
g) Any other expenses (if necessary)

17. **Participants who Request for Financial Support**

Participants who request for financial support are expected to possess the following requirements:

1. Each candidate should complete the approval form. The candidate must be nominated by his/her director of the institute and email this form to iro@nimt.or.th by 21 August 2017;
2. Each candidate should complete the online application form as the following link: [https://jotformpro.com/71623278277968](https://jotformpro.com/71623278277968);
3. Each candidate will be prioritized in consultation with APMP;
4. Candidates will be selected and notified of their placement in the training by 18 September 2017;
5. Selected participants should complete the APMP-DEC Funding – Reimbursement Form and APMP-DEC Individual Funding Proposal Form A2 for financial support and participants info form prepared by Leadership Training Secretariat;

6. Please be ready for the Leadership Training.

18. Participants who attend the workshop without Financial Support

Participants who attend the workshop without financial support are expected to possess the following requirements:

1. Each candidate should complete the approval form. The candidate must be nominated by his/her director of the institute and email this form to iro@nimt.or.th by 21 August 2017;

2. Each candidate should complete the online application form as the following link: https://jotformpro.com/71623278277968;

3. Each candidate will be prioritized in consultation with APMP;

4. Candidate will be selected and notified of their placement in the training by 18 September 2017;

5. Selected participants should complete participants info form prepared by Leadership Training Secretariat;

6. Please be ready for the Leadership Training.

19. Actions by Participating Countries

1. Each participating country is requested to nominate one candidate. Please ensure that candidates nominated meet the qualification specified under section 14 above.

2. All nominations must be endorsed and submitted by the director of institute.

3. Please note that nomination of a candidate does not necessarily guarantee that he/she will be selected.

4. Each nomination should be accompanied by the necessary documents. A nomination lacking any of these documents may not be considered.

5. Necessary documents are to be submitted electronically. In that case, there is no need to send a hard copy by postal mail.

6. Each participating country is requested to adhere to the nomination deadline given on page 1. The Leadership Training Secretariat may not consider late nominations.
7. If a selected participant becomes unable to attend the training, he/she should inform the Leadership Training Secretariat immediately.

8. Each selected participant should be instructed to arrive at the venue at least one day before the start of the official training.

9. Each selected participant must attend all five days of the training.

20. Actions by Leadership Training Secretariat

1. Candidates who are selected will be informed of their acceptance at least four (4) weeks prior to the start of the official training.

2. If some candidates fail to qualify or be unable to participate after selection, their slots may be filled by alternates from the other candidates.

21. Evaluation of Participants

If the conduct/attendance/performance of a participant is not satisfactory, these will be reported to APMP-DEC Chair.

22. Project Overseer

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