TWINNING PROJECT FICHE

State Committee for Standardisation, Metrology and Patent of the Republic of Azerbaijan

1. Basic information

1.1 Programme: ENPI-Annual Action Programme 2012 for the Republic of Azerbaijan

1.2 Twinning number: AZ15-ENP-TR-36

1.3 Title: Strengthening the metrology system in Azerbaijan

1.4 Sector: Trade and Industry

1.5 Beneficiary country: Republic of Azerbaijan

2. Objectives

2.1 Overall objective:

To support access by Azerbaijan to world markets through the development of a metrology system in line with EU and international best practices in standards, norms and processes in the field.

2.2 Project purpose:

To build the capacity of the State Committee for Standardisation, Metrology and Patent of the Republic of Azerbaijan (SCSMP) in the field of metrology to comply with the requirements of the Agreement on Technical Barriers to Trade (TBT) of the World Trade Organisation (WTO).

2.3 Contribution to National Development Plan/Partnership and Co-operation Agreement/Association Agreement/Action Plan

2.3.1. EU-Azerbaijan agenda

After its enlargement in May 2004, the EU faced a new geopolitical situation and adopted the **European Neighbourhood Policy (ENP)**[1], which is a new framework for the relations with its neighbours. The ENP aims to go beyond the existing Partnership and Co-operation Agreements to offer neighbouring countries the prospect of an increasingly closer relationship with the EU with the overall goal of fostering the political and economic reform processes, promoting closer economic integration as well as legal and technical approximation and sustainable development.

The central element of the ENP is a bilateral **Action Plan (AP)**[2] which clearly sets out policy targets and benchmarks through which progress with an individual neighbouring country can be assessed over several years. The AP defines a considerable number of priority areas.

With regard to reforms in the metrology sector, the new partnership perspective in the Action Plan includes:

The perspective of moving beyond co-operation to a significant degree of integration, including through a stake in the EU's Internal Market, and the possibility for Azerbaijan to participate progressively in key aspects of EU policies and programmes;

Deepening trade and economic relations; providing the opportunity for convergence of economic legislation, the opening of economies to each other, and the continued reduction of non-tariff barriers to trade, which will stimulate investment and growth;

[1] http://eeas.europa.eu/enp/index_en.htm
[2] http://pao.az/en/newsfeeds/list-all-news-feed-categories/digital-library/other-related-eu-documents/74-euazerbaijan-action-plan/file

Support for the development of a modern metrology system is recognised as a priority area within the Action Plan. Priority area 7, which relates to the further convergence of economic legislation and administrative practices, identifies the following specific priority for action: 'Strengthen the institutions responsible for standardisation, accreditation, conformity assessment, metrology and market surveillance'. Further complementary actions have been identified in section 4.5 on Trade-related issues, market and regulatory reform.

Standardisation in general and metrology in particular are priorities of the Partnership and Co-operation Agreement (PCA), European Neighbourhood Policy Action Plan (ENP AP), Country Strategy Paper for 2007 – 2013 and of the European Union-Azerbaijan Institutional Development Programme. Moreover, a need to strengthen the State Metrology Service under the State Committee for Standardization, Metrology and Patent of the Republic of Azerbaijan (SMS) is emphasized in the Institutional Reform Plan 1 (IRP 1) within the EU Comprehensive Institution Building (CIB) mutually agreed framework document.

The ENPAP also includes co-operation tools, like Twinning, Technical Assistance and Information Exchange instrument (TAIEX) and Support for Improvement in Governance and Management initiative (SIGMA), which play an essential role in the achievement of the Action Plan priorities. In particular, the Twinning instrument, which provides for direct co-operation between EU and Azerbaijani public bodies to support institution building activities, has proved to be particularly efficient in policy areas where the expertise required by the beneficiary country exists mainly in the public sector.

2.3.2. Governmental policy and strategy

2.3.2.1 Legislation and strategic documents related to the project

2.3.2.1.1 Existing legislation and strategic documents

The core legal framework for the organization and supervision of the metrology system in Azerbaijan is:

a) Law of the Republic of Azerbaijan on ensuring uniformity of measurements (dated 13 June 2013).
   This deals with the legal and organizational basis for ensuring uniformity of measurements. (This is based on the guidelines of OIML D1 "Elements for a Law on Metrology"). A list of rules to apply this law is given in Annexe 2.
b) Statute of the SCSMP- (dated 31 August 2009).
   The Statute deals with the organization and structure of the SCSMP.
c) Decree of the President of the Republic of Azerbaijan on Measures for the improvement of activity of the State Committee for Standardisation, Metrology and Patent of the Republic of Azerbaijan (dated 04 April 2012).
   Annexe III of this Decree is the Statute of the State Metrology Service under SCSMP and it specifically deals with its activities, duties and organization.

In addition, the Law of the Republic of Azerbaijan on Regulation of business inspections and protection of interests of businesses **(**dated 2 July 2013), addresses business inspections and is applicable to all inspectorates, including the State Control Service for Technical Regulation and Standardization under the SCSMP together with other function dealing also with inspection in the field of metrology.

2.3.2.1.2 Secondary legislation and strategic documents under drafting

The detailed rules referred to above include three in the process of being drafted. The details are also set out in Annexe 2.

2.3.2.2 State Programmes

The reforms in the field of metrology are stated in several State Programs and Action Plans:

a) "State Programme on poverty reduction and sustainable development in Azerbaijan in 2008-2015" of 2008 approved by the Decree by the President of the Republic of Azerbaijan
b) "State Programme on reliable food provision of the population in 2008-2015" of 2008 approved by the Decree by the President of the Republic of Azerbaijan
c) And specifically, point 3.2.5 of the Institutional Reform Plan 1 of the EU CIB Programme – Azerbaijan Institutional Development programme, which addresses strengthening of the institutional capacity of the SMS.

2.3.3. International Conventions and Agreements

The control of metrology includes international treaties such as the Metre Convention – which gives authority to the International Committee for Weights and Measures (Comité International des Poids et Mesures, CIPM) and the International Bureau of Weights and Measures (Bureau International des Poids et Measures, BIPM). There is a need to demonstrate equivalence between national measurement standards. At a national level, this is supported by a legal framework, particularly as regards the use of weighing and measuring equipment for commercial transactions and the market surveillance arrangements associated with that.

The CIPM Mutual Recognition Arrangement (MRA) is a framework through which National Metrology Institutes (which would be the SCSMPin the case of Azerbaijan) demonstrate the international equivalence of their measurement standards and the calibration and measurement certificates that they issue.

Legal metrology is the application of legal requirements to measurements and measuring instruments and is supported by the International Organisation of Legal Metrology (Organisation International de Métrologie Légale, International Organization of Legal Metrology.

Azerbaijan become an associate of General Conference on Weights and Measures (Conférence Générale des Poids et Mesures,CGPM) and a corresponding member of OIML) from January 2015. Azerbaijan is a member of COOMET. COOMET is a regional organisation originally establishing co-operation of national metrology institutions of the countries of Central and Eastern Europe. It was founded in 1991 and has 18 Member States, the majority being former USSR States. Through the relationship between COOMET and BIPM, Azerbaijan will be able to participate in activities to establish confidence in national measurement standards and calibration and measurement certificates issued via a series of mutual recognition agreements. Azerbaijan has not participated in such mutual recognition arrangements so the infrastructure of standards of weights and measures in Azerbaijan is not as high as it could be.

3. Description of the project

3.1 Background and justification

Metrology, (the science of measurement), critically affects standards, technical regulations and conformity assessment activities and plays a crucial role in development of society. Establishing a National Measurement System in line with the global measurement system, is one of the key requirements to enable global trade, by which, the measurements, quality system and product certification made in a country will be acceptable to other countries and thereby help remove technical barriers to trade.

Measuring instruments are used in fields as diverse as transactions in a broad sense (business transactions, tax and postal operations, determination of wages, determining the value of an object, determining the quality of products, product pricing, distribution of goods), official use (judicial expertise, official control, criminal, or administrative sanction decision, regulatory applications), Environmental Protection (air quality, noise pollution), Health Protection (weighing patients, drug manufacturing, analysis Laboratories in biomedical and pharmaceutical), public safety (road safety, control of the police, transport road). Also, daily use of pre-packaged products requires their quantity

to be controlled. Consumers in their daily lives rely on the accuracy of weighing equipment, whether buying fuel for a motor vehicle or fruit and vegetables in a market.

