



Metrology in Albania CARDS 2003 Programme

EuropeAid/117815/85154/C/SV/AL
5th interim report
01/09/2006-28/02/2007

**Nineta Majcen, Philip Taylor
Ewa Bulska, Ani Todorova**



EUR 22895 EN - 2007

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

European Commission
Joint Research Centre
Institute for Reference Materials and Measurements

Contact information

Dr. Philip Taylor
European Commission
DG JRC
Institute for Reference Materials and Measurements
Retieseweg 111
B-2440 Geel
Belgium

E-mail: philip.taylor@ec.europa.eu
Tel.: +32 14 571 605
Fax: +32 14 571 863

<http://www.irmm.jrc.be/html/homepage.htm>
<http://www.jrc.ec.europa.eu>

Legal Notice

Neither the European Commission nor any person acting on behalf of the Commission is responsible for the use which might be made of this publication.

A great deal of additional information on the European Union is available on the Internet. It can be accessed through the Europa server
<http://europa.eu/>

JRC 38231

EUR 22895 EN
ISBN 978-92-79-06668-9
ISSN 1018-5593

Luxembourg: Office for Official Publications of the European Communities

© European Communities, 2007

Reproduction is authorised provided the source is acknowledged

Printed in Belgium

TABLE OF CONTENTS

1	Introduction.....	7
2	Report on activities from 01/09/2006 to 28/02/2007	8
2.1	Overview of the planned tasks in the reporting period.....	8
2.2	Detailed report on each task.....	11
2.3	Summary of activities in the period from 01/09/2006 to 28/02/2007	28
2.4	Summary of the activities from 09/08/2004 to 28/02/2007	30
3	Planning for the period from 01/03/2007 to 08/08/2007	43
3.1	Summary of the activities planned in the above period.....	43
3.2	Detailed description of the tasks starting in the next reporting period.....	44
3.3	Time schedule from 01/03/2007 to 08/08/2007	48
4	Conclusions	49
5	Appendixes	51

Beneficiary

Institute	General Directorate for Metrology and Calibration (DPM)
Contact person	Ms. Myrvete PAZAJ, Director
Address	Rruga "Sami Frasheri" 33, Tirana, Albania
Phone number	+355 423 31 74
Fax number	+355 423 34 62

Contractor

Institute	European Commission DG-JRC Institute for Reference Materials and Measurements (IRMM)
Contact person	Dr. Philip Taylor
Address	Retieseweg 111, B-2440 Geel
Phone number	+32 14 571 605
Fax number	+32 14 571 863

The 5th interim report has been presented at the 6th Steering Committee meeting in Tirana on 4th April 2007.

EC approval

Ms. Anna Ricciardi
Sector Manager

[Signature]

[Date]

The findings, conclusions and interpretations expressed in this document are those of the authors only and should in no way be taken to reflect the policies or opinions of the European Commission.

ABOUT THE PROJECT

Project title	Albania Metrology
Project number	EUROPEAID/85154/C/SV/AL
Country	Albania
Overall objective	The overall objective is to enhance the quality of commercial products produced in Albania and thereby Albanian export capacity, as well as increase trade. Improving quality of life is thus also an overall objective.
Project objective	<p>1. <u>Strengthening the metrology system by</u></p> <ul style="list-style-type: none"> • Improving the structure management capacity of the DPM, the regional directorates, the regional offices and district offices; • Enhancing the collaboration between the Metrology Directorate and other key national actors, regional centres and laboratories; • Promoting regional collaboration between Albania and the metrology organisations of the neighbouring countries; • Building the capabilities of selected laboratories; • Raising public awareness of metrology. <p>2. <u>Legal approximation</u></p> <ul style="list-style-type: none"> • Facilitating the adoption and implementation of guidelines, model regulations and international recommendations of the OIML, and of technical requirements set by the EU Directive on European Measuring Instruments.
Planned outputs	<p>1. <u>Strengthening the metrology system by</u></p> <ul style="list-style-type: none"> • An operational DPM; • Implemented system of metrology in Albania, including operational regional and district centres; • Operational laboratories; • Increased awareness on metrology. <p>2. <u>Legal approximation</u></p> <ul style="list-style-type: none"> • Albanian metrology legal framework compliant with international and EU guidelines.
Project activities	<p>1. <u>Capacity building</u></p> <ul style="list-style-type: none"> • Institutional assessment of the management capacities of the DPM, its administrative structure and coordination with institutions and other key actors; • Training needs analysis of the three regional centres and selected laboratories and delivery of a training <p>2. <u>Technical assistance</u></p> <ul style="list-style-type: none"> • Needs and priorities assessment in term of the legal framework for metrology, infrastructure building and equipment needed to meet basic requirements, including technical specification • Drafting of guidelines and regulations according to the recommendations of the International Legal Metrology Organisation (OIML) and the technical requirements set by the EU Directive on European Measuring Instruments (MID); • Technical assistance for the development of procedures and instructions for selected laboratories (in electrical sector, volume sector, temperature, pressure sectors, in the chemical and mass and length sectors) in order to update them to meet appropriate laboratory requirements and prepare them for accreditation. <p>3. <u>Awareness campaign</u></p> <ul style="list-style-type: none"> • Organisation of public awareness activities targeting consumers and companies and publishing information leaflets and other support materials.
Project starting date	09 August 2004
Project duration	36 months





1 Introduction

This interim report is divided in three parts:

- ▶ *Part 1:* Report on activities from 1 September 2006 to 28 February 2007
- ▶ *Part 2:* Planning for the period from 1 March 2007 to 8 August 2007
- ▶ *Part 3:* Other information related to the project.

The first reporting part is further divided as follows:

- ▶ an overview of the planned tasks for the period from 1 September 2006 to 28 February 2007
- ▶ detailed report on each task
- ▶ a summary of activities in the period from 1 September 2006 to 28 February 2007
- ▶ a summary of activities from the beginning of the project until the end of this reporting period (9 August 2004 – 28 February 2007)

As proposed in the second monitoring report (MR-40911.02-09/11/05, by A. Hoxha), the interim reports also include the work plan with milestones, broken down by activity, as planned in the inception report vs. already realised activities.

Additionally, following the recommendation from the third monitoring report (MR-40911.03-21/09/06, by A. Hoxha), a short information about the German Government founded project in the respective area is also included in this interim report.



2 Report on activities from 01/09/2006 to 28/02/2007

2.1 Overview of the planned tasks in the reporting period

In the frame of the CARDS project “Albania metrology”, three types of activities have been identified in the terms of reference and further described in the inception report:

- ▶ Capacity building and legal framework (CL)
- ▶ Technical assistance (TA)
- ▶ Public awareness (PA).

Within these activities and the project management (PM), thirteen (13) tasks were planned to be realised in the reporting period from 1 September 2006 to 28 February 2007. These tasks are listed in the Table 1. Additionally, expert advice in legislative topics was offered as proposed by DPM and participation as well as promotion of DPM at regional events was supported. These activities are stated in Table 3, while the on-going activities from the previous reporting period are listed in Table 2.

For achieving objectives of the planned tasks, the following methodology was used:

- ▶ Short-term training of Albanian experts abroad (D1)
- ▶ Long-term training of Albanian experts abroad (D2)
- ▶ Short stays of international experts in Albania (D3)
- ▶ Events organised in Albania (D4)
- ▶ Issuing publications and documents (D5)
- ▶ Meetings and other project management related issues (D6)



Table 1. Activities planned in the period from 1 September 2006 to 28 February 2007

Task number	Type of activity	Task	Methodology
093	TA	Long-term training in the field of length measurements	D2
094	TA	Long-term training in the field of temperature measurements	D2
095	TA	Long-term training in the field of electrical measurements	D2
098	TA	Workshop-to be defined	D4
099	CL	Meeting EUROMET requirements	D5
101	PM	5 th interim report	D5
102	PM	5 th Steering committee meeting	D6
103	CL	Training on quality related issues	D1
104	PA	Newsletter 3	D5
105	CL	About the implementation of the DPM strategy&business plan	D3
107	CL	About the implementation of the DPM strategy&business plan	D3
108	CL	About the implementation of the DPM strategy&business plan	D3
109	CL	About the implementation of the DPM strategy&business plan	D5

Table 2. On-going activities from the previous reporting period

Task number	Type of activity	Task	Methodology
041	PA	Setting up DPM web page	D5
077	TA	Volume measurements 3/5	D3
078	TA	Mass measurements 4/5	D5
080	TA	Gambling machines	D3
083	CL	Strategy of DPM quality system	D5
088	PA	Leaflet	D5
020	PA	Public awareness	D3



Table 3. Additional activities that have been realised or are on-going, but originally either not foreseen in the inception report or planned in the next reporting period

Task number	Type of activity	Task	Methodology
110	TA	Accreditation – recognition of competence	D1
111	PA	Inauguration of the Slovenian-European Natural Sciences Research Centre	D6
112	CL	Strategic planning in the field of legal metrology	D4
113	CL	Secondary legislation (A)	D3
114	CL	Secondary legislation (B)	D3
115	CL	Secondary legislation (C)	D3



Picture 1. Mr Leon Kellezi and Ms Kozeta Goga during the training at IRMM on quality management related issues, Geel, 12-16 February 2007. 14 IRMM employees contributed to the training that was coordinated by Prof. Ewa Bulska.



2.2 Detailed report on each task

Task	Long-term training in the field of length measurements CL.093
Background information	Length measurements are one of the most important measurements in Albania. As there have been a lot of structural changes as well as some technical development at the European level in these areas, it is important to follow these directions. Experiencing real-life situation in one of the highly qualified laboratory abroad will essentially broader technical and organisational expertise of DPM staff, which they can later appropriately implement at DPM.
Objective of the activity	To improve technical and organisational skills of DPM experts and broader their knowledge about implementation of quality system in a calibration laboratory
Methodology	D2
Expected results	Competent experts
Input	Expertise of the hosting institution, travel and accommodation for DPM experts
Deadline	28 February 2007
Responsible person	Dr. Nineta Majcen, team leader

Status	<input type="checkbox"/> realised	<input checked="" type="checkbox"/> on-going	<input type="checkbox"/> not realised
Justification, when not realised	The training will take place in April. A recently employed DPM expert will attend the training, besides another experienced person.		



