



**SIM Council Meeting  
Nashville – United States of America  
Nashville Convention Center - Room 209  
August 06<sup>th</sup>, 2006**

**ATTENDENCE LIST**

**COUNCIL MEMBERS**

Dianne Lalla-Rodrigues	SIM President, ABBS
Claire Saundry	Technical Advisor, NIST
Oscar Harasic	Executive Secretariat, OAS
Ignacio Hernandez	PDC Chair, CENAM
Luis Mussio	TC Chair and JCRB Representative, LATU
Katalin Deczky	On behalf of NORAMET Coordinator, NRC
Theodore Reddock	CARIMET Coordinator, BSJ
Jorge Cruz	On behalf of SURAMET Coordinator, INTN
Steven Sthaley	NCSLI Representative
Taynah Lopes de Souza	SIM Recording Secretary, INMETRO

**OBSERVERS**

Steve Carpenter	NIST
Sally Bruce	NIST
Willie May	NIST
Yoshito Mitani	CENAM
Hector Nava Jaimes	CENAM
Luiz Carlos Gomes	INMETRO
Theodore Reddock	TTBS

**DRAFT Agenda:**

- 1. Introduction and Welcome /** Introducción y Bienvenida
- 2. Verification of Quorum /** Verificación del Quórum
- 3. Approval of Agenda /** Aprobación de la Agenda
- 4. Approval of the Minutes from previous Council Meeting /**  
Aprobación de la Acta de la Reunión Anterior del Consejo
- 5. Matters arising from the Minutes /** Asuntos derivados de la Acta
- 6. PDC Report /** Informe del PDC
- 7. Report from SIM Representative to JCRB /** Informe del Representante del SIM en el JCRB
- 8. Report on 2005 Budget /** Informe sobre el Presupuesto de 2005

**9. Definition of SIM Activities with the 2005 OAS Project/** Definición de las actividades del SIM con el Proyecto de la OEA 2005

**10. Final Report for the Metrology Project 2002-2004 (Brian Thompson)** / Informe Final del Proyecto Metrologico 2002-2004

**11. Pilot Project OAS - Project Design and Monitoring, Reporting and Evaluation** / OEA Proyecto Piloto

**12. General Assembly 2006** / Asamblea General 2006

**13. Other Business** / Otros Asuntos

## **Meeting:**

### **1. Introduction and Welcome**

Dianne Lalla-Rodrigues, the President of SIM, welcomed the Council Members and asked each one to introduce himself/herself since there were many new people present at the meeting. Steven Carpenter informed he had retired and had been invited to participate at the meeting by NIST in order to make his reports. Yoshito Mitani then informed he resigned from PDC Chair and that Ignacio Hernandez would be the new PDC Chair. Dianne Lalla-Rodrigues thanked Sally Bruce for the work she has been doing at SIM and for her appointment as at NVLAP, congratulated Steven Stahley in his appointment to the Board of NACLA, thanked Yoshito Mitani for the work he had done as PDC Chairman and also thanked CENAM for the support given to him and to SIM. Dianne Lalla-Rodrigues also thanked Steve Carpenter for the work he has done as SIM Technical Advisor for the past years.

### **2. Verification of Quorum**

Quorum was verified, 9 out of 12 members of Council being present.

### **3. Approval of Agenda**

Dianne Lalla-Rodrigues suggested the addition of a report from CARIMET Coordinator about the organization of 2005 General Assembly, a report from NCSLI Representative and another report from Paul Hanssen, from WP Training under 'other business'. Yoshito Mitani suggested the inclusion of his report "PDC Report", under item 5. After these amendments, the Agenda was approved.

Hector Nava Jaimes asked for more clarification about the presentation to be done by Paul Hanssen, from WP Training, the Council. Dianne Lalla-Rodrigues explained that Paul Hanssen had asked to present to the Council a proposal to be presented at the General Assembly 2006, for the Council to have the chance of analyzing the importance of having this presentation at the General Assembly or not. In case the Council does not agree the presentation would not be made to the General Assembly. Steven Stahley then asked for more details on the training supplied by WP Training, what was briefly described by Yoshito Mitani.

Luis Mussio then brought up a question he thinks that is more important - whether we should allow that firms make presentations to the General Assembly just with the objective of making business and selling their products. Luis Mussio believed these proposals should be sent to PDC Chair, who should analyze them and then bring the issue to the Council and to the General Assembly. Steven Stahley then said the presentations should not be commercial, maybe about how they develop training or things like this. Luis Mussio then suggested the WP Training presentation could be made to Council Members after the meeting but not as part of the meeting or of the minutes. After these discussions the presentation of WP Training to the Council was cancelled.

