

24th APLMF Meeting

Secretariat Activity Report

The first section of this document reports against the APLMF Secretariat work programme as agreed at the 23rd Asia-Pacific Legal Metrology Forum meeting held in Japan in November 2016. The second section reports other activities carried out by the Secretariat and APLMF President.

Section 1 – APLMF Secretariat Work Programme 2017

Continue to develop the APLMF website based on member feedback.

The Secretariat has continued to refine the layout of the website pages and improve usability.

In March this year we launched the ‘Full Member Only’ area of the website. Primary contacts for each economy were provided login details, and they were asked to provide their unique login to individuals within their organisation and economy as appropriate.

The Executive Committee have access to all parts of the Member Only area. Members have access to the Member Information and Training Resources pages and the Working Group Section is set up, but we have held off making this section available to Working Groups until we progress the review and reconfirmation of these groups.

So far, we have used the Executive Committee area to provide access to discussion / draft documents in advance of circulating to members for feedback or voting and we have used the Member Information area to share draft documents for feedback and for members to vote on, for example: 2016 Financial Report, Strategic Plan and 23rd APLMF Minutes.

The Training Resources section of the site has been populated and most pages have material in them.

Continue to contact APLMF member economies to update their directory information on

legal metrology and contact details. This information will be kept up to date and published on the APLMF website, so it can be a useful reference for member economies and industry.

Currently we have updated Economy Directories from Australia, Canada, Mongolia, New Zealand, Singapore and Vietnam.

In June 2017, the Secretariat emailed Cambodia, DPR Korea, HK China, Indonesia, Japan Malaysia, Papua New Guinea, Philippines, Republic of Korea, Thailand, PR China and the USA reminding them of the value of providing the Secretariat with an updated Directory. In most cases these directories were last updated in 2003 or 2006. A template was provided and a word version of their current directory (where we had one). To date, we have not received any updated Directories and the Secretariat would urge economies to put this into their work programmes.

Contact APLMF member economies to update their directory information on legal metrology and contact details. This information will be kept up to date and published on the APLMF website, so it can be a useful reference for member economies and industry.

Following the 22nd APLMF meeting held in Hawaii, members had noted the value of the economy directories. The Directories were current to 2003 and some had been updated in 2006. An email went to all full member economy, primary contacts, in February 2016 inviting updates to their Directory. The existing directory was provided as a word document for updating. Those economies who hadn't provided a directory were provided with a template. Reminders have been included in our May and August newsletters. To date we have updated directories for Canada, Chinese Taipei, Mongolia, New Zealand, Singapore and Vietnam. We would encourage all other economies to complete or update their directories and we will continue to remind economies in our next upcoming newsletters.

Document and consolidate the member comments and suggestions collected during the short workshop held during the 23rd APLMF Working Group meeting. The feedback will be considered by APLMF Secretariat and Executive Committee for possible response.

Last year at the Tokyo Working Group meeting there was agreement that the role of a Working Group is to build knowledge and experience. To achieve this, it was decided that more frequent rotation and transition across member economies is required to ensure we achieve greater knowledge sharing.

It was noted that the current rules and procedures for Working Groups provide limited guidance on how Working Groups should operate. It was also noted that these rules are over 20 years old and need to reflect the current environment and membership.

At the APLMF meetings in Hawaii and Tokyo there was consensus that it was time to review and improve the way in APLMF undertakes Working Group activities and annual Working Group meetings.

A discussion Paper has been created and included in the 24th APLMF meeting documents and will be discussed in the Executive Committee, Working Groups and APLMF Members Only meetings.

See: *APLMF Discussion Paper – Working Group Transition – for 27 Oct 2017*

Confirmation of a way forward with transition of the Working Groups is sort and will be actioned by the Secretariat in its 2018 work programme.

Continue to develop and circulate bimonthly electronic newsletter to be sent to all APLMF members, BIML and the secretariats of APMP and Regional Legal Metrology Organisations

President's Newsletters have been circulated in December 2016, March, July and September 2017. At the 23rd Meeting it was agreed that we would encourage economies to provide interesting articles and our first article from Australia on 'The Change on the horizon for legal metrology in Australia – Why Australia's national measurement legislation needs updating' was published in the September newsletter.

Continue to represent APLMF on MEDEA Development Project Steering Committee and support planned project work stream activities including: Support of training courses, publishing National Metrological Infrastructure (Joint Guide 1), Raising Awareness of Metrology (APMP-APLMF Joint Project 2) and Development and trial of e-learning modules.

