



**SIM Council Meeting
Rio de Janeiro – Brazil
Inmetro - Room 01
September 15th, 2006**

ATTENDENCE LIST

COUNCIL MEMBERS

Dianne Lalla-Rodrigues	SIM President, ABBS
Claire Saundry	Technical Advisor, NIST
Steve Carpenter	Technical Advisor, NIST
Oscar Harasic	Executive Secretariat, OAS
Ignacio Hernandez	PDC Chair, CENAM
Luis Mussio	TC Chair and JCRB Representative, LATU
Jim McLaren	NORAMET Coordinator, NRC
Francis Hamilton	On behalf of CARIMET Coordinator, TTBS
Ever Cabrera	SURAMET Coordinator, INTN
Gustavo Montiel	CAMET Coordinator, LANAMET
Juan Carlos Castillo	ANDIMET Coordinator, IBMETRO
Jorge A. da Paz Cruz	SIM Secretariat, INMETRO

Sally Bruce	On behalf of NCSLI Representative
Taynah Lopes de Souza	SIM Recording Secretary, INMETRO

OBSERVERS

Hector Nava Jaimes	CENAM/Mexico
Luiz Carlos Gomes	INMETRO/Brasil
Joel Kioko	KEBS/Kenya

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. Evaluator's (Brian Thompson) Report/** Informe de la Evaluación de Brian Thompson
- 7. Report on 2006 Budget/** Informe sobre el Presupuesto de 2006
- 8. Update on 2007 Budget/** Atualización sobre el Presupuesto de 2007
- 9. PDC/NCSLI- Future Training /** PCD/NCSLI- Entrenamiento Futuro

10. Preparation for GA 2006/Preparación para la AG/2006

11. Preparation for GA 2007/Preparación para la AG/2007

12. Other Business/Otros Asuntos

Meeting:

1. Introduction and Welcome

Dianne Lalla-Rodrigues, the President of SIM, welcomed the Council Members

2. Verification of Quorum

Quorum was verified, 11 out of 12 members of Council being present.

3. Approval of Agenda

The agenda was approved with no amendments.

4. Approval of the Minutes from Previous Council Meeting

Concerning item 6, PDC Report, a correction was requested by Hector Nava Jaimes, that Yoshito Mitani had spent ten years, not seven years, as PDC Chair.

With this amendment, the minutes of last Council Meeting, held in Nashville, on August 06th were approved.

5. Matters arising from the minutes

Dianne Lalla-Rodrigues informed that NAVSEA asked to make a presentation to the GA and brought this issue to the Council for a decision. Oscar Harasic and Luis Mussio explained that NAVSEA is not a commercial organization. Steve Carpenter also explained that they are a non-profit organization and they already work with some SIM members. Hector Nava Jaimes said that the PDC Chair and CENAM would not comment on the matter, since they did not agree with this presentation. Gustavo Montiel requested more clarification about how the NAVSEA works and how could SIM members interact with NAVSEA, whether it would be made through SIM or bilaterally. Luis Mussio explained that such interaction should be made bilaterally since it could not be done through SIM.

About APMP, Dianne-Lalla-Rodrigues explained she is still waiting for a response from Mrs. Angela Samuel.

Concerning Kenya Bureau of Standards (KEBS), its representative, Mr. Joel Kioko, was present. KEBS intends to become a SIM associate member. Luis Mussio then explained that any NMI may become an associate member of SIM, having no voting power. Dianne Lalla-Rodrigues just added that it is necessary to prepare a formal request in order that SIM could analyze whether the NMI will be accepted as associate member or not, she then welcomed the representative of KEBS and their initiative of making this request and asked Mr. Joel Kioko to make some remarks. He said he will provide the letter and expressed they are very pleased with this opportunity.

Dianne Lalla-Rodrigues also informed that ASTM is also interested in becoming an associate member of SIM. In this respect, Oscar Harasic informed the Council that ASTM representatives have apologized for not being able to participate at the SIM XII General Assembly of 2006 but they confirmed they are very pleased about the opportunity of becoming an associate member of SIM.

Luis Mussio then brought up the issue of the SIM position on Temperature CMCs. He asked the Council to decide if it should be discussed during the Council or under the scope of the Technical Committee. He informed the Council that SIM CMCs in this area have been delayed for over one year and that the problem is related to the criteria utilized to make the measurement. The criteria of one side differ from those of the other side, which implies that this is a political matter rather than a technical one. He then recommended that the issue be discussed a bit more at the technical level before entering the political arena. Hector Nava Jaimes emphasized the importance of the political aspect of this matter, especially for developing countries. Luis Mussio then suggested the inclusion of a statement on the SIM report to JCRB expressing SIM's concern on this matter.