Picture 2. Recently reconstructed DPM laboratory for force and pressure measurements



Task	Long-term training in the field of temperature measurements CL.094
Background information	Currently there is no expertise existing in the field of temperature measurements in Albania. As these are important and frequently required measurements, it is essential to establish such an expertise in Albania too. For this reason, the equipment will be purchased and the training will take place. Experiencing real-life situation in one of the highly qualified laboratory abroad will essentially broaden technical and organisational expertise of DPM staff, which they can later appropriately implement at DPM.
Objective of the activity	To improve technical and organisational skills of DPM experts and broaden their knowledge about implementation of quality system in a calibration laboratory
Methodology	D2
Expected results	Competent experts
Input	Expertise of the hosting institution, travel and accommodation for DPM experts
Deadline	28 February 2007
Responsible person	Dr. Nineta Majcen, team leader

Status	<input checked="" type="checkbox"/> realised	<input type="checkbox"/> partly realised	<input type="checkbox"/> not realised
Staff trained	Ms Majlinda Hoxha		
Expert	Prof. Dr Janko Drnovšek, Dr Jovan Bojkovski, Dr Igor Pušnik		
Date of training	22 January 2007 – 18 March 2007		
Location of training	Metrology Institute of the Republic of Slovenia/University of Ljubljana, Faculty of Electrical Engineering		
	<p>All the topics as required have been covered. The details about the training will be described in the final report of MIRS/University of Ljubljana, Faculty of Electrical Engineering, Laboratory of Metrology and Quality according to the contract.</p> <p>During the training the following procedures have been presented, explained and demonstrated:</p> <ul style="list-style-type: none"> - realisation and dissemination of the ITS-90 on the primary level using the fixed point and appropriate auxiliary equipment; - realisation and dissemination of the ITS-90 on the secondary level using the transfer standards, calibration mediums and auxiliary equipments; - setting up of calibration procedures for: <ul style="list-style-type: none"> SPRTs Liquid in glass thermometers Indication thermometers Thermocouples Uncertainty calculation in temperature calibration. <p>Expert advice was provided on setting up of a temperature calibration laboratory and choosing of the appropriate equipment.</p> <p>The temperature measurement equipment (SPRT, LiGT, fixed points of water, mercury and zinc that will be delivered to GDMC via this project were calibrated at laboratory during the training.</p>		



Task	Long-term training in the field of electrical measurements CL.095
Background information	Electrical measurements are essential for supporting basic infrastructure and thus needs to be of the equivalent quality as the ones in other European countries. Experiencing real-life situation in one of the highly qualified laboratory abroad will essentially broader technical and organisational expertise of DPM staff, which they can later appropriately implement at DPM.
Objective of the activity	To improve technical and organisational skills of DPM experts and broader their knowledge about implementation of quality system in a calibration laboratory
Methodology	D2
Expected results	Competent experts
Input	Expertise of the hosting institution, travel and accommodation for DPM experts
Deadline	28 February 2007
Responsible person	Dr. Nineta Majcen, team leader

Status	<input type="checkbox"/> realised	<input checked="" type="checkbox"/> partly realised	<input type="checkbox"/> not realised
Justification, when not realised	It was agreed between the hosting institution (BEV, Austria) and DPM that the training will take place in April 2007.		



Picture 3. Majlinda Hoxha during her long-term training in the Laboratory for Thermometry at the University of Ljubljana.



Task	Workshop on internal audits according to ISO 9001 and EN ISO 17025 CL.098
Background information	To be discussed and decided in Tirana
Objective of the activity	To train DPM staff, also from regional offices, on quality related issues and to inform them about the on-going "quality assurance" DPM activity
Methodology	D4
Expected results	Trained DPM staff on quality related issues
Input	IRMM expertise, mission expenses for IRMM experts
Deadline	31 January 2007
Responsible person	Prof. Dr. Ewa Bulska, senior metrology expert

Status	<input checked="" type="checkbox"/> realised	<input type="checkbox"/> partly realised	<input type="checkbox"/> not realised
Staff trained	23 DPM employees: Pazaj Myrvete, Laci Agron, Kellezi Leon, Tane Albert, Hoxha Majlinda, Gozhdari Ilda, Kodra Argon, Bulku Defrim, Hakrama Kreshnik, Hoxha Luzlim, Shqiponja Klodian, Piluri Erinda, Themelko Fatos, Filini Zef, Coku Frrok, Metaj Ermira, Mukli Artan, Dvorani Artan, Batusha Adrian, Goga Kozeta, Harumi Erjon, Kanga Vullnet, Petriti Ergys.		
Expert	Prof. Dr. Ewa Bulska		
Date of the training	1-2 February 2007		
Location of training	Tirana		
Main conclusions	23 DPM employees were trained on the topics related to the internal audits according to EN ISO 17025 and ISO 9001. The training was designed as a combination of presentations, group work and role plays, where the participants have been actively participating. At the end of the training, the participants received a certificate of attendance. The agenda of the training course is in the Appendix of this interim report.		



Task	Meeting EUROMET requirements CL.099
Background information	DPM is not yet a full member of EUROMET, thus it is important to identify what still needs to be done in order to fulfil all criteria for a full EUROMET membership.
Objective of the activity	To review all the criteria for a full EUROMET membership and earmark the ones that are not yet fulfilled
Methodology	D5
Expected results	A report on which EUROMET criteria still needs to be fulfilled and recommendations how to achieve this
Input	Expert costs, mission expenses
Deadline	31 January 2007
Responsible person	Prof. Dr. Ewa Bulska, senior metrology expert

Status	<input checked="" type="checkbox"/> realised	<input type="checkbox"/> partly realised	<input type="checkbox"/> not realised
Published	February 2007		
Expert	Prof. Ewa Bulska		



Picture 4. DPM participants at the workshop on internal audits, Tirana, 1-2 February 2007.



Task	5th interim report PM.101
Background information	As required in the terms of reference and in the inception report, the realisation of the project's activities is described in details in the interim reports which are to be issued every six months.
Objective of the activity	To regularly review and document the project's activities
Methodology	D5
Expected results	Approved interim report
Input	Expert costs
Deadline	28 February 2006
Responsible person	Dr. Nineta Majcen

Status	<input checked="" type="checkbox"/> realised	<input type="checkbox"/> partly realised	<input type="checkbox"/> not realised
Title and EUR number of the report	Metrology in Albania, EUR 22895 EN, March 2007.		

Task	5th Steering Committee meeting PM.102
Background information	As required in the terms of reference and in the inception report, the SC regularly reviews the progress of the project.
Objective of the activity	Reviewing the project's progress and possible bottlenecks
Methodology	D6
Expected results	All interested parties, as represented in the SC, are informed about the project's progress
Input	Expert costs, mission costs
Deadline	15 March 2007
Responsible person	Dr. Philip Taylor, Dr. Nineta Majcen

Status	<input checked="" type="checkbox"/> realised	<input type="checkbox"/> partly realised	<input type="checkbox"/> not realised
Place and date of the meeting	Tirana, 19 th September 2006.		



Task	Training on quality related issues CL.103
Background information	Quality system needs to be set up at DPM: for its managerial as well as for its technical part (laboratories) in order to meet EUROMET requirements and thus fulfil DPM's strategic goal and its mission.
Objective of the activity	To broader knowledge about implementation and organisation of the staff to achieve optimal results from the technical as well as from the quality point of view
Methodology	D2
Expected results	Competent quality manager
Input	Expertise of the hosting institution, travel and accommodation for DPM expert
Deadline	28 February 2007
Responsible person	Prof. Dr. Ewa Bulska

Status	<input checked="" type="checkbox"/> realised	<input type="checkbox"/> partly realised	<input type="checkbox"/> not realised
Staff trained	Leon Kellezi, Kozeta Goga		
Experts	Ewa Bulska, Lutgard Van Nevel, Christophe Quetel, Ani Todorova, Nikola Poposki, Marleen Van Bocxtaele, Heinz Kuehn, Goedele Sibbens, Stefaan Pomme, Erik Dammekens, Ivan Tresl, Sari Leito, Nineta Majcen, Philip Taylor.		
Date of training	12-16 February 2007		
Location of training	EC DG-JRC IRMM, Geel, Belgium		
Main conclusions	<p>The main aim of this study visit was to present to both Albanian visitors the various issues regarding the implementaion of the quality management system at IRMM. For this meetings with severals staff of IM Unit as well as from the IRMM admistration unit was organise. Several topics were cover during the study visit: (i) shared experience on building the quality system focusing on approaches taken within IM Unit, what difficulties were found and how to overcame them; (ii) explanation on the quality issues concerning the technical areas: equipment folders, equipment manual, requirements, records etc; (iii) explanation of the role and aim of Steering Committee. Both visitors were also accepted as observer during the SC meeting on 15 Feb 07; IM Unit policy and procedure concerning the organisation and execution of internal audits; (iv) the issue of validation and unceratinty: procedure how to do this, report, common data base; (v) guidet tour in laboratories and explanation how the ICP-MS labs is organised concerning QS; (vi) planning, programming and monitoring of the execution of the annual work programme as well as the involvemnt of the personell department in evaluation of job description and authorisation.</p> <p>The training programme is in the Appendix.</p>		



Task	Newsletter No. 3 PA.104
Background information	In many countries, the national metrology institutes issues their own newsletter on a regular base in order to keep their customers informed about their activities. The first edition of the DPM newsletter was issued in May 2005, and the second one in October 2005.
Objective of the activity	To prepare the third issue of the DPM newsletter
Methodology	D5
Expected results	Newsletter no. 3
Input	Editorial costs
Deadline	30 December 2006
Responsible person	Prof.Dr. Ewa Bulska, senior key expert

Status	<input checked="" type="checkbox"/> realised	<input type="checkbox"/> partly realised	<input type="checkbox"/> not realised
Published			



Picture 5. Several public awareness events took place in Tirana during last months.



