

## Agenda for the Steering Committee Meeting for the PTB project “Using synergies within the countries of the Eastern Partnership in the field of Quality Infrastructure”

**Venue:** tbd.  
Georgia

**Experts:** Linda Rinkule  
Rózsa Ring  
Ivan Hendrikx

**Dates:** 01 – 04 April 2019

**Contact Persons:** Janin Fischer  
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**Arrival:** 31 March 2019

**Day 1:** 01 April 2019

Time	Session Topic
09:30-09:45	Welcome by Janin Fischer, <ul style="list-style-type: none"> <li>• Course and contents of the meeting</li> <li>• Presentation about past project activities, project indicators</li> <li>• Presentation of Project Website</li> </ul>
09:45-10:00	Input by Rózsa Ring <ul style="list-style-type: none"> <li>• Assessment of development since beginning of project</li> </ul>
10:00-10:15	Input by Ivan Hendrikx <ul style="list-style-type: none"> <li>• First results from the Market Surveillance Needs Assessment</li> </ul>
<b>10:15-10:45</b>	<b>Coffee Break + Group picture</b>
10:45-11:45	Short Statements on the developments since beginning of project (max. 20 minutes) by the country representatives of Armenia, Azerbaijan and Belarus
11:45-12:45	Short Statements on the developments since beginning of project (max. 20 minutes) by the country representatives of Georgia, Moldova and Ukraine

<b>12:45-13:45</b>	<b>Lunch Break</b>
13:45-15:30	<p>Strategy Session I:</p> <ul style="list-style-type: none"> <li>• Discussing the project and its structure</li> <li>• Capacity Works Method for visualising the project goals</li> <li>• Forms of cooperation and communication</li> <li>• Updating the Project Activity Plan</li> </ul>
<b>15:30-16:00</b>	<b>Coffee Break</b>
16:00-17:00	<p>Strategy Session II:</p> <ul style="list-style-type: none"> <li>• Identifying regional cooperation activities</li> <li>• Verification: taking over processes from other countries – related activities</li> <li>• Determining next steps and setting milestones until Steering Committee 2020</li> </ul>
18:30	Joint Dinner at restaurant Veriko

**Day 2: 02 April 2019**

<b>Time</b>	<b>Accreditation session, small conference room</b>	<b>Market Surveillance session, large conference room</b>
	<p>Annual Meeting Accreditation 2019</p> <p>Topic: “Progress and challenges of ISO/IEC 17011-implementation”</p> <p>Moderation: Rózsa Ring</p>	<p>Annual Meeting Market Surveillance 2019</p> <p>Topic: “Challenges to developing a market surveillance strategy”</p> <p>Moderation: Ivan Hendrikx</p>
09:30-10:50	<p>Presentations (15 minutes by each country) on ISO/IEC 17011: progress of implementation, activities completed, challenges, future activities etc.</p>	<p>Results and questions raised during the 5-day market surveillance training held in Minsk (28.1 to 1.2.2019)</p>
<b>10:50-11:10</b>	<b>Coffee Break</b>	
11:10-13:00	<p>Discussion on key issues of ISO/IEC 17011:2017, e.g.</p>	<p>- Overview of elements of a Market Surveillance strategy</p>

	<ul style="list-style-type: none"> <li>• risk-based thinking (risks to impartiality, risk-based assessment)</li> <li>• management of competence</li> <li>• accreditation programmes</li> <li>• etc.</li> </ul>	<ul style="list-style-type: none"> <li>- Main parts of a MS business plan</li> <li>- Main techniques to know the cost of market surveillance actions such as system level sampling and test plan.</li> </ul>
<b>13:00-14:00</b>	<b>Lunch Break</b>	
14:00 – 15:30	Discussion to be continued	Discussion of the main procedures of a quality management system for market surveillance
<b>15:30 – 16:00</b>	<b>Coffee Break</b>	
16:00 – 17:00	Discussion on supports/co-operation within the NABs of the EaP region in the implementation of ISO/IEC 17011:2017 and preparation for EA evaluation	Discussion to be continued

**Day 3: 03 April 2019**

<b>Time</b>	<b>Accreditation session, small conference room</b>	<b>Market Surveillance session, large conference room</b>
09:30-10:50	Training by Rózsa Ring ISO/IEC 17065:2012 (product certification bodies) <ul style="list-style-type: none"> <li>• Welcome, introduction of participants, training agenda</li> <li>• Clause 2 - Scope of the standard</li> <li>• Clause 3 - Terms and definitions</li> </ul>	Training by Linda Rinkule Market surveillance in non-food area <ul style="list-style-type: none"> <li>• Welcome, introduction of participants, training agenda</li> <li>• Planning in market surveillance</li> </ul>
<b>10:50-11:10</b>	<b>Coffee Break</b>	
11:10-12:10	<ul style="list-style-type: none"> <li>• Clause 4 – General requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Market surveillance strategy development:               <ul style="list-style-type: none"> <li>○ Defining main services,</li> <li>○ Stakeholders needs analyses</li> </ul> </li> </ul>

<b>12:10-13:00</b>	<b>Lunch Break</b>	
13:00-14:30	<ul style="list-style-type: none"> <li>• Clause 5 – Structural requirements</li> <li>• Clause 6 – Resource requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Market surveillance strategy development: <ul style="list-style-type: none"> <li>○ Setting strategic targets</li> <li>○ Defining the resultative targets and indicators</li> </ul> </li> </ul>
<b>14:30-15:00</b>	<b>Coffee Break</b>	
15:00 – 17:00	<ul style="list-style-type: none"> <li>• Clause 7 – Process requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Operational planning (process and project work);</li> <li>• Individual plans</li> </ul>

**Day 4:** 04 April 2019

<b>Time</b>	<b>Accreditation session, small conference room</b>	<b>Market Surveillance session, large conference room</b>
09:30-10:50	<ul style="list-style-type: none"> <li>• Clause 8 – Management system requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Market surveillance system in Latvia</li> </ul>
<b>10:50-11:10</b>	<b>Coffee Break</b>	
11:10-12:10	ISO/IEC 17067 Conformity assessment – Fundamentals of product certification and guidelines for product certification schemes	<ul style="list-style-type: none"> <li>• Market surveillance system in Latvia – contd.</li> <li>• Questions and answers</li> <li>• Evaluation of the week and farewell</li> </ul>
<b>12:10-12:50</b>	<b>Lunch Break</b>	
13:00-14:30	ISO/IEC 17067 – Evaluation of certification schemes	Optional: Discussions with Project Coordinator
<b>14:30-15:00</b>	<b>Coffee Break</b>	
15:00-16:30	Applicable guidelines, Scope of accreditation	
16:30-16:50	Evaluation of the week and farewell	

**Departure:** 05 April 2019