Ignacio Hernandez then made some remarks about the internet training, explaining that even though this tool has been being used it is quite difficult to evaluate its usefulness. Luis Mussio informed that it seems that most people using the internet training are not from NMIs, but from universities and other institutes. Ignacio Hernandez then added that in this case the feedback is even more important. Dianne Lalla-Rodrigues then explained that the main problem is that people do not respond to questionnaires and this kind of information is very important since SIM has been investing quite a lot on WP Training and it would be good to evaluate whether this has been a useful tool. Ignacio Hernandez then remarked that it may be too difficult to evaluate the past and proposed that from now on the feedback be required at the moment the training is requested, maybe even advising that those participants who do not respond to the questionnaire will not receive the certificate. It was also agreed that this must be a task of PDC and not just of CENAM.

Hector Nava Jaimes said he believes we have enough resources to develop our own programs for internet training.

Dianne Lalla-Rodrigues then asked Luis Mussio to discuss with NCSLI about the publicizing on 'Measures Magazine'.

6. Evaluator's (Brian Thompson) Report

Dianne Lalla-Rodrigues said that right after the Council Meeting in Nashville a response to Brian Thompson, the evaluator hired by OAS, was prepared, which is almost ready to be sent. She will send the report and the letter to all GA members, after the letter has been received at OAS. She also explained that basically the content of the response informed that the report had been received and the Council was concerned about some of the recommendations of the report.

7. Report on 2006 Budget

Luis Mussio informed the Council that some resources had to be reallocated from TC activities to the preparation of GA 2006 and that all SIM Members who requested financial support to participate in the activities related to the GA 2006 were accommodated. About this matter, Dianne Lalla-Rodrigues commented that members should try to purchase their own tickets since it is cheaper to buy them at the local point of departure and then be reimbursed from the SIM budget.

Ignacio Hernandez then explained that the whole budget coordinated by CENAM had been used to support the GA 2006 and to the workshop on Legal Metrology in Rio de Janeiro. He also informed

the Council that part of the budget was being used to support activities related to intercomparisons which will continue until 2007. Luis Mussio suggested the purchase of tickets in advance for the execution of these intercomparisons, which was agreed by the Council. Ignacio Hernandez also informed that there will probably be around US\$ 5,000 left. Luis Mussio then suggested to contact the Mass Working Group since they are planning some activities and this amount could be useful to them. Ignacio Hernandez agreed that this was indeed one possibility for using the money and said that an alternative could be to spend these resources on the printing of the new edition of the SIM Magazine, which must be ready by November.

Steve Carpenter then made some comments about the budget coordinated by NIST. He informed the Council that this part of the budget had been spent on a workshop held in May in Uruguay, on Chemical Metrology and supported the participation of 23 persons. He also commented on the proposal of the USA Mission to OAS, which is annexed to these minutes.

8. Update on 2007 Budget

Steve Carpenter informed that a detailed report about the 2007 Budget had been sent to the secretariat to be included in the workbook of the next GA. He expects the amount of US\$ 300,000.00 for the budget be approved for 12 months and not for 18 months, as happened to the last one. Detailed information will be given during the GA.

Oscar Harasic then informed that the course “Metrology for non Metrologists” is on line on the OAS webpage, available in Spanish.

9. PDC/NCSLI- Future Training

Dianne Lalla-Rodrigues said that even though she acknowledges that there has not been suitable time for discussing the issue she would like to hear from NCSLI Representative about this matter. Sally Bruce then informed that due to visa problems Steven Stahley could not be present at the meeting and asked her to represent NCSLI in SIM Meetings in Rio de Janeiro. About the issue under discussion she just said she would like to remind that NCSLI possesses a training infrastructure in USA that could be used by SIM and also emphasized other activities conducted by NCSLI that could be used by SIM such as translations, internet courses, etc. Oscar Harasic then said he would like to discuss the issue with Steven Stahley in an effort to promote more interaction between NCSLI and OAS.

10. Preparation for GA 2006

Luis Carlos Gomes made a brief summary about the preparation for the XII SIM General Assembly. He informed that everything had already been arranged and that INMETRO was very pleased to host the GA and related meetings, hoping it would be a successful period for all participants.

11. Preparation for GA 2007

Jim McLaren confirmed that NRC was preparing everything for hosting the XIII SIM General Assembly in 2007. He said he will make a detailed presentation during the GA, but he advised the Council in advance that the proposed dates are from September 24th to 28th, since they will not

conflict with other important international meetings and the weather is pleasant at this time of the year in Canada.

12. Other Business

Having no other business the meeting was adjourned.

