

Board of Directors (BOD) Interim Report)

Mr. John Gaccione, NCWM Chair
Westchester County, New York

100 INTRODUCTION

This is the report of the Board of Directors (hereinafter referred to as the “Board”) for the 99th Annual Meeting of the National Conference on Weights and Measures (NCWM). This report is based on the Interim Report offered in the NCWM Publication 16, testimony heard at public hearings, comments received from the regional weights and measures associations and other parties, the addendum sheets issued at the Annual Meeting, and actions taken by the membership at the voting session of the Annual Meeting. The informational items presented below were adopted as presented when the Committee’s report was approved.

Table A identifies the agenda and appendix items. Agenda items are identified in the Report by Reference Key Number, Item Title, and Page Number. Item numbers are those assigned in the Interim Meeting agenda. A Voting item is indicated with a “**V**” after the item number. An item marked with an “**I**” after the reference key number is an Informational item. An item marked with a “**D**” after the reference key number is a Developing item. The developing designation indicates an item has merit; however, the item was returned to the submitter for further development before any action can be taken at the national level. Items marked “**W**” have been Withdrawn from consideration. Table B lists the results of any voting items.

Subject Series List

Introduction	100 Series
Activity Reports.....	110 Series
Strategic Planning, Policies, and Bylaws.....	120 Series
Financials.....	130 Series
Other Items – Developing Items.....	140 Series

**Table A
Table of Contents**

Reference Key	Title of Item	BOD Page
100	INTRODUCTION	1
110	ACTIVITY REPORTS.....	3
110-1	I Membership and Meeting Attendance	3
110-2	I NCWM Newsletter and Website.....	4
110-3	I Meetings Update	6
110-4	I Participation in International Standard Setting	6
110-5	I Associate Membership Committee Activity	7
120	STRATEGIC PLANNING, POLICIES, AND BYLAWS.....	8
120-1	I Strategic Planning	8
120-2	I Regional Support	10
120-3	I Standing Committees Support	10
130	FINANCIALS.....	13
130-1	I Financial Report.....	13

Appendices

A	Item 110-4: Report of the Activities of the International Organization of Legal Metrology (OIML) and Regional Legal Metrology Organizations.....	A1
B	Item 110-5: Associate Membership Committee (AMC) Agenda and Draft Meeting Minutes.....	B1

**Table B
Glossary of Acronyms and Terms**

Acronym	Term	Acronym	Term
AMC	Associate Membership Committee	NIST	National Institute of Standards and Technology
CTT	Conformity to Type	NTEP	National Type Evaluation Program
ISWM	International Society of Weighing and Measuring	OIML	International Organization of Legal Metrology
MAA	Mutual Acceptance Arrangement	OWM	Office of Weights and Measures
L&R	Laws and Regulations Committee	PDC	Professional Development Committee
NCWM	National Conference on Weights and Measures	VCAP	Verified Conformity Assessment Program

Details of All Items
(In order by Reference Key)

110 ACTIVITY REPORTS

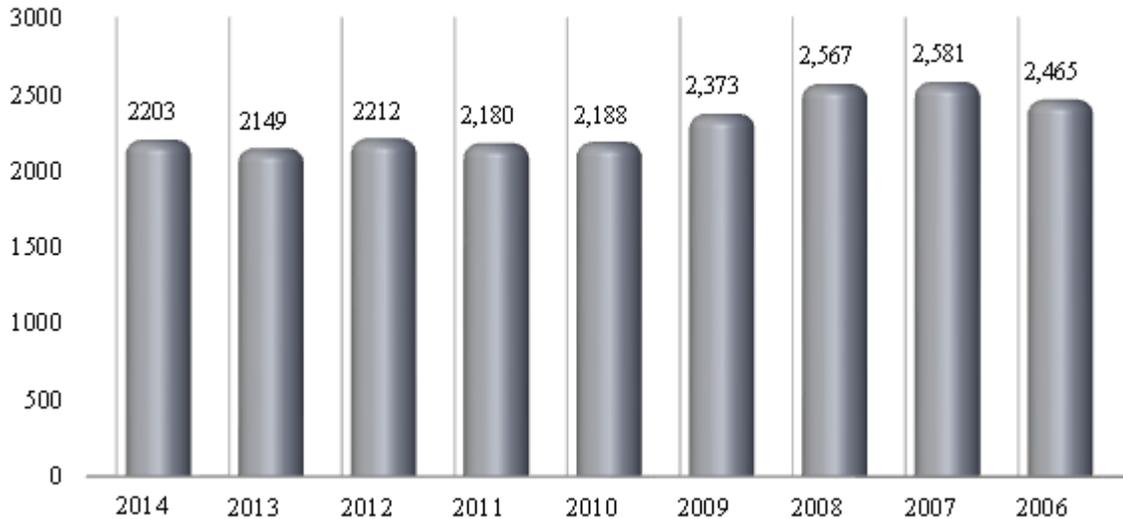
110-1 I Membership and Meeting Attendance

Membership levels have remained fairly steady for the past several years. NCWM continues to conduct outreach to stakeholders and there are very few states or territories that have not maintained membership. The Board has discussed the reduced pool of potential members, especially regulatory officials, as a result of downsized or eliminated programs from budget cuts. Still, the potential growth in membership is significant and NCWM continues to enhance programs and services that add value to membership. The price structure for the exams is set to heavily favor membership as an alternative to paying non member exam fees.

The following is a comparison of NCWM membership levels as of June 30 for recent years.

Year Type	6/14	6/13	6/12	6/11	6/10	6/09	6/08	6/07	6/06
Associate	802	818	842	813	814	822	848	863	837
Foreign Associate	64	50	58	62	53	53	56	53	61
Total Associate	866	868	900	875	867	875	904	916	898
State Government	603	558	589	567	565	696	831	825	812
Local Government	492	486	487	495	524	558	554	565	492
Total Active	1095	1044	1076	1062	1089	1254	1385	1390	1304
NIST	16	16	16	16	12	14	15	14	12
Other Federal Government	9	10	11	11	12	10	9	9	13
Foreign Government	13	13	14	14	12	24	22	31	23
Retired	207	198	195	202	196	196	232	221	215
Total Advisory	245	237	236	243	232	244	278	275	263
Grand Total	2206	2149	2212	2180	2188	2,373	2,567	2,581	2,465

Annual Membership Totals



The attendance for the 2012, 2013, and 2014 Interim Meetings has been exceptional, with the highest being this year in Albuquerque, New Mexico. NCWM had the pleasure of welcoming back a number of jurisdictions to our Interim and Annual meetings in 2013 and 2014. The overall attendance for the 2014 Annual Meeting was the highest in 12 years and included 42 seats in the House of State Representatives. This is an exciting trend as we plan for the upcoming 100th Annual Meeting in 2015 in Philadelphia. See Item 110-3 for information on that and other future meetings.

110-2 I NCWM Newsletter and Website

Newsletter:

The Board continuously considers ways to monitor and improve the content of the newsletter and website. Members are encouraged to bring ideas and articles forward for inclusion in newsletters. Of particular interest are articles that would be pertinent to field inspectors and the service industry.

Website Improvements:

The NCWM website continues to evolve as ideas are submitted for content enhancement. Many small improvements are made on a regular basis through better use of the space and tools already in place.

In February 2014, a list of trainers was added under the “Resource” tab. These are trainers who have acquired training skills through participation in Train-the-Trainer courses sponsored by NIST. Along with the trainers’ names, the page provides the technical areas that each is comfortable presenting in a training class. There is also a page that provides information about upcoming training events around the country.

Among other added features on the new website, the most popular are the mobile-friendly version which is very affective for the searching the NTEP Certificate database and downloading Certificates of Conformance and the ability for NTEP applicants to complete their applications online. There are many other added features as well that make the new website a better customer experience.

Because the mobile-friendly version was so well-received, NCWM received a request to implement a similar feature for the regional websites. Each of the 4 regions agreed to the cost of \$550 per site to implement this feature that provides “About”, “Meetings” and “Contact” in the mobile version with a link to view the full site. The “Meetings” portion gives the user easy access to the meeting information including links for hotels, registration, and the meeting

documents that download to the mobile device with impressive speed. The feature is fully implemented on all 4 regional sites.

Comments and suggestions for improvements to the newsletter and website should be directed to NCWM at (402) 434-4880 or info@ncwm.net.

Online Position Forum:

The purpose of the Online Position Forum is to help members prepare for the deliberations and voting at the Annual Meeting in July by having a better idea of positions others may have.

Beginning in 2014, the Forum was reconfigured so that members can view the comments and positions that others have submitted prior to submitting their own. However, the site is not a blog. Once a member submits positions, that member cannot submit more positions. It was hoped that this change would promote increased use of the Forum. Chairman John Gaccione announced at the 99th NCWM Annual Meeting in 2014 that the Board will consider possible suspension or termination of the Online Position Forum due to very limited participation.

