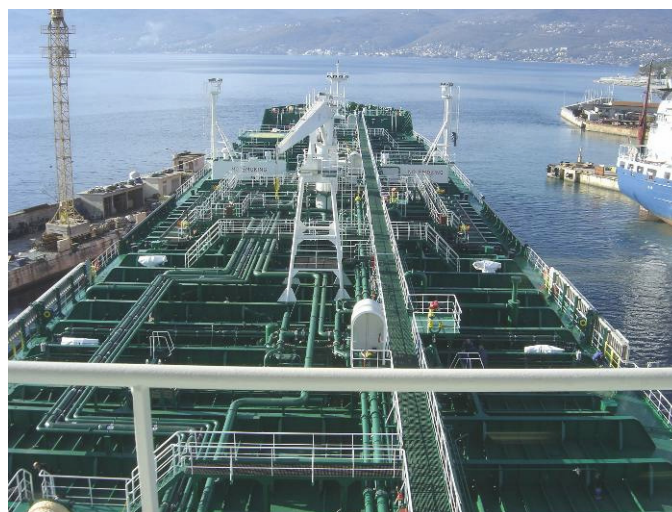


# JRC Scientific and Technical Reports

## Development of National Metrology, Standardisation, Conformity Assessment and Accreditation system in Croatia

3<sup>rd</sup> INTERIM REPORT  
CARDS 2004 - Croatia, Project No 116536

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EUR 23035 EN/5 - 2008

The mission of the IRMM is to promote a common and reliable European measurement system in support of EU policies.

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## LIST OF ABBREVIATIONS

CARDS	Community Assistance for Reconstruction, Development and Stabilisation
CEN	European Committee for Standardization
CENELEC	European Committee for Electrotechnical Standardization
CMC	Calibration and Measurement Capabilities
CROLAB	Croatian Laboratories Association
DEC	Delegation of the European Commission
DG JRC	Directorate General Joint Research Centre
DZM	State Office for Metrology
EC	European Commission
HAA	Croatian Accreditation Agency
HMI	Croatian Metrology Institute
HZN	Croatian Standards Institute
IRMM	Institute for Reference Materials and Measurements
JRC	Joint Research Centre
MELE	Ministry of Economy, Labour and Entrepreneurship
MiC	Metrology in Chemistry
MSES	Ministry of Science, Education and Sports
NMI	National Metrology Institute
SAA	Stabilisation and Association Agreement
NSB	National Standards Body
PIU	Project Implementation Unit
TC	Technical Committee
TrainMiC	Training in Metrology in Chemistry

**PROJECT SYNOPSIS**

<b>Programme</b>	<b>CARDS 2004 - Croatia</b>
<b>Project title</b>	<b>Development of National Metrology, Standardisation, Conformity Assessment and Accreditation system</b>
<b>Project number</b>	AA 116536
<b>Overall objective</b>	The overall objective is to further develop the quality infrastructure in the Republic of Croatia, in line with the provisions of the SAA, and to create an enabling environment for the Croatian industries and manufacturers to improve their trade and industrial relations with the EU and international markets as well as quality of life
<b>Specific Objectives</b>	1/ Strengthen the national quality infrastructure system 2/ Improve the technical expertise 3/ Rise public awareness on the importance of a proper functioning of the national quality infrastructure
<b>Planned Outputs</b>	<p><b><u>Component 1: Institutional Capacity Building (IC)</u></b></p> <ul style="list-style-type: none"> <li>• Draft strategies for HMI and updated strategies for other beneficiaries;</li> <li>• Drafted amendments to existing legislation for metrology, standardisation and conformity assessment;</li> <li>• Selected laboratories to become national reference laboratories in Metrology in Chemistry, that are prepared to take corresponding responsibilities;</li> <li>• A list of identified areas of cooperation between all relevant stakeholders that might wish later to sign MoUs;</li> <li>• HZN ready for GEN and CENELEC membership;</li> <li>• HAA accreditation capabilities in the field of environment and food enlarged;</li> </ul> <p><b><u>Component 2: Human Resources Development (HR)</u></b></p> <ul style="list-style-type: none"> <li>• Development of training curricula in metrology in chemistry and train the trainers programmes</li> <li>• Training for standardisation experts</li> <li>• Development of procedures and working instructions for a selected analytical laboratories in order to prepare them for accreditation and/or update them in the field of reference measurements</li> <li>• Training for technical assessors concerning quality of measurements results in analytical laboratories</li> <li>• Training related to conformity assessment topics</li> </ul> <p><b><u>Component 3: Awareness Campaign (AC)</u></b></p> <ul style="list-style-type: none"> <li>• Training materials in MiC</li> <li>• Awareness publications related to targeted fields of the Quality Infrastructure in Croatia</li> <li>• Concluding conference on the outcomes of the project</li> </ul>
<b>Activity fields</b>	<p><b><u>Component 1: Institutional Capacity Building (IC)</u></b></p> <p>1/ Draft/update strategies for beneficiary institutions</p> <p>2/ Revise the existing legislation</p> <p>3/ Networking in metrology in chemistry</p> <p>4/ Enhance cooperation between relevant stakeholders</p> <p>5/ Support in preparation of HZN for GEN and CENELEC membership</p> <p><b><u>Component 2: Human Resources Development (HR)</u></b></p> <p>6/ Training for standardisation experts</p> <p>7/ Training courses in metrology in chemistry for analytical laboratories and technical</p>

	<p>assessors</p> <p>8/ Development of procedures and working instructions</p> <p>9/ Training related to conformity assessment topics</p> <p><b><u>Component 3: Awareness Campaign (AC)</u></b></p> <p>10/ Organisation of public awareness activities</p> <p>11/ Draft and printing of adequate material for all organised trainings, workshops and for other public awareness purposes</p>
<b>Project starting date</b>	16 <sup>th</sup> of May 2006
<b>Project duration</b>	36 months

## EXECUTIVE SUMMARY

The third interim report of the CARDS programme 2004 project "Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System" - offers an overview of the *conducted activities during the period*: from the 6<sup>th</sup> October 2007 to the 5<sup>th</sup> April 2008.

Furthermore, this document is listing the *planned activities for the fourth reporting period* (06<sup>th</sup> April 2008 – 05<sup>th</sup> October 2008). They are derived from the overall scheduling of the project that has been concluded within the Inception report as well as the progress achieved during the previous implementation period.

Finally, the last chapter is meant to provide a *synthetic view on the achieved results* in the course of the third reporting period, derive *conclusions* and list the key fields requiring *further improvement*.

## 1 INTRODUCTION

The CARDS 2004 - Croatia project on the "Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System" is providing targeted assistance on predefined topics having as overall objective further development of the Quality Infrastructure in Croatia.

The intervention logic in this framework is based on three key objectives, these being:

- *Strengthen the national quality infrastructure*, through assisting in strategic and legislative alignment efforts, as well as enhancing collaboration between all relevant stakeholders;
- *Provide assistance in further improvement of the technical expertise*, in the areas of standardisation, chemistry dimension of the Metrology and related conformity assessment topics;
- *Raise public awareness* on the importance of the proper functioning of the National Quality Infrastructure.

This 3<sup>rd</sup> Interim Report provides the overview on the project's progress for the period of October 2007 – April 2008. It also offers a plan for the activities to be conducted within the fourth reporting period.



## 2 ACHIEVED RESULTS DURING THE 3<sup>rd</sup> REPORTING PERIOD (06/10/2007 - 05/04/2008)

In line with the initial planning in the inception report, all activities under this project are structured within three **major objectives**:

- Institutional Capacity building (CB),
- Human Resources Development (HR) and
- Awareness Campaign (AC).

Furthermore, each one of them is subdivided on (in total) eleven **intervention fields**, as follows:

### **Component 1: Institutional Capacity Building (CB)**

- 1/ Draft/update strategies for beneficiary institutions
- 2/ Revise the existing legislation
- 3/ Networking in metrology in chemistry
- 4/ Enhance cooperation between relevant stakeholders
- 5/ Support in preparation of HZN for CEN and CENELEC membership

### **Component 2: Human Resources Development (HR)**

- 6/ Training for standardisation experts
- 7/ Training courses in metrology in chemistry for analytical laboratories and technical assessors
- 8/ Development of procedures and working instructions
- 9/ Training related to conformity assessment topics

### **Component 3: Awareness Campaign (AC)**

- 10/ Organisation of public awareness activities
- 11/ Drafting and printing adequate material for all organised trainings, workshops and for other public awareness purposes

The achievement of the defined objectives is mirrored into a number of activities that have been listed in the Inception report following the above structuring in eleven chapters. For practical reasons, each activity is referred to by a corresponding numbering, such as: 1.1, 1.2..., 2.1, 2.2, ... up to 11.4.

Any additional activity that does not appear in the initial planning, but has been agreed *a posteriori* follows the same logic of numbering, within the corresponding chapter (e.g. 7.16).

Finally, the outcome of each activity is meant to be reflected into at least one of the **five deliverables**. For project management purposes they have been listed in the inception report, as follows:

DELIVERABLES	
<b>D1</b>	Croatian Experts on a training session abroad
<b>D2</b>	Short visit of EU experts to Croatia
<b>D3</b>	Events organised in Croatia
<b>D4</b>	Printed documents and materials
<b>D5</b>	Other deliverables - mainly project management (meetings etc.)

## 2.1 OVERVIEW OF THE ACTIVITIES IN THE 3<sup>rd</sup> REPORTING PERIOD

The following overview is based on the previously elaborated reporting logic. It offers a synthetic picture of the achieved results during the 3<sup>rd</sup> reporting period:





	Component	Activity	Methodology	Status
<b>Activities as planned</b>				
1.4	CB	Fine-tuning of the HZN strategy	D1	postponed
1.5	CB	Support to establishment of the HZN business plan (human resources, financial planning)	D2	postponed
1.7	CB	HAA's strategy fine-tuning	D1/D2	In progress
2.1	CB	Review of the Law on Metrology and harmonized legal acts, proposal for the amendments	D4	In progress
2.3	CB	Review of the standardization law and related laws, proposal for the amendments	D2/D4	In progress
3.4	CB	Selection of laboratories potential to become national laboratories in chemistry field (Evaluation Committee)	D2	In progress
4.1	CB	Workshop on defining areas of cooperation with major partners	D2/D3	postponed
5.1	CB	Analysis of Internal Rules and Procedures	D2/D4	postponed
5.3	CB	Support to HZN committee work (voting, notifications to CEN/CENELEC)	D1	postponed
5.4	CB	Visit at a NSB – exchange of experiences on TC work	D1	postponed
7.1	HR	Training workshop for staff of national reference laboratories in MiC	D1	completed
7.4	HR	Environmental protections (water, emissions): witnessing of assessment in EU Member State	D1	In progress
7.6	HR	Environmental protections (waste products): witnessing of assessments, performed by EU assessors	D2	completed
7.7	HR	Environmental protections (waste products / gas) - witnessing of the assessments, performed by EU assessors	D2	completed
7.10	HR	Training in Metrology in Chemistry (TrainMiC II)	D2/D3	completed
7.11	HR	Participation to International Proficiency Testing Conference	D1	completed
10.1	AC	Providing project presentation on national events (1/3)	D3	completed
11.3	AC	Support to elaboration and publishing of information materials in priority conformity assessment sectors	D2/D4	In progress
	Project Management	4th Steering Committee	D5	24 <sup>th</sup> April 2008

From the above breakdown the status for the 3<sup>rd</sup> reporting period can be summarized as follows:

- **Completed: 6 activities;**
- **In progress: 6 activities;**
- **Postponed: 6 activities;**
- **Cancelled: 0 activities.**

## 2.2 DETAILED REPORT ON ACTIVITIES


Based on the above overview, this section of the 3<sup>rd</sup> Interim report lists the stage of achievement for the programmed activities, while exposing relevant facts on each one of them.

Status	Explanation	Symbol
Completed	The activity has been completed as envisaged in the planning	
In progress	The activity is in progress. The planned results are expected to be achieved	
Postponed	The activity has been delayed or postponed for the next reporting period.	
Cancelled	The activity has not been realised and is not expected to be delivered	


### 2.2.1 INSTITUTIONAL CAPACITY BUILDING (CB)

#### 1/ Drafting/updating strategies for beneficiary institutions


Activity 1.4	Fine-tuning of the HZN strategy
<b>Background information</b>	Since the establishment in 2005, the Croatian Standards Institute (HZN) has elaborated an integrated strategy, including a clear vision and mission. In line with its major strategic objective of achieving CEN / CENELEC membership, the institution's management has expressed the willingness to share experiences with other Standards Institutes from EU member states on this, as well as other related topics. Availability of HZN's strategy is the main precondition to the successful conduct of the activity
<b>Objective of the activity</b>	Provide an insight on possible improvements of HZN's strategy
<b>Methodology</b>	Expert's visit to Croatia
<b>Implementation period</b>	By June 2008
<b>Expected result</b>	Aligning the document's wording with HZN's long term vision. Making the document more relevant and up-dated in order to provide proper understanding within, as well as outside the organisation Provide HZN's management with methodological tools for strategy development process including cyclical reevaluation of objectives
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Expert report, including provided comments on possible improvements of the Strategy</li> </ul>

	<b>Status</b>	<b>POSTPONED</b>
	<b>Results</b>	The failure to establish practical communication channel with the beneficiary's top manager since appointment has compromised progress within the Standardisation component. In absence of any answers from the HZN's management, practically all activities have been systematically postponed. In the latest feedback, triggered by DEC desk officer's request for explanations, the management affirmed that its engagement and participation in the conduct of project activities will improve in 2008. If this is sustained in practice, all pending activities - linked to the standardisation component of the project - are expected to be conducted within the following reporting period

