

NCWM Board of Directors 2018 Interim Report

Mr. James Cassidy, Chairman
City of Cambridge, Massachusetts

INTRODUCTION

The Board of Directors submits this Interim Report for consideration by National Conference on Weights and Measures (NCWM). This report contains the items discussed and actions proposed by the Board during its Interim Meeting in St. Pete Beach Florida, January 21-24, 2018. The Board will conduct Open Hearings for the items in Table A during the Annual Meeting. Table A identifies the agenda items by reference key, title of item, page number and the appendices by appendix designations. The acronyms for organizations and technical terms used throughout the report are identified in Table B. The first three letters of an item's reference key are assigned from the Subject Series List. The status of each item contained in the report is designated as one of the following: **(D) Developing Item:** The Board determined the item has merit; however, the item was returned to the submitter or other designated party for further development before any action can be taken at the national level; **(V) Voting Item:** The Board is making recommendations requiring a vote by the active members of NCWM; **(I) Informational Item:** The item is under consideration by the Board but not proposed for Voting; **(A) Assigned Item:** The Board has assigned development of the item to a recognized subcommittee or task group within NCWM. **(W) Withdrawn Item:** The item has been removed from consideration by the Board.

Some Voting Items are considered individually; others may be grouped in a consent calendar. Consent calendar items are Voting Items that the Board has assembled as a single Voting Item during their deliberation after the Open Hearings on the assumption that the items are without opposition and will not require discussion. The Voting Items that have been grouped into consent calendar items will be listed on the addendum sheets. Prior to adoption of the consent calendar, the Board will entertain any requests from the floor to remove specific items from the consent calendar to be discussed and voted upon individually.

The Board of Directors may change the status designation of agenda items (Developing, Assigned, Informational, Voting and Withdrawn) up until the report is adopted, except that items which are marked Developing, Informational or Withdrawn cannot be changed to Voting Status. Any change from the Interim Report (as contained in this publication) or from what appears on the addendum sheets will be explained to the attendees prior to a motion and will be acted upon by the active members of NCWM prior to calling for the vote.

An "Item under Consideration" is a statement of proposal and not necessarily a recommendation of the Board of Directors. Suggested revisions are shown in **bold face print** by ~~striking-out~~ information to be deleted and **underlining** information to be added. Requirements that are proposed to be nonretroactive are printed in **bold faced italics**. Additional letters, presentations and data may have been part of the committee's consideration. Please refer to <https://www.ncwm.net/meetings/annual/publication-16> to review these documents.

All sessions are open to registered attendees of the conference. If the Board must discuss any issue that involves proprietary information or other confidential material; that portion of the session dealing with the special issue may be closed if (1) NCWM Chairman or, in his absence, NCWM Chairman-Elect approves; (2) the Executive Director is notified; and (3) an announcement of the closed meeting is posted on or near the door to the meeting session and at the registration desk. If possible, the posting will be done at least a day prior to the planned closed session

Note: It is policy to use metric units of measurement in publications; however, recommendations received by NCWM technical committees and regional weights and measures associations have been printed in this publication as submitted. Therefore, the report may contain references to inch-pound units.

Subject Series List

Activity Reports..... ACT Series

Strategic Planning, Policies, and Bylaws..... SPB Series

Financial FIN Series

Other Items OTH Series

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Glossary of Acronyms and Terms

Acronym	Term	Acronym	Term
AMC	Associate Membership Committee	NTEP	National Type Evaluation Program
NCWM	National Conference on Weights and Measures	OIML	International Organization of Legal Metrology
NIST	National Institute of Standards and Technology	OWM	Office of Weights and Measures

Details of All Items
(In order by Reference Key)

ACT – ACTIVITY REPORTS**ACT-1 I Membership****Membership**

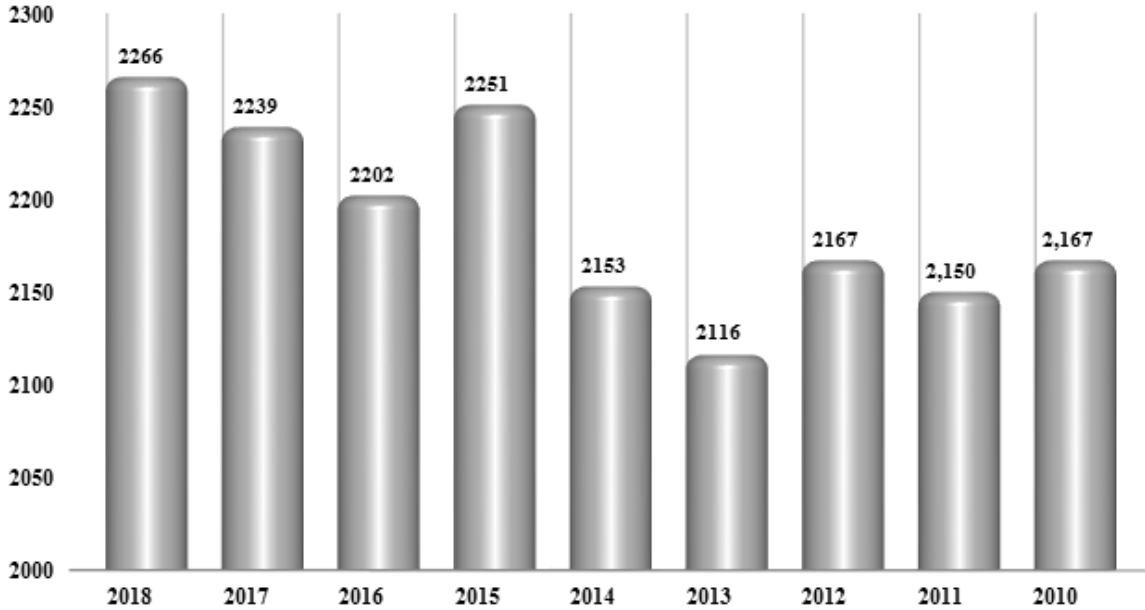
The chart and graph below show NCWM membership levels as of March 31 of recent years by membership categories. It should be noted that October 1 is the lowest level of membership for every fiscal year because it is the day that any memberships that were not renewed become lapsed. Significant growth is realized throughout the following 12 months as additional members renew and new members are received.

The potential growth remains significant and NCWM continues to enhance programs and services that add value to membership.

Annual Membership Totals

Year Type	March 2018	March 2017	March 2016	March 2015	March 2014	March 2013	March 2012	March 2011	March 2010
Associate	760	787	758	779	779	803	807	796	796
Foreign Associate	88	82	80	74	55	51	57	57	51
Total Associate	848	869	838	853	834	854	864	853	847
State Government	684	644	624	658	598	550	583	569	569
Local Government	468	467	487	484	477	477	486	484	519
Total Active	1152	1111	1111	1142	1075	1027	1069	1053	1088
NIST	15	15	15	16	15	16	16	15	12
Other Federal Government	11	12	10	11	8	10	10	11	12
Foreign Government	16	13	14	12	13	13	14	14	11
Retired	224	219	214	217	208	196	194	204	197
Total Advisory	266	259	253	256	244	235	234	244	232
Grand Total	2266	2239	2202	2251	2153	2116	2167	2150	2,167

Annual Membership Totals as of March31, Each Year



ACT-2 I Meetings

The 103rd Annual Meeting will be held at the Hyatt Regency Tulsa Hotel located in the heart of downtown Tulsa, Oklahoma’s vibrant business, entertainment, and cultural districts. The hotel overlooks the scenic gardens of the Williams Center Complex and is only eight miles from Tulsa International Airport. The hotel is adjacent to the famous Tulsa Performing Arts Center and just a few walking blocks from many dining and entertainment venues. For more information about the 103rd Annual Meeting, go to https://www.ncwm.net/sems/event_detail/2018-annual-ok or contact Ms. Elisa Stritt, NCWM Office Manager, at (402) 434-4872 or elisa.stritt@ncwm.net.

In January 2019, NCWM will hold the Interim Meeting at the Francis Marion Hotel, Charleston, South Carolina. This location was a favorite of attendees in 2013. It is a beautiful historic hotel situated perfectly for attendees to get the full Charleston experience. For more information about this meeting, contact Ms. Elisa Stritt, NCWM Office Manager, at (402) 434-4872 or elisa.stritt@ncwm.net.

Interim Meetings:

- January 13-16, 2019 Francis Marion Hotel, Charleston, South Carolina
- January 26-29, 2020 The Mission Inn Hotel & Spa, Riverside, California
- January 8-14, 2021 Sirata Beach Resort & Conference Center, St. Petersburg, Florida

Annual Meetings:

- July 15-19, 2018 103rd Annual Meeting: Hyatt Regency Tulsa Hotel in Tulsa, Oklahoma
- July 14-18, 2019 104th Annual Meeting: Hyatt Regency Hotel, Milwaukee, Wisconsin
- July 12-16, 2020 105th Annual Meeting: Hotel Murano, Tacoma, Washington

The Board of Directors strives to plan meetings in locations that have reasonably priced airline service and are within government per diem rates. The board also evaluates locations and bids from hotels based on their ability to offer comfortable rooms, quality meeting space and a variety of nearby entertainment and dining options.

ACT-3 I Participation in International Standard Setting

Dr. Charles Ehrlich, NIST-OWM, provided a report for review at the 2018 NCWM Interim Meeting in St. Pete, FL. An updated report is also included as an appendix to this agenda of the Board of Directors. (*See Appendix A.*)

See the NTEP Committee Agenda for additional reports on NCWM's involvement internationally, including the Mutual Recognition Arrangement (MRA) with Measurement Canada and the OIML Certificate System (CS).

