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In response to the on-going COVID-19 pandemic, EURAMET have agreed the need for virtual review conferences for Call 2021. This is in order: (i) to mitigate the impact of current and potential future restrictions on social movement and travel, (ii) to avoid last minute changes and, (iii) to ensure fairness for all applicants.

The virtual review conferences in 2021 will be very similar to previous EURAMET review conferences in particular the virtual review conferences in 2020. However, based on feedback from the 2020 virtual review conferences, the pre-recorded video sessions will be replaced by an interactive Presentation session between JRP representatives and referees.

1. What are the dates & timings for the virtual review conferences?

NORMATIVE review conference	Monday 22nd (DAY 1) & Tuesday 23rd (DAY 2) November
GREEN DEAL review conference	Wednesday 24th (DAY 1) & Thursday 25th (DAY 2) November

For 2021, **JRP representatives are required on DAYS 1 & 2** of the virtual review conferences.

The agenda for the virtual review conferences is at the end of this document. **PLEASE NOTE: agenda timings are Central European Time (CET).**

2. Who can be a JRP representative at the virtual review conferences?

ONLY ONE (1) JRP representative (for each eligible proposal) can attend the virtual review conferences.

The **JRP representative must be an employee at one of the partners** in the consortium. Ideally, they will be the coordinator for the proposal or an employee from a Funded Partner.

PLEASE NOTE: JRP representatives are required on DAYS 1 & 2 of the virtual review conference for their respective Call. This is new for 2021 and necessary in order to accommodate the timings required for an interactive presentation session between JRP representatives and referees.

3. Do JRP representatives need other documentation for the virtual review conference?

JRP representatives **do NOT need other documentation** to attend the virtual review conference.

The (i) agenda and (ii) table of proposal groups for the virtual review conferences (both available at the end of this document) should be sufficient information for JRP representatives.

EURAMET will NOT provide individual JRP representatives with additional documentation at the virtual review conferences. However, EURAMET recommends that JRP representatives should familiarise themselves with:

- [Guide 6: Evaluating Partnership Proposals](#)
- [Form 6c: JRP Evaluation](#)

4. What software is needed for joining the virtual review conferences?

The virtual review conferences will be hosted using **Microsoft (MS) Teams**, which can be downloaded for free at <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

JRP representatives MUST download and familiarise themselves with MS Teams prior to the virtual review conferences.

To help representatives familiarise themselves with MS Teams, video training and guidance is available at <https://support.microsoft.com/en-us/office/video-what-is-microsoft-teams-422bf3aa-9ae8-46f1-83a2-e65720e1a34d>

In addition, the EURAMET MSU will invite JRP representatives to a **mandatory preparatory joining session** approx.1-2 weeks before the virtual review conferences (to help support them with joining sessions).

PLEASE NOTE: whilst the EURAMET MSU will try to assist JRP representatives with their use of MS Teams for the virtual review conferences, **EURAMET CANNOT be held responsible for a JRP representatives' inability to join the virtual review conference sessions.**

EURAMET strongly recommends that JRP representatives take their own precautionary measures to ensure that they can successfully join virtual review conference sessions on time as **EURAMET will NOT DELAY or REPEAT SESSIONS due to an individual JRP representative's inability to join sessions.**

5. What are the IT requirements for joining the virtual review conferences?

The minimum requirements for joining the virtual review conferences are;

1. **a private (quiet) space to join from**
2. **an internet capable device** (e.g. laptop, PC, electronic tablet) **with:**
 - a minimum internet connection of 10 mbps upload and 10 mbps download bandwidth (internet speed can be tested using <https://www.speedtest.net/result/9795594238>)
 - a camera
 - speakers
 - a microphone

EURAMET strongly recommends that JRP representatives identify a backup device for joining the virtual review conferences. This is particularly important if you intend to join using a corporate computer with a firewall or VPN connection as this may interfere with your ability to join.

6. What should JRP representatives do if they have a connection issue?

EURAMET strongly recommends that JRP representatives take their own precautionary measures to ensure that they can successfully join virtual review conference sessions on time. This includes identifying a backup device for joining the virtual review conferences in order to mitigate the risk of connection issues.

EURAMET will NOT DELAY or REPEAT SESSIONS due to an individual JRP representative's inability to join sessions.

If JRP representatives do experience connection issues they should **IMMEDIATELY contact the EURAMET MSU** via:

Tel: +44 (0)208 943 6666

Email: empir.msu@euramet.org

7. How are JRP representatives invited to join the virtual review conferences?

The EURAMET MSU will invite JRP representatives to join the virtual review conferences via email. JRP representatives will receive one email for the virtual review conference they are invited to attend, plus one email for their mandatory preparatory joining session.

Each email will contain joining links for MS Teams sessions that correspond to specific virtual review conference sessions. **To access the joining links please ensure that your email is set to receive HTML or Rich Text emails** (i.e. NOT Plain Text emails).

It is **VITAL that JRP representatives use the CORRECT MS TEAMS LINK to join the CORRECT SESSION, at the CORRECT TIME**, otherwise they will not be able to participate in the virtual review conferences.

This is extremely important as **EURAMET CANNOT be held responsible for a JRP representatives inability to join virtual review conference sessions and will NOT DELAY or REPEAT SESSIONS** due to a JRP representative's inability to join sessions.

8. How to join the mandatory preparatory joining sessions

In order to support JRP representatives in joining the virtual review conferences, the EURAMET MSU will invite them to a **mandatory preparatory joining session approx.1-2 weeks before the review conferences.**

Attendance at this preparatory joining session is vital for the smooth running of the virtual review conferences.

Attendance **should NOT take up too much of a JRP representative's time.** Once representatives have successfully joined the session and communicated with the EURAMET MSU they can leave.

To join the preparatory joining session please:

- ensure you **display your full name (as known to the EURAMET MSU) when joining.**

EURAMET will NOT ADMIT ANONYMOUS, UNINVITED OR UNRECOGNISABLE participants to the virtual review conferences.

- click on the joining link at the correct date and time as stated in the email

Dear NRM representatives

This invitation is for you to join the mandatory preparatory joining session for NRM Group 1 representatives on **Tuesday 20th October @14:30pm (CET)**

Detailed joining instructions for the 'virtual' review conference were previously sent to representatives. But are attached (again) to this email for your convenience.