<b>Activity 1.5</b>	<b>Support to establishment of the HZN business plan (human resources, financial planning)</b>
<b>Background information</b>	<p>One of the objectives of the Institute's management remains to increase the level of financial self-reliance. Currently 10% of HZN incomes are originated by commercial activities (membership fees, selling of standards etc.). Even though operating under central treasury system, that excludes the possibility of an independent management of the generated resources, the Institute remains dedicated to its business friendly positioning.</p> <p>Proper planning of the longer-run perspectives is essential for HZN's further progress along this path.</p> <p>Draft business plan to be prepared by HZN is the main precondition to the successful conduct of the activity</p>
<b>Objective of the activity</b>	Provide assistance while drafting a business plan for the Croatian Standards Institute
<b>Methodology</b>	Experts' visit to Croatia
<b>Implementation period</b>	By October 2008
<b>Expected result</b>	HZN has elaborated a business plan, based on its annual budget and including realistic expectations on generated proper income
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Report containing suggestions on eventual improvements of HZN's business plan</li> </ul>


	<b>Status</b>	<b>POSTPONED</b>
	<b>Results</b>	<p>The failure to establish practical communication channel with the beneficiary's top manager since appointment has compromised progress within the Standardisation component. In absence of any answers from the HZN's management, practically all activities have been systematically postponed. In the latest feedback, triggered by DEC desk officer's request for explanations, the management affirmed that its engagement and participation in the conduct of project activities will improve in 2008. If this is sustained in practice, all pending activities - linked to the standardisation component of the project - are expected to be conducted within the following reporting period</p>

<b>Activity 1.7</b>	<b>HAA's strategy fine-tuning with special insight on development potentials for PT scheme organisers in Croatia</b>
<b>Background information</b>	<p>Under leadership of the top manager HAA has developed an organisational strategy at the moment of the establishment of the institution (December 2004). This strategic guidance document was designed to cover the initial three-year period (2005-2007). The efforts were therefore focused on the emergence of a reliable and recognised National accreditation body in the Republic of Croatia.</p> <p>The initial objectives have been completed at this stage and the organisation is oriented today towards addressing some of the longer-term challenges.</p>
<b>Objective of the activity</b>	Up-dated HAA strategy covering the period (2008-2010)
<b>Methodology</b>	Two sessions of a mixed working group (including HAA management)
<b>Implementation period</b>	By June 2008
<b>Expected result</b>	<p>HAA's management has acquired methodological tools for cyclical strategy formulation process</p> <p>Elaborated HAA strategy for the following three-year period</p>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>HAA strategic document (2008-2010)</li> <li>Expert report, including provided comments on possible improvements of the Strategy</li> </ul>


	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	<p>Following two sessions of the strategy working group (in Zagreb and Brussels), including HAA sector managers and EC JRC IRMM advisors, the achievement of the objectives is well on track.</p> <p>The skeleton of the strategic document (2008-2010) will need to be completed. Follow-up modifications on the basis of the draft document will be circulated to participants until finalising the content.</p>

**2/ Revising the existing legislation**

<b>Activity 2.1</b>	<b>Review the Law on Metrology and the harmonized legal acts, proposal for amendments</b>
<b>Background information</b>	The activity has been scheduled for the second reporting period. It was meant to provide support in identifying further needs for harmonisation in the metrology related legislation. The decision about moving forward in the schedule the revision of the Metrology Act has disrupted the initial rationale for this activity.
<b>Objective of the activity</b>	To assist the beneficiary institution in identifying the required amendments, which need to be updated from the harmonisation perspective
<b>Methodology</b>	Expert visit
<b>Implementation period</b>	April 2007
<b>Expected result</b>	Recommendations on drafted amendments
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Report</li> </ul>


	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	The review process of the Metrology Act has been completed during the 1st reporting period. The harmonised secondary legislation might still need further interactions. Metrology related legal acts, accompanied with correspondence tables, have been submitted for comments to the corresponding EC services by the Ministry of Foreign Affairs and European integration. The beneficiary's approach has been that only in case of further comments, assistance in this filed might be required at a later stage.

<b>Activity 2.3</b>	<b>Review of standardization law and related laws, proposals for amendments</b>
<b>Background information</b>	The initially required assistance that would focus on proposed revision of the Law on Standardisation has been modified on beneficiary's request. The objective however remains to provide the Croatian Standards Institute (HZN) with an expert assessment on the legal framework in the light of the CEN/CENELEC membership criteria. In this context, the assistance provided under activity 5.1 is closely related.
<b>Objective of the activity</b>	To assist Croatian authorities identifying needs on further alignment of the standardization related legislation
<b>Methodology</b>	EU expert reporting
<b>Implementation period</b>	May 2008
<b>Expected result</b>	Recommendations for amendments where necessary
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Report on the existing legal framework in which HZN operates, including recommendations for amendments (if and where necessary)</li> </ul>

	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	As activities within the standardisation component are back in the planning for 2008, a list of relevant documents has been communicated from HZN. They are meant to provide an insight on the legal framework the organisation operates in. On this basis, expert view would be provided in the light of the CEN/CENELEC membership criteria.

**3/ Networking in Metrology in Chemistry**

Activity 3.4	Selection of laboratories potential to become national laboratories in metrology in chemistry field
<b>Background information</b>	The establishment of an institutional network of National reference laboratories (providing reference values) in the Metrology in Chemistry field requires a complex understanding of the particularities within the future national coordination body for the segment. The connection with the National Strategy for Metrology has to be ensured. Provided the CARDS 2004 assistance in elaborating criteria for the selection to be performed and finalising the relevant ordinance, it remains for DZM to officially publish the call and set the Evaluation Committee.
<b>Objective of the activity</b>	Providing assistance in formulating technical criteria for selection of potential national reference laboratories in MiC
<b>Methodology</b>	Participation of Expert as member of the Evaluation Committee
<b>Implementation period</b>	By April 2008
<b>Expected result</b>	Selected National reference laboratories in MiC for defined priority areas
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Decision of the Evaluation Committee</li> </ul>


	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	Since all the conditions are met for the call to be published and selection conducted, the completion of the activity entirely depends on DZM's management decision.

**4/ Enhance cooperation between relevant stakeholders**


Activity 4.1	Workshop on defining areas of cooperation with major partners
<b>Background information</b>	Once the Croatian Metrology Institute (HMI) is practically established, enhancing interlinks with other Quality Infrastructure institutions in the country will be beneficial. Metrology services' end-users but also Ministries (MSES and MELE), as well as DZM, HAA, HZN are among HMI's privileged stakeholders.
<b>Objective of the activity</b>	Position the HMI as integral part of the national infrastructure for quality
<b>Methodology</b>	Workshop
<b>Implementation period</b>	By April 2008
<b>Expected result</b>	Familiarise metrology stakeholders and define areas of cooperation with HMI
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Presentations</li> </ul>

**5/ Support in preparing HZN for CEN and CENELEC membership**


Activity 5.1	Analysis of Internal Rules and Procedures
<b>Background information</b>	This activity is an integral part of the assistance that has been agreed in supporting the Croatian Standards Institute on the way towards fulfilling the CEN / CENELEC membership criteria.
<b>Objective of the activity</b>	To propose (if and where needed) interventions to the submitted documents
<b>Methodology</b>	EU expert reporting
<b>Implementation period</b>	By May 2008
<b>Expected result</b>	Recommendations for amendments where necessary
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Report on the existing legal framework in which HZN operates, including recommendations for amendments (if and where necessary)</li> </ul>

	<b>Status</b>	<b>POSTPONED</b>
	<b>Results</b>	As activities within the standardisation component are back in the planning for 2008, a list of relevant documents has been communicated from HZN. They are meant to provide an insight on the legal framework the organisation operates in. On this basis, expert view would be provided in the light of the CEN/CENELEC membership criteria. The expert visit needs to be agreed with HZN's management.

<b>Activity 5.3</b>	<b>Support to HZN committee work (voting, notifications to CEN/CENELEC...)</b>
<b>Background information</b>	This activity is an integral part of the assistance that has been agreed in supporting the Croatian Standards Institute on the way towards achieving the fulfilment of the CEN / CENELEC membership criteria. HZN's management considers that presentations from and interactions with corresponding CEN staff would be the best way of getting familiar with specific requirements and procedures.
<b>Objective of the activity</b>	Assess the practice of managing TCs
<b>Methodology</b>	Visit to the CMC (including requested presentations) for HZN experts
<b>Implementation period</b>	May 2008
<b>Expected result</b>	Croatian experts familiarized with CEN management practice - relevant for NSB of an EU candidate country
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian Experts</li> </ul>

	<b>Status</b>	<b>POSTPONED</b>
	<b>Results</b>	As activities within the standardisation component are back in the planning for 2008, a list of expert missions judged beneficial for HZN staff training has been submitted by the beneficiary. Beneficiary's management considers that direct (practical) interaction on specific standardisation topics between HZN staff and corresponding bodies at the EU level would be beneficial to the process, linked to fulfilment of the above membership criteria. Working agenda for the mission is currently under arrangement. Target dates are 28-30 May 2008.

<b>Activity 5.4</b>	<b>Visit at NSB – exchange of experiences on TC work</b>
<b>Background information</b>	This activity is an integral part of the assistance that has been agreed to be provided in supporting the Croatian Standards Institute on the way towards fulfilling the CEN / CENELEC membership criteria. HZN's management has listed working visits to EU member states' NSBs. These are considered to be beneficial in acquiring specific knowledge and exchange of experience at expert's levels.
<b>Objective of the activity</b>	Present the management practice in EU member state NSB
<b>Methodology</b>	HZN experts on training abroad
<b>Implementation period</b>	By September 2008
<b>Expected result</b>	Croatian experts familiarized with EU member state's NSB management practice of TCs functioning
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian Experts</li> </ul>

	<b>Status</b>	<b>POSTPONED</b>
	<b>Results</b>	As activities within the standardisation component are back in the planning for 2008, a list of expert missions judged beneficial for HZN staff training has been submitted by the beneficiary. Beneficiary's management considers that direct (practical) interaction on specific standardisation topics between HZN staff and EU member states



		NSBs would be beneficial to the process, linked to fulfilment of the above membership criteria. Working agenda for the visits is in process of agreement.
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## 2.2.2 HUMAN RESOURCES DEVELOPMENT (HR)

### 7/ Training in Metrology in Chemistry


<b>Activity 7.1</b>	<b>Training workshop for staff of national reference laboratories in MiC</b>
<b>Background information</b>	Cumulated delays by the State Office for Metrology in the designation process of reference laboratories in priority MiC fields raised the risks over the effectiveness of the supply component. Under deadlines pressure and in absence of concrete undertakings at administrative level, DZM was requested to designate competent national experts that will technically handle the equipment delivery. The national experts (3) have attended a working session at the EC JRC-IRMM site with the objective of practical familiarisation with the processes, activities and equipment operated in active reference laboratories in MiC.
<b>Objective of the activity</b>	Assist National experts in setting a system for traceability dissemination in MiC
<b>Methodology</b>	Croatian experts on working visit of the EC JRC-IRMM laboratory facilities
<b>Implementation period</b>	Dec 2007
<b>Expected result</b>	National experts familiar with practical aspects of traceability dissemination for chemical measurements
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian experts</li> </ul>

	<b>Status</b>	<b>COMPLETED</b>
	<b>Results</b>	Croatian experts had a valuable opportunity to share experiences with relevant EC JRC-IRMM experts in the defined priority fields of MiC (in line with defined National strategy). The working sessions had balanced theoretical and practical components.
	<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian experts (3)</li> </ul>


<b>Activity 7.4</b>	<b>Environmental protections (water, emissions) - mandatory area based on national regulations and/or EU directives: witnessing of the assessments, performed in EU Member State</b>
<b>Background information</b>	A number of applicant laboratories are expected by the Croatian Accreditation Agency in the middle-term to be acting in the environmental and alimentary fields. The agency has used in the past the concept of "pilot-applicants" while performing accreditation exercise in pioneering fields. In the scope of this project it is expected to adopt a similar approach, while providing on-site "training" for future technical assessors and representatives of "pilot-laboratories".
<b>Objective of the activity</b>	Provide future technical assessors with practical insight on the assessments performed in chosen priority fields
<b>Methodology</b>	Croatian experts (likely to become technical assessors in the environmental field) assisting an assessment performed in an EU member state
<b>Implementation period</b>	By June 2008
<b>Expected result</b>	HAA staff / contractors familiarised with methods used and technicalities linked to performed assessment in the chosen field
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian experts</li> </ul>

	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	Laboratory assessments in EU member states suitable for the witnessing by Croatian assessors have been identified. The current efforts are focused on consorting agendas.


