

Secretariat Activity Report to 23^d APLMF Meeting

The first section of this document reports against the APLMF Secretariat work programme as agreed at the 22nd Asia-Pacific Legal Metrology Forum meeting held in Hawaii in October 2015. The second section reports other activities carried out by the Secretariat.

Section 1 – APLMF Secretariat Work Programme 2016

Complete the transfer of the APLMF website and bank account to New Zealand in close collaboration with Chinese Secretariat

A Business Online bank account was set up with Westpac New Zealand in October 2015 and the balance of the Secretariat's operating funds were received by transfer from China in February 2016.

Complete review and update of the APLMF website in two stages. An initial update to be completed in Nov 2015. Followed by a further update planned for mid-2016 based on APLMF member feedback.

An example of the new APLMF website was presented to members at the 22nd APLMF meeting in Hawaii in October 2015 and was launched to members in December 2016. While we have not carried out an official review of the site, we have continued to build capability, content and refined the layout to make it more user-friendly. In Section 2 of this report we provide further information.

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 upcoming newsletters.

Document and consolidate the member comments and suggestions collected during the short workshop held during the 22nd APLMF Working Group meeting. Document will be circulated to all APLMF members and considered by APLMF Secretariat and Executive Committee for possible inclusion in future APLMF work programme or strategic plan

The Secretariat has prepared several proposal documents for discussion at the 23rd APLMF meeting which address the comments and suggestions made during the workshop.

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

We have endeavoured to keep in touch with members and the wider legal metrology through our President's Newsletter. This has been sent directly to our mailing list in Dec 15, May 16 and August 16 and posted to our website. We had intended to do this bi-monthly, but this has not been possible this year.

Continue to represent APLMF on MEDEA Development Project Steering Committee and support planned project work stream activities;

The Secretariat has worked closely with the MEDEA Coordination Committee to promote and deliver training, ensure reporting and action plans are followed up and post final reports on the APLMF website. More detail can be found in Section 2 below.

Carry out surveys to develop guides providing support for the verification of measuring instruments

Surveys were developed on test procedures covered in the five MEDEA training courses delivered in 2015:

- Rice Moisture Measurement
- Verification of Fuel Dispensers
- Verification of CNG Dispensers
- Verification of Taxi Meters
- Average Quantity Systems Inspection

The surveys were sent to full member economies in early June, with a follow up in July and September.

We achieved a 78% response rate, which was good, but ideally we would have liked it to have been 100%. Unfortunately, we did not receive responses from Philippines, Republic of Korea, The People’s Republic of China and United States of America. Thanks to all those members who completed the surveys. The information provides us with an accurate picture of the issues for our member economies, so we can plan to provide effective training resources in the future.

The analysis of the results was prepared by the Secretariat for the MEDEA project, managed by Physikalisch Technische Bundesanstalt (PTB) and funded by the German Federal Ministry for Economic Development and Cooperation (BMZ). PTB will use the information to further the MEDEA project aims:

- promote metrology systems within developing economies; and
- strengthen the metrology systems/infrastructure of their respective members from developing economies

A summary of the results will be presented by the Chair of the Training Coordination Working Group.

Maintain and strengthen working relationships with OIML(RLMOs), APEC (SRBs), other International and/or Regional Organizations

APLMF President, Mr Stephen O’Brien, has attended, delivered presentations and actively participated in the following fora meetings in 2016:

Feb	Asia Pacific Economic Cooperation (APEC) Sub-Committee on Standards and Conformance (SCSC) Meeting and Specialist Regional Bodies (SRB) Forum	Peru
May	International Forum Promoting Metrology for Industry	China
June	APMP Meeting & MEDEA Coordination Committee Meeting	Thailand
July	APEC, Specialist Regional Bodies Meeting	Australia
August	OIML Seminar on Legal Metrology Management Systems (as part of OIML Pilot Training Centre)	China
October	15 th OIML International Conference and 51 st OIML International Committee of Legal Metrology meeting. Participation in <i>Regional Legal Metrology Organisation Round Table</i> and <i>Countries and Economies with Emerging Metrology Systems (CEEMS) Advisory Group</i> meetings.	France

Update on APEC Specialist Regional Bodies Forum

The Specialist Regional Bodies (SRB) Forum was established in 2007, to bring together the five SRBs:

- 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,

to 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 was to facilitate the development and implementation of standards and conformance infrastructures in each APEC member economy and across the region.

While SRB's have independently worked to support this goal, there has been limited success in the SRBs working collectively to leverage APEC's engagement with these bodies to support the key objectives of APEC.

The SRBs have developed strong networks across economies as well as a range of ongoing work programmes and activities that can support APEC's objectives in the standards and conformance infrastructure. However, the current arrangements that support the collective engagement of the SRBs with the SCSC are not working as effectively as it could.

APLMF is the current chair of the SRB Forum and the SRB Chairs met earlier this year to develop new governance arrangements, principles and procedures for the SRB Forum operation. A draft document seeking to confirm these principles and procedures has been created and is being considered by the SRB Chairs.