#### **4. Approval of the Minutes from Previous Council Meeting**

Concerning item 9, Dianne Lalla-Rodrigues suggested to change the term ‘organisms’ for ‘organizations’.

Luis Mussio then reminded that there were no resolutions and he was trying to identify them.

With these amendments, the minutes of last Council Meeting, held in Port of Spain, on October 09<sup>th</sup> and 11<sup>th</sup> were approved.

#### **5. Matters arising from the minutes**

Dianne Lalla-Rodrigues asked whether there had been any modification concerning item 7, ‘TC-PDC Structure’. Luis Mussio explained that further discussion was necessary for this matter and suggested that the representative of each country to both committees should be the same. Hector Nava Jaimes then remarked that the question should be deferred until the discussion about the Pilot Project OAS after which TC and PDC should gather together to deep the discussion.

Regarding item 8, Dianne Lalla-Rodrigues mentioned that the NCSLI presentation of this year would be made by Luis Carlos Gomes, Inmetro, on behalf of Humberto Brandi, SIM Representative to NCSLI. She also informed she has reviewed the presentation.

Concerning item 9, about APMP relations, Dianne Lalla-Rodrigues informed she had not received a response from Angela Samuel and asked about PDC Chair whether they have had any information on the matter. Yoshito Mitani informed he has not received a response from Angela Samuel neither. Dianne Lalla-Rodrigues then proposed that PDC Chair should follow up with her.

With regards to item 10, it goes in the same direction of the discussion concerning business presentation to be made at SIM meetings and should be avoided from now on.

Dianne Lalla-Rodrigues then informed she had tried to get in touch with Kenya Bureau of Standards asking them to send a formal letter requesting participation at SIM as observers, as decided during the last Council Meeting, but so far she has received no response. She then asked Steve Carpenter to get in touch with them again and she will send him a copy of the communication she had sent before.

Concerning the ‘Proposal of US Mission to OAS’, Steve Carpenter explained they prepared three proposals (in the areas of chemistry, temperature and time and frequency), requesting an amount of

nearly one million dollars. Even though the proposal was considered good the request was put on hold since other organizations requested resources as well. As soon as they release the funds he will inform everybody. Ignacio Hernandez asked for more details and Steve Carpenter said he will provide a copy of the proposals to the Council.

With respect to ASTM, Steve Carpenter explained they wanted to become SIM observers. Dianne Lalla-Rodrigues informed she wrote a letter informing them that the Council welcomed them to become an observer member but until now there has been no return.

## **6. PDC Report**

Yoshito Mitani distributed a detailed report summarizing what has been done before his resignation as PDC Chair and showing the effort that has been made to raise awareness along the ten years at PDC. Some points in the report were emphasized by Yoshito Mitani. He first remarked the decision of moving meetings to different places instead of just US, as used to be done. Therefore, all sub-regions of SIM have had the chance of hosting SIM meetings, sometimes combined with awareness seminars. On table of pages 9 and 14 of the report we can see all actions done as part of PDC activities, having 27 sections under PDC responsibility. The table "Online training in Metrology" also shows the improvements in this area. Considering technical training even though there are not good indicators, the number of people trained reaffirms SIM contribution to the region. Yoshito Mitani explained that even for WP Training, responsible for the internet training, it has not been easy to evaluate the benefits of it, as participants have not been responding the questionnaires of evaluation. In fact, only a few countries responded to the questionnaire replying that the training was good for them.

Dianne Lalla-Rodrigues remarked that she also sent many messages asking SIM members to respond to the questionnaires but she was not successful in this attempt. This is the same problem that happens to OAS support letters and even to the invitations to the General Assembly and Council Meeting. Steve Carpenter then commented that SIM accomplishment should be highlighted and that not only developing countries benefit from it but also more developed ones.

Yoshito Mitani then thanked the Council for the support received along the years as PDC Chair. Ignacio Hernandez then emphasized how Yoshito Mitani has been helping him in his job as the new PDC Chair and expressed his thanks in public. Dianne Lalla-Rodrigues then thanked Yoshito Mitani, approved his report and formally welcomed Mr. Ignacio Hernandez as the new PDC Chair.

