



54th CIML Meeting - Working Document

Additional Meeting Document

54-CIML-AMD-4.2

2019-10-16

Agenda item 4.2: Report on training activities



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1 Background

Before the creation of Project Groups in the 2011 revision of B 6 *Directives for OIML technical work*, the BIML had conducted several training courses for Technical Committee and Subcommittee secretariats.

B 6:2011 changed the structure and responsibilities of OIML technical work, as well as the procedures for the development of OIML publications. It was therefore decided that the BIML should again run a series of training courses for the conveners and secretariats. With this in mind, a pilot training workshop was held at the PTB since Germany has several secretariats and conveners, and many other people who are involved in OIML technical work.

This workshop was successful, and it was decided to prioritise this training. A resolution was passed at the 15th Conference in 2016, stating that

- a) *“The budget surpluses (net results) from the 2013–2016 financial period shall be added to the reserve funds;*
- b) *During the financial period 2017–2020, the increase in the reserve funds mentioned in a) above should be made available to provide time-limited support to secretariats and conveners in developing their capability, in particular through training, to deliver the technical work of the OIML.”*

This enabled a plan to be made for full-funded workshops to be offered, in various locations, to all the TC/SC secretariats and PG conveners.

2 The training workshops

A programme for a two-day workshop, delivered by two trainers, was developed. These would cover the following topics:

- OIML structures and the procedures concerning technical work;
- The rules and procedures for the technical work as detailed in B 6 *Directives for OIML technical work*;
- What secretariats and conveners need to know to fulfil their responsibilities in OIML technical work;
- Project management advice and experiences; and
- Explanation and demonstration of the OIML website, including the PG workspace as well as other online tools.

This training programme was offered to three categories of individuals, with slightly different conditions and funding arrangements:



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Invitees	Costs covered by the BIML	Conditions
TC/SC secretariats PG conveners	Trainees travel expenses (hotel accommodation, transport, meals) training facilities	Participation is approved by their CIML member
Individuals involved in OIML work who are potential future PG conveners or TC/SC secretariats		Participation is approved by their CIML Member , and There is space available in the classroom
Other individuals involved in OIML work (individuals from host country)	Only meals and beverages provided during the training	

Ten workshops have taken place between June 2017 and July 2019, and a total of 192 people have been trained. This completes the initial phase of the workshops to cover existing secretariats and conveners.

When	Where	Trainees from	Number of trainees
June 2017	St. Petersburg, Russia	Russia	24
December 2017	Paris (BIML)	France, Germany, Netherlands, United Kingdom	12
January 2018	Sydney, Australia	Australia, New Zealand	14
March 2018	Bratislava, Slovakia	Austria, Czech Republic, Hungary, Poland, Slovakia	9
March 2018	Paris (BIML)	France, Netherlands, Slovenia, United Kingdom	10
June 2018	Tokyo, Japan	Japan	11
September 2018	Beijing, China	China	48
November 2018	Johannesburg, South Africa	Kenya, South Africa, Zambia	40
May 2019	Ottawa, Canada	Canada	13
July 2019	Berlin, Germany	Germany, Slovakia	11
TOTAL			192



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Included in these figures are:

25 conveners, out of a total of 33 individuals (76 %);

30 secretariats, out of a total of 43 individuals (70 %);

149 others (CIML Members, assignees, potential future conveners, contacts and main contacts, etc.).

Several individuals were unable to attend due to calendar conflicts and others were due to attend but had to cancel due to illness, etc.

The two courses in 2019 were run by only one trainer due to budgetary restrictions. Since they were run “in-house” in the legal metrology bodies concerned, there was a lower cost to the OIML (in each case, only costs associated with the trainer).

3 Future training course

One more course is planned in the United Kingdom in November 2019, which will train staff from that country who were unable to attend previous courses or are new to the technical work of the OIML. This will be hosted by the legal metrology body, and will again only use one trainer. It will therefore not incur any extra cost to the OIML.

As shown by the course planned for November, there will be an ongoing need to run training courses as staff change, OIML procedures are updated, and existing staff become unfamiliar with procedures they do not often use. If the CIML feels that such a training programme is useful to the Organisation and those who conduct the technical work, an appropriate provision will need to be made in the next financial period to cover this.

4 Feedback from training courses

Although formal evaluation has not been conducted, good anecdotal feedback has resulted from the training:

Questions and comments received from participants during the training sessions have enabled the courses to improve over time;

Several trainees have emailed to say that the course helped them in their daily work;

There have been helpful follow-up emails from trainees who have questions about procedures;

In the case of two projects run by China, which had been inactive for some years, the new convener appointed just before the training was able to produce new Committee Drafts within a few weeks of the training, including considerable re-organisation of the existing drafts. Since this time, the projects' progress has been good;

The conveners of a new German project also made quick progress in advancing their project following the training session in July 2019.

More statistics on the technical work itself are included in other agenda items.