- ONLY ONE REPRESENTATIVE** (for each eligible proposal) can 'virtually' attend the 'virtual' review conference.
- Please click on the MS Teams link below to join the **MANDATORY** preparatory joining session. All representatives **MUST ATTEND a preparatory joining session.** Attendance at the sessions is VITAL for the smooth running of the 'virtual' review conferences.
- Please ensure you display your full name (as known to the EMPIR MSU) when joining. EURAMET will NOT ADMIT ANONYMOUS, UNINVITED OR UNRECOGNISABLE participants to the 'virtual' review conferences.
- Please ensure that you join the preparatory joining session using the **same device and from the same location that you intend to join the 'virtual' review conference.** This is so you can fully test your joining conditions for the 'virtual' review conference sessions.
- To view and access the 'joining' links correctly please ensure your email account is set-up to receive HTML or Rich Text emails (i.e. NOT Plain Text emails).

preparatory joining session date	Session start time (CET)	Session end time (CET)	MS Teams 'joining' link for NRM Group 1 representatives
20/10/2020	14:30	15:30	Join Microsoft Teams Meeting - NRM reps Group 1

Please make every effort to attend the preparatory joining session at the time and date given above. However, if you are **unable to attend** please **contact me ASAP** as there are a limited number of spaces in other preparatory joining sessions on the 27th, 28th or 29th October which you may be able to attend instead.

Example email from the EURAMET mandatory preparatory joining sessions 2020

9. Joining the virtual review conference via MS Teams & Windows

JRP representatives can join the virtual review conference using MS Teams via multiple platforms, including Windows.

MS Teams can be downloaded for free at <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Once you have downloaded MS Teams, JRP representatives should **click on the correct joining link for the correct session at the correct date and time.**

The joining links will be in the email you will have received from the EURAMET MSU for the virtual review conference. An example of which is given on the next page.

****PLEASE DO NOT DELETE THIS EMAIL****

Dear Representatives

This invitation is for Group 2 representatives to join the NRM review conference on **Thursday 5th November**

	start time (CET)	NRM 'virtual' review conference session	MS Teams joining links for NRM Group 2 representatives
Thurs 5th Nov	08:30	Registration Welcome session	Join session 1 NRM 5th Nov
	09:35	What to expect at the review conference & if your proposal is successful	Join session 3 NRM 5th Nov
	16:15	Formal Question & Answer session **please see the agenda for individual representative Q&A times**	Join session 5 NRM Group 2 - 5th Nov

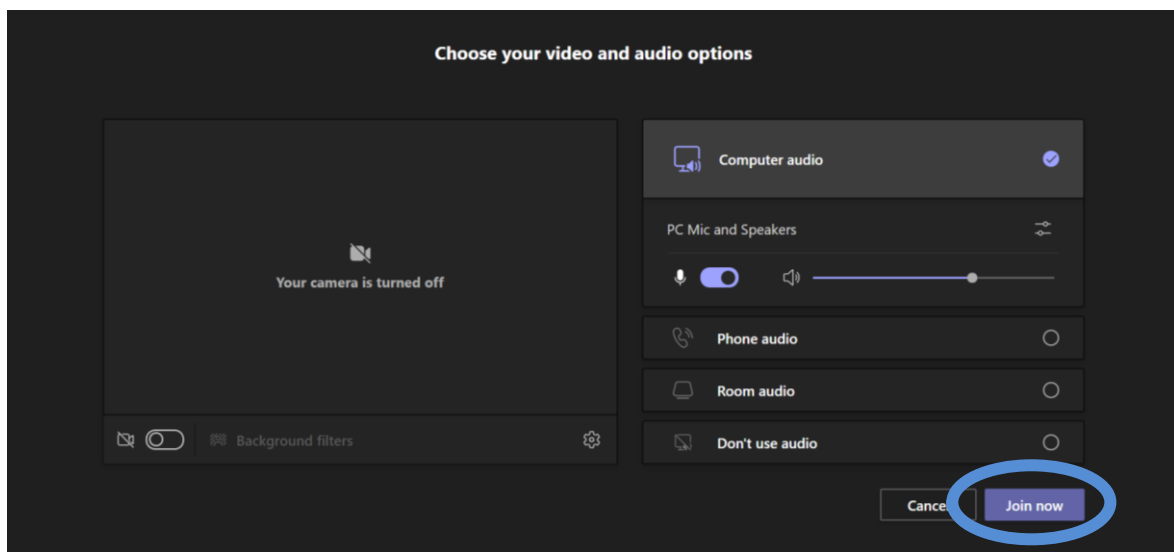
- Please note **ONLY ONE REPRESENTATIVE** (for each eligible proposal) can 'virtually' attend the 'virtual' review conference.
- Please click on the correct links below to join the correct sessions at the correct times. This is extremely important as **EURAMET will NOT DELAY or REPEAT SESSIONS due to an individual representative's inability to join sessions.**

EURAMET strongly recommends that representatives take their own precautionary measures to ensure that they can successfully join the 'virtual' review conference sessions on time. **EURAMET CANNOT be held responsible for a representatives' inability to join the 'virtual' review conference sessions**

- Please ensure you display your full name (as known to the EMPIR MSU) when joining. EURAMET will **NOT ADMIT ANONYMOUS, UNINVITED OR UNRECOGNISABLE** participants to the 'virtual' evaluation meetings.
- for the 'Formal question and answer session', representatives will be questioned individually in ascending proposal number order within their respective proposal groups. Representatives should join the MS Teams session **at least 5 minutes before the start time for their Q&A session** (as per the timings shown in the agenda).
- To view and access the 'joining' links correctly please ensure your email account is set-up to receive HTML or Rich Text emails (i.e. NOT Plain Text emails).

Detailed **joining instructions for the 'virtual' review conferences including the agenda and proposal groupings were previously emailed to representatives** but are also attached and available at
https://msu.euramet.org/current_calls/pre_norm_2020/index.html#review_conference

Example email from the EURAMET virtual review conferences 2020



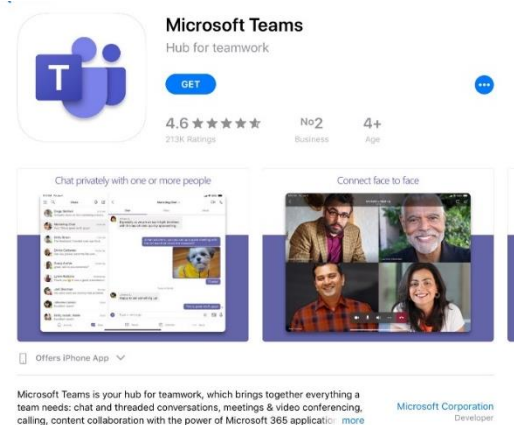
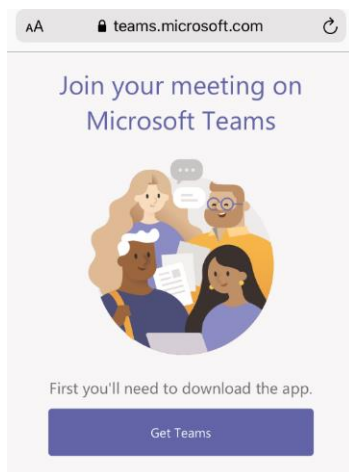
When MS Teams has opened click on **'join now'**

JRP representatives will be entered into a virtual lobby from where the EURAMET MSU will admit you into the review conference session (see question 12).

