



BIML 03 No. 863/AS-LL

2003.11.28

To: CIML Members representing the States responsible for the OIML technical bodies
Copy for information to other CIML Members (letter only)

Subject: Annual Reports for 2003

Ladies and Gentlemen,

The secretariat of each Technical Committee and Subcommittee is kindly requested **to prepare and send to the BIML the Annual Report** on its activity, indicating the progress made during 2003 and the meetings and work planned for the year 2004 for all projects for which it is responsible. Annual reports according to Subclause 6.2 of the *Directives for the technical work (Part 1)* (Edition 1993) shall be prepared in the form given in Annex A-6 therein (copy of the slightly modified form enclosed).

In addition, we request that you pay special attention in your reports to the **due review of Recommendations and Documents which were published or (re)confirmed in 1999 or earlier** and for which the TC or SC concerned is responsible (subclause 3.7 of the aforementioned *Directives*) and also to the **information on planned TC or SC meetings in 2004** (even if confirmation is subsequently required).

Please send your Annual Report(s) for 2003 to the BIML preferably by e-mail (or fax or mail) at your earliest convenience, but in any case

before 31 December 2003.

Copies of these reports will then be distributed to all CIML Members in one volume.

Based on the information provided, a summary of last year's activities as well as a forecast for the forthcoming year will be prepared by the Bureau and will be published in the April 2004 OIML Bulletin.

Yours faithfully,

Attila Szilvassy
Assistant Director, BIML

Enc.

P.S.: This letter together with the Word file of the Annual Report form will also be sent to you and the Contact Persons of TCs and SCs by e-mail.