1. The Secretariat has worked closely with the Metrology Enabling Developing Economies in Asia (MEDEA) Coordination Committee to promote and deliver the following courses:
 - Joint APMP/APLMF Workshop Benefits of Metrology – 'Modernising National Metrological Infrastructure' – Malaysia (May)
 - Verification of Rice Moisture Meters – Malaysia (July)
 - Verification of Bulk Flow Metering Systems using a Master Meter – Thailand (July)
 - Verification of Pattern Approval of Water Meters – Malaysia (September)
 - Verification of Weighbridges – China (September)

Following each training course, we ensure reporting and action plans submitted by participants are followed up and post the final reports on the APLMF website.

APLMF Secretariat formally thanks Physikalisch-Technische Bundesanstalt (PTB) for their administration and the German Federal Ministry for Economic Development and Cooperation (BMZ) for their sponsorship of MEDEA training undertaken this year under the MEDEA Work package APLMF 1. We wish to also thank the National Metrology Institute of Malaysia (NMIM), SIRIM Berhad Central Bureau of Weights and Measures - Thailand and the General Administration of Quality Supervision, Inspection and Quarantine (AQSIQ) - PR China for hosting training courses this year and to the trainers from Australia, China, Japan, New Zealand and Thailand who successfully delivered the courses.

2. National Infrastructure – Joint Guide 1 – We have worked with the MEDEA Coordination Committee to finalise this Guide. An interim version was uploaded to the APLMF website in April. Further consultation and feedback following the Joint APMP/APLMF Workshop held in May generated some additional changes and PTB are circulating a hard copy of the document at the 24th APLMF Meetings.

3. Development and trial of e-learning (on-line) training modules - Trading Standards within New Zealand’s Ministry of Business Innovation and Employment’s are developing prototype e-learning modules for their Accredited Persons (accredited verifiers) and Inspection Officers. These modules will be based on the relevant OIML International Recommendations and complement APLMF training courses. The APLMF Secretariat will leverage off this work and look at repurposing the material for an international audience (APLMF and OIML developing and emerging economies). A project proposal is under development to seek funding as part of a MEDEA (part 2) workstream to undertake the development of APLMF modules for regional use. Enquires are also being made to determine if APLMF developed e-learning training modules can be located on the new OIML e-Learning Platform and utilise their Learning Management System (<https://www.oiml.org/en/>).

Maintain and strengthen working relationships with OIML, APEC, other International and/or regional organisations: Regional Bodies (SRB), APEC Sub-Committee on Standards

and Conformance and Specialise Forum, OIML: Regional Legal Metrology Organisation Round Table and Countries and economies with Emerging Metrology Systems Advisory Group and Pilot Training Centre and Asia Pacific Metrology Programme.

A Senior APLMF representative has attended, delivered presentations and actively participated in the following fora meetings in 2017:

Date	Representative	Activity	Location
Feb	Stephen O'Brien, APLMF President	Asia Pacific Economic Cooperation (APEC) Sub-Committee on Standards and Conformance (SCSC), Senior Officials Meeting 1 and Specialist Regional Bodies (SRB) Forum. APLMF is currently convening SRB Forum.	Vietnam
May	Stephen O'Brien, APLMF President Mrs Marian Haire, Training Coordinator	Asia Pacific Metrology Programme (APMP) Mid-year meeting, MEDEA Coordination Committee meeting and Workshop on 'Modernising National Metrological Infrastructures – key issues – approaches – lessons learned'. See: http://www.aplmf.org/news/archives/07-2017	Malaysia
August	Stephen O'Brien APLMF President	APEC Sub-Committee on Standards and Conformance and Senior Officials Meeting 3.	Vietnam
October	Phil Sorrell APLMF Secretariat	52 nd OIML International Committee of Legal Metrology meeting. Participation in <i>Regional Legal Metrology Organisation Round Table and Countries and Economies with Emerging Metrology Systems (CEEMS)</i> Advisory Group meetings.	Colombia

Section 2 – Other updates from 2017

1. Follow up from 23rd APLMF Meeting

In March, the Secretariat provided a video summary of highlights from the 23rd Meeting and we hope this, along with the circulation of the draft minutes for feedback shortly thereafter, provided a timely reminder of the content of the meeting. We will continue to improve our timing in getting this information out to members.

2. Approving Guide and Administrative Documents

A draft process for approving guide documents and administrative documents was agreed at the 23rd APLMF forum and published on our website with a few tweaks to incorporate slightly different steps for guides as opposed to administrative documents

<http://www.aplmf.org/aplmf-procedures.html>

At the 24th APLMF meeting in October, we will be looking for and discuss feedback on how well the process is working and what needs to be changed or further improved.