Task	About the implementation of the DPM strategy&preparing the business plan CL.105, CL.107, CL.108, CL.109
Background information	The DPM strategy has been prepared within this project and is now ready to be implemented.
Objective of the activity	Aiming at implementing the DPM's strategy and supporting the DPM top management in preparing the business plan
Methodology	D3 and D5 (for CL.109)
Expected results	Raising the competence of DPM staff in managerial issues
Input	Expert costs, mission cost
Deadline	30 September 2006, 30 November 2006, 31 January 2007
Responsible person	Peter Monsieurs, international expert Nineta Majcen, team leader

Status	<input checked="" type="checkbox"/> realised	<input type="checkbox"/> partly realised	<input type="checkbox"/> not realised
Staff trained	Myrvete Pazaj, Luzlim Hoxha, Klodian Shqiponja, Fatos Themelko, Leon Kellezi, Lilijana Kula, Agron Laci , Majlinda Hoxha, Filipi Zef, Oriela Shishi, Albert Tane, Defrim Bulku, Arben , Ergys Petriti, Kresnik Hakrama, Erion Haruni, Adrian Batusha, Kozeta Goga.		
Experts	Peter Monsieurs, Nineta Majcen, Ewa Bulska, Ani Todorova, Philip Taylor		
Date of training	3-6/9/2006; 17-22/9/2006; 5-12/11/2006; 22-24/11/2006; 3-6/12/2006; 12-19/1/2007;29/1-2/2/2007;19-21/2/2007;		
Location of training	Tirana		
Main conclusions	The above mentioned experts were giving expert advice and were executing on-site monitoring of drafting the DPM general strategy as well as strategies for specific technical and managerial areas. Also, a detailed short and long-term business plan has been developed.		



Task	Web page PA.041
Background information	In the future, one of the ways to interact with DPM's customers and all other interested in their activities is via DPM internet site. As it does not yet exist, we plan to set up its structure. However, the contents can be added only by DPM staff, so this is out of the scope of this project.
Objective of the activity	Establishing an e-communication at DPM
Methodology	D6
Expected results	Expertise on the structure of the DPM web page
Input	Short term expertise
Deadline	30 June 2006
Responsible person	A short term expert for setting up the web page

Status	<input type="checkbox"/> realised	<input type="checkbox"/> partly realised	<input checked="" type="checkbox"/> not realised
Justification when not realised	The web page has been developed by DPM itself and is operational.		

Task	Volume measurements TA.077
Background information	Volume measurements represent one of the most important areas of measurement in Albania (e.g. measurements of fuel).
Objective of the activity	To improve, step by step, expertise in this field, according to defined priorities
Methodology	D3, a short term expert
Expected results	Realisation of the tasks according to the approved project plan for this area of expertise, focusing on finalising one working instruction for calibration of volume measurement equipment
Input	Travel, per diem, lecture fee, 3 rd visit
Deadline	30 June 2006
Responsible person	Mr. Matjaž Korošec

Status	<input type="checkbox"/> realised	<input type="checkbox"/> partly realised	<input checked="" type="checkbox"/> not realised
Justification when not realised	The expert's visit has been postponed due to the renovation of the DPM laboratories.		



Task	Mass measurements TA.078
Background information	Mass measurements are widely applied and very important for metrology itself and the Albanian economy (health care, consumer protection, trade transactions, food industry, etc.).
Objective of the activity	To improve, step by step, expertise in this field, according to defined priorities
Methodology	D3, international key expert
Expected results	Execution of tasks according to the plan conformed during their first visit at DPM, focusing on finalising one working instruction for calibration of mass measurement equipment
Input	Expert costs, mission costs (4 th visit)
Deadline	30 June 2006
Responsible person	Mr. Ulf Jacobsson, long-term international junior key expert

Status	<input type="checkbox"/> realised	<input type="checkbox"/> partly realised	<input checked="" type="checkbox"/> not realised
Justification when not realised	The visit has been postponed due to the renovation of the DPM laboratories.		

Task	Gambling machines TA.080
Background information	This is almost a new activity, which started a few years ago, according to the Albanian legislation in this field. As this is a new experience, the number of gambling machines of various types and categories is increasing, as well as the techniques used on them. With this regard, the knowledge and the techniques on testing of gambling machines should be improved.
Objective of the activity	To improve, step by step, expertise in this field, according to defined priorities
Methodology	D1, a short study visit abroad
Expected results	Getting familiar with different ways of organising the testing and supervision of the gambling machines
Input	Travel and per diem for two DPM experts
Deadline	31 March 2007
Responsible person	Nineta Majcen

Status	<input type="checkbox"/> realised	<input type="checkbox"/> partly realised	<input checked="" type="checkbox"/> not realised
Justification when not realised	It has been agreed with the hosting institution that the visit will take place in the last week of March.		



Task	Strategy on DPM quality system TA.083
Background information	DPM is the highest authorities in metrology in a country, therefore high quality requirement for service means that the quality system enabling demonstration of competence should be implemented. For this reason DPM is setting up a short and long-term strategy that will take into account the requirements of ISO/IEC 17025:2005 for future accreditation.
Objective of the activity	To set up a short and long term strategy for implementation of DPM Quality System according to EN ISO 17025
Methodology	D5
Expected results	A DPM strategy for implementation of DPM Quality System
Input	Expert costs; mission costs
Deadline	30 July 2006
Responsible person	Prof.Dr. Ewa Bulska, senior key expert

Status	<input checked="" type="checkbox"/> realised	<input type="checkbox"/> partly realised	<input type="checkbox"/> not realised
DPM staff involved in preparing the strategy	Myrvete Pazaj, Luzlim Hoxha, Klodian Shqiponja, Fatos Themelko, Leon Kellezi, Lilijana Kula, Agron Laci, Majlinda Hoxha, Filipi Zef, Albert Tane, Defrim Bulku, Arben , Ergys Petriti, Adrian Batusha, Kozeta Goga.		
Experts	Prof. Ewa Bulska		
Published	February 2007, 50 copies		



Picture 6. Title page of the strategy on DPM quality management system



Task	Leaflet TA.088
Background information	As it was defined in task PA.040, it is essential to improve the public awareness of the importance of metrology (reliability of measurements) and its impact on the society. The first leaflet focused on the general introduction to DPM mission and objective was issues accordingly.
Objective of the activity	To prepare the series of leaflets on specific topics related to the measurements issues. The objective of following leaflets will be discussed with DPM authority.
Methodology	D5
Expected results	The series of leaflets presenting in brief and attractive way essential information on measurement issues to be distributed to various audiences (e.g. key partner institutions, general public, ministries).
Input	Expert costs
Deadline	30 July 2006
Responsible	Prof.Dr. Ewa Bulska, senior key expert

Status	<input type="checkbox"/> realised	<input type="checkbox"/> partly realised	<input checked="" type="checkbox"/> not realised
Title of the leaflet	The leaflet has been printed by DPM itself.		

Task	Public awareness/Communication strategy PA.020
Background information	DPM is setting up a national strategy in metrology, where a policy on communication with all DPM customers and key partners will be defined.
Objective of the activity	To set up a policy on communication with all DPM key partners and customers and to demonstrate a good practice in public relations
Methodology	D3, short term expert
Expected results	A policy on communication of DPM with its key partners and other customers, joint organisation of a PA event in Tirana
Input	Travel, per diem, lecture fee, 4 th visit
Deadline	31 August 2005
Responsible	Short term expert »public relations«

Status	<input type="checkbox"/> realised	<input type="checkbox"/> partly realised	<input checked="" type="checkbox"/> not realised
Justification, when not realised	The remaining expert support in the field of public relation is linked to the DPM first public event, which has been originally planned for November 2005, but later on postponed. Recently it was agreed that the capabilities in this area has been considerably improved at DPM and the two events that are still foreseen can be done without using an international expert, but with close collaboration with IRMM.		



Task	Accreditation – recognition of competence TA.110
Background information	Quality of measurements is an important issue. While DPM staff is very well aware of this, this is not also always the case in other laboratories and with customers, who purchase measurement results.
Objective of the activity	To raise awareness of the importance of good quality measurement results through training of basic principles of EN ISO 17025.
Methodology	D1
Expected results	Trained laboratory staff
Input	Travel expenses, per diem
Deadline	30 September 2006
Responsible	Nineta Majcen

Status	<input checked="" type="checkbox"/> realised	<input type="checkbox"/> partly realised	<input type="checkbox"/> not realised
Staff trained	D. Bocari, P. Kasaj		
Experts	Dr. Boštjan Godec, Dr. Katja Otrin Debevc, Dr. Jure Čižman, Dr. Nineta Majcen, Dr. Philip Taylor		
Date of training	19 September 2006		
Location of training	Maribor, Slovenia		
Main conclusions	The participants also had an opportunity to hear besides the EN ISO 17025 topics to share their experience with the colleagues from other South Eastern European Countries as well as to learn on best strategies for setting up and implementing 17025 requirements.		



Task	Inuguration of the Slovenian-European Natural Sciences Research Centre PA.111
Background information	The event has been organised at the regional level aiming to promote research collaboration as well as knowledge transfer for the South Eastern European countries.
Objective of the activity	To promote Albanian achievements in research at the high level regional event.
Methodology	D1
Expected results	Raised awareness of the importance and possibilities of regional cooperation in research and educational areas
Input	Travel costs and per diem for the invited Albanian speaker (Ms Majlinda Hoxha)
Deadline	20 December 2006
Responsible	Nineta Majcen

Status	<input checked="" type="checkbox"/> realised	<input type="checkbox"/> partly realised	<input type="checkbox"/> not realised
Date of the event	15 December 2006		
Location of the event	Maribor, Slovenia		
Main conclusions	It was a high level event, attended by the commissioner for research J. Potocnik, DG-JRC Director General Roland Schenkel and Slovenian Minister for Higher Education, Science and Technology, Jure Zupan.		



Picture 7. Ms Majlinda Hoxha presenting DPM and SEE research activities to the commissioner Janez Potočnik, JRC Director General Roland Schenkel, Slovenian Minister for Higher Education and Research Jure Zupan and other invitees, Maribor, 2006.