ACT-4 I Associate Membership Committee Activity

The Associate Membership Committee (AMC) is organized in accordance with the Bylaws of the National Conference on Weights and Measures, Inc. In addition, AMC operates by its own Bylaws which are available on the Committee pages of www.ncwm.net. AMC meets at least 2 times per year in conjunction with NCWM Interim and Annual Meetings. It consists of between 5 and 10 members who, amongst themselves, elect officers to serve as Chair, Vice-Chair, and Secretary/Treasurer. See Appendix B for information on current members and officers.

AMC has established a reputation of promoting and improving NCWM and has demonstrated its desire to improve understanding of weights and measures activities in public and private sectors.

The NCWM membership dues for Associate members of \$90 are \$15 higher than that for Active or Advisory members. The extra \$15 is not for NCWM, but rather is placed in a separate account referred to as the AMC Fund. While AMC has discretion to allocate the funds in various ways, one means of allocating these funds is to provide grants in support of weights and measures training. The Committee receives applications and awards training grants from the AMC fund in accordance with their "Guidelines for Selection and Approval of Training Funds" which are posted on the Committee's webpage on www.ncwm.net. Downloadable applications for training grants and reimbursement forms are also available at this site.

The criteria to receive AMC funds for training are as follows:

1. Funding request forms that are complete, specific and detailed will receive priority attention for approval. Based on the degree of missing or ambiguous information provided, individual requests may not be given any consideration during the AMC review process pending further clarification.
2. Training requests that benefit higher numbers of participants are generally preferred over those for fewer or single-person benefit. Multi-state training that encourages uniformity will also be given priority consideration.
3. In general, attending meetings such as NCWM Annual Meetings, Interim Meetings or regional associations meetings will not be considered training.
4. As a lower priority, requests for the purchase of training materials will be considered, but requests for purchase of assets (such as projectors) will not.
5. Reasonable funding for travel and expenses will be considered if it is necessary to acquire an "expert trainer" that would benefit a high number of weights and measures officials. This will be an option when qualified volunteers are not available.

Regulatory agencies are encouraged to make use of these funds to improve training opportunities and the expertise of inspection personnel.

AMC members are also looking for new, perhaps innovative ways to play a more effective role in the NCWM structure to further improve the organization.

The AMC will meet during the 2018 Interim Meeting on Tuesday evening, January 23 at 5:00. All annual meeting attendees, especially NCWM Associate members are encouraged to attend. (*See Appendix B for the AMC Meeting Minutes from July 2017.*)

ACT-5 I Task Groups, Subcommittees, Steering Committees

Focus Groups, Task Groups, Subcommittees, Steering Committees:

Focus groups, task groups, subcommittees and steering committees are created by the NCWM Chairman and operate as defined in NCWM Policy 1.5.1. Subgroups Supporting the Work of the Organization. A task group is given a specific charge and it reports to the appropriate NCWM standing committee. A task group will disband at the completion of its assignment. A subcommittee is charged with ongoing responsibilities in support of a standing committee in a specific field of expertise. A steering committee is charged with unbiased fact-finding that will assist NCWM membership in decision processes for difficult issues. A steering committee will disband upon completion of its specific charge.

NCWM offers resources to these task groups and subcommittees including meeting space at Interim and Annual Meetings, conference calling and web meeting services, group email services, a dedicated web page for posting and archiving documents related to their work, and broadcast e-mail services to reach targeted audiences. Additionally, NIST OWM has provided technical advisors and web meeting forums. These tools enable year-around progress of task group and subcommittee work.

Because NCWM task groups and subcommittees are part of the NCWM organizational structure and report directly to its standing committees, their proposals may possibly appear in *NCWM Publication 15* without first being vetted through a regional association. Any such proposals are properly vetted through the open hearings of NCWM.

The Promotional Toolkit Task Group reports to the Board of Directors. Among the activities of this group, it has developed 4 videos, each showcasing inspection activities in the supermarket, scale inspections, retail motor fuel dispenser inspections, and motor fuel quality. Mr. Stephen Benjamin (NC) reported on behalf of the Promotional Toolkit Task Group that a 5th video was shot recently on package inspections. Suggestions for additional videos include LPG meter inspections, grain moisture meters, and possibly 2 videos on metrology; one focused on the laboratory and the other linking this to the field.

Mr. Alan Walker (FL) reported that the WIM Task Group will submit an information paper to the regions this fall in their ongoing effort to put standards in Handbook 44 for these types of devices.

A new Safety Task Group is being formed under the leadership of Julie Quinn of Minnesota to report to the Professional Development Committee. The task group will identify the common safety hazards encountered by inspectors and the resources available to mitigate those hazards. The task group will also focus on areas where resources are lacking and how those resources can be developed. Future reporting of this task group will appear in the Professional Development Committee report.

Reporting to the Board of Directors:

Charter Team on Improving the Standards Development Process:

Chair

Jerry Buendel
Washington Department of Agriculture
P.O. Box 42560
Olympia, WA 98504
Phone: (360) 902-1856

Email: jbuendel@agr.wa.gov

Promotional Tool Kit Task Group:

Chair

Mr. Stephen Benjamin
North Carolina Department of Agriculture
Raleigh, NC 27699
Phone: (919) 707-3225
Email: steve.benjamin@ncagr.gov

Cannabis Task Group:

Chair

Mr. James Cassidy
City of Cambridge, Massachusetts Weights and Measures Department
831 Massachusetts Drive
Cambridge, MA 02139
Phone: (617) 349-6133
Email: jcassidy@cambridgema.gov

State Outreach Task Group:

Chair

Mr. Brett Gurney
Utah Department of Agriculture and Food
P.O. Box 146500
Salt Lake City, UT 84114-6500
Phone: (801) 538-7458
Email: bgurney@utah.gov

Reporting to the Laws and Regulations Committee:

Fuels and Lubricants Subcommittee:

Chair

Dr. Bill Striejewske
Nevada Division of Measurement Standards
405 S 21st St.
Sparks, NV 89431
Phone: (775) 353-3792
Email: wstriejewske@agri.nv.gov

Packaging and Labeling Subcommittee:

Chair

Mr. Christopher Guay
Procter and Gamble Co.
One Procter and Gamble Plaza
Cincinnati, OH 45202
Phone: (513) 983-0530
Email: guay.cb@pg.com

Reporting to the Specifications and Tolerances Committee

Credit Card Skimmer Task Group:

Chair

Mr. Hal Prince
Florida Department of Agriculture and Consumer Services
2360 Lakeview Ave.
Clermont, FL 34711
Phone: (850) 921-1570
Email: harold.prince@freshfromflorida.com

Weigh-in-Motion Vehicle Scale Task Group:

Co- Chair

Mr. Alan Walker
Florida Bureau of Standards
6260 Buckingham Rd
Fort Meyers, FL 33905
Phone: (850) 274-9044
Email: Alan.Walker@freshfromflorida.com

Co- Chair

Mr. Tim Chesser
Arkansas Bureau of Standards
4608 West 61st Street
Little Rock, AR 72209
Phone: (501) 570-1159
Email: tim.chesser@aspb.ar.gov

Reporting to the Professional Development Committee

Safety Task Group:

Chair

Ms. Julie Quinn
Minnesota Weights and Measures Division
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Burnsville, MN 55306
Phone: (651) 539-1555
Email: julie.quinn@state.mn.us

ACT-6 I Regional Association Activities

Fall 2018 Meetings

WWMA Annual Meeting

September 16-20, 2018
Cheyenne, WY
Contact: Bob Weidler robert.weidler@wyo.gov
Kevin Merritt kevin.merritt@isda.idaho.gov

NEWMA Interim Meeting

October 2-4, 2018
Norwich, CT
Contact: James Cassidy jcassidy@cambridgema.gov

SWMA Annual Meeting

October 7-10, 2018
Jacksonville, FL
Contact: Hal Prince harold.prince@freshfromflorida.com

CWMA Interim Meeting

October 15-17, 2018

St. Charles, MO

Contact: Sherry Turvey sherry.turvey@kda.ks.gov

SPB – STRATEGIC PLANNING, POLICIES, AND BYLAWS

SPB-1 I Strategic Planning

The Executive Director presents a Strategic Plan progress report each year at the fall Board Meeting. The Board conducts a strategic planning session every other year in January at its quarterly meeting just prior to the Interim Meeting. The last session was held in January 2018 and the next strategic planning session will be Friday, January 24, 2020 in Riverside, California prior to the NCWM Interim Meeting. Members can review the Strategic Plan online at www.ncwm.net in the “About” section. The Board welcomes member input. Suggestions may be submitted to Executive Director Don Onwiler at don.onwiler@ncwm.net.

There are five Goals in the NCWM Strategic Plan:

1. Enhance NCWM as a national and international resource for measurement standards development.
2. Expand the role of NCWM as a resource for state and local weights and measures programs.
3. Promote uniform training for individuals involved in weights and measures.
4. Continue to improve NTEP.
5. Preserve the financial stability of NCWM.

Goal 1: Enhance the National Conference on Weights and Measures as a national and international resource for standards development:

Under this goal, NCWM has recognized the benefit of participating in other organizations where appropriate as a means of drawing on mutual resources toward common goals and heightening awareness of NCWM. This has been very successful in recent years. In 2018, a new task group has been formed to review NCWM membership levels of inactive states and their participation at the regional level and develop a plan for outreach to inactive states.

