



SIM Council Meeting
Washington – USA
Administration Building (101) Room A200 - NIST
March 12th and 13th, 2007

ATTENDENCE LIST

COUNCIL MEMBERS

Humberto Brandi	SIM President, INMETRO
Claire Saundry	Technical Advisor, NIST
Steve Carpenter	Technical Advisor, NIST
Oscar Harasic	Executive Secretariat, OAS
Ignacio Hernandez	PDC Chair, CENAM
Luis Mussio	TC Chair, JCRB Representative and on behalf of SURAMET coordinator, LATU
Jim McLaren	NORAMET Coordinator, NRC
Taynah Lopes de Souza	SIM Recording Secretary, INMETRO

OBSERVERS

Hector Nava Jaimes	CENAM/Mexico
Barbara Goldstein	NIST/USA
William Anderson	NIST/USA
Kwang Hwa Chung	KRISS/Korea
Bahng, Gun-Woong	KRISS/Korea

DRAFT Agenda:

- 1. Introduction and Welcome /** Introducción y Bienvenida
- 2. Verification of Quorum /** Verificación de Quórum
- 3. Approval of Agenda /** Aprobación de Agenda
- 4. Presentation of APMP (Dr. Chung) /** Presentación de la APMP (Dr. Chung)
- 5. Discussion on possible activities APMP-SIM /** Discusión sobre posibles actividades APMP-SIM
- 6. SIM Quality Systems Approval Certificates /** Certificados de aprobación de los Sistemas de Calidad del SIM (Bill Andeersen)
- 7. Approval of the Minutes from previous Council Meeting /**
Aprobación de la Acta de la Reunión Anterior del Consejo
- 8. Matters arising from the Minutes /** Asuntos derivados de la Acta
- 9. Report on 2006 Budget /** Informe sobre el Presupuesto de 2006 (Steve/Claire, Ignacio and Luis)

- 10. Definition of SIM Activities with the 2007 OAS Project/** Definición de las actividades del SIM con el Proyecto de la OEA 2007 (Steve/Claire, Ignacio and Luis)
- 11. SIM Support to Training Events /** Apoyo del SIM a Eventos de Entrenamiento (Humberto Brandi)
- 12. Discussion on the Logical Frame Approach as a requirement from OAS /** Discusión sobre el marco lógico conforme requerido por la OEA (Ignacio Hernandez)
- 13. Presentation of a new Project to IDB /** Presentación de un nuevo proyecto ante el BID (Oscar Harasic)
- 14. Revision of SIM Bylaws /** Discusión sobre los estatutos del SIM (Humberto Brandi)
- 15. General Assembly 2007 /** Asamblea General 2007 (Jim McLaren)
- 16. Other Business /** Otros Asuntos

Meeting:

1. Introduction and Welcome

Humberto Brandi, the President of SIM, welcomed the Council Members, with a special thanks for Dr. Chung and KRISS representatives who were present at the meeting.

2. Verification of Quorum

Quorum was verified, 8 out of 12 members of Council being present.

3. Approval of Agenda

Humberto Brandi proposed moving Agenda item 14 SIM Support to Training Events to agenda item 11, right after discussing the “Definition of SIM Activities with the 2007 OAS Project”. After this amendment, the agenda was approved.

4. Presentation of APMP (Dr. Chung/KRISS)

Dr. Chung first thanked for the opportunity and emphasized the importance of APMP/SIM Cooperation. For this reason, she had prepared some proposals to discuss with SIM Council, which was the main topic of her presentation.

Dr. Chung first presented the Strategic Plan for APMP, showing the elaboration of its SWOT matrix (strengths, weaknesses, opportunities and threats) and of its objectives and strategies. She then recalled some aspects of Developing Economies’ Committee (DEC) activities, established in 2000 to help less developed country members of APMP, which had been presented in more detail by Angela Samuel during the SIM General Assembly 2005.

