



**CARICOM REGIONAL ORGANISATION FOR
STANDARDS AND QUALITY (CROSQ) SECRETARIAT –
SIM GENERAL ASSEMBLY REPORT ON CARICOM
METROLOGY ACTIVITIES
2021-2022**

Prepared by:

Mr. Nicol Best / Deryck Omar / Robert Medford

**Technical Officer – Metrology (TO-M) / Chief Executive Officer (CEO) / CROSQ Council
Sponsor for Regional Metrology Activities**

CROSQ Secretariat

2022-10-17



Contents

| | |
|--|---|
| Background | 3 |
| Introduction | 3 |
| Operational Plan Activities 2021 and 2022..... | 4 |
| THEME 1 - CARIMET Governance & Operations..... | 4 |
| THEME 2 - Measurement Traceability, Equivalence and Recognition..... | 5 |
| THEME 3 - Knowledge Management and Dissemination | 7 |
| THEME 4 - Promotion of CARIMET | 7 |
| THEME 5 - Use of Information Technology (Cross-cutting) | 8 |
| Future Plans | 8 |



Background

In February 2021, the CARIMET Strategic Plan 2021-2025 was approved and finalized by the CROSQ Council. Since the finalization of the Strategic Plan, the CARIMET Committee has been working together under the guidance, support and resourcing of largely, the CROSQ Council and CROSQ Secretariat.

For each year since the inception of the Strategic Plan, annual operational plans guide the implementation process. To date, significant progress has been made in regard to the strategic activities within the thematic areas outlined in the Strategic Plan.

Introduction

The CARIMET Strategic Plan 2021-2025 is the third strategic plan developed by the committee for the CARIFORUM¹ region. The Plan was developed based on the continuation of the first and second plans for the periods 2011-2015 and 2016-2020. The key focus of the Plan is to ensure that areas outlined, for example metrology : governance, measurement traceability, capacity development, , promotions and information sharing are complemented by activities geared toward growth and development within the region.

CARIMET's Vision: *To be a resilient, unified and inclusive metrology network.*

CARIMET's Mission: *To strengthen and promote an internationally recognized measurement infrastructure in the countries of CARIFORUM to meet the current and future needs of the region.*

CARIMET's Values:

Transparent: We are transparent with information, communication and decisions.

Inclusive: We include all members at all levels of development and treat them equitably.

Resilient: We are able to anticipate and respond to threats and opportunities

Respectful: We honour the opinions, positions and rights of all.

Technically competent: We will develop internationally recognized personnel in metrology areas.

The following are the five (5) **Strategic Themes** as outlined in the Strategic Plan:

- 1. CARIMET Governance & Operations**
- 2. Measurement Traceability, Equivalence and Recognition**
- 3. Knowledge Management and Dissemination**
- 4. Promotion of CARIMET**
- 5. Use of Information Technology (Cross-cutting)**

¹ CARIFORUM refers to the Caribbean Community (CARICOM) Member States and the Dominican Republic.



For each of the aforementioned Strategic Themes the CARIMET committee has been working assiduously to achieve the activities within the Operational Plans by completing key Activities for each defined period.

Operational Plan Activities 2021 and 2022

THEME 1 - CARIMET Governance & Operations

| No. | Strategic Activities | Outputs | Short-term Outcomes | Status/ Achievements |
|-----|---|---|---|---|
| 1.1 | Create monitoring and reporting tools | <ul style="list-style-type: none"> Working groups Report from CARIMET Coordinator Monitoring and reporting tool | <ul style="list-style-type: none"> Effectively monitor the implementation of the Strat Plan 2021-2025. NMI Directors informed about CARIMET plans | <ul style="list-style-type: none"> Operational Plan 2021 and 2022 developed. Developed and implemented the CARIMET report template for NMI reporting. Increased reporting by NMIs. |
| 1.2 | Development of CARIMET Communication Plan | <ul style="list-style-type: none"> Approved CARIMET Communication Plan | <ul style="list-style-type: none"> Internal stakeholders receive timely communication and are well informed. | <ul style="list-style-type: none"> Communication Plan template developed for NMIs to use. |
| 1.3 | Development of mechanisms to enhance and Improve CARIMET attendance and participation | <ul style="list-style-type: none"> Attendance registers and participation reports. | <ul style="list-style-type: none"> All CARIMET NMIs are represented and contribute to the development and implementation of the regional workplan. | <ul style="list-style-type: none"> Reports and attendance compiled for meetings of the committee. |
| 1.4 | Metrology Working groups Issues and topics to be addressed | <ul style="list-style-type: none"> Survey of NMI priority topics and issues. Working Group terms of reference and deliverables developed. | <ul style="list-style-type: none"> Metrology topics of common interest to CARIMET NMIs are addressed using relevant Working Groups. | <ul style="list-style-type: none"> Two main areas for functional working groups identified based on common interest topics, technical assistance requests – Quality and Legal Metrology Working groups convened and Chairs and Vice Chairs elected. |