The metrology system in its widest sense can be thought of as a complex arrangement of interlinked processes and procedures involving international and national standards through to their operational use. If any element of the system is weak (no matter how strong other elements may be), the entire system will be compromised. It is for this reason that this twinning project is designed to support the metrology system, rather than a single Agency, Division or Department within that system

3.1.1. Current situation in the metrology sector

The SCSMP is a governmental agency within the Cabinet of Ministers in charge of Azerbaijani standardization, technical regulation, metrology, evaluation of technical compliance, accreditation and quality standards in the Republic of Azerbaijan. Details on the SCSMP and its key parts in charge of metrology are given in section 4. – "Institutional framework".

Outside of the SCSMP there is a network of other testing laboratories under state bodies, such as State Customs Committee, Ministry of Agriculture, Ministry of Health, Ministry of Economy and Industry and private testing laboratories. There are estimated to be app. 36 calibration laboratories and 231 testing laboratories in Azerbaijan of which around 10 testing laboratories have international accreditation. All the other laboratories have national accreditation from the State Accreditation Service under the SCSMP. In addition, there is the State Control Service for Technical Regulation and Standardization under the SCSMP which undertakes market surveillance (including some metrology inspections although these are primarily focused on checking documentation associated with metrological equipment).

There are a number of Universities that deliver relevant metrology training but can only provide theoretical training. The Azerbaijan State Oil Academy has a Metrology, Standardisation and Quality Management Department in the Faculty of Manufacturing Processes and Automation. It has suitable equipment but it is old and out of date. The SMS has already recruited specialists from the Azerbaijan State Oil Academy, but this relationship could be developed and improved.

The overall metrology system in Azerbaijan varies considerably in terms of its approximation to EU and international best practice. The metrology system appears most developed at the state national standards end of the system and would most benefit from further support in relation to services at the operational end. National standards and traceability to international standards and laboratory practices are being developed. Associate membership of CGPM (and corresponding membership of OIML) in itself will provide further support. In fact one of the AzTEST laboratories (Testing Laboratory of Food and Agricultural Products) already has an international accreditation by National Accreditation Body of Germany (DAkkS) according to ISO/IEC 17025. There is existing expertise within Azerbaijan that could be used to support similar accreditation by other laboratories.

Nevertheless, support is needed by the metrology system to ensure that the SMS is able to develop systems to establish the degree of equivalence of its national measurement standards with those maintained by National Metrology Institutes (NMIs) and to provide for the mutual recognition of calibration and measurement certificates it issues. This will include ensuring the accreditation of its national standards laboratories according to ISO/IEC 17025.

Currently, there are 7 state standards laboratories in the field of dosimetry, weight, temperature, force and pressure, time and frequency, electric quantities, density and viscosity.

However, these measurement standards exist for a purpose, primarily to support their use by the scientific community, the academic world, industry and trade. This becomes significant where the impact is on international trade and therefore economic development. The legal framework controlling metrological equipment and its use in practice is further removed from what would be regarded as best practice.

3.1.2. Problems (direct and indirect) to be addressed

The problems which need to be addressed may be summarised as follows:

- the legal framework is not fully compliant with WTO/TBT obligations;
- the organisation and management of the wider metrology system, both in relation to strategic planning and the delivery of inspection activities is not fully appropriate;
- the technical capacity of the laboratories within the SMS does not enable full participation in international comparison and mutual recognition activities.

3.1.3. Related gaps and needs

3.1.3.1 Legal needs (primary and secondary legislation)

Current situation. The current legal framework drives the way in which metrology services are delivered in Azerbaijan. What is meant by this is that where there are practices which act as technical barriers to trade under WTO agreements or inhibit closer approximation with EU requirements, these practices are institutionalised through the law. This Twinning project is designed to address these issues.

Specifically, in operating conformity assessment and type approval to national requirements, the Republic of Azerbaijan may be promoting barriers to trade and limiting the free movement of goods. Manufacturers, importers, distributors and users of weighing or measuring instruments are forced to comply with national requirements, rather than European or international conformity assessment and type approval options, such as those contained in the New Approach Legal Metrology Directives (Directive 2004/22/EC on measuring instruments and Directive 2009/23/EC on non-automatic weighing instruments), or certificates of conformity issued under the OIML mutual acceptance arrangements by the OIML.

Furthermore, the requirement for periodic annual re-verification of all prescribed weighing or measuring instruments could impose burdens on business. This is due to the fact that AzTEST undertakes all initial and periodic annual re-verifications. Manufacturers, importers, distributors and users of weighing or measuring instruments are consequently required to make arrangements with AzTEST to have their instruments initially verified and re-verified and bear all of the associated administrative, financial and time costs inherent in such a system.

What is expected from the project? The project will review the core legal framework, particularly Law of the Republic of Azerbaijan on ensuring uniformity of measurements (dated, 13 June 2013) and related secondary legislation. The project will support in drafting new normative legal acts (secondary legislation) which focus on addressing technical trade barrier issues as well as minimizing burdens on business while ensuring the necessary protection for trade and consumers.

3.1.3.2 Institutional needs

Current situation. The metrology system has many elements to it both contained within the SCSMP as well as involving other stakeholders in the public and private sector. This is not unusual. The success of the wider system is the extent to which the key organisation, in this case, the SCSMP can provide strategic leadership to the wider system and involve and engage key stakeholders in that process. At present, metrology priorities could be better defined and more clearly stated to ensure that all organisations in the system would be working towards a common purpose in the best interests of business, consumers and all users and potential users of metrology services.

What is expected from the project? The project will focus on reviewing internal management arrangements within SCSMP, identifying and recommending best practice, helping develop better co-ordinating arrangements and developing a strategic planning process.

3.1.3.3 Capacity building needs

Current situation. Staff within the SCSMP have benefited from previous projects including previous twinning projects which have included capacity building elements through training and study visits. The approach to training could be improved through a greater emphasis on needs rather than staff attending ad-hoc workshops and training activities. In other words, there is a need for both management and technical training to support the objectives of this project which envisage substantial change.

What is expected from the project? The project will provide a structured approach to training which will include the creation of an overall training programme, a training syllabus for consideration by two academic institutions, a range of workshops, seminars, study visits and internships and the creation of a training manual to support the long term sustainability of the project.

3.1.3.4 Other needs

Current situation. There is a need to support the SMS and AzTEST in relation to its work to improve the traceability of measurements and quality management systems. The SMS will move to new premises and acquire new laboratory capacity and support will be needed to maximise the benefit arising from this move. Currently, only the Testing Laboratory of Food and Agricultural Products of AzTEST has international accreditation under ISO/IEC 17025. None of the national standards laboratories of SMS have this accreditation. Obtaining such accreditation enables full participation by SMS in international comparisons and facilitates mutual recognition agreements between Azerbaijan and other countries. This creates greater confidence in the wider metrology system in Azerbaijan and is an important contribution to addressing TBT.

What is expected from the project? Support will be provided in the development of procedures and the development of all quality system documentation relating to ISO/IEC 17025. Further, support will be provided for the participation in COOMET. There will be a substantial focus on training on relevant issues from ISO/IEC 17025, training of lead and technical assessors on standard ISO/IEC 17025, and training on the organisation of inter-laboratory comparisons.

3.2 Linked activities

3.2.1. Other related EU activities

In the recent years, a number of projects financed by different donors have been contributing for development and strengthening of the Azerbaijan quality infrastructure institutions (standardisation, metrology, and accreditation). Below is a summary of the main interventions.

In 2008-2010, **the Twinning Project "Strengthening of Standardisation, Metrology, Conformity Assessment and Accreditation in SASMP-Standards Agency Azerbaijan" (AZ/07/PCA/TR/03)** was implemented at the SCSMP. The key purpose of this project was the establishment of horizontal framework legislation for quality infrastructure in Azerbaijan conforming to the internal EU market and also fulfilling the requirements of the rules of the WTO/TBT.

PTB's (National Metrology Institute of Germany) regional project 2011-2014 "Strengthening of Quality Infrastructure in the countries of Southern Caucasus" also provided expertise to the SMS for the development of state standards laboratories.

As the continuation of this successful project, in November 2014, **PTB** started the implementation of **a new regional project "Strengthening of Food Testing and Metrology in the countries of Southern Caucasus" for 3 years (2014 - 2017)** of which the SCSMP is the main beneficiary.