Task	Strategic planning in legal metrology CL.112
Background information	PTB and IRMM are complementing their activities in the case of expert support to Albanian metrology. In this respect, a joint consultation has been organised, as a contribution to the DPM strategy in the field of legal metrology.
Objective of the activity	To draft the strategy for legal metrology
Methodology	D4
Expected results	Input to the DPM strategy
Input	Mission cost for the senior expert Ms Todorova
Deadline	28 February 2007
Responsible	Ani Todorova

Status	<input checked="" type="checkbox"/> realised	<input type="checkbox"/> partly realised	<input type="checkbox"/> not realised
Staff trained	27 DPM employees from the Head Quarter and Regional offices		
Experts	Ani Todorova (JRC-IRMM), Alexandra Schleier (PTB, Germany), Valerie Peters (PTB, Germany), Klaus Helmbolt (Bremen Legal Metrology Office, Germany)		
Date of training	19-20 February 2007		
Location of training	Tirana		
Main conclusions	<ul style="list-style-type: none"> • DPMK participants became acquainted with the internal analysis of DPMK activities in the field of legal metrology and Albanian needs in the field of MID and pre-package control • DPMK participants identified strengths and weaknesses and threats and opportunities in the field of legal metrology and objectives for future development in 5 years perspective • DPMK participants drafted operational plans with activities for 2007 and 2008 focusing on MID, pre-package control and metrological supervision • Consensus about objectives and activities regarding prepackages and supervision was achieved easily since Albanian experts are well aware about principles and requirements of that part of the legislation. Further support would be needed to facilitate enforcement. <p>There were difficulties to achieve consensus concerning MID implementation. Experts were able to identify water meters, electricity meters, taximeters and measuring systems for liquids other than water (LPG dispensers) as priority categories of measuring instruments where capacity for verifications is needed. DPMK needs special support in terms of training, introduction of European practices and investments in new laboratories at regional level. The agenda of the consultation is in the Appendix.</p>		



Task	Drafting secondary legislation and Consultation on metrological supervision CL.113, 114, 115
Background information	After drafting a new law, secondary legislation needs to be prepared as well. Additionally, DPM structure was reorganized and a new Directorate on Metrological Supervision was established.
Objective of the activity	To review drafts of some of the secondary legal acts e.g. related to legal control of measuring instruments and to give advice on practical steps to start metrological supervision activities.
Methodology	D5
Expected results	Guidelines on how to proceed with the remaining secondary legislation and comments on the draft legal acts and recommendations on practical steps to start metrological supervision activities.
Input	Costs of the senior expert Ms Todorova
Deadline	30 June 2006, 15 December 2006
Responsible person	Ani Todorova

Status	<input type="checkbox"/> realised	<input checked="" type="checkbox"/> partly realised	<input type="checkbox"/> not realised
Staff trained	L. Kellezi, F. Themelko, A. Laçi		
Date	23 and 24 November 2006		
Expert	Ani Todorova		
Justification in case the tasks has not been realised	<p>It has been just recently decided to start these tasks within this project, thus they have just started.</p> <ul style="list-style-type: none"> • Advice is requested in relation to regulations on measurement standards and legal control of measuring instruments • DPMK will provide English versions of the draft regulations to be commented by JRC-IRMM experts by e-mail <p>Further discussion on the draft regulations will take place in May 2007.</p> <p>As for the metrological supervision, the following conclusions can be drawn:</p> <ul style="list-style-type: none"> • Recommendations on practical steps to start metrological supervision were drafted proposing short-term (2007) and middle-term objectives (2008-2010). Attention is paid to: tasks to be assigned to the Directorate, organization of the Directorate, training and examination of metrological inspectors, elaboration of internal procedures, planning, analysis and reporting of metrological supervision results, coordination of activities with other surveillance bodies, public awareness, international and European cooperation in the field of metrological supervision <p>During the consultation meeting DPM provided information about the on-going harmonization process in the field of conformity assessment, market surveillance and consumer protection supported by the CARDS Programme/EuropeAid/117774/C/SV/AL, "Market Surveillance System Support to the Ministry of Economy in Albania". The presented package of draft legislative documents on conformity assessment, market surveillance and consumer protection was not clear about the institution responsible for surveillance of the measuring instruments. A memo was drafted to support further DPM discussions with the Department on Consumer Protection at the Ministry of Economy.</p>		



2.3 Summary of activities in the period from 01/09/2006 to 28/02/2007

Table 4. Summary of the activities realised in the reporting period

*Realised: Completely On-going Not (yet)

Task number	Type of activity	Task	Methodology	Realised*
093	TA	Long-term training in the field of length measurements	D2	
094	TA	Long-term training in the field of temperature measurements	D2	
095	TA	Long-term training in the field of electrical measurements	D2	
098	CL	Workshop (internal audits)	D4	
099	CL	Meeting EUROMET requirements	D5	
101	PM	5 th interim report	D5	
102	PM	5 th Steering committee meeting	D6	
103	CL	Training on quality related issues at IRMM	D1	
104	PA	Newsletter 3	D5	
105	CL	About the implementation of the DPM strategy&business plan	D3	
107	CL	About the implementation of the DPM strategy&business plan	D3	
108	CL	About the implementation of the DPM strategy&business plan	D3	
109	CL	About the implementation of the DPM strategy&business plan	D5	
041	PA	Setting up DPM web page	D5	
077	TA	Volume measurements	D3	
078	TA	Mass measurements	D3	
080	TA	Gambling machines	D1	
083	CL	Strategy of DPM quality system	D5	
088	PA	Leaflet	D5	
020	PA	Public awareness	D3	
110	TA	Accreditation – recognition of competence	D1	
111	PA	Inaguration of the Slovenian-European Natural Sciences Research Centre	D6	
112	CL	Strategic planning in legal metrology	D4	
113	CL	Secondary legislation (A)	D5	
114	CL	Secondary legislation (B)	D5	
115	CL	Secondary legislation (C)	D5	



2.2.1 *Other institutions involved*

- ▶ Ministry of Higher Education, Science and Technology, Metrology Institute of the Republic of Slovenia (MIRS), Ljubljana, Slovenia
- ▶ Bundesamt für Eich- und Vermessungswesen (BEV), Austria
- ▶ University of Ljubljana, Faculty of Electrical Engineering, Ljubljana, Slovenia
- ▶ PTB, Braunschweig, Germany
- ▶ University of Maribor, Faculty of Machinery, Maribor, Slovenia
- ▶ Pontis, Antwerpen, Belgium
- ▶ SMI Software & Messtechnik Institut, Graz, Austria.

2.2.2 *Key experts*

- ▶ Prof. Dr Philip Taylor, Project Director
- ▶ Ass. Prof. Dr Nineta Majcen, Team Leader
- ▶ Prof. Dr Ewa Bulska, Senior Metrology Expert
- ▶ Ms Ani Todorova, Senior Metrology Expert
- ▶ Ms Inge Verbist, Junior Expert
- ▶ Ms Hilary Kerlake, Junior Expert
- ▶ Mr Ulf Jacobsson, Junior Expert

2.2.3 *International short term experts*

- ▶ Mr. Peter Monsieus

field of expertise: strategic planning



2.4 Summary of the activities from 09/08/2004 to 28/02/2007

Capacity building and legal framework

In total, 106 experts (some DPM employees attended several trainings) have been trained during their *short-term study visits abroad (D1)* (498 working days).

The following DPM employees have attended the training activities:

- ▶ DPM management staff
- ▶ DPM heads of regional offices
- ▶ DPM inspectors of regional offices
- ▶ DPM administration staff

During these short-term study visits, the following topics have been presented and discussed:

- ▶ Drafting the legislation on metrology and organizing the national measurement infrastructure to meet European requirements
- ▶ Organising and managing regional verification offices to meet EU legal metrology requirements
- ▶ Implementation of EU legal metrology requirements and related quality assurance issues
- ▶ Developing the DPM mission statement and its strategy
- ▶ Technical requirements for building new national metrology laboratories
- ▶ Setting up and implementation of the quality management system at the metrology institute

Trainings were given by six national metrology institutes (Austria, Belgium, Bulgaria, Czech Republic, Slovenia and Turkey) as well as by IRMM with the involvement of 56 different international experts.

Additionally, expert assistance (D3) to the DPM top management was given in

- ▶ setting up a general DPM strategy as well as strategies for each specific key and support activities i.e. scientific metrology, legal metrology, metrological supervision, quality system management and communication (public relation);
- ▶ updating the law on metrology;



- ▶ drafting the secondary legislation
- ▶ strategic and managerial issues
- ▶ setting up and implementing the quality management system according to ISO 9001 and EN ISO 17025.

For these purposes, 16 different DPM employees have been closely collaborating with nine international experts for a total of 485 working days.

As a result

- ▶ a new law on metrology
- ▶ DPM overall as well as detailed strategies and
- ▶ DPM short and long term business plan

have been prepared by DPM employees, in close collaboration with IRMM experts. These documents are available in Albanian and English.

Additionally, twenty-six DPM employees from the headquarter as well as from regional offices attended a two-day training course on quality assurance related topics, organised in Tirana in May 2006.

In the beginning of February 2007, a two-day training on internal audits according to ISO 9001 and EN ISO 17025 was attended by 23 DPM employees, while two weeks later a two-day consultation on strategic planning in legal metrology was jointly organised by PTB and IRMM.

Technical assistance

Until the end of February 2007, 12 different Albanian experts were trained on spot (in total 73 training days) in the following areas of expertise:

- ▶ mass measurements
- ▶ volume measurements
- ▶ length measurements
- ▶ gambling machines
- ▶ electrical measurements
- ▶ metrology in chemistry.



Four DPM employees also attended two metrological conferences, EUROMET general assembly in Varna, Bulgaria and the 12th International Metrology Congress (Lyon, France), respectively.

A training course on measurement uncertainty was organised and given by the key experts for DPM staff (21 participants from Tirana and several regional offices) in Tirana.

Furthermore, long-term training of Albanian experts abroad took place in the field of mass, volume and temperature measurements, gambling machines and metrology in chemistry. In total, 11 Albanian experts were trained (244 working days).

As a result of the training given so far, working instructions have been drafted for mass, volume, length and temperature measurements and for gambling machines.

Public awareness

In the area of public awareness, several publications have been prepared, translated and issued i.e.

- ▶ DPM Newsletter (No.1, 2 and 3)
- ▶ Leaflet about measurements
- ▶ Leaflet about metrology and the CARDS project
- ▶ Metrology calendar 2006
- ▶ Translation of the law on metrology
- ▶ Translation of the technical documents in the field of gambling machines
- ▶ Translation and issuing the EUROMET publication "Metrology in short"

An overview of the EU support to metrology in Albania was given at the event, organised by the regional CARDS project »Quality infrastructure«.



The Albanian metrology has been successfully promoted at the inauguration event of the Slovenian-European Natural Sciences Research Centre in Maribor, Slovenia, which was attended by Janez Potočnik, commissioner for Science and Research, Roland Schenkel, DG-JRC Director General and Slovenian Minister for Higher Education, Science and Technology, Jure Zupan.