The Online Position Forum is not a voting system. Comments and positions entered there are not binding. It is simply a method to present positions, opinions, and supporting documents. All Active, Associate, and Advisory members have the opportunity to login, view committee agenda items, enter positions and comments, and even upload supporting pdf documents for each agenda item of standing committees or the Board.

NCWM notifies members when the forum is ready for them to enter their comments each spring. Positions and comments will be accepted through June 15. The options for each agenda item are:

- Support
- Support with Comments
- Oppose with Comments
- Neutral
- Neutral with Comments

NCWM Visibility:

NCWM shares many news articles and other items of interest to the weights and measures community on the social networks. This has increased interest in the social network accounts with Facebook, Twitter, and LinkedIn. Now NCWM has contracted with another service provider that offers improved visibility without increased costs. This service provider is optimizing NCWM's visibility on the internet through the combined use of social media and more frequent press releases on a wide variety of subject matters. The goal here is to elevate NCWM as a recognized resource for a vast array of subject matters.

In 2014, NCWM switched to a new service for issuing press releases. The new service still provides comprehensive national distribution, but at a much lower cost. NCWM is now able to put out as many as 2 press releases per month for about the same cost as doing 4 press releases in a year under the old service. In that first 6 months of 2014, NCWM has averaged one press release per month compared to 2 or 3 press releases per year in the past.

Professional Certification Program:

The Professional Certification Program exam services are now fully integrated with NCWM's website so that applicants no longer need to wait for staff assistance before they receive their login credentials. Individuals log in at www.ncwm.net to "purchase" exams, though the fees are waived for members. The fee for non-members is \$75 per exam. As orders are received, the applicant receives an automated email with credentials and instructions for accessing the exam. An applicant who does not pass the exam in the first attempt may have one retake. After that, it will be necessary to reapply.

Certification is now available in three areas, including:

- Retail Motor Fuel Dispensing Systems
- Package Checking Basic

- Small Capacity Weighing Systems Class III

NCWM is ramping up its efforts to secure enough Subject Matter Experts to assist in developing these exams. The Certification Program Coordinator is not permitted to write the exams so this effort is imperative as a means of getting him the assistance he needs so this program can develop more quickly. One relatively untapped area is with recently retired regulatory officials. Many have not provided NCWM with contact information to continue their complimentary “Retired” status membership so NCWM is unable to approach them for help in this area. Any assistance is welcomed to reach out to these individuals and have them contact Mr. Onwiler at 402-434-4871 or don.onwiler@ncwm.net.

See the Professional Development Committee Report for information on additional exams under development.

110-3 I Meetings Update

Interim Meetings:

- January 18-21, 2015 Hilton Daytona Beach, Daytona Beach, Florida
- January 17-20, 2016 Westin San Diego Gaslamp Quarter Hotel, San Diego, California
- January 2017 Considering Orlando, San Antonio, or New Orleans

Annual Meetings:

- July 19-23, 2015 **100th Annual Meeting:** Sheraton Society Hill Hotel, Philadelphia, Pennsylvania
- July 24-28, 2016 101st Annual Meeting: Grand Hyatt Denver, Denver, Colorado
- July 2017 102nd Annual Meeting: Considering locations in the Northeastern region.

NCWM strives to plan meetings in locations that offer comfortable rooms and a variety of entertainment and dining options close by. The following is a brief description of future planned events. We are excited to announce the location for the 2016 Interim Meeting has been booked at the Westin San Diego Gaslamp Quarter Hotel. This was the location of a very successful Annual Meeting in 1994 at the Doubletree Hotel and promises to be a great winter venue.

The 2014 Annual Meeting will be held at the Westin Book Cadillac Hotel in downtown Detroit, Michigan. This Italian Renaissance-style hotel is in the National Register of Historic Places. There are restaurants in the area to assure attendees of evening enjoyment. Detroit’s convention business is booming and receiving rave reviews from associations across the country. Attendees will be amazed as they experience the best that the city has to offer in a beautiful downtown venue.

100th NCWM Annual Meeting:

The 100th Annual Meeting in 2015 promises to be a very special event and one that you won’t want to miss. The event will be at the Sheraton Society Hill in Philadelphia with easy access to evening dining and entertainment as well as daytime access to the historic attractions of Philadelphia. In addition to addressing the business of the organization, NCWM will be celebrating its 100th Annual Meeting; 110 years after our first meeting in 1905. A small work group is developing plans for the 100th NCWM Annual Meeting. The Work Group is considering special events and other ideas to commemorate and bring excitement to the occasion. Plans include commemorative gifts, a lunch banquet with a special guest speaker, door prizes including a restored 1950’s retail motor fuel dispenser and a restored 1930’s candy scale, and more. Suggestions may be forwarded to Ms. Robertson, NCWM Office Manager, at (402) 434-4872 or elisa.robertson@ncwm.net.

110-4 I Participation in International Standard Setting

Dr. Ehrlich, NIST-OWM, provided a report during Open Hearings of the 99th NCWM Annual Meeting in Detroit, Michigan. An updated report is also included as an appendix to the report of the Board of Directors. (*See Appendix A*).

See the NTEP Committee Agenda for additional reports on NCWM's involvement internationally, including the Mutual Recognition Arrangement (MRA) with Measurement Canada and the Mutual Acceptance Arrangement (MAA) with OIML.

110-5 I Associate Membership Committee Activity

The Associate Membership Committee is organized in accordance with the Bylaws of the National Conference on Weights and Measures, Inc. In addition, AMC operates by its own Bylaws which are available on the Committee pages of www.ncwm.net. AMC meets at least 2 times per year in conjunction with NCWM Interim and Annual Meeting. It consists of between 5 and 10 members who, amongst themselves, elect officers to serve as Chairman, Vice Chairman, and Secretary/Treasurer. AMC has established a reputation of promoting and improving NCWM and has demonstrated its desire to improve understanding of weights and measures activities in public and private sectors.

The membership dues for Associate members (\$90) are higher than that for Active or Advisory members (\$75). The extra \$15 is not for NCWM, but rather is placed in a separate account referred to as the AMC Fund. While AMC has discretion to allocate the funds in various ways, the Committee receives applications and awards training scholarships from the fund in accordance with their "Guidelines for Selection and Approval of Training Funds" which are posted on the committee's portion of www.ncwm.net. Downloadable scholarship applications and reimbursement forms are also available there or applications may be made online.

The criteria to receive AMC funds for training are as follows:

1. Funding request forms that are complete, specific and detailed will receive priority attention for approval. Based on the degree of missing or ambiguous information provided, individual requests may not be given any consideration during the AMC review process.
2. Training requests that benefit higher numbers of participants are generally preferred over those for fewer or single-person benefit. Multi-state training that encourages uniformity will also be given priority consideration.
3. In general, attending meetings will not be considered training, especially requests for travel expense or attendance fees for NCWM Annual, Interim or Regional meetings.
4. As a lower priority, requests for the purchase of training materials will be considered, but requests for purchase of assets (such as LCD projectors) will not.
5. Reasonable funding for travel and expenses will be considered if it is necessary to acquire an "expert trainer" that would benefit a high number of weights and measures officials. This will be an option when qualified volunteers are not available.

Members of AMC have become concerned that the funds are underutilized in recent years. Regulatory agencies are encouraged to make use of these funds to improve training opportunities and the expertise of inspection personnel.

AMC members are also looking for new, perhaps innovative ways to play a more effective role in the NCWM structure in an effort to further improve the organization. Some new initiatives that AMC is discussing include:

- **Promotional Tool-Kit:** AMC has offered funds to assist NCWM in creating a "tool kit" that weights and measures administrators could use to improve awareness and support through adequate funding of their programs. This tool kit could consist of many elements for targeting media, consumers, government administrators, and legislators. AMC has proposed a work group to pursue this project.
- **Tradeshaw Seminars:** AMC is interested in organizing training or awareness seminars at industry type tradeshaws with the idea of reaching out to the smaller industry groups that are impacted by the work of

NCWM. This effort would be good for the smaller industries as well as providing possible increase in NCWM membership and participation.

AMC meetings are open to all registered NCWM meeting attendees. All Associate Members are encouraged to attend these meetings, become familiar with the committee and offer ideas for how it can further pursue its objectives. *See Appendix B for the AMC Meeting Minutes.*

120 STRATEGIC PLANNING, POLICIES, AND BYLAWS

120-1 I Strategic Planning

The Executive Director presents a strategic plan progress report each year at the fall Board Meeting. The Board conducts a strategic planning session in January at its quarterly meeting just prior to the Interim meeting. The Board made several updates and changes to the Strategic Plan in January 2014. Members are able to review the Strategic Plan at online at www.ncwm.net. The Board welcomes member input.

There are six NCWM Strategic Plan Goals:

1. Enhance NCWM as a national and international resource for measurement standards development.
2. Expand the role of NCWM as a resource for state and local weights and measures programs.
3. Promote uniform training for individuals involved in weights and measures.
4. Continue to improve NTEP.
5. Preserve the financial stability of NCWM.
6. Develop guidance for retaining personnel and succession planning for management positions.