> ***Note**: The above project has three outputs one of which includes; 'Output C: The modernization of national metrology institute is professionally ensured'. It will be essential for the RTA project to liaise with this project to ensure that the components and activities set out in this fiche remain valid and duplication avoided.*

At the end of 2013, **a second Twinning project titled "Support for the development of a modern standardisation and technical regulation system in Azerbaijan" (AZ/13/ENP/TR26)** was launched in the SCSMP. The aim of this 24 months length project is to support SCSMP in the development of a standardisation and regulatory system that complies with European requirements and meets the requirements for the implementation of the WTO/TBT. The total budget allocated for the project is 1, 2 million EUR. This project commenced in January 2014.

3.2.2. Related international initiatives

The European Metrology Research Programme (EMRP) and European Metrology Programme for Innovation and Research (EMPIR) enable EU standards and metrology professionals to work together to work together to support EU innovation and address global challenges. The focus is on large scale R&D projects focussed on the needs of the standards community, transferring the outputs of metrology research to standards and sharing the benefits from over 100 R&D projects in areas such as energy, environment, health and innovation. EU experts will be able to ensure Azerbaijan has access to the latest thinking and development arising from this work.

On April 20, 2016, the MID (2004/22/EC) and NAWI (2009/23/EC) Directives will be recast and replaced by the 2014/32/EU and 2014/31/EU Directives. The changes are relatively minor and procedural, but should be taken into account by EU experts.

3.2.3. Related national initiatives

A new four-floor laboratory building with the following quantitative units, state standards laboratories (the establishment of the mentioned laboratories is foreseen) and with accommodation for staff of 40 employees is in the process of construction:

- state standards laboratory of the humidity
- state standards laboratory of length and angle
- state standards laboratory of nano-measurements
- state laboratory of standards standard flow meter, volumetric (proofer) and weight (for a small range)
- state standards laboratories of electrical quantities (inductance, power capacity, low-voltage, active resistance, electromagnet field tension, high voltage and current)
- state standards laboratory of noise, vibration and acoustic
- state standards laboratory of force (large and small)
- laboratory of samples of mixtures gas standard
- testing laboratory of electromagnetic compatibility
- lighting power, photometry
- laboratory of the calorimetric method of chromatographic of the measurement of calorific gases.

The Government of Azerbaijan has allocated AZN 12 million for the construction of administrative building and AZN 27 million for the building of state standards laboratories. The construction is scheduled to be completed by the middle of 2015.

3.3 Results

3.3.1. Result 0; Awareness raising activities

3.3.1.1 Description

A meeting will be arranged at the start of the Twinning project to promote its objectives and key activities to the main stakeholders. In addition, a final conference will be organised before the conclusion of the project to present the main results achieved during the project implementation. To maximise the impact of both events, suitable promotional material will be prepared, press release drafted and a press conference called

3.3.1.2 Key output indicator(s)

Initial meeting and final conference take place with promotional material produced

3.3.2. Result 1: The technical activities of the SMS are aligned with internationally recognised best practice.

3.3.2.1 Description

Alignment will take place through the implementation of international standards in quality management, enabling Azerbaijan to fully participate in the activities of COOMET in relation to having its national calibration and measurement capabilities (CMCs) internationally recognized in the framework of the CIPM MRA. The focus on this result will enable Azerbaijan to move from associate of CGPM to full membership of BIPM. Support will be provided across the SMS, particularly with reference to the management aspects of ISO/IEC 17025 and take into account the relevant provisions of ISO/IEC 17020: "General criteria for the operation of various types of bodies performing inspection" (2004), EN ISO/IEC 17021: "Conformity assessment. Requirements for bodies providing audit and certification of management systems" (2011) and ISO/IEC 17024: "Conformity Assessment. General requirements for bodies operating certification of persons" (2003). It is intended that the technical aspects of ISO/IEC 17025 are focused on three SMS divisions (as well as state standards laboratories), to be agreed during the contract preparation phase, to provide a 'case study' approach, enabling accreditation to be sought at a later stage for other laboratories. The main deliverables will be the production of all the relevant management and technical documents required for international accreditation.

3.3.2.2 Key output indicator(s)

- Three laboratories prepared for accreditation under ISO/IEC 17025 by an internationally recognized accreditation body.
  It is proposed that EU experts support the laboratories listed below, but this will be agreed during the contract preparation phase:
  - Force and pressure state standards laboratory
  - Weight state standards laboratory
  - Temperature state standards laboratory
- Training delivered and supported by (a) technical study visit(s)

3.3.3. Result 2: The proposed legal and regulatory framework for the metrology system is in line with EU and OIML requirements, agreed with the beneficiary and submitted for adoption.

3.3.3.1 Description

Support will be provided to modernise the legal framework in line with EU and international best practice. The focus will be on controls of weighing and measuring equipment in use for trade and the making up and marketing of pre-packed products. The main deliverable is a legal framework which meets the requirements of the WTO/TBT with the required normative legal acts (secondary legislation) drafted and submitted for adoption.

3.3.3.2 Key output indicator(s)

- A gap analysis undertaken of existing legislation with the following;
  - Directive 76/211/EEC on the approximation of the laws of the Member States relating to the making-up by weight or by volume of certain pre-packaged products,
  - Directive 80/181/EEC on the approximation of the laws of the Member States relating to units of measurement,
  - Directive 2004/22/EC on measuring instruments and

- Directive 2009/23/EC on non-automatic weighing instruments.

and OIML D1 in relation to these matters.

Gaps will be identified in a report and the required normative legal acts (secondary legislation) drafted and submitted for adoption.

(Note: On April 20, 2016, the MID (2004/22/EC) and NAWI (2009/23/EC) Directives will be recast and replaced by the 2014/32/EU and 2014/31/EU Directives. The changes are relatively minor and procedural)

- Supporting conference and workshop arranged

3.3.4. Result 3: The organisational management and planning of the metrology system is developed in line with EU and international best practice.

Result 3a: The planning and development of strategy is in line with EU and international best practice

Result 3b: The planning and delivery of metrology inspections is based on risk assessment methodologies and coordination with other inspectorates

3.3.4.1 Description

The organisational structure relating to the metrology function within the SCSMP (SMS, AzTEST, Metrology Department and Metrology Control Department of the State Control Service for Technical Regulation and Standardization under SCSMP) is reviewed, any required restructure agreed with the beneficiary and considered for adoption. The activities set out below relating to this result are grouped around

a. activities associated with the strategic management of the metrology system and,

b. activities associated with the planning, coordination and consistency of inspections

The key deliverables in relation to

a. will be the production of a strategic plan for metrology

b. the creation of processes and procedures to improve the metrology inspection function based on the use of risk management techniques and partnership working with other inspectorates.

3.3.4.2 Key output indicator(s)

Results 3a:

- A Metrology Advisory Board created, involving relevant stakeholders from both within and outside the SCSMP, to advise on metrology priorities and create the first long-term Metrology Strategic Plan.
- Supporting training delivered.

Results 3b:

- Procedures developed to enable the planning for the delivery of metrology inspections based on risk assessment methodologies, and include co-ordination and co-operation with other Inspectorate entities.
- Supporting conference, workshops and training delivered.

3.3.5. Result 4: Conduct of training needs assessment and development of training programmes delivered to enable all staff to fulfil their roles in line with EU and international best practice

3.3.5.1 Description

The successful implementation of the first three components will involve significant change for staff and it will be critical that management, technical and operational staff are able to work within that framework of change. ISO/IEC 17025 as a quality management standard focuses on both management and technical matters and training needs to reflect both. Training will include internships, study visits as well as workshops. To ensure sustainability, there will be a programme of training-of trainers (ToT) and a training manual developed. In addition, a specimen curriculum will be developed for consideration by local academic institutions. The key deliverables will be the creation of a training plan and curriculum with its related training sessions including training-of-trainers.

3.3.5.2 Key output indicator(s)

- A training needs analysis undertaken and training programme devised and training materials created
- The training courses and workshops required to fulfil the results above delivered
- A written report developed on the creation of training laboratory within SMS
- A training manual created
- A specimen curriculum developed and its potential use discussed with a minimum of two academic institutions
- A training-of-trainers course delivered

3.4 Activities

In order to meet the specific mandatory results of this project, the partners may agree on alternative or complementary activities and outputs to those identified in this section.

