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Framework for OIML Training Centers and
OIML Training Events

Cadre pour les Centres de Formation OIML et
les Evènements de Formation OIML



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Foreword

The International Organisation of Legal Metrology (OIML) is a worldwide, intergovernmental organisation whose primary aim is to harmonise the regulations and metrological controls applied by the national metrological services, or related organisations, of its Member States. The main categories of OIML publications are:

- **International Recommendations (OIML R)**, which are model regulations that establish the metrological characteristics required of certain measuring instruments and which specify methods and equipment for checking their conformity. OIML Member States shall implement these Recommendations to the greatest possible extent;
- **International Documents (OIML D)**, which are informative in nature and which are intended to harmonise and improve work in the field of legal metrology;
- **International Guides (OIML G)**, which are also informative in nature and which are intended to give guidelines for the application of certain requirements to legal metrology;
- **International Basic Publications (OIML B)**, which define the operating rules of the various OIML structures and systems; and

OIML Draft Recommendations, Documents and Guides are developed by Project Groups linked to Technical Committees or Subcommittees which comprise representatives from OIML Member States. Certain international and regional institutions also participate on a consultation basis. Cooperative agreements have been established between the OIML and certain institutions, such as ISO and the IEC, with the objective of avoiding contradictory requirements. Consequently, manufacturers and users of measuring instruments, test laboratories, etc. may simultaneously apply OIML publications and those of other institutions.

International Recommendations, Documents, Guides and Basic Publications are published in English (E) and translated into French (F) and are subject to periodic revision.

Additionally, the OIML publishes or participates in the publication of **Vocabularies (OIML V)** and periodically commissions legal metrology experts to write **Expert Reports (OIML E)**. Expert Reports are intended to provide information and advice, and are written solely from the viewpoint of their author, without the involvement of a Technical Committee or Subcommittee, nor that of the CIML. Thus, they do not necessarily represent the views of the OIML.

This publication – reference OIML B 21:2019 (E) – was developed by the CEEMS Advisory Group. It was approved for final publication by the International Committee of Legal Metrology at its 54th meeting in 2019.

OIML Publications may be downloaded from the OIML web site in the form of PDF files. Additional information on OIML Publications may be obtained from the Organisation's headquarters:

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Framework for OIML Training Centres and OIML Training Events

List of acronyms and initialisms used in the present publication

BIML	International Bureau of Legal Metrology/ Bureau International de Métrologie Légale
BIPM	International Bureau of Weights and Measures/ Bureau International des Poids et Mesures
CBKT	Capacity Building and Knowledge Transfer
CEEMS	Countries and Economies with Emerging Metrology Systems
CEEMS AG	CEEMS Advisory Group
CIML	International Committee of Legal Metrology/ Comité International de Métrologie Légale
OIML	International Organisation of Legal Metrology/ Organisation Internationale de Métrologie Légale
OIML-CS	OIML Certification System
OPTC	OIML Pilot Training Centre
OTC	OIML Training Centre
OTE	OIML Training Event
RLMO	Regional Legal Metrology Organisation

1 Introduction

The OIML Training Centres (OTCs) and OIML Training Events (OTEs) represent capacity building initiatives established by the CEEMS Advisory Group (CEEMS AG) under OIML B 19 [1].

The aim of OTCs and OTEs is to support capacity building using experts working in the area of legal metrology in order to facilitate the improvement of national legal metrology systems. In line with the needs and concerns expressed by CEEMS, the CEEMS AG was invited to define the themes and contents of OTCs and OTEs, and to conduct training sessions, seminars and other activities in order to meet these needs.

The OTCs and OTEs will utilise the existing OIML publications to effectively improve participants' understanding of legal metrology and their operational ability in practical measurements by in-class and on-site training, with the global objective of improving the levels of competence in legal metrology in CEEMS. At the same time, the OTCs and OTEs provide a sound international platform for cooperation and exchange amongst the OIML Member States, Corresponding Members, and potential new OIML members.

The first OTC was designated as an OIML Pilot Training Centre (OPTC) and was established on 18 July 2016 in Beijing, People's Republic of China. Since then the OTC has carried out a number of training courses and held seminars on topics of great importance to CEEMS. The OTC has actively promoted OIML concepts and publications, and has provided a platform for the exchange of different ideas for learning and improving. The OTC has accumulated valuable experience for the further development and promotion of its work. In addition, OTEs have also been held in Kenya and in Cuba using similar methodology.

The present publication provides a framework for the establishment of future OTCs and OTEs and defines general aspects. This publication is supplemented by Procedural Documents, templates, forms and guidance documents which are developed, maintained and approved by the CEEMS AG.