Goal 1: NCWM as a National and International Resource:

Strategy 1 of this goal was initially to implement the Online Position Forum. That was completed in 2011 and the strategy is now to make improvements to the program and promote increased use of it by our membership. Several ideas have been implemented to generate interest. Additionally, guidance has been developed to assist committees in how to preview and use comments in a consistent manner. New in 2014, comments and positions that are submitted may be viewed immediately instead of being hidden until the comment period ends on June 15. By allowing comments to be viewed immediately, it is hoped that this will stimulate more participation.

The following new strategies were added to this goal in 2013:

Strategy 2: Identify, communicate and collaborate with other regulatory, industry, and standards development organizations, foreign and domestic, to strengthen awareness of NCWM and draw on mutual resources toward mutual goals.

Strategy 3: Increase consumer group participation in NCWM through outreach efforts.

Goal 2: Expand the Role of NCWM as a Resource to Officials:

NCWM has entered into a contract with a different service provider for press releases that will allow for many more press releases without an increase in costs. This will raise the level of recognition for NCWM and its membership as a resource for expert information in a vast array of topics.

NCWM has conducted a number of surveys in recent years as part of this goal. Several years ago, one was done on budgets, staffing levels, salary grades and more. These surveys provide good benchmarks and will be repeated on occasion to identify trends.

Many programs are experiencing severe budget cuts that are diminishing their effectiveness. The Associate Membership Committee has expressed interest in assisting with the development of a “tool kit” that can be used by

program administrators to generate awareness and support for their programs. This toolkit will contain materials including data supporting a regulatory presence, industry contacts that can be called upon to explain the necessity of a regulatory presence to ensure a level playing field for businesses and consumer protection, and a short video production.

Goal 3: Promote Uniform Training:

The Professional Certification Program is a top priority under this goal. Two new exams were added in 2012 and several more are in development. Mr. Ross Andersen serves as Certification Exam Coordinator working with the Professional Development Committee and Subject Matter Experts. Volunteer Subject Matter Experts are needed in the areas of medium and large capacity scales and vehicle tank meters.

There is fast-growing interest among service agencies and regulatory agencies for referencing NCWM Professional Certification as a prerequisite to registering / licensing service agents. This would potentially provide one set of exams to satisfy the testing requirements of many states. Private companies are also very interested in NCWM Professional Certification as a way of instilling confidence in their customers that they are knowledgeable in regulatory standards. See more discussion on this in the Professional Development Committee report.

NCWM recently worked with Mr. Andersen to ramp up efforts to retain additional Subject Matter Experts so that this program can develop at a faster pace. Anyone interested in assisting the writing and reviewing exam questions should contact NCWM.

There are a number of other strategies under Goal 3. Some recent advancements toward those strategies include a cooperative effort with NIST whereby NCWM uses grant funds from NIST to fund travel for approved trainers from around the country to assist with NIST training events. A list of those trainers and technical areas that each is comfortable presenting training is now available on the NCWM website, Also new to the website is a list of training opportunities that have been scheduled. Anyone planning a training event that would like to open up the class to other individuals should contact NCWM to have their event posted.

Goal 4: Continue to Improve NTEP:

NCWM surveyed regulatory officials in 2012 to determine how they access NTEP Certificates of Conformance in the field. This will be used as a benchmark. As technology advances, NCWM will have a better understanding for how it can make Certificates of Conformance more accessible. In 2013, NCWM added a mobile friendly version of the website which makes it much easier to access the NTEP database using hand-held devices such as smart phones. It is likely that the 2012 survey will be repeated soon to measure the impact of this and other technology advancements.

A strategy of high priority under this goal is to maintain viable support for NTEP laboratories. Mr. Truex, NTEP Administrator, monitors the number of full-time equivalents associated with the authorized laboratories and tracks evaluation time and backlog statistics to ensure that NTEP evaluations can be completed in a timely manner. He reports these statistics quarterly to the NTEP Committee and Board of Directors.

NCWM has a contingency plan in place to ensure evaluation services are maintained for NTEP applicants in the event that insufficient services were available under the current authorized laboratory system. The Board is monitoring its available resources toward that end to ensure that NCWM is in a position to implement the worst-case scenario, should the need arise. Another strategy toward this goal is the continued development of the Verified Conformity Assessment Program (VCAP) which has already successfully addressed load cells and has moved on to the next device-type category. *See the NTEP Committee Interim Report for more details.*

In 2013, NTEP operated without a field lab for scale evaluations. That, combined with the increasing workload for NTEP staff as a result of VCAP lead to the hiring of a new NTEP Specialist to assist in both areas. In January 2014, Mr. Darrell Flocken, formerly of Mettler Toledo, LLC was hired in this capacity. This addition to the NCWM family will greatly enhance NTEP's ability to serve its stakeholders.

Goal 5: Preserve Financial Stability:

This goal was originally to “ensure” financial stability. Financial reports of the past several years indicate that NCWM is financially stable barring any unexpected circumstances. However, NCWM must recognize that it does not have sufficient reserves at this time to fully implement the NTEP contingency plan that was developed to ensure continued evaluation services if the authorized state laboratories fell victim to budget cuts. The Board has studied NCWM’s needs for reserves for NTEP and other potential exposures. This is being balanced with continued efforts to improve services in support of customers and membership. NCWM finances are reviewed annually.

Goal 6: Develop Guidance for Retaining Personnel and Succession Planning for Management Positions:

This goal was just added in 2014. It will be developed in future strategic planning sessions. It was brought forward out of concern for the high turnover rate of inspection staff in some jurisdictions, cutting of positions in others, and the need for better planning to replace weights and measures administrators.

120-2 I Regional Support

Meeting Documents on Regional Websites:

In the fall of 2011, NCWM made efforts to be the clearinghouse for all new proposals being submitted to the regional associations. Since then, the process has been streamlined while improving documents, reports, and communication. NCWM provides the regional committees with a report template that contains all of the regions’ carryover items and new proposals. The templates are improved each year based on feedback and efforts to streamline the reporting process for everyone.

The report templates in 2013 were modified based on extensive discussions at the 2012 Committee Orientation sessions. Regional committees should find them to be less confusing for presenting the discussions, recommendations, and regional decisions. NEWMA committee chairs expressed that the process is now much easier to work with and also members have a clearer understanding of the issues. Downloading agenda items for interim and annual meetings is made much easier. They also stated that the new format for Publication 15 works very well and the deadline works well.

All of the regional websites are hosted through NCWM. As of 2013, all 4 regions have now added the e commerce option for online meeting registrations and membership dues (where applicable) using NCWM’s merchant services to process the payments. NCWM provides the administrative services of transferring those funds to the appropriate regional bank accounts and communicating with regional Treasurers regarding the details of those transfers. There is no additional cost to the regions for this added support. The annual fee to NCWM from each region remains at \$200 for unlimited support unless programming is required. In 2014, each of the regions invested \$550 as a one-time cost to program the websites with a mobile version.

Chairman John Gaccione reported at the 99th NCWM Annual Meeting that the regional websites are being used more frequently as a tool for meeting information and meeting registrations.

120-3 I Standing Committees Support

Committee Orientation:

NCWM conducts Committee Orientation for committee chairs and new committee members every fall at NIST, OWM in Gaithersburg, Maryland. The location enables full participation by all NIST Technical Advisors. The focus is on leadership, administrative processes, roles and responsibilities, and review of *NCWM Committee Member Handbook*. Additionally, the committee chairs and NIST Technical Advisors review agenda items for the new members so that they are prepared in advance for the technical discussions and Open Hearings.

Each year additional improvements were made to the NCWM Committee Handbook and to the report templates that regional committees use to submit their reports for inclusion in NCWM Publication 15.

Task Groups, Subcommittees, Steering Committees:

Task groups, subcommittees and steering committees are created by appointment by the NCWM Chairman. A task group is given a specific charge and it reports to the appropriate NCWM standing committee. A task group will disband at the completion of its assignment. A subcommittee is charged with ongoing responsibilities in support of a standing committee in a specific field of expertise. A steering committee is charged with unbiased fact-finding that will assist NCWM membership in decision processes for difficult issues. A steering committee will disband upon completion of its specific charge.

NCWM offers resources to these task groups and subcommittees including meeting space at Interim and Annual Meetings, conference calling and web meeting services, group email services, a dedicated web page for posting and archiving documents related to their work, and broadcast e-mail services to reach targeted audiences. Additionally, NIST, OWM has provided technical advisors and web meeting forums. All of these tools enable year-around progress of task group and subcommittee work.

Because NCWM task groups and subcommittees report directly to NCWM Standing Committees or Board of Directors, any new proposals may appear in NCWM Publication 15 without first being vetted through a regional association. Any such proposals are properly vetted through the open hearings of NCWM. This structure enables more efficient standards development.

The Board expresses great appreciation to the volunteers who serve in support of the work of this organization.