3. Test Procedure Surveys

In 2016 APLMF was proud to deliver 3 training courses as part of the MEDEA project managed by Physikalisch Technische Bundesanstalt (PTB) and funded by the German Federal Ministry for Economic Development and Cooperation (BMZ).

- Verification of Fuel Dispensers
- Training on Mass Standards
- Train the trainer course on the Verification of Non-automatic Weighing Instruments

As part of each training course the APLMF Secretariat made a commitment to develop the benchmark tests its members believe are necessary to verify an instrument or to test pre-packaged goods.

As Fuel Dispensers were surveyed in 2015 we did not repeat the survey in 2016.

Neither was a test procedure survey developed for mass standards as it was decided that these survey's and the development of guide documents are intended for the verification of instruments or pre-packaged goods.

The request to members to complete the Survey on NAWI was sent out in March 2016. Responses were received from Australia, Canada, Cambodia, Japan, New Zealand, Papua New Guinea, Philippines, Singapore, Chinese Taipei and Viet Nam.

The results will be presented during the Training Coordinators report at this meeting.

4. Update on APEC Specialist Regional Bodies Forum

The focus for the Specialist Regional Bodies (SRB) Forum over the past year has been to improve communication and the co-ordination of the activities of the five SRBs to better support APEC to achieve its goals. SRB Forum Membership:

- APMP – Asia-Pacific Metrology Programme
- APLMF – Asia Pacific Legal Metrology Forum
- APLAC – Asia Pacific Laboratory Accreditation Cooperation
- PAC – Pacific Accreditation Cooperation
- PASC – Pacific Area Standards Congress

SRB's support the work of the Asia Pacific Economic Cooperation (APEC) Sub-Committee on Standards and Conformance (SCSC) and other APEC fora. The goal of the SRB Forum is to facilitate the development and implementation of standards and conformance infrastructures in each APEC member economy and across the region.

APLMF continues to be the convenor of the SRB Forum. The focus for the past year has been to improve the internal governance structures and how the forum operates. In 2016 the SRB representatives met and developed new governance arrangements, and new Principles and Procedures for the SRB Forum operation. These Principles and Procedures have now been endorsed by each SRB.

Given this, a new SRB Forum convenor will be appointed in early 2018 for a period of two years. This will enable the convenor to develop a strong strategic direction for the SRBs as a collective Forum. 2017 has also seen the approval of a new terms of reference for the SCSC SRB Shepherd. A new Shepherd and a deputy has also been appointed. These appointments were confirmed at the recent SCSC meeting in Viet Nam.

The SRB forum has also been focusing on improving communications and knowledge sharing and support to APEC economies. A good example of this approach is the new website: www.publicsectorassurance.org. This website showcases how accredited conformity assessment is used around the world by central and local government and regulators to deliver positive benefits.

The next stage, is for the Forum members to come together to identify opportunities for engagement between each other and between SRBs and APEC in relation to SRBs individual work programmes and the emerging issues facing member economies in the areas of measurement (metrology), standards and accreditation and conformity.

This mapping exercise will enable the SRBs to be able to more clearly articulate to APEC SCSC, working groups and other fora, where SRBs and APEC can interact and work together to support APEC objectives in relation to technical infrastructure in the Asia Pacific. The SRB Forum will confirm the new SRB Forum Convenor role and to agree and finalise their strategic direction at the margins of the SOM1 meeting in PNG in February 2018.

5. COMMUNICATION WITH MEMBERS AND THE LEGAL METROLOGY COMMUNITY

Website – the Secretariat has continued to develop the website, adding and updating content regularly.

Statistics on usage over the last 12 months to 31st August 2017

- 4,900 users to the website

- 9,500 sessions (users who have used the site multiple times over the 12-month period)
- 25,500 page views
- The average time a user stays on the website is 3 minutes 22 seconds
- 51% of the traffic were from new visitors, 49% were returning visitors
- 85% of our traffic is from people using desktop computers, 13% from people using mobiles

Top 10 most viewed pages

1. [Homepage](#)
2. [23rd Annual Meeting \(Japan\) - Landing page](#)
3. [23rd Annual Meeting \(Japan\) - Meeting Documents](#)
4. [MEDEA Landing Page](#)
5. [APLMF Guides](#)
6. [What is Metrology](#)
7. [23rd Annual Meeting \(Japan\) - Meeting Programme and Templates](#)
8. [24th Annual Meeting \(Cambodia\) - Landing page](#)
9. [Training Videos](#)
10. [23rd Annual Meeting \(Japan\) - Venue, Accommodation and Transport](#)