2 Objectives

The objectives of the OTCs and OTEs are to

- a) enhance the understanding and adoption of OIML Recommendations, Documents, Basic Publications and other publications related to CEEMS,
- b) improve the legal metrology systems of CEEMS and of other OIML Member States in case of necessity, and effectively improve the metrology management skills and technical capabilities of participants, especially for future management staff in legal metrology, and contribute to the improvement of the level of Quality Infrastructure,
- c) promote the participation of CEEMS in the OIML-CS,
- d) provide a sound international platform for capacity building in legal metrology,
- e) promote exchanges in international and inter-regional communication on legal metrology related matters in order to actively remove technical barriers to trade,
- f) help the CEEMS AG to cater for the needs in CEEMS concerning legal metrology,
- g) provide support for the OIML to develop CEEMS related policy documents,
- h) improve awareness of the importance of legal metrology in CEEMS, and
- i) cooperate with the BIPM Capacity Building and Knowledge Transfer (CBKT) programme.

3 Scope

3.1 OIML training activities may be carried out by two types of structure:

a) OTC:

A commitment on behalf of an OIML Member State or Corresponding Member to establish an organisation to provide support for organising training activities on topics identified by the CEEMS AG or by an RLMO on a regular basis. The characteristics of this category are described in more detail in 4.1;

b) OTE:

A commitment on behalf of an OIML Member State or Corresponding Member to carry out a single event-based training activity. The characteristics of this category are described in more detail in 4.2.

3.2 The working scope of both categories includes

- a) conducting training sessions in order to promote the understanding and recognition of OIML Recommendations, Documents, Basic Publications and other publications that can be used to address the important needs of CEEMS,
- b) conducting seminars/workshops in order to facilitate the international harmonisation of legal metrology practice as laid down by laws, regulations and documents on the organisation of legal metrology systems among CEEMS, in order to effectively remove technical barriers to trade,
- c) promoting the OIML-CS and the concept of “approved once, accepted everywhere” in various activities,
- d) improving OIML training activities over time by learning from experience and the feedback from participants provided in the reports of those activities,
- e) providing updates, news, plans and training materials for the CEEMS website,
- f) identifying the needs of CEEMS and initiating the corresponding activities,
- g) developing appropriate training schemes to help participants understand the relevant international legal metrology publications and extending their international vision, as well as improving their knowledge and enhancing their practical skills, and
- h) training future trainers from different countries and economies (“train-the-trainer”) who could in turn become new trainers for OIML training activities or multipliers to perform training at the national and regional levels.

4 Establishment of OTCs and OTEs

4.1 Establishment of an OTC

The conditions for establishing an OTC are:

- a) an OTC should be hosted on a regular basis (e.g. annually) on behalf of an OIML Member State or a Corresponding Member. An OTC can be established by one or several institutions (cooperating together on the national, regional and/or international level) with a variety of different sources of funding;
- b) an OTC should have sufficient capabilities (facilities, trainers, etc.) in legal metrology practices in the region;
- c) an OTC should be capable of providing training sessions and other activities directed at resolving key issues faced by CEEMS (raised by RLMOs), e.g. by consulting experts from the CEEMS or OIML-CS experts lists; and
- d) an OTC should provide detailed information about the commitment of support from the host to be presented to the CIML.

Note: The information to be submitted is described on the OTC application form.

4.2 Establishment of an OTE

The conditions for establishing an OTE are:

- a) the organiser of an OTE can be the BIML and/or an institution on behalf of an OIML Member State or a Corresponding Member. An OTE can be established by one or several institutions (cooperating together on the national, regional and/or international level) with a variety of different sources of funding and at different locations;
- b) the organiser should invite trainers who are competent in legal metrology practices, e.g. by selecting trainers from the OIML experts list;
- c) an OTE should address topics identified by the CEEMS AG (and/or RLMO) which are of significant common interest within the corresponding region; and
- d) the organiser should provide detailed information about the commitment obtained concerning support for the OTE which should then be submitted to the CEEMS AG secretariat.

Note: The information to be submitted is described on the OTE application form.

5 Approval process for OTCs and OTEs

5.1 Approval process for an OTC

It is the responsibility of the applicant to provide relevant supporting documents and to submit them to the CEEMS AG secretariat to start the approval process, which consists of the three steps below.

- a) The documents are reviewed and qualified by the CEEMS AG secretariat:
 - i. if the documents are complete and meet the requirements (details given in CEEMS PD-02 [3]), they are submitted to the CEEMS AG;
 - ii. if the documents are incomplete or do not meet the requirements, the CEEMS AG secretariat returns the application documents to the applicant and clarifies the missing or non-conforming items.
- b) The documents are reviewed by the CEEMS AG:
 - i. if the documents are endorsed by the CEEMS AG (by simple majority of all the CEEMS AG members), they are submitted to the CIML for final approval;
 - ii. if the documents are not endorsed by the CEEMS AG (by simple majority of all the CEEMS AG members), the CEEMS AG secretariat notifies the applicant accordingly.
- c) The CIML decides on the application:
 - i. if the OTC is approved, the CEEMS AG secretariat issues an OTC certificate to the applicant;
 - ii. if the OTC is not approved, the CEEMS AG secretariat notifies the applicant of the refusal and the reasons for it.
- d) Once the OTC is approved, a contact person, nominated by the applicant, is required to be responsible for close cooperation with the CEEMS AG secretariat.