Natural Gas Steering Committee:

The Laws and Regulations Committee heard spirited debate at the 2013 Interim Meeting Open hearings on a proposal to recognize the Diesel Gallon Equivalent and Diesel Liter Equivalent as the method of sale for compressed and liquefied natural gas; similar to the Gasoline Gallon and Liter Equivalents that were recognized in 1994. Opponents argue that a method of sale by mass is preferred.

NCWM Chairman Stephen Benjamin formed a new Natural Gas Steering Committee to address rising issues as the compressed and liquefied natural gas markets rapidly expand. The Steering Committee will report to the Laws and Regulations Committee. Its charge is to gather information that will assist NCWM Membership in the decision process as model standards are developed for the sale of liquefied and compressed natural gas.

Chair

Mr. Mahesh Albuquerque
CDLE- Oil and Public Safety
Denver, CO
Email: mahesh.albuquerque@state.co.us

Promotional Tool Kit Task Group:

This group will develop tools that may be used by weights and measures agencies to promote awareness and support and adequate funding for their programs. The tools will target three separate audiences;

- o Consumers
- o Regulated Industries
- o Legislators, Governors, and Agency Administrators

Tools may include case studies, data, short-segment video productions, public service announcements, etc.

Chair

Mr. Stephen Benjamin
North Carolina Department of Agriculture
Raleigh, NC
Email: steve.benjamin@ncagr.gov

Weights and Measures Training Manual Task Group:

This new group reports to the Professional Development Committee and is assigned to develop a training manual that can be used to ensure proper training methods and evaluation of training success for all aspects of field enforcement. Task Group Chairman Michael Cleary presented the Professional Development Committee a

draft of the completed training manual at the 99th NCWM Annual Meeting and confirmed that the work of the task group is now complete. A copy of the draft document was posted to the NCWM website and will be updated to a final copy after review and edits are completed. NCWM expresses gratitude to the Mr. Cleary and his Task Group for quickly completing their charge through volunteer efforts. More information is available in the Professional Development Committee Report, Item 410-2 – Training.

Chair

Mr. Michael Cleary
Retired
Sacramento, CA
Email: mcleary55@sbcglobal.net

Retail Motor Fuel Dispenser Price Posting and Computer Capability Task Group:

The group reports to the Specifications and Tolerances Committee and is developing specifications for multi-tier and discount pricing at retail. For more information, contact:

Chair

Ms. Fran Elson-Houston
Ohio Department of Agriculture
Division of Weights and Measures
8995 East Main Street
Reynoldsburg, OH 43068
Phone: (614) 728-6290
Fax: (614) 728-6290
Email: houston@agri.ohio.gov

Fuels and Lubricants Subcommittee:

This group reports to the L&R Committee. For more information, contact:

Chair

Dr. Matthew Curran
Florida Department of Agriculture and Consumer Service
3125 Conner Boulevard, Building 2
Mail Stop L@
Tallahassee, FL 32399-1650
Phone:(850)9211570
FAX:(850)921-1548
E-Mail:Matthew.Curran@FreshFromFlorida.com

Packaging and Labeling Subcommittee:

The group reports to the L&R Committee. For more information, contact:

Chair

Mr. Christopher Guay
Procter and Gamble, Co.
One Procter and Gamble Plaza
Cincinnati, OH 45202
Phone: (513) 983-0530
Fax: (513) 983-8984
Email: guay.cb@pg.com

Organometallics Task Group:

The group reports to the Fuels and Lubricants Subcommittee and L&R Committee. For more information, contact:

Chair

Mr. Randy Jennings
Tennessee Department of Agriculture
PO Box 40627
Nashville, TN 37204
Phone: (615) 837-5327
Fax: (615) 837-5335
Email: randy.jennings@tn.gov

Multi-Point Calibration Task Group:

The group reports to the Specifications and Tolerances Committee. For more information, contact:

Chair

Ms. Julie Quinn
Minnesota Department of Commerce
14305 South Cross Drive, Suite 150
Burnsville, MN 55306
Phone: (651) 539-1555
Fax: (952) 435-4040
Email: julie.quinn@state.mn.us

Moisture Loss Task Group:

The group reports to the Laws and Regulations Committee. For more information, contact:

Chair

Mr. Kurt Floren
LA County Agricultural Commissioner / Weights and Measures
12300 Lower Azusa Road
Arcadia, CA 91006
Phone: (626) 575-5451
Fax: (626) 350-3243
Email: kfloren@acwm.lacounty.gov

NEWMA reported appreciation from a member that the Packaging and Labeling Subcommittee has been formed as this is an area where weights and measures focus has been sidetracked due to budget issues.

130 FINANCIALS

130-1 I Financial Report

NCWM operates on a fiscal year of October 1 through September 30. Budgets are set to be conservative on projected revenues and realistic on anticipated expenses.

The Board of Directors continues to monitor its ability to fully implement contingency plans based on potential costs compared to reserve funds.

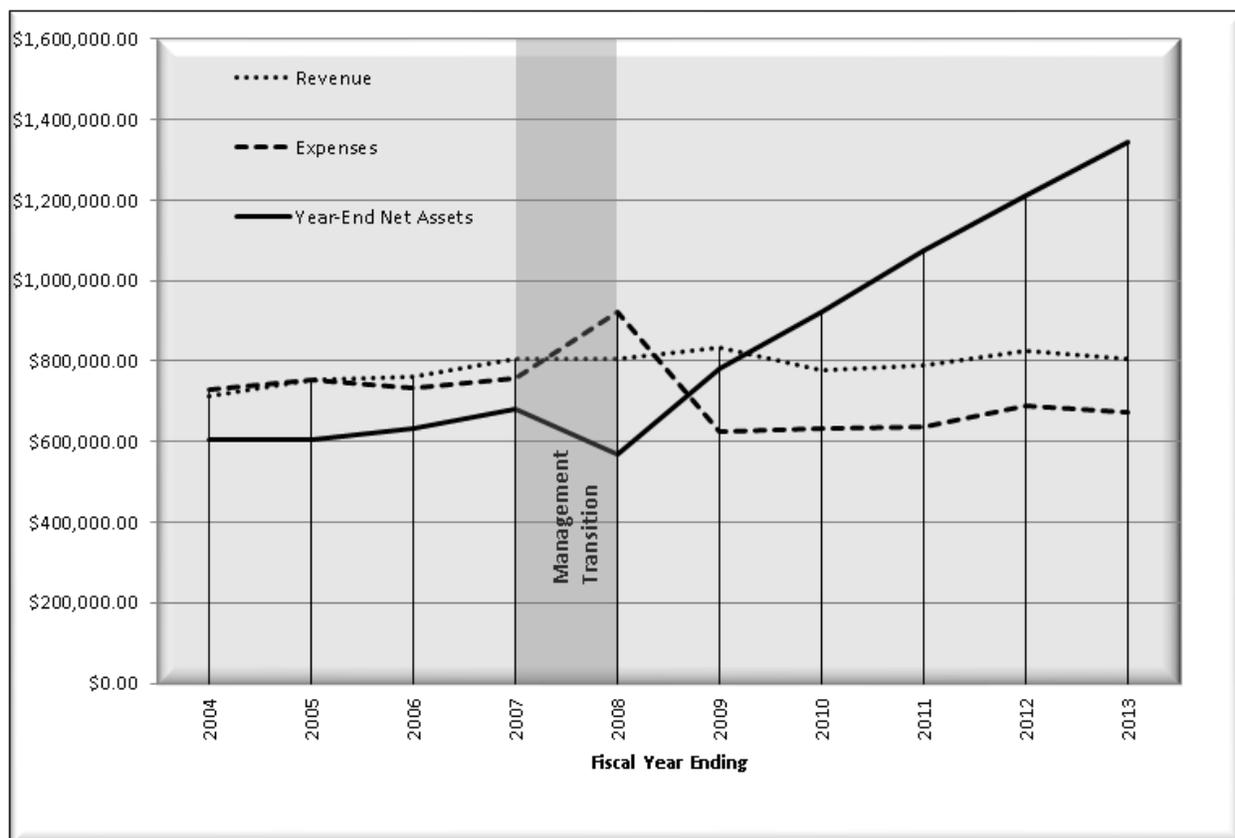
The following is the balance sheet as of June 30, 2014 in comparison with the same time the previous year. Assets in the balance sheet are inflated by the by the NIST Training Initiative Grant that was awarded to NCWM in 2012. Those funds are earmarked for specific training activities. Assets are also inflated by the Associate Membership Fund. This money is accumulated through the additional \$15 dues paid by NCWM Associate Members and is spent

at the discretion of the Associate Membership Committee in accordance with Committee Bylaws. A significant increase in "Other Current Assets" represents the value of the new NCWM website. It will be depreciated over a period of 5 years.