Also, as part of this goal, NCWM is hoping to increase stakeholder participation in NCWM through outreach efforts.

Goal 2: Expand the role of the National Conference on Weights and Measures as a source of support for state and local weights and measures programs:

NCWM uses press releases to raise the level of recognition for NCWM and its membership as a resource for expert information in a vast array of topics.

Another part of this goal is to conduct surveys on occasion that benefit our members. In some cases, surveys are used to create benchmarks for comparison with future surveys.

A task group was formed and continues its work to develop a “toolkit” of items that can be used by program administrators to generate awareness and support for their programs. This toolkit is available on the NCWM website at <https://www.ncwm.net/resource/promotional-toolkit>. North Carolina took the lead in developing the videos and some are now available on the NCWM website and NCWM YouTube channel. The Board of Directors and the Associate Membership Committee have each pledged matching funds toward additional video productions.

Goal 3: Enhance the technical competence of individuals involved in weights and measures:

The Professional Certification Program has been a high priority under this goal. Mr. Ross Andersen serves as Certification Exam Coordinator working with the Professional Development Committee and Subject Matter Experts.

Volunteer Subject Matter Experts are needed in the areas of Precision Scales, LP Gas Meters and Price Verification. Anyone interested in assisting the writing and reviewing exam questions should contact NCWM

The Professional Development Committee is also worked with Mr. Andersen to develop two basic level exams; one for weighing devices and the other for metering devices. These exams will be used to test service agents and also for inspectors who are completing their initial training. See more discussion on this in the Professional Development Committee report.

Goal 4: Continue to improve the National Type Evaluation Program:

As part of this goal, NCWM created a robust online database for NTEP Certificates of Conformance. Later, NCWM launched a mobile version of the website that also featured this searchable database. This has greatly improved access to certificates for inspectors, service agents, and others working in the field.

Other strategies in Goal 4 are toward training for applying information from NTEP Certificates of Conformance, maintaining viable laboratory support through authorized labs and international agreements and continued implementation of the Verified Conformity Assessment Program. Backlog for evaluations has been virtually eliminated as NTEP strives for a high level of customer service and support.

Goal 5: Preserve the financial stability of NCWM:

The Board has studied potential hazards that could present a burden on NCWM's financial reserves so that the organization may be prepared. This is being balanced with continued efforts to improve services in support of customers and membership. The Board closely monitors the financial health of the organization through monthly reports and formal reviews at each of the board meetings. An independent audit of NCWM finances is conducted at the close of each fiscal year.

On odd years, NCWM is conducting a comprehensive survey of state weights and measures programs on staff, funds and scope of programs. On even years beginning in 2018, NCWM is conducting a survey on fuels and lubricants quality inspection programs.

SPB-2 A Improve the NCWM Standards Development Process

Source:

NCWM Board of Directors (2016)

Purpose:

Assess the NCWM standards development process to determine ways to improve efficiency and participation.

Background/Discussion:

This item is assigned to the NCWM Charter Team for development and recommendations.

At the 100th NCWM Annual Meeting in 2015, several members suggested to the Board of Directors that the standards development process could be improved upon in ways that would make it move more efficiently and at the same time encourage broader attendance and participation by stakeholders. Some suggestions included modeling NCWM's process to be more like an ANSI process and possibly voting on standards twice per year instead of once.

In January 2016, then NCWM Chairman Jerry Buendel formed a Charter Team and set out four phases in developing recommendations to improve the standards development process. The Charter Team evaluated the NCWM's existing process and outline its strengths and weaknesses and reported back to the Board of Directors in July 2016. The team identified potential changes to existing NCWM processes and considered their impact on operation of regional associations, NIST, NCWM governance and others to provide adequate regulations to users on a timelier basis.

The Charter Team has offered two concepts for consideration by the Board. Concept 1 is a series of recommendations to improve our existing process for standards development. Some of those recommendations have

already been put in place while others will require further discussion. Concept 2 is to hold voting sessions at both, the January and July meetings of NCWM. The Board of Directors will present recommendations for discussion to determine most appropriate course for the future.

Concept 1: Improving the Current Model

- Better controls of time for presentations and comments during open hearings
- Managing testimony on Informational, Assigned and Developing items
- Reformatting of Publications 15 and 16 by grouping similar items
- Limitations on the ability to carry over items to the next year
- Increased emphasis on committee training
- Increased structure for subgroups such as task groups
- Regional committee training
- Improved quality of new proposals and the evaluation of them by regional associations.
- Improved committee reports that provide concise summaries and rationale

Concept 2: Voting Twice Each Year

- Two regions receive new proposals in the fall and the other two receive new proposals in the spring
- No item could come to a vote before all 4 regions have reviewed
- Items that carry over would only wait 6 months instead of 12 for further consideration.
- Length of committee agendas would be reduced through more frequent voting.

Full details of these concepts are contained in the Charter Team Report in Appendix C.

Since the existing standards development process and voting system are defined in NCWM Bylaws, there is probability that any solutions would be brought to a vote of the general NCWM membership in the form of bylaw amendments.

NCWM tested a new format for the committee agendas for the 2018 Interim Meeting that incorporated 2 changes. Feedback was positive, so the changes have been retained for Publication 16 for the July 2018 Annual Meeting.

- **BLOCKS OF ITEMS:** In some cases, there may be proposed changes affecting multiple codes that share the same purpose or proposed changes to one code may be dependent on the adoption of proposed changes to another. The Committee may group such items into “Blocks” to facilitate efficient handling for open hearings and voting. These blocks are identified in Committee’s agenda.
- **ITEM NUMBERING:** The system for numbering agenda items has changed for 2018 from a numeric system to an alpha-numeric system. For example, a proposal to amend the NIST Handbook 44 General Code would be item "GEN-1" instead of item "3100-1".

Charter Team Members are:

Jerry Buendel, Chairman	Washington State	Western Region
Louis Sakin	Towns of Hopkinton/Northbridge	Eastern Region
Rob DeRubeis	Michigan	Central Region
Hal Prince	Florida	Southern Region
Eric Golden	Cardinal Scales Mfg.	Associate Membership
Rob Upright	Vishay Transducers	Associate Membership
Don Onwiler	NCWM	
Dr. Doug Olson	NIST OWM	

The Board of Directors believes that this process should be slow and deliberate so that any action taken will be well-conceived and in the best interest of NCWM and its stakeholders. The Board will communicate with membership throughout this process in open hearings, the newsletter, Publication 15 agendas and Publication 16 reports.

SPB-3 I Publication and Distribution of NCWM Work Products

Source:

Packaging and Labeling Subcommittee (2015)

Purpose:

Develop a plan for publication and distribution of new NCWM work products.

Background/Discussion:

The NCWM Package and Labeling Subcommittee (PALS) is developing a document that provides principles and recommendations to capture best practices for the many kinds of existing quantity related statements which appear on package Principal Display Panels (PDPs). These are statements which are present in addition to the required declaration of net quantity. The practice of adding these expressions has increased significantly over the past decade and it is recognized that some statements can help consumers make fair value comparisons while others arguably may confuse or mislead consumers.

The principles and recommendations under development by PALS are intended to provide both manufacturers and regulators with a standard and guidance regarding best practices for these kinds of statements to provide increased uniformity and statement integrity. Rather than attempt to create regulations covering these topics, which would require involvement of multiple federal agencies, PALS believes that the development of principles and recommendations provides an actionable and reasonable approach for bringing standardization and consistency to this topic.

This project is a two-step process.

1. Identify and remove any policies and guidelines published in Appendix D of NIST Handbook 130 that are obsolete.
2. Leave remaining items in the handbook, but also reorganize them into a new electronic publication which will expand as new guidance documents or policies are developed.

A focus group within the Board of Directors provided the following recommendations for these guidance documents:

- Create a new tab on the website that would also have the handbooks.
- Duplicate the Interpretations and Guidelines in Section VI of Handbook 130, reorganize them by topic and post them to the website in the same tab.
- Guidance documents should be adopted by a vote of membership under the Board agenda or appropriate standing committee.
- Modify Form 15 to accommodate proposals related to the guidance documents
- In the process, also simplify Form 15.

The reorganized Interpretations and Guidelines from Handbook 130 were presented at the May 2016 Board Meeting. At that meeting, Mr. Ken Butcher, NIST/OWM, explained that these were originally developed to provide leverage for enforcement agencies. NIST OWM provided a review and identified sections that are obsolete, recommending they be removed. The L&R Committee presented those recommendations in 2017 and they were adopted by NCMW. The reorganized version has been posted to for download at www.ncwm.net/publications.

The simplified Form 15 was approved and implemented immediately. The form was also modified to include its use in recommending changes to the new guidance document.

SPB-4 I Policy 3.2.2. Procedures to Modify Handbooks (Creating “Assigned” status)

(This policy change was adopted by the Board in January 2018)

Source:

NCWM Board of Directors (2017)

Purpose:

Streamline the open hearings by establishing a status for items that have been assigned to a subcommittee, steering committee or task group for development whereby the standing committee will refrain from taking comments until it receives recommendations that can be presented for discussion.

Item under Consideration:

Amend NCWM Policy 3.2.2. Procedures to Modify Handbooks as follows:

G. Interim Meeting

1. The Committee shall hold public hearings at the Interim Meeting for the purpose of discussing and taking comments on ~~all~~ agenda items.
2. Upon request, the Committee will provide the opportunity for presentations by government officials, industry representatives, consumer groups, or other interested parties during the Interim Meeting. Requests to make presentations must be received by the Committee Chairman or Technical Advisor at least two weeks prior to the start of the meetings.