In the Tables 5–11 activities, as planned in the inception report, are presented. The activities that have been removed or added afterwards (due to various objective reasons and as agreed with the beneficiary and explained in the interim reports), are marked with a different colour as well as the ones that have already been realised (see the Legend).



Table 5. Indication of the present status of the activities vs originally planning as given in the inception report. Part I: Inception phase

Task	Start date	Deadline	Deliverable	Realised
INCEPTION PHASE	Mon 9 Aug '04	Fri 12 Nov '04		
Establishment of the project office	Mon 9 Aug '04	Fri 29 Oct '04	D6	PM.060
Meet leaders of the other CARDS projects	Tue 10 Aug '04	Fri 24 Sep '04		
CARDS market surveillance			D6	PM.061
CARDS market surveillance			D6	PM.062
CARDS standardisation and certification			D6	PM.063
CARDS trade regulation and trade promotion			D6	PM.064
CARDS Regional quality infrastructure			D6	PM.065
Training needs analysis and training schedule for GDMC, regional offices and other labs	Mon 23 Aug '04	Thu 30 Sep '04	D5	PM.058
Make project plan (inception report), including all relevant information	Mon 23 Aug '04	Fri 22 Oct '04	D5	PM.058
Set out activity programme for regional&district offices	Wed 1 Sept '04	Mon 15 Oct '04		
identify the needs of regional/district offices and define the activity programme			D5	PM.058
Select labs for equipment and capacity building	Mon 13 Sept '04	Mon 18 Oct '04		
issue a final list of labs for equipment and capacity building			D5	PM.058
Meetings with all relevant institutions to ensure awareness/commitment/participation	Wed 15 Sept '04	Fri 17 Sep '04		
Institute of Environment			D6	PM.066
Ministry of Economy/Directorate of Consumer Protection			D6	PM.067
Ministry of European Integration			D6	PM.068
General Directorate of Accreditation			D6	PM.069
Ministry of Economy/Deputy minister			D6	PM.070
General Directorate of Standardisation			D6	PM.071
Steering committee: create a list and send invitation	Mon 20 Sept '04	Fri 29 Oct '04	D5	PM.058

Legend (Tables 5 to 10)

Realised
<i>Activities realised in addition to the ones as given in the inception report.</i>
Activities that were cancelled in agreement with the beneficiary, as they have been either realised by other projects or the priorities have been changed.
On-going tasks or tasks that are planned for the next reporting period.



Table 6. Indication of the present status of the activities vs originally planning as given in the inception report. Part II: Project management

Task	Start date	Deadline	Deliverable	Realised
PROJECT MANAGEMENT				
inception report	Mon 27 Sept '04	Fri 22 Oct '04	D5	PM.129
1 st meeting steering committee	Mon 8 Nov '04	Fri 12 Nov '04	D6	PM.012
interim report 1	Tue 01 Feb '05	Mon 28 Feb '05	D5	PM.011
2 nd meeting steering committee	Mon 14 Mar '05	Fri 18 Mar '05	D6	PM.014
interim report 2	Wed 01 Jun '05	Wed 31 Aug '05	D5	PM.015
3 rd meeting steering committee	Mon 12 Sep '05	Fri 16 Sep '05	D6	PM.072
interim report 3	Mon 09 Jan '06	Tue 28 Feb '06	D5	PM.089
4 th meeting steering committee	Mon 13 Mar '06	Fri 17 Mar '06	D6	PM.090
interim report 4	Thu 01 Jun '06	Thu 31 Aug '06	D5	PM.091
5 th meeting steering committee	Mon 18 Nov '06	Fri 17 Nov '06	D6	PM.102
interim report 5	Mon 08 Jan '07	Wed 28 Feb '07	D5	PM.101
6 th meeting steering committee	Mon 19 Mar '07	Fri 23 Mar '07	D6	PM.130
final report	Mon 28 May '07	Fri 6 Jul '07	D5	PM.131
7 th meeting steering committee	Mon 06 Aug '07	Fri 10 Aug '07	D6	PM.132



Table 7. Indication of the present status of the activities as originally planning as given in the inception report. Part II: Capacity building

Task	Start date	Deadline	Deliverable	Realised
CAPACITY BUILDING				
Training activities	Fri 12 Nov '04	Fri 25 Mar '05		
1 st study visit of GDMC management staff (Bulgaria)			D1	CL.001
2 nd study visit of GDMC management staff (Romania)			D1	CL.002
3 rd study visit of GDMC management staff (Czech Republic)			D1	CL.003
4 th study visit of GDMC management staff (Austria)			D1	CL.004
<i>Participation to EUROMET general assembly</i>		<i>30 May 2005</i>	<i>D1</i>	<i>CL.055</i>
<i>Participation to Euro-Mediterranean legal metrology forum, CIML meeting & 12th Metrology Congress</i>		<i>30 June 2005</i>	<i>D1</i>	<i>CL.056</i>
<i>DPM Management visit at IRMM, discussions on DPM strategy</i>		<i>30 June 2006</i>	<i>D1</i>	<i>CL.092</i>
<i>DPM Management visit at the Turkish metrology institute, discussions on new DPM laboratories</i>		<i>30 June 2006</i>	<i>D1</i>	<i>CL.106</i>
Institutional assessment	Wed 01 Dec '04	Thu 30 Jun '05		
of the management capacities of the GDMC			D3	CL.006
of the administrative structure			D3	CL.007
of the coordination with institutions and other key actors			D3	CL.008
a database of key stakeholders and other important contacts at the national and international level			D5	PA.059
GDMC's vision/mission/strategy and training policy	Fri 25 Mar '05	Thu 30 Jun '05	D5	CL.028
GDMC's vision/mission/strategy and training policy		31 May 2005	D3	CL.016
GDMC's vision/mission/strategy and training policy		31 July 2005	D3	CL.017
GDMC's vision/mission/strategy and training policy		30 Sept 2005	D3	CL.026
GDMC's vision/mission/strategy and training policy		31 Nov 2005	D3	CL.027
<i>GDMC's strategy and business plan</i>		<i>30 Sept 2006</i>	<i>D3</i>	<i>CL.105</i>
<i>GDMC's strategy and business plan</i>		<i>30 Nov 2006</i>	<i>D3</i>	<i>CL.107</i>
<i>GDMC's strategy and business plan</i>		<i>31 Jan 2007</i>	<i>D3</i>	<i>CL.108</i>
<i>GDMC's strategy and business plan</i>		<i>31 Jan 2007</i>	<i>D5</i>	<i>CL.109</i>
Quality system	Mon 09 May '05	Fri 27 Apr '07		
study visit abroad on general issues concerning quality systems 9001 and 17025		Wed 30 Nov '06	D1	CL.103
identify tasks that are needed to meet EUROMET requirements		Wed 30 Nov '06	D3	CL.076
identify tasks that are needed to meet EUROMET requirements		Wed 30 Nov '06	D5	CL.099
a training course in Albania on ISO 17025		Fri 30 Jun '06	D4	TA.082
setting up some of the quality system documents: <i>Strategy on DPM quality related issues</i>		Fri 30 Jun '06	D3	CL.032
setting up some of the quality system documents: <i>Strategy on quality related issues</i>		Fri 30 Jun '06	D5	TA.083
assess the current status in the regional offices		Fri 27 Apr '07	D3	CL.116
assess the current status		Fri 27 Apr '07	D5	incl. in CL.83



Table 8. Indication of the present status of the activities as originally planning as given in the inception report. Part III: Technical assistance

Task	Start date	Deadline	Deliverable	Realised
TECHNICAL ASSISTANCE				
<i>Training activities for laboratories</i>	Fri 3 Sep '04	Fri 18 May '07		
Measurement/reference infrastructure: food and environ, Plovdiv	Fri 3 Sep '04	Fri 28 Jul '06	D1	TA.050
Measurement/reference infrastructure: gas measurements, Sofia	Mon 4 Oct '04	Tue 5 Oct '04	D1	TA.051
on volume measurements/in Albania	Mon 04/04/05	Fri 08/04/05	D3	TA.021
on length measurements/in Albania	Mon 14/03/05	Fri 18/03/05	D3	TA.022
on gambling machines/ in Albania	Mon 09/05/05	Fri 13/05/05	D3	TA.023
Mediterranean Analytical Conference, Italy	Mon 23 May 05	Fri 27 May 05	D1	-
on mass metrology/in Albania	Mon 06/06/05	Fri 10/06/05	D3	TA.024
on electrical measurements/in Albania	Mon 06/06/05	Fri 10/06/05	D3	TA.025
on gambling machines/abroad	Mon 13/06/05	Fri 08/07/05	D2	TA.096
on mass metrology/abroad	Mon 05/09/05	Fri 09/12/05	D2	TA.035
on electrical measurements/abroad	Mon 05/09/05	Fri 09/12/05	D2	TA.095
on pressure measurements/in Albania	Mon 12/09/05	Thu 15/09/05	D3	TA.045
On proficiency testing, Portoroz	Thu 22 Sept 05	Fri 23 Sept 05	D1	-
on pressure measurements/abroad	Mon 14/11/05	Fri 16/12/05	D2	-
on temperature measurements/in Albania	Mon 21/11/05	Fri 25/11/05	D3	-
on gambling machines/ in Albania	Mon 21/11/05	Fri 25/11/05	D3	TA.039
on mass metrology/in Albania	Mon 06/02/06	Fri 10/02/06	D3	TA.033
on length measurements/in Albania	Mon 13/03/06	Fri 17/03/06	D3	TA.036
on temperature measurements/abroad	Mon 06/03/06	Fri 26/05/06	D2	TA.094
on volume measurements/in Albania	Mon 10/04/06	Fri 14/04/06	D3	TA.037
on electrical measurements/in Albania	Mon 05/06/06	Fri 09/06/06	D3	TA.081
on temperature measurements/in Albania	Mon 26/06/06	Fri 30/06/06	D3	-
<i>on gambling machines/abroad</i>		<i>30 July 2006</i>	<i>D1</i>	<i>TA.080</i>
on length measurements/abroad	Mon 04/09/06	Fri 20/10/06	D2	TA.093
on volume measurements/abroad	Mon 11/09/06	Fri 08/12/06	D2	TA.038
on pressure measurements/in Albania	Mon 11/09/06	Thu 14/09/06	D3	-
on topic related to MiC/in Albania	Mon 16/10/06	Fri 20/10/06	D3	TA.117
on mass metrology/in Albania	Mon 06/11/06	Fri 10/11/06	D3	TA.078