She then proposed that APMP and SIM work together to promote two joint workshops: one on a Senior Metrologist Approval Program (SMAP) and another one on Measurement Uncertainty. The first one was envisaged in a context in which Quality Systems assessments are becoming more and more important. The aim of the workshop, therefore, is to investigate qualifications for an assessor, which are based on RMO’s and accreditation body and to obtain an agreement among qualifications. It will be held during APMP General Assembly 2007 and the program is under preparation. They invited either Luis Mussio or Ignacio Hernandez to make a presentation during this workshop.

Dr. Chung also informed the Council that TILF’s budget for 2007, expected for both workshops consists of US\$ 80,155.00, which will be complemented by APMP funds of the amount of US\$ 97,000.00.

5. Discussion on possible activities APMP-SIM

Humberto Brandi welcomed the initiative of APMP-SIM cooperation proposals presented by Dr. Chung, as it seems that this kind of collaboration would benefit all country members of both organizations.

Luis Mussio then asked if the quality system evaluation is requested by APMP and Dr. Chung explained that qualification is seen as a process and they are searching for better processes for dealing with the issue, as there is a growing demand for NMI to improve their quality systems. Concerning the SMAP question, she informed that there have already been two workshops on the matter, sponsored by Japan.

Jim McLaren then remarked that he thinks the SMAP issue is very important at the NMI level, but at early stage quite often people do not have a lot of knowledge about the quality system, so it is necessary to have people with good technical capability on peer review and also on quality system.

Hector Nava Jaimes said he thinks it is a good initiative but his concern is the level of knowledge of NMI about the issue and he commented that in some countries not even the technical expertise is very well developed, which makes education even more important in both sides. Ignacio Hernandez then added that training for evaluators is also of great importance.

Humberto Brandi asked how many people could participate in the training and Gun-Woong responded they do not know it yet since it will depend on the local funds to be used for the organization of the workshop. Humberto Brandi explained he asked this question to know if SIM had to fund the participation of SIM members interested in participating in the workshop. He enjoyed the opportunity to ask how the APMP budget is funded. Gun-Woong explained that it is funded through differentiated membership fees per year, in which countries are divided into categories A, B and C, and other projects. There are also some donor countries and the budget sums up around US\$ 240,000.00.

Jim McLaren then informed that the SIM Chemical Metrology Working Group is planning to hold a workshop directed at helping countries to formulate their CMCs, in conjunction with the 2007 General Assembly.

Gun-Woong explained they are proposing cooperation between a RMO and a RAB because they understand the need that they be more connected and because of the importance of proficiency tests of NMI and accredited laboratories.

Humberto Brandi agreed with his remark and emphasized the importance of this kind of cooperation. He then mentioned the case of the 'International Conference on Biofuels Standards', held in Brussels, during which they discussed how even organisms that deal with standards quite often do not have a lot of notion about traceability.

Concerning resources to fund the participation of interested countries, Humberto Brandi suggested to make contact with certain agencies that may sponsor isolated activities, using the APMP proposal as example. He also said that in Brazil there may be some agencies interested in sponsoring the events. Ignacio Hernandez then asked about the procedures that SIM and APMP agreed in making in conjunction and suggested to publicize such guidelines on SIM web page. Gun-Woong asked Ignacio Hernandez to send him those that were at an advanced stage so he could trace them.

Humberto Brandi then thanked APMP representatives and compromised to make sure that cooperation among both RMO be strengthened.

6. SIM Quality Systems Approval Certificates

William Anderson explained that during the last QSTF meeting, Panama and Costa Rica received QSTF approval of their quality systems. Since neither institute has a third-party accreditation, they asked for some kind of certificate to document QSTF approval. William Anderson then proposed that SIM issued a certificate that would be signed by SIM President, who suggested discussing the subject with the Council.

William Anderson and Barbara Goldstein showed to the Council the models for the certificate they had elaborated and the Council chose one of them.

Hector Nava Jaimes then proposed that this information be forwarded to all SIM members and that a phrase be included in the certificate highlighting that the QSTF review and approval has been conducted in accordance with the requirements of the CIPM MRA.