Project kick-off event

A meeting aiming at presenting the Twinning project to the main involved stakeholders shall take place at the beginning of the project implementation.

Project closing event

A conference shall present the main results achieved during the project implementation and shall be organised before the conclusion of the project.

Activities related to Result 0:

- ✓ A meeting is arranged at the start of the Twinning project to promote its objectives and key activities to the main stakeholders. To maximise the impact of the event, suitable promotional material will be prepared, a press release drafted and a press conference called
- ✓ A final conference is organised before the conclusion of the project to present the main results achieved during the project implementation. To maximise the impact of the event, suitable promotional material will be prepared, a press release drafted and a press conference called

Activities related to Result 1 (alignment of SMS technical activities):

- ✓ A review of the Quality Management System in the SMS is undertaken and gaps identified. This will focus on the management and technical requirements of the national standards laboratories of SMS. There will be a specific focus on three laboratories, namely those provided in the: Force and pressure state standards laboratory, Weight state standards laboratory, and Temperature state standards laboratory (or three others agreed during the contract preparation phase). A

report will be produced which identifies the steps required to address the gaps and bring the quality management system in line with ISO/IEC 17025.

- ✓ Documented procedures for the quality system will be developed relating to ISO/IEC 17025. Procedures will be developed, specifically relating to the three laboratories, focusing on gaps identified above. The three laboratories will be submitted for accreditation by an internationally recognised accreditation body.
- ✓ EU experts will carry out a preliminary peer assessment following COOMET best practice recommendations to support greater participation in COOMET. The recommendations and findings will be summarised in a report.
- ✓ A bilateral inter-laboratory comparison will be organised. The purpose of this is to support CMCs to be submitted through COOMET. [The CIPM MRA is the framework through which NMIs demonstrate the international equivalence of their measurement standards and the CMCs they issue]. The outcomes of the Arrangement are the internationally recognized (peer-reviewed and approved) of the participating institutes.
- ✓ Training will be delivered, to support the above issues in relation to;
  - Relevant issues from ISO IEC 17025, including setting a mission, quality manual, and other quality management documents with practical examples
  - The role of lead and technical assessors on standard ISO/IEC 17025 on relevant issues including uncertainty of measurements for calibration and testing laboratories with practical examples from the field of force and pressure standards, weight standards and temperature standards
  - The organisation of inter-laboratory comparisons

In addition, the training will be supported by a technical study visit for relevant staff and an internship to a NMI of an EU Member State.

Activities related to Result 2 (upgrading legal and regulatory framework):

- ✓ A gap analysis of the existing legal framework for metrology undertaken in relation to both EU and OIML requirements and a report produced with recommendations focusing on issues which adversely impact on WTO/TBT issues. This will include a review of existing legislation, particularly the Law of the Republic of Azerbaijan on ensuring uniformity of measurements (dated, 13 June 2013), secondary legislation and an assessment undertaken of compatibility with the Directive on Units of Measurement (80/181/EEC).
- ✓ The relevant elements of EU Directive 2004/22/EC on measuring instruments and Directive 2009/23/EC on non-automatic weighing instruments which addresses WTO/TBT will be prepared for transposition.
- ✓ The relevant elements of EU Directive 76/211/EEC on the approximation of the laws of the Member States relating to the making-up by weight or by volume of certain pre-packaged products which addresses WTO/TBT issues will be prepared for transposition.
- ✓ Internal processes and procedures will be developed which will act as a guide to staff within the SCSMP and ensure consistency and transparency in the application of the new legislation. These processes will also support the activities above.

To support the above activities;

- ✓ A conference and workshop will be arranged for trade, industry, and commercial representatives from relevant sectors to advise on the implications arising from the changes to the legal framework

Activities related to Result 3a (strategy development):

- ✓ A gap analysis of the structure and organisation of all metrology activities undertaken within the SCSMP will be undertaken focusing particularly on functions and roles of the SMS, Metrology Department and Metrology Control Department of the State Control Service for Technical Regulation and Standardization under SCSMP and include areas of overlap and duplication. A report will be prepared which will identify changes that would develop the service in line with EU and International best practice associated with the management of metrology services.
- ✓ A gap analysis will be undertaken and report produced in relation to EU and international best practice on co-ordination and co-operation between organisations and stakeholders within the metrology system. This will focus on the need to identify metrology priorities in Azerbaijan and the ability of key stakeholders in the private and public sector to influence the policy development within SCSMP.
- ✓ Following the gap analysis referred to above, a meeting will be called of identified stakeholders with a view to creating a Metrology Policy Board (in view of developing procedure rules/technical requirements). A key output for the Board should be the creation of a national strategy on metrology which identifies key priorities and the contribution of key stakeholders in delivering the strategy.

To support the above activities:
Training will be delivered in relation to the effective management of the metrology system with practical examples and focusing on stakeholder engagement and the development of a national metrology strategy to help identify and drive priorities

Activities related to Result 3b (development of procedures for metrology inspections):

- ✓ A gap analysis will be undertaken and report produced in relation to EU and international best practice on co-ordination and co-operation between organisations and stakeholders within the metrology system.
- ✓ A risk assessment methodology in line with EU best practice will be developed to ensure the Metrology Control Department of the State Control Service for Technical Regulation and Standardization under SCSMP focuses its efforts on the most important issues
- ✓ Alternative processes will be developed focusing on the need for co-ordination and co-operation between bodies, including inspection bodies specifically involved in legal metrological control and more broadly in the field of market surveillance. The report will particularly identify the end to end processes associated with both preventive and market surveillance measures which could be made more effective.

Note;
a) Preventive measures. These are the measures taken before marketing of measuring instruments, i.e. approval, examination, verification and re-verification
b) Metrology control. This is an inspection activity to establish whether instruments placed on the market meet legal requirements.

- ✓ A report will be produced which identifies improved arrangements and focuses on ensuring the necessary degree of consumer protection and market place regulation while minimising unnecessary burdens on the business community.

To support the above activities:

Training will be delivered in relation to streamlining the approval, examination, verification and inspection of weighing and measuring equipment with practical examples from EU Member States

- An information conference/seminar for all key stakeholders on the implications of the new approach in relation to MID, NAWI and pre-packed goods will be delivered
- Workshops will be delivered for key staff at SMS, Metrology Department, Metrology Control Department of the State Control Service for Technical Regulation and Standardization under SCSMP and AzTEST on the implications of the new approach in relation to MID, NAWI and pre-packed goods
- Training on processes and procedures to guide the effectiveness of metrology services, particularly in relation to the metrology inspection function
-Training on the use of risk assessment techniques to ensure the SCSMP focuses on priority issues

Activities related to Result 4 (Delivery of training programmes):

- ✓ A training needs analysis will be developed to ensure the training needs described in the 3 results above are still current and relevant. Experts will devise a comprehensive training programme based on the identified needs.
- ✓ A training manual will be created to ensure that all the training is available in a single reference document.
- ✓ A written report will be prepared on the practical requirements for a training laboratory, including technical advice to support the establishment of training centre (i.e. preparation of needs assessment, drafting of terms of reference, job description, mandate, training modules, capacity building, etc)
- ✓ A Training of trainers course will be delivered in order to ensure the sustainability of training.
- ✓ A specimen curriculum including training modules will be developed and its potential use discussed with two academic institutions

3.5 Means/ Input from the MS Partner Administration

The MS partner administration is expected to provide the Project Leader (MS PL) and Resident Twinning Advisor (RTA) as well as a team of short term experts to support them.

The MS PL is the key link between the partners, acting at an overall operational and strategic level. The RTA resides in the BC and co-operates day-to-day with the BC partners and the MS short-term experts (STEs). STEs will work in Azerbaijan on the basis of specific Terms of Reference (ToR) which will be designed by the RTA for each mission and approved by Beneficiary.

It has proved to be an advantage for the project implementation in previous Twinning projects when the MS has designated a senior STE to be responsible for each mandatory result/component of the project (i.e. a component leader) and to liaise with the respective component leader to be nominated by the BA. The BA will nominate counterparts to these key persons (see section 6.3).

The required MS experts must either be civil/public servants of the relevant MS administration or be permanent staff of authorised mandated bodies. All experts must comply with the requirements set in the Twinning Manual.

The nature of work for technical assistance abroad requests strong initiative, good analytic, interpersonal and language skills. All experts shall possess these qualities.