## **7. Report of JCRB Representative**

Luis Mussio presented the main points discussed during last JCRB meeting, emphasizing some decisions taken. He first summarized the decision on re-designation of NMIs for the purposes of CIPM-MRA: (a) no requirement; (b) re-designation every 5 years. JCRB's second decision recommends that the design of the KC-SC be made in such a way that the duration is no longer than 3 years.

He also informed that the quality system of four Russian laboratories and of one from Ukraine were approved, and that they have CMCs.

Luis Mussio then remarked that each RMO made a presentation describing the quality system review process in their region. SIM presented the best system and was really congratulated for it, recognized by the others. Another discussion developed at the JCRB meeting concerns the criteria for peer review. In this regard, some RMOs have created database on their CMCs, what sometimes is not updated. In case SIM decides to create its own CMCs database, this point should be taken into account.

Dianne Lalla-Rodrigues supported Luis Mussio's comment concerning the suggestion of formally sending a letter to congratulate Hratch Semerjian and Bill Anderson for their work conducted under the QSTF. Steve Carpenter then proposed the inclusion of QSTF Chair in the Council as non-voting members. Dianne Lalla-Rodrigues then remarked that they should be invited whenever necessary to participate in Council meetings but in order to avoid discomfort with other SIM Working Groups she did not support the suggestion of formally including the QSTF Chair in the Council.

#### **8. , 9. and 10. Report on 2005 Budget / Definition of SIM Activities with the 2005 OAS Project/ Final Report for the Metrology Project 2002-2004**

Steve Carpenter made a conjunct presentation on the three items of the agenda. He first informed that the budget had delayed and even though a good work had been done in being able to increase the amount to be financed, for the first phase 2005-2006. In August a report of activities must be presented and we shall then receive the balance of the budget so far when we will then be able to define the activities to be conducted in the remaining period.

Concerning the evaluation of projects and using the results as basis for deciding whether the project continues or not, Steve Carpenter explained that this has been a worldwide tendency. When he was informed about the evaluation of the 2001-2004 period, he thought the annual report of activities would be enough, but the reality is that the evaluator had a different agenda, with the view of promoting a more detailed evaluation and he presented a logical framework, showing how the evaluation would be conducted. The evaluator had been retired from IDB and the first step taken was a meeting between him and Steve Carpenter, who tried to explain him the importance of metrology and of SIM. The whole process was quite long, including many individual meetings with many SIM members. After a long period, Steve Carpenter said he realized that the problem concerned some instructions given by OAS and not difficulties faced by the coordinators of the project (CENAM, LATU and NIST).

The Council received the report containing 102 pages, with evaluation, tables and recommendations. The answers were too weak as it did not represent the effort that has been done in order to develop the project proposal, identify the needs of countries and how to address these needs. Too much work has been done towards coordinating activities for the 34 countries and many countries have made effort to make everything happen. Steve Carpenter then informed that it seems that OAS is trying to reorganize future evaluations and if so we should get prepared for them and prepare our proposals. Coordinators wish to participate in the formulation of the new framework to be set up for the evaluation in 2007 and for that a videoconference was proposed but it has been cancelled and there was no time to discuss the matter with OAS staff. For now what must be done is to address the recommendations and send it back to OAS, expressing how we feel about the evaluation that has been conducted.

Oscar Harasic then informed that his department does not get involved in the evaluation directly but he knows there is a new division for conducting evaluations under OAS scope. He then expressed his support to Steve Carpenter for the preparation of guidelines to conduct an evaluation more suitable for metrology matters. Oscar Harasic also suggested the preparation of a letter to send to this division of evaluation at OAS and he offered himself to take the comments of the Council to this new division.

Hector Nava Jaimes then expressed his discomfort with some parts of the document resulting from the evaluations, concerning of some comments he considers that should not be made. He feels the evaluator seems not to understand about the complexity of the subject nor about SIM.

Dianne Lalla-Rodrigues made a remark concerning the evaluation report recommendation of separating projects what she understands as a regression since the aim is to integrate countries and not the contrary. She also remarked that in the letter to be sent to OAS some points should be raised like the fact that the evaluator did not include some points stressed by NMIs nor budget restrictions. Dianne Lalla-Rodrigues supported Oscar Harasic's suggestions of preparing a letter to be sent to OAS about the evaluator's report and it was decided that a group should prepare it being consisted of: Dianne Lalla-Rodrigues, Steve Carpenter, Oscar Harasic, Claire Saundry, Luis Mussio and Ignacio Hernandez. After the draft has been prepared, it shall be circulated to all SIM Members. The group shall meet after Council Meeting in order to prepare the draft.