10. Joining the virtual review conferences via the MS Teams App

JRP representatives can join the virtual review conferences using the MS Teams App, which is available for both Apple and Android devices.

The MS Teams App can be downloaded for free from your device's App Store.



Please ensure you have **downloaded the MS Teams App before trying to join virtual review conference sessions.**

Otherwise you will be taken to your internet browser and asked to download the App.

Once you have downloaded MS Teams, JRP representatives should **click on the correct joining link for the correct session at the correct date and time.** The joining links will be in the email you will have received from the EURAMET MSU for the virtual review conference.

****PLEASE DO NOT DELETE THIS EMAIL****

Dear Representatives

This invitation is for Group 2 representatives to join the NRM review conference on **Thursday 5th November**

	start time (CET)	NRM 'virtual' review conference session	MS Teams 'joining' links for NRM Group representatives
Thurs 5th Nov	08:30	Registration Welcome session	Join session 1 NRM 5th Nov
	09:35	What to expect at the review conference & if your proposal is successful	Join session 3 NRM 5th Nov
	16:15	Formal Question & Answer session **please see the agenda for individual representative Q&A times**	Join session 5 NRM Group 2 - 5th Nov

- Please note **ONLY ONE REPRESENTATIVE** (for each eligible proposal) can 'virtually' attend the 'virtual' review conference.
- Please click on the correct links below to join the correct sessions at the correct times. This is extremely important as **EURAMET will NOT DELAY or REPEAT SESSIONS due to an individual representative's inability to join sessions.**

EURAMET strongly recommends that representatives take their own precautionary measures to ensure that they can successfully join the 'virtual' review conference sessions on time. **EURAMET CANNOT be held responsible for a representatives' inability to join the 'virtual' review conference sessions**

- Please ensure you display your full name (as known to the EMPIR MSU) when joining. EURAMET will **NOT ADMIT ANONYMOUS, UNINVITED OR UNRECOGNISABLE** participants to the 'virtual' evaluation meetings.
- for the 'Formal question and answer session', representatives will be questioned individually in ascending proposal number order within their respective proposal groups. Representatives should join the MS Teams session **at least 5 minutes before the start time for their Q&A session** (as per the timings shown in the agenda).
- To view and access the 'joining' links correctly please ensure your email account is set-up to receive HTML or Rich Text emails (i.e. NOT Plain Text emails).

Detailed **joining instructions for the 'virtual' review conferences including the agenda and proposal groupings were previously emailed to representatives** but are also attached and available at
https://msu.euramet.org/current_calls/pre_norm_2020/index.html#review_conference

Example email from the EURAMET virtual review conferences 2020

JRP representatives should then be automatically taken to the MS Teams App and asked whether you wish to 'Join as a guest' or 'Sign in and join'.

Meeting time!
How would you like to join?

Join as a guest

Sign in and join

JRP representatives can choose to join the virtual review conferences either as a guest or to sign in, however JRP representatives **MUST display their full name (as known to the EURAMET MSU) when joining.**



Type your name, then select Join meeting.

EURAMET will NOT ADMIT ANONYMOUS, UNINVITED OR UNRECOGNISABLE participants to the virtual review conferences.

Once you have entered your full name (as known to the EURAMET MSU) click on '**Join meeting**'

You will then be entered into a lobby where the EURAMET MSU will admit you into the review conference session (see question 12).

11. How many joining links will JRP representatives receive for a virtual review conference?

JRP representatives will receive an email containing **FOUR (4) different joining links to MS Teams sessions for the virtual review conference**.

The different joining links are required due to (i) the 2 day duration of each virtual review conference, and (ii) the confidentiality of the evaluation process and the different attendees that participate in specific sessions.

Attendance at the virtual review conferences is by INVITATION ONLY.

ONLY ONE JRP representative (for each eligible proposal) can attend the virtual review conferences.

PLEASE NOTE: JRP representatives are required on DAYS 1 & 2 of the virtual review conference for their respective Call. This is new for 2021 and necessary in order to accommodate the timings required for an interactive presentation session between JRP representatives and referees.

The joining links correspond to the following virtual review conference sessions:

	VIRTUAL REVIEW CONFERENCE SESSION	ATTENDEES ALLOWED IN THE SESSION**1
1	Registration (DAY 1) Welcome session (DAY 1)	All delegates
2	What to expect at the review conference & if your proposal is successful (DAY 1)	All JRP representatives PM, Deputy PM & MSU
3	Presentation session (DAY 1)	Referees in breakout groups Representatives in breakout groups PM, Deputy PM & MSU
4	Formal Question & Answer session (DAY 2)	Referees in breakout groups Representatives in breakout groups PM, Deputy PM & MSU

On the morning of **DAY 1** of the virtual review conferences, there will be a **registration session**. JRP representatives are advised to **register early** so that any issues with joining can be resolved before the virtual review conference begins.

When joining the registration session, you will be entered into a lobby. The EURAMET MSU will then admit you. **Please bear with us during this busy time.**

JRP representatives are reminded that it is **VITAL that they use the CORRECT MS TEAMS LINK to join the CORRECT SESSION(S), at the correct time.**

This is extremely important as **EURAMET CANNOT be held responsible for a JRP representatives' inability to join virtual review conference sessions and will NOT DELAY or REPEAT SESSIONS due to a JRP representative's inability to join sessions.**

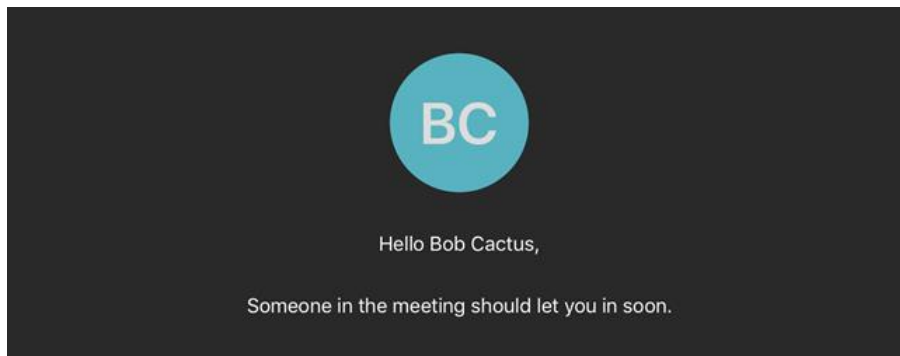
****1** The EC representative for the programme and the EC's independent observer can observe all sessions

12. MS Teams lobby system for the virtual review conferences

All virtual review conference sessions (including the mandatory preparatory joining sessions) have been set-up so that the EURAMET MSU can control the admittance of attendees via the MS Teams lobby system.