To arrange logistics for the RTA and fix local arrangements such as hotel booking, administrative support etc. for the short-term experts, the RTA will be supported by a permanent RTA Assistant.

One assistant will be selected during Twinning contract preparation period.

A full-time interpreter/translator may also be recruited in Azerbaijan and funded by the project. (S)he will perform most of the required interpretation/translation services. Whenever required and needed on a clear justified request, e.g. for simultaneous interpretation during seminars and workshops, additional interpretation may be procured and funded by the project. The fiull time interpreter/translator will provide day-to-day interpretation/translation to the RTA and project experts during meetings.

3.5.1. Profile and tasks of the Project Leader (PL)

The Project Leader (PL) will be based in the MS and will be responsible for the overall management of the project and the coordination of activities performed and ensures the overall quality of the services provide on it. Heor she wil have the overall responsibility for the implementation of all twinning activites..

The PL will supervise and coordinate the overall thrust of the project. (S)he will direct the project and will ensure that all the required strategic support and operational input from management and staff of the MS side are available. Together with the Beneficiary PL, he will organise the Project Steering Committee (PSC) meetings. **The MS PL would continue to work in her/his MS administration but should devote a minimum of three working days per month to the project in Azerbaijan with an on-site visit to Azerbaijan at least every three months to participate in the project SC meetings.**

Profile:

Qualification and skills

- A university degree in a relevant discipline and/or relevant experience
- Good analytical and organisational skills
- Well-developed interpersonal skills
- Good command of written and spoken English
- Working knowledge of Azerbaijani, Turkish or Russian would be an asset

General professional experience

- Minimum 5 years of relevant professional experience in the field of metrology or management level in her/his MS public service or legal metrology and/or market surveillance sector
- Experience in project management
- Broad understanding of current EU and OIML policies relating to metrology, legal metrology and market surveillance

Specific professional experience

- Knowledge of current EU-policies, existing structures and methods in the sector
- Experience in of applying mutual recognition arrangements of the International Committee of Weights and Measures would be an asset
- Specific experience in the management of the implementation of international instruments would be an asset
- Experience in EU funded projects would be an asset

Tasks:

- Liaising with the BC Administration at the political level
- Overall co-ordination, guidance and monitoring
- Ensuring the direction of the project work
- Ensuring the achievement on time of the mandatory project results
- Ensuring the availability on time of MS-Short Term Experts and other MS resources
- Executing other administrative tasks

3.5.2. Profile and tasks of the Resident Twinning Advisor (RTA)

The Resident Twinning Advisor (RTA) seconded from the EU MS should have **minimum five years' work experience as a staff member in a MS metrology body**, working directly in the field of metrology and/or market surveillance. A network of functional contacts with related EU and Member State institutions will be also an asset.

The RTA will be in charge of the day-to-day implementation of the Twinning project in Azerbaijan. (S)he should co-ordinate the implementation of activities according to a predetermined work plan and liaise with the RTA counterpart in Azerbaijan. **(S)he will reside for the entire implementation period of 24 consecutive months in Azerbaijan and work full-time for the project.** The RTA is expected to be actively involved in the implementation of all activities. (S)he should co-ordinate the project and have a certain level of understanding of all components.

Profile:

Qualification and skills

- A University degree in a relevant discipline and/or relevant experience
- Good command of written and spoken English
- Good analytical and organisational skills
- Working knowledge of Azerbaijani, Turkish or Russian would be an asset

General Professional Experience

- Minimum 5 years' experience in the metrology sector
- Experience of current EU and OIML policies relating to metrology, legal metrology and/or market surveillance
- Experience in managing teams of experts and project management

Specific Professional experience:

- Familiarity with current EU-policies, existing structures and methods in the metrology sector
- Good knowledge of the institutional environment relating to the implementation and enforcement of relevant EU legislation
- Experience in conducting legal reviews would be an asset
- Experience in previous, current accession and neighbourhood countries or with similar projects would be an asset
- Experience in developing, co-coordinating and conducting training programmes would be an asset

Tasks:

- Day-to-day coordination and implementation of the project activities in Azerbaijan
- Preparation of Terms of Reference (ToR) for STEs' missions
- Managing recruitment and input of short-term experts
- Arranging study tours to MS countries for the relevant staff of the SCSMP and other involved administrations
- Ensuring the coherence and the continuity of the inputs and the on-going progress
- Assessing continuously the Twinning-project at all stages and comparing actual progress with the specified benchmarks and time-frame
- Guaranteeing smooth implementation of the different activities;
- Liaising with the BC Project Leader and RTA Counterpart on regular basis
- Liaising with the EU Delegation and the PAO of Azerbaijan
- Preparing interim, quarterly and final reports
- Reporting to the MS-Project Leader

3.5.3. Profile and tasks of the short term experts (STEs)

All required EU institutional and technical expertise will be covered by the short-term experts. The short-term experts should have good experience in the relevant subject matter. The STEs should be civil servants or staff members of the selected MS institution(s). They should have worked in the required fields for not less than 3 years and have appropriate qualifications and necessary skills to implement the above mentioned activities.
The Terms of Reference for the short-term experts will be elaborated by the RTA. The exact number of STEs per activity should be agreed upon during the contract negotiations. There should be a pool of short-term experts to ensure smooth implementation of the project. The STEs should be identified by the Project Leader/RTA and will be agreed with the Beneficiary Administration in the course of design and delivery of the project.

Indicative fields of experience for the short-term experts:

- Metrology laws and regulations and legal approximation activities
- Metrology and market surveillance policies and strategies
- Quality management systems, with a particular emphasis on such systems in testing and calibration laboratories
- EU and OIML metrology policy
- Drafting policies and procedures in the field of metrology and market surveillance
- Training
- Others (to be defined in the proposal and/or during the contracting phase)

Indicative profile of the short-term experts:

Qualification and skills

- Relevant university degree
- Good command of written and spoken English
- Working knowledge of Azerbaijani, Turkish or Russian would be an asset

General Professional Experience

- Minimum 5 years' proven experience in the relevant field
- Working experience in foreign countries would be an asset

Specific professional experience

- Up-to-date knowledge and current experience in the respective field of project activity
- Project and training experience would be an asset

In addition to their missions in Azerbaijan, the STEs are expected to contribute actively in developing programmes for the study visits proposed in the project.

STEs' main tasks:

- Provision of their specific expertise
- Know-how transfer according to the ToR prepared by the RTA and BA
- Reporting on their missions

3.6 Reporting and monitoring

The MS Project Leader must draw up Interim Quarterly Reports and a Final Report. (S)he will be responsible for submitting them to the relevant authority.
For templates and requirements to reporting and monitoring, see the Twinning Manual.

Project Steering Committee (PSC)

The PSC will be convened at least every three months. The PSC will be chaired jointly by the MS PL and the BC PL. The PSC composition will be defined in the Contract according to requirements set in the Common Twinning Manual. Representatives from the PAO of the Republic of Azerbaijan and the EU Delegation, the RTA counterpart and BC PL as well as the RTA, MS PL and BC

component leaders will participate in the PSC meetings. Observers from other institutions may be involved from time to time in cross-cutting issues. Representatives from other administrations or short term experts, may also be invited if necessary. The PSC will follow the achievement of the project results and the timely implementation of the project activities in order to identify and rectify any problems that may arise in the course of the implementation of the project.

The secretarial support of the PSC will be provided by the RTA and RTA Assistant, who will prepare the agenda of the meetings, the documents to be discussed as well as the minutes of the meetings.

The working language of the Project implementation will be English. Translation and interpretation will be provided where necessary and where permitted in the provisions of the Twinning Manual.

4. Institutional framework

The SCSMP is the beneficiary institution and will be responsible for the implementation of the project, as well as providing the co-ordination mechanism.

4.1 Status of beneficiary

The SCSMP is a central executive power body within the Cabinet of Ministers of the Republic of Azerbaijan in charge of Azerbaijani technical regulation, standardization, metrology, evaluation of technical compliance, accreditation, and quality standards in the Republic of Azerbaijan.

4.2 Organizational structure:

To carry out its functions, the SCSMP is currently structured in a Central Administration with internal departments and divisions, 3 State Services, the Azerbaijan Standardization and Certification Institute and number of other bodies.