<b>Activity 7.6</b>	<b>Environmental protections (water and air) - witnessing of the assessments, performed by EU assessors</b>
<b>Background information</b>	A number of applicant laboratories are expected by the Croatian Accreditation Agency in the middle-term acting in the environmental and alimentary fields. HAA has identified suitable applicant laboratories. The laboratory at the <i>Public Health Institute – Istria region (ZJZIZ)</i> has been the applicant subjected to <i>First accreditation assessment</i> against the referent standard <i>HRN EN ISO/IEC 17025:2006</i>
<b>Objective of the activity</b>	Assessing applicant laboratory in chosen priority fields
<b>Methodology</b>	EU experts (3) performing assessment of applicant pilot-laboratory in Croatia
<b>Implementation period</b>	October 2007
<b>Expected result</b>	HAA staff / contractors familiarised with methods used and technicalities linked to performed assessment in the chosen field
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian experts</li> </ul>

	<b>Status</b>	<b>COMPLETED</b>
	<b>Results</b>	Initially designed as pre-assessments, the activity has been up-graded to actual accreditation assessment. Three experts have been assigned as technical assessors and assisted HAA lead assessor in conducting a successful accreditation process of the applicant laboratory within a regional Public Health Institute in Istria.
	<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Assessment reports</li> </ul>


<b>Activity 7.7</b>	<b>Environmental protections (waste products / gas) - witnessing of the assessments, performed by EU assessors</b>
<b>Background information</b>	A number of applicant laboratories are expected by the Croatian Accreditation Agency in the middle-term to be acting in the environmental field. The agency has used in the past the concept of "pilot-applicants". HAA has identified two suitable applicant laboratories: "Metroalfa" (15 methods) and "Expert" (8 methods).
<b>Objective of the activity</b>	Assessing applicant laboratory in chosen priority fields
<b>Methodology</b>	EU experts (2) performing assessment in two applicant pilot-laboratories
<b>Implementation period</b>	March 2008
<b>Expected result</b>	HAA staff / contractors familiarised with methods used and technicalities linked to performed assessment in the chosen field
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian experts</li> </ul>

	<b>Status</b>	<b>COMPLETED</b>
	<b>Results</b>	Initially designed as pre-assessments, the activity has been up-graded to actual accreditation assessment. Two experts have been assigned as technical assessors (one per laboratory) and assisted HAA lead assessor in conducting the accreditation process of the applicant laboratories "Metroalfa" and "Expert" active in the field of air emissions. Recommendations have been addressed in both cases.
	<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Assessment reports</li> </ul>

Activity 7.10	Training in Metrology in Chemistry (TrainMiC II)
<b>Background information</b>	Metrology in Chemistry infrastructure in Croatia relies on the competence and skills of national experts. Achieving sustainable development of Metrology in Chemistry as well as accreditation of testing laboratories in the two target fields: food and environment - depend on thorough expert knowledge. Knowledge transfer based on standardised EU wide curricula (TrainMiC) has been initiated within the project through the first training event organised in March 2007.
<b>Objective of the activity</b>	Provide national basis for knowledge transfer through TrainMiC curricula delivered to Croatian practitioners
<b>Methodology</b>	Training workshop
<b>Implementation period</b>	14-15 March 2007
<b>Expected result</b>	Croatian practitioners trained on the basis of TrainMiC modules
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Trained Croatian experts</li> </ul>

	<b>Status</b>	<b>COMPLETED</b>
	<b>Results</b>	This achievement capitalises the success of previous actions, starting from the first TrainMiC session (Zagreb, 29-30 March 2007) and efforts to constitute and train a team of national trainers. The latter have translated the TrainMiC curricula in Croatian language and is able to deliver tailored trainings to practitioners from analytical labs, industry etc. The session took place on 14-15 March 2007 in Zagreb and gathered 36 Croatian practitioners.
	<b>Deliverables</b>	<ul style="list-style-type: none"> <li>36 trained participants</li> <li>Training materials in Croatian language</li> <li>Attendance list</li> <li>Evaluation forms</li> </ul>


Activity 7.11	Participation to International Proficiency Testing Conference
<b>Background information</b>	One member of the Croatian Accreditation Agency's (HAA) Sector Committee for Laboratories (Ms Olga Štajdohar-Pađen) attended First International Proficiency Testing Conference (Sinaia – Romania, 11th to the 13th October 2007). In addition to participation to the Metrology in Chemistry panel the event bears the advantage of presenting Croatian experiences in the field to fellow practitioners from Europe.
<b>Objective of the activity</b>	Knowledge transfer and exchange of experiences with European experts and practitioners in MiC, as well as raising awareness about on-going progress in national quality infrastructure
<b>Methodology</b>	Participation to relevant MiC conference at EU level
<b>Implementation period</b>	October 2007
<b>Expected result</b>	Familiarizing with EU tendencies and achievements in the field of MiC and presenting Croatian progress to fellow EU practitioners
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Presentation</li> </ul>

	<b>Status</b>	<b>COMPLETED</b>
	<b>Results</b>	HAA's Sector Committee for Laboratories representative participation to International Proficiency Testing Conference (Sinaia – Romania, 11th to the 13th October 2007). Delivering presentation on Croatian experiences in "Education and training of the laboratory staff as part of the laboratory competence" and participating to practitioners' MiC session.
	<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Presentation (by Ms Olga Štajdohar-Pađen)</li> </ul>

## 2.2.3 AWARENESS CAMPAIGN (AC)


### 10/ Organisation of public awareness activities

<b>Activity 10.1</b>	<b>Providing project presentation (1/3)</b>
<b>Background information</b>	Raising public awareness on the National quality infrastructure topics is one of the three pillars within the project planning. The inception report has in this sense revealed some of the weaknesses in terms of deficient support for national actors in the quality infrastructure field. Familiarizing major decision-makers (e.g. at ministries, industry etc) with the importance of supporting the development of an appropriate quality infrastructure has been defined as objective. CROLAB's annual conference provides clearly the relevant panel of representatives in the Republic of Croatia.
<b>Objective of the activity</b>	Raising the awareness about on-going progress in quality infrastructure field on national level
<b>Methodology</b>	Participation to a conference at the national level
<b>Implementation period</b>	October 2007
<b>Expected result</b>	Familiarizing decision-makers and relevant stakeholders with beneficiary institutions' activities and contribution
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Presentation delivered</li> </ul>

	<b>Status</b>	<b>COMPLETED</b>
	<b>Results</b>	The presentation of the progress achieved in the Quality Infrastructure field benefiting from project support took place at the CROLAB annual conference (Cavtat, 19th October 2007). Perspectives for future developments within the national institutions and their operating environment have been addressed while the interest of numerous attendants was attracted and fruitful discussions on existing issues have been triggered.
	<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Presentations (by Mr Mirko Vukovic and Dr Philip Taylor)</li> </ul>

### 11/ Drafting and printing adequate material for organised trainings, workshops and for other public awareness purposes

<b>11.3</b>	<b>Support of elaboration and publishing of information materials in conformity assessment priority sectors</b>
<b>Background information</b>	The Ministry of Economy, Labour and Entrepreneurship (MELE) as well as the quality infrastructure institutions are expected to keep economical operators informed about development of Croatian legislation and the harmonisation process.
<b>Objective of the activity</b>	Increase awareness about conformity assessment and the quality infrastructure
<b>Methodology</b>	Publishing (Internet and/or paper copy) of an information material(s)
<b>Implementation period</b>	May 2008
<b>Expected result</b>	Available information article on conformity assessment
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Information material (booklet)</li> </ul>

	<b>Status</b>	<b>IN PROGRESS</b>
	<b>Results</b>	The Internal Market Coordination Department within MELE has been steering the input for the conduct of this activity. Relevant information that would enable to identify the target group has been requested. Internal consultations involving also DZM and the Croatian Chamber of Commerce are in process.

## 2.3 IMPLEMENTATION FRAMEWORK

Following the adoption by the Parliament of the amended Metrology Act in October 2007, the State Office for Metrology is set on track towards anticipated changes. The new legal framework imposes the establishment of the Croatian Metrology Institute (HMI) as a public institution, entitled to the same status as for instance HZN and HAA. The emerging institute will inherit all former duties, competences and means of DZM in the scientific metrology field. On the other hand, the State Office for Metrology will mainly conserve its tasks in the legal metrology. In absence of timetable, the practical functioning of HMI can not be expected before the third quarter of 2008 (e.g. appointment of manager, adoption of statute, staff assignment etc.)

Along the same lines, the new institutional framework law (defining overall ministerial and other state institutions competences and organisation) shifts the State Office for Metrology under the auspices of the Ministry of Economy, Labour and Entrepreneurship, while the HMI (once established) will remain under the supervisory umbrella of the Ministry of Science, Education and Sports.

The developed National Strategy in the field of Metrology has not yet been adopted due to persisting delays in the official process at the Governmental level. However, EU integration agenda and announced initiative from the Ministry of Economy, Labour and Entrepreneurship are expected to accelerate the progress.

Besides some evident limitations in terms of absorption capacity, the project implementation is pursued with variable paces depending on the component. Hence, the standardisation component can clearly benefit from the recent regain of interest in the programmed assistance.

Formerly provided assistance through CARDS 2003 "Development of accreditation systems and support to national testing and calibration laboratories" has terminated in 2007. Nonetheless, the Project Implementation Unit at the State Office for Metrology has been still left understaffed while constantly handling a number of supply contracts, future project proposals, coordination with a number of involved Croatian Institutions, as well as activities within CARDS 2004, but also Regional CARDS 2006 project in the "Quality Infrastructure". While recruitments have not been on the schedule for the moment, some tailored training for the current PIU staff involved in large amount of highly requiring tasks can be beneficial on the long-run.

### 3 PLANNED ACTIVITIES FOR THE 4<sup>th</sup> REPORTING PERIOD – 05/10/2008)

(06/04/2008)

Deriving from the Inception reports' planning and taking into account the progress achieved during the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reporting periods the following activities are scheduled for the 4<sup>th</sup> reporting period:

N°	Component	Activity	Methodology
1.2	CB	Support to draft the organizational development strategy of the Croatian Metrology Institute	D2 / D4
1.4	CB	Fine-tuning of the HZN strategy	D2
1.5	CB	Support to establishment of the HZN business plan (human resources, financial planning)	D2
1.7	CB	HAA's strategy fine-tuning	D1 / D2
2.3	CB	Review of the standardization law and related laws, proposal for the amendments	D2 / D4
3.4	CB	Selection of laboratories potential to become national laboratories in chemistry field	D2
4.1	CB	Workshop on defining areas of cooperation with major partners	D2 / D3
4.4	CB	Training in managing metrology projects (additional)	D1
5.1	CB	Analysis of Internal Rules and Procedures	D2 / D4
5.3	CB	Support to HZN committee work (voting, notifications to CEN/CENELEC)	D1
5.4	CB	Visit at a NSB – exchange of experiences on TC work	D1
5.6	CB	Visit at a NSB – exchange of experiences on drafting of standards	D1
6.1	HR	Increasing financing of standardization – support to sale, especially e-sale and marketing	D1
6.3	HR	Standardization database management and IT security	D1
6.4	HR	Archiving of the documents – paper and electronic	D1
7.3	HR	Evaluation of laboratories progress to be designated as national laboratories in the field of metrology in chemistry and apply for accreditation	D2
7.4	HR	Environmental protections (water, emissions): witnessing of assessment in EU Member State	D1
7.5	HR	Food (organic farming): witnessing of assessment in EU Member State	D1
7.8	HR	Food (safety, quality) - mandatory area based on national regulations and/or EU directives: witnessing of assessment, performed by EU assessors	D2
7.12	HR	Post-proficiency testing workshop(Food)	D2 / D4
8.2	HR	Support to elaboration and implementation of necessary procedures and working instructions for newly selected national laboratories in the field of MiC	D2 / D4

9.1	HR	Workshops on European Technical Regulations	D2 / D3
10.1	AC	Providing project presentation on a national events	D2 / D3
10.2	AC	Organization of Metrology promotion day on the occasion of the Word Metrology Day - 20 May	D2 / D3
11.3	AC	Support to elaboration and publishing of information materials in priority conformity assessment sectors	D2 / D4
	Project Management	5th Steering Committee	D5

In order to facilitate the follow-up of the activities from the synthetic table above, the deliverables are always classified as follows:

<b>DELIVERABLES</b>	
<b>D1</b>	Croatian Experts on a training session abroad
<b>D2</b>	Short visit of EU experts to Croatia
<b>D3</b>	Events organised in Croatia
<b>D4</b>	Printed documents and materials
<b>D5</b>	Other deliverables - mainly project management (meetings etc.)

### 3.1 INSTITUTIONAL CAPACITY BUILDING (CB)

#### 1/ Drafting/updating strategies for beneficiary institutions

1.2	<b>Support to drafting of organizational development strategy of the Croatian Metrology Institute</b>
<b>Background information</b>	The amended Metrology Act provides the legal base for the establishment of the Croatian Metrology Institute (HMI). The elaborated National Strategy in the field of metrology provides larger framework relevant to the evolution of the national system. The HMI's institutional strategy should provide guidelines for: a/ the organisational structure b/ further development of the scientific metrology c/ interactions with the other institutions on the national and international scene
<b>Objective of the activity</b>	Elaborate an organisational strategy for HMI
<b>Methodology</b>	Working Group including HMI director and heads of laboratories
<b>Implementation period</b>	September 2008
<b>Expected result</b>	Formulated organisational strategy
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>HMI strategic document</li> </ul>

1.4	<b>Fine-tuning of the HZN strategy</b>
<b>Background information</b>	Since the establishment in 2005, the Croatian Standards Institute has elaborated an integrated strategy, including a clear vision and mission. In line with its major strategic objective of achieving CEN / CENELEC membership, the institution's management has expressed the willingness to share experiences with other Standards Institutes from EU member states on this, as well as other related topics. Availability of HZN's strategy is the main precondition to the successful conduct of the activity
<b>Objective of the activity</b>	Provide an insight on possible improvements of HZN's strategy
<b>Methodology</b>	Expert's visit to Croatia
<b>Implementation period</b>	By June 2008
<b>Expected result</b>	Aligning the document's wording with HZN's long term vision Making the document more relevant and up-dated in order to provide proper understanding within, as well as outside the organisation
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>Expert report, including provided comments on possible improvements of the Strategy</li> </ul>

1.5	<b>Support to establishment of the HZN business plan (human resources, financial planning)</b>
<b>Background information</b>	One of the objectives of the Institute's management remains to increase the level of financial self-reliance. Currently 10% of HZN incomes are originated by commercial activities (membership fees, selling of standards etc.). Even though operating under central treasury system, that excludes the possibility of an independent management of the generated resources, the Institute remains dedicated to its business friendly positioning. Proper planning of the longer-run perspectives is essential for HZN's further progress along this path. Draft business plan to be prepared by HZN is the main precondition to the successful conduct of the activity
<b>Objective of the activity</b>	Provide assistance while drafting a business plan for the Croatian Standards Institute
<b>Methodology</b>	Experts' visit to Croatia
<b>Implementation period</b>	By June 2008
<b>Expected result</b>	HZN has elaborated a business plan, based on its annual budget and including realistic expectations on generated proper income
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>HZN financial planning document</li> </ul>