This has been done:

- for security purposes and to help protect the confidentiality of the evaluation process.
- due to the different participant types allowed in different virtual review conference sessions.



This means that whenever a delegate clicks on the links to join a virtual review conference session (including the mandatory preparatory joining sessions), they will first be entered into a virtual lobby.

Please **wait patiently in this lobby until the EURAMET MSU admits you** into the review conference sessions.

Please note that MS Teams automatically notifies the meeting host when you join the MS Teams lobby, therefore the EURAMET MSU will be aware that you are there.

The EURAMET MSU will have a list of the delegates invited to each virtual review conference session (including the mandatory preparatory joining sessions) and will use this list to check the names of those in the MS Teams lobby. Only if a delegate is on this list and their name is recognisable and known to EURAMET will they be admitted into a virtual review conference session.

For some larger virtual review conference sessions where all delegates are present please be patient in the MS Teams lobby. For example, the **morning registration session on DAY 1 is a particularly busy time, as the EURAMET MSU may have to check and admit up to 100 delegates.**

Please be aware that if you are not admitted from the lobby within 15 mins MS Teams will automatically remove you from the lobby system.

This **time limit is automatically applied by MS Teams and DOES NOT REFLECT the EURAMET MSU rejecting the admittance of a delegate.**

support.microsoft.com

Notes:

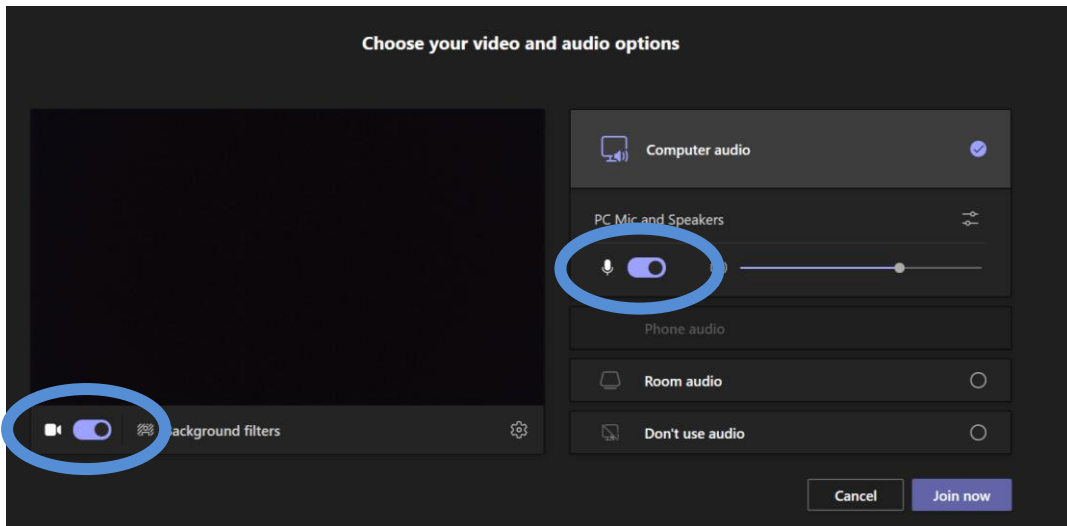
- If no one admits you to the meeting within 15 minutes, you'll be removed from the lobby. If that happens, you can try joining again.

The EURAMET MSU will do their best to admit invited delegates from the lobby within 15 mins.

However, in the unlikely event that this does happen, we apologise in advance and ask that you re-join the lobby again.

13. Meeting etiquette for the virtual review conference

During the virtual review conference, **JRP representatives MUST be present** in all sessions they are involved in and should have their **camera switched 'on'**.



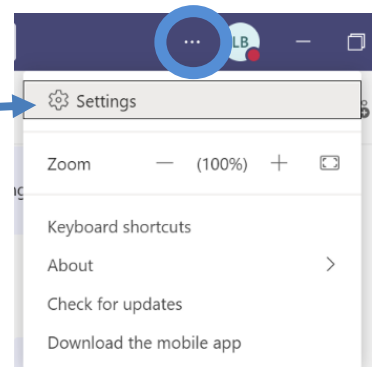
JRP representatives should have their **microphone 'on' when required for speaking but should switch it 'off' (mute) when not communicating**, to prevent unnecessary background noise.

JRP representatives should **familiarise themselves with the device settings for their microphone and speakers** in MS Teams.

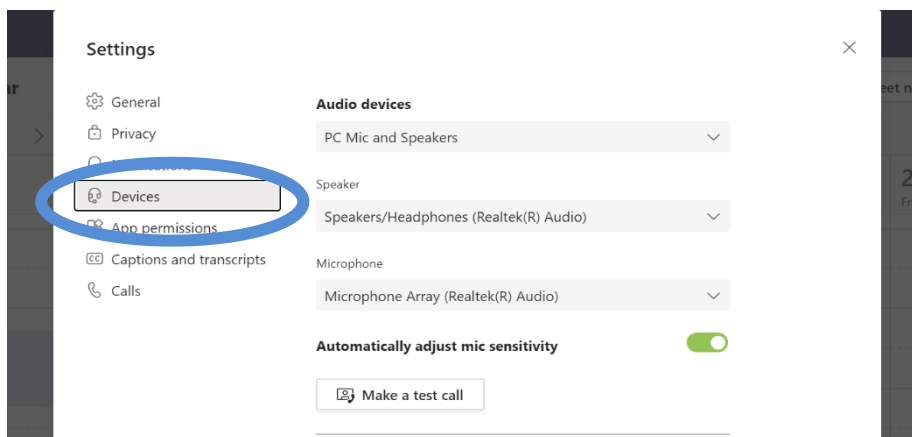
To access these settings when **NOT in a meeting**, click on the ******* next to your 'name' symbol in MS Teams.

