

MINUTES

COMPTE RENDU

OIML Development Council Meeting
Saint-Jean-de-Luz, France
1 October 2002

Réunion du Conseil de Développement de l'OIML
Saint-Jean-de-Luz, France
1 octobre 2002



ORGANISATION INTERNATIONALE
DE MÉTROLOGIE LÉGALE

INTERNATIONAL ORGANIZATION
OF LEGAL METROLOGY



International Organization of Legal Metrology

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MEETING
of the
OIML DEVELOPMENT COUNCIL
1 October 2002
Saint-Jean-de-Luz, France

The OIML Development Council met on 1 October 2002 at the Hélianthal Hotel, Saint-Jean-de-Luz, in conjunction with the 37th CIML Meeting.

The meeting was chaired by Mrs. Ghaiet-El-Mouna Annabi, Development Council Chairperson. Also present at the presiding table were Mr. G. Faber, CIML President, Mr. J.-F. Magaña, Director of the BIML and Mr. I. Dunmill, Assistant Director of the BIML.



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Participation

Member States

AUSTRALIA

Mrs. Bennett CIML Member

AUSTRIA

Mr. Leitner CIML Member

BELARUS

Mr. Zhagora CIML Member

BELGIUM

Mr. Eggermont CIML Member

BRAZIL

Mr. de Lima Guimarães CIML Member

Mr. Moreira da Silva

CAMEROON

Mr. Ela Essi CIML Member

Mr. Tchapel

CANADA

Mr. Vinet

CHINA

Mr. Wang Qinqing CIML Member

Mr. Han Jianping

Mr. Li Tao

Mrs. Kong Xiaokang

CUBA

Mr. Antuñez Ramirez CIML Member

CYPRUS

Mr. Tsiartzazis CIML Member

CZECH REPUBLIC

Mr. Klenovský CIML Member

Mr. Šafarik-Pstrosz

ETHIOPIA

Mr. Teklehaimanot CIML Member

Mr. Belete

FRANCE

Mr. Lagauterie CIML Member
Mr. Devin
Mrs. Gaucher

GERMANY

Mr. Kochsiek CIML Vice-President
Mrs. Martens
Mr. Seiler
Mr. Wallerus

INDONESIA

Mr. Gunaryo CIML Member
Mr. Prawoko

ISRAEL

Mr. Zarin CIML Member
Mr. Harel

JAPAN

Mr. Tanaka CIML Member
Mr. Kojima
Mr. Ooiwa
Mrs. Sakai
Mr. Seta
Mr. Takahashi

KENYA

Mr. Ngatia CIML Member

KOREA (REP.)

Mr. Lee Yeon-Jae CIML Member
Mr. Chan-Bok Park
Mr. Chang-Yon Seol
Mr. Gi-Hyoung Na
Mr. Young Cho

MACEDONIA

Mr. Grkov CIML Member
Mr. Nikolovski

MOROCCO

Mr. Yahyaoui

NETHERLANDS

Mr. Faber CIML President
Mr. Engler

NORWAY

Mr. Kildal CIML Member

PORTUGAL

Mr. Cartaxo Reis CIML Member

ROMANIA

Mr. Iacobescu CIML Member

Mr. Patasaru

RUSSIAN FEDERATION

Mr. Issaev CIML Vice-President

Mr. Mardin

SAUDI ARABIA

Mr. Al-Gossair

SLOVAKIA

Mr. Orlovský CIML Member

Mr. Obdrzalek

SOUTH AFRICA

Mr. Carstens CIML Member

SPAIN

Mrs. Sevilla

SRI LANKA

Mr. Senaratne

SWITZERLAND

Mr. Vaucher CIML Member

Mr. Ebener

TANZANIA

Mr. Tukai CIML Member

TUNISIA

Mrs. Annabi Devt. Council Chairperson

UNITED KINGDOM

Mr. Llewellyn CIML Member

Mr. Birdseye

UNITED STATES

Mr. Ehrlich CIML Member

Mr. Stiefel

YUGOSLAVIA

Mr. Marković CIML Member

ZAMBIA

Mr. Sinyangwe CIML Member

Mr. Kapembwa

Corresponding Members

BOTSWANA

Mr. Molefe

BURKINA FASO

Mr. Yankine

CAMBODIA

Mr. Phon

Mr. Randy

MEXICO

Mr. Munoz Rodriguez

NEW ZEALAND

Mr. Morgan

CHINESE TAIPEI

Mr. Bo-Chang Su

VIET NAM

Mr. Bui Quy Long

Mr. Pham Ngoc Tran

Other observers

CIML Honorary Members

Mr. Chappell, United States

Mr. Birch, Australia

World Trade Organization (WTO)