| No. | Strategic Activities | Outputs | Short-term Outcomes | Status/ Achievements |
|-----|--|--|---|--|
| | | | | <ul style="list-style-type: none"> Draft surveys developed. |
| 1.5 | Create relationship with National Customs Agencies | <ul style="list-style-type: none"> Written agreements with customs agencies. Documented procedures for safe transport. | <ul style="list-style-type: none"> Free movement of national standards, artefacts and ILC equipment. | <ul style="list-style-type: none"> Survey developed and issued to NMIs to gather information on the status of their customs relationships within country. Some NMIs are currently working on drafting MOUs and procedures related to safe transport. |

THEME 2 - Measurement Traceability, Equivalence and Recognition

| No. | Strategic Activities | Outputs | Short-term Outcomes | Status/ Achievements |
|-----|---|--|---|---|
| 2.1 | Develop and recognise 3 Caribbean Reference Labs (CaRLs) at TTBS and INDOCAL. | <ul style="list-style-type: none"> Staff Capacity Building Equipment Procured International Recognition (Either through CIPM-MRA or accreditation) Recognition by CROSQ as CaRLs | <ul style="list-style-type: none"> International recognition of the three laboratories is achieved and recognized under the 11th EDF project. | <ul style="list-style-type: none"> Three CaRLs identified and development work underway (Humidity and Pressure at TTBS, Electrical Energy at INDOCAL) Self-assessment Gap Analysis performed. Initial assessment of CaRLs completed. Collaboration with CENAM Mexico progressing – Gap analyses and Training completed in some cases. Mentoring and equipment |



| No. | Strategic Activities | Outputs | Short-term Outcomes | Status/ Achievements |
|-----|--|--|---|--|
| | | | | procurement on-going. |
| 2.3 | CARICOM Associate Economy Rep at BIPM Directors Meeting | <ul style="list-style-type: none"> Participation in BIPM meetings and associated events | <ul style="list-style-type: none"> Relationship between CARIMET, CROSO, CARICOM, Jamaica and the BIPM is strengthened. | <ul style="list-style-type: none"> Meeting presentations and associated documentation uploaded to the CARIMET Cooperation section of CROSO's iPortal. |
| 2.4 | Document and train NMIs on benefits & procedures related to CIPM-MRA | <ul style="list-style-type: none"> CARIMET Guide on the CIPM-MRA. Training workshops. | <ul style="list-style-type: none"> All Metrologists understand the BIPM structure, the CIPM-MRA and the procedure related to publishing CMC. | <ul style="list-style-type: none"> Training workshop on CIPM MRA delivered to member states. Attendance registers and related documents uploaded to CROSO's iPortal. |
| 2.7 | Attendance of CARIMET at SIM QSTF and MWG Meetings | <ul style="list-style-type: none"> Active participation of CARIMET at SIM QSTF and MWG Meetings | <ul style="list-style-type: none"> CARIMET is represented in the SIM MWGs and knowledge and information is shared with CARIMET NMIs | <ul style="list-style-type: none"> SIM QSTF virtual meetings attended. SIM WG Meetings for some areas attended. |
| 2.8 | Technical Assistance through CaRLs and SIM | <ul style="list-style-type: none"> Capacity building and Technical Assistance to member states | <ul style="list-style-type: none"> NMIs develop technical capability to provide services to stakeholders | <ul style="list-style-type: none"> Temperature CaRL at TTBS supported training of NMI's and NMHSs in the Metrology for Meteorology (M4M) in the Caribbean Project. SIM opportunities for Digital transformation prioritized. |