Table 8 (cont). Indication of the present status of the activities as originally planning as given in the inception report. Part III: Technical assistance

Task	Start date	Deadline	Deliverable	Realised
TECHNICAL ASSISTANCE – cont.				
on electrical measurements/in Albania	Mon 14/05/07	Fri 18/05/07	D3	TA.118
on pressure measurements/in Albania	Mon 23/04/07	Thu 26/04/07	D3	-
on temperature measurements/in Albania	Mon 14/05/07	Fri 18/05/07	D3	TA.119
on volume measurements/in Albania	Mon 09/04/07	Fri 13/04/07	D3	TA.077
on length measurements/in Albania	Mon 12/03/07	Fri 16/03/07	D3	TA.079
on topic related to MiC, to be defined/abroad/MiC summer school, Maribor, July 2006	Mon 12/03/07	Fri 16/03/07	D2	TA.097
on general issues related to Metrology in Chemistry, WBC TrainMiC, SI, 2005	Mon 12 Mar 07	Fri 16 Mar 07	D1	TA.052
7 th International School on ion chromatography 2005, SI		Fri 24 Mar 06	D1	TA.073
WBC TrainMiC, SI, 2006		Fri 22 Sept 06	D1	TA.053
WBC TrainMiC, SI, 2007		Fri 16 Mar 07	D1	TA.120
Participation to interlaboratory comparisons and EUROMET projects	Mon 07/03/05	Fri 18/05/07		
identification of priorities	Mon 07/03/05	Fri 11/03/05	D5	-
for mass measurements	Mon 13/06/05	Fri 27/10/06	D6	-
for electrical measurements	Mon 12 Sep '05	Fri 27/10/06	D6	-
for chemical measurements	Mon 09 Jan 06	Fri 18/05/07	D6	-
Procedures/working instructions for selected laboratories	Mon 13/02/06	Fri 18/05/07		
mass measurements	Mon 13/02/06	Fri 10/11/06	D5	TA.084
electrical measurements	Mon 13/02/06	Fri 18/05/07	D5	TA.121
pressure measurements	Mon 10/04/06	Thu 26/04/07	D5	-
temperature measurements	Mon 04/09/06	Fri 18/05/07	D5	TA.122
for MiC - to be defined	Mon 02/10/06	Fri 10/11/06	D5	TA.123
gambling machines	Mon 09/10/06	Fri 27/10/06	D5	TA.087
volume measurements	Mon 08/01/07	Fri 13/04/07	D5	TA.085
length measurements	Mon 08/01/07	Fri 16/03/07	D5	TA.086
for MiC - to be defined	Mon 08/01/07	Fri 18/05/07	D5	TA.124



Table 9. Indication of the present status of the activities vs originally planning as given in the inception report. Part IV: Legal framework

Task	Start date	Deadline	Deliverable	Realised
LEGAL FRAMEWORK				
Training activities for regional centres	Fri 18 Feb '05	Fri 30 Mar '07		
on legal metrology for management staff of regional offices abroad		Fri 15 Apr 05	D1	CL.013
a study visit for staff from regional offices		Fri 25 Feb '05	D1	CL.005
a study visit for staff from regional offices		Fri 27 May '05	D1	CL.005
a study visit for staff from regional offices		Thu 30 Jun '05	D1	CL.005
a study visit for staff from regional offices		Thu 30 Jun '05	D1	CL.005
To be defined on the base of needs: WBC workshop, Geel, 2004		Fri 26 May 06	D1	CL.054
Training course on internal audits Tirana, 2007		Fri 24 Nov 06	D1	CL.098
Consultancy on strategic planning in legal metrology Tirana, 2007		Fri 30 Mar 07	D4	CL.112
Needs assessment	Tue 1 Mar '05	Fri 28 Oct '05	D5	CL.018
assessments of needs		Thu 30 Jun '05	D3	CL.018
assessments of needs			D3	-
identification of priorities			D3	-
Drafting guidelines & legal docs linked to OIML/MID	Mon 7 Nov '05	Fri 29 Jun '07		
to be determined on the base of priorities: Law on metrology		Fri 31 Mar '06	D5	CL.031
Advising on updating the law on metrology		15 Sept 2005	D3	CL.029
Advising on updating the law on metrology		30 Oct 2005	D3	CL.030
Advising on updating the law on metrology		28 Feb 2006	D3	CL.075
Secondary legislation (A)		Fri 29 Sep '06	D5	CL.113
Secondary legislation (B)		Fri 30 Mar '07	D5	CL.114
Secondary legislation (C)		Fri 29 Jun '07	D5	CL.115



Table 10. Indication of the present status of the activities vs originally planning as given in the inception report. Part V: Public awareness

Task	Start date	Deadline	Deliverable	Realised
AWARENESS CAMPAIGN				
A Newsletter	Mon 13 Dec '04	Thu 31 May '07		
Newsletter 1		Fri 28 Jan '05	D5	PA.010
Newsletter 2		Mon 31 Oct '05	D5	PA.046
Newsletter 3		Thu 30 Nov '06	D5	PA.104
Newsletter 4		Thu 31 May '07	D5	PA.125
Communication strategy	Fri 18 Feb '05	Fri 28 Oct '05		
to prepare a policy document on a communication strategy		Fri 25 Feb '05	D3	CL.009
to prepare a policy document on a communication strategy		Fri 27 May '05	D3	PA.019
to prepare a policy document on a communication strategy		Fri 21 Oct '05	D3	PA.020
a policy document on a communication strategy		Fri 28 Oct '05	D5	PA.059
Organise events, invite general public and journalists (in Albania)	Mon 12 Sept '05	Fri 27 Apr '07		
workshop on measurement uncertainty		Fri 25 Nov '05	D4	TA.034
workshop on legal metrology (regional), 15 Nov 2005		Fri 30 Jun '06	D4	PA.057
workshops, to be defined, also at regional level		Fri 15 Dec '06	D4	PA.126
an international conference		Fri 27 Apr '07	D4	PA.127
Publicity material	Fri 11 Nov '05	Fri 27 Apr '07		
leaflet on the infrastructure		Fri 25 Nov '05	D5	TA.088
leaflet on terminology		Fri 27 Oct '06	D5	PA.040
to be defined e.g. web page		Fri 27 Apr '07	D5	PA.041
<i>Translation of VIM</i>		<i>30 June 2006</i>	<i>D5</i>	<i>PA.042</i>
<i>A brochure about the project</i>		<i>30 Sept 2005</i>	<i>D5</i>	<i>PA.043</i>
<i>DPM calendar</i>		<i>15 Nov 2005</i>	<i>D5</i>	<i>PA.044</i>
<i>Translation of Metrology in short</i>		<i>30 Nov 2005</i>	<i>D5</i>	<i>PA.047</i>
<i>Translation of the law on metrology</i>		<i>30 Sept 2005</i>	<i>D5</i>	<i>CL.048</i>
<i>Translation of the technical documents for gambling machines</i>		<i>30 Oct 2005</i>	<i>D5</i>	<i>TA.049</i>
<i>DPM logo</i>		<i>30 Oct 2005</i>	<i>D5</i>	<i>PA.100</i>
<i>International PA event</i>			<i>D6</i>	<i>PA.111</i>
<i>Regional workshop on quality related issues (chemical measurements)</i>			<i>D1</i>	<i>TA.110</i>





Table 11. Summary table of all planned vs realised activities from the beginning of the project until 28 February 2007.

Deliverables	Planning				Implementation by 31/08/2006						
	As planned in the inception report	Added to the plan given in the inception report	Removed from the plan given in the inception report	Status as of 28/02/2007	Realised		On-going		Remained until the end of the project		
D1 A short training course (up to five days) for Albanian experts abroad	21	6	3	24	22	92%	2	8%	0	0%	
D2 A long term training (up to 12 weeks) for Albanian experts abroad	8	0	1	7	5	71%	2	29%	0	0%	
D3 A short stay of international experts in Albania	33	9	7	35	28	80%	2	6%	5	14%	
D4 Events organised in Albania	5	1	1	5	4	80%	0	0%	1	20%	
D5 Printed documents and materials	40	7	4	43	34	79%	3	7%	6	14%	
D6 Other (mainly project management e.g. meetings)	22	1	3	20	18	90%	0	0%	2	10%	
TOTAL	129	24	19	134	111	83%	9	7%	14	10%	



3 Planning for the period from 01/03/2007 to 08/08/2007

3.1 Summary of the activities planned in the above period

Table 12. Activities planned from 01/03/2007 to 08/08/2007. The already on-going ones are in the second part of the table.

Task number	Type of activity	Task	Methodology
119	TA	Temperature measurements/in Albania	D3
117	TA	Topics related to MiC/in Albania	D3
118	TA	Electrical measurements/in Albania	D3
121	TA	Electrical measurements/procedure	D5
122	TA	Temperature measurements/procedure	D5
123	TA	MiC - to be defined	D5
124	TA	MiC - to be defined	D5
125	PA	Newsletter 4	D5
127	PA	International conference	D4
130	PM	6 th SC meeting	D6
131	PM	Final report	D5
132	PM	7 th SC meeting	D6
079	TA	Length measurements/in Albania	D3
116	CL	Assess the current status in the regional offices	D3
095	TA	Electrical measurements/abroad	D2
080	TA	Gambling machines/abroad	D1
093	TA	Length measurements/abroad	D2
078	TA	Mass measurements/in Albania	D3
077	TA	Volume measurements/in Albania	D3
120	TA	Regional TrainMiC	D1
113	CL	Drafting of the secondary legislation (A)	D5
114	CL	Drafting of the secondary legislation (B)	D5
115	CL	Drafting of the secondary legislation (C)	D5



3.2 Detailed description of the tasks starting in the next reporting period

Task	Topics related to MiC TA.118, TA.123, TA.124
Background information	Metrology in chemistry is not one of the traditional fields of metrology, but is officially represented at BIPM since 1993. Since then, it is becoming not only a field of expertise that needs to be introduced and developed in any country, but is exponentially becoming one of the most important areas to be developed, reason being in its importance for the quality of life of the whole society.
Objective of the activity	To introduce the topic
Methodology	D3 (118), D5 (123), D5 (124)
Expected results	Receiving introductory information about metrology in chemistry and various possibilities how to organise it
Input	Expert advice
Deadline	30 June 2007
Responsible	Nineta Majcen