<b>1.7</b>	<b>HAA's strategy fine-tuning with special insight on development potentials for PT scheme organisers in Croatia</b>
<b>Background information</b>	Under leadership of the top manager HAA has developed an organisational strategy at the moment of the establishment of the institution (December 2004). This strategic guidance document was designed to cover the initial three-year period (2005-2007). The efforts were therefore focused on the emergence of a reliable and recognised National accreditation body in the Republic of Croatia. The initial objectives have been completed at this stage and the organisation is oriented today towards addressing some of the longer-term challenges.
<b>Objective of the activity</b>	Up-dated HAA strategy covering the period (2008-2010)
<b>Methodology</b>	Two sessions of a mixed working group (including HAA management)
<b>Implementation period</b>	By June 2008
<b>Expected result</b>	HAA's management has acquired methodological tools for cyclical strategy formulation process Elaborated HAA strategy for the following three-year period
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• HAA strategic document (2008-2010)</li> <li>• Expert report, including provided comments on possible improvements of the Strategy</li> </ul>

## 2/ Revising the existing legislation

<b>2.3</b>	<b>Review of standardization law and related laws, proposals for amendments</b>
<b>Background information</b>	The fulfilment of the CEN/CENELEC membership criteria affects the national legislation.
<b>Objective of the activity</b>	To assist Croatian authorities identifying needs of potential changes in the standardization related legislation
<b>Methodology</b>	EU expert mission to Croatia
<b>Implementation period</b>	By May 2008
<b>Expected result</b>	Recommendations for amendments where necessary
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Report including recommendations for amendments where necessary</li> </ul>

## 3/ Networking in metrology in chemistry

<b>3.4</b>	<b>Selection of laboratories potential to become national laboratories in metrology in chemistry field</b>
<b>Background information</b>	The establishment of an institutional network of National reference laboratories (providing reference values) in the Metrology in Chemistry field requires a complex understanding of the particularities within the future national coordination body for the segment. Elaborating criteria for an objective selection of such actors that will become part of the system is only one of those issues. The connection with the National Strategy in the field of metrology has to be ensured.
<b>Objective of the activity</b>	Providing assistance in conducting a selection process of potential national reference laboratories in MiC
<b>Methodology</b>	EU expert mission to Croatia
<b>Implementation period</b>	April 2008
<b>Expected result</b>	Selection national laboratories on the basis of the predefined criteria
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Evaluation Committee's report</li> </ul>

**4/ Enhancing cooperation between relevant stakeholders**

<b>4.1</b>	<b>Workshop on defining areas of cooperation with major stakeholders</b>
<b>Background information</b>	The quality infrastructure elements: standardisation, metrology, accreditation, conformity assessment, comprise a system of interlinked components. Networking and interactions (internal, external) are essential for the overall output.
<b>Objective of the activity</b>	Enhancing cooperation between DZM, HZN, HAA, HMI (if established), Ministry of Economy, Labour and Entrepreneurship and their major stakeholders
<b>Methodology</b>	EU expert's visit and workshop
<b>Implementation period</b>	By September 2008
<b>Expected result</b>	Quality infrastructure institutions and their major stakeholders become more familiar each other, areas of common interest identified
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Workshop presentation</li> <li>• A list of identified areas of common interest</li> </ul>

<b>4.4 (additional)</b>	<b>Training in managing metrology projects</b>
<b>Background information</b>	<p>The emergence of the Croatian Metrology Institute (HMI) would affect the management of metrology projects at the level of the State Office for Metrology (DZM). The management of the latter institution perceives the current transition period (in view of HMI establishment) as an opportunity to further strengthen the administrative capacity for managing current and future projects in scientific metrology.</p> <p>In order to ensure coherent continuation of existent and possibly emerging projects the latter institution can benefit from investing in human capital within the Project Implementation Unit (PIU).</p> <p>The focus of the HMI being on the scientific metrology (and considering the interest for participation in international projects from the national standard-holder laboratories), it has been considered as beneficial to provide training for PIU staff.</p>
<b>Objective of the activity</b>	Familiarize PIU staff with future opportunities for (HMI) participation in metrology projects
<b>Methodology</b>	DZM / HMI staff on training abroad
<b>Implementation period</b>	June 2008
<b>Expected result</b>	DZM/HMI staff in position to formulate successful project proposal(s) in metrology
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Trained DZM/HMI staff (2)</li> </ul>

**5/ Support in preparing HZN for CEN and CENELEC membership**

<b>5.1</b>	<b>Analysis of Internal Rules and Procedures</b>
<b>Background information</b>	<p>This activity is an integral part of the assistance that has been agreed to be provided in supporting the Croatian Standards Institute on the way to fulfil the CEN / CENELEC membership criteria.</p> <p>In order to be conducted, it assumes that the Internal rules and procedures would be made available for consultation.</p>
<b>Objective of the activity</b>	Identify potential needs for improvement
<b>Methodology</b>	EU expert's mission
<b>Implementation period</b>	By May 2008
<b>Expected result</b>	Report containing recommendations
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Report</li> </ul>

<b>5.3</b>	<b>Support to HZN committee work (voting, notifications to CEN/CENELEC...)</b>
<b>Background information</b>	This activity is an integral part of the assistance that has been agreed to be provided in supporting the Croatian Standards Institute on the way to fulfil the CEN / CENELEC membership criteria.
<b>Objective of the activity</b>	Assess the practice of managing TCs
<b>Methodology</b>	HZN experts on a training session to CEN & CENELEC
<b>Implementation period</b>	May 2008
<b>Expected result</b>	HZN staff familiarised with CEN/CENELEC operating system
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Trained HZN experts (4)</li> </ul>

<b>5.6</b>	<b>Visit at a NSB – exchange of experiences on drafting of standards</b>
<b>Background information</b>	This activity is an integral part of the assistance that has been agreed to be provided in supporting the Croatian Standards Institute on the way to fulfil the CEN / CENELEC membership criteria.
<b>Objective of the activity</b>	Exchange of experience on drafting standards with fellow NSB from EU MS
<b>Methodology</b>	HZN experts on training session to a Member State's NSB
<b>Implementation period</b>	June 2008
<b>Expected result</b>	HZN experts familiar with EU MS's NSB practices in drafting standards
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Trained Croatian Experts (4)</li> </ul>

### 3.2 HUMAN RESOURCES DEVELOPMENT (HR)

#### 6/ Training for standardisation experts

<b>6.1</b>	<b>Increasing financing of standardization – support to sale, especially e-sale and marketing</b>
<b>Background information</b>	In line with the objective to assist HZN in fulfilling the CEN/CENELEC membership criteria a number of Croatian experts would have the opportunity to improve their skills in specific tasks conducted at the level of NSB. This approach includes exchanging experiences with fellow colleagues from MS's standardisation bodies. As a key assumption, HZN should be in a position to make the procured e-sales system operational.
<b>Objective of the activity</b>	Increase the sale of standards through e-sale and marketing efforts
<b>Methodology</b>	HZN experts on training session to a Member State's NSB
<b>Implementation period</b>	May 2008
<b>Expected result</b>	HZN able to launch E-sales operations
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Trained Croatian Experts (2)</li> <li>• Operating E-sales system</li> </ul>

<b>6.3</b>	<b>Standardization database management and IT security</b>
<b>Background information</b>	In line with the objective to assist HZN in fulfilling the CEN/CENELEC membership criteria a number of Croatian experts would have the opportunity to improve their skills in specific tasks conducted at the level of NSB. This approach includes exchanging experiences with fellow colleagues from MS's standardisation bodies.
<b>Objective of the activity</b>	Familiarise Croatian experts with MS NSB's management of databases
<b>Methodology</b>	HZN experts on training session to a Member State's NSB
<b>Implementation period</b>	June 2008
<b>Expected result</b>	HZN experts familiar with EU MS's NSB practices in managing databases
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Trained Croatian Experts (2)</li> </ul>

<b>6.4</b>	<b>Archiving of the documents – paper and electronic</b>
<b>Background information</b>	In line with the objective to assist HZN in fulfilling the CEN/CENELEC membership criteria a number of Croatian experts would have the opportunity to improve their skills in specific tasks conducted at the level of NSB. This approach includes exchanging experiences with fellow colleagues from MS's standardisation bodies.
<b>Objective of the activity</b>	Familiarise Croatian experts with MS NSB's archiving system
<b>Methodology</b>	HZN experts on training session to a Member State's NSB
<b>Implementation period</b>	June 2008
<b>Expected result</b>	HZN experts able to implement an adequate archiving system
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Trained Croatian Experts (1)</li> </ul>

#### 7/ Training courses in MiC for analytical laboratories and technical assessors

<b>7.3</b>	<b>Evaluation of laboratories progress to be designated as national laboratories in the field of metrology in chemistry and apply for accreditation</b>
<b>Background information</b>	Once the selection process of future national reference laboratories in MiC is concluded, assistance at the initial stage of integrating the national system would be needed.
<b>Objective of the activity</b>	Establish a viable system for traceability dissemination for selected chemical measurements
<b>Methodology</b>	EU expert mission to selected laboratories
<b>Implementation period</b>	June 2008 (following designation)
<b>Expected result</b>	Defined scope for accreditation
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Report including a plan of activities to be undertaken by the laboratory(ies)</li> </ul>

<b>7.4</b>	<b>Environmental protections (water, emissions) - mandatory area based on national regulations and/or EU directives: witnessing of the assessments, performed in EU Member State</b>
<b>Background information</b>	A number of applicant laboratories are expected by the Croatian Accreditation Agency in the middle-term acting in the environmental and alimentary fields. HAA has used in the past the concept of "pilot-applicants" while performing accreditation exercise in pioneering fields. In the scope of this project it is expected to adopt a similar approach, while providing on-site "training" for future technical assessors and representatives of "pilot laboratories".
<b>Objective of the activity</b>	Provide future technical assessors with practical insight on the assessments performed in chosen priority fields
<b>Methodology</b>	Croatian experts (likely to become technical assessors in the environmental field) assisting an assessment performed in an EU member state
<b>Implementation period</b>	By May 2008
<b>Expected result</b>	HAA staff / contractors familiarised with methods used and technicalities linked to performed assessment in the chosen field
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Trained Croatian experts (3)</li> </ul>

<b>7.5</b>	<b>Food (organic farming): witnessing of assessment in EU Member State</b>
<b>Background information</b>	A number of applicant laboratories are expected by the Croatian Accreditation Agency in the middle-term acting in the environmental and alimentary fields. HAA has used in the past the concept of "pilot-applicants" while performing accreditation exercise in pioneering fields. In the scope of this project it is expected to adopt a similar approach, while providing on-site "training" for future technical assessors and representatives of "pilot laboratories".
<b>Objective of the activity</b>	Provide future technical assessors with practical insight on the assessments performed in chosen priority fields
<b>Methodology</b>	Croatian experts (likely to become technical assessors in the environmental field) assisting an assessment performed in an EU member state
<b>Implementation period</b>	By May 2008
<b>Expected result</b>	HAA staff / contractors familiarised with methods used and technicalities linked to performed assessment in the chosen field
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Trained Croatian experts (3)</li> </ul>

<b>7.8</b>	<b>Food (safety, quality) - mandatory area based on national regulations and/or EU directives: witnessing of assessment, performed by EU assessors</b>
<b>Background information</b>	A number of applicant laboratories are expected by the Croatian Accreditation Agency in the middle-term to be acting in the environmental field. The agency has used in the past the concept of "pilot-applicants".
<b>Objective of the activity</b>	Assessing applicant laboratory in chosen priority fields
<b>Methodology</b>	EU experts performing assessment in applicant pilot-laboratory
<b>Implementation period</b>	September 2008
<b>Expected result</b>	HAA staff / contractors familiarised with methods used and technicalities linked to performed assessment in the chosen field
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Trained Croatian experts</li> </ul>

7.12	<b>Post-proficiency testing workshop (Food)</b>
<b>Background information</b>	<p>The development a national system for traceability dissemination (in MiC) comprises the organisation of inter-laboratory comparisons (ILC) for strategically important matrices and compounds (e.g. components in milk, coastal water or wine etc). It has been identified that providing technical advise to emerging national ILC organisers would be beneficial (e.g. handling stability and homogeneity of samples etc).</p> <p>For this purpose, experts would visit and provide advice to Croatian ILC organising laboratories. Once the measurements are conducted by participating laboratories, assistance will be provided in managing statistical analysis and organising post-proficiency testing workshop.</p> <p>The rationale for this action would be to transfer knowledge to Croatian experts that would be able to repeat the exercise independent of external assistance in the future. The result would critically depend on the capability of organising laboratory to manage an ILC.</p>
<b>Objective of the activity</b>	<p>1/ Provide experts' advises to national ILC organisers                  2/ Assist on statistical analysis of the results                  3/ Draw conclusions</p>
<b>Methodology</b>	<p>1/ Experts mission to Croatia                  2/ Croatian Experts visit of EC JRC – IRMM                  3/ Organised post-proficiency testing workshop</p>
<b>Implementation period</b>	June 2008 and September 2008
<b>Expected result</b>	ILC results presented
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Report with recommendations on conducted ILC</li> </ul>

**8/ Development of procedures and working instructions**

8.2	<b>Support to elaboration and implementation of necessary procedures and working instructions for newly selected national laboratories in the field of MiC</b>
<b>Background information</b>	<p>Following the completion of the selection process, national reference laboratory(ies) would be assisted in setting-up a system for disseminating traceability for strategically important chemical measurements. Basic assumption is that selected laboratories will comply with the requirements from the selection process.</p>
<b>Objective of the activity</b>	Assist the elaboration of a quality system
<b>Methodology</b>	Expert mission to selected laboratory(ies)
<b>Implementation period</b>	From September 2008
<b>Expected result</b>	Laboratory staff able to operate under quality system
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• List of recommendations</li> </ul>

**9/ Training related to Conformity assessment topics**

9.1 (a)	<b>Training on "Operating as a Conformity Assessment Body in the scope of the New Approach Directives"</b>
<b>Background information</b>	Croatian conformity assessment system is in a process of establishment. Some conformity assessment bodies are already operational, others have a potential to become designated. Croatia is considering starting negotiations with the European Commission on a mutual recognition agreement (PECA/ACCA) for priority industrial sectors. Governmental officials, conformity assessment bodies and industrial operators need some training complementarily to the one provided by CARDS 2003 and other previous projects. Following beneficiaries' request, two related workshops adapted to specific audience will be conducted in June and September 2008.
<b>Objective of the activity</b>	Provide an up-dated information about the accreditation/designation procedure of a conformity assessment body and conformity assessment modules
<b>Methodology</b>	Workshop
<b>Implementation period</b>	June 2008
<b>Expected result</b>	Designated and potential conformity assessment bodies familiarised with the accreditation/designation procedure and conformity assessment modules
<b>Deliverables</b>	Training materials List of participants

