



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

Subject: TC/SC Secretariat Training – Third Session – 2011

Dear Colleagues,

Further to the report presented at the 44th CIML Meeting in October 2009 and as envisaged when the initial proposal was submitted to the Presidential Council, TC/SC Secretariat Training Sessions should be organized on a periodic basis.

Consequently, the Bureau is pleased to inform you that a third four-day Seminar will be held either in April or May 2011.

The training program has been drawn up based on that of the 2009 session.

We would like to remind you that the objective of the Training Session 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 and OIML Guides (including how to use them when drafting OIML Recommendations), e.g.:
 - OIML D 11 *General requirements for electronic measuring instruments*,
 - OIML D 31 *General requirements for software controlled measuring instruments*,
 - OIML D 29 *Guide for the application of ISO/IEC Guide 65 to assessment of measuring instrument certification bodies in legal metrology*,
 - OIML D 30 *Guide for the application of ISO/IEC 17025 to the assessment of Testing Laboratories involved in legal metrology*, and
 - the draft Guide on uncertainties under development by TC 3/SC 5;
- presentation of the future TC/SC operating rules; and
- use of the existing templates, experimental interactive TC/SC Work Groups and other tools available on the OIML web site.

A presentation of the training materials developed on OIML activities and technical work as indicated above will also be included.

Experts who are responsible for the Secretariats of OIML Technical Committees and Subcommittees and conveners of Working Groups who did not participate in the first and second sessions are invited to send their application for participation, **at the latest by 15 October 2010**, to Mr. Willem Kool, Assistant Director at the BIML, who will take over responsibility for the management of this next session. To this end, an application form to be filled in is attached to the present Circular.

Depending on the locations of the applicants for participation, the BIML will decide on the most appropriate venue to hold this Seminar.

The two previous sessions were held at the “Ecole des Mines” in Douai (Northern France) which offers low cost and practical amenities. If appropriate, these facilities may be used again.

Finally, we would like to remind participants that all the costs will be borne by the BIML, including travel expenses.

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

Yours faithfully,

A handwritten signature in black ink, appearing to read 'R. Gaucher', with a long horizontal stroke extending to the right.

Régine Gaucher
BIML

Program of the Training Seminar for TCs/SCs Secretariats

Item	Comments	
First Day		
09:30 am Welcome (Coffee/Tea) and welcome addresses		
10:00 am Beginning of the training session		
1	Introduction and reminder of the goal of the training session	
2	Individual presentations	
3	Presentation of the OIML - What is legal metrology?	Intergovernmental organizations, Member States, Corresponding Members, goals and activities
4	OIML Technical Work	
4.1	The different kinds of OIML Publications	Kinds of publications, voting rules, binding
4.2	OIML Certificate System, MAA	
4.3	Technical Committees (TC) and Sub-Committees (SC)	Rules for their establishment
4.4	Participants in TCs/SCs	
4.4.1	TC/SC Secretariat	Role and responsibilities
4.4.2	TC/SC P-Members	Responsibilities
4.4.3	TC/SC O-Members	Responsibilities
4.4.4	Liaisons in a TC/SC (including the representation of stakeholders)	Which liaisons may be accepted - How to look for liaisons -
4.4.5	BIML	Role of the BIML in a TC/SC
12:45 pm - 2:00 pm Lunch break		
5	Reference documents to be used in the OIML Technical Work	
5.1	The Directives for the OIML Technical Work	General presentation of the Directives
5.2	International Vocabularies (VIM and VIML) and Units (D 2)	How to make references
5.3	ISO/IEC Standards and others	How to make references - When is it acceptable to deviate - API Standards for petroleum products, etc.
3:15 pm - 3:45 pm Coffee/Tea break		
5.4	OIML D 11	Contents - Definitions - How to make references - When is it acceptable to deviate?
5.5	Questions	
5 pm End of the first day		
Second Day - 9:00 am		
5.6	OIML D 11	How to define the relevant requirements, tests and severity levels?
5.7	Questions	
10:30 am - 11:00 am Coffee/Tea break		
5.8	OIML D 31	Contents - Definitions - How to use it?
5.9	Questions	
5.10	Revision of the Directives for the OIML Technical Work	
5.11	Questions	
12:30 pm - 2:00 pm Lunch break		
6	The different steps	
6.1	Working Drafts (WD) and Committee Drafts (CD)	
6.1.1	Contents and Format	
6.1.2	Circulation for comments and voting	
3:30 pm - 4:00 pm Coffee/Tea break		
6.2	TC/SC meeting organization	
6.3	Final step: Draft Publication	
7	Communication with the BIML - Reports to be submitted to the BIML and to the CIML	
8	Questions	
5:30 pm End of the second day		

Item		Comments
Third Day		
9	Uncertainties	Project p2 of OIML TC 3/SC 5
10	Questions	
10:15 am - 10:45 am Coffee/Tea break		
Practical exercises (in small groups) 10:45 am - 4:30 pm		
11	Practical exercises (in small groups)	Drawing up an OIML Recommendation
	11.1 Introduction (goal, materials, task, presentation of the work to be done)	
	11.2 Work session (including the use of electronic tools)	
	11.3 Report from the groups on their work	
	11.4 Debriefing	
Fourth Day - 09:00 am		
Continuation of practical exercises (in small groups) 9:00 am - 12:30 am		
12:30 pm - 2:00 pm Lunch break		
12	General comments and conclusions on the practical session	
13	OIML web site	
14	Conclusions and evaluation	
4:00 pm Closure		



**TRAINING SEMINAR FOR TC/SC SECRETARIATS
THIRD SESSION - 2011**

**REGISTRATION FORM
(to be sent back to the BIML at the latest by 15 October 2010)**

Dates: April or May 2011 (*to be confirmed*)

Venue: *To be confirmed*

Time Schedule: First day: opening session at 9:30 am
Last day: closing session at 4:00 pm

Name :

First name :

Institute :

Country :

Secretariat of :

applies for participation.