Task	Temperature measurements TA.119, TA. 122
Background information	DPM expert has been trained abroad for several weeks and the new equipment is expected to be installed at DPM premises in the coming weeks. These activities thus complement and wrap up the technical expertise in this area within this project.
Objective of the activity	To witness calibration work on spot, at DPM premises, using new measurement equipment
Methodology	D3 (119), D5 (122)
Expected results	One calibration procedure successfully applied in the DPM laboratory in Tirana
Input	Expertise, travel costs and accommodation
Deadline	30 June 2007
Responsible	Short term expert



Task	Electrical measurements TA.118, TA. 121
Background information	One DPM expert has been trained abroad for several weeks and some new equipment is expected to be installed at DPM premises in the coming weeks. These activities thus complement and wrap up the technical expertise in this area within this project.
Objective of the activity	To witness calibration work on spot, at DPM premises, using new measurement equipment.
Methodology	D3 (118), D5 (121)
Expected results	One calibration procedure successfully applied in the DPM laboratory in Tirana
Input	Expertise, travel costs and accommodation
Deadline	30 June 2007
Responsible	Short term expert

Task	Length measurements TA.079
Background information	Two DPM experts have been trained abroad for two weeks and some new equipment is expected to be installed at DPM premises in the coming weeks. These activities thus complement and wrap up the technical expertise in this area within this project.
Objective of the activity	To follow-up the results of a long-term training
Methodology	D3
Expected results	One calibration procedure successfully implemented
Input	Expertise, travel cost and accommodation
Deadline	30 June 2007
Responsible	Short term expert



Task	Assessment of the current status of regional centres – quality system CL.116
Background information	A lot of efforts have been successfully invested in the quality assurance related issues within the project with the emphasis on the headquarters in Tirana. Nevertheless, some knowledge was disseminated and a half-day round table discussion will take place at two regional offices.
Objective of the activity	To disseminate a knowledge about quality assurance related issues at the regional offices.
Methodology	D5
Expected results	To raise awareness about the importance of quality assurance related issues
Input	Expert cost, travel and accommodation cost
Deadline	30 May 2007
Responsible	Prof. Ewa Bulska

Task	International conference PA.127
Background information	Regional collaboration is of a strategic importance. Hence, the first regional conference on quality infrastructure is being organised in Tirana by two CARDS projects.
Objective of the activity	To raise awareness about the importance of proper functioning of the national quality infrastructure and to share resources in the region
Methodology	D4
Expected results	Improved awareness about measurement quality related issues at the ministerial level as well as at the regional level
Input	Travel expenses and daily allowance for 3 invitees per SEE country (metrology, accreditation, standardisation)
Deadline	10 April 2007
Responsible	Team leader



Task	Project management PM.130, PM.131, PM.132
Background information	Reviewing and reporting about the project's progress, as requested in the ToR
Objective of the activity	6 th and 7 th Steering Committee meeting and the final report
Methodology	D6 (130), D6 (131), D5 (132)
Expected results	To inform all concerned about the project's progress, final report.
Input	Expert costs, mission cost
Deadline	08 August 2007
Responsible	Team leader



3.3 Time schedule from 01/03/2007 to 08/08/2007

Capacity building and legal framework, project management

Task number	Task	2007					
		Marc	April	May	June	July	Aug
113,114, 115	Drafting the secondary legislation						
116	Assess the current status of regional centres						
130	6 th steering committee						
131	Final report						
132	7 th steering committee						

Technical assistance

Task number	Task	2007					
		Marc	April	May	June	July	Aug
119, 122	Temperature measurements						
117, 123, 124	MiC						
95, 118, 121	Electrical measurements						
079, 093	Length						
080	Gambling machine						
078	Mass measurements						
077	Volume measurements						

Public awareness

Task number	Task	2007					
		March	April	May	June	July	Aug
125	Newsletter 4						
127	International conference						



4 Conclusions

In general, a good progress is being made according to the plan set up in the inception report. The vast majority of the planned activities have been realised in time, all of them to a very high level of quality. Only some were, due to objective reasons, postponed or are just on-going. On the other side, some additional activities, proposed by the beneficiary, were added to the original planning in this reporting period.

For each of the activity, detailed reports have been prepared by the international short term experts and are kept by the team leader, while their most important findings and conclusions are included in this report. All the short-term experts emphasised an excellent collaboration with DPM staff and a support of DPM management, which is one of the key issues for successful realisation of the planned activities. Furthermore, DPM top management found all the international experts as very competent.

The emphasis in this reporting period was on finishing the DPM general as well as specific strategies and on the long-term training for Albanian experts abroad. As for the strategy, even though its implementation was originally not meant to be a part of this project, possible further activities have been discussed with Ms Myrvete Pazaj, which could possibly improve DPM senior management staff skills in order to get it implemented as soon as possible. In this respect, following a request of the corresponding Ministry, drafting DPM business plan, was added as an additional extensive activity, having a high priority.

Additionally, although not being exactly the project's deliverable, it is important to emphasise that the renovation of the existing DPM premises in Tirana has been finished. This will considerably improve conditions for the existing laboratory work as well as for the new expertise that will be developed after receiving new measurement equipment that is to be delivered within the CARDS supply contract.

In parallel, activities within the World Bank project have being started and a successful meeting took place between the World Bank representative, Ms Sylvia Minotti, Ms Anna Ricciardi, project manager (Delegation of the European Commission) and Dr Nineta Majcen, team leader of the CARDS "Albania metrology" project. The foreseen activities have been discussed and it was agreed to complement them as much as possible.



Also, a good synergy, without overlapping of the activities, with the project led by PTB, can be reported, which is a result of a good communication and consequent appropriate planning which took place last year. Amongst other, a joint consultation event took place on legislative requirements in Tirana in February 2007. For more information, see Appendix.

In addition to this project's activities, IRMM has invited Albanian experts to attend the following workshops, conferences and public awareness events:

- ▶ Training in Metrology in Chemistry, Maribor, 2-3 March 2007.
- ▶ Inauguration of the Slovenian-European Natural Sciences Research Centre, Maribor, 15 December 2006.
- ▶ Accreditation – recognition of competence, Maribor, 20 September 2006.
- ▶ Metrology in chemistry in theory and practice, Summer school for postgraduate students, Maribor, Slovenia, 3-14 July 2006.
- ▶ Principles and applications of metrology in chemistry, Maribor, Slovenia, 5-7 February 2006.
- ▶ AcadeMiC summer school on Education in metrology in chemistry, Rogaška Slatina, Slovenia, 6-9 July 2005.
- ▶ 8th International school of ion chromatography, Rogla, Slovenia, 8-11 June 2005.
- ▶ Training in metrology in chemistry, Maribor, Slovenia, 27-28 January 2005.
- ▶ 3rd Western Balkan Conference on Reference Infrastructure for Gas Measurements in Balkan Countries, Sofia, Bulgaria, October 2004.
- ▶ 2nd Balkan Conference on National Measurement Infrastructure for Environmental and Food Chemical Measurements, Plovdiv, Bulgaria, September 2004.
- ▶ 1st Western Balkan workshop, Geel, Belgium, June 2004.

It can be concluded that no significant deviations from the plan have arisen, on the contrary, it seems that the end number of deliverables will exceed the originally planned without influencing the pre-set criteria of their high quality.



5 Appendixes

- ▶ Agenda of the training course on internal audits, Tirana, February 2007.
- ▶ Training on quality management related topics at IRMM, Geel, February 2007.
- ▶ About the PTB project: plan of the activities by the end of 2006.
- ▶ Agenda of the joint PTB-IRMM consultation on strategic planning in legal metrology, Tirana, February 2007.



Agenda of the training course on internal audits

Training course on Internal audits according to ISO/IEC 17025:2005
 organized within the CARDS 2003 Programme
 Albania metrology, EuropeAid/117815/85154/C/SV/AL

Thursday : 01 February 2007

Time	Title	Type of activity
Thursday : 1 February 2007		
09:00 – 09:15	Welcome	Mme Pazay / Mr Kellezi
09:15 – 09:30	Introduction : information on logistic (lectures; exercises; course materials)	E. Bulska
09:30 – 10:10	General introduction : lecture	E. Bulska
10:10 – 11:00	Preparing the annual audit plan : Exercise (to prepare the proposal of annual audit plan / in groups)	All participants in groups (supervised by L.K, M.H, E.B)
11:00 – 11:20	Coffee	
11:20 – 11:50	The aim of internal audits : lecture	E. Bulska
11:50 – 13:00	Preparing 'Audit plan' : Exercise (to prepare the proposal of audit plan / in groups)	All participants in groups (supervised by L.K, M.H, E.B)
13:00 – 13:45	Lunch	
13:45 – 14:15	Auditing tools : lecture	E. Bulska
14:15 – 14:35	Technical audit and list of question : demo example	E. Bulska
14:35 – 15:30	Technical audit / list of questions : Exercises (working with example procedure)	All participants in groups (supervised by L.K, M.H, E.B)
15:30 – 16:00	Report from task groups / general discussion	

*) Exercises: participants are working in groups under the supervision; after completed the task, the representative of one group will present the result and the common discussion is expected. The presentation of the result of exercises will be rotated in a way that each group will be involved.

**) L.K. – Leon Kellezi ; M.H. – Majlinda Hoxa; E.B. – Ewa Bulska



Training course on Internal audits according to ISO/IEC 17025:2005

organized within the CARDS 2003 Programme
Albania metrology, EuropeAid/117815/85154/C/SV/AL

Friday: 02 February 2007

Time	Title	Type of activity
Friday : 2 February 2007		
09:00 – 09:30	Auditor's performance and requirements : lecture	E.Bulska
09:30 – 10:30	Auditor's performance and requirements : Exercise (discussion on expected performance of DPM internal auditors)	All participants in groups (supervised by L.K, M.H, E.B)
10:30 – 11:00	Grading of non-conformities (NC) : lecture	E. Bulska
11:00 – 11:20	Coffee	
11:20 – 12:00	Describing and grading NC : exercise on NC findings	All participants in groups (supervised by L.K, M.H, E.B)
12:00 – 12:40	Internal audits follow-up : lecture	E. Bulska
12:40 – 13:00	Corrective and preventing action : demo exercise	E. Bulska
13:00 – 14:00	Lunch	
14:00 – 15:30	Corrective and preventing action (planning on CA's and PA's activities)	All participants in groups (supervised by L.K, M.H, E.B)
15:30 – 16:00	Final discussion	All participants in groups (supervised by L.K, M.H, E.B)
16:00	Certificate of attendance	E.Bulska / M.Pazay

*) Exercises: participants are working in groups under the supervision; after completed the task, the representative of one group will present the result and the common discussion is expected. The presentation of the result of exercises will be rotated in a way that each group will be involved.