Top 10 economies who viewed the website

- | | | |
|-----|---------------|---------------------------|
| 1. | Japan | 15% (% of total sessions) |
| 2. | United States | 6% |
| 3. | Malaysia | 6% |
| 4. | Australia | 6% |
| 5. | New Zealand | 5% |
| 6. | Indonesia | 4% |
| 7. | India | 4% |
| 8. | Thailand | 4% |
| 9. | Russia | 4% |
| 10. | South Korea | 4% |

Channels to access the website

- | | | |
|---|----------------|--|
| • | Organic search | 58% (Google) |
| • | Direct | 29% (typing in the URL, or have it saved as a favourite) |
| • | Referrals | 7% (linked to from another site) |
| • | Email | 5% (most likely the Presidents newsletter) |
| • | Social | 1% |

APLMF/MEDEA

The Secretariat has continued to work with MEDEA and the WG Chair for Training Coordination to streamline the delivery and follow up on MEDEA funded courses as follows:

- [Secretariat Task Checklist](#) – we have updated and continue to refine this comprehensive document which sets out expectations of the Secretariat in

supporting the running of these courses, and references various templates used for reports and communications for pre-and post-course tasks.

- [Google Drive](#) was used for the first time at the 2016 Verification of Fuel Dispensers training course and has continued to be used in 2017. Trainers and APLMF Representatives have reported an increase in preparedness of participants having access to read the training materials pre-course.
- [Participant feedback](#) – Survey Monkey continues to be used to successfully gather and report on feedback from participants at each course. The technical issues with logging into Survey Monkey more than once on the same computer was resolved early this year.

Economy Reporting

We continue to refine how we can more effectively share our progress on legal metrology matters in our economies. We encourage economies to share their full economy reports via our meeting web page. This year we are trialling poster sessions to present information at the meeting and engage with participants in a more interactive way, than power point presentations. We will be reviewing how this went at the end of the meeting.

Working Group Reports

This year we developed a simple template to make reporting easier and to ensure consistency across the working groups.

- Working Group on Medical Measurement
- Survey on Legal Measures mechanism on Medical Devices

The Secretariat assisted the Working Group to survey member economies on Legal Measures Mechanism on Medical Devices by emailing the invitation to participate in this survey. We kept in touch with the Chair on the rate of responses received and sent out reminders, extending deadlines for participation.

Consultation on draft APLMF Guide 7 – Verification of Fuel Dispensers - now referred to as *APLMF Guide to Verification of Test Method – 1. Fuel Dispensers*

It has been decided to rename this document which is the first in a series of Guides to Verification of Test Methods which will include Average Quality Systems, CNG Dispensers, Rice Moisture Meters, Taxi Meters and NAWI.

Thank you to Australia, Canada, Philippines, Thailand and Vietnam for your feedback on the Fuel Dispensers Test Method.

An updated document will be circulated to members for voting to adopt, in due course.

Discussion Paper - APLMF Membership Criteria

Over the past 18 months several economies have applied or are seeking clarification of if they can become APLMF members. These economies include: India, Iran, Fiji and Kazakhstan. These economies do not fall within a strict interpretation of APLMF's current membership criteria as prescribed in the MOU. Therefore, this MOU requires that all members vote on whether to admit these economies to our Forum.

To inform this decision, a discussion paper was written and circulated for full member discussion and comment at the 24th APLMF meeting. This paper identifies three possible options for APLMF members to consider and adopt as criteria to make these and future membership decisions.

See: *APLMF Discussion Paper - APLMF Membership Criteria - for 27 Oct 2017*

Discussion Paper - APLMF Membership Fees

This paper was written to discuss the next steps with respect to ensuring the APLMF is a financially sustainable organisation, reducing the current dependence on additional financial support from the economy responsible for hosting its secretariat.

APLMF has sufficient funding for the short term (2-3 years) with support from its current hosting economy and through collaboration on Metrology Enabling Economies in Asia (MEDEA) project activities. However, in the longer term this lack of financial sustainability will restrict the organisation's ability to action an effective work programme and make rotation of secretariat and leadership functions among member economies difficult.

Member comments and input from discussions held at the 23rd APLMF forum meeting have been considered and this paper outlines a potential solution for consideration. The paper also details where current and future funds will be spent.

Note this paper does not recommend a change in the APLMF fee structure but seeks approval to re-categorise some economies based on an audit of member economies current economic strength. Member economies economic status has not been reviewed since 2008. This will result in a reduction in fees for some economies and an increase for economies where there has been improved economic strength.

See: *APLMF Discussion Paper - Membership fees - for 27 Oct 2017*

FINANCIALS

The interim Financial Report for the period 1 Jan to 31 August 2017 will be covered under a separate report. The full year financial report will be circulated in February 2018.