Mrs. Liu

Inter-American Metrology System (SIM)

Mr. Harasic

Mrs. Marbán

Mr. Pelecer

Ivory Coast

Mr. Pangni n'Guessan

Mr. Okoma Koffi

BIML

Mr. Jean-François Magaña Director

Mr. Attila Szilvássy Assistant Director

Mr. Ian Dunmill Assistant Director

Mr. Chris Pulham Editor

Ms. Patricia Saint-Germain Office Manager

With the administrative assistance of Mr. Bruno Dard, SDM (France)

OIML Development Council Meeting

1 October 2002

Saint-Jean-de-Luz, France

Opening

Mr. Faber welcomed Delegates to the meeting. After also welcoming the Participants, Mrs. Annabi thanked them for their interest in the activities of the Development Council and then invited Mr. Magaña to establish the list of those present.

Roll call

The roll of Delegates was called and it was established that 38 Member States and 7 Corresponding Members were present, as well as representatives from the World Trade Organization (WTO) and the Inter-American Metrology System (SIM). In addition there were two observers from the Ivory Coast, two CIML Honorary Members and members of the BIML Staff.

Approval of the agenda

The Council approved the agenda as follows:

- 1 Election of the Chairperson of the OIML Development Council for the period 2002-2004
- 2 Reports from Working Groups on activities since the 2001 meeting of the Development Council (Moscow, Russian Federation)
- 3 Report and discussion on the first meeting of the Development Council Task Group (30 September 2002)
- 4 Proposal for the Development Council activities for 2002-2003
- 5 Other matters
- 6 Next meeting
- 7 Conclusion and closure of the meeting

1 Election of Chairperson of the OIML Development Council for the period 2002-2004

Mr. Faber reminded Delegates that the BIML had sent a letter to all CIML Members on 12 July 2002 explaining that Mrs. Annabi's term of office as Chairperson of the OIML Development Council would come to an end on the occasion of this meeting. Since then, Mrs. Annabi had informed the Bureau that she was willing to continue as Chairperson if the Development Council so wished. No other candidacies had been put forward, either in writing before the meeting or in

person at the meeting, so Mrs. Annabi was unanimously elected for another two-year period of office. Mr. Faber wished her every success with the work which needed to be accomplished in the coming year. Mrs. Annabi thanked Mr. Faber and those present for the renewal of her mandate and undertook to do her best to accomplish the tasks which had been identified and to work to ensure the success of the Development Council's new working methods, which would be proposed during this meeting and which would make the work more effective and efficient.

2 Reports from Working Groups on activities since the 2001 meeting of the Development Council (Moscow, Russian Federation)

The written reports provided by the those responsible for the three Working Groups (and circulated during the meeting) can be found in Annex A to these Minutes.

2.1 WG 1 – Training

Mr. Wallerus reported that following the questionnaire which he had circulated, various points had been noted for inclusion in the revision of OIML D 14 *Training of legal metrology personnel*, notably:

- Surveillance of manufacturers, importers and repairers;
- Supervision of medical laboratories and verification bodies;
- Assessment and accreditation of testing bodies (e.g. according to ISO 17025);
- Certification and auditing of the quality management systems of manufacturers of verification equipment; and
- Checking of measuring instrument software.

It was also proposed to add annexes covering:

- References to existing standards, documents and OIML Recommendations (which could also be done by WG 2);
- The curriculum required for the education of verification officers concerning essential measuring instruments (including examples of practical and theoretical training); and
- Contact details of metrology teaching institutions throughout the world.

Mr. Wallerus added that following the meeting in Moscow many valid comments had been made, although others were always welcome. He explained that some aspects of the modular training system used by the Deutsche Akademie für Metrologie (DAM) were also useful in the revision of D 14.

The revised draft of the revision of D 14 would be sent for comment to the Working Group by the end of 2002.

2.2 WG 2 – Information

Mr. Mardin reported that the activities of WG 2 over the last year had followed the work program agreed at the Development Council meeting in Moscow:

- To continue collecting data on the specific needs of developing countries on the subjects of information and documentation in metrology and to provide assistance in formulating these needs and requirements;

- To disseminate information about activities in countries and regional organizations concerned and to encourage the introduction of new information technologies; and
- To proceed with the development of a draft list (bibliography) of publications and other materials related to technical assistance in metrology.

He said that a proposal on the last theme, which he hoped would be of interest, had been sent to the BIML and to the Chairperson of the Development Council in February 2002 for consideration. If the idea was accepted, a draft text of the brochure could be produced during 2003.