9.1 (b)	<b>Training on "The New Legislative Framework"</b>
<b>Background information</b>	Croatian conformity assessment system is in a process of establishment. Some conformity assessment bodies are already operational, others have a potential to become designated. Croatia is considering starting negotiations with the European Commission on a mutual recognition agreement (PECA/ACCA) for priority industrial sectors. Governmental officials, conformity assessment bodies and industrial operators need some training complementarily to the one provided by CARDS 2003 and other previous projects. Following beneficiaries' request, two related workshops adapted to specific audience will be conducted in June and September 2008.
<b>Objective of the activity</b>	Provide information about the newly adopted legislative framework in the field of conformity assessment and market surveillance
<b>Methodology</b>	Workshop
<b>Implementation period</b>	<b>September/October 2008</b>
<b>Expected result</b>	Governmental officials from competent ministries, the accreditation body and market surveillance authorities familiarised with "The New Legislative Framework"
<b>Deliverables</b>	Training materials List of participants

### 3.3 AWARENESS CAMPAIGN (AC)

#### 10/ Organisation of public awareness activities

10.1	Providing project presentation
<b>Background information</b>	Raising public awareness on the National quality infrastructure topics is one of the three pillars within the project's planning. The inception report has revealed some of the weaknesses in terms of deficient support for national actors in the quality infrastructure field. Familiarizing major decision-makers at the relevant ministries with the importance of supporting the development of an appropriate quality infrastructure.
<b>Objective of the activity</b>	Raising the awareness about on-going progress in quality infrastructure field on national level
<b>Methodology</b>	Participation to a workshop / conference at national level
<b>Implementation period</b>	By October 2008
<b>Expected result</b>	Familiarizing decision-makers and relevant stakeholders with beneficiary institutions' activities and contribution
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Presentation delivered</li> </ul>

10.2	Organization of Metrology promotion day on the occasion of the World Metrology Day - 20 May
<b>Background information</b>	The State Office for Metrology in cooperation with other national actors in the metrology field (e.g. Croatian Metrology Society, measuring instruments manufacturers etc.) envisage organising an event at the occasion of the World Metrology Day (20 <sup>th</sup> May). A contribution from lecturer, presenting current trends and achievements in metrology has been requested.
<b>Objective of the activity</b>	Increase the public awareness on metrology
<b>Methodology</b>	EU expert presentation on Croatia
<b>Implementation period</b>	May 2008
<b>Expected result</b>	Relevant decision-makers and stakeholders informed on the role and importance of metrology
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Presentation within organised event by Croatian metrology actors</li> </ul>

#### 11/ Drafting and printing adequate material for all organised trainings, workshops and for other public awareness purposes

11.3	Support of elaboration and publishing of information materials in conformity assessment priority sectors
<b>Background information</b>	The Ministry of Economy, Labour and Entrepreneurship as well as the quality infrastructure institutions are expected to keep economical operators informed about development of Croatian legislation and the harmonisation process.
<b>Objective of the activity</b>	Increase awareness about conformity assessment and the quality infrastructure
<b>Methodology</b>	Publishing (Internet and/or paper copy) of an information material(s)
<b>Implementation period</b>	May 2008
<b>Expected result</b>	Available information article on conformity assessment
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Information material (booklet)</li> </ul>



## **4 CONCLUSIONS AND RECOMMENDATIONS**

### **4.1 KEY ASSUMPTIONS**

The key assumptions would have to be valid as crucial precondition to the successful implementation of the planned activities:

- The Government will allocate necessary financial and human resources to meet the obligations of the Project Partner as defined in these Terms of Reference;
- The Government will adopt the National Strategy in the field of metrology and competent institutions will adequately implement the above strategy.
- Active involvement of all parties in the project and manifested dedication to the achievement of the objectives;
- The Ministry of Economy, Labour and Entrepreneurship (even though not a direct beneficiary of this project) will assume its coordinating role in the conformity assessment field and will enable inclusion of all competent authorities and stakeholders in project activities.
- The Project Implementation Unit being the main interlocutor between the Project partner, the consultant and the EC Delegation in Zagreb, is sufficiently staffed and trained and benefits from an adequate support from the management and staff of the beneficiary institutions;
- The management of the Croatian Standards Institute is committed to the fulfilment of the agreed objectives and contributes to the conduct of the programmed activities.
- The State Office for Metrology publishes the call and on the basis of the corresponding ordinance performs the selection of reference laboratories acting in the field of Metrology in Chemistry.

### **4.2 ENHANCING RISKS**

- Further delays in adopting the National Strategy in the field of Metrology;
- Failure to start implementing the developed Strategy, by the key institutional actors;
- Further delays in the practical establishment of the Croatian Metrology Institute (nomination of a top manager, allocation of staff etc.);
- Lack of available staff at the newly established HMI that will be dedicated to the conduct of the planned tasks;
- Lack of interest and/or availability at the relevant ministries having competences linked to conformity assessment activities.

### **4.3 RECOMMENDATIONS**

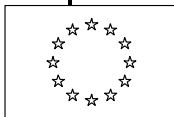
1. Timely adoption of the National strategy in the field of metrology and its implementation are critically important for further progress to be achieved in this element of the national quality infrastructure. Furthermore, future decisions have to be respectful of the principles laid down in the strategy in order to ensure effective and efficient distribution of the resources, whether from the national or the EU funding.
2. An appropriate selection process of National reference laboratories in the Metrology in Chemistry field needs absolutely to be completed. The realisation of the later still has to be fulfilled by the State Office for Metrology. Failure to successfully complete this process would compromise the effectiveness of supplied equipment!
3. The decision from the top management of the Croatian Standards Institute in 2008 to finally move forward with the implementation plan offers basis for progress in this field. The requested program including a number of training sessions for HZN experts is meant to assist the fulfilment of CEN/CENELEC membership criteria. A continuous dedication from the top management to achieve the agreed objectives is instrumental to the success.

4. Much of the expected activities linked to the conformity assessment component depend largely on the involvement and interest manifested from competent ministries. In the first line, the Ministry for Economy, Labour and Entrepreneurship and its steering competence related to the Internal Market determine the dynamics of this process. Dedicated staff at the Internal Market Coordination Department and constructive interaction with national stakeholders in the Quality Infrastructure - are extremely important for the conduct of the envisaged activities within the Conformity Assessment component.

## **ANNEXES**

- Annex 1: Logical Framework
- Annex 2: Overall work-plan of the project
- Annex 3: Detailed work-plan for the 4th implementation period
- Annex 4: Overall Output Performance Plan
- Annex 5: Minutes from the 1<sup>st</sup> Steering Committee (October 2006)
- Annex 6: Minutes from the 2<sup>nd</sup> Steering Committee (April 2007)
- Annex 7: Minutes from the 3<sup>rd</sup> Steering Committee (October 2007)
- Annex 8: Resources Absorption Report

## Annex 1: Logical Framework



<b>Project title:</b>  <b>Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System</b>		<b>Project starting date:</b>  16/05/2006	<b>Updated on:</b>  01/10/2007
<b>Contract N:</b>  116536 (30018)	<b>Project end date:</b>  15/05/2009		<b>Sheet no.</b>
<b>Intervention logic</b>	<b>Objectively verifiable indicators</b>	<b>Sources of verification</b>	<b>Assumptions and risks</b>
<b>Overall objective:</b>			
The overall objective is to further develop the quality infrastructure in Republic of Croatia, in line with the provisions of the SAA, and to create an enabling environment for the Croatian industries and manufacturers to improve their trade and industrial relations with the EU and international markets as well as quality of life	Readiness of all beneficiaries to operate according to EU requirements	Various reports from relevant European organisations e.g. WELMEC, CEN/CENELEC	Continuous support from the Croatian Government to strengthen the role of technical infrastructure
<b>Specific objectives:</b>			
1/ Strengthen the national quality infrastructure system	Upgraded expertise of the quality infrastructure actors	Evaluation reports	Dedication to the objectives of all beneficiary institutions, as well as competent ministries and stakeholders
2/ Improve the technical expertise	Provided trainings for National experts	Experts' reports	Available experts and motivated management
3/ Raise public awareness on importance of proper functioning of national quality infrastructure	Organised public awareness events	Presentations, reports and distributed documents	Readiness at the competent ministries to support the efforts in up-grading the National quality infrastructure's institutional actors
<b>Project Purpose</b>			
To upgrade the performance of the national accreditation and the national standard services as well as the national metrology infrastructure in order to ensure continued improvement and harmonisation with EU system as well as to support them in preparing for membership in the relevant European organisations	Operational institutions in all priority areas	Project and expert reports, other national reports	Manifested continuous support towards achievement of the defined objectives from the top management and staff of all beneficiary institutions; Availability of motivated staff members within the institutions
<b>Activities:</b>			
<b>1/ Institutional capacity building</b>			
Drafting/updating strategies for beneficiary institutions	Strategic guidelines for all beneficiary institutions	Strategic documents reviews	Dedicated management that has a clear and realistic vision on the longer-run perspectives for the respective institution
Revising the existing legislation	Proposals for amending existing legislation	Proposed amendments	Inter-institutional consensus on the need to revise a relevant legislative acts; Full support from competent ministries;

			Inconsistencies between amended Metrology act and the Strategy, linked to disrupted sequencing of the activities; Risk of repetitive revisions of legislation due to partial alignment with the EU requirements
Networking in metrology in chemistry	Selected reference laboratories in MiC	Trainer's reports	Establishment of strategic partnerships between existing institutions is necessary
Enhancing cooperation between relevant stakeholders	Identified fields of cooperation between all relevant stakeholders	List of identified areas of cooperation	Mutually identified points of interest for cooperation between the relevant institutions;
Support in preparing HZN for GEN and CENELEC membership	Application to full membership ready for submission	Progress evaluation reports	Manifested dedication from management and staff to fulfil the criteria; Clear and visible support from the relevant ministries and national stakeholders;
<b>2/ Human Resources Development</b>			
Training for standardisation experts	Standardisation experts trained in number of areas	Croatian experts' reports	Available, motivated staff members within the Standards body; Full support from the corresponding line management;
Training courses in metrology in chemistry for analytical laboratories and technical assessors	Number of trained attendants	Expert's reports	Available human resources in the relevant institutions; Dynamism of the corresponding National MiC team; Interest within analytical laboratories on the raised topics;
Development of procedures and working instructions	Provided proposals for drafting procedures and working instructions	Draft recommendations	Successful selection of future national reference laboratories in MiC is conducted by HMI
Training related to conformity assessment topics	Number of conformity assessment bodies	Experts' reports	Possibility for the national actors to identify the priority areas; Manifested interest from end-users
<b>3/ Awareness campaign</b>			
Organisation of public awareness activities	Number of public awareness activities organised	Organisers' reports Agendas Presentations	Manifested interest from the key stakeholders in the organisation of such events; Readiness to contribute with presentations from the beneficiary institutions; Support from the relevant ministries
Drafting and printing adequate material for all organised trainings, workshops and for other public awareness purposes	Printed leaflets and other documents	Produced documents	Identified fields of major interest; Readiness from the beneficiary institutions and other national actors to contribute to the drafting process
			<p><b>Preconditions</b></p> <ul style="list-style-type: none"> <li>• All beneficiaries receptive and committed to ongoing pre-accession assistance project(s);</li> <li>• Availability of results achieved under CARDS 2003 project in order to ensure proper follow-up;</li> <li>• Consistent vision about the development of national metrology, standardisation, conformity assessment and accreditation system;</li> </ul>

**Annex 2: Overall work-plan of the project**

<b>Project Title:</b>	Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System	<b>Contract number:</b>	116536 (30018)	<b>Country:</b>	Croatia
<b>Contract Duration:</b>	36 months	<b>Prepared on:</b>	05/04/2008	<b>Consultant:</b>	EC JRC-IRMM

No	Activities	Outputs	Reporting periods				Results	Deadline
			1st Oct 06 / Apr 07	2nd Apr 07 / Oct 07	3rd Oct 07 / Apr 08	4th Apr 08 / Oct08		
<b>Component 1: Drafting/updating strategies for beneficiary institutions</b>								
1.1	Study visits to EU countries where responsibilities for metrology are distributed between several institutions	D1					DFM & SMU study visits	Mar-06
1.2	Support to drafting of organizational development strategy of the Croatian Metrology Institute	D2				Sep-08	conditioned by NMI establishment	
1.3	Support to drafting of organizational development strategy of the Croatian Metrology Institute (follow-up)	D2						Oct-08
1.4	Fine-tuning of the HZN strategy	D2				Jun-08		
1.5	Support to establishment of the HZN business plan (human resources, financial planning)	D2				Jun-08		
1.6	Support to establishment of the HZN business plan – follow-up	D2						Mar-09
1.7	HAA's Strategy fine-tuning with special insight on development potentials for PT scheme organisers in Croatia	D2 / D4				Apr-08		
<b>Component 2: Revising the existing legislation</b>								
2.1	Review of the Law on Metrology and harmonized legal acts, proposal for the amendments	D4				May-08		