**) L.K. – Leon Kellezi ; M.H. – Majlinda Hoxa; E.B. – Ewa Bulska



Training on quality management related topics at IRMM

Study visit concerning Quality Management System at IRMM of Mr Leon Kellezi and Ms Kozeta Goga <i>12-16 February 2007</i>							
Date	9:00 – 10:00	Coffe	10:30 – 12:30	Lunch	14:00 – 15:00	Coffee	15:30 – 17:00
12/02/07	ARRIVAL		11:00 – 12:00 Welcome Philip Taylor, Nineta Majcen, Ewa Bulska, Ani Todorova, Nikola Poposki		Quality System at IM Unit Lutgart van Nevel , Quality Manager	X	Visits to labs Christophe Quetel
13/02/07	QS related to the legal metrology Ani Todorova	X	Quality System at IMU / demo of Lotus Notes Lutgart van Nevel	X	Internal audits: study case Marleen van Boxstaele	X	TEA record Heinz Huehne
14/02/07	QS in the technical area Goedele Siebbens	X	QS concerning technical area / Goedele Siebbens Role and aim of IM-QS Steering Committee / Stephan Pomme	X	Time for making notes, reports	X	
15/02/07	Human resources Erik Dammekens		Validation and uncertainty Ivan Tresl	X	Attending IM-SC meeting		
16/02/07	Closing PTa + NM + EB + AT + NP		Reimbursement Noemi Vankrunkelsven		DEPARTURE		
Prepared by E.Bulska 09/02/07							



About the PTB project: plan of the activities by the end of 2006

Activity No	Type of activity
A1	Improving GDMC and external national standard laboratories technical competence towards international requirements
A1.1	1-day Workshop on requirements of CIPM MRA and EUROMET policy on providing CMCs under CIPM MRA
A1.2	2-days Workshop on international comparisons and preparation and approval of CMCs
A1.3	Defining priority international comparisons to be organized for GDMC on the base of Scientific&Industrial Metrology Development Strategy
A1.4	Organizing and conducting of international comparisons in metrology subject field with prioritization on mass measurements
A1.5	1-day Preparatory workshop to start international comparisons
A1.6	1-day Workshop and discussion of results from international comparisons
A1.7	Registering comparisons as EUROMET projects
A1.8	One day workshop and consultation on elaboration of Albanian draft CMCs based on international comparisons
A1.9	Preliminary review of Albanian draft CMCs
A1.10	Awareness event on metrology international cooperation and readiness of Albanian metrology system to be internationally recognized
A1.11	Support of GDMC experts' participation in EUROMET meetings as well as other international metrology meetings and events
A2	Documenting measurement traceability at GDMC and external national standard laboratories
<i>A2.1</i>	<i>Analysis of existing traceability chains and calibration practices</i>
<i>A2.2</i>	<i>Assuring traceability of Albanian measurement standards</i>
A2.2.1	Establishment of Albanian measurement standards recalibration intervals (an order issued by the GDMC Director General)
A2.2.2	Training of GDMC experts on determination of recalibration intervals
A2.2.3	Elaboration of a program (5 years) for recalibration of Albanian national measurement standards
A2.2.4	Submitting requests for necessary calibrations
A2.2.5	Organization and providing of calibrations
A2.2.6	Providing comments on the draft Regulation on national measurement standards
A2.2.7	Review of the NMIs CMCs recognized under the CIPM MRA in order to define the most appropriate traceability links for Albanian measurement standards
A2.2.8	Preparation and conducting of long-term arrangements for traceability
A2.2.9	Registering the long-term arrangements as EUROMET projects



Activity No	Type of activity
A2.3	<i>Documenting Albanian calibration services provided</i>
A2.3.1	GDMC internal analysis what services to be provided as calibrations
A2.3.2	Preparation of a list of calibration services to be provided to the customers by GDMC laboratories
A2.3.3	Definition of GDMC laboratories internal traceability chains
A2.3.4	Preparation of a plan to elaborate calibration procedures to support listed calibration services and internal traceability chains
A2.3.5	1-day workshop to elaborate/update a template for calibration procedure and calibration certificate
A2.3.6	Publishing and periodical up-date of the list of calibration services provided to the customers
A2.4	<i>Strengthening Albanian experts knowledge on evaluation of measurement uncertainty</i>
A2.4.1	5-days Training of trainers from Albania (GDMC and external labs) on evaluation of measurement uncertainty
A2.4.2	Development and publishing of training materials on evaluation of measurement uncertainty in Albanian
A2.4.3	Organizing 2 training courses with joint participation of PTB and GDMC lecturers
A2.4.4	Starting a regular program to provide training on uncertainty in Albanian
A2.5	<i>Consultation to the pilot laboratory (mass laboratory) to introduce ISO/IEC 17025 in its calibration services</i>
A2.5.1	Visit of PTB mass and quality experts to GDMC mass laboratory for preliminary assessment and elaboration of detailed operational plan
A2.5.2	Quality manual drafting
A2.5.3	Providing comments on the draft quality manual
A2.5.4	Drafting of procedures and documentation that supports ISO/IEC 17025 management requirements
A2.5.5	Providing comments on selected procedures and documentation that supports ISO/IEC 17025 management requirements
A2.5.6	Drafting of procedures, instructions and documentation that supports ISO/IEC 17025 technical requirements
A2.5.7	Providing comments on selected procedures, instructions and documentation that supports ISO/IEC 17025 technical requirements
A2.5.8	Implementation of the quality system
A2.5.9	Conducting of the 1st internal audit
A2.5.10	Conducting of the 1st management review
A2.5.11	Implementing the preventive and corrective actions resulting from the audit and the review
A2.5.12	Peer-assessment of mass laboratory quality system by PTB experts
A2.5.13	Preparation of mass laboratory application for accreditation



Activity No	Type of activity
A2.5.14	Two days GDMC internal workshop to present the quality system implemented in mass laboratory and to disseminate the knowledge and practice
A2.5.15	Elaboration of a plan for implementation of ISO/IEC 17025 in others GDMC laboratories
A2.6	<i>Training in selected measurement fields</i>
A2.6.1	Visit of PTB expert to GDMC pressure laboratory
A2.6.2	Training of GDMC expert in pressure measurements at PTB
A2.7	<i>Analysis of the future needs and providing recommendations to achieve sustainability in compliance with European practices</i>



Agenda of the joint PTB-IRMM consultation on strategic planning in legal metrology



Workshop on Strategic planning in the field of legal metrology
19th – 20th of February 2007, Hotel Diplomat, Tirana



1st day

Time	Title	Lecturer
09:00 – 9:15	<i>Opening and welcome speech</i>	GDMC General Director, Ms. M. Parzaj
Introductory session		
09:15 – 9:30	Overview of project activities in the field of legal metrology	PTB Project leader
09:30 – 10:00	The status of legal metrology in Albania: Findings of the internal analysis, with special emphasis on the achievements on the way to prepackages and MID implementation.	GDMC
10:00 – 10:30	What remains to be done in Albania for MID implementation and implementation of prepackage-control?	Ani Todorova
10:30 – 11:00	<i>Coffee break</i>	
11:00 – 11:30	Economic perspectives: Results of the studies by CEPEI and conclusions drawn	GDMC
11:30 – 12:00	Summary	moderator
12:00 – 13:00	<i>Lunch</i>	
SWOT analysis session		
13:00 – 15:30	Participatory SWOT brainstorming	moderator
15:30 – 15:45	<i>short break</i>	
15:45 – 16:15	Systematization and summary of results incl. prioritization of goals	moderator

2nd day

Time	Title	Lecturer
Strategic planning session		
09:00 – 09:15	Aim of the day: set up a complete OPL for the next years for all the goals defined during day 1 Agreement on procedure for the day : division into groups, etc.	moderator
09:30 – 11:15	Drafting of OPL (optional: division into groups) <ul style="list-style-type: none"> • On legal control of measuring instruments • On control of prepackages • On metrological supervision 	
11:15 – 11:45	<i>Coffee break</i>	
11:45 – 12:30	Presentation of group discussion results: <ul style="list-style-type: none"> • On legal control of measuring instruments 	GDMC
	<ul style="list-style-type: none"> • On control of prepackages 	GDMC
	<ul style="list-style-type: none"> • On metrological supervision 	GDMC
12:30 – 13:30	<i>Concluding discussion</i>	moderator



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
Joint Research Centre



European Commission

EUR 22895 EN – Joint Research Centre – Institute for Reference Materials and Measurements

Title: Metrology in Albania, CARDS 2003 Programme, EuropeAid/117815/85154/C/SV/AL. 5th interim report

Author(s): Nineta Majcen, Philip Taylor, Ewa Bulska, Ani Todorova

Luxembourg: Office for Official Publications of the European Communities

2007 – 58 pp. – 21 x 29,7 cm

EUR – Scientific and Technical Research series – ISSN 1018-5593

ISBN 978-92-79-06668-9

Abstract

In this report, detailed description of the activities realised within the CARDS project “Albania metrology” in the fifth reporting period from 1 September 2006 to 28 February 2007 is given. The report includes description of each task, its objective, methodology used to achieve its objective, as well as indicators, such as number of expert days, number of people trained and expert working days.

In the second part of the report, activities for the next reporting period from 1 March 2007 to 8 August 2007, when the project ends, are described.

Additionally, complementarily with other related projects (The World Bank, German funded project) are described as well.

As a conclusion, an overall evaluation of the project’s progress is given and possible risks for the planned actions are identified.

The mission of the JRC is to provide customer-driven scientific and technical support for the conception, development, implementation and monitoring of EU policies. As a service of the European Commission, the JRC functions as a reference centre of science and technology for the Union. Close to the policy-making process, it serves the common interest of the Member States, while being independent of special interests, whether private or national.