The structure of the SCSMP appears at Annexe 3. The key parts of the SCSMP responsible for metrological activities are;

- SMS
- AzTEST
- Metrology Department
- Metrology Control Department (a department of the State Control Service for Technical Regulation and Standardisation under SCSMP)

The distribution of staff within the SCSMP is as follows:

- the central administration with internal departments and divisions: 112 persons;
- the State Control Service for Technical Regulation and Standardization under SCSMP: 60 employees in the central office and 98 persons in its regional branches;
- the State Metrology Service under SCSMP: 40 persons;
- the State Accreditation Service under SCSMP: 22 persons.

4.3 Organisation of the Beneficiary Administration (BA) for metrology infrastructure

4.3.1. Functions, Departments and Staff

The **SMS** is the custodian of measurement standards. The SMS is responsible for keeping and maintaining the national measurement standards of physical parameters with international traceability, in line with the SI system of units. The SMS holds a total of 14 primary and 10 secondary standardsThe Divisions within the SMS are set out below and there is laboratory capacity in relation to each of the national standards:

- Legal Metrology Division – 2 persons
- Standard Planning and Development Division – 3 persons

- Force and Pressure State Standards Division – 2 persons
- Density State Standards Division – 3 persons
- Weight State Standards Division – 2 persons
- Electric Quantities State Standards Division – 2 persons
- Temperature State Standards Division - 2 persons
- Standards Samples of Gas Mixtures State Standards Division – 3 persons
- Time and Frequency State Standards Division – 1 person
- Dosimeter State Standards Division y – 4 persons
- Financial Department – 3 persons

There is a Chief of the SMS, but no intermediary management structure between the Chief and the Divisions set out above. Each of the Divisions reports directly to the Chief.

AzTEST. The Experimental Testing Centre (AzTEST) of SCSMP was established in April 15, 2009 and is self-financing. It has 7 calibration laboratories and 4 testing laboratories. The Testing Laboratory of Food and Agricultural Products is accredited under ISO/IEC 17025 by the German Accreditation Body – DAkkS. AzTEST has 7 regional testing and certification laboratories. In addition, it has 4 mobile laboratories. AzTEST provides testing and calibration services for a range of clients and is the link in the traceability chain between the standards held by the SMS and industrial, commercial and other users, including the Metrology Control Department.

Metrology Department. The Metrology Department of Central Administration of SCSMP has 7 employees. It is managed by a Head of Metrology Department. This department implements the state policy in the field of metrology, makes proposals for legislation on metrology, deals with the issuing approval documents for licensing and registering the measurement instruments in the country and passing this information to the Registry and Cadastre Department of the Committee. It is also responsible for as maintaining the summer and winter time changes.

Metrology Control Department. The Metrology Control Department is a department of the State Control Service for Technical Regulation and Standardisation under SCSMP. The State Control Service includes other, separate departments responsible for such matters as, foodstuffs, oil quality, light industry and construction. In addition to the State Control Service for Technical Regulation and Standardisation based in Baku, there is a network of 7 regional offices. There are 7 staff and one Head of the Metrology Control Department in Baku and around 5 or 6 staff in each of the regional offices. Each of the regional inspection offices operates independently of each other and there is no overall planning of priorities or activities. There is a system of both responding to consumer complaints and routine inspections. Inspections may take between 1 or 2 days up to 1 or 2 months depending on the size of the enterprise being inspected. All weighing and measuring equipment used in trade, industry or in public institutions has to be verified before being used, and re-verified on an annual basis and entered onto a state register. The Metrology Control Department check that this is done.

Outside of the SCSMP there is a network of private testing laboratories operated in the private sector. In addition, there is the State Service for Antimonopoly Protection and Consumer Rights Protection Policy under the Ministry of Economy and Industry of the Republic of Azerbaijan which also related inspection functions.

4.3.2. Infrastructure and technical resources

5. Budget

The maximum budget allocated to this Twinning project is € 1,2 Million

The Azerbaijani beneficiary administration will provide the RTA and other MS experts with office space in its main building in Baku, equipment and other provisions as stated in the Common Twinning Manual.

6. Implementing arrangements

6.1 Implementing Agency responsible for tendering, contracting and accounting

The Implementing Agency responsible for tendering, contracting and accounting is the European Commission represented by **the Delegation of the European Union to the Republic of Azerbaijan**.

The persons in charge of this project at the Delegation of the European Union to the Republic of Azerbaijan are:

Mr Jeroen WILLEMS
Head of Cooperation
Delegation of the European Union to the Republic of Azerbaijan
Landmark III, 11th Floor, 90A, Nizami street,
AZ 1010 Baku, Republic of Azerbaijan
Tel. +994 12 497 20 63 (ext. 853)
Fax +994 12 497 20 69
E-mail: Jeroen.Willems@eeas.europa.eu
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Ms Ulviya ABDULLAYEVA
Programme Manager
Delegation of the European Union to the Republic of Azerbaijan
Landmark III, 11th Floor, 90A, Nizami str.,
AZ1010 Baku, Republic of Azerbaijan
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Fax +994 12 497 20 69
E-mail: Ulviya.Abdullayeva@eeas.europa.eu
Website: http://eeas.europa.eu/delegations/azerbaijan

6.2 Main counterparts in the Beneficiary country

Programme Administration Office in Azerbaijan (PAO)
The person in charge of this project at the PAO is:

Mr.Ruslan Rustamli, Director of PAO
Head of the Department on Cooperation with International Organizations
Ministry of Economy and Industry of the Republic of Azerbaijan
6th floor, Government House,
84 Uzeyir Hajibeyli str.
Baku, AZ 1000
Republic of Azerbaijan
Tel.: (+994 12) 493 88 67 (ext. 2112)
Fax: (+994 12) 598 07 86

E-mail: r.rustamli@economy.gov.az
Website: http://pao.az

Beneficiary Administration –

The Beneficiary Administration has nominated its main counterparts to the MS PL and RTA:

Project Leader –
Mr. Oktay Abbasov
Chief, State Metrology Service under the State Committee for Standardization, Metrology and Patent
Address: 124, Mardanov gardashlari str. AZ 1147 Baku, Azerbaijan
Tel/Fax: +99412 440 63 16
Tel.: +99412 449 99 59 ext. 255
Fax: +99412 449 36 81
Email: metrology@azstand.gov.az
oabbasov@azstand.gov.az
azs@azstand.gov.az
Website: http://www.azstand.gov.az/

RTA counterpart –
Mr. Azer Baghirov
Head, Temperature State Standards Division
State Metrology Service under the State Committee for Standardization, Metrology and Patent
Address: 124, Mardanov gardashlari str. AZ 1147 Baku, Azerbaijan
Tel/Fax: +99412 440 63 16
Tel.: +99412 449 99 59 ext. 127
Fax: +99412 449 36 81
Email: metrology@azstand.gov.az
azs@azstand.gov.az
Website: http://www.azstand.gov.az/

During the contracting phase of the project, the beneficiary administration will nominate leaders for each of the 4 results.

6.3 Contracts

Only one Twinning contract is foreseen for this project.
A new Financial Regulation applicable to the general budget of the European Union entered into force on 1st January 2013[3]. This implies several changes to the Twinning contract templates. An updated version of the Twinning Manual and of its Annexes, incorporating these changes, is in preparation and shall be published soon on EuropeAid website[4]. The Twinning contract, which shall be signed as a result of the present procedure shall follow the templates of the updated Twinning Manual and Annexes.

[3] Financial Regulation: Regulation (EC, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002.
http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:298:0001:0096:EN:PDF
http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:362:FULL:EN:PDF

[4] Rules of Application: Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.
http://ec.europa.eu/europeaid/where/neighbourhood/overview/twinning_en.htm

7. Implementation schedule (indicative)

7.1	**Launching of the call for proposals:**	March 2015
7.2	Start of project activities:	December 2015
7.3	Workplan duration:	24 months

8. Sustainability

The Twinning project will have to seek sustainable solutions and approaches based on the adoption of best practices and thus prepare the grounds for Azerbaijani enhanced compliance with the selected EU Acquis and specifically best European practices in the field of maritime transportation.

Sustainability issues will be further elaborated in the course of the preparation of the project contract as a joint responsibility of the MS partner and the Beneficiary Administration. Besides, in the final report, twinning partners will include specific recommendations and strategies for consolidating and safeguarding the achievement of mandatory results in the beneficiary administration.