Mr. Mardin also indicated that following the Development Council meeting in Moscow last year, WG 2's initial documents had been sent to METAS (Switzerland) and that comments had been received from Mr. Vaucher and Mr. Ebener.

WG 2 had also taken into account the "First draft action plan for developing countries" proposed by the BIML in 2002. Mr. Mardin suggested that some of this plan's activities could be assisted by WG 2, for example:

- Economic aspects of legal metrology;
- Seminars; and
- Preparation of small brochures on metrology application.

Mr. Mardin also indicated that he would like to check, with the help of the BIML, which countries wished to participate in the work of WG 2 and to ask about their particular interest in various fields of WG 2 activities.

Mr. Vaucher re-affirmed Switzerland's support for WG 2 and his country's willingness to continue to participate in the work, but said that there was perhaps some confusion concerning their "LegNet" system. METAS had informed WG 2 of this system with the intention that the concept could be used as an example of such a system, the main element of which was a content management system which would include information for market surveillance authorities and verification officers. Therefore, although it was in four languages, it could not be used directly by other countries and would therefore need to be extensively modified.

Mr. Magaña informed Participants that during the CIML Meeting there would be an explanation of developments in the use of the OIML web site. He said that it was proposed to make available means for the exchange of information, which would be of use to everyone. This work would be conducted in close liaison with WG 2. He went on to say that during discussions with the World Bank, the BIML had been informed of a project to help in providing high speed internet access to the standardization bodies of developing countries. He proposed that the legal metrology authorities in developing countries should contact their standardization bodies to see how they could benefit from this project.

2.3 WG 3 – Equipment

Mr. Issaev reported that WG 3 aimed to suggest approaches to the equipment of metrological laboratories for developing countries using those which are applied in the verification laboratories of the Gosstandart of Russia, companies and organizations in Russia and countries of the Community of Independent States (CIS).

He went on to explain how traceability was established through this scheme. Firstly there were the "complete verification laboratories" designated by the metrological institutes of the Gosstandart of Russia, who are custodians of the state measurement standards and developers of the state verification schemes. These formed a basis for the dissemination of units of physical quantities from the state measurement standards to working measuring instruments.

Mr. Issaev explained that WG 3 was considering the following activities on the planning and equipment of metrology laboratories in developing countries:

- They need to obtain information on the needs of national metrology services in their priority areas of measurement;
- Complete verification laboratories would be used as the basis for proposals on equipment for metrological laboratories in developing countries; and
- A series of typical complete verification laboratories would be developed, starting with dimensional measurement, mass, pressure, flow, temperature and electrical measurements.

He said that a questionnaire containing general information on the needs of national metrological services had been prepared. Once agreed by WG 3 members, it would be sent to the BIML for circulation.

3 Report and discussion on the first meeting of the Development Council Task Group (30 September 2002)

Mr. Faber introduced this item by explaining that for some time he had been under the impression that although there was a lot of hard work and commitment in the OIML's activities for developing countries, this work needed to be made more concrete and speeded up. Following the 2001 CIML Meeting he had held bi-lateral discussions with various people who had expressed similar views, and who had also indicated their dissatisfaction with the current structures for helping developing countries. A particular problem highlighted was the fact that the Development Council meeting was very similar to the CIML Meeting, which was not a very effective way of working. As CIML President he felt that help for developing countries was one of the OIML's most important work areas, and one for which he felt very responsible. The Presidential Council had discussed this matter, and had decided to set up a "Task Group" whose mission would be:

- The establishment of a clear, challenging, up-to-date action plan for developing country activities, containing deadlines and identifying those responsible for work items; and
- The examination of the structures currently used, which were rather bureaucratic and/or complex and which did not respond rapidly enough to the needs of developing countries.

Following the Presidential Council discussions, a number of people had been invited to join this Task Group including members of the BIML Staff, the Chairperson of the Development Council, various experts representing different regions and also countries providing assistance to developing countries. Since the current Development Council was established by the Conference, only the Conference was empowered to change its structure, if necessary. Since the next Conference was to be held in 2004, the Task Group would make proposals to the CIML in 2003, which could then be refined for approval by the Conference the following year. This procedure itself indicated that the current working methods were too bureaucratic and the procedure itself was very lengthy, involving many levels of the Organization.

Mr. Magaña went on to give a brief report on the Task Group's first meeting which had taken place on 30 September 2002, and summarized a printed report which had been circulated (see Annex B). He explained that this had been a "brainstorming" session which had concentrated on two subjects:

- The action plan for the OIML's assistance to developing countries; and
- The structure which could be put in place to enable these actions to be completed as effectively as possible.

Two main themes had been considered:

- Actions to enable developing countries to participate in OIML activities; and
- Actions which the OIML could undertake to help developing countries further their legal metrology systems.