THEME 3 - Knowledge Management and Dissemination

| No. | Strategic Activities | Outputs | Short-term Outcomes | Status/ Achievements |
|-----|--|--|---|--|
| 3.1 | Create and populate a central repository of CARIMET knowledge. | <ul style="list-style-type: none"> • Server/database of CARIMET knowledge. • Continuous expansion of the body of knowledge stored on the database. | <ul style="list-style-type: none"> • CARIMET NMIs can independently access relevant information. | <ul style="list-style-type: none"> • CARIMET Cooperation drive on the CROSQ iPortal is constantly being updated with relevant documents related to Metrology in many different areas. |

THEME 4 - Promotion of CARIMET

| No. | Strategic Activities | Outputs | Short-term Outcomes | Status/ Achievements |
|-----|--|--|--|--|
| 4.1 | Educate Metrologists on Strategic Plan | <ul style="list-style-type: none"> • Training sessions | <ul style="list-style-type: none"> • All metrologists understand CARIMET and contribute to regional activities. | <ul style="list-style-type: none"> • NMIs met with their various teams and they have also circulated the Strategic Plan amongst their staff. |
| 4.3 | Coordinate and support the celebration of Metrology and Quality Days | <ul style="list-style-type: none"> • Promotional campaigns. • Social media hits. | <ul style="list-style-type: none"> • Connected and external stakeholders are better informed of the importance and impact of metrology. | <ul style="list-style-type: none"> • World Metrology Day video address by CROSQ Secretariat. • Highlighting NMI events on CROSQ's website. • Supporting NMIs WMD events. • Supporting and highlighting regional and international WMD celebration events and training webinars (SIM, EURAMET, Mettler Toledo etc.) |



THEME 5 - Use of Information Technology (Cross-cutting)

| No. | Strategic Activities | Outputs | Short-term Outcomes | Status/ Achievements |
|-----|---|---|--|--|
| 5.1 | Enhancing CARIMET Committee Meetings & Working Group Meetings. | <ul style="list-style-type: none"> Meeting minutes Murals | <ul style="list-style-type: none"> CARIMET discussions, decisions and activities are held virtually. | <ul style="list-style-type: none"> In 2021, there were 6 (virtual) meetings of the CARIMET Committee. In 2022, there were 4 (virtual) meetings of the CARIMET Committee. |
| 5.2 | Use CROSO's Bitrix24 portal to archive documents and other media. | <ul style="list-style-type: none"> CARIMET Database | <ul style="list-style-type: none"> CARIMET NMIs have access to relevant information to support their development. | <ul style="list-style-type: none"> Folders created on the iPortal in key areas of Metrology and is easily accessible to CARIMET NMIs. |
| 5.3 | Use of WhatsApp for fast communication. | <ul style="list-style-type: none"> WhatsApp group established | <ul style="list-style-type: none"> CARIMET communication flows quickly. | <ul style="list-style-type: none"> Information on events is shared quickly via the group chat and it serves as a forum for easy communication. |

Future Plans

The Strategic Plan 2021-2025 gives a clear direction in relation to where CARIMET wants to be at the end of the Plan. It provides a strategic guide for developing the road maps for growth and development for the region and it also enables the CARIMET committee to operate with clearly outlined activities, objectives and outcomes to be accomplished. Based on the direction the committee is headed within the region the intention is to continue the work being done in the region. A few of the future plans are highlighted below:

1. To monitor the development of CARIMET NMIs and enhance their capacity to provide internationally recognised services and work more collaboratively together.
2. To guide and support Digital Transformation efforts and developments within our CARIMET NMIs
3. To establish a regional Metrology for Meteorology (M4M) Focus Group to further collaborate with and support the regional National Meteorology and Hydrology Services (NMHSs).
4. To collaborate with key organisations to support our regional NMIs and strengthen the regional metrology network.
5. To participate and ensure the region is actively represented in SIM Metrology working groups, especially in areas where we have established or are in the process of developing a CaRL.
6. To organise CARIMET ILCs in areas such as Mass, Volume and Temperature.