2.2	Review of legislation in which the New Approach Directives are transposed, proposal for the amendments	D4	Modified				Presentation at MELE on NAD implementation	Nov-06
2.3	Review of the standardization law and related laws, proposal for the amendments	D2 / D4				May-08		
2.4	Support to drafting of amendments to the Law on metrology	D2 / D4					Amendments to the law	Feb-07
2.5	Drafting on amendments to the Law on technical requirements for products and on conformity assessment	D2 / D4	cancelled				CARDS 2003 Provided assistance	
2.6	Further support on legislation approximation	D2						Oct -08
<b>Component 3: Networking in metrology in chemistry</b>								
3.1	Presentation Workshop of stakeholders involved in Metrology in Chemistry	D3					80 participants	Jan-07
3.2	Selection of laboratories potential to become national laboratories in metrology in chemistry field	D2					Presentation on MiC to DZM managers	Mar-07
3.3	Selection of laboratories potential to become national laboratories in metrology in chemistry field	D2					Recommended selection criteria	Oct-07
3.4	Selection of laboratories potential to become national laboratories in metrology in chemistry field	D2				Apr-08	Evaluation Committee	
<b>Component 4: Enhancing cooperation between relevant stakeholders</b>								
4.1	Workshop on defining areas of cooperation with major partners	D3				Sep-08	conditioned by NMI establishment	
4.2	Support to newly established Croatian Metrology Institute in building-up relations with stakeholders	D2						Nov-08
4.3	Providing assistance in drafting MoUs	D4						Jan-09
<b>Component 5: Support in preparing HZN for CEN and CENELEC membership</b>								

5.1	Analysis of Internal Rules and Procedures	D2 / D4				May-08		
5.2.	Analysis of Internal Rules and Procedures – follow up	D2 / D4						Feb-09
5.3	Support to HZN committee work (voting, notifications to CEN/CLC...)	D2				May-08	working session to CEN/CENELEC	
5.4	Visit at a NSB – exchange of experiences on TC work	D1				Jun-08	working sessions to NSBs	
5.5	Support to drafting of standards	D2						Oct-08
5.6	Visit at a NSB – exchange of experiences on drafting of standards	D1				Jun-08	working sessions to NSBs	
5.7	Support to preparation of the CEN/CENELEC application	D2 / D4						Jan-09
5.8	Preparation for the CEN/CENELEC-audit – exercising audit situations	D2						Feb-09
5.9	Support to full integration into CEN/CENELEC system	D2						Apr-09
<b>Component 6: Training for standardisation experts</b>								
6.1	Increasing financing of standardization – support to sale, especially e-sale and marketing	D2				May-08	conditioned by e-sale system	
6.2	Increasing financing of standardization – support to sale, especially e-sale and marketing – follow up	D2						Mar-09
6.3	Standardization database management and IT security	D2				Jun-08	working sessions to NSBs	
6.4	Archiving of the documents – paper and electronic	D1				Jun-08	working sessions to NSBs	
6.5	Support to establishment of the terminology database	D2						Nov-08
6.6	Support to drafting the TOR for further support in terminology database	D2 / D4						Dec-08



6.7	Train-the-trainers specific session	D3							Nov-08
<b>Component 7: Training courses in metrology in chemistry for analytical laboratories and technical assessors</b>									
7.1	Workshop providing training for staff of newly selected national standard laboratories in the field of metrology in chemistry	D2 / D4						Trained Croatian experts (3)	Mar-08
7.2	Translation of TrainMiC training materials in Croatian language	D4						TrainMiC modules in Croatian	
7.3	Evaluation of laboratories progress to be designated as national laboratories in the field of metrology in chemistry and apply for accreditation	D2					Jun-08	Conditioned on selection of MiC ref. labs	
7.4	Environmental protections (water, emissions): witnessing of assessment in EU Member State	D1					May-08		
7.5	Food (organic farming): witnessing of assessment in EU Member State	D1					Sep-08		
7.6	Environmental protections (waste products): witnessing of assessments, performed by EU assessors	D2					Oct-07	ZJZIZ (3 assessors)	
7.7	Environmental protections (environnement): witnessing of assessment, performed by EU assessors	D2					Mar-08	Metroalfa, Ekspert (2 assessors)	
7.8	Food (safety, quality) - mandatory area based on national regulations and/or EU directives: witnessing of assessment, performed by EU assessors	D2					Sep-08	labs to be identified by HAA	
7.9	Training in Metrology in Chemistry (TrainMiC I)	D2						Trained Croatian experts (23)	Feb-07
7.10	Training in Metrology in Chemistry (TrainMiC II)	D2						Trained Croatian experts (36)	Mar-08
7.11	Participation to International Proficiency Testing Conference	D1						Presentation from Croatian expert	Oct-07
7.12	Post-proficiency testing workshop (Food)	D1					Jun-08	ILCs participants in priority fields	
7.13	Post-proficiency testing workshop (Environment)	D1							Dec-08

7.14	Post-proficiency testing workshop (Food)	D1						Dec-08
7.15	Specialised training for technical assessors (Food and Environment priority areas)	D1						Dec-08
7.16	Participation of Croatian participants to an international TrainMiC activity (held in Maribor-SLO)		additional				Trained Croatian experts (2)	Feb-07
7.17	TrainMiC "Train-the-Trainers" course			additional			Trained Croatian trainers (5)	Sep-07
<b>Component 8: Development of procedures and working instructions</b>								
8.1	Peer-Assessment of the HAA management system according to ISO 17011	D2						Mar-09
8.2	Support to elaboration and implementation of necessary procedures and working instructions for newly selected national laboratories in the field of MiC	D2				Sep-08	conditioned by selection of MiC ref. labs	
<b>Component 9: Training related to conformity assessment topics</b>								
9.1	Workshops on European Technical Regulations	D3				Jun-08	To be defined by MELE	
9.2	Sector oriented workshops on conformity assessment	D3						Dec-08
<b>Component 10: Organisation of public awareness activities</b>								
10.1	Providing project presentation at least on 3 national events	D3			(1) Oct-07	(2) Apr-08		Mar-09
10.2	Organization of Metrology promotion day on the occasion of the World Metrology Day - 20 May	D3				May-08	depending on DZM's decision	
10.3	Workshop with the Croatian authorities on standardization and its interlinks with European technical legislation and conformity assessment system	D3						Dec-08
10.4	National conference on quality infrastructure, technical regulations and conformity assessment	D3						Nov-08

<b>Component 11: Drafting and printing adequate material for all organised trainings, workshops and for other public awareness purposes</b>								
11.1	Support of the elaboration and publishing of information leaflet on metrological infrastructure established in metrology in chemistry	D4					Leaflet presenting the concept of MiC	Jan-07
11.2	Support of the elaboration and publishing a booklet on European Technical Regulations	D4						Mar-08
11.3	Support of elaboration and publishing of information materials in conformity assessment priority sectors	D4				May-08	depending on MELE	
11.4	Preparing and printing info leaflet on one of the HAA priority fields	D4						Dec-08
<b>Project Management</b>								
	1st Steering Committee meeting	Inception Report						Oct-06
	2nd Steering Committee meeting	1st Interim Report						Mar-07
	3rd Steering Committee meeting	2nd Interim Report						Oct-07
	4th Steering Committee meeting	3rd Interim Report				Apr-08		
	5th Steering Committee meeting	4th Interim Report						Oct-08
	Final Steering Committee meeting	Final Report						Apr-09







**Annex 4: Overall Output Performance Plan**

<b>Project Title:</b>	Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System	<b>Contract number:</b>	116536 (30018)	<b>Country:</b>	Croatia
<b>Reporting period:</b>	6 months	<b>Updated on:</b>	01/10/2007	<b>Consultant:</b>	EC – DG JRC / IRMM
<b>Outputs (to be described and target dates indicated)</b>		<b>Agreed Objective Verifiable Indicators</b>		<b>Constrains and Assumptions (C/A)</b>	
Support to drafting of organizational development strategy of the Croatian Metrology Institute (HMI)	HMI strategic document	Establishment of the HMI			
		Management of the HMI designated			
		Willingness and dedication of the management to implement the National strategy			
Fine-tuning of the HZN strategy	Up-dated HZN strategy	HZN management's dedication to conduct the strategy elaboration process			
		Availability of the current Standards body strategic guidance document			
		Availability of HZN management and experts			
Support to establishment of the HZN business plan	HZN financial planning document	Availability of HZN management and relevant experts			
		Readiness of the beneficiary to share financial data			
HAA's Strategy fine-tuning	Up-dated HAA strategy 2008-2010	Commitment of HAA management to strategy formulation process			
		Available HAA strategic document 2005-2007			
Review of the standardization law and related laws, proposal for the amendments	Proposed amendments	HZN management's willingness to review the targeted pieces of legislation			
		Availability of the legal acts in English			
Selection of laboratories potential to become national laboratories in metrology in chemistry field	Recommendations with specific selection criteria to be applied while selecting future reference laboratories in MiC	Readiness of the State Office for Metrology to conduct the selection process			
		Interest from applicants to participate in the selection process for future reference laboratories in MiC			
Workshop on defining areas of cooperation with major partners	Workshop organised	Conditioned by the HMI establishment			
		Readiness of HMI management to boost cooperation with major partners			
Analysis of Internal Rules and Procedures	Proposed amendments	Available Internal Rules and Procedures			
		Availability of HZN experts			
Support to HZN committee work (voting, notifications to CEN/CENELEC...)	Trained Croatian experts	Availability of HZN experts			
Visit at a NSB – exchange of experiences on TC work	Trained Croatian experts	Possibility to find a convenient timing at the hosting institution			
		Availability of HZN experts			
Visit at a NSB – exchange of experiences on drafting of standards	Trained Croatian experts	Possibility to conciliate participating staff members' agendas			
		Availability of HZN experts			

Increasing financing of standardization – support to sale, especially e-sale and marketing	Trained Croatian experts	Operating E-sale system at HZN
		Availability of HZN experts
Standardization database management and IT security	Trained Croatian experts	Availability of HZN experts
Archiving of the documents – paper and electronic	Trained Croatian experts	Availability of HZN experts
Evaluation of laboratories progress to be designated as national laboratories in the field of metrology in chemistry and apply for accreditation	Evaluation report	Selected reference laboratories in MiC
		Availability of laboratory's staff
		DZM / HMI management support to emerging MiC activities
Environmental protections (water, emissions): witnessing of assessment in an EU Member State	Trained Croatian experts	HAA able to identify a pilot-laboratory in the relevant field
Environmental protections (waste products): witnessing of assessments, performed by EU assessors	Trained Croatian experts	HAA able to identify a pilot-laboratory in the relevant field
Food (organic farming): witnessing of assessment in EU Member State	Trained Croatian experts	HAA able to designate Croatian technical assessors in the field of interest
		Possibility to identify targeted assessments of laboratory(ies) in EU member states
Food (safety, quality) - mandatory area based on national regulations and/or EU directives: witnessing of assessment, performed by EU assessors	Trained Croatian experts	HAA able to identify a pilot-laboratory in the relevant field
Post-proficiency testing workshop(Food)	Workshop's presentation	Timely conducted Inter-laboratory Comparison (ILC)
		Presented results from the ILC at workshop
Support to elaboration and implementation of necessary procedures and working instructions for newly selected national laboratories in the field of MiC	List of recommendations	Selected reference laboratories in MiC
		Availability of laboratory's staff
		Dedication of laboratory's management and staff to implement quality system
Workshops on European Technical Regulations	Workshop	Interest from co-organising beneficiary institutions (i.e. MELE and DZM)
		Manifested Interest by Croatian stakeholders from private and public sectors
Providing project presentation on a national events	Presentation available	Possibility to participate to a National event related to the quality infrastructure topics in Croatia
Organization of Metrology promotion day at the occasion of the Word Metrology Day - 20 May	Presentations available	Beneficiary's involvement in co-organising the event
		Contribution with presentation(s) from DZN's management
Support in elaboration and publishing of information materials in conformity assessment priority sectors	Printed documents	MELE able to coordinate input from national actors in conformity assessment
		Beneficiaries able to consensually agree on priority sectors



**Annex 5: Minutes from the 1<sup>st</sup> Steering Committee meeting**



**EUROPEAN COMMISSION**  
 DIRECTORATE-GENERAL  
 JOINT RESEARCH CENTRE  
 Institute for Reference Materials and Measurements

Zagreb, 5<sup>th</sup> October 2006

**CARDS 2004 – CROATIA  
 QUALITY INFRASTRUCTURE**

**MINUTES**

**From the First Steering Committee meeting**

The Steering Committee meeting was shared for both CARDS 2004 projects, entitled:

- 1/ **Assessment of national priorities for metrology and conformity assessment**
- 2/ **Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System**

**Proposed Agenda**

<b>Activity</b>	<b>Approx. time</b>
• Welcome word by the Chairperson	5 min
• Steering Committee members' introduction	5 min
• Projects' presentation (Inception phase, plan, implementation):	15 min
<b>1/ Assessment of national priorities for metrology and conformity assessment</b>	
<b>2/ Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System</b>	
• Questions	10 min
• Discuss 1st Reporting period points (Oct '06 – Mar '07)	15 min
• Discussion	15 min
• Agree on the date for the next Steering Committee meeting	5 min

**Participants**

SC Members			Institution	Position	Note
Ms	Tajana	KESIĆ-ŠAPIĆ	Min. of Economy, Labour and Entrepreneurship	State Secretary	
Ms	Biserka	BAJZEK-BREZAK	HAA	Temporary director	Not present – delegated representative
Ms	Snježana	ZIMA	HZN	Temporary director	
Ms	Liljana	BAŠURA	DZM	Head of PIU	
Mr	Miroslav	BANIĆ	DZM	Head of OMP, PJ Zagreb	
Mr	Mirko	VUKOVIĆ	DZM	Director General	Not present – delegated representative
Mr	Davor	ČILIĆ	Central Office for Development Strategy and Coordination of EU Funds	Deputy State Secretary	Not present – delegated representative
Mr	Lino	FUČIĆ	Min. of Env.pro, Phy.pl. and Construction	Head of section for building construction	Not present – delegated representative
Dr	Sami	SAMARDZIC	Min. of Health and Social Welfare	Head of PIU	Not present – delegated representative
Mr	Dubravka	VLAŠIĆ - PLEŠE	Min. of Foreign Affairs and European Integration	Head of department	
Ms	Božena	VRBANIĆ	State Inspectorate	Deputy Chief Inspector	Not present – delegated representative
Ms	Friederike	WUENSCHMANN	EC Delegation in Zagreb	Sector manager	
Dr	Philip	TAYLOR	EC DG JRC - IRMM	Project Director	
Mr	Nikola	POPOSKI	EC DG JRC - IRMM	Team Leader	