A preliminary list of actions had been established which was to be finalized as soon as possible after this meeting. It had been noted that the revision of OIML D 1 *Law on metrology* was of great importance to developing countries that were trying to establish a legal metrology system. Mr. Magaña said that the revised form of this Document was intended to act as a guide, indicating what the content of such a law should be rather than a text which could be copied into national law. He added that the BIML would try to ensure the fastest possible completion of this project.

Other subjects discussed by the Task Group had included:

- The importance of improving links to other development and funding organizations;
- Help required by developing countries to identify the types of laboratories and equipment needed; and
- Possible future structural changes that were necessary for the OIML's work on aiding developing countries.

Mr. Magaña stressed that the aim of the Task Group was to work with maximum efficiency to find solutions which would then be voted on by the CIML, and by the Conference in 2004. Most of the work of the Task Group would take place by e-mail and using an internet based forum, but it would also meet twice per year.

Mr. Issaev supported the establishment of the Task Group and felt that it was time to change the structure of the existing Development Council to enable the OIML to better respond to the needs of developing countries in this new century.

Mr. Yankine wondered whether, in the light of these developments, the OIML might become an implementing agency, in the same way that UNIDO was in the fields of globalization and industry. Mr. Magaña replied that this was neither the intention nor the role of the OIML. He explained that the OIML could help developing countries in obtaining access to other organizations' programs as well as raising the awareness of the importance of metrology in these organizations. The OIML could also help in identifying appropriate experts.

Mr. Belete suggested that in addition to the actions proposed, the OIML should establish an on-line resource center for developing countries. Mr. Magaña agreed, saying that the BIML was in the process of developing internet tools to facilitate the exchange of information, which would obviously be of great interest to developing countries. He did not go into details, since this subject would be covered in depth during the CIML Meeting.

Mr. Dunmill explained that the items presented in the report which had been circulated were not complete, and would be added to and developed in a detailed action plan which would be produced immediately following the week's meetings.

Mr. Carstens indicated his satisfaction as to the direction being taken by the Development Council, but asked whether consideration could be given to obtaining feedback from regional bodies. Mr. Magaña replied that the role of the regional organizations had been discussed since they entertained closer relationships with developing countries and included countries that were neither OIML Member States nor Corresponding Members. It was therefore extremely important to take their views into consideration, both in the implementation of activities and in making the opinions and needs of developing countries heard.

Mr. Al-Gossair reported that Saudi Arabia, as well as other Arab countries, needed training to be provided in Arabic. He said that of the 22 countries, five of them were Member States and five were Corresponding Members, but that the remaining countries worked as far as possible with OIML publications. Mr. Magaña responded that the provision of training in the language of the country in which it was needed was perhaps best dealt with by regional organizations, which were

most able to respond to local needs. Mr. Yahyaoui reminded Delegates that the Arab countries were not all members of the same regional organizations, some being members of the Euro-Mediterranean Legal Metrology Forum (EMLMF).

Mr. Leitner said that he considered it was important to ensure close cooperation between the OIML, UNIDO and the Metre Convention, since developing countries often did not make a distinction between the two branches of fundamental and legal metrology and there should therefore be more coordinated work between these fields. He said that a good example of a coordinated approach was the network of dosimetry laboratories established by the International Atomic Energy Agency (IAEA) which had managed to bring this branch of metrology into developing countries all over the world and which should be followed.

Mr. Magaña reported that in order to improve such coordination, a joint committee including the OIML, BIPM, ILAC, ISO, IEC and IAF had been established in February 2002 to coordinate assistance to developing countries. In particular, it aimed to help development organizations put into place coherent programs in which metrology was presented in a consistent manner. In this way, developing countries would be able to establish a global infrastructure including primary and legal metrology, calibration, accreditation, etc. This committee's first meeting had taken place in June, and the second (at which the OIML had been represented by the BIPM) during the weekend before this meeting. Reports on these meetings would be published in the OIML Bulletin and on the OIML's web site.

Mr. Magaña continued by saying that UNIDO was an important organization for the OIML, with which there were close links and with which there were already some joint actions. Mr. Seiler also responded to Mr. Leitner's suggestion by explaining that one of the reasons for the success of the IAEA's project was that the subject was so sensitive, since everyone was apprehensive about ionizing radiation. This had enabled the support of donors to be obtained easily, whereas metrology was not a subject on the political decision makers' agenda. He therefore suggested that the joint committee referred to by Mr. Magaña would help in raising public awareness of the importance of metrology, so that it would become easier to obtain help from donor organizations. He thanked the BIPM for the support which had been given to Germany's development activities and asked others to consider implementing similar development programs.