H. Interim Meeting Report

1. Items under consideration by the Committee, and about which the Committee offers comments or recommendations to NCWM to act upon during the Annual Meeting, will be included in the Committee’s Interim Report published in the Annual Meeting Program and Committee Reports (NCWM Publication 16).
2. The Annual Meeting Program and Committee Reports will be prepared and distributed to Conference members approximately three months prior to the NCWM Annual Meeting.

I. Classifications for Agenda Items

At the Interim Meeting, the Committee can classify proposals in one of three ways as:

1. “**Voting**” – These are items the Committee believes are fully developed and ready for final consideration of the voting membership. Each item has either received majority support from the Committee or the Committee has reached agreement that it is ready for voting status to let NCWM membership decide. The Committee has the ability to remove items from the voting agenda at the Annual Meeting by changing the status prior to a vote of the NCWM membership. The Committee may amend voting items during the course of the Annual Meeting based on additional information received following the Interim Meeting and testimony received at the Annual Meeting. These items may also be amended by the voting membership during the voting session of the Annual Meeting following the procedures outlined in the NCWM Bylaws; or
2. “**Informational**” – These items are deemed by the Committee to have merit. They typically contain a proposal to address the issue at hand and a meaningful background discussion for the proposal. However, the Committee wants to allow more time for review by stakeholders and possibly further development to address concerns. The Committee has taken the responsibility for any additional development of Informational items. For particularly difficult items, the Committee may assign the item to an existing Subcommittee under its charge or request that the NCWM Chair appoint a special task group that reports to the Committee. At the Annual Meeting, the Committee may change the status of the items, but not to Voting status because the item has not been published as such in advance of the meeting; or
3. “**Developing**” – These items are deemed by the Committee to have merit, but are found to be lacking enough information for full consideration. Typically, the item will have a good

explanation of the issue, but a clear proposal has yet to be developed. By assigning Developing status, the Committee has sent the item back to the source ~~for or assigned it to some other entity outside the scope of the Committee with the responsibility of~~ further development. The Committee Report will provide the source with clear indication of what is necessary to move the item forward for full consideration. The item will be carried in the Committee agenda in bulletin board fashion with contact information for the person or ~~organization that is~~ responsible for the development. Since the Committee is not required to receive testimony on developing items, this status should be carefully implemented so as not to weaken the standards development process; or

4. **“Assigned” – These items are deemed by the Committee to have merit but are found to need further development before being considered by the Committee. Typically, the item will have a good explanation of the issue, but a clear proposal has yet to be developed and the committee thinks further development should be conducted by a subcommittee, steering committee or task group. The Committee Report will provide the designated group with clear direction and expectations. The item will be carried in the Committee agenda in bulletin board fashion and will include contact information for the chairperson of the responsible subcommittee, steering committee or task group. Since the item is being developed by a designated group outside of the Committee, the Committee will not receive testimony during open hearings on assigned items, however a representative of the responsible group will provide a brief progress report on the development efforts. An assigned item will be returned to the Committee when the responsible group feels the item is fully developed or that no further progress can be made in developing the item. A Committee may revoke the assigned status at any time.**
5. **“Withdrawn”** – These are items that the Committee has found to be without merit. The Committee's determination to withdraw should not be based on the Committee's opinion alone, but on the input received from stakeholders. The Committee's report will contain an explanation for the withdrawal of the item. Once an item appears in NCWM Publication 16 as Withdrawn, the status of that item may not be amended. The item may be reintroduced through the regional associations for consideration as a new item.

(Amended 2013)

Background/Discussion:

In recent years, open hearings have exceeded the allotted time. Much of the testimony during these open hearings is being spent on items that are still under development by a subcommittee or task group. The Board of Directors believes that debates and testimony during open hearings should be spent on items where the “item under consideration” has been developed and is being presented for action by the standing committee and NCWM membership.

Under this proposal, the standing committee agenda would identify those items that are assigned by the committee to a subcommittee, steering committee or task group with the status “Assigned”. Those items with that status will not be discussed in open hearings other than an optional update report from the chairman of the group that is developing a recommendation. When the committee receives a recommendation to present as the “Item under Consideration”, the committee would change the status to “Informational” or “Voting” to allow for the normal vetting through open hearings.

Mr. Chuck Corr of ADM and at-large officer on the Board of Directors provided a presentation at the 2017 Interim Meeting explaining this proposed additional agenda item status. The item prompted several comments regarding various elements of the current process including the following.

- Consider a deadline for Developing Items to be developed so they don't linger too long on agendas.
- Create a forum separate from the committee agendas to discuss Developing Items.
- Bring back the Online Position Forum, but as a “Discussion Forum”
- Put the assigned developer of an item in control of the content for that item in Publications 15 and 16.
- Do not bring Developing Items up for open hearing discussions until they are developed.

- Provide an example of a properly developed item that is ready for consideration.

The establishment of an “Assigned” status would focus discussion of those items to the appropriate venue such as a subcommittee or task group until they are ready for consideration by the larger body in open hearings. All activities would provide full transparency.

The following is an example of how “Assigned” items would be handled in Publication 15 and 16 committee agendas. This example is representative of the Laws and Regulations Committee.

Sample Agenda Index:

2801 FUELS AND LUBRICANTS SUBCOMMITTEE ACTIVITY REPORTS.....49

 2801-1 A Uniform Regulation for the Method of Sale of Commodities, Section
 2.XX. Automatic Transmission Fluid.....49

 2801-2 A Uniform Engine Fuels and Automotive Lubricants Regulation, Sections 2.1.4. Products
 for Use in Lubricating Automatic Transmission Fluids and 3.14. Automatic Transmission
 Fluid.....51

2802 PACKAGING AND LABELING SUBCOMMITTEE ACTIVITEE REPORTS.....52

 2802-1 A Uniform Packaging and Labeling Regulation, Section 13.1. Introductory
 Offers.....49

Sample Agenda Item:

2801 FUELS AND LUBRICANTS SUBCOMMITTEE ACTIVITY REPORTS

NOTE: The following items have been assigned to the Fuels and Lubricants Subcommittee for development. The chair or other representative of the subcommittee will provide an update report on these items during open hearings. See Appendix A, page XX for additional background and discussion on these items.

2801-1 A Uniform Regulation for the Method of Sale of Commodities, Section 2.XX. Automatic Transmission Fluids

Source:
American Petroleum Institute (2016)

Purpose:
Define how transmission fluids shall be identified in the marketplace on delivery documents and invoices and receipts from service.

Item under Consideration:
This item is being developed by the Fuels and Lubricants Subcommittee.

Background/Discussion:
See Appendix A, Page XX

SPB-4 I Policy 3.2.2. Procedures to Modify Handbooks (Deadline for Proposals)

(This policy change was adopted by the Board in May 2018)

Source:

NCWM Board of Directors (2018)

Purpose:

Establish one deadline for receiving new proposals for consideration by the four regional associations.

Item under Consideration:

Amend Policy 3.2.2. Procedures to Modify Handbooks as follows:

C. Procedures

The NCWM Committee will consider items according to the following procedures:

- 1. New items submitted to the NCWM by September 1 in Microsoft Word format using the form 15 available from NCWM.**
- 2. Items accepted by a regional association after the September 1 deadline and included in the regional recommendations to NCWM by November 1.**
- 3. Items submitted by NCWM committees, subcommittees, task groups, NTEP sectors etc. directly to NCWM standing committees. It is recommended that these items be submitted to all regional associations for review if possible.**
- NCWM Committees receive new items **from 1, 2 and 3 above** ~~from regional associations, National Type Evaluation Technical Committees (Sectors), task groups, and subcommittees~~ and as defined in Sections E and F. All items to be considered by the Committee for action at the upcoming Interim Meeting must be submitted ~~electronically~~ in Microsoft Word format to NCWM by November 1.
- NCWM will ensure that all committee members and technical advisors receive complete copies of the form 15 and all supporting documents for all new items for consideration at the upcoming NCWM Interim Meeting.

Background/Discussion:

This proposal was further developed at the May 2018 Board of Directors Meeting prior to being approved.

Each regional association sets its own deadline for receiving new proposals. In recent years, it has been standardized among the regions to be 2 weeks prior to the fall regional meetings. This means there are 4 separate deadlines; one for each region.

NCWM staff receive all proposals from the submitters on NCWM Form 15. Staff incorporate those new items into the master copy of Publication 15 which is used as the agendas of the committees at the NCWM Interim Meeting in January. Since there are 4 deadlines, each region has a unique set of committee agendas and there can be no standard numbering of agenda items from one region to the next since new items are inserted into the agenda as they are submitted and in the order of the sections of handbooks to be modified.

This proposal sets just one deadline for all proposals submitted to NCWM. This will aid in the following objectives:

- Each region will receive an identical set of committee agendas for consideration in the fall.
- New items will be numbered in the same manner as will appear in NCWM Publication 15.
- Standardized regional agendas will lend less confusion for those who attend more than one region.
- It will greatly reduce staff time at NCWM in preparing a master copy and 4 unique regional copies of each committee agenda.

The Board recognizes that it cannot dictate deadlines to regions. This is a NCWM deadline whereby NCWM will not incorporate any items into the fall regional agendas after that date. Preliminary feedback from regions has been

supportive of this approach and the Board hopes that the regions will ultimately declare a deadline uniform with that of NCWM.