5.2 Approval process for an OTE

It is the responsibility of the organiser to provide relevant supporting documents and to submit them to the CEEMS AG secretariat to start the approval process, which consists of the two steps below.

- a) The documents are reviewed and qualified by the CEEMS AG secretariat:
 - i. if the documents are complete and meet the requirements (details given in CEEMS PD-02 [3]), the documents are submitted to the BIML Director;
 - ii. if the documents are incomplete or do not meet the requirements, the CEEMS AG secretariat returns the application documents to the applicant and clarifies the missing or non-conforming items.
- b) The BIML Director decides on the application:
 - i. if the OTE is approved, the CEEMS AG secretariat notifies the applicant accordingly;
 - ii. if the OTE is not approved, the CEEMS AG secretariat notifies the applicant of the refusal and the reasons for it.

- c) Once the OTE is approved, a contact person, nominated by the applicant, is required to be responsible for close cooperation with the CEEMS AG secretariat.

6 Supporting documents

In addition to the present publication, the following are applicable:

- a) Procedural Documents
- i. CEEMS PD-01 [4]
 - ii. CEEMS PD-02 [3]
- b) Other supporting documents
- i. OTC application form
 - ii. OTE application form
 - iii. Checklist for OTC and OTE events
 - iv. Selection of participants
 - v. Evaluation form for the organisers
 - vi. Participants report template
 - vii. Invitation template (including registration form for participants)
 - viii. Certificate for granting an OTC
 - ix. Certificate for participation in OTC and OTE training activities
 - x. Experts registration sheet (for the OIML experts list)
 - xi. Event summary report
 - xii. Copyright information

7 Responsibilities for the development, approval and organisation of OTCs and OTEs

7.1 CIML

The CIML is responsible for the approval or withdrawal of OTCs.

7.2 BIML Director

The BIML Director is responsible for the approval of OTEs.

7.3 CEEMS AG

The CEEMS AG is responsible for

- a) maintaining the present publication,
- b) reviewing OTC applications and, in the event of endorsement, making a recommendation to the CIML for approval,
- c) making recommendations to the CIML for withdrawal of an OTC, and
- d) drawing up the OTC and OTE annual work plan (PD-01 [4]) for all the events to be carried out in the coming years.

7.4 CEEMS AG secretariat

The CEEMS AG secretariat is responsible for

- a) reviewing and qualifying applications for OTCs and OTEs,
- b) collaborating with the contact person from an OTC or OTE,
- c) maintaining the templates, forms and guidance documents,
- d) collaborating with the BIML to update the OTC and OTE webpages, including uploading training materials onto the OIML website,
- e) encouraging the RLMOs to carry out surveys concerning the need for OTCs in the various regions, and
- f) maintaining the CEEMS experts database.

7.5 Organisations acting on behalf of Member States and Corresponding Members

Organisations acting on behalf of Member States and Corresponding Members are responsible for applying to become an OTC.

7.6 RLMOs

RLMOs are responsible for conducting surveys concerning the needs for training activities.

7.7 OTC

An OTC is responsible for

- a) providing support and managing resources to ensure that activities are fully implemented,
- b) submitting a work plan to the CEEMS AG secretariat detailing intended training activities in the coming years,
- c) collaborating with the CEEMS AG secretariat,
- d) carrying out various training activities according to the work plan, by using methods such as lectures, on-site visits/field tests, group discussions, questionnaires and internship trainings, etc.,
- e) recording the feedback from the participants of each activity, and
- f) providing the summary report on every training activity to the CEEMS AG secretariat.

7.8 Organiser of an OTE

The organiser of an OTE is responsible for

- a) submitting an application to hold an OTE,
- b) collaborating with the CEEMS AG secretariat,
- c) providing support in implementing the training activity by using methods such as lectures, on-site visits/field tests, group discussions, questionnaires, etc.,
- d) recording the feedback from the participants in the OTE, and
- e) providing a summary report of the OTE to the CEEMS AG secretariat.

8 Finance

At the request of the organisers, the BIML Director is responsible for approving financial support for an OTE.

In principle, financial support for an OTC cannot be provided by the OIML. However, the BIML Director may decide to approve the provision of financial support for an OTC under the condition that it is recommended by the CEEMS AG.

The establishment and operation of OTCs and OTEs shall not lead to an increase in OIML membership fees.

No registration fees shall be charged for OTCs and OTEs.

9 References

- [1] OIML B 19:2017 *Terms of Reference for the Advisory Group on matters concerning Countries and Economies with Emerging Metrology Systems (CEEMS)*
- [2] OIML B 18:2018 *Framework for the OIML Certification System (OIML-CS)*
- [3] CEEMS PD-02 *OTC and OTE approval procedure (Note: At the time of publication of OIML B 21:2019, CEEMS PD-02 is under development)*
- [4] CEEMS PD-01 *OTC and OTE working plan (Note: At the time of publication of OIML B 21:2019, CEEMS PD-01 is under development)*