Mrs. Liu gave Delegates an update on the trade-related technical assistance activities of the World Trade Organization (WTO). Firstly she reported on the WTO Ministerial Conference held in Doha, at which it was decided that technical assistance was to be an important element of the WTO's work. This concerned not only assistance related to the implementation of the WTO Technical Barriers to Trade agreement, but also capacity building. The objective of all these activities was to help developing countries participate in the global trading system. She said that her presence at the meeting indicated the WTO's focus on technical assistance activities, since she wanted to see how they could cooperate and work with the OIML. She reported that concerning technical assistance within the TBT area there were two mandates from ministers: the first, which was given to the Director General of the WTO, was to work with other organizations, especially international standard-setting organizations, to see how the WTO could help developing countries with their participation in international standard-setting activities. The other was to work with other organizations on technical assistance in capacity building. The Doha meeting had also mandated the TBT Committee to develop a technical cooperation program. A survey had been circulated, to which 45 developing countries had so far responded. Many of these mentioned metrology as being an important concern, so the WTO was very interested in working with the OIML. Mrs. Liu indicated that in the short term, she hoped to work closely with the OIML during 2003 to run some regional workshops to see how developing countries could be helped in the field of metrology. She stressed that these projects were intended to be demand-driven, so feedback from developing countries was essential.

Mrs. Annabi thanked Mrs. Liu for the WTO's interest and for its support in the promotion of legal metrology in developing countries.

Mr. Seiler remarked that trade-related development activities were mainly conducted through national standards bodies, which frequently did not have good contacts with the metrology bodies. He therefore urged Participants to contact their national standards bodies in order to keep up to date with such activities and in order to ensure that their views were represented in the responses to surveys such as that mentioned by Mrs. Liu. She replied that national coordination was of course very important, but added that the most important contact was the department responsible for relations with the WTO TBT Committee.

Mr. Magaña finished this item by mentioning that any comments or suggestions could be sent to the BIML by e-mail, fax or letter, so that the final action plan for the Task Group could be put into place as soon as possible. He concluded by quoting the Task Group's proposals to the Development Council:

- To ask the BIML to advance the work on the revision of D 1 *Law on metrology* as fast as possible;
- To organize a seminar in May 2003 in Moscow in association with COOMET;
- To organize a metrology seminar for African countries during 2003 in association with the PTB; and
- To examine and make proposals concerning the structure of the Development Council, so that any necessary changes could be made and approved by the Conference in 2004.

These proposals were approved by the Development Council.

4 Proposal for the Development Council activities for 2002–2003

Mr. Magaña suggested that the proposals detailed at the end of item 3 of the agenda be considered as the work program for the Development Council for the coming year. Mrs. Liu proposed that joint WTO/OIML activities could also be added to the program. Mr. Magaña agreed, saying that the BIML would contact the WTO and liaise with the Task Group concerning such a workshop.

Mr. Eggermont asked what the relation between the existing Working Groups and the new Task Group was to be. Mr. Magaña answered that the three existing Working Groups should continue their work (in close cooperation with the Task Group) since the Task Group could make important contributions to their work. Each Working Group could also decide to transfer some or all of its work to the Task Group.

5 Other matters

5.1 UNIDO – OIML – PTB project in Africa

Mr. Ela Essi asked whether there was any up to date information on this project, further to a visit by experts to Cameroon some two years ago. Mr. Seiler replied that a letter of intent had been signed by UNIDO, the OIML and the PTB concerning cooperation for developing country activities, especially in Africa. The PTB was also implementing, on behalf of the German Ministry for Economic Development and Cooperation, a technical cooperation project for the support of metrology and testing in West African countries (especially in countries of the West African Economic and Monetary Union (UEMOA), plus Ghana). This project supported the project which was being financed by the European Commission and implemented by UNIDO, also for West African countries, which aimed to develop accreditation, standardization and quality. There was close cooperation between UNIDO and the PTB on these projects, and the PTB had conducted some assessment visits in certain countries including Cameroon. These would be continued in order to ascertain what help was needed in metrology and testing and to provide an integrated

solution so that maximum benefit may be derived by the countries in question. Within the PTB project, some seminars had been held, with the participation of the BIML. Special seminars on verification of weighing instruments, fuel dispensers, etc. were also to be held in the near future. Mr. Seiler added that the participation of other countries was always welcome and invited anyone interested to contact him so that interest in metrology and testing in this region could be developed. He finished by saying that a similar project for least developed countries in Asia (Laos, Cambodia, Nepal, etc.) was also just beginning.

