



Note
to CIML Members, OIML Corresponding Members and Secretariats of OIML TCs/SCs

Subject: Training seminars to be developed by the BIML

Dear Colleagues,

Further to the conclusions of the March 2006 Presidential Council Meeting and as discussed at the 41st CIML Meeting, the Bureau was requested to propose the organization of training seminars for the Secretariats of OIML TCs/SCs in order to improve the efficiency and consistency of OIML technical work.

During its meeting held on 6-7 March 2007, the Presidential Council agreed to a formal proposal submitted by the BIML comprising two distinct aspects:

- the organization of a training seminar for the Secretariats of OIML TCs/SCs; and
- the development of training material on both OIML activities and technical work, to be used by CIML Members and TC/SC Secretariats to organize information in their country or for TC/SC Members.

Consequently, the Bureau plans to organize a four-day seminar for experts who are responsible for OIML Technical Committees and Subcommittees and for experts who are responsible for the Working Groups established within these TCs and SCs. All the costs will be borne by the BIML, including hotel accommodation and travel expenses.

The first two sessions of the training seminar are expected to be organized in 2008, and thereafter it is suggested to hold one session every three years.

The first session would be planned in April 2008 in Douai in the north of France in the facilities of an engineering school. Detailed information and a complete seminar program will be presented at the 42nd CIML Meeting in Shanghai. The venue of the first two sessions will also be confirmed on this occasion and, in particular, the venue of the second session (depending on the applications received for participation from countries outside Europe).

The objective of the seminar is to provide TC/SC Secretariats with appropriate knowledge on the following issues:

- the OIML and its aims;
- the current organization of OIML TCs/SCs and their operating rules (procedures for OIML technical work);
- the responsibilities of TC/SC Secretariats (including cooperation with liaison organizations);
- existing general technical documents (e.g. OIML D 11 *General requirements for electronic measuring instruments*, the draft on *Software* developed by OIML TC 5/SC 2, and OIML Guides - in particular those under development by OIML TC 3/SC 5) and how to use them when drafting OIML Recommendations;
- presentation of the future TC/SC operating rules (currently under development); and

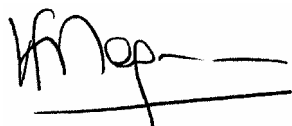
- use of the existing templates, experimental interactive TC/SC workgroups and other tools available on the OIML web site.

This seminar will also include a presentation of the training materials developed on OIML activities and technical work as indicated above.

Experts are invited to send their application for participation to Mrs. Régine Gaucher (regine.gaucher@oiml.org) at the BIML **at the latest by 30 September 2007.**

Please do not hesitate to contact us if you require any additional information.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'JF Magaña', with a horizontal line underneath.

Jean-François Magaña
Director, BIML