A key change is to establish a stronger role for the SRB Forum Convenor, which will ensure that there is ongoing ownership and connections established across the SRBs. Currently, the SRB Forum Convenor (Chair) role transfers annually to each Chair of the individual SRBs, which restricts the ability to develop a strong strategic direction for SRBs as a collective Forum. Instead a new SRB Convenor will be appointed for three years, enabling this role to proactively drive greater collaboration and engagement between the SRB Forum and APEC.

The next stage following the establishment of new governance arrangements for SRB Forum, 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 activities 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 meet to agree and finalise their strategic direction at the margins of the SOM1 meeting in Vietnam in 2017.

Section 2 – APLMF Secretariat Set Up, Training and other updates from 2016

SECRETARIAT SET UP

The Secretariat was officially handed over from China to New Zealand at the end of the 22nd Asia-Pacific Legal Metrology Forum meeting in Hawaii at the end of October 2015.

The New Zealand Secretariat has taken the approach that the administration of the secretariat needs to be easily transferrable. Therefore, we have set up the following systems to manage the work of the secretariat now and into the future.

Website Set up using 'Weebly'. This is relatively easy to use and to transfer to future Economies taking responsibility for the Secretariat. We have been able to develop pages for the annual APLMF meeting with on-line registration, so this negates the need for a separate meeting website.

Xero The administration of the finances, including generating invoices, reconciling the bank account and reporting.

Google All APLMF files are held in Googledrive and Gmail is used for email. Transferring the files of APLMF is simply a matter of providing the next Secretariat full permissions and they have everything, without the need for handing over hard-drives.

Folders can be set up for training courses and other events with permissions set for selected users. This has been successfully used for the training courses run in 2016.

User Manual While carrying on the business of the Secretariat we are working on developing instructions/templates for all major tasks. This will be a valuable tool with personnel changes during a secretariat tenure and on transfer of the Secretariat in the future.

COMMUNICATION WITH MEMBERS AND THE LEGAL METROLOGY COMMUNITY

Website – the Secretariat has continued to develop the website, adding and updating content regularly. We delayed launching the 'membership only' area until we had content and we hope now that this will be value add for our members in the future.

Statistics on website usage launched in November 2015 to 30 September 2016 are as follows:

- 3,800 users to the website
- 13,500 page views
- The average time a user stays on the website is 3 minutes 15 seconds

- 90% of our traffic is from people using desktop computers
- Top 10 most viewed pages

1. Homepage<<http://www.aplmf.org/>>
2. Medea<<http://www.aplmf.org/medea.html>>
3. 23rd annual conference in Japan<<http://www.aplmf.org/japan2016.html>>
4. Training Material (URL is no longer current, its now the 'training videos page')
5. News – announcing the 2016 Flomeko conference
<<http://www.aplmf.org/news/announcing-the-2016-flomeko-conference>>
6. Malaysia directory listing<<http://www.aplmf.org/malaysia.html>>
7. APLMF Guides<<http://www.aplmf.org/aplmf-guides.html>>
8. APLMF Secretariat<<http://www.aplmf.org/secretariat.html>>
9. Japan directory listing<<http://www.aplmf.org/japan.html>>
10. News<<http://www.aplmf.org/news>>

Top 10 economies who viewed the website:

- | | | |
|-----|----------------|-------|
| 1. | New Zealand | 14% |
| 2. | USA | 10.3% |
| 3. | Japan | 7% |
| 4. | Russia | 5.2% |
| 5. | Singapore | 4.5% |
| 6. | Malaysia | 4.5% |
| 7. | United Kingdom | 4.4% |
| 8. | Australia | 4.4% |
| 9. | Germany | 3.1% |
| 10. | Chinese Taipei | 3% |

Channels to access the website:

- | | | |
|----|----------------|-------|
| 1. | Organic search | 54% |
| 2. | Directly | 28.4% |
| 3. | Referral | 15.6% |
| 4. | Social | 1.8% |

MEDEA TRAINING COURSES Oct 2015 – Sep 2016

2015 – Traceability on Rice Moisture Measurement training course held in Phnom Penh, Cambodia 16-20 November 2015

As this course was held very shortly after the transfer of the Secretariat from China to New Zealand, China kindly agreed to provide the secretariat support. Mr GOU Su was the official APLMF secretariat representative with Mr Phil SORRELL attending as an observer.

The Secretariat formally thanks the course hosts, the National Metrology Centre (NMC), Cambodia. The training was overseen by Dr Tsuyoshi MATSUMOTO supported by Mr Noihiro YOSHIDA, Ms Mihoko YABE, Mr Kenji EMORI and Mr Rikiya TAKAHASHI from Kett Electric Laboratory. The course was opened by Mr Kim CHANDARA, Deputy General Director of NMC.

Participants attended from Bhutan, Cambodia, Indonesia, Japan, Malaysia, Mongolia, Myanmar, Thailand and Vietnam.

2016 Verification of Fuel Dispensers training course held in Pattaya City, Thailand 11-13 July 2016

The Secretariat formally thanks the course hosts from Thailand, Mr Sakchai HASAMIN and Ms Khemsai RAHANNOK who were very professional and supportive throughout the event. The course was opened by Mr Sunchat SINRAT, Deputy Director General, from the Department of Internal Trade.