Also attending:

- Ms Vlasta GACESA-MORIĆ - Croatian Standards Institute
- Ms Maja GUSIĆ - Croatian Accreditation Agency
- Ms Ladislava ČELAR - Ministry of Economy, Department for IM Coordination
- Dr Nineta MAJČEN - European Commission DG JRC – IRMM
- Ms Ani TODOROVA - European Commission DG JRC – IRMM
- Ms Nataša WEISS - State Inspectorate
- Ms Mirna ŠTAJDUHAR - Central Office for Development Strategy and Coordination of EU Funds

<b>Notes</b>
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- The Chairperson, State Secretary from the Ministry of Economy, Labour and Entrepreneurship, *Ms Kesić-Šapić* welcomed all participants at the first Steering Committee meeting for the CARDS 2004 projects:
  1. *Assessment of national priorities for metrology and conformity assessment (12 months duration), and*
  2. *Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System (36 months duration).*
- Introductory "tour de table" of all attendants followed the welcoming statement.
- The members of the Steering Committee Ms Božena VRBANIĆ, Dr Sami SAMARDŽIĆ, Mr Lino FUČIĆ, Mr Davor ČILIĆ were not present, while they have designated respective representatives.
- The Chairperson, *Ms Kesić-Šapić* stressed that the presence of all Steering Committee members would be requested and expected for the following SC sessions.
- Projects' team leader, *Mr Poposki* presented the proposed activities that have been concluded within both projects with the beneficiary institutions during the inception phase.
- Projects' director, *Dr Taylor* has illustrated the importance of the Quality Infrastructure element as a component of the Croatian accession to the EU, putting an accent on the crucial role of direct involvement of all relevant actors and decision-makers in the implementation phase in order to transform the plan into reality.
- The State Secretary, *Ms Kesić-Šapić* has expressed Croatia's Government and her own, full support to the projects and has encouraged all the participants to offer their best contribution in this process.
- Project's manager, *Ms Wünschmann* underlined the fact that having the European Commission as a consultant offers a unique opportunity for the beneficiaries, having in mind for instance the revision process of some core legislation. The Law on technical requirements for products and on conformity assessment is typically one of these points where Commission's inputs while drafting the amendments would be extremely beneficial. As a bottom line, this approach comforts both the Croatian Government and the European Commission as partners in the process of assimilating the "acquis communautaire".
- *Ms Vlašić – Pleše* clarified from the behalf of the Ministry of Foreign Affairs and European Integration, that a first draft of the revised Law on technical requirements for products and on conformity assessment has been circulated through the inter-ministerial consultation channels, but that the proposed text would be subject to further comments and improvements. Proposed assistance in this context would certainly be beneficial to the quality of the final output, before being submitted for adoption to the Parliament.
- From the behalf of the Croatian Accreditation Agency as one of the beneficiaries, *Ms Gusić* expressed management's satisfaction from the cooperation that has been established during the inception phase and the proposed plan as an outcome of this process.
- Presenting the view of one of the beneficiary institutions, the State Office for Metrology, *Ms Bašura* pointed out that the formulated proposals reflect DZM's expectations and that these draft reports offer good basis for further implementation.
- The director of the Croatian Standards Institute, *Ms Zima* (having done considerable efforts in order to attend two parallel meetings) concluded that the suggested planning, as well as the positive interaction with the consultant, is perceived by HZN as a solid ground on the way of achieving the listed objectives.
- Commenting on a positive note the submitted drafts of the inception reports, *Ms Wünschmann* has listed several remarks concerning the textual part, including:
  - Contract's starting date (16<sup>th</sup> instead of 15<sup>th</sup> of May 2006);
  - Project Implementation Unit (instead of Project Management Unit on p.10 and further);
  - Listing indicative m/days against suggested activities (this already been included in the latest version of the annexes; but not in the initial one);

- Copying the paragraph relevant for the Ministry of Economy's role to both draft Inception Reports;
  - Adjusting the recommendations part in both draft reports along the same lines.
- In the concluding word, the Chairperson, *Ms Kesić-Šapić* affirmed that she would be extremely supportive to the successful conduct of both projects and encouraged all participants to invest the required efforts in order to achieve the commonly agreed objectives.
  - The next Steering Committee meeting on both projects has been scheduled to take place after six months, at the very end of March 2007. At that time, the results from both projects' advances for the first implementation period would be presented through interim reports.
  - Furthermore, the final report on the 12 months lasting strategy producing project, entitled "Assessment of national priorities for metrology and conformity assessment", would be subject of a separate Steering Committee session, taking place three weeks before the end of this contract, meaning at the end of April 2007.
  - Steering Committee's envisaged sessions are presented in the following table:

Year 2006											
				May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				16th Signature of contracts	1st - 2nd Kick-off meeting	Inception phase...			5th First Steering Committee		
Year 2007											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
		Second Steering Committee	Final SC Strategy in Metrology	End of 12 months contract					Third Steering Committee		
Year 2008											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
		Fourth Steering Committee							Fifth Steering Committee		
Year 2009											
Jan	Feb	Mar	Apr	May							
			Final Steering Committee	End of 36 months contract							

Prepared by: Mr Nikola Poposki (project leader)

Authorised by: Ms Tajana Kesić-Šapić (Steering Committee's chairperson)

Distributed to Steering Committee's members:

Mr Mirko VUKOVIĆ, Ms Snježana ZIMA, Ms Biserka BAJZEK-BREZAK, Mr Miroslav BANIĆ, Ms Liljana BAŠURA, Ms Dubravka VLAŠIĆ – PLEŠE, Mr Davor ČILIĆ, Mr Lino FUČIĆ, Ms Božena VRBANIĆ, Dr Sami SAMARDZIĆ, Dr Philip TAYLOR, Ms Friederike WUENSCHMANN.

**Annex 6: Minutes from the 2<sup>nd</sup> Steering Committee meeting**

CARDS Program CROATIA 2004

"Assessment of National Priorities for Metrology and Conformity Assessment"

"Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System"

**Second Steering Committee Meeting**

**Zagreb, Republic of Croatia**

**10<sup>th</sup> of May 2007, starting at 10h00**

Conference room of the State Office for Metrology (ground floor),  
Ulica grada Vukovara 78, Zagreb

The Steering Committee meeting was shared for both CARDS 2004 projects, entitled:

- 1/ **Assessment of national priorities for metrology and conformity assessment**
- 2/ **Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System**

**Proposed Agenda**

Activity	Approx. time
• Welcome word by the Chairperson	5 min
• Steering Committee members' introduction	5 min
• Projects' presentation (Inception phase, plan, implementation):	15 min
<b>1/ Assessment of national priorities for metrology and conformity assessment</b>	
<b>2/ Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System</b>	
• Questions	10 min
• Discuss 1st Reporting period points (Oct '06 – Mar '07)	15 min
• Discussion	15 min
• Agree on the date for the next Steering Committee meeting	5 min

**Participants**

SC Members			Institution	Position	Note
Ms	Tajana	KESIĆ-ŠAPIĆ	Ministry of Economy, Labour and Entrepreneurship	State Secretary	
Mr	Mirko	VUKOVIĆ	DZM	Director General	
Ms	Biserka	BAJZEK-BREZAK	HAA	Director	
Mr	Dragutin	FUNDA	HZN	Director	Not present – delegated Ms Snježana ZIMA
Ms	Vesna	LUČIĆ-REGVAR	DZM	Head of PIU	
Mr	Miroslav	BANIĆ	DZM	Head of OMP, PJ Zagreb	
Mr	Davor	ČILIĆ	Central Office for Development Strategy and Coordination of EU Funds	Deputy State Secretary	Not present – delegated representative
Mr	Lino	FUČIĆ	Ministry of Environmental Protection, Physical Planning and Construction	Head of section for building construction	Not present without delegating representative
Dr	Sami	SAMARDZIC	Ministry of Health and Social Welfare	Head of PIU	Not present without delegating representative
Mr	Dubravka	VLAŠIĆ – PLEŠE	Ministry of Foreign Affairs and European Integration	Head of department	Not present – delegated representative
Ms	Božena	VRBANIĆ	State Inspectorate	Deputy Chief Inspector	Not present – delegated representative
Ms	Friederike	WÜNSCHMANN	EC Delegation in Zagreb	Sector manager	
Dr	Philip	TAYLOR	EC DG JRC - IRMM	Project Director	
Mr	Nikola	POPOSKI	EC DG JRC - IRMM	Team Leader	

Also attending:

- Ms Snježana ZIMA - Croatian Standards Institute, Deputy Director
- Ms Ladislava ČELAR - Ministry of Economy, Department for IM Coordination
- Ms Maja GUSIĆ - Croatian Accreditation Agency
- Ms Mirna ŠTAJDUHAR - Central Office for Development Strategy and coordination of EU Funds
- Ms Nataša WEISS - State Inspectorate

<b>Notes</b>
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- The Chairperson, State Secretary at the Ministry of Economy, Labour and Entrepreneurship, *Ms Tajana Kesić-Šapić* welcomed all participants at the second Steering Committee meeting for the CARDS 2004 projects:
  1. *Assessment of national priorities for metrology and conformity assessment (12 months duration), and*
  2. *Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System (36 months duration).*
- The members of the Steering Committee Dr Sami SAMARDŽIĆ and Mr Lino FUČIĆ were absent without delegating any representatives from their Ministries.
- Ms Božena VRBANIĆ and Mr Davor ČILIĆ were not present, while they have designated respective representatives.
- *Mr Nikola Poposki* presented the stages that have been achieved in the implementation of both projects within the first six months period:
  - Expressing the concerns that have been triggered by stakeholders' inputs in the consultation process on the National Strategy. Hence, the requirements stipulating the separation of different functions (regulatory, market surveillance...) should not necessarily be interpreted as imposing an obligation for creating new institutions;
  - Explaining that it was commonly agreed to extend the Strategy producing project for a three months period. The later will now end on the 15<sup>th</sup> of August 2007. Relatively slower interactions within the Working Group and sometimes insufficient feed-backs from stakeholders have contributed to the delays. However, the remaining time would be used to steer the inputs while finalising the Strategic analysis part and deriving a sound investment strategy that will reflect end-users needs and national priorities.
  - Emphasising that the ambitious plan for the following six months (including the summer holidays period), would require a dynamic interaction on each one of the intervention fields (metrology, standardisation, accreditation and conformity assessment);
  - Attention was brought to the fact that the launched revision of the Metrology Act under urgent procedure, before concluding the Strategic analysis process, had affected the logical sequencing of the activities. However, the future organization of the national metrology system that is stipulated under the revised Metrology Act appears as a convenient and least painful compromise. As a key feature, the text provides a framework for the establishment of the Croatian Metrology Institute (HMI). The later would be performing the tasks in the scientific field, while the regulatory functions would in principle remain within the State Office for Metrology.
- *Mr Mirko Vukovic* explained that DZM's management is in favour of a longer-run tendency that would steer the reorganisation towards a gradual shift of competencies in the regulatory field to existing institutions (including for instance the State Inspectorate, the Ministry of Economy, Labour and Entrepreneurship etc.). This evolution would avoid any radical disturbances within the existing organisation, but still be supportive to the adaptation of the National metrology system in line with National needs and European requirements.
- It was finally agreed that the existence of two institutions acting in the metrology field in the country is not the most cost-effective alternative. However, it can still be considered as the most appropriate while taking into account the social dimension of the reform. Hence, the model will eventually evolve on the longer-run to what is described as optimum within the Impact assessment exercise.
- *Ms Friederike Wünschmann* insisted on the importance of avoiding any misinterpretations of the benchmarks, being set for the opening of the EU accession negotiations under the Chapter 1: Free Movement of Goods.
- *Ms Biserka Bajzek-Brezak* complemented the observations by concluding that the final decision on the organisation of the National metrology system would have to address in the best possible manner its effectiveness and efficiency dimensions.

- Projects' director, *Dr Philip Taylor* has emphasised the importance of taking into account the evolutions in the wider European and global Metrology landscape, while making strategic decisions on the National playground.
- The Chairperson, *Ms Tajana Kesić-Šapić* draw a parallel between encountered dilemmas on the expected outcome of the current revision of the Metrology Act and the legislation drafting process on SME's. Thus, the optimal solution (resulting from an impact assessment exercise) does not necessarily have to be chosen immediately. Under constraints, it would be wise to align the decisions by taking into account complementary factors, such as: available financial resources, social expenses etc.
- Finally, it was agreed that the next Steering Committee will be the final one for the Strategy producing project. It was suggested to be held on the 19<sup>th</sup> of September.
- Steering Committee's envisaged sessions are presented in the following table:

Year 2006											
				May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				15th Signature of contracts	1st - 2nd Kick-off meeting	Inception phase...			First Steering Committee		
Year 2007											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				Second Steering Committee			End of Strategy	Final SC on Strategy	Third Steering Committee		
Year 2008											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
		Fourth Steering Committee							Fifth Steering Committee		
Year 2009											
Jan	Feb	Mar	Apr	May							
			Final Steering Committee								

Prepared by: Mr Nikola Poposki (project leader)

Authorised by: Ms Tajana Kesić-Šapić (Steering Committee's chairperson)

Distributed to Steering Committee's members:

Mr Mirko VUKOVIĆ, Ms Biserka BAJZEK-BREZAK, Mr Dragutin FUNDA, Mr Miroslav BANIĆ, Ms Vesna LUČIĆ-REGVAR, Ms Dubravka VLAŠIĆ – PLEŠE, Mr Davor ČILIĆ, Mr Lino FUČIĆ, Ms Božena VRBANIĆ, Dr Sami SAMARDZIĆ, Dr Philip TAYLOR, Ms Friederike WUENSCHMANN.