It was agreed that the certificate will be signed by the President and QSTF Chair and that those NMIs that have already had their QS approved will be able to request the certificate as well.

7. Approval of the Minutes from Previous Council Meeting

The minutes were approved with no further comments, as all comments have already been made through email.

8. Matters arising from the minutes

Luis Mussio asked if the letter addressing the status of associate member had been sent to Kenya Bureau of Standards. Humberto Brandi confirmed the letter was sent and informed they had already responded. Luis Mussio also asked whether ASTM had sent their formal request to become an associate member of SIM and Taynah Souza replied that the Secretary had received no information about it. Hector Nava Jaimes then stressed that it must be emphasized that the closer relation between SIM and ASTM shall be directed to the metrology field since ASTM is a standards-setting body of the most varied themes. Steve Carpenter reinforced the importance of SIM and ASTM partnership, as SIM members will then be able to participate in the elaboration of ASTM standards, and informed he will make contact with ASTM.

9. Report on 2006 Budget

Claire Saundry reminded that it was a 18 months budget, from July 2005 to November 2006, with three disbursements along the period: July 2005, December 2005 and June 2006.

She summarized the work conducted in this period, under each of the seven conjunct of activities (divided into technical activities and training ones) according to the project: chemical metrology (US coordination); physical metrology (Uruguay coordination), communications (US coordination); legal metrology (Mexico coordination); awareness/human resources development (Mexico coordination); communications and outreach (Uruguay coordination). Humberto Brandi suggested that when expressing the number of participants who have been funded by SIM two other pieces of information be provided: the total number of participants of the event/course and among these how many have been funded by SIM so we could have an idea of the proportionate financial support of SIM to the event as a whole. Claire Saundry then remarked two main difficulties of 2006 budget. First, that it had to be used for 18 months instead of 12 months, and the late disbursements, as the last one was released in June and it had to be spent until the end of the year, with huge inflexibility.

Luis Mussio then reported to the Council that some countries have been stating that they would only be able to participate in activities promoted by SIM if they receive total financial support (air ticket and per diem), but he recalled SIM has always adopted the policy of funding either air ticket or per diem. He then asked the Council whether this kind of policy should be maintained or not. The Council agreed in maintaining this position since it is understood that it is an important strategy to encourage countries to become more active stakeholders of SIM.

Humberto Brandi then asked about the possibility of charging a membership fee. Luis Mussio explained that SIM has no legal structure and in order to charge fees it would be necessary to change the whole bylaws of SIM.

10. Definition of SIM Activities with the 2007 OAS Project

Claire Saundry informed the Council that this year's budget will be from March/07 to March/08 and that OAS has allowed that disbursements be made in different installments, and they will request that the largest installment be made in the middle of the year when we most need the money (for the organization of General Assembly, for example). She also explained that we are entering in the fourth year of a five-year project, so the budget is fixed, even though the time for the disbursements may vary. The amount for each activity is fixed (divided into technical activities and training activities): chemical metrology (US coordination); physical metrology (Uruguay coordination), communications (US coordination); legal metrology (Mexico coordination); awareness/human resources development (Mexico coordination); communications and outreach (Uruguay coordination).

Claire Saundry took the opportunity to inform Jim McLaren that for the General Assembly organization the budget will consist of US\$ 35,000, being US\$ 10,000 for the organization itself and the rest to support the participation of SIM members at the activities (air tickets and per diem).

The Council then moved on to discuss the issue of financing intercomparison related activities. The funds provided to SIM by OAS cannot be used to support an intercomparison conducted in connection with the CIPM-MRA; each NMI involved in the intercomparison is responsible for funding its participation. But funds from SIM may be requested to support a regional intercomparison which also involves training activities.. Humberto Brandi then asked whether this distinction could be clearly made and Luis Mussio said that it is possible to make such distinction, in which the regional intercomparisons are considered pilot studies, while the other ones for which SIM funds cannot be used are considered either key comparisons or supplementary comparisons. Luis Mussio then recalled Council Resolution 02/03: "Participation in Key comparisons will not be supported with SIM funds, except for buying artifacts that could be used for other SIM activities and in exceptional cases for transport of delicate artifacts".

