**TRAINING NOMINATION FORM FOR MEDEA PROJECT**

**BIPM-APMP CBKT Training on Timescale and Algorithms ("TTA2020")**

**1-3 July 2020 at Grand Sukhumvit Hotel Bangkok, Bangkok, Thailand**

Please complete and email this form to [**TLTTA2020@ml.nict.go.jp**](mailto:TLTTA2020@ml.nict.go.jp)and[**Anne.Hoepfner@ptb.de**](mailto:Anne.Hoepfner@ptb.de)by **20 March 2020**. Please type your details into this form, handwritten scanned documents are not acceptable.

All nominations will undergo a selection process and will be evaluated by the members of the MEDEA Coordination Committee.

Selection of participants will be based on the following criteria:

* Participants should have basic knowledge of physics, mathematics, electro-magnetic engineering, and some experiences of measurement devices. They should have the sufficient knowledge to be able to generate a time scale and participate to UTC through submission of the data to the BIPM.
* Participants are/will be in charge of operating national standard time and participating UTC.
* Participants should understand a lecture and write a report in English.

Only nominations supported by the **Director of your institution** will be considered.

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| **Nominee to complete this section**  (Use separate nomination form for each nominee) |
| **Participant information** |
| Economy |
| Institution |
| Department |
| Title Ms  Mrs  Mr  Dr  Prof. |
| First Name       Last Name |
| Gender Female  Male |
| Date of Birth Day    Month    Year |
| Passport number        Date of Expiry |
| Airport of Departure |
| Dietary Requirements |
| Email       Telephone |
| Address |
|  |

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| --- | --- | --- |
| **Participant Qualifications** | | |
| Education Qualification       Year  Qualification       Year  Qualification       Year | | |
| What is your current role including your responsibility in your institute for generation of national standard time? | | |
| How many years of experience do you have in the field of time and frequency standards?  Time scale and/or its algorithms for       year(s)  Others: (Please specify)  1.       for       year(s)  2.       for       year(s) | | |
| Do you have skill of following program or software tool?  Excel: very well well a little no experience  Python: very well well a little no experience  \* This training requires the attendees to bring personal PC. It also includes the exercise by using Python code and “Stable32” software. Phyton (and its necessary packages) and Stable32 should be already installed and working on each student PC | | |
| What is your experience in training others? | | |
| What are your most interesting programs? Select three lecture numbers in attached program.    Other subjects if you want: | | |
| Are you willing to deliver a lecture or demonstration to support other trainers at an international training course in the future?  1 Yes  2 No | | |
| Complete your Action Plan below to show what is your current problem and your objective through the training course. You will be asked for a progress report to this Action plan after 6 months of the training course. Add additional lines if required. | | |
|  | Current problem | Your objective through the training |
|  |  |  |
|  |  |  |
| After this training you will be expected to implement change within your economy to improve your economy’s capability and harmonisation with international standards. By submitting this form you verify that if you are accepted for training you will:   * give your manager progress reports on your Action Plan * ensure your Action Plan is implemented * provide a progress report on your Action Plan six months after the training * produce a report on the implementation of your Action Plan for the next APMP/TCTF meeting   I agree to the above terms and conditions:  Yes | | |

**Please ask your Director to complete the next section**

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| **Director to complete this section** |
| Name       Position |
| Email |
| What skills does the nominee have that makes them suitable for this training course? |
| Describe the potential you see for the nominee to be a future manager/leader in your team? |
| What would you expect the nominee through this training? |
| How good are the nominee’s English communication skills?  **Speaking**  1 Basic 2 3 4 5 Excellent  **Written**  1 Basic 2 3 4 5 Excellent  Note: “basic” is the level equivalent to score 500 of TOEIC or score 50 of TOEFL (iBT). |
| I endorse this nomination and I will:  support the implementation of their Action Plan  provide a progress report on your Action Plan six months after the training  ensure a report on the Action Plan will be included in the economy report at the next APMP/TCTF Meeting |
| Contribution to funding:  The NMI will cover the following expenses:  Flight Per diems Accommodation Other costs (please specify below)  Notes: |
| Signature       Date |

**Nomination Form to be submitted to TTA secretariat (**[**TLTTA2020@ml.nict.go.jp**](mailto:TLTTA2020@ml.nict.go.jp)**) and PTBs MEDEA Project Assistant (**[**Anne.Hoepfner@ptb.de**](mailto:Anne.Hoepfner@ptb.de)**)** **by the Director by 20 March 2020.**