A menu should appear and please click on 'Settings'

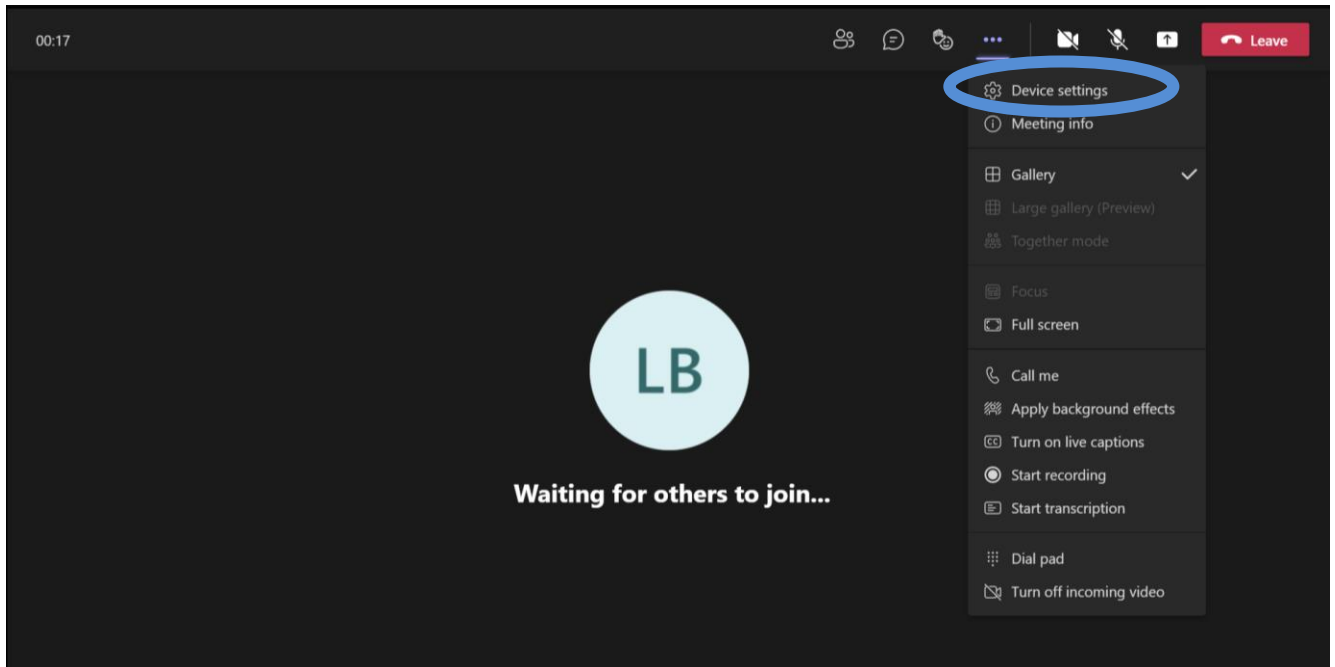
Following this another set of menus should appear.



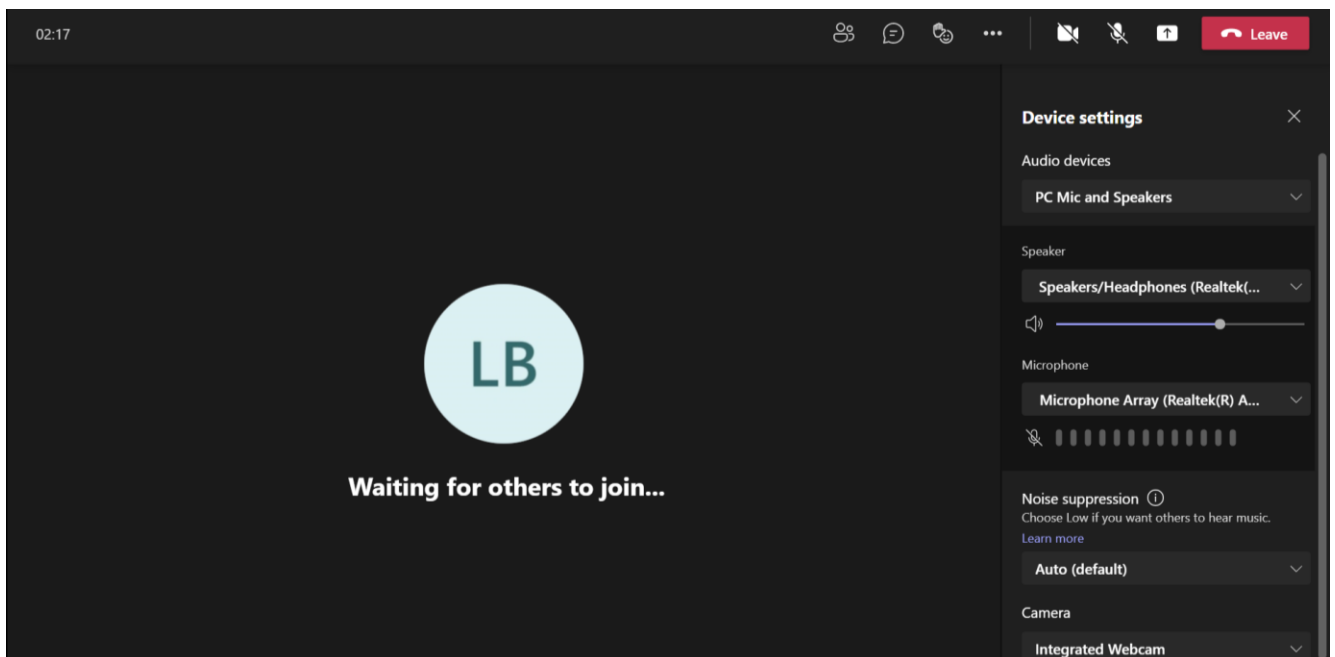
Please click on 'Devices' to access your audio device settings.



To access the device settings for your microphone and speakers when **in an MS Teams meeting**, go to your meeting controls and select **⋮**. The following menu should appear. Then click on 'Device settings'.



You can then access your audio device settings.

