



Component 2.3. "Implementation of new National Metrology Institute services related to Digital Transformation"  
 CABUREK SIM M4DT - *Component implemented with support of PTB*

**CABUREK 1<sup>st</sup> Workshop - Agenda**  
**November 1<sup>st</sup> to 5<sup>th</sup> 2021, Online**

**Objectives:**

General:

- Provide inputs and instruments for the identification of the Project

Specifics:

- Formation of WG and CABUREK (Team building)
- Assimilate the CABUREK methodology and start its implementation.
- Prepare the bases for the identification of the national project.

**Program:**

Day 1: Monday, November 1 <sup>st</sup>			
Time (UTC)	Activity	Presenter	Time
12:45	Logging in		15
<b>13:00</b>	<b>Opening, Introduction - Plenary</b>		
13:00	Welcome addresses SIM, IDB, PTB	Claire Saundry - SIM Gabriel Casabury BID Ulf Seiner- PTB	15
13:15	The SIM-IDB project	Héctor Laiz- SIM	05
13:20	Introduction of participants (Dynamic)	Alexis Valqui	20
13:40	"CABUREK" – General introduction	Mahdha Flores	15
13:55	Exercise on CABUREK	Participants	20
<b>14:15</b>	Break		05
14:20	Soft skill: Strategic thinking – What it is and why do we need in this project?	Javier Arias	30
14:50	Exercise on Strategic thinking	Participants	40
<b>15:30</b>	Break		05
15:35	Panel: The WG topics: DCC, lab automation and remote calibration	Coaches	60
16:35	Presentation of Stackfield as a platform to share our documents; and Indications for the 2 <sup>nd</sup> Day	Alexis Valqui	25
<b>17:00</b>	<b>End of the day</b>		



Component 2.3. "Implementation of new National Metrology Institute services related to Digital Transformation"  
 CABUREK SIM M4DT - *Component implemented with support of PTB*

<b>Day 2: Tuesday, November 2<sup>nd</sup></b> <b>Space for self-organized working</b>			
Time (UTC)	Activity	Presenter	Time
13:00	"Introduction into the use of Mural: <b>only for those who are not familiar with Mural, the others start at 13:30 UTC</b>	Alexis Valqui	30
13:30	Introduction to the day (for everyone)	Alexis Valqui	15
13:45 up to 15:30	<b>Subgroups</b> Team work to prepare a presentation. Participants organized by subgroup prepare a joint presentation (3-4 countries per subgroup at most) showing the M4DT topics (conditions, applications, etc.)		The needed time
15:30	Support to those who have problems to enter Stackfield	Alexis Valqui	30

Component 2.3. "Implementation of new National Metrology Institute services related to Digital Transformation"  
 CABUREK SIM M4DT - *Component implemented with support of PTB*

Day 3 – Wednesday, November 3 <sup>rd</sup>				
Time (UTC)	Activity		Presenter	Time
12:45	Logging in			15
<b>13:00</b>	<b>Plenary</b>			
13:00	Start of the Day: Wrap up (Dynamics)		Alexis Valqui	30
<b>13:30</b>	<b>Parallel Sessions in the Working Groups (WG)</b>			
	<b>WG1 DCC (en)</b>	<b>WG2 DCC (sp)</b>	<b>WG3 Lab automation &amp; remote cal (en)</b>	<b>WG4 Lab automation (sp)</b>
13:30	Open discussion guided by the coaches and selection of the best presentation of the subgroups			60
14:30	Break			10
<b>14:40</b>	<b>Plenary – Presentation of first results</b>			
14:40	Presentation of experiences and discussion with other WGs (6 min per WG + Q&A)		Representatives of each WG	40
15:20	Group Photo		Mahdha Flores	05
15:25	Evaluation of the presentations		Alexis Valqui	25
15:50	Evaluation of the Subgroup work		Alexis Valqui	25
16:15	Introduction to the tools for needs assessment and explanation of next day activity		Mahdha Flores	45
<b>17:00</b>	<b>End of the day</b>			



Component 2.3. "Implementation of new National Metrology Institute services related to Digital Transformation"  
 CABUREK SIM M4DT - *Component implemented with support of PTB*

<b>Day 4: Thursday, November 4<sup>th</sup></b> <b>Space for self-organized working</b>			
Time (UTC)	Activity	Presenter	Time
13:00	Introduction to the day	Alexis Valqui	15
13:15	Using Stackfield	Alexis Valqui	15
13:30 up to 16:30	<b>Subgroups</b> Team work to review the needs assessment tools. <ul style="list-style-type: none"> <li>• Participants will review the documents of the CABUREK tools for needs assessment.</li> <li>• Participants will join with their counterparts for choosing the best tool for their own project.</li> </ul>		The needed time

Component 2.3. "Implementation of new National Metrology Institute services related to Digital Transformation"  
 CABUREK SIM M4DT - *Component implemented with support of PTB*

Day 5 – Friday, November 5 <sup>th</sup>					
Time	Activity			Presenter	Time
<b>13:00</b>	<b>Plenary</b>				
13:00	Start of the day.			Alexis Valqui	05
	Explanation of next two exercises in WG:			Mahdha Flores	
	- Discussion on needs assessment tools				10
	- How to develop and monitor a 6-month work plan				15
<b>13:30</b>	<b>Parallel Sessions in the Working Groups (WG)</b>				
	<b>WG1 DCC (en)</b>	<b>WG2 DCC (sp)</b>	<b>WG3 Lab automation &amp; remote cal (en)</b>	<b>WG4 Lab automation (sp)</b>	
13:30	Open discussion guided by the coaches and selection of the best presentation of the subgroups				50
14:20	Break				10
14:30	Joint development of a model 6-month workplan for needs assessment				90
<b>16:00</b>	<b>Plenary</b>				
16:00	Presentation of results and conclusions on work plans to participants (5 min per WG + Q&A)			WG representatives	35
16:35	Evaluation and next steps			Alexis Valqui	20
16:55	Closing Remarks			tbd	05
<b>17:00</b>	<b>End of the workshop</b>				