5.2 Euro-Mediterranean Legal Metrology Forum (EMLMF)

Mr. Lagauterie reported that the EMLMF had met on Saturday 28 September 2002. There were three main points on the agenda:

- To recognize the official establishment of the EMLMF, its Memorandum of Understanding (MoU) having been signed by around ten members;
- To elect a Chairperson. Since it was hoped that in the near future there would be considerably more than the current ten signatories to the MoU, the Chairperson had been elected for one year; and
- Offers of training, which had been received from DAM (Germany), METAS (Switzerland), LNE (France) and AFNOR (France) concerning legal and general metrology as well as accreditation and certification. Finance for these training proposals had still to be found, although Mr. Kochsiek had made proposals which needed only a few remaining details to be clarified (location, language, etc).

On the subject of the language used for training, Mr. Magaña highlighted the importance of courses held in the language of the country receiving the training, and said that the BIML was open to proposals by Members who wished to translate OIML publications into other languages, which could then be published by the BIML. Anyone having already undertaken such translations was invited to contact the BIML, so that these may at least be made available to other interested countries.

5.3 Training in the SADC/MEL region

Mr. Carstens reported that the document on the minimum training requirements for legal metrologists in the region was nearly completed. Once this was adopted by members, train-the-trainer courses would be developed. A workshop on the modernization of legal metrology and legislation had been conducted in Pretoria and was attended by all member countries. A course on the verification of nonautomatic weighing instruments had also been held which was attended by twelve member countries.

5.4 Translation of publications into Arabic

Mr. Magaña reported that Mr. Al-Gossair had requested that the subject of the translation of OIML publications into Arabic be added to the work program. The BIML would work with him to make progress on this suggestion.

6 Next meeting

It was proposed that the next meeting of the Development Council be held in conjunction with the 38th CIML Meeting to be held in Kyoto, Japan in November 2003. The Task Group would meet in about six months, on a date to be arranged by the BIML.

7 Conclusion and closure of the meeting

Mrs. Annabi concluded the meeting, saying that she had hoped that there would have been more reaction from Participants concerning the possibilities for the restructuring of the Development Council since it was hoped that this would make the work more dynamic and efficient.

She thanked Participants for their interest in the Council, undertaking to work to help developing countries in promoting legal metrology as far as possible during the coming year. ■

Annex A

OIML Development Council Agenda Item 2

Reports from Working Groups

WG 1 – Training

Project: Revision of D 14 Training of legal metrology personnel

The results of the questionnaire about the review of D 14 were presented at the 2001 meeting of the Development Council in Moscow.

The essential points were as follows:

- Adding new objectives:
 - Surveillance of manufacturers, importers, repair firms;
 - Supervision of medical laboratories, notified bodies, authorized bodies for verification;
 - Assessment and accreditation of testing laboratories;
 - Certification and auditing of quality management systems;
 - Checking software used in and with measuring instruments.
- Adding an annex with:
 - References to existing documents, standards and OIML Recommendations;
 - Examples of curricula for teaching the verification of essential measuring instruments (weighing instruments, petrol pumps, pre-packages) (practical and theoretical structure of training and necessary time);
 - Addresses and links to teaching institutions in the field of legal metrology;
 - Available materials for teachers and students.
- Editorial revision of the text.

Supplementary written contributions, proposals and remarks were sent following Mr. Wallerus' presentation in Moscow. However, it was not possible for the revised draft to be prepared due to the work created by a revision of the Deutsche Akademie für Metrologie (DAM) curricula and examination regulations. These revisions mean that instead of verification officers receiving education covering all kinds of measuring instruments, they will now have a modular system, each module comprising the necessary foundations of physical principles, mathematics, statistics, testing procedures and legal prescriptions.

Proposals for activities in the coming year:

- The revised draft incorporating comments received will be finished by the end of 2002;
- This draft will be sent to the members of WG 1 for any final comments;
- The WG will then submit the final revised version of the document to the Development Council.

WG 2 – Information

According to the decisions of the Development Council and 36th CIML meetings (September 2001, Moscow) WG 2's main activities have been in the following fields:

- Item 1** *To continue collecting data on specific needs of developing countries on subjects of information and documentation in metrology and provide the assistance in formulating these needs and requirements.*

Inquiries and surveys which were carried out in 2000–2001 revealed that a number of countries and organizations were interested in assistance in the identification of their specific needs in legal and applied metrology (including those related to computerized information).