**SIM Council Meeting
Hotel Intercontinental
Rio de Janeiro – Brazil
September 17th, 2006**

ATTENDENCE LIST

COUNCIL MEMBERS

Humberto Brandi	SIM President, INMETRO
Dianne Lalla-Rodrigues	Former SIM President, ABBS
Claire Saundry	Technical Advisor, NIST
Steve Carpenter	Technical Advisor, NIST
Oscar Harasic	Executive Secretariat, OAS
Ignacio Hernandez	PDC Chair, CENAM
Luis Mussio	TC Chair and JCRB Representative, LATU
Jim McLaren	NORAMET Coordinator, NRC
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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. **Matters arising from the General Assembly** / Asuntos derivados de la Asamblea General
5. **General Assembly 2008** / Asamblea General 2008
6. **Future Activities** / Actividades Futuras
7. **Other Business**/Otros Asuntos

Meeting:

1. Introduction and Welcome

Humberto Brandi, the new President of SIM, started the meeting by welcoming Council Members and thanking for the confidence expressed in him. He then asked that Dianne Lalla-Rodrigues, former President of SIM, assist him on the conduction of this first Council Meeting of his mandate.

2. Verification of Quorum

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

3. Approval of Agenda

The agenda was approved with no amendments.

4. Matters arising from the General Assembly

About the letter to be sent to OAS evaluator, Brian Thompson, Dianne Lalla-Rodrigues informed that no one had commented and that the response should be sent as soon as possible. Luis Mussio then remarked that the greatest part of the report had not been a criticism of the SIM Project, but of the three institutes that coordinate the project (NIST, CENAM and LATU) and therefore they would appreciate a quick response. Jim McLaren then said that he thought the letter should express a more conciliatory tone. Luis Mussio and Steve Carpenter explained that the letter did express a conciliatory position, emphasizing that then existing reporting requirements of FEMCIDI had been followed and that the evaluator's suggestion that the project, which had already ended, should be rewritten which the Council considered makes no sense. After this discussion the Council agreed to send the letter.

Steve Carpenter commented on another matter arising from the GA, i.e., the decision that from now on the participant to each event requesting financial support for the air travel will purchase a ticket at the lowest reasonable price in advance, with subsequent reimbursement from SIM. The Council agreed to prepare a form to be completed with three different proposals of purchase to be analyzed and approved by coordinators who will commit themselves to respond to participants in advance. Regarding this question the following resolution was approved:

Resolution 08/06: SIM Members who request financial support for air travel to participate in SIM activities will be required to complete a form with three different proposals for purchase of an airline ticket, to be analyzed and approved by coordinators who will commit themselves to respond to participants in advance. The airline ticket will be bought by the NMI of the participant, for subsequent reimbursement by SIM.

Ignacio Hernandez then informed the Council that with the election of Humberto Brandi as the new President of SIM, a new SURAMET representative should be nominated to PDC. Ever Cabrera informed he will check with other SURAMET members and indicate someone.

Ignacio Hernandez then informed that there will be three important intercomparisons: volume (20 litres), quantity of solids and kilometers, which will be conducted in conjunction with the TC. Luis Mussio then informed that an important piece of equipment for the realization of one of these intercomparisons was damaged and he asked to buy another one with SIM funds, which was accepted by the Council. He also suggested holding these intercomparisons close to the Symposium to be held in Mexico.

Sally Bruce also remarked that it is necessary to appoint the new SIM representative to NCSLI to replace Humberto Brandi. The Council decided to appoint Dianne Lalla-Rodrigues, Immediate Past President, to this position.

Resolution 09/06: to appoint Dianne Lalla-Rodrigues, from Antigua and Barbuda, as the new SIM representative to NCSLI, replacing Humberto Brandi, from Brazil, who has been elected the new President of SIM.

Concerning the request of ASTM of becoming an associate member of SIM, Dianne Lalla-Rodrigues informed that she will request the formal letter again.

The Council then asked Luis Mussio to send all documentation with reference to the Quality System to the Secretariat to publicize them on SIM webpage.

5. General Assembly 2008 / Asamblea General 2008

It was agreed that the SIM GA 2008 will be held in Honduras. Dates and detailed information shall be provided during the GA 2007.

6. Future Activities / Atividades Futuras

The Council decided to host its next meeting around March/April the place is still to be defined.

The 2007 Calendar shall be prepared by the Secretariat and publicized on SIM webpage.

There will be the next APMP meeting in December and it must be decided who will be the representative of SIM at the meeting.

Steve Carpenter then informed that there will be a meeting with the three coordinators of SIM Project in order to finalize the report of 2006.

7. Other Business/Otros Asuntos

Having no other business the meeting was closed.

COUNCIL RESOLUTIONS:

Resolution 08/06: SIM Members who request financial support for air travel to participate in SIM activities will be required to complete a form with three different proposals for purchase of an airline ticket, to be analyzed and approved by coordinators who will commit themselves to respond to participants in advance. The airline ticket will be bought by the NMI of the participant, for subsequent reimbursement by SIM.

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