The training was overseen by Mr Brad LARTER (Australia) and he was supported by Mr Samrach MUY (Cambodia), Mr Jose Marco LATOSA (Philippines) Mr Nopporn CHOOPOL and Mr Pisakorn PISANKUL from Thailand who were themselves students of a similar course conducted last year. Mr Phil SORRELL was the APLMF Secretariat representative in attendance.

30 nominations were received by PTB for this course and 19 participants were selected from Bangladesh, Bhutan, Cambodia, Indonesia, Malaysia, Mongolia, Nepal, Philippines, Papua New Guinea, Sri Lanka, Thailand and Vietnam.

Verification of Mass Standards training course held in Jakarta, Indonesia 30 August – 1 September 2016

The Secretariat formally thanks the course hosts from Directorate of Metrology (DoM), Ministry of Trade, Indonesia, Mr Hari PRAWOKO and Mr Eko Agus IRANTO. The course was opened by Mr Hari PRAWOKO, Director of Metrology.

The training was overseen by Dr Tsuyoshi MATSUMOTO (Japan) and he was supported by Mr Masaaki UEKI (Japan) Mr Tsutomu HORIKOSHI (Japan) and Mr Nobuhiko AZAMI (Japan). Mr Julian CRANE was the APLMF Secretariat representative in attendance.

32 nominations were received by PTB for this course and 21 participants attended from Bangladesh, Bhutan, Cambodia, Indonesia, Kazakhstan, Malaysia, Mongolia, Myanmar,

Papua New Guinea, Philippines, Sri Lanka, Thailand and Vietnam, along with 8 observers from Indonesia.

The full training course reports can be found on the APLMF website:

<http://www.aplmf.org/medea.html>

Verification of Non-automatic Weighing Instruments (NAWI): Supermarket Scales training course will be held in Kuala Lumpur, Malaysia 28 November – 2 December 2016

APLMF/MEDEA

The Secretariat has been working 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. A folder was set up for the course. Trainers were given access to upload training material and asked to do this, two weeks prior to the course. PTB sent out their instructions to participants with a link to the training materials. This provided them with an opportunity to read material pre-course. Feedback indicates that most participants took advantage of this and found it beneficial.

We have updated the expectation for the NAWI course, so that participants print off the course material themselves and bring it with them. This will reduce the onus on the Host and trainers to arrange copies of material at the course.

Participant feedback – in the past the participants were required to complete a survey, this information then had to be input into a spreadsheet and analysed. The Secretariat suggested to PTB that a survey tool be used to reduce the workload and suggested Survey Monkey. PTB investigated this and other tools and tested this and Survey Monkey is now part of the process. There have been some technical issues with logging into Survey Monkey more than once on the same computer, but PTB are investigating a resolution for this. PTB provide the analysis of the participants' feedback to the trainers, to include a summary in their report.

Participant Economy Action Plans – at the course, participating economies are required to develop their action plans as to how they will use the training back in their organisations and this is recorded. The summary of actions are circulated by the Secretariat, post course, to give participants the opportunity to refine and confirm their actions. These are then included in the Course Report and the Secretariat follows up with the Economies 6 months after the course, to see how they are progressing.

APLMF - instrument bank success – thanks to NMIA and MEDEA

NMIA Australia donated surplus equipment from one of their legal metrology standards laboratories. Some 40 items including conical measures, mass standard sets, hydrometers and measuring cylinders were made available. Within the framework of the MEDEA (Metrology Enabling Developing Economies in Asia) project an instrument bank has been developed that supports the allocation and transfer of equipment to economies that could benefit from its use, providing financial assistance to transport the items.

A good response was received and packages of equipment have been sent to Cambodia (NMC), Mongolia (MASM), Myanmar (DRI), Pakistan (PSQCA) and Papua New Guinea (NISIT). APLMF, NMIA and MEDEA are delighted that collectively we have been able to facilitate the transfer of these items which will significantly enhance these economies in their endeavours to improve their legal metrology activities.

Economy Reports - New approach

We have trialled a new approach for Economy Reports for this year's APLMF meeting in Tokyo. The new report reflects the ideas you developed in Hawaii last year on how to improve processes for our annual meetings.

We asked all member economies to prepare their economy report based on a template provided and to submit it to the Secretariat by 20 October 2016 (one month before we meet in Tokyo). This would provide the opportunity for APLMF attendees to read economy reports before the meeting, allowing delegates to deliver a shorter presentation that focuses on the highlights.

We also hope that if members can review material early, we can have a more engaging discussion with the audience on the issues raised in the presentation.

On-line Training modules – trial using APLMF test procedures

The Secretariat has developed a proposal to utilise the test procedures developed from the 2015 MEDEA training courses by turning them into short on-line training modules. The proposal was socialised at a MEDEA Coordination Committee through the Training WG Chair and was well received. More work and costings are being done to determine viability, funding and timing. This work is being lead Kevin Gudmundsson.

FINANCIALS

The Financial Report for the period 1 Jan to 31 October 2016 will be covered under a separate report.