ASSETS	<u>June 30, 2014</u>	<u>June 30, 2013</u>
Current Assets	\$	\$
Checking/Savings		
Associate Member Fund	32,998.67	26,602.49
NIST Training Grant	14,860.67	52,253.27
Certificates of Deposit	1,162,359.04	1,149,123.91
Checking	28,119.95	35,697.28
Savings	263,309.23	194,742.49
Total Checking/Savings	<u>\$ 1,501,647.56</u>	<u>\$ 1,458,419.44</u>
Accounts Receivable	995.00	145.78
Other Current Assets	140,066.80	27,165.24
Other Assets	12,322.40	11,889.11
TOTAL ASSETS	<u>\$ 1,655,031.76</u>	<u>\$ 1,497,619.57</u>
 LIABILITIES & EQUITY		
Liabilities		
Current Liabilities	26,795.84	19,747.93
Total Liabilities	<u>26,795.84</u>	<u>19,747.93</u>
Equity		
Designated-Associate Member Fund	32,998.67	
Designated-NIST Training Grant	14,860.67	
Unrestricted Net Assets	1,366,715.87	1,243,897.98
Net Income	213,660.71	233,973.66
Total Equity	<u>1,628,235.92</u>	<u>1,477,871.64</u>
TOTAL LIABILITIES & EQUITY	<u>\$ 1,655,031.76</u>	<u>\$1,497,619.57</u>

The following is a graphic view of past 10 fiscal years based on year-end audit reports. The spike in expenses in 2008 reflects the cost transition from contracted management services to hired employees and procured office space, furniture, computers, etc. The chart shows significant savings in the following years even though NCWM has invested significantly in new initiatives during that time.

A significant investment was made in 2013 to rebuild of the NCWM website. Because that website is considered a depreciable asset, the investment does not reduce NCWM's net assets. Expenses in 2014 and going forward will increase with the addition of a new staff person in the National Type Evaluation Program. This new staff position is necessary to handle increased work load associated with the Conformity Assessment Program. Mr. Darrell Flocken was hired as the NTEP Specialist and will greatly enhance NCWM's ability to serve the NTEP stakeholders.



Mr. John Gaccione, Westchester County, New York | Chairman
 Mr. Ronald Hayes, Missouri | Chairman-Elect
 Mr. Stephen Benjamin, North Carolina | NTEP Committee Chair
 Mr. Mark Coyne, City of Brockton, Massachusetts | Treasurer
 Mr. Jerry Buendel, Washington | Active Membership - Western
 Mr. Craig VanBuren, Michigan | Active Membership - Central
 Mr. Mr. Kenneth Ramsburg, Maryland | Active Membership - Southern
 Mr. James Cassidy, City of Cambridge, Massachusetts | Active Membership - Northeastern
 Mr. Chris Guay, Procter and Gamble | Associate Membership
 Mr. Steve Giguere, Maine | At-Large
 Mr. Mr. Chuck Corr, Archer Daniels Midland Co. | At-Large

Ms. Carol Hockert, NIST, OWM | Executive Secretary
 Mr. Gilles Vinet, Measurement Canada | Board of Directors Advisor
 Mr. Jim Truex, NCWM | NTEP Administrator
 Mr. Don Onwiler, NCWM | Executive Director

Board of Directors

Appendix A

Report of the Activities of the International Organization of Legal Metrology (OIML) and Regional Legal Metrology Organizations

National Institute of Standards and Technology (NIST), Office of Weights and Measures (OWM)

INTRODUCTION

The NIST, OWM is responsible for coordinating United States participation in OIML and other international legal metrology organizations. Learn more about OIML at www.oiml.org and about NIST, OWM at www.nist.gov/owm. Dr. Charles Ehrlich, Program Leader of the International Legal Metrology Program, can be contacted at (301) 975-4834 by fax at (301) 975-8091 or charles.ehrlich@nist.gov.

Note: OIML publications are available without cost at www.oiml.org.

Table A Table of Contents

INTRODUCTION.....	1
I. REPORT ON THE ACTIVITIES OF THE OIML TECHNICAL COMMITTEES.....	3
TC 3/SC 5 Conformity Assessment (United States).....	Error! Bookmark not defined.
TC 5/SC 1 Environmental Conditions (Netherlands).....	3
TC 5/SC 2 Software (Germany and BIML).....	4
TC 6 Prepackaged Products (South Africa).....	4
TC 8 Measurement of Quantities of Fluids (Japan).....	4
TC 8/SC 1 Static Volume and Mass Measurement (Germany).....	5
TC 8/SC 3 Dynamic Volume and Mass Measurement for Liquids Other Than Water (United States and Germany).....	5
TC 8/SC 5 Water Meters (UK).....	5
TC 8/SC 6 Measurement of Cryogenic Liquids (United States).....	5
TC 8/SC 7 Gas Metering (Netherlands).....	5
TC 9 Instruments for Measuring Mass (United States).....	Error! Bookmark not defined.
TC 9/SC 2 Automatic Weighing Instruments (United Kingdom).....	Error! Bookmark not defined.
TC 17/SC 1 Humidity (China and United States).....	6
TC 17/SC 8 Quality Analysis of Agricultural Products (Australia).....	6
II. REPORT ON THE 48TH CIML MEETING IN HO CHI MINH CITY, VIETNAM IN OCTOBER 2013	7
III. FUTURE OIML MEETINGS.....	8
IV. REGIONAL LEGAL METROLOGY ORGANIZATIONS.....	8

Table B
Glossary of Acronyms and Terms

Acronym	Term	Acronym	Term
ANSI	American National Standards Institute	ISO	International Standardization Organization
APEC	Asia-Pacific Economic Cooperation	IWG	International Work Group
APLMF	Asia-Pacific Legal Metrology Forum	LMWG	Legal Metrology Work Group
APMP	Asia-Pacific Metrology Program	MAA	Mutual Acceptance Agreement
B	Basic Publication	MTL	Manufacturers' Testing Laboratory
BIML	International Bureau of Legal Metrology	NIST	National Institute of Standards and Technology
BIPM	International Bureau of Weights and Measures	NTEP	National Type Evaluation Program
CD	Committee Draft ¹	OIML	International Organization of Legal Metrology
CIML	International Committee of Legal Metrology	OWM	Office of Weights and Measures
CTT	Conformity to Type	PG	Project Group
D	Document	R	Recommendation
DD	Draft Document ²	SC	Technical Subcommittee
DoMC	Declaration of Mutual Confidence	SIM	Inter-American Metrology System
DR	Draft Recommendation ²	TC	Technical Committee
DV	Draft Vocabulary ³	USNWG	U.S. National Work Group
GA	General Assembly	VIM	International Vocabulary of Metrology
IEC	International Electrotechnical Commission	VIML	International Vocabulary of Legal Metrology
IQ Mark	International Quantity Mark	WD	Working Draft ³

¹ CD: a draft at the stage of development within a technical committee or subcommittee; in this document, successive drafts are numbered 1 CD, 2 CD, etc.

² DD, DR, and DV: a draft document approved at the level of the technical committee or subcommittee concerned and sent to BIML for approval by CIML

³WD: precedes the development of a CD; in this document, successive drafts are number 1 WD, 2 WD, etc.

**Details of All Items
(In order by Reference Key)**

I. REPORT ON THE ACTIVITIES OF THE OIML TECHNICAL COMMITTEES

This section reports on recent activities and the status of work in the OIML Technical Committees (TCs), Technical Subcommittees (SCs), and Project Groups (PGs) of specific interest to members of the National Conference on Weights and Measures (NCWM). Schedules of future activities of the TC/SC Secretariats, PG Conveners, the U.S. National Work Groups (USNWGs), and the International Work Groups (IWGs) and Project Groups of the TCs and SCs are also included.

TC 3/SC 5 Conformity Assessment (United States)

The OIML Basic Publications B 3:2011 *Certificate System* and B 10:2012 *Mutual Acceptance Arrangement (MAA)* are the core documents underpinning the OIML Certificate System. An amendment to B10 was approved by the CIML that allows for the voluntary use of test data from manufacturer's test laboratories (MTLs) under specially supervised conditions (NCWM has adopted the position that it will not accept test data under the MAA that was obtained from MTLs). An MAA workshop was held in conjunction with the 2013 CIML Meeting (in Vietnam) to gather experiences of the various MAA stakeholders in the MAA. Based on the outcome of this workshop and MAA discussions at the 2013 CIML Meeting, OIML has established an Ad-Hoc Working Group consisting of interested CIML members, Committee on Participation Review (CPR) members, and representatives of manufacturers' associations. This working group is tasked with reviewing the structure, rules, and procedures governing the operation of the MAA (and the role of Utilizing Participants), with a view to increasing the efficiency of the operation of the MAA, and, if necessary, amending their internal (MAA) documents and suggesting to TC 3/SC 5 appropriate amendments to OIML Publication B 10. This Ad-Hoc Working Group is chaired by the CIML first Vice-President Dr. Roman Schwartz of PTB (Germany), and held its first meeting on 20-21 March 2014, at NIST. Mr. Darrell Flocken from NCWM attended, as did Mr. Rob Upright, President of the U.S. Scale Manufacturer's Association (SMA), and Mr. Dmitri Karimov, President of the U.S. Meter Manufacturer's Association (MMA). Three Task Groups were established that are looking into 1) improving the international awareness and use of the OIML MAA, 2) developing a more robust model for operation of the CPR, and 3) evaluating the impact that termination of the Basic System for categories already covered by the MAA (load cells, NAWIs and water meters) would have on all stakeholders. Reports from these three Task Groups will be presented at the 2014 CIML Meeting in November 2014, in Auckland, New Zealand.