In connection with these demands, the secretariat of WG 2 worked out a proposal for preparing a brochure (a guide) on conducting the identification and analysis of the state and needs of a country in metrological assurance. The aim of such an analysis was to evaluate the level of metrology reached and to identify the needs and then, on this basis, to come up with proposals for further developments in metrology. Development programs can then be drafted for national legal metrology services, test and calibration laboratories, and metrology departments of certain branches of national industry and agriculture. The methodology of this activity was developed at VNIIMS, and has been practically implemented in Russia and in some other countries, and existing guidelines could form the basis of the proposed brochure.

This proposal was sent to the BIML and to the Chairperson of the Council in February 2002 for consideration. If it is approved, a draft text of the brochure could be produced during 2003.

WG 2's initial documents were also sent to METAS (Switzerland) following the Development Council's last meeting. Messrs. Vaucher and Ebener contributed a report on the development of a new information system for legal metrology called "LegNet", which offers four languages and therefore could be used in various countries. The WG 2 secretariat considers this system to be of essential interest and the report was sent to the BIML and to Chairperson of the Council in May 2002 for consideration.

- Item 2** *To disseminate information about activities in countries and regional organizations concerned and to encourage the introduction of new information technologies.*

Summaries of the contents of the OIML Bulletins issued in 2001–2002 have been prepared and printed in the journal "Legal and applied metrology" by VNIIMS. Nearly all Recommendations covered by the OIML Certificate System and also the proposal for the EU Measuring Instruments Directive (MID) have been translated into Russian. The WG 2 secretariat feels that these will promote even more extensive acquaintance with international metrology in those countries which cooperate within the CIS and COOMET, as well as other countries in which Russian metrological documentation is used in bilateral collaboration, training, etc. This also improves the international harmonization of national, regional and international metrology requirements.

- Item 3** *To proceed with establishment of a draft list (bibliography) of publications and other materials related to technical assistance in metrology.*

WG 2 has continued the selection and analysis of various materials related to metrology assistance to developing countries to supplement a draft list of relevant publications, projects and other documents. The 2001 Annual reports from the NMIs of Canada, China, France, Germany, Japan, the Netherlands, Russia, Slovakia, Singapore, UK, USA and other national, regional and international organizations (APLMF, COOMET, EMLMF, SADCMEI, SIM, WELMEC, ISO/DEVCO, UN ECE, UNIDO, WTO) have been reviewed.

A number of requests for information were received, for instance from Cuba, India and Singapore.

In 2001–2002, WG 2 representatives attended a number of international seminars in Cuba, Bulgaria and Germany as well as APLMF, COOMET and SADCMEEL meetings.

The first draft Action Plan for Developing Countries (proposed by the BIML in 2002) was taken into account by WG 2. Some activities of this Plan could be realized with WG 2's participation. For example, those parts on economic aspects of legal metrology, seminars, preparation of small brochures on metrology application, etc.

As for organizational aspects, it appears to be necessary to check, with the help of the BIML, the membership of OIML countries in WG 2 and to ask about their particular interest in various fields of WG 2 activities.

WG 3 – Equipment

The secretariat of WG 3 proposes that the approach which has been used in the verification laboratories of Gosstandart of Russia as well as in other companies and organizations in Russia and other countries of the CIS be used for the equipping of developing countries' metrological laboratories.

The technological bases for verification laboratories are the “complete verification laboratories” (CVL), designated metrological institutes of the Gosstandart of Russia, holders of the Russian State measurement standards and developers of the State verification schemes, on the basis of which the system for the transmission of units of physical quantities from the State measurement standards up to the working means of measurement in Russia and other countries of the CIS is under construction.

The “complete sets of means of verification” (CSV) are developed by metrological institutes of the Gosstandart of Russia on the basis of the verification schemes, as well as normative documents on methods and means of verification of appropriate groups of means of measurements.

The complete verification laboratories for bodies of the Gosstandart of Russia, organizations and companies having the right to verify are built on the basis of local verification schemes, which establish the transmission of the units from initial working standards up to verification working means of measurements.

The CSV determines the nomenclature, ranges of measurements and the characteristics of accuracy of verification means of measurements and characteristics of the verification equipment which are indispensable for the verification of this group's means of measurements.

All verification equipment included in the CSV is introduced in the State Registry of Measurement Instruments of Russia after appropriate tests for type approval have been conducted. The metrological characteristics are then confirmed by the indicated tests.

For the definition of a structure, the information available in the State Registry of Measuring Instruments of Russia could be used, as well as the reference equipment offered in complete verification laboratories.

There are now more than 700 types of measurement standards on different fields of measurements in the State Registry of Measuring Instruments.

All these measuring instruments have passed tests for the purposes of the confirmation of a type, as a result of which metrological and technical characteristics are checked. These are given in the descriptions for the Registry of Measuring Instruments, as well as the procedure for the transmission of the units from the measurement standards of a higher grade.