To ensure sustainability, Beneficiary Administrations should be provided with the training materials (all handovers) in both languages, English and Azerbaijani. That means that a budget for the translation of Guidelines, Handbooks, Glossaries, Methodology Manuals, etc. developed within the project should be foreseen.

9. Cross-cutting issues

9.1 Equal opportunity

The proposed project will comply with EU equal opportunity policies. Equal treatment of women and men in project implementation at all levels will be one of the most important principles in the project management and implementation. The beneficiaries are already equal opportunity employers. In particular, great attention will be given to the equality principle in the training of personnel and the recruitment of the STEs. Of course, appropriate professional qualifications and experience will be the main decisive factors in personnel recruitment and evaluation but, subject to that, both women and men will have identical prospects.

9.2 Environment

The principle of implementation of this Twinning project is based on a paperless work environment. This means, in particular, minimising paper use during project implementation by the maximum feasible use of e-mails and, if available, project web-site and/or project electronic data base for co-operation between partners. Documents are automatically saved in electronic format.

10. Conditionality and sequencing

There are no other requirements on sequencing, except for those mentioned in relevant activities.

List of the abbreviations

AzTEST	Experimental-Testing Centre of the State Committee for Standardisation, Metrology and Patent of the Republic of Azerbaijan
BC	Beneficiary Country
BIPM	International Bureau of Weights and Measures
CEN	European Committee for Standardisation
CIB	Comprehensive Institution Building programme
CIPM	International Committee for Weights and Measures
CIPM MRA	Mutual Recognition Arrangement of International Committee for Weights and Measures
CMC	Calibration and Measurement Capability
COOMET	Euro-Asian Cooperation of National Metrological Institutions
ECD	European Commission Delegation
EMRP	European Metrology Research Programme
EMPIR	European Metrology Programme for Innovation and Research
ENP	European Neighbourhood Policy
ENP AP	European Neighbourhood Policy Action Plan
ENPI	European Neighbourhood and Partnership Instrument
EU	European Union
CGPM	General Conference on Weights and Measures
IRP 1	Institutional Reform Plan 1
ISO	International Organisation for Standardisation
MID	Directive 2004/22/EC on Measuring Instruments
MS	Member State
MS PL	Member State Project Leader
NAWI	Directive 2009/23/EC on Non-automatic Weighing Instruments
NIP	National Indicative Programme
NMIs	National Metrology Institutes
OIML	International Organisation of Legal Metrology
PAO	Programme Administration Office
PCA	Partnership and Cooperation Agreement
RTA	Resident Twinning Adviser
SCSMP	State Committee for Standardisation, Metrology and Patent of the Republic of Azerbaijan
SIGMA	Support for Improvement in Governance and Management initiative
SMS	State Metrology Service under the State Committee for Standardisation, Metrology and Patent of the Republic of Azerbaijan
STE	Short Term Expert
TAIEX	Technical Assistance and Information Exchange instrument
TBT	Technical Barriers to Trade
ToR	Terms of Reference
ToT	Training of Trainers
WTO	World Trade Organisation

ANNEXES

1. Logical framework matrix in standard format
2. List of relevant laws and regulations
3. Organigramme of the SCSMP

ANNEXE 1: Logical Framework Matrix*

Strengthening the metrology system in Azerbaijan	Programme name and number: **ENPI AAP 2012**	**AZ15-ENP-TR-36**
State Committee for Standardisation, Metrology and Patent of the Republic of Azerbaijan	Contracting period expires: **Total budget: 1,2 million EUR**	Disbursement period expires:

	Objectively Verifiable Indicators	Sources of Verification	Assumptions
Overall objective:			
• To support access by Azerbaijan to world markets through the development of a metrology system in line with EU and international best practices in standards, norms and processes in the field	• A metrology system that meets EU and WTO requirements	Monitoring of: ENP Action Plan of 14 November 2006 European Union – Azerbaijan Action Plan of 14 November 2006 Instructive Order of the President of Azerbaijan of 6 August 2006 on Approval of Action Plan on bringing the national legislation into conformity with the requirements of the WTO	Continuous political will in Azerbaijan to proceed with EU harmonisation and WTO accession
Project purpose:			
• To build the capacity of the State Committee for Standardisation, Metrology and Patent of the Republic of Azerbaijan (SCSMP) in the field of metrology to comply with the requirements of the World Trade Organisation Technical	• SCSMP is fully compliant with WTO/TBT agreement in respect of the metrology system	Monitoring of: The State Programme on poverty reduction and sustainable development in	Continuous political will in Azerbaijan to proceed with EU harmonisation and WTO accession No delays in the preparation and adoption of modification to

Barriers to Trade Agreement.		Azerbaijan in 2008-2015" of 2008 approved by the Decree by the President of the Republic of Azerbaijan, State Programme on Socio-Economic Development of Regions of the Republic of Azerbaijan 2009-2013 of 2009 approved by the Decree of the President of the Republic of Azerbaijan, The Institutional Reform Plan 1 of the European Union – Azerbaijan Institutional Development programme which indicates that it is planned to strengthen the institutional capacity of the SMS.	legislation Cooperation from other NMIs in relation to metrological comparisons Availability and commitment of local staff
Mandatory Results:			
1. The technical activities of the SMS are aligned with internationally recognised best practice.	• All relevant management and technical documents required for accreditation produced • Three laboratories of the SMS secure accreditation by an internationally	• QMS documentation	• Availability and commitment of local staff • Cooperation from other NMIs in relation to metrological comparisons

	recognised accreditation body • Study mission(s) / internship(s) completed		• Availability of suitable equipment to perform inter-laboratory comparisons • Funding for accreditation
2. The proposed legal and regulatory framework for the metrology system is in line with EU and OIML requirements, agreed with the beneficiary and submitted for adoption.	• A gap analysis produced comparing the Azerbaijan legal framework with that required to meet WTO/TBT obligations in the metrology field • Consultative and participatory workshop with relevant stakeholders organised • Required laws drafted and submitted for adoption	• Gap analysis report • Draft laws	• No delays in the preparation and adoption of modification to legislation • Availability and commitment of local staff
3. The organisational, management and planning of the metrology system is developed in line with EU and international best practice. **3a.** The planning and development of strategy is in line with EU and international best practice **3b:** The planning and delivery of metrology inspections services is based on risk assessment methodologies and coordination with other inspectorates.	In relation to 3a • Metrology Board created involving relevant stakeholders from within and outside SCSMP • First Metrology strategic plan created and agreed In relation to 3b • Processes and procedures created to improve metrology inspections based on risk management techniques and partnership working with other inspectorates • Study mission(s) / internship(s) completed	• New metrology structure within SCSMP • Metrology Strategic plan • Processes and procedures for metrology inspections	• External stakeholders willing to cooperate • Availability and commitment of local staff
4. Conduct of training needs assessment and development of training programmes delivered to enable all staff to fulfil their roles in line with EU and international best practice.	• Training and needs assessment prepared and training programme/strategy under way • 10 training sessions to SMS and relevant stakeholders staff completed • At least 15 trainers selected and qualified • Study mission(s) / internship(s)	• Training documentation	• Availability and commitment of local staff – particularly to attend training • Availability of suitable premises including laboratories where needed for training

	completed • Training plan and curriculum developed • Training manual created		

	Means	Costs	
Visibility actions			
0.1. Kick-off meeting			
0.2. Quarterly meetings of the Steering Committee			
0.3. Final conference			
Activities to achieve result 0:			
0.1 Establish senior level Working Group under the supervision of the project direct beneficiary – and definition of rules of operations.			
Activities to achieve result 1:			
✓ A review of the Quality Management System in the SMS is undertaken and gaps identified. This will focus on the management and technical requirements of the national standards laboratories of SMS. There will be a specific focus on three laboratories, namely those provided in the: Force and pressure state standards laboratory, Weight state standards laboratory, and Temperature state standards laboratory (or three others agreed during the contract preparation phase). A report will be produced which identifies the steps required to address the gaps and bring the quality management system in line with ISO/IEC 17025.	RTA, STEs		