The 2nd Committee Draft (2 CD) of a new OIML document entitled *The Role of Measurement Uncertainty in Conformity Assessment Decisions in Legal Metrology* has been developed by the Secretariat (Dr. Charles Ehrlich). For a copy of this document, please contact Dr. Ehrlich at (301) 975-4834 or charles.ehrlich@nist.gov. Comments are due back to the Secretariat by 30 June 2014. Please see the MAA section in the National Type Evaluation Program (NTEP) Committee Report of this publication for more details on the activities of TC 3/SC 5. Please contact Dr. Ehrlich for more information on the activities of this subcommittee.

TC 5/SC 1 Environmental Conditions (Netherlands)

OIML D 11 *General requirements for measuring instruments - Environmental conditions* was approved by the CIML in October 2013, and was published in December 2013. This is a very important document in the OIML system and is used by all of the OIML TCs as a general reference for technical and testing requirements on all measuring instruments. Highlights of this recent revision cycle include: expanding the terminology section, updating several testing sections to reflect the latest International Electrotechnical Commission (IEC) reference standards, and including a new environmental class ("E3") for a non-mains local source of electrical power supply. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like additional further information on TC5/SC1 or OIML D 11.

TC 5/SC 2 Software (Germany and BIML)

The OIML D 31 *General Requirements for Software-controlled Measuring Instruments* has been published and will serve as guidance for software requirements in International Recommendations by OIML TCs. The United States participated in the technical work on this document and submitted votes and comments on several drafts of the document. A new project on software verification was approved by CIML, and the United States is waiting for the first draft of this document. Please contact Dr. Ambler Thompson at (301) 975-2333 or ambler@nist.gov if you would like to discuss OIML software efforts.

TC 6 Prepackaged Products (South Africa)

After an online CIML vote was conducted, it was decided that the TC 6 project to develop an OIML International Quantity Mark (IQ Mark) would be terminated. The US had already voted in favor of terminating this project, on the grounds that the effort to manage and certify quality control systems would have added unnecessary extra costs, with no value added, to all participating suppliers. At the same time, another CIML vote was conducted on a proposal for a new TC 6 project *Guidance for defining the system requirements for a certification system for prepackages*. The US voted against this proposal, on the grounds that even such an OIML Guidance Document could be construed as endorsing an OIML IQ Mark program. At the CIML meeting in Oct 2013, it was decided to move forward with the drafting of this publication.

Besides the IQ Mark project, two other important projects are under discussion in TC 6: a revision of OIML Recommendation (R) 87 *Quantity of Product in Prepackages* (the OIML equivalent to NIST Handbook 133: *Checking the Net Contents of Packaged Goods*) and a revision of OIML R 79 *Labeling Requirements for Prepackaged Products*. The NIST Statistical Engineering Division (SED) has been participating in a small ad-hoc work group to improve the statistics in R 87. A 1st Committee Draft of R 87 has been developed and circulated for comment by the Secretariat. The draft contained proposed revisions that NIST OWM believes are unnecessarily complex and therefore subject to easy misinterpretation, and another that appeared to go beyond the scope of package labeling requirements. After consulting with the Chairman of the NCWM Packaging and Labeling Subcommittee about the proposed revisions to both R87 and R79, the U.S. voted “no” on R79 (votes are not taken on 1st Committee Drafts, so only comments were submitted on R87). The main reason for opposing both drafts is that they include proposed definitions for prepackage, packaging material and product that are likely to result in confusion for consumers and packers alike. A meeting of TC 6 was held in Switzerland in September 2013.

The Secretariat has now distributed 4th Committee Draft of R 79; it was revised to eliminate one of the definitions which contained language that we and other TC6 members believed were confusing. The US voted “yes” on the 4th CD and submitted some additional suggestions to clarify the language regarding references to CODEX labeling requirements for drained weight. The next meeting of TC6 will be in September 2014 in South Korea.

For more information on the activities of this committee, and to participate in the U.S. review of these CDs, please contact Mr. Ken Butcher at (301) 975-4859 or kbutcher@nist.gov.

TC 8 Measurement of Quantities of Fluids (Japan)

The CIML has approved projects to revise the following TC 8 documents: R 63 *Petroleum Measurement Tables* (1994) and R 119 *Pipe Provers for Testing of Measuring Systems for Liquids Other Than Water* (1996). Both of these documents are important for other OIML recommendations involving liquid measurement. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like copies of the documents or to participate in any of these projects.

TC 8/SC 1 Static Volume and Mass Measurement (Germany)

The United States chairs the Project Group that is drafting new sections of OIML R 71 *Fixed Storage Tanks* and R 85 *Automatic Level Gages for Measuring the Level of Liquid in Fixed Storage Tanks* to add specific requirements for specialized tanks. OIML R 80-2, *Road and Rail Tankers, Test Methods*, is being developed by Germany. A meeting of TC 8/SC 1 has been proposed for December 2014 in Germany. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like copies of the documents or to participate in any of these projects.

TC 8/SC 3 Dynamic Volume and Mass Measurement for Liquids Other Than Water (United States and Germany)

New annexes for measuring systems for foaming potable liquids, for pipelines, and for aircraft refueling have been added to OIML R 117-2, *Dynamic Measuring Systems for Liquids Other Than Water, Part 2, Test Methods*. A meeting of the R117 International Project Group was held in Oct 2013 in Teddington (London) and was hosted by the UK National Measurement Office. Representatives of major manufacturers of these systems and liaison organizations actively participated in the meeting. These technical experts provided a depth of experience and technical expertise that proved highly valuable during the meeting. The 2CD of R117-2 was distributed late in December 2013; it was approved by the Project Group with over 300 comments. The 1CD of R117-3 *Part 3, Test Report Format* was distributed in March 2014. A meeting of the R117 International Project Group will be held in April 2014 in Chicago to discuss international comments on the 2CD of R117-2 and the 1CD of R117-3. If you have any questions or would like to participate in the next phases of this project, please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov.

TC 8/SC 5 Water Meters (UK)

OIML, the International Standardization Organization (ISO), and the European Committee for Standardization (CEN) have worked together to harmonize requirements for water meters using OIML R 49 *Water Meters Intended for the Metering of Cold Potable Water and Hot Water Parts 1, 2, and 3* as the base document. The U.S. submitted comments on the 3 CD of the harmonized document in September 2012 and participated in a meeting of the Joint Working Group of these three organizations in London in October 2012. The American Water Works Association Committee on Water Meters is assisting in these efforts. The DR of R 49 passed its CIML preliminary ballot in May 2013, and R 49 received final CIML approval in Oct 2013. It is expected that R 49 will be published in early 2014. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like additional information on this effort.

TC 8/SC 6 Measurement of Cryogenic Liquids (United States)

In May 2013, the Secretariat for R 81, *Dynamic Measuring Devices and Systems for Cryogenic Liquids* distributed a first working draft (1WD) of R 81 to TC 8/SC 6 and the USNWG for their review and comment. Nine members of the R 81 project group submitted comments on Parts 1 and 2 of R 81 by the September 2013 deadline. A compilation of those comments will be distributed in early April 2014, and distribution of a first committee draft incorporating these comments is planned for May 2014. To obtain more information or to participate in this project, please contact Ms. Juana Williams at (301) 975-3989 or juana.williams@nist.gov.

TC 8/SC 7 Gas Metering (Netherlands)

OIML R 137-1 and R 137-2, *Gas Meters; Part 1: Metrological and Technical Requirements and Part 2: Metrological Controls and Performance Tests* were published in 2012. Extensive United States comments on the 1 CD, the 2 CD, and the DR were developed in cooperation with the measurement committees of the American Gas Association. CIML voting on the preliminary ballot of R 137-3 *Part 3: Report Format for Type Evaluation* closed in March 2014, and is expected to have final approval in Nov 2014. The OIML R 137 document is especially important

to the United States interests because the American National Standards Institute (ANSI) B 109 committee on gas measurement is using the published R 137 to create a new performance-based standard for gas meters in the United States. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like to participate in these efforts or if you would like to obtain a copy of any of these gas measurement documents.

The CIML preliminary ballot on OIML R 139, *Compressed gaseous fuel measuring systems for vehicles*, closed in March 2014. This standard is important to US stakeholders, especially in the effort to maximize harmonization between domestic and international legal metrology requirements used for the delivery of alternative fuels such as hydrogen gas and compressed natural gas (CNG). The United States voted “yes” and submitted comments on the preliminary ballot of R 139, and final approval is expected in Nov 2014. To obtain more information or to participate in this project, please contact Ms. Juana Williams at (301) 975-3989 or juana.williams@nist.gov.