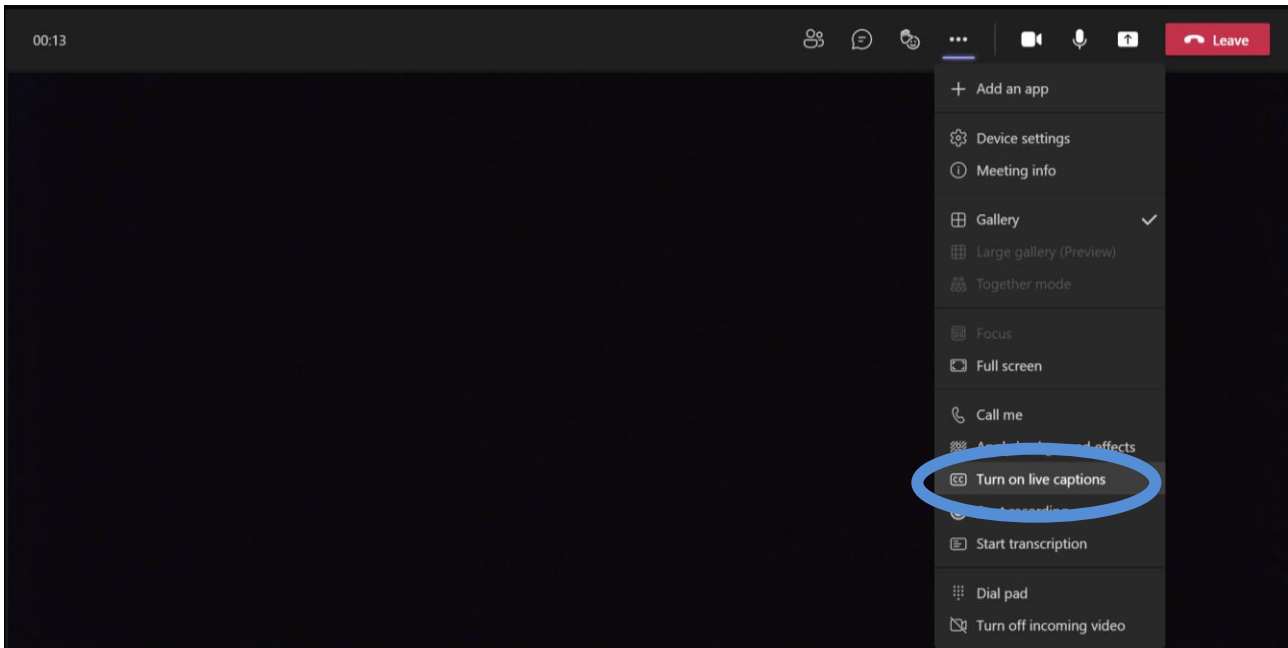


JRP representatives must manually set the audio devices to whichever microphone and speakers they are using. This is particularly important if you are using headphones rather than the integrated microphone and speakers in your laptop or PC.

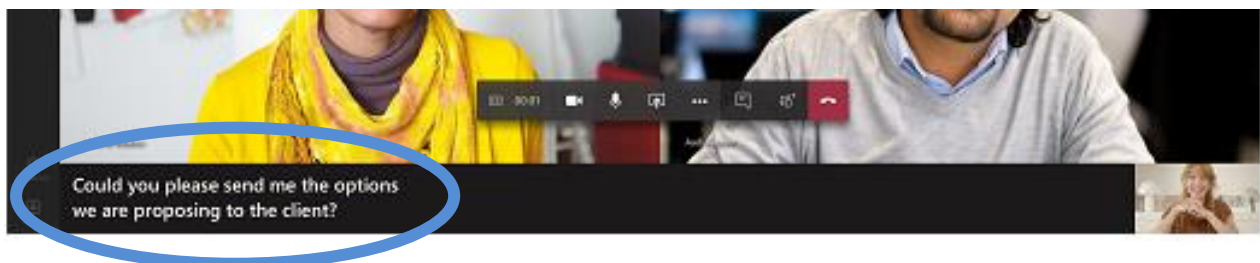
When using a smart phone or tablet, the MS Teams App should automatically default to the microphone and speakers on the device being used. So, you should not need to manually alter this.

To enhance communication, MS Teams can detect what's said in a meeting and present real-time live captions. These live captions can help to mitigate issues with voice clarity and provide JRP representatives with an enhanced option of following conversations.

To access the live captions in a meeting, go to your meeting controls and select **⋮**. Then click on 'Turn on live captions'.



The live captions will then appear at the bottom of your MS Teams display.



For further information see <https://support.microsoft.com/en-us/office/use-live-captions-in-a-teams-meeting-4be2d304-f675-4b57-8347-cbd000a21260#ID0EABAAA=Desktop>

Aside from the device each JRP representative is using to participate in the MS Teams sessions, JRP representative should have **ALL OTHER mobile phones/electronic devices switched off (preferably) OR set to silent.**

This is so that they do not disturb virtual review conference sessions.

14. JRP representative attendance at the Presentation session

The presentation session is on DAY 1 of the virtual review conferences.

ONLY ONE JRP representative may attend the Presentation session and this SHOULD be the SAME PERSON that attends the Formal Question & Answer (Q&A) session.

JRP representatives should **join the Presentation session at least 5 minutes before the start time for their pre-allocated session as shown in the agenda.**

JRP representatives will then be held in a lobby until the referees are ready for them.

Please be aware that if you join the lobby more than 15 mins before your pre-allocated start time you will automatically be removed by MS Teams (after 15 minutes) and will have to re-join.

To help JRP representatives, below are example agenda timings for the Presentation session (DAY 1).

Please note that these are examples and NOT the final agenda for the EURAMET virtual review conferences 2021 and therefore timings are subject to change.

		BREAKOUT SESSION: REFEREES & JRP REPRESENTATIVES ▲	
		GROUP 1	GROUP 2
11:15	CET	Presentation session The session is comprised of pre-allocated presentation sessions of 25 minutes for each proposal/representative. Representatives have been assigned their pre-allocated session in ascending proposal number order within their respective groups. Representatives should join the MS Teams session at least 5 minutes before the start time for their pre-allocated session as shown in the timings below, and will be held in a lobby until the referees are ready for them. Each pre-allocated session comprises: <ul style="list-style-type: none"> • A 10 minute presentation from the proposal representative. • 15 minutes of informal questions from the referees. Referees within the group who were asked to focus on the proposal will ask their questions first. Then questions from the remaining referees in the group can be asked. Please end promptly to ensure fairness to all proposals/representatives	
11:25	CET	Presentation session begins for the first proposal/representative within the group	
11:50	CET	Presentation session begins for the second proposal/representative within the group	
12:15	CET	Presentation session begins for the third proposal/representative within the group	
12:40	CET	Lunch break all	
13:40	CET	Presentation session begins for the fourth proposal/representative within the group	
14:05	CET	Presentation session begins for the fifth proposal/representative within the group	
14:30	CET	Presentation session begins for the sixth proposal/representative within the group (if applicable)	

The Presentation session is comprised of pre-allocated sessions of 25 minutes (maximum) for each proposal/representative.

JRP representatives will have been assigned their pre-allocated session in ascending proposal number order within their respective groups.

Each pre-allocated session comprises:

- A 10 minute presentation from the JRP representative to the referees.
- 15 minutes of informal questions from the referees to the JRP representative. Referees within the group who were asked to focus on the proposal will ask their questions first. Then questions from the remaining referees in the group can be asked.