SPB-5 I Exam Proctoring

(This item was approved by the Board of Directors at their May 2018 Quarterly Meeting)

Source:

Professional Development Committee (2018)

Purpose:

Establish proctoring guidelines for Basic Level Exams and Professional Certification Exams.

Item under Consideration:

Guidelines for Proctoring Professional Certification Exams

Rules for the Candidate

- Only Handbooks and reference materials provided by the proctor may be used.
- All questions on the exam are copyrighted by the NCWM. NO copying or sharing of the questions or answers is permitted in any form without expressed written approval of NCWM.
- Calculators may be used for the exam if they have been approved or supplied by the proctor. Approved models may have scientific and statistical functions and be capable of storing numeric values. Programmable calculators are not permitted, i.e., capable of storing multiple operation functions and calculation sequences.
- While taking the NCWM exam, candidates are not permitted to:
 - Receive assistance from any other person in answering questions;
 - Access email, software applications, apps, or websites other than the NCWM testing service;
 - Possess cameras, cell phones, or memory devices, such as flash drives; or
 - Rewrite or copy questions or answers, in whole or in part. Candidates may use note paper, provided by the proctor, to perform calculations. All paper will be collected by the proctor at the end of the exam and will be destroyed.
- Candidates shall not write in the reference materials provided by the proctor and shall return any computers, calculators, or reference materials provided by the proctor in good condition.

Qualifications for Proctors

- Independent party, e.g., Human Resources representative, or an individual with limited conflict of interest and is removed from direct weights and measures training responsibilities, e.g., Administration;
- Chosen by the State or local jurisdiction; and
- Approved by NCWM.

Rules for the Proctor

- Sign an agreement with NCWM acknowledging responsibilities and duties as a proctor.
- Provide a suitable environment for the candidate to take the exam and where the candidate's activities can be closely monitored. Space should be free from outside noise, interruptions, etc.
- Provide a computer with internet capability for the exam.
- Provide copies of reference materials used by the candidate that are clean and free of margin notes or highlights. Exams are Open Book but limited to the following:
 - 1) NIST Handbooks such as Handbook 44, Handbook 133, and/or Handbook 130, as appropriate to the exam

- 2) Other reference materials as specifically provided in the exam announcement, such as NIST Examination Procedure as applicable to the exam, Handbook 112 Examination Procedure Outline(s) for devices included in the exam, and reference tables.
- Provide 3 sheets of blank copy paper for calculations. Additional sheets may be requested if required.
- Approve candidate's calculator or supply an 8-digit scientific calculator with statistical functions for mean and standard deviation. Approved models may have scientific and statistical functions and may store values in memory. Programmable calculators are not permitted, i.e., capable of storing multiple operation functions and calculation sequences. If the calculator is provided by the proctor, ensure the candidate has time to become familiarized with the operations before the exam begins.
- Access the NCWM testing service through the NCWM website and enter the log-in credentials for the candidate.
- During the exam, the proctor shall ensure the candidate:
 - Does not receive assistance from any other person in answering the exam questions;
 - Does not access email, software applications, apps, or websites other than the NCWM testing service;
 - Does not possess or operate cameras, cell phones, or memory devices such as flash drives;
 - Does not rewrite or copy questions or answers, in whole or in part; or
 - Uses only note paper provided by the proctor to perform calculations.
- Answer questions from the candidate only regarding the operation of the computer or the calculator provided by the proctor.
- After the candidate completes the exam, collect and account for all paper provided to the candidate and destroy any paper written on by the candidate.
- Ensure all computers, calculators, and reference materials provided by the proctor are returned by the candidate in good condition.

Background/Discussion:

The Professional Development Committee has developed the proctoring guidelines to meet the objective of the Board of Directors to have the Professional Certification Program accredited and to provide security and integrity for the basic level exams which are designed in part to serve as testing for registered service agents.

These guidelines apply to both, candidate and the proctor. For the candidate, the guidelines will prohibit bringing materials into or taking materials out of the exam, having a cell phone activated, accessing the internet or other computer programs while taking the exam, etc. For the proctor, the guidelines will establish who can serve as a proctor (with approval of NCWM). The Professional Development Committee is considering the possibility of state weights and measures divisions providing the proctor but recommends that the proctor be someone other than an immediate supervisor. The committee suggests appointing someone from the personnel department, an independent third party, or possibly private proctoring services. The guidelines specify what the proctor must provide to the candidate, such as scrap paper, clean copies of pertinent NIST Handbooks, computer access, a quiet environment to take the exam, etc. It further requires the proctor to collect all scrap paper, as no materials may be removed from the testing site to protect the integrity of the questions.

The Board of Directors reviewed the recommendations from the committee and has questioned the statement, "Under certain conditions, an approved and suitable computer may be provided by the candidate for exam use." The Professional Development Committee reassessed the rules and removed that statement. The proctor will be responsible for providing the computer.

The Board of Directors approved the proctoring guidelines as presented above.

SPB-6 I Basic Exam Fees

Source:

Board of Directors (2018)

Purpose:

Establish a fee structure for Basic Level Exams intended for service agents and new inspectors.

Background/Discussion:

The board established prices for the basic exams to mirror the price structure for professional certification.

Member price: \$0

Nonmember Price: \$75

The exams are completed and will be made available through the NCWM website once the proctoring system is approved and in place. The process of purchasing basic level exams will be the same as exists now for the professional certification exams.

FIN – FINANCIAL

FIN-1 I Treasurer’s Report

NCWM operates on a fiscal year of October 1 through September 30. Budgets are set to be conservative on projected revenues and realistic on anticipated expenses. In 2017, the Board implemented a 10-year forecasting method to assist in the budgeting process.

The following is the balance sheet as of March 31, 2018 in comparison with the same time the previous year. Assets are inflated by the Associate Membership Fund. These funds are accumulated through the additional \$15 dues paid by associate members and are spent at the discretion of the Associate Membership Committee in accordance with Committee Bylaws.

ASSETS	<u>March 31, 2018</u>	<u>March 31, 2017</u>
Current Assets	\$	\$
Checking/Savings		
Associate Member Fund	31,828.72	31,820.19
Certificates of Deposit	1,342,352.49	1,226,926.52
Checking	24,740.49	28,316.71
Savings	278,738.04	335,751.13
Total Checking/Savings	<u>1,677,658.74</u>	<u>1,622,814.55</u>
Accounts Receivable	10,328.51	17,108.02
Other Current Assets	54,181.81	69,058.96
Other Assets	13,899.20	15,162.84
TOTAL ASSETS	<u>1,742,170.06</u>	<u>1,724,144.37</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities	46,799.03	38,064.80
Total Liabilities	<u>46,799.03</u>	<u>38,064.80</u>
Equity		
Designated - Associate Membership	31,828.72	31,820.19
Unrestricted Net Assets	1,709,270.23	1,412,222.23
Net Income	245,972.28	242,037.15
Total Equity	<u>1,709,270.23</u>	<u>1,686,079.57</u>
TOTAL LIABILITIES & EQUITY	<u>1,756,069.26</u>	<u>1,724,144.37</u>

Mr. James Cassidy, City of Cambridge, Massachusetts | Chairman
 Mr. Brett Gurney, Utah | Chair-Elect
 Ms. Kristin Macey, California | NTEP Committee Chair
 Mr. Raymond Johnson, New Mexico | Treasurer
 Mr. Mahesh Albuquerque, Colorado | Active Membership - Western
 Mr. Craig VanBuren, Michigan | Active Membership - Central
 Mr. Kenneth Ramsburg, Maryland | Active Membership - Southern
 Mr. Jack Walsh, Town of Wellesley, Massachusetts | Active Membership - Northeastern
 Mr. Christopher Guay, Procter and Gamble | Associate Membership Representative
 Mr. Chuck Corr, Archer Daniels Midland Co. | At-Large
 Ms. Julie Quinn, Minnesota | At-Large

Mr. Don Onwiler, NCWM | Executive Director
 Dr. Douglas Olson, NIST, OWM | Executive Secretary
 Mr. Jim Truex, NCWM | NTEP Administrator
 Mr. Carl Cotton, Measurement Canada | Board of Directors Advisor

Board of Directors

Appendix A

Report of the Activities of the International Organization of Legal Metrology (OIML) and Regional Legal Metrology Organizations

National Institute of Standards and Technology (NIST), Office of Weights and Measures (OWM)

INTRODUCTION

The OWM at NIST is responsible for coordinating United States participation in OIML and other international legal metrology organizations. Learn more about OIML at www.oiml.org and about NIST, OWM at www.nist.gov/owm. Dr. Charles Ehrlich, Program Leader of the International Legal Metrology Program, can be contacted at (301) 975-4834 by fax at (301) 975-8091 or charles.ehrlich@nist.gov.

Note: OIML publications are available electronically without cost at www.oiml.org.