TC 9 Instruments for Measuring Mass (United States)

The revision of OIML R 60 *Metrological Regulation for Load Cells* is planned to cover everything from the basic principles of R 60 (e.g., tolerances and accuracy classes) to exploring the addition of new requirements. The United States distributed the 2nd Committee Draft of R 60 Parts 1&2 (Metrological and technical requirements and Metrological controls and performance tests) in June 2013. International Project Group (PG) members were asked to review this 2nd CD for vote and comment. The majority of voting responses were negative indicating that the draft needed to be further developed by the Project Group. A meeting of TC9/P1 was held at NIST in Gaithersburg, MD on 17-18 March 2014 to discuss unresolved issues regarding the R60 revision. This meeting was one of three OIML meetings held that week, meetings of the CPR and MAA Ad Hoc Working Group (see section on TC 3/SC 5) were also convened. Input from the TC9/P1 meeting and comments received pertaining to the 2CD of R60 will be incorporated into a 3CD that is expected to be circulated in July 2014. For more information on TC9 activities, please contact Mr. John Barton at (301) 975-4002 or john.barton@nist.gov.

TC 9/SC 2 Automatic Weighing Instruments (United Kingdom)

The DR of OIML R 106, Part 1 *Automatic Rail Weighbridges*, was published in 2012. The DR of R 106-2 was approved by the CIML in 2012 and subsequently published in 2013.

All three parts of OIML R 50 *Continuous Totalizing Automatic Weighing Instruments* (Belt Weighers) have been forwarded to the BIML, and it is expected that they will receive final CIML approval in November 2014. Parts 1 and 2 (technical/metrological requirements and test procedures) were approved in the 2013 CIML preliminary ballot and the FDRs (Final Draft Recommendation) are currently under preparation. The 2CD of R50-3 was approved in the TC9/SC2 ballot in September 2013 and was sent to the BIML in March 2014. To receive copies of these documents or to obtain more information on the work of this subcommittee, please contact Mr. John Barton at (301) 975-4002 or john.barton@nist.gov.

TC 17/SC 1 Humidity (China and United States)

The 6th CD of OIML R 59 *Moisture Meters for Cereal Grains and Oilseeds* was distributed in March 2013, and it was requested that comments be returned in June 2013. Meetings of TC 17/SC 1 and TC 17/SC8 were held at NIST in Gaithersburg in July 2013 to discuss these returned comments and to develop the next draft. The 7th CD will be distributed for a vote later this year. Please contact Ms. G. Diane Lee at (301) 975-4405 or diane.lee@nist.gov if you would like to participate in this IWG.

TC 17/SC 8 Quality Analysis of Agricultural Products (Australia)

Meetings of TC 17/SC 1 and TC 17/SC8 were held at NIST in Gaithersburg in July 2013 to discuss international comments received on the 4 CD of a draft document *Measuring Instruments for Protein Determination in Grains*. Australia plans to soon distribute a 5 CD of this draft document for a vote. Please contact Ms. G. Diane Lee at (301) 975-4405 or diane.lee@nist.gov, if you would like to participate in this IWG.

OIML Mutual Acceptance Arrangement (MAA)

The report on the OIML MAA can be found in the NTEP section of this document. For further information on the MAA and its implementation, please contact Dr. Charles Ehrlich at (301) 975-4834 or email charles.ehrlich@nist.gov.

II. REPORT ON THE 48TH CIML MEETING IN HO CHI MINH CITY, VIETNAM IN OCTOBER 2013

Mr. Peter Mason, CIML member from the United Kingdom and President of the CIML, opened the meeting and gave the President's Report.

Mr. Stephen Patoray, who has been serving as BIML Director since January 2011, provided several reports on financial and administrative matters at the BIML, including improvements that have been implemented since his arrival at the BIML. After consideration of an external auditor's review, the CIML approved the 2012 accounts, and instructed its President to present them to the 15th OIML Conference.

The CIML elected Dr. Yukinobu Miki, the CIML Member for Japan, as second Vice-President for a six-year term; the committee also decided to renew the contract of Mr. Ian Dunmill, BIML Assistant Director, for a five-year term starting in March 2014.

The CIML welcomed Colombia as a new Member State and Zambia as a re-instated Member State. The CIML also welcomed Iraq, Uganda and Yemen as new Corresponding Members – and Guinea, Korea (DPR) and Rwanda as re-instated Corresponding Members.

The Committee, noting the report given by the BIML on its activities pertaining to developing country matters, recognized the importance of coordinating the various projects and initiatives promoted by the OIML, individual Member States and Corresponding Members, and other bodies with an interest in promoting the economic development of countries and economies with emerging metrology systems. The CIML decided to set up an advisory group to help carry out wide consultation, to seek additional suggestions, and to build up links with other bodies which have a contribution to make in the area of developing countries.

The BIML reported on the implementation of OIML B 6-1:2012 Directives for OIML technical work. The CIML approved a fairly minor revision to B 6-1, but decided to postpone further work on B 6 until sometime in the future.

The CIML approved the following draft publications:

- OIML V 1 *International vocabulary of terms in legal metrology (VIML)*;
- OIML R 46-3 *Active electrical energy meters – Part 3: Test report format*;
- OIML R 49 *Water meters for cold potable water and hot water – Part 1: Metrological and technical requirements, Part 2: Test methods, and Part 3: Test report format*;
- New OIML Recommendation *Instruments for continuous measuring CO and NOx in stationary source emissions*;
- OIML D 11 *General requirements for measuring instruments – Environmental conditions*; and
- OIML B 14 *Procedure for the election of the CIML President and Vice-Presidents*.

The CIML confirmed its decision to start as a new project in TC 4, Measurement standards and calibration and verification devices, the revision of OIML D 8:2004 *Measurement standards. Choice, recognition, use, conservation and documentation*.

The CIML also confirmed its decision to start as a new project in TC 6, Prepackaged products, the drafting of a new publication “Guidance for defining the system requirements for a certification system for prepackages,” noting the reservations about this effort expressed by several of the Member States (including the U.S.).

Noting the oral report on the outcome of the seminar to review the operation of the OIML Mutual Acceptance Arrangement (MAA) that was given by the CIML first Vice-President, Dr. Roman Schwartz of PTB/Germany, the CIML decided that there is a need to raise awareness of the MAA system among those not currently using it, in particular among potential Utilizing Participants. The CIML urged its Members, the participants in the MAA, and the BIML to actively promote the MAA among legal metrology authorities and measuring instrument manufacturers worldwide. The CIML encouraged its Members to draw to the attention of trade negotiators within their countries the opportunities which OIML Recommendations and the MAA structures offer as means of reducing barriers to trade and the possibility they provide to enhance both bilateral and multilateral trade negotiations.

The CIML instructed the BIML, in its capacity as secretariat of the MAA Committees on Participation Review (CPR), to set up an ad-hoc working group consisting of interested CIML and/or CPR members and representatives of manufacturers’ associations to consider how this awareness can be raised, and to provide secretarial support to this working group. The ad-hoc working group was also tasked with reviewing the CPRs and their structure, the rules and procedures governing the operation of the MAA, and the role of Utilizing Participants, with a view to increasing the efficiency of the operation of the MAA. Dr. Roman Schwartz will chair this ad-hoc working group and report on its activities to the 49th CIML Meeting. (See also the TC3/SC5 section of this OIML report.)

III. FUTURE OIML MEETINGS

The CIML accepted the invitation of New Zealand to host the 49th CIML Meeting in Auckland, New Zealand, in November 2014.

The next OIML Conference will be held in 2016; the venue and dates for this Conference will be decided by the CIML at a future date.

V. REGIONAL LEGAL METROLOGY ORGANIZATIONS

A meeting of the Inter-American Metrology System (SIM) General Assembly is organized annually and is the event where delegates from National Metrology Institutes of the Americas meet to discuss important issues. This past year, the SIM General Assembly was held in Santiago de Queretaro, Mexico, in October 2013. Mr. Jose Dajes Castro, from INDECOPI in Lima, Peru, serves as the SIM President. The Legal Metrology Working Group is chaired by Mr. Emilio Löbbe from INTI/Argentina. The organization is working to build capacity in legal metrology for SIM member countries. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov for more information on SIM.

The 20th Meeting of the Asia Pacific Legal Metrology Forum (APLMF) was held November 5-8, 2013 in Yogyakarta, Indonesia. Sixteen APLMF Member Economies participated in this meeting. The People’s Republic of China holds the Presidency and Secretariat of APLMF. Mr. Changcheng, APLMF President and Vice Minister of AQSIQ, chaired the meeting. APLMF activities are facilitated through its seven work groups.