**Annex 7: Minutes from the 3<sup>rd</sup> Steering Committee meeting**

CARDS Program CROATIA 2004

"Assessment of National Priorities for Metrology and Conformity Assessment"

"Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System"

**Minutes from the Third Steering Committee Meeting**

**Zagreb, Republic of Croatia**

**3<sup>rd</sup> of October 2007, starting at 09h00**

Conference room of the State Office for Metrology (ground floor),  
Ulica grada Vukovara 78, Zagreb

The Steering Committee meeting was shared for both CARDS 2004 projects, entitled:

- 1/ Assessment of national priorities for metrology and conformity assessment**
- 2/ Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System**

**Proposed Agenda**

<b>Activity</b>	<b>Approx. time</b>
<b>1/ Welcome word (Chairperson)</b>	5 min
<b>2/ Final Steering Committee meeting – for the Project entitled: <i>Assessment of national priorities for metrology and conformity assessment</i></b>	
<ul style="list-style-type: none"> <li>• Presenting the final report and achieved results (Team Leader)</li> </ul>	15
<b>3/ Third Steering Committee meeting – for the Project entitled: <i>Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System</i></b>	
<ul style="list-style-type: none"> <li>• Activities during the Second reporting period (Apr 2007 – Sep 2007) (Team Leader)</li> </ul>	5 min
<ul style="list-style-type: none"> <li>• Planning for the Third reporting period (Oct 2007 – Mar 2008) (Team Leader)</li> </ul>	5 min
<b>4/ Steering Committee members' questions and observations</b>	20 min
<b>5/ Agree on the date for next Steering Committee</b>	5 min

<b>Participants</b>
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SC Members			Institution	Position	Note
Ms	Tajana	KESIĆ-ŠAPIĆ	Ministry of Economy, Labour and Entrepreneurship	State Secretary	Not present
Mr	Mirko	VUKOVIĆ	DZM	Director General	
Ms	Biserka	BAJZEK-BREZAK	HAA	Director	Not present – delegated Ms Maja GUSIĆ
Mr	Dragutin	FUNDA	HZN	Director	Not present – delegated Ms Snježana ZIMA
Ms	Vesna	LUČIĆ-REGVAR	DZM	Head of PIU	
Mr	Miroslav	BANIĆ	DZM	Head of OMP, PJ Zagreb	
Mr	Davor	ČILIĆ	Central Office for Development Strategy and Coordination of EU Funds	Deputy State Secretary	Not present – delegated Ms Mirna ŠTAJDUHAR
Mr	Lino	FUČIĆ	Ministry of Environmental Protection, Physical Planning and Construction	Head of section for building construction	Not present without delegating representative
Dr	Sami	SAMARDZIC	Ministry of Health and Social Welfare	Head of PIU	Not present without delegating representative
Mr	Dubravka	VLAŠIĆ – PLEŠE	Ministry of Foreign Affairs and European Integration	Head of department	
Ms	Božena	VRBANIĆ	State Inspectorate	Deputy Chief Inspector	Not present – delegated representative
Ms	Constantino	LONGARES BARRIO	EC Delegation in Zagreb	Head of Operations	
Dr	Philip	TAYLOR	EC DG JRC - IRMM	Project Director	
Mr	Nikola	POPOSKI	EC DG JRC - IRMM	Team Leader	

## Also attending:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Mr Lino Molteni</li> <li>• Ms Snježana ZIMA</li> <li>• Ms Maja GUSIĆ</li> <li>• Ms Mirna ŠTAJDUHAR</li> <li>• Ms</li> <li>• Ms Ani Todorova</li> <li>• Dr Nineta Majcen</li> </ul> | <ul style="list-style-type: none"> <li>- Delegation of the European Commission to the Republic of Croatia</li> <li>- Croatian Standards Institute, Deputy Director</li> <li>- Croatian Accreditation Agency</li> <li>- Central Office for Development Strategy and Coordination of EU Funds</li> <li>- State Inspectorate</li> <li>- European Commission DG JRC - IRMM</li> <li>- European Commission DG JRC - IRMM</li> </ul> |
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<b>Notes</b>
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- The Chairperson, State Secretary at the Ministry of Economy, Labour and Entrepreneurship, *Ms Tajana Kesić-Šapić* being prevented from attending the Steering Committee meeting at the last moment (due to parallel Parliamentary session concerning legislation in her field of competence), it was the Director of the State Office for Metrology, Mr *Mirko Vuković*, who welcomed all attendants at the third Steering Committee meeting for the CARDS 2004 projects:
  3. *Assessment of national priorities for metrology and conformity assessment (12 months duration), and*
  4. *Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System (36 months duration).*
- Unavailability of most of the SC members during September is at the origin of postponing the originally planned separate *Concluding Steering Committee session* on the (one year) strategy producing project. As a consequence, this meeting merges (as the two previous ones) both projects' SC into a single session.
- The members of the Steering Committee Dr Sami SAMARDŽIĆ and Mr Lino FUČIĆ were absent without delegating any representatives from their Ministries.
- On the other hand, Ms Biserka BAJZEK-BREZAK, Mr Dragutin FUNDA, Ms Božena VRBANIĆ and Mr Davor ČILIĆ were not present, while they have all delegated respective representatives.
- Based on the proposed agenda, Mr *Poposki* presented the key features of the completed Strategy producing project, entitled "*Assessment of national priorities for metrology and conformity assessment*". In the interest of time (and since the achievements would be subject to the following presentation at the Hotel International), the emphasis was on the aspects that have negatively affected the process:
  - Besides largely predetermined amendments to the Metrology Act - based essentially on key National stakeholders' expectations - the extensive delays in the adoption phase have negatively affected the logical sequencing of the activities;
  - The latter, in addition to the compromised provision of reliable and comparable data for the conduct of the Impact Assessment exercise, shadowed the crucial evidences from the strategic analysis part – those pointing out that critical deficiency of the existent metrology system lay within *competences* rather than *organisational structure*.
  - The level of involvement of competent Ministries in matters affecting *horizontal dimension* - of critically important areas for the European integration process - still requires substantial improvements.

On the other hand, the entire strategy formulation process has created positive synergies between metrology stakeholders on the National level, while providing ground for further constructive interactions.

In addition, complementary assistance would be provided through training beneficiary institution's staff members in the Impact assessment field within the larger related project. Further development of Human Resources is also in the focus of the Metrology in Chemistry action filed. The efforts in this sense are meant to support the implementation phase of the National Strategy in the field of Metrology.

The observation that the CARDS 2004 supply component has manifestly been identified as fully compatible with the nationally defined strategic priorities is as important, as the fact that proper implementation includes fulfilling all conditionality criteria from the design-phase. Adequate designation of respective laboratories by the State Office for Metrology is an integral part of this process.

- Concerning the complementary CARDS programme 2004 project, entitled "*Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System*", the following aspects have been emphasised while reporting on the 2<sup>nd</sup> implementation phase period:
  - Factual impossibility to establish contact with the manager of the Croatian Standards Institute is a handicap to the entire assistance in this action field. All efforts to draw manager's attention to the on-going project and the importance of HZN-driven activities in this sense have remained vain. While understanding that heavy working schedule on several fields imposes constraints on availability, progress can certainly be achieved by simply delegating tasks to relevant staff members.
  - The on-going activities linked to the Accreditation and MiC components would enter a new dimension with the coming assessments in HAA pilot-laboratories.
  - The dynamic of the programmed assistance in the Metrology field has been - and increasingly more would be dependant on the developments in amending the legal framework.

Regarding the next implementation period (October 2007 – March 2008) the activities are aligned with the overall planning and cover envisaged assistance to HZN in the view of fulfilling the CEN/CENELEC membership requirements, as well as training for Croatian assessors, pilot-laboratories and practitioners in MiC related priority fields.

- *Mr Longares Barrio*, as Head of Operations at the DEC had the opportunity to introduce to all participants *Mr Lino Molteni* as a new manager of the project at the level of the Delegation of the European Commission. Expressing expectations from the impact of the formulated National Strategy in the field of Metrology, *Mr Longares Barrio* emphasised the importance of adopting the document at Parliamentary level - confirming this way the commitment to achieve programmed objectives and fulfilling the negotiation process' benchmarks.
- *Mr Vukovic* expressed certain reserves regarding the dynamics of this process. Namely underlining that any adoption would be primarily subject to approval from the Ministry of Finance, before it can be submitted at the Governmental level. Hence, the context of the investment components needs to be properly communicated in order to potentially obtain Ministerial visa.
- *Ms Vlašić – Pleše*, affirmed in this respect that the Ministry of Foreign Affairs and European Integration is envisaging submitting the Strategy for Governmental approval without further delays. In the same perspective, the amended Metrology Act is expected to be adopted by the Parliament. Hence, the fulfilment of the benchmarks - being set for the opening of the EU accession negotiations under the Chapter 1: Free Movement of Goods - remains high on the agenda.
- After asking for any additional comments and/or conclusions (and observing none), *Mr Vukovic* invited all the members of the Steering Committee to join the presentation on the National Strategy in the field of Metrology, that was taking place as a follow-up activity at the nearby Hotel International.
- Finally, it was agreed that the next Steering Committee meeting - this time only on the larger project entitled "*Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System*" - would be held on the 5th of March 2008.

- Steering Committee's envisaged sessions are presented in the following table:

Year 2006											
				May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				15th Signature of contracts	1st - 2nd Kick-off meeting	Inception phase...			First Steering Committee		
Year 2007											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				Second Steering Committee			End of Strategy		Third Steering Committee		
Year 2008											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
		Fourth Steering Committee							Fifth Steering Committee		
Year 2009											
Jan	Feb	Mar	Apr	May							
			Final Steering Committee								

*Prepared by:* Mr Nikola Poposki

*Authorised by:* Mr Constantino Longares Barrio

*Distributed to Steering Committee's members:*

Ms Tajana KESIĆ-ŠAPIĆ (Steering Committee's chairperson), Mr Mirko VUKOVIĆ, Ms Biserka BAJZEK-BREZAK, Mr Dragutin FUNDA, Mr Miroslav BANIĆ, Ms Vesna LUČIĆ-REGVAR, Ms Dubravka VLAŠIĆ – PLEŠE, Mr Davor ČILIĆ, Mr Lino FUČIĆ, Ms Božena VRBANIĆ, Dr Sami SAMARDZIĆ, Dr Philip TAYLOR, Mr Lino MOLTENI

## Annex 8: Resources Absorption Report

ADMINISTRATIVE ARRANGEMENT116536 JRC-IRMM 30018	Budget all 3 years		Actual spent Year 1 (Period 1 and 2): 16/05/2006- 05/04/2007		Actual spent 3. Period 06/04/2007- 05/10/2007	Actual spent 4. Period 06/10/2007- 05/04/2008	Total actual spent from start date 16/05/2006 until 05/04/2008	% utilised from start date 16/05/2006 until 05/04/2008
	Expenses	Unit	# of units	Units	% utilised	Units	Units	% utilised
<b>1. Human Resources</b> (Salaries-gross amounts)								
1.1 Team Leader	man/days	441	20,0	5%	43,0	91,0	154,0	35%
1.2 Project Director	man/days	24	4,5	19%	8,0	4,5	17,0	33%
1.3 Project Administrative Assistant	man/days	245	18,0	7%	8,0	0,0	26,0	11%
1.4 STEs	man/days	510	47,0	9%	30,5	51,5	129,0	6%
<b>Subtotal Human Resources</b>		<b>1.220</b>	<b>89,5</b>	<b>7%</b>	<b>89,5</b>	<b>147,0</b>	<b>326,0</b>	<b>26,7%</b>
<b>2. Travel</b>								
2.1 International Travel Team leader	Per flight	24	4,0	17%	2,5		6,5	27%
2.2 International Travel Project Director	Per flight	9	0,5	6%	2,0		2,5	28%
2.3 International Travel STEs	Per flight	57	3,5	6%	1,9		5,4	9%
2.4 International Travel HR participants for seminars abroad	Per flight/car	35	6,0	17%			6,0	17%
2.5 Local travel costs (bus, taxi, etc)	Lump sum	3					0,0	0%
<b>Subtotal Travel</b>		<b>128</b>	<b>14,0</b>	<b>11%</b>	<b>6,4</b>	<b>0,0</b>	<b>20,4</b>	<b>16%</b>
<b>3. Per Diems</b>								
			Units	%utilised	Units			% utilised
3.1 Per diems Team Leader	Per diem	84	11,5	14%	6,5		18,0	21%
3.2 Per diems Project Director	Per diem	18	1,0	6%	5,0		6,0	33%
3.3 Per diems STEs	Per diem	168	10,6	6%	4,1		14,7	9%

3.4 Per diems Seminars HR participants abroad (EU Average)	Per diem	140	14,0	10%			14,0	10%
<b>Subtotal Per Diems</b>		<b>410</b>	<b>37,1</b>	<b>9%</b>	<b>15,6</b>	<b>0,0</b>	<b>52,7</b>	<b>13%</b>
<b>4. Other services - Reimbursables</b>								
4.1 Interpreters	Lump sum	3						
4.2 Seminars (in Croatia and EU)	Per seminar	14						
<b>Subtotal Other costs, services</b>								
<b>5. Subtotal direct project costs (1-4.)</b>	<b>EURO</b>	<b>700.000</b>	<b>47.961</b>	<b>7%</b>	<b>52.114</b>	<b>85.358</b>	<b>185.433</b>	<b>26%</b>

European Commission

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Title: CARDS 2004 – Croatia project “Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System” 3<sup>RD</sup> INTERIM REPORT

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**Abstract**

The third interim report of the CARDS programme 2004 - Croatia project "Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System" - offers an overview of the *conducted activities during the period*: from the 6<sup>th</sup> October 2007 to the 5<sup>th</sup> April 2008.

Furthermore, it is listing the *planned activities for the fourth reporting period* (06<sup>th</sup> April 2008 – 05<sup>th</sup> October 2008). They are derived from the overall scheduling of the project that has been concluded within the Inception report as well as the progress achieved during the previous implementation period.

Finally, the last chapter is meant to provide a *synthetic view on the achieved results* in the course of the third reporting period, derive *conclusions* and list the key fields requiring efforts for *further improvement*.



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