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Table B
Glossary of Acronyms and Terms

Acronym	Term	Acronym	Term
ANSI	American National Standards Institute	ISO	International Standardization Organization
APEC	Asia-Pacific Economic Cooperation	IWG	International Work Group
APLMF	Asia-Pacific Legal Metrology Forum	LMWG	Legal Metrology Work Group
APMP	Asia-Pacific Metrology Program	MAA	Mutual Acceptance Agreement
B	Basic Publication	MTL	Manufacturers' Testing Laboratory
BIML	International Bureau of Legal Metrology	NIST	National Institute of Standards and Technology
BIPM	International Bureau of Weights and Measures	NTEP	National Type Evaluation Program
CD	Committee Draft ¹	OIML	International Organization of Legal Metrology
CIML	International Committee of Legal Metrology	OWM	Office of Weights and Measures
CTT	Conformity to Type	PG	Project Group
D	Document	R	Recommendation
DD	Draft Document ²	SC	Technical Subcommittee
DoMC	Declaration of Mutual Confidence	SIM	Inter-American Metrology System
DR	Draft Recommendation ²	TC	Technical Committee
DV	Draft Vocabulary ³	USNWG	U.S. National Work Group
GA	General Assembly	VIM	International Vocabulary of Metrology
IEC	International Electrotechnical Commission	VIML	International Vocabulary of Legal Metrology
IQ Mark	International Quantity Mark	WD	Working Draft ³

¹ CD: a committee draft at the stage of development within a technical committee, subcommittee or project group; in this document, successive drafts are numbered 1 CD, 2 CD, etc.

² DD, DR, and DV: a draft document approved at the level of the technical committee, subcommittee or project group concerned and sent to BIML for approval by CIML.

³WD: working draft that precedes the development of a CD; in this document, successive drafts are number 1 WD, 2 WD, etc.

Details of All Items
(In order by Reference Key)

I. REPORT ON THE ACTIVITIES OF THE OIML TECHNICAL COMMITTEES

This section reports on recent activities and the status of work in the OIML Technical Committees (TCs), Technical Subcommittees (SCs), and Project Groups (PGs) of specific interest to members of the National Conference on Weights and Measures (NCWM). Schedules of future activities of the TC/SC Secretariats, PG Conveners, the U.S. National Work Groups (USNWGs), and the International Work Groups (IWGs) and Project Groups of the TCs and SCs are also included.

TC 3/SC 5 Conformity Assessment (United States)

Please see the new section on the OIML Certification System (OIML-CS), found at the end of this Section of Appendix A.

TC 5/SC 1 Environmental Conditions (Netherlands)

OIML D 11 *General requirements for measuring instruments - Environmental conditions* is a very important document in the OIML system and is used by all of the OIML TCs as a general reference for technical and testing requirements on all measuring instruments. Highlights of the most recent revision cycle include: expanding the terminology section, updating several testing sections to reflect the latest International Electrotechnical Commission (IEC) reference standards, and including a new environmental class (“E3”) for a non-mains local source of electrical power supply. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like additional information on TC5/SC1 or OIML D 11.

TC 5/SC 2 Software (Germany and BIML)

A project to revise OIML D 31 *General Requirements for Software-controlled Measuring Instruments* has started. This is an important document that serves as guidance for the software requirements in all of the OIML International Recommendations. This project group now also includes methods and means of software verification into its responsibilities.

The Project Group had its first meeting in September 2017 at PTB in Berlin, Germany. Attendees provided their inputs to the first working draft (1WD) which was subsequently consolidated by the conveners and circulated for comment as 1CD. In parallel, the conveners organized two subgroups, composed primarily of the US and Germany, to draft language pertaining to operating systems and software validation. These discussions were carried out by video conference and correspondence. A second project group meeting was held in April 2018 at NMI in Dordrecht, the Netherlands during which comments on 1CD were discussed and consolidated. These will be circulated later in 2018 for review. A third subgroup has been formed to clarify the usage of the terms "measurement value," "measurement data," and "measurement result." Parties interested in these OIML software efforts should contact Dr. Katya Delak at (301) 975-2520 or katya.delak@nist.gov if they would like to participate or provide input.

TC 6 Prepackaged Products (South Africa)

A new publication, OIML G 21, entitled “*Guidance for Defining the Requirements for a Certification System for Prepackages*” was just published in December 2017. This guideline was developed to assist countries in establishing reciprocal agreements to accept the test results on prepackaged goods.

A new edition of OIML Recommendation R 87 “*Quantity of Product in Prepackages*” (equivalent to NIST Handbook 133 “Checking the Net Contents of Packaged Goods”) was published on the OIML website in January 2017. This new edition includes a comprehensive overhaul of the statistical requirements and sampling plans. The U.S. and several other countries were successful in opposing efforts by several European Union countries to add drained weight test procedures and packaging requirements utilized in that region to the new edition of R87. Those procedures were rejected primarily because they failed to recognize drained weight test methods that have been in use around the world for decades and which have been adopted by Codex Alimentarius.

OIML R 79 *Labeling Requirements for Prepackaged Products* has also been published. For more information or to participate in the activities of this committee, please contact Mr. Ken Butcher at (301) 975-4859 or kbutcher@nist.gov.

TC 8 Measurement of Quantities of Fluids (Japan)

Based on responses received on a questionnaire concerning several projects in TC 8, Japan has decided to cancel a project to combine and revise R 40, R 41 and R 43 into a single standard entitled *Standard volumetric measures*. Japan has also decided to delay the project to revise R 63 *Petroleum Measurement Tables* (1994) until the corresponding ISO standard is next revised. The Secretariat plans to start the revision of R 119 *Pipe Provers for Testing of Measuring Systems for Liquids Other Than Water* (1996) -- this document is important for other OIML Recommendations involving liquid measurement. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like copies of any of these documents or to participate in the project to revise R 119.

TC 8/SC 1 Static Volume and Mass Measurement (United States and Netherlands)

The United States and The Netherlands became the new Co-Secretariats of TC 8/SC 1 after Germany announced that it wished to step down as Secretariat. The United States chairs the Project Groups that are revising OIML R 71 *Fixed Storage Tanks* and R 85 *Automatic Level Gages for Measuring the Level of Liquid in Fixed Storage Tanks* to add specific requirements for specialized tanks. The 2CDs of R 71 and R 85 are planned to be distributed for project group vote and comment in 2018. The Subcommittee has discussed the importance of revising OIML R 125 *Measuring Systems for the Mass of Liquids in Tanks*, and a new project to revise R 125 has been approved by the CIML. Part 2 and Part 3 of OIML R 80, *Road and Rail Tankers with Level Gauging*, received final CIML approval in October 2017 and were published in November 2017. A meeting of TC 8/SC 1 is being planned for late 2018 in The Netherlands. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like copies of the documents or to participate in any of these projects.

TC 8/SC 3 Dynamic Volume and Mass Measurement for Liquids Other Than Water (United States and Germany)

This subcommittee continues the effort on a project for the revision of all three parts of R 117 *Dynamic Measuring Systems for Liquids Other Than Water*. This project will fully harmonize all three parts and add new annexes to R 117 for several complete measuring systems, including: (a) measuring systems for the unloading of ships' tanks and for rail and road tankers using an intermediate tank, (b) measuring systems for liquefied gases under pressure (other than LPG dispensers), (c) measuring systems for bunker fuel, and (d) measuring systems for liquefied natural gas (LNG). The 2CD of R 117 is expected in 2018. If you have any questions or would like to participate in this project, please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov.

TC 8/SC 6 Measurement of Cryogenic Liquids (United States)

The Secretariat for OIML R 81, *Dynamic Measuring Devices and Systems for Cryogenic Liquids* has distributed a first committee draft (1CD) of R 81 to Project Group members and the USNWG for their review and comment. These comments have now been resolved, and a 2CD is anticipated to be distributed later in 2018. To obtain more information or to participate in this project, please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov.

TC 8/SC 7 Gas Metering (Netherlands)

All three parts of OIML R 137 *Gas Meters* have been published. Extensive United States comments on the 1 CD, the 2 CD, and the DR were developed in cooperation with the measurement committees of the American Gas Association. The OIML R 137 document is especially important to the U. S. interests because the American National Standards Institute (ANSI) B 109 committee on gas measurement is using the published R 137 to create a

new performance-based standard for gas meters in the United States. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like to participate in these efforts or if you would like to obtain a copy of any of these gas measurement documents.

The Netherlands and Japan serve as Co-Conveners on a new project to revise OIML R 139, *Compressed gaseous fuel measuring systems for vehicles* that will mostly focus on ensuring that the Recommendation fully and accurately includes proper requirements and test procedures for hydrogen fuel dispensers. This standard is important to US stakeholders, especially in the effort to maximize harmonization between domestic and international legal metrology requirements used for the delivery of alternative fuels. Two R 139 Project Group meetings have been held -- February 2017 in Tokyo, Japan, and September 2017 in Delft, The Netherlands. A 1CD of R 139 was distributed in May 2017. The 2CD passed the Project Group vote with 100% consensus in Feb 2018, and the CIML preliminary ballot closes in June 2018. It is expected that this revision of R139 will receive final CIML approval in October 2018. To obtain more information on this effort, please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov.

TC 9 Instruments for Measuring Mass (United States)

Votes and comments on the 5th Committee Draft (5CD) of all parts of R 60 *Metrological Regulation for Load Cells* (Metrological and technical requirements and Metrological controls and performance tests) were received and collated in January 2017. While the two-thirds majority needed for approval of the 5CD was exceeded, some Project Group members had submitted comments that implied there were a few significant issues that were unacceptable to those members. Considering that those significant issues could result in the rejection of the 5CD during a CIML preliminary ballot, it was decided that a subgroup be formed to resolve those few issues. A meeting of that subgroup (TC9/p1/SG1) was convened in March 2017 and resulted in additional revisions to the 5CD. These revisions alleviated the objections raised by the PG members working in the subgroup. The preliminary ballot passed, and R60 was approved by the CIML in Cartagena, Columbia, in October 2017. R60 was published early in 2018. For more information on TC 9 activities, please contact Mr. John Barton at (301) 975-4002 or john.barton@nist.gov.