Humberto Brandi then informed the Council that the Chairman of Legal Metrology Working Group, Cesar Luis/Inmetro has been replaced by Marcos Jose Hoffmann de Senna.

11. SIM Support to Training Events

Humberto Brandi explained that he asked to move this agenda item right after the discussion on Budget 2007, as he thinks they are interconnected. He also said he has been in touch with a Brazilian Financial Agency (FINEP) in order to present a project to support some events related to SIM. He also raised the point that if SIM could sponsor some events – not necessarily financially but institutionally – this could bring more visibility to SIM and SIM members could get grants to participate in certain events institutionally supported by SIM. Concerning this institutional support to events, the idea is that the Council analyses it on a case by case basis. Humberto Brandi presented the events that are being organized by Inmetro (VII Semetro - 7th International Seminar on Electrical Metrology ; METROSUL V; First Workshop on Nanotubes; II Advanced School on Evaluation of Uncertainty in Measurements). The Council approved the usage of SIM logo, as co-sponsor of the events that are being organized by Inmetro, on an institutional basis. Humberto Brandi then encouraged other NMIs to do the same with relation to the events they may organize.

Humberto Brandi then proposed to make a special session for legal metrology during METROSUL V. The idea then is to hold a SIM workshop on legal metrology in conjunction with this event. Luis Mussio proposed to offer translation to English during the workshop so Caribbean countries could be invited. Ignacio Hernandez then said we have to think of the themes of the workshop, what he shall discuss with the new Chair of Legal Metrology Working Group, Marcos Jose Hoffmann de Senna, through email.

Concerning Infosim Magazine, Humberto Brandi suggested it should be issued on a more regular basis. The magazine is being coordinated by CENAM and Ignacio Hernandez explained that the problem is more related to the lack of technical material for the magazine since its cost was less than

US\$ 3,000. Humberto Brandi then suggested the creation of an editorial board and said that Inmetro is willing to help. The Council also discussed the possibility of creating a virtual newsletter that could be distributed by e-mail.

Humberto Brandi proposed restructuring SIM webpage, and showed the new layout that is under elaboration. The Council agreed the changes could be initiated and asked to receive the next proposals to make comments.

12. Discussion on the Logical Framework Approach as a requirement from OAS

Ignacio Hernandez explained that OAS has requested a new logical framework approach for the next SIM Project, including the presentation of results concerning the impact of SIM activities conducted in the country members, specifically related to the impact of training activities. The Council should then start thinking on how to build the project according to this new approach, and assess how to present the economic impacts of SIM activities, as requested. This project will be submitted to OAS by July 2008, under a new title. Claire Saundry suggested we elaborate a questionnaire to be answered by participants at the end of each training activity. Jim McLaren then informed that in order to obtain funding from the Canadian International Development Agency (CIDA) for a metrology infrastructure project in Costa Rica, LACOMET and NRC were required by CIDA to prepare a logical framework analysis. He offered to share their experience with the Council. He said it was not easy in the beginning but the results were very satisfactory and he will send it to Taynah Souza at the Secretary to be distributed among the Council. Ignacio Hernandez then presented a questionnaire that was applied at the end of a workshop in November/2006, in order to get information on how participants evaluated the event. Claire Saundry added that after around six months the impact of those activities must be evaluated again, in order to check the practical results (examples: if the calibration is occurring is less time, or if the cost has decreased, if industry is being benefited). Steve Carpenter suggested the subject be also discussed during the General Assembly in order to plan the next five years of the project. It was agreed that it might also be an interesting idea to prepare a questionnaire asking why participants want to take part at a certain training/comparison before its occurrence, and Ignacio Hernandez offered himself to prepare it.