The main objectives of APLMF are to coordinate regional training courses in legal metrology and to provide a forum for exchange of information among legal metrology authorities. Changes in APEC priorities are making it more difficult to achieve funding. While feedback from the previously-held training courses has been positive, it is becoming clear that in order to continue to receive funding for the training, APLMF needs to do a more thorough job of assessing and documenting the impact of the training courses on the economies that receive the training.

The most active WG is the Working Group on Training Coordination, chaired by Australia. Training on “Smart Electricity Meters” was held in June 2013 in Bandung, Indonesia. Eighty students from APLMF member economies

participated in this training. In November 2013, a course on “Traceability in Rice Moisture Measurement” was held in Chiang Mai, Thailand.

The WG on Training Coordination reported on the results of a 2013 survey of APLMF member economies that requested information on the benefits of APLMF training that was conducted in the period 2005-2013. Clearly, the results indicated that the more than 20 courses conducted by APLMF in that 8-year time period were highly valued by the member economies, promoted harmonization in the Asia-Pacific region, and frequently led to revised/improved legislation and regulations in the member economies.

Also discussed at the APLMF meeting was a planned PTB project to work with APLMF and APMP to promote/improve the metrological systems of developing economies in Asia. This project is still in the early-development stages, so much of the discussion at the APLMF meeting focused on selecting and prioritizing possible objectives of this project. If the project is approved and funded by the German ministry, it is possible that some of these funds could be used by APLMF to conduct future training.

The United States was represented at the APLMF meeting in Yogyakarta by Mr. Ralph Richter, who served as acting-chair (for Dr. Charles Ehrlich) of the APLMF work group on Mutual Recognition Arrangements. Mr. Richter gave a report and update on the OIML MAA (including the MAA seminar that was held in October 2013 in Vietnam) and presented the United States Country Report.

The 2014 APLMF meeting will be held in November 2014 in Wellington, New Zealand. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov for more information on APLMF.

Appendix B

**Associate Membership Committee (AMC)
Agenda and Draft Meeting Minutes**

Paul Lewis, Chair
Associate Membership Committee

**Table A
Table of Contents**

Title of Content	Page
AGENDA	1
AMC DRAFT MEETING MINUTES	2
Call to Order	2
Meeting Minutes	2
Financial Condition.....	2
Board of Directors Report.....	2
Professional Development Committee (PDC) Report	3
Laws and Regulations (L&R) Committee Report.....	3
AMC Fund Disbursement Report	3
Filling Vacant Positions.....	4
Old Business	4
New Business	4
Adjournment	4
Individuals in Attendance	4

Details of All Items
(In order by Reference Key)

AGENDA

- I. Call to Order
- II. Approval of Meeting Minutes
- III. Financial Condition
- IV. NCWM Industry Representative Reports
 - (a) Board of Directors Report
 - (b) Professional Development Committee Report
 - (c) Laws and Regulations Committee Report
- V. AMC Fund Disbursement Requests
- VI. Filling Vacant Positions
- VII. Old Business
- VIII. New Business
- IX. Adjournment

AMC Draft Meeting Minutes

January 21st 2014
Albuquerque, New Mexico

Call to Order

Chairman Paul Lewis called the meeting to order at 5:00 p.m.

Meeting Minutes

A copy of the 2013 Annual meeting minutes was distributed. These minutes were reviewed and a motion was made by Mr. Steven Grabski and seconded by Mr. Shipment to approve the minutes with corrections. With no further discussion the minutes were approved.

Financial Condition

A copy of the financial report was distributed; Chairman Lewis reports that AMC fund has a balance of \$34,978 as of January 13th.

Mr. Grabski asked about disbursement, Paul Lewis states that there was not any request for training funds.

Mr. Murnane stated the report is missing 2 months; going forward when reporting the financial condition please provide the complete 12 months so the committee can see activity.

Mr. Calix reports that at the southern meeting, Steve Benjamin reported they have 7k they are unsure what to do with the funds.

Mr. Murnane states that the money can be used for training; the money can be used however they decide to use it. They must use it within NCWM bylaws.

Mr. Murnane makes a motion to accept the financial condition with exception that going forward a 12 month report is provided showing all activity. Mr. Grabski 2nds the motion, with no further discussion the financial report was approved.

Board of Directors Report

Mr. Chris Guy reports the following:

- Paul B from Nebraska stepped down as the director for weights and measure, the state is reorganizing. A new Director has not been made yet. The state is considering making 2 departments into one.
- There are concerns about the fall off of participation in central, the central area is struggling, Mr. Grabski asks if the central considered moving to one meeting. Mr. Guy reports that they will stick with 2 meetings a year.
- The NEWMA meeting is May 5th -8th in Manchester NH, board meeting will follow.
- CWMA is 2 weeks after May 18th – 22nd NEWMA central will stick with one meeting.
- NIST is offering 130 handbook training on volume; industry will have training in Dallas Fort worth.
- NIST has not filled any of their vacancies so far. Mark Butlers roll is still open.

- The 2015 meeting in Philadelphia PA, Don is still trying to get all states to the meeting, he is considering asking to use funds from AMC or NCWM to help states that have not attended attend the meeting. Don's thought was that the Western used this method to get other states to get involved with the conference and the western saw improvement. Don is asking what industry thought of the idea. Don asks for feedback from the Committee.

Mr. Murnane reports that he is not for it. Mr. Lewis reports that industry money should not be used to pay for state travel. Mr. Grabski states that maybe a personal letter from NCWM and NIST to the governor instead of paying for travel for states. Mr. Upright is against it as well.

- Mr. Guy brought up the subject for lack of scholarship requests to the Board of directors. The BOD is hoping that the trainer the trainer takes off. The BOD would like to see how that matures. Mr. Murnane reports that we should continue with collecting the funds for another year and then if the funds are not used we should consider not taking the funds going forward. Mr. Hughes states we will need to request the funds for the tool kit. Mr. Hughes will get with Steve to check progress. Don Onwiler will get with Steve Benjamin and see where we are with the tool kit.
- NCWM hired Darrell Flocken for the NTEB program. Darrell Flocken will be completing audits in the field. LuAnn resigned and Tyler was added to the staff.
- Interim meeting will be in two years San Diego and annual meeting in 2 years will be in Denver.
- The committee is considering changing the format of the meetings, when the meeting starts and ends. How do we manage the expanding number of tasks groups? A lot of agenda items that pertain to energy. Do we need a new standing committee due to the expanding number of topic
- The BOD reviewed website plan. Only 8 people used it last year. There will be a change to the web form to increase usage. A decision will made to keep it the web format
- The Board is looking at making 2 press releases every month.
- Mr. Grabski – as committee member when people provided comments during session we want to know what was said. Mr. Guy states that as a committee chair should clarify. Mr. Grabski that maybe it should be a part of the committee hand book.

Professional Development Committee (PDC) Report

Mr. Shipment stated that he did not have anything to report other than what was presented during the meeting. The final report will be published in pub 16.

States are reporting difficulties with different parts of the web testing. Specifically the packaging testing states are having difficulties.

Laws and Regulations (L&R) Committee Report

Mr. Grabski reports that the committee finished their meetings everything will be published in pub 16.

Mr., Grabski states that if anyone has anything that they want to say or report to the committee to provide it to him he will report it.

AMC Fund Disbursement Report

Chairman Lewis reports that we have 1 request for training for NY, for room rental \$2500. The Training funds must be used for training materials. Mr. Maurine states that the funds must specify exactly what the funds are for. Mr. Murnane asks for the number of people for the attending the training.

Mr. Lewis reports that an invoice must be provided in advance showing the cost before approval. A motion was made by Mr. Shipment to accept and was 2nd by Mr. Murnane. The disbursement report was approved no further discussion.

Filling Vacant Positions

Mr. Darrell Flocken's committee spot will be filled by Mr. Russell Vires until 2019.

Old Business

No old Business

New Business

Tool Box – Mr. Hughes will talk to Mr. Onwiler about getting some quotes, Mr. Hughes states that he spoke about having something completed before the July conference. Once we have it confirmed there is no reason it cannot be completed in 30 days. Mr. Murnane states that it just needs to keep moving. Once he gets the approval he will send an e-mail for a vote. Mr. Murnane states that a video is the 1st thing that needs to get out. It's an education tool so consumers can see the value of a good weights and measures program.

Adjournment

With no further new business Chair Paul Lewis adjourned the meeting at 6pm

Respectfully submitted by,
Mr. David Calix,
Secretary, AMC

Individuals in Attendance

Mr. Rob Upright – Vishay Transducers
Mr. Russell Vires – Mettler-Toledo
Mr. Richard Shipment Rice Lake Weighing System
Mr. Steve Grabski - Wal-Mart
Mr. Paul Lewis – Rice Lake Weighing Systems
Mr. Robert Murnane – Seraphin
Mr. Henry Oppermann – W7M Consulting
Mr. Bill Callaway- Crompco
Mr. John Hughes – Rice Lake Weighing systems
Mr. Chris Guy – P&G