TC 9/SC 1 Non-Automatic Weighing Instruments (Germany and France)

A new project to revise OIML R 76:2006 *Non-automatic weighing instruments* has been started. In addition to revising R 76, the project group has been requested to provide suggestions on how to best approach the verification and inspection of these kinds of measuring instruments. The first Project Group meeting was held in December 2017 in Braunschweig, Germany. Several Project Groups have been tasked with reformatting and updating the Recommendation and with developing field verification and inspection procedures for these measuring instruments. Other Groups will develop proposals for adding up-to-date software requirements and consider including new test procedures for modules. Please contact Mr. Ken Butcher at (301) 975-4859 or kbutcher@nist.gov if you are interested in the effort to revise this document.

TC 9/SC 2 Automatic Weighing Instruments (United Kingdom)

A Project Group has been formed to develop a new OIML Recommendation on *Continuous totalizing automatic weighing instruments of the arched chute type*. This type of measuring instrument measures centripetal force on an arched chute. The first committee draft (1CD) of this new document was distributed in May 2018, following a teleconference meeting of the Project Group. To receive copies of the documents concerning this project or to

obtain more information on the work of this subcommittee, please contact Mr. John Barton at (301) 975-4002 or john.barton@nist.gov.

The Preliminary Ballot of OIML R 61 *Automatic gravimetric filling instruments* was approved by the Project Group in June 2017, and R61 received final CIML approval in October 2017. The new document is expected to be published in 2018. The TC 9/SC 2 Secretariat distributed a questionnaire concerning a possible project to revise OIML R 51 *Automatic catch-weighing instruments*, which was last revised in 2006. The proposed international effort to revise R 51 was also announced by the NCWM. Please contact Mr. Rick Harshman at (301) 975-8107 or richard.harshman@nist.gov if you are interested in the project to revise this document.

TC 17/SC 1 Humidity (China and United States)

OIML R 59 *Moisture Meters for Cereal Grains and Oilseeds* has received final CIML approval, and it was published on the OIML website in March 2017. Please contact Ms. G. Diane Lee at (301) 975-4405 or diane.lee@nist.gov if you would like more information on this effort.

TC 17/SC 8 Quality Analysis of Agricultural Products (Australia)

The new OIML recommendation *Measuring Instruments for Protein Determination in Grains* received final CIML approval in October 2016. It was published as OIML R 146 on the OIML website in February 2017. Please contact Ms. G. Diane Lee at (301) 975-4405 or diane.lee@nist.gov, if you would like more information on this effort.

OIML Certification System (OIML-CS)

OIML has operated a Certificate System for OIML Type Evaluation of Measuring Instruments since 1991. The OIML Basic Publication B 3:1991 *Certificate System* (revised in 2006 and again in 2011) has underpinned the OIML Basic Certificate System, and OIML B 10:2012 *Mutual Acceptance Arrangement* (MAA) has underpinned the Mutual Acceptance Arrangement of the OIML Certificate System. The MAA provided more rigorous requirements for testing laboratories than the Basic Certificate System did. The categories of measuring instruments that were active under the MAA were load cells (OIML R 60), non-automatic weighing instruments (OIML R 76), and water meters (OIML R 49). NCWM/NTEP has participated in the MAA as a Utilizing Participant for load cells, and from January 2011 to September 2017 issued sixty-nine NTEP certificates for load cells under the MAA.

Because of difficulties encountered by the International Bureau of Legal Metrology (BIML) in adequately obtaining and summarizing peer review and/or accreditation data from the MAA test laboratories, and also to promote better awareness of the system, it was proposed that a more robust OIML Certification System (OIML-CS) be developed.

In 2015, OIML formed an Ad-Hoc Working Group (AHWG) on the OIML Certificate System that was tasked to develop a proposal that would significantly change the way that the OIML Certificate System is structured, managed and operated. This proposal included the creation of an OIML Certification System (called OIML-CS) that would be managed by a Management Committee instead of by the BIML. Advisory Committees to the Management Committee were also planned. The AHWG put its proposal forward to the CIML at its meeting in Arachon, France in October 2015, where it was approved. The AHWG was then disbanded, and a new certification system project group (CSPG) was established that prepared a draft of a proposed new framework document (OIML Basic Publication B 18:2016) establishing the OIML-CS, for voting on at the 2016 CIML Meeting (in Strasbourg, France). Prior to this CIML Meeting, a meeting of the CSPG was held (in Teddington, England) to resolve issues with the framework document, which permitted the framework document to be approved at the 2016 CIML Meeting. Also, approved at the 2016 CIML Meeting was the creation of a Preliminary Management Committee (PrMC), Chaired by Dr. Roman Schwartz. Draft Operational Documents for the OIML-CS were discussed at a meeting of the PrMC in

February 2017 in Berlin, Germany. A second meeting of the PrMC was held in Shanghai, China in June 2017, where it was decided that the newly-formed Review Committee (that reviews all applicants to the OIML-CS and makes recommendations to the full Management Committee) would become part of the Management Committee. All of the OIML-CS documents were then approved (including the OIML-CS framework document OIML B 18:2017) at the 2017 CIML Meeting in Cartagena, Colombia.

Implementation of the OIML-CS began in January 2018. Load cells (R 60) and non-automatic weighing instruments (R 76) will enter under what is called Scheme A (an advanced level of the OIML-CS where accreditation or peer review is used as the basis for demonstrating compliance with the requirements of the OIML-CS for both OIML Issuing Authorities and Test Laboratories). Several other instrument categories (see the OIML web site, www.oiml.org, for a complete list) will enter under Scheme B (an introductory level of the OIML-CS where “self-declaration” is used as the basis for demonstrating compliance with the requirements of the OIML-CS). It is anticipated that most instrument categories will transition from Scheme B to Scheme A after two years.

Mr. Cock Oosterman (NMI, Netherlands) was appointed as the Management Committee Chairperson, and Mr. Bill Loizides (CIML Member from Australia) was appointed as the Deputy. Dr. Charles Ehrlich of NIST, and U.S. CIML Member, will serve on the Management Committee of the OIML-CS. Mr. Darrell Flocken of NCWM/NTEP will serve on the Review Committee, which is now part of the Management Committee

If there are any questions about the new OIML-CS, or for more information, please contact Dr. Ehrlich at (301) 975-4834 or charles.ehrlich@nist.gov.

II. REPORT ON THE 52ND CIML MEETING IN CARTAGENA, COLUMBIA, IN OCTOBER 2017

On the day before the CIML Meeting officially started, a seminar was held to provide an overview of the new OIML Certification System. Having the theme of “Promoting Global Harmonization for Measuring Instruments,” the seminar was largely run by Dr. Roman Schwartz (acting in his role as Chair of the OIML-CS Provisional Management Committee) and Mr. Paul Dixon (the BIML Leader of the effort to develop the OIML-CS).

Mr. Peter Mason, CIML member from the United Kingdom and President of the CIML, opened the CIML meeting and gave the President’s Report.

Following a call for candidates in 2017, the CIML elected its current First Vice President Prof. Roman Schwartz (from PTB in Germany) to become the new CIML President for a six-year term. Dr. Schwartz assumed his duties during the first day of the CIML meeting.

Mr. Stephen Patoray, who has been serving as BIML Director since January 2011, provided several reports on financial and administrative matters at the BIML, including improvements that have been implemented since his arrival at the BIML. Mr. Patoray’s appointment as the BIML Director will end in 2018. The CIML plans to assemble a selection committee and advertise the position of BIML Director with the aim of appointing a new Director at its 53rd Meeting in 2018.

A search committee in 2017 recommended that Mr. Paul Dixon (from the UK) become the new BIML Assistant Director, filling a vacancy that was left by the death of Willem Kool in 2016. The CIML appointed Mr. Dixon to this position.

The CIML welcomed Cambodia as a new Member State; it also welcomed Bolivia, Ecuador, and the Philippines as new Corresponding Members.

A total of thirty-six Resolutions were passed by the CIML (the complete set of Resolutions can be found on the OIML web site www.oiml.org/en/structure/ciml/sites/.) Some highlights of these Resolutions are reported below.

Several Resolutions were passed concerning the new OIML-CS (see also the section on the OIML-CS in this report, above):

- It was noted that at the CIML meeting last year (in 2016), the CIML approved a document B18 “*Framework for the OIML Certification System (OIML-CS)*” and established a provisional Management Committee (PrMC) to transition to the new OIML-CS. A new revision of B18 was approved by the CIML at this meeting.
- The provisional Management Committee (prMC) will be disbanded on 31 December 2017; the new Management Committee (MC) will be in effect starting on 01 January 2018.
- CIML Members of OIML Member States that intend to have at least one Issuing Authority or Utilizer will designate representative(s) to serve on the MC.
- Mr. Cock Oosterman (from NMI in the Netherlands) was appointed to serve as MC Chairperson and Mr. Bill Loizides (CIML Member from Australia) was appointed to serve as MC Deputy Chairperson.
- The BIML will continue to operate the existing Basic and MAA Certificate Systems until 31 December 2017. The CIML made decisions at this meeting on which categories of instruments would start to be covered by the different schemes of the OIML-CS on which dates.