✓ Documented procedures for the quality system will be developed relating to ISO/IEC 17025. Procedures will be developed, specifically relating to the three laboratories, focusing on gaps identified above. The three laboratories will be submitted for accreditation by an internationally recognised accreditation body. ✓ EU experts will carry out a preliminary peer assessment following COOMET best practice recommendations to support greater participation in COOMET. The recommendations and findings will be summarised in a report. ✓ A bilateral inter-laboratory comparison will be organised. The purpose of this is to support CMCs to be submitted through COOMET. [The CIPM Mutual Recognition Arrangement (CIPM MRA) is the framework through which NMIs demonstrate the international equivalence of their measurement standards and the CMCs they issue]. The outcomes of the Arrangement are the internationally recognized (peer-reviewed and approved) of the participating institutes. ✓ Training will be delivered, to support the above issues in relation to; • Relevant issues from ISO/IEC 17025, including setting a mission, quality manual, and other quality management documents with practical examples			

• The role of lead and technical assessors on standard ISO/IEC 17025 on relevant issues including uncertainty of measurements for calibration and testing laboratories with practical examples from the field of force and pressure standards, weight standards and temperature standards • The organisation of inter-laboratory comparisons In addition, the training will be supported by a technical study visit for relevant staff and an internship to a NMI of an EU Member State.			
Activities to achieve result 2:			
✓ A gap analysis of the existing legal framework for metrology undertaken in relation to both EU and OIML requirements and a report produced with recommendations focusing on issues which adversely impact on WTO/TBT issues. This will include a review of existing legislation, particularly the Law of the Republic of Azerbaijan on ensuring uniformity of measurements (dated, June 2013), secondary legislation and an assessment undertaken of compatibility with the Directive on Units of Measurement (80/181/EEC). ✓ The relevant elements of EU Directive 2004/22/EC on measuring instruments and Directive 2009/23/EC on non-automatic weighing instruments which	RTA, STEs		

addresses WTO TBT will be prepared for transposition. ✓ The relevant elements of EU Directive 76/211/EEC on the approximation of the laws of the Member States relating to the making-up by weight or by volume of certain pre-packaged products which addresses WTO/TBT issues will be prepared for transposition. ✓ Internal processes and procedures will be developed which will act as a guide to staff within the SCSMP and ensure consistency and transparency in the application of the new legislation. These processes will also support the activities above. To support the above activities; ✓ A conference and workshop will be arranged for trade, industry, and commercial representatives from relevant sectors to advise on the implications arising from the changes to the legal framework			
Activities to achieve result 3:			
Activities related to Result 3a : ✓ A gap analysis of the structure and organisation of all metrology activities undertaken within the SCSMP will be undertaken focusing particularly on functions and roles of the SMS, Metrology Department and Metrology Control Department of the State Control Service for Technical Regulation and Standardization under SCSMP and	RTA, STEs		

include areas of overlap and duplication. A report will be prepared which will identify changes that would develop the service in line with EU and International best practice associated with the management of metrology services. ✓ A gap analysis will be undertaken and report produced in relation to EU and international best practice on co-ordination and co-operation between organisations and stakeholders within the metrology system. This will focus on the need to identify metrology priorities in Azerbaijan and the ability of key stakeholders in the private and public sector to influence the policy development within SCSMP. ✓ Following the gap analysis referred to above, a meeting will be called of identified stakeholders with a view to creating a Metrology Policy Board (in view of developing procedure rules/technical requirements). A key output for the Board should be the creation of a national strategy on metrology which identifies key priorities and the contribution of key stakeholders in delivering the strategy. To support the above activities: Training will be delivered in relation to the effective management of the metrology system with practical examples and focusing on stakeholder engagement and the development of a			

national metrology strategy to help identify and drive priorities. **Activities related to Result 3b :** ✓ A gap analysis will be undertaken and report produced in relation to EU and international best practice on co-ordination and co-operation between organisations and stakeholders within the metrology system. ✓ A risk assessment methodology in line with EU best practice will be developed to ensure the Metrology Control Department of the State Control Service for Technical Regulation and Standardization under SCSMP focuses its efforts on the most important issues ✓ Alternative processes will be developed focusing on the need for co-ordination and co-operation between bodies, including inspection bodies specifically involved in legal metrological control and more broadly in the field of market surveillance. The report will particularly identify the end to end processes associated with both preventive and market surveillance measures which could be made more effective. *Note;* *a) Preventive measures. These are the measures taken before marketing of measuring instruments, i.e. approval, examination, verification and re-verification* *b) Metrology control. This is an*			

inspection activity to establish whether instruments placed on the market meet legal requirements. ✓ A report will be produced which identifies improved arrangements and focuses on ensuring the necessary degree of consumer protection and market place regulation while minimising unnecessary burdens on the business community. To support the above activities: Training will be delivered in relation to streamlining the approval, examination, verification and inspection of weighing and measuring equipment with practical examples from EU Member States - An information conference/seminar for all key stakeholders on the implications of the new approach in relation to MID, NAWI and pre-packed goods will be delivered - Workshops will be delivered for key staff in SMS, Metrology Department, Metrology Control Department of the State Control Service for Technical Regulation and Standardization under SCSMP and AzTEST on the implications of the new approach in relation to MID, NAWI and pre-packed goods - Training on processes and procedures to guide the effectiveness of metrology services, particularly in relation to the metrology inspection function ✓ Training on the use of risk assessment			

techniques to ensure the SCSMP focuses on priority issues.			
Activities to achieve result 4:			
✓ A training needs analysis will be developed to ensure the training needs described in the 3 results above are still current and relevant. Experts will devise a comprehensive training programme based on the identified needs. ✓ A training manual will be created to ensure that all the training is available in a single reference document. ✓ A written report will be prepared on the practical requirements for a training laboratory, including technical advice to support the establishment of training centre (i.e. preparation of needs assessment, drafting of terms of reference, job description, mandate, training modules, capacity building, etc) ✓ A Training of trainers course will be delivered in order to ensure the sustainability of training. ✓ A specimen curriculum including training modules will be developed and its potential use discussed with two academic institutions	RTA, STEs		

** - This Logical Framework Matrix is tentative. The Twinning partners shall revise the content of the Logical Framework Matrix, mainly measurable indicators / benchmarks basis of commonly agreed activities and outputs during the drafting of the work plan for this project*

ANNEXE 2: List of relevant laws and regulations

Main adopted laws:

- Law of the Republic of Azerbaijan on ensuring uniformity of measurements (dated, 13 June 2013). This deals with the legal and organizational basis for ensuring uniformity of measurements. (This is understood to be based on the guidelines of OIML D1 “Elements for a Law on Metrology”).
- Statute of the State Committee for Standardisation, Metrology and Patent of the Republic of Azerbaijan (dated, 31 August 2009). The Statute deals with the organization and structure of the SCSMP.
- Decree of the President of the Republic of Azerbaijan on Measures for the improvement of activity of the State Committee for Standardisation, Metrology and Patent of the Republic of Azerbaijan (4 April 2012). Appendix III of this Decree is the Statute of SMS and it specifically deals with its activities, duties and organization.

Laws and regulations approved in 2014:

The Law of the Republic of Azerbaijan on ensuring uniformity of measurements is supported by the following rules approved in 2014:

- Rule of attestation and application of measurement methods related to the state regulation of ensuring unanimity of measurements
- Rule of application of quantity units in line with the quantity units of the international system of units
- Rule of writing of names of quantity units, signs
- Rule of relevance of technical means to measurement means
- On determination of certificate form of reference material or type approval of measurement unit and its duration
- Rule of conduct of state registry of type approved reference materials or measurement means
- Rule on testing for type approval of reference materials or measurement means, type approval of reference materials or measurement means, issuance of certificate for this, determination and change of inter-inspections interval of measurement means, requirement for sings of type approval of reference materials or measurement means and their marking
- Rule on the conduct of mandatory metrological examination and technological documents
- Rule of issuance of request and notice during conduct of state metrology control
- On determination of the rule on the form of inadequacy sign of measurement means and its marking to measurement means
- Rule of attestation of officials conducting state metrology control
- Rule on organization and leading of state information fund for ensuring unanimity of measurements, passing information to the fund, submission and documents and information form the fund
- Requirements on implementation of calibration works of measurement means, rule on issuance of calibration certificate or giving the right of marking of calibration sign
- List of measurement units verified by the accredited bodies in the field of ensuring the unanimity of measurements
- On determination of requirements for the verification rule, verification sign of measurement units and the form of verification certificate
- Rule on the approval, keeping, comparison and application of state primary quantity units standards, transfer of quantity unit from state standard, rule on the use of quantity unit standards, mandatory requirements to quantity unit standards and conformity to these rules

ANNEXE 3: Organigram of the SCSMP