To ensure fairness to all proposals/JRP representatives the EURAMET MSU will end all pre-allocated sessions at 25 minutes. This will be done whether discussions between the referees and JRP Representative are complete or not.

15. Requirements for the Presentation session

The Presentation session replaces the face-to-face poster session that usually occurs at EURAMET review conferences (held in a physical location).

Ideally, the JRP representative's presentation should:

- Present the key aspects of the proposal in a clear and concise manner
- Help the referees evaluate the proposal against the 3 evaluation criteria
- Help to clarify the referees' understanding of the proposal
- If necessary, address any omissions/errors identified by the consortium since the proposal was submitted.

ONLY ONE JRP representative may give the presentation to the referees and this SHOULD be the same person that attends the Formal Q&A session.

PLEASE NOTE: JRP representatives' will share/play their own presentations to the referees during the Presentation session. This will NOT be done by the EURAMET MSU.

The consortium is free to choose the exact form of their presentation e.g. PowerPoint with audio, video with audio, a poster with audio etc.

There is NO SPECIFIC FILE FORMAT required for the presentation, however the **general requirements** are that it:

- **MUST be able to be easily shared/played by the JRP representative via MS Teams** (a smaller file size maybe more likely to play more smoothly through MS Teams. Please be aware that EURAMET CANNOT guarantee the bandwidth of external participants joining virtual review conference sessions).
- **MUST NOT EXCEED 10 minutes in duration.**
- MUST ONLY include organisational logos where (i) the organisation is a partner or (ii) the organisation has specifically supported the project i.e. through a letter of support.
- MUST NOT include EURAMET logos e.g. EURAMET Technical Committees (TCs) and European Metrology Networks (EMNs).

The presentation does NOT need to be sent to the EURAMET MSU prior to the virtual review conferences. The EURAMET MSU will NOT check OR STORE presentations for consortia.

EURAMET CANNOT guarantee the quality of presentations when shared/played via MS Teams at the virtual review conference. Therefore, consortia should check that they are satisfied with the overall look of their presentation when shared/played in MS Teams prior to the virtual review conferences.

PLEASE NOTE: JRP representatives' will share/play their own presentations to the referees during the Presentation session. It is therefore the RESPONSIBILITY of the CONSORTIUM/JRP REPRESENTATIVE to ensure that their presentation can be successfully shared via MS Teams during the Presentation session.

Please be aware that the Presentation session will NOT be recorded by EURAMET and that presentations WILL NOT be made available by the EURAMET MSU to referees after the Presentation session.

16. JRP representative requirements for the Formal Q&A session

For 2021, JRP representatives are required on DAYS 1 & 2 of the virtual review conference for their respective Call. This is necessary in order to accommodate the timings required for an interactive presentation session between JRP representatives and referees on DAY 1.

The **Formal Question & Answer (Q&A) session will be on DAY 2** of the virtual review conferences.

JRP representatives should join the Formal Q&A session (DAY 2) at least 5 minutes before the start time for their pre-allocated session as shown in the agenda.

JRP representatives will then be held in a lobby until the referees are ready for them.

Please be aware that if you join the lobby more than 15 mins before your pre-allocated start time you will automatically be removed by MS Teams (after 15 minutes) and will have to re-join.

To help JRP representatives, below are example agenda timings for the Formal Q&A session (DAY 2).

Please note that these are examples and NOT the final agenda for the EURAMET virtual review conferences 2021 **and therefore timings are subject to change.**

		BREAKOUT SESSION: REFEREES & JRP REPRESENTATIVES ▲	
		GROUP 1	GROUP 2
09:00	CET	Formal question and answer session Each representative will be asked the questions the referees have developed in the previous session. Representatives will be questioned individually in ascending proposal number order within their respective groups. Representatives should join the MS Teams session at least 5 minutes before the start time for their Q&A session as shown in the timings below, and will be held in a lobby until the referees are ready for them. Each representative's Q&A session has been allocated 5 minutes maximum for the representative's declaration and 15 minutes maximum for their questions and answers.	
09:10	CET	Q&A session begins for the first proposal/representative within the group	
09:30	CET	Q&A session begins for the second proposal/representative within the group	
09:50	CET	Q&A session begins for the third proposal/representative within the group	
10:10	CET	Q&A session begins for the fourth proposal/representative within the group	
10:30	CET	Q&A session begins for the fifth proposal/representative within the group	
10:50	CET	Q&A session begins for the sixth proposal/representative within the group (if applicable)	
11:10	CET	Coffee break referees	Meeting ends for JRP representatives

In the Formal Q&A session JRP representatives will be questioned individually in ascending proposal number order within their respective groups.

JRP representatives will be asked the questions the referees have developed for them in the previous session (at the end of DAY 1).

Each JRP representative's Q&A session has been allocated 5 minutes maximum for the representative's declaration and 15 minutes maximum for their questions and answers.

To ensure fairness to all proposals/JRP representatives the EURAMET MSU will promptly end the JRP representatives Q&A session when their 15 minutes of questions has ended. This will be done whether discussions between the referees and JRP Representative are complete or not.

The Formal Q&A session will be recorded by EURAMET in order to provide evidence of the answers given by JRP representatives and evidence of the JRP representatives declaration.

At the start of the Formal Q&A session, each JRP representative MUST complete a verbal declaration in order to be able to participate in the session.

As part of the JRP representatives declaration, the EURAMET MSU:

- will remind JRP representatives that only one representative per consortium can attend the virtual review conference
- due to this, EURAMET requests that JRP representatives keep their camera switched on
- will tell JRP representatives that if a voice (other than their own) is heard giving answers to the formal questions (from the referees) for their proposal, that EURAMET will terminate their Formal Q&A session. This is to ensure fairness to all proposals/consortia
- will then **ask each JRP representative to declare they understand these points and that they are the only individual who will represent the consortium for the session.**

PLEASE NOTE: that the recording of the Formal Q&A session and the completion of the JRP representatives declaration (at the start of the session) is a prerequisite for each JRP representatives' participation in the Formal Q&A session.

Please be aware that the Formal Q&A session recordings WILL NOT be made available by the EURAMET MSU to referees after the Formal Q&A session.

Virtual review conference recordings will be kept securely by EURAMET and external meeting attendees will not have access to them.

