

Training Events (TE) Applicants Guide

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1. Glossary

CB	Capacity Building
CaBuCo	Capacity Building Coordination
CBO	Capacity Building Officer
CIPM MRA	Mutual Recognition Arrangement
CMI	Czech Metrology Institute
DI	Designated Institutes
EC	European Commission
EPM	European Partnership on Metrology
EURAMET	European Association of National Metrology Institutes
GDPR	General Data Protection Regulation
NMI	National Metrology Institutes
RMO	Regional Metrology Organisation
SC	Stakeholder Committee
TE	Training Events

2. Summary

Training Events provide an instrument to support the development of the human and institutional capacity of member NMIs and DIs. These events are necessary to respond to the demands of indirect stakeholders through the organisation and support of training events (courses, workshops and summer schools) during the project implementation period. The topics of these courses and materials will be defined following consultations with stakeholders.

3. Scope

For EURAMET to maintain and further expand its capacity building efforts, it is crucial to ensure the long-term stability of the resources (human and financial) that sustain them. Training Events (courses, workshops, and summer schools) develop the technical skills of existing staff at NMIs/DIs, support the development of newly qualified staff across all EURAMET NMIs/DIs, and prepare them for roles in metrological laboratories or institute management. The CaBuCo project will issue a call for applications to organise and deliver courses, workshops and summer schools on specific prioritised topics.

This guide details:

- The eligibility criteria;
- The allowances available;
- How to apply for a TE;
- The evaluation process;
- Reporting requirements.

4. About Training Events (TE)

4.1 Eligibility criteria

The admissibility and eligibility criteria are the minimum conditions that an application must meet to be evaluated. The project coordinator will verify the eligibility of each application and only those deemed eligible will be evaluated. Where eligibility is not met, the application will be rejected and the proposer will be informed. Should ineligibility be discovered later during the evaluation process, the application will still be rejected.

Where there is doubt regarding the eligibility of an application, the project reserves the right to proceed with the evaluation, pending a final decision on eligibility.

Eligibility for the training events for hosting organizations requires that the organizations are EURAMET NMIs and DIs and NMIs and DIs from countries associated with Horizon Europe.

4.1.1 Admissibility

To be considered admissible, a submission must be:

- Submitted following the instructions given on www.cabuco.cmi.gov.cz before the deadline specified;
- Readable, accessible and printable.

Incomplete applications may be considered inadmissible.

4.1.2 Eligibility criteria for TE participants

Applicants should:

- be members of EURAMET NMIs and DIs that are eligible to participate, and NMIs and DIs from countries associated with Horizon Europe; representatives from other RMOs may be invited as well;
- have staff which is able to communicate fluently in English.

4.2 Typical TE activities

Training Events will cover several topics that are relevant to NMI and DIs. Typical topics will be prioritised and decided on annually by EURAMET bodies and would include:

- CIPM MRA;
- Technical subjects;
- Participation in research projects;
- NMI management & communications;
- Legal metrology.

4.3 TE limitations

Duration and location

- Training courses and workshops will be held as 1–5 day events;
- Summer schools will be held as 3-10 day events.
- Training courses and workshops to be provided face-to-face or as online event.

Number of participants

- – Minimum number of participants per event is 5;
- – Minimum number of participating countries is 3.

TE budget plan

An annual budget plan is allocated for the TE scheme. The applications for the TE will be processed in a given calendar year until the TE budget allocated for that year has been spent.

4.4 Reimbursement of the costs

The project will reimburse the actual costs incurred for travel and subsistence of speakers, possible honorarium for keynote speakers outside EURAMET, venue hire (if required), consumables necessary for the course, publicity and catering costs according to the accounting rules of the hosting organisation and upon receipt of **a financial report with all the incurred costs (hereinafter “financial report”)** from that organisation, taking into account the estimated budget for the event. Labour costs for organizing the event will not be covered by the scheme.

The project will reimburse the costs for hosting the event after receiving **the financial report** from hosting organisations, in line with the budget agreed upon in the Grant Agreement.

Please note:

- *The salaries of lectures/speakers are not covered by TE financing;*

- *The hosting organization shall not make a profit on reimbursement;*
- *The CaBuCo project reserves the right to review costs claimed.*

5. Applying for a TE

Organisations (potential hosting organization) interested in applying for a TE should contact the coordinator or CBO before they apply.

The TE application should include the following information:

- TE application details – to be submitted in the online application;
- TE proposal - as attachment to the online application;
- Budget data – to be submitted in the online application;
- Cover letter - projected benefits for the hosting organization, the initiator, and especially for intended participants - as attachment to the online application;
- Draft program - as attachment to the online application.

5.1 Submitting the application

TE applications must be submitted via the project web platform. Applications that do not pass the eligibility checks will be rejected and will not be evaluated. The applicants will be informed by email about the status of their application.

5.2 TE Calls

The TE call will be a one stage Open Call with 3 cutoff and 3 evaluation dates per 12 months. The last cutoff date is planned for Q3 2027. The cutoff dates for the TE applications can be found at www.cabuco.cmi.gov.cz.

6. Evaluation of TE applications

Evaluation of Training events applications will be evaluated by independent Stakeholder Committee, see Guide SC-G-01 Evaluation of Capacity Building activities, EC requirements will be followed and will consist of these steps:

- Perform eligibility checks;
- Review and mark applications against the excellence and benefit criteria;
- Prioritise applications and decide which ones will be selected for funding.

The project coordinator will inform the applicants of the outcome of the evaluation.

Successful applicants will be asked to confirm acceptance of the Training events and will then proceed into the contractual documents stage. Rejected applications will receive feedback to assist with future applications.

The project coordinator will publish the final list of successful TE recipients from each evaluation cycle on the project web platform and will send notification letters to all applicants.

7. Reporting

The organising institution will write a report (TE Report Template TE-T-02) summarising the work a case study/success story:

- The objectives and outcomes of the event;
- Pre-assessment of participant's knowledge and skills (in broad terms);
- Post-assessment of participant's knowledge and skills;
- Feedback on capacity building and impact.

The report should also describe the attendees of the training event (including a list of attendees) and the final agenda of the training event. The report shall be submitted to CBO for review and to CMI for their approval and case-study database.

8. Personal data and confidentiality

The project collects and store personal data of applicants, that is essential for the project database.

All submissions are kept securely and confidential, are not accessible to anyone else in CMI (except specific people working on the 23CBC01 project) or to anyone outside of CMI, unless specifically required to be provided to EURAMET as part of their monitoring process.

Submissions will not be made available to the SC, except for the purpose of evaluation only. The SC members will be required to maintain confidentiality of all information contained within the submissions they will receive and evaluate, and of the evaluation outcomes. Submissions will only be sent to SC members who have completed, signed and returned a Declaration of Confidentiality and Conflict of Interest.

SC members will be required to delete or destroy their versions of the submission and evaluation documents once the evaluation is complete.

Relevant documents:

TE Proposal Template TE-T-01
TE Report Template TE-T-02

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