#### **11. Pilot Project OAS - Project Design and Monitoring, Reporting and Evaluation**

The 2007 Work and Execution Plan must start being prepared since we have two more years of financing (2007 and 2008) and then submit the plan to OAS approval. The idea is of not requesting SIM members to send support letter to the OAS project since the necessary number of support letters may not be obtained. The alternative is to contact the OAS representative of each country to explain the project and ask for their support.

Dianne Lalla-Rodrigues then asked each coordinator to be responsible for increasing the level of awareness about the project among the countries.

#### **12. General Assembly 2006**

Jorge Cruz made a brief presentation about the organization of the events to be held in Rio de Janeiro, including the General Assembly. The schedule of activities was presented.

Concerning the organization of a Legal Metrology Workshop there has been no definition so far, so Dianne Lalla-Rodrigues asked the PDC Chair to contact Cesar Luis the Chair of Legal Metrology Working Group. She also asked regional coordinators to request participants to make early arrangements for their participation in order to assure their participation.

Concerning the disbursement of the budget for the General Assembly organization, Claire Saundry informed that it is still necessary to submit the SIM report to OAS, for what is necessary to have the report of the three coordinators and the one of Luis Mussio is missing and he committed himself to prepare it until next week. Dianne Lalla-Rodrigues then reminded the occurrence of IMEKO Congress right after the General Assembly and suggested everyone to participate.

### **13. Other Business**

#### **- General Assembly 2005**

Theodore Reddock thanked everybody who was part of the process to organize the 2005 General Assembly in Trinidad and Tobago, what represented an example of good cooperation. He also emphasized how important it was for the development TTBS and to increased awareness of metrology importance.

Dianne Lalla-Rodrigues thanked Trinidad and Tobago for hosting the General Assembly 2005.

#### **- General Assembly 2007**

Dianne Lalla-Rodrigues asked NORAMET representative whether she had any comments to make concerning the organization of 2007 General Assembly in Canada. Katalin Deczky then explained that she did not have detailed information but that NRC is ready to host the 2007 General Assembly. The preliminary dates are supposed to be either in the end of September or in the beginning of October, the final decision will depend on the certification that the dates will not clash with other meetings. She then informed that Jim McLaren will make a more detailed information during the next General Assembly in Rio de Janeiro.

#### **- NCSLI**

Steven Stahley made some remarks concerning the way NCSLI communicates to other organizations, through publications, for example. One question he raised was the question of improving communication through the translation of some documents, in order to avoid language problems.

He then stressed the report from Andrew Wallard of BIPM concerning the subject of basic units and the discussion of how to disseminate this information among NMIs, what is very important. Oscar Harasic then commented that OAS has received a new mandate which allows the approximation to the private sector, being NCSLI a good source of cooperation.

Dianne Lalla-Rodrigues supports SIM members to participate in NCSLI and also in the training provided by them. She also made some compliments to 'Measurement Magazine' and asked how it is to be distributed. Steven Stahley explained that it is distributed to NCSLI members and he does not know the other distribution channels. Dianne Lalla-Rodrigues also asked if SIM could publicize an article on the magazine what was strongly supported by Steven Stahley and the other Council Members.

#### **- Internet training activities**

Dianne Lalla-Rodrigues asked about PDC opinion on this matter and Ignacio Hernandez responded that it is necessary to study how to organize these activities. Dianne Lalla-Rodrigues then reminded that there are some training CDs offered by NIST that might be useful. Hector Nava-Jaimes then remarked that these tools are very useful but we must be capable of acquiring our own knowledge and not just buy from others. Dianne Lalla-Rodrigues expressed some concern about the usefulness of internet training.

Willie May suggested the strengthening of the partnership with NCSLI to develop training videos and the like. Steven Stahley said he thinks this is a great idea and affirmed that there are many

possibilities to make it viable. Dianne Lalla-Rodrigues then asked PDC to discuss the issue with NCSLI and think of future training, to be presented at the next Council Meeting, in Rio de Janeiro.

Theodore Reddock then suggested the creation of a group to discuss SIM contribution to the region and he shall discuss this proposal with Luis Mussio.

Having no other business the meeting was closed.