



ASIA-PACIFIC
LEGAL METROLOGY FORUM

23rd APLMF MEETING RESOLUTIONS



Presented by: Mr Stephen O'Brien
APLMF President

Full Member Session, APLMF meeting
Tokyo Japan
25 November 2016



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1. ROLL CALL

Quorum:

- Representatives from **16 Full Member economies** present during the session of the total current APLMF Full Membership of 19 economies.

The following resolutions **were considered and agreed** by the Quorum during the Full member session on 25 November 2016 at the 23rd APLMF meeting.



2. Secretariat Financial Report

- **Noted:** Part Year Financial Report: 1 January – 31 October 2016.
- **Noted:** Full year financial report 1 January – 31 December 2016 will be provided to the Executive Committee for review and subsequent circulation to APLMF Full Members early in 2017.



3. APLMF Secretariat 2017 Work Programme

- **Noted and agreed:** APLMF Secretariat 2017 Work Programme



4. Nominations for Awards

- **Agreed:**

- **Certificate of Appreciation for:**

- Dr. Anna Cypionka, Dr. Kristin Kiesow and Stefanie Scheschinski (PTB)

- **Distinguished Service Award for:**

- Mr. PU Changcheng (PR China)

- **Service Award for:**

- Ms ZHENG Huaxin, Mr GUO Su, Mr LIU Xinmin, Mr HAN Jianping, Mr DU Yuejun, Dr. ZHANG Chao, Mr LI Jinsi, Mr YANG Youtao,

(Certificates will be created and sent by Secretariat following the meeting with acknowledgement published on APLMF website and at future events if possible)



5. New APLMF Membership Applications

- **Noted and considered:** Applications for APLMF Membership received from India, Iran and Kazakhstan.
- **Noted:** they are non-APEC economies outside what is normally described as the Asia-Pacific region.
- **Agreed:** Secretariat to write to applicant economies acknowledging receipt and ongoing consideration of their applications for membership.
- **Agreed:** Secretariat to send discussion paper to Full Member economies and organise online vote to decide on applications for new membership.



6. Procedure for approval of APLMF Guide Documents

- **Noted and considered:** the following *draft procedure for development and acceptance of APLMF Guide documents*:

APLMF welcomes the development of Guide documents to support the implementation of OIML recommendations and harmonisation within the region. Guide documents should be developed as part of the work program approved by the APLMF. Generally they will be suggested by a particular Working Group. The following procedures should be followed when developing Guide documents:

1. WG or Secretariat recommends the development of a Guide document and provides written rationale which describes the purpose of the document and a synopsis of what it will contain.
2. APLMF approves the development of the Guide document.
3. Acceptance criteria will be agreement of >50 % of votes cast by full member economies with abstentions and failures to reply not counted as votes cast.
4. WG works on Guide document and provides a draft to Secretariat who uploads it to APLMF website.
5. Secretariat requests comments from members providing a 3 month response time.
6. Comments sent to WG who amend the draft. Step 3-4 repeated until WG feels the document has been finalised and is ready for approval by the forum.
7. Final draft approved by APLMF via online vote (with a 1 month response time) or vote at Forum meeting (Acceptance criteria as in Step 3).

NOTE: The APLMF Secretariat will trial use of the same procedure to develop and get Forum agreement on decisions of significance.



6. Procedure for Approval of APLMF Guide Documents

- **Agreed:** the Secretariat to trial use of draft *Procedure for approval of APLMF Guide Documents*.
- **Agreed:** the Secretariat will report to Full Member economies on the trial use of the draft *Procedure for Approval of APLMF Guide Documents* and seek comment and approval of their future use.



7. Review of Membership Fee Structure

- **Noted and discussed:** Secretariat discussion paper *APLMF Fees Structure*.
- **Agreed:** the Secretariat develop and circulate for member comment a further discussion paper focused on presenting options for possible future membership fee structural changes. The response to this consultation will considered at a future APLMF meeting.
(To use draft procedure for development and acceptance of APLMF Guide documents)



7. Review of Membership Fee Structure ctd.

- **Agreed:** to the Secretariat charging a nominal attendance fee to Corresponding Members, observing guests from non-member economies and industry representatives for attendance at future APLMF events.
 - The amount of this nominal attendance fee will be calculated by the Secretariat and agreed by the Executive Committee.



7. Review of Membership Fee Structure ctd.

Agreed: that the Secretariat write off the unpaid APLMF Membership fees from the financial years prior to 2015.

Agreed: that if an economy's membership fees remain unpaid for more than two consecutive years, the Secretariat will request the Full Members of the Forum to consider revoking the *full-membership* status of that economy.



8. Draft APLMF Strategic Plan

- **Agreed:** the Secretariat will circulate an updated version taking into account member's comments from the 23rd APLMF meeting and circulate it to members for their further comment.

(To use draft procedure for development and acceptance of APLMF Guide documents)



9. Draft Working Groups – Guidelines and Operational Processes

- **Agreed:** the Secretariat will create an updated version of the guidelines taking into account member's comments from the 23rd APLMF meeting and circulate it to members for their further comment.

(To use draft procedure for development and acceptance of APLMF Guide documents)



10. Joint Guide: 1 National Metrological Infrastructure

- **Agreed:** *Joint Guide 1: National Metrological Infrastructure* can be published once final formatting is complete.



11. APLMF Guide on Rice Moisture Measurement

- **Agreed:** the Secretariat will circulate final version of the *APLMF Guide on Rice Moisture Measurement* for APLMF member online agreement.

(To use agreed procedure for development and acceptance of APLMF Guide documents)



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Thank you



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November 2016