The Final Draft revision of OIML B 6 *Directives for OIML technical work* was approved. The CIML requested that the Presidential Council evaluate, after an appropriate period (3–5 years) and in the light of experience gained, how well the Directives for OIML technical work are meeting the objectives of the Organization (e.g. speeding up the technical work and increasing participation) and to report back to the CIML.

The CIML approved the following Final Draft Recommendations:

- Revision of R 60, *Metrological regulation for load cells*;
- Revision of R 61, *Automatic gravimetric filling instruments*;
- Revision of R 80, *Road and rail tankers with level gauging*.

The CIML approved two new projects:

- the revision of OIML D 1:2012 *Considerations for a Law on Metrology* under the responsibility of the CEEMS Advisory Group;
- the revision of OIML D 2:2007 *Legal units of measurement*.

The CIML, recognizing the continued efforts that are needed to assist in building the capacity of legal metrology institutions and their staff in countries and economies with emerging metrology systems (CEEMS), instructed the Bureau to (1) continue its efforts to participate in capacity building activities through training courses and other regional activities organized by other organizations, and (2) further develop the OIML website such that it may be used as a source of up-to-date information on capacity-building initiatives, including training materials and, if feasible, a database of experts available to contribute to such work. The CIML also requested relevant Technical Committees and Subcommittees to take note of the demand from CEEMS to ensure Recommendations take more account of the needs of CEEMS. The newly formed CEEMS Advisory Group also held a meeting the week of the CIML meeting in Cartagena.

Outgoing CIML President Peter Mason (retiring from UK government service) was awarded the title of CIML Member of Honor, in recognition of his work for the OIML. Mr. Alan Johnston (retiring from Measurement

Canada) was also awarded the title of Member of Honor, in recognition of his work for the OIML over a period of 23 years and his service as both President of the CIML and a member of the Presidential Council.

III. FUTURE OIML MEETINGS

The 53rd CIML Meeting is being planned to be held 8-12 October 2018 in Hamburg, Germany.

IV. REGIONAL LEGAL METROLOGY ORGANIZATIONS

A meeting of the Inter-American Metrology System (SIM) General Assembly is organized annually and is the event where delegates from National Metrology Institutes of the Americas meet to discuss important issues. The past two years, the SIM General Assembly was held in Montevideo, Uruguay (November 2016) and in Panama City, Panama (October 2017).

The first face-to-face meeting of the SIM Legal Metrology Working Group (LMWG) in over ten years was held in Cartagena, Columbia, in October 2017 in conjunction with the 2017 CIML Meeting. The new chair of the SIM LMWG, Mr. Raimundo Alves de Rezende (of INMETRO, Brazil) opened the meeting and welcomed participants. (For the past several years, the Chair of the SIM LMWG was held by Argentina and no meetings had been conducted.) Several issues of importance to the SIM countries were discussed, including: recent weights and measures training that participants felt had been successful, how the new OIML-CS certification system would affect the weights and measures programs in each country, and the problems that many programs faced concerning adequate and stable access to resources. The meeting closed with a discussion on the future needs and expectations of each of their countries. Possible next steps and planning for future training and future LMWG communication and meetings were considered. There was a good consensus for Brazil to circulate a questionnaire/survey to member countries to gather information, especially concerning training needs. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov for more information on SIM and the activities of the SIM LMWG.

The 24th Meeting of the Asia-Pacific Legal Metrology Forum (APLMF) was hosted by Cambodia and was held in Siem Reap in October 2017. New Zealand assumed the APLMF Secretariat in 2016, and Mr. Stephen O'Brien of New Zealand's Ministry of Business, Innovation & Employment (MBIE) assumed the APLMF Presidency. Previously, the People's Republic of China held the Presidency and the Secretariat of APLMF for several years.

The main objectives of APLMF are to coordinate regional training courses in legal metrology and to provide a forum for exchange of information among legal metrology authorities. APLMF activities have been facilitated through its seven work groups. A meeting of the APLMF Working Groups (WGs) was held on the day prior to the APLMF meeting. The most active WG has been the Working Group on Training Coordination, chaired by Australia. Because of the importance of the training mission to APLMF, this WG has now become a permanent part of the APLMF Secretariat (instead of a separate WG). APLMF conducted four training courses in 2017: Verification of Rice Moisture Meters, Verification of Bulk Fuel Systems, Pattern Approval and Verification of Water Meters, and Verification of Weighbridges.

The results of a recent APLMF survey clearly indicated that the more than 20 courses conducted by APLMF in the last 10 years were highly valued by the member economies, promoted harmonization in the Asia-Pacific region, and frequently led to revised/improved legislation and regulations in the member economies.

A significant joint project entitled "Metrology Enabling Developing Economies in Asia" (MEDEA) has been conducted over the last three years by APLMF, the Asia Pacific Metrology Programme (APMP) and the

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Appendix A – Report on the Activities of OIML and Regional Legal Metrology Organizations

Physikalisch-Technische Bundesanstalt (PTB). This four-year project has been managed by PTB and is primarily funded by Germany. The project aims to foster and further develop the capabilities of the APLMF and the Asia-Pacific Metrology Program (APMP) to support developing economies in the Asia-Pacific region, to promote metrology systems within developing economies, and to strengthen the metrology systems/infrastructure within developing economies.

Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov for more information on APLMF and the 2018 APLMF Annual Meeting which will be held 7-9 November 2018 in Christchurch, New Zealand.

Appendix B

Associate Membership Committee (AMC) Agenda and Draft Meeting Minutes

Mr. Richard Shipman, Chair
Rice Lake Weighing Systems

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AGENDA

1. Call to Order
2. Approval of Minutes
3. Financial Condition
4. Committee Liaison Reviews
 - (a) Board of Directors Report
 - (b) Professional Development Committee Report
 - (c) Laws and Regulations Committee Report
5. AMC Fund Disbursement Requests
6. Filling Vacant Positions
7. Old Business
8. New Business
9. Next Meeting
10. Adjournment

AMC Interim Meeting Minutes

Pittsburgh, PA
July 2017

1. Call to Order

The meeting was called to order ~5:10 pm. Handouts were available for attendees.

2. Approval of Minutes

The meeting minutes were reviewed & approved from the 2017 Annual AMC Meeting.

3. Financial Review

The AMC financial statement was reviewed. It was determined that the AMC has a total of \$21,928 available for W&M training in 2018. There are \$9,347 in pending payments. The financial statement was approved.

4. Committee Liaison Reviews

(a) Board of Directors Report

Chris Guay (P & G) gave a review of the Board of Directors meeting, held July 15th, 2017

- Jack Walsh from Ashland, MA added to the NCWM Board in place of Steve Giguere due to health issues.
- Federal Government shutdown has resulted in NIST employees unable to participate – some NIST employees here already, some at home. No participation (even remote) during shutdown per Gov requirements.
- New Policy establishing the assigned category – key impact will be that discussion of assigned item may change from the open hearing to a subcommittee, focus group, task group, etc.
- New items for next cycle – timing and batching/blocking..... Should there be a uniform deadline for all regions for the cycle? (based on timing for 2018 Fall meetings), deadline would be 9/1/2018 for NCWM to publish in agendas it helps the region prepare. New items can be submitted anytime (even now) up to the deadline of September 1.
- Charter team and Board working issues of meeting efficiency and item review process in tandem – but taking similar actions.
- Central Annual Meeting – Springfield, IL May 21-24, 2018
- Central Interim Meeting – St Charles, MO – October 15-17, 2018
- Charlie Carroll still acting Director for Massachusetts.
- Some hydrogen systems being added in the Baltimore/Boston corridor.
- Metrology lab in CT in currently closed due to metrologist taking leave.
- Marc Paquette in Vermont is now acting chief – focusing on price verification.
- NJ is starting to use Win-Wam state-wide and will get access to data collected by the counties. Looking to update their unit pricing regulation.
- NEWMA Annual Meeting is May 7-10 in Saratoga, NY
- SWMA Annual Meeting is in Jacksonville, FL October 7-10, 2018
- Western Annual Meeting is in Wyoming (likely Cheyenne - Sept 16-20)
- CA will close its Southern CA fuel lab for 4 months.
- Joe Gomez (New Mexico) is retiring at end of January.
- Alan Johnson (Measurement Canada) retiring in April 2018.

Strategic Planning

- Jurisdictions that use our handbooks... want to participate as much as they can, voting roles for who and who not? To what extent do we do outreach – rotate to various jurisdictions to allow them to vote. Reach out – how?
- Currently, we believe the criteria for inclusion was use/adoption of Handbook 44. (all states adopt Handbook 44).
- Form a team to focus on outreach to states, counties, tribal, territories – how to get them more involved with NCWM – 4 Board Regional Reps, Brett, and AMC Rep

Outside Organizations

- Not on the national radar screen of consumer groups or retired associations
- What groups do we want to reach out to?
- What is our objective of this outreach?
- Added over 10 regulators to FALS to help with the ASTM Fuels
- What is our target?
- Want to have those Organizations recognize and consider NCWM.
 - o Legislative
 - o Standards
 - o Regulations
 - o Appropriations
- Also, much of state w&m funding is based on fuel tax, also metrological budgets are being cut.
- Looking forward on Electronic traceability. Invest in standards in the states for electricity and emerging technologies....
- ASTM D37 Cannabis group and its many subgroups
- Do we have a policy on submitting comments to external organizations?

- Training sessions at the NCWM meetings. Attendance at Interim Wed am is much higher than attendance at Annual on Tuesday afternoon. Thought to be more an issue with the schedule rather than the topics. How do maximize value – look at ensuring topics are