For further information on MS Teams recordings please see <https://support.microsoft.com/en-us/office/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24>

Potential Partnership on Metrology Call 2021

Property of EURAMET MSU



Normative Group 1

Proposal number	Title
n01	Metrology for digital substation instrumentation
n02	Support for the standardisation of nanoscale magnetic field measurements
n03	Characterisation of AC and DC MV instrument transformers in extended frequency range up to 150 kHz
n04	Metrology support for enhanced energy efficiency in DC railway systems
n10	Metrology for emerging electromagnetic compatibility standards

Normative Group 2

Proposal number	Title
n05	Protocol for SI-traceable validation of methods for biomethane conformity assessment
n06	Metrology for emerging wireless standards
n07	Standardisation for safe implant scanning in MRI
n08	Support for the standardisation of luminance distribution measurements for assessing glare and obtrusive light using high-dynamic-range imaging systems
n09	Improved metrology for non-conventional measuring instruments with additional integrated functionalities
n13	Metrology for standardised, innovative, alternative and validated measuring tools for water quality monitoring

Potential Partnership for Metrology - Call 2021
AGENDA - timings are Central European Time (CET)
DAY 1 - 22nd November (Normative)



08:30	CET	Virtual registration for referees and JRP representatives	
		WELCOME SESSION: ALL DELEGATES ▲	
09:00	CET	Welcome Plenary <i>Speaker: Programme Manager</i>	
09:30	CET	Break to change MS Teams sessions	
		REFeree SESSION ▲	JRP REPRESENTATIVE SESSION ▲
09:35	CET	Evaluation guidance for referees <i>Speaker: Programme Manager</i>	What to expect at the review conference <i>Speaker: EURAMET MSU</i>
10:15	CET	Referees break to change MS Teams sessions	
		BREAKOUT SESSION: REFEREES ▲	JRP REPRESENTATIVE SESSION ▲
		GROUP 1	GROUP 2
10:20	CET	Referees introduction <i>Chaired by the EURAMET MSU facilitators</i>	
		What to expect if your proposal is successful <i>Speaker: EURAMET MSU</i>	
10:45	CET	Coffee break referees 10:45-11:15am	
11:00	CET	Coffee break JRP representatives 11:00-11:15am	
		BREAKOUT SESSION: REFEREES & JRP REPRESENTATIVES ▲	
		GROUP 1	GROUP 2
11:15	CET	<p>Presentation session The session is comprised of pre-allocated presentation sessions of 25 minutes for each proposal/representative. Representatives have been assigned their pre-allocated session in ascending proposal number order within their respective groups. Representatives should join the MS Teams session at least 5 minutes before the start time for their pre-allocated session as shown in the timings below, and will be held in a lobby until the referees are ready for them. Each pre-allocated session comprises:</p> <ul style="list-style-type: none"> • A 10 minute presentation from the proposal representative. • 15 minutes of informal questions from the referees. Referees within the group who were asked to focus on the proposal will ask their questions first. Then questions from the remaining referees in the group can be asked. Please end promptly to ensure fairness to all proposals/representatives. 	
11:25	CET	Presentation session begins for the first proposal/representative within the group	
11:50	CET	Presentation session begins for the second proposal/representative within the group	
12:15	CET	Presentation session begins for the third proposal/representative within the group	
12:40	CET	Lunch break all	
13:40	CET	Presentation session begins for the fourth proposal/representative within the group	
14:05	CET	Presentation session begins for the fifth proposal/representative within the group	
14:30	CET	Presentation session begins for the sixth proposal/representative within the group (if applicable)	
14:30 - 14:55	CET	Coffee break referees	
		BREAKOUT SESSION: REFEREES	
		GROUP 1	GROUP 2
15:00 - 15:15	CET	<p>Referees' development of questions The referees will discuss their first impressions of the proposals and develop questions for each proposal. The questions will be asked to the JRP representatives in the formal question and answer session the following day.</p>	
16:10 - 16:25	CET	Coffee break referees	
		BREAKOUT SESSION CONTINUED: REFEREES	
		GROUP 1	GROUP 2
16:30 - 16:45	CET	Referees' development of questions continued	
17:30 - 18:05	CET	<p>DAY 1 ends for referees DAY 2 continues @08:45 CET with registration</p>	
		<p>DAY 1 ends for JRP representatives DAY 2 continues with the Formal Q&A session</p>	

Potential Partnership for Metrology - Call 2021
AGENDA - timings are Central European Time (CET)
DAY 2 - 23rd November (Normative)



08:45	CET	Virtual registration for referees	
09:00	CET	BREAKOUT SESSION: REFEREES & JRP REPRESENTATIVES ▲	
		GROUP 1	GROUP 2
		<p>Formal question and answer session Each representative will be asked the questions the referees have developed in the previous session (at the end of Day 1). Representatives will be questioned individually in ascending proposal number order within their respective groups. Representatives should join the MS Teams session at least 5 minutes before the start time for their Q&A session as shown in the timings below, and will be held in a lobby until the referees are ready for them. Each representative's Q&A session has been allocated 5 minutes maximum for the representative's declaration and 15 minutes maximum for their questions and answers.</p>	
09:10	CET	Q&A session begins for the first proposal/representative within the group	
09:30	CET	Q&A session begins for the second proposal/representative within the group	
09:50	CET	Q&A session begins for the third proposal/representative within the group	
10:10	CET	Q&A session begins for the fourth proposal/representative within the group	
10:30	CET	Q&A session begins for the fifth proposal/representative within the group	
10:50	CET	Q&A session begins for the sixth proposal/representative within the group (if applicable)	
10:50 - 11:10	CET	Coffee break referees	Meeting ends for JRP representatives
11:15 - 11:30	CET	BREAKOUT SESSION: REFEREES	
		GROUP 1	GROUP 2
		<p>A reminder of the tasks <i>Speaker: EURAMET MSU facilitator</i></p>	
11:30 - 11:45	CET	<p>Marking session Referees agree a consensus mark for each proposal against the evaluation criteria, and complete one marking sheet for each proposal. The referees who concentrated on the proposal under discussion should make the most comments, but all referees may comment on a proposal. Referees should establish a ranked list of all proposals in their group. This list and the marking sheets are then submitted to the EURAMET MSU.</p>	
13:30	CET	Lunch break referees	
14:10 - 14:30	CET	BREAKOUT SESSION CONTINUED: REFEREES	
		GROUP 1	GROUP 2
		Marking session continued.	
16:15	CET	Coffee break referees	
17:00	CET	REFEREE DISCUSSIONS: ALL REFEREES ▲	
		<p>Discussion of the single ranked list <i>Chaired by the Programme Manager</i> During the coffee break, the EURAMET MSU will establish a preliminary single ranked list of proposals. They will identify those that fall near the funding cut-off point and these will be the focus of this session's discussions. The referees will discuss the preliminary single ranked list of proposals in order to establish their final single ranked list of all proposals. The Programme Manager will provide procedural advice and capture the results including the decision for each proposal.</p>	
18:00	CET	Meeting ends	
The EMPIR Chair and Deputy Chair may observe sessions marked ▲			