The secretariat of WG 2 has conducted an analysis of the different types of verification equipment necessary for the equipment of metrological laboratories in the main field of measurement: mass, pressure and temperature.

The following activities are therefore proposed:

- 1 Information on the needs and priorities of national metrology services is needed. Qualifiers of kinds of measurements, measurement fields, and also groups of means of measurements can be used, as well as additions, which can be introduced as necessary, depending on the needs of national metrological services.
- 2 As the basis for the proposals on equipment for metrological laboratories of developing countries it is expedient to accept complete verification laboratories. Requirements for the location of the equipment (electrical, acoustic and magnetic interference, temperature, etc.) are needed as well as the composition and metrological characteristics of the verification equipment of the appropriate group's verification means of measurements.
- 3 It is expedient to develop a series of typical complete verification laboratories on the most common types and fields of means of measurement, firstly on the following types: measurement of geometrical quantities, mass, pressure, flow, temperature, and electrical measurements, taking into account information from national metrology services.

During the elaboration of a typical CVL, designated metrological institutes of the Gosstandart of Russia can be used, after carrying out any appropriate comparative analysis of the verification equipment issued by different corporations, and the technico-economical basis of the equipment of a CVL. It is also possible to use the information on the verification equipment available in the State Registry of Measurement Instruments.

A ballot containing general information on the needs of national metrological services is now prepared. Once this has been agreed by the members of WG 2, it will be sent to the BIML for circulation. ■

Annex B

OIML Development Council Agenda Item 3

Brief report of the Task Group meeting held on 30 September 2002

Participation

The participants at the meeting (listed in alphabetical order) were introduced as follows:

| | |
|-------------------------|---------------------------------|
| Mrs. G. E. Annabi | Development Council Chairperson |
| Mr. I. Dunmill | BIML Assistant Director |
| Mr. G. Faber | CIML President |
| Mr. O. Harasic | SIM |
| Mr. Kochsiek | CIML Vice-President |
| Mr. Long | STAMEQ (Vietnam) |
| Mr. J-F. Magaña | BIML Director |
| Mrs. R. Marbán | SIM |
| Mr. J. Pellecer | SIM |
| Mr. E. Seiler | PTB (Germany) |
| Mr. K. Seta | NMIJ (Japan) |
| Mr. da Silva | Brazil |
| Mr. Tran | STAMEQ (Vietnam) |
| Mr. Zhagora | COOMET |

Introduction to the role of the Task Group

Mr. Faber began by saying that the Task Group had been established following comments which had been made after last year's Development Council meeting and discussions with various persons, including the Chairperson of the Development Council, Mrs. Annabi. These discussions had led to the conclusion that the existing Development Council structure and working methods were not producing the desired results and that something needed to be done to fulfill the OIML's responsibilities towards developing countries. He felt that the new Task Group should concern itself initially with two main topics:

- The production of a very concrete, challenging action plan which would enable everyone to see what was being done by the OIML to help developing countries and to follow the progress made during the implementation of this plan; and
- The structure of the Development Council itself which would be necessary to achieve these results.

Mr. Magaña explained that the membership of the Task Group had been proposed at the Presidential Council meeting held in February 2002, and was designed to give a wide regional representation as well as including experts in technical assistance.

OIML actions for developing countries for the year 2002–2003

The participants introduced various ideas for actions for the coming year. In particular, it was felt that the following items should be high priority actions for the coming year:

- A request should be made to the BIML to ensure the rapid advancement of the work on the revision of D 1 *Law on metrology*;
- A seminar should be held in May 2003 in Moscow in association with COOMET; and
- A metrology seminar for African countries should be held during 2003, in association with the PTB.

- ▶ *It was decided that the Task Group should recommend to the Development Council that the BIML should be asked to develop these points into a concrete action plan by November 2002.*

Terms of reference for the Task Group

Mr. Magaña detailed the history of the current Development Council structure, which had been established by a decision of the 6th Conference in 1980, and then asked for the Task Group's reactions concerning this structure.

The participants indicated that they considered the existing format to be inefficient and felt that it was easier to make policy decisions in a small group which could call upon experts where necessary to assist with specific tasks. An active secretariat was also considered essential and internet and e-mail should be used to improve the group's efficiency.

- ▶ *It was decided to recommend to the Development Council that the existing structure be changed by the 12th Conference in 2004. Detailed proposals should be put forward by the BIML for consideration at the next meeting of the Task Group.*

Next meeting

The Task Group felt that if reasonable progress was to be made between meetings of the Development Council, then more than one meeting a year would be necessary.

- ▶ *It was decided to examine the possibility of holding another meeting in around six months' time.*