13. Presentation of a new Project to IDB

Oscar Harasic informed the Council that the project has not been presented yet and this idea came during a meeting he held with some of IDB representatives when he showed the program in the area of temperature to Central America and they got interested. Oscar Harasic then prepared a small project, containing a background about the NMI, about RMO, mentioning the importance of metrology and SIM, each of its subregion and he will adapt it to IDB format and then send to the Council to get more suggestions. He also informed that the resources for the project will be fully funded by IDB, as a grant, and not through financing. Steve Carpenter enjoyed the opportunity to ask whether it was not interesting to present the old overall proposal they had prepared for IDB, since he is afraid that with the presentation of different regional projects we may lose the synergy if SIM. . Oscar Harasic will then send the new template to Steve Carpenter who will try to make one project for the whole SIM. His idea is that, after the approval of the project, a representative in each receiving country may be elected to conduct the activities.

14. Revision of SIM Bylaws

Humberto Brandi explained that the idea is to review the question related to the replacement of one president by another. In his idea the term of the president should last until the end of the fiscal year in course. Steve Carpenter agreed and explained that it was in fact a mistake the abrupt change that occurred during last General Assembly. Humberto Brandi then said that this and other details should

be changed. Luis Mussio then suggested contacting Jose Dajes to set a group in order to start reviewing the statutes. The idea is to prepare a draft with some minor changes and present it during the next Council Meeting and the to the General Assembly.

15. General Assembly 2007

Jim McLaren confirmed the dates for the SIM GA 2007 (September 24th to 28th). It will be held in the Hotel Novotel Ottawa, downtown. He said he had agreed with Taynah Souza from the Secretary that the formal invitation will be sent no later than May in order to facilitate visa obtaining. He also informed that the responsible for logistic arrangements is Katalin Deczky. He informed the schedule of activities has already been elaborated as stated: the first Council Meeting shall be held on September 23rd; the General Assembly shall be on September 24th and 25th; the second Council Meeting will be held on September 25th (after the GA); QSTF Meeting will be on September 26th and 27th; and JCRB Meeting will be held on September 27th and 28th. He also said that Willie May is planning to organize a symposium on chemical metrology, celebrating the 10th anniversary of the creation of SIM Chemical Metrology WG. Ignacio Hernandez then asked about the possibility of organizing a workshop about quality systems in conjunction with the General Assembly, focusing on peer review experiences. The Council agreed with this idea and Luis Mussio suggested that Anthea Ishmael, Chair of Quality System WG, could be the person in charge with the organization of this activity. The Council also discussed the possibility of organizing an awareness seminar with emphasis on economic impacts. Jim McLaren then informed he will discuss this proposal with NRC staff. Luis Mussio then proposed preparing some files to distribute during NCSLI, so that some exhibitors may be interested in sponsoring the GA. Ignacio Hernandez will send to Jim McLaren the list of exhibitors that have participated in the last seminar.

16. Other Business

Luis Mussio informed the Council that they should decide who is going to maintain the SIM booth at the NCSLI Conference this year, since he has been representing it for nine years. He also said that some material must be prepared and that the brochure is ready, just need to be printed. Humberto Brandi then informed the Council that he will make a presentation about SIM at the NCSLI.

Humberto Brandi then informed he will make a presentation concerning Inmetro activities and also SIM activities during the “Taller Internacional de Metrología relacionado con la finalización de proyecto de Cooperación PTB-INN en Chile”, to be held in Santiago/Chile, during the period of March 21st to 23rd. He also mentioned he was invited to make a conference during the SADC MET meeting but he said he will not be able to participate and said that in case any other member of the Council was interested in participating should get in touch with him.

Concerning the last RMO/RAB meeting, Humberto Brandi informed they are modifying KCDB web page at BIPM and therefore they are open for suggestions. Humberto Brandi informed that during the meeting, all suggestions proposed by SIM council members were presented and then accepted except for one proposed by William Anderson, because it was not included in the discussion, so they asked the suggestion be sent directly fo Andrew Wallard. Luis Mussio asked about the BMC/CMC issue. Humberto Brandi then read the definition of CMC, informing that BMC definition should be seen as identical to CMC one. He also said that as soon as he receives the minutes of the meeting he will send it to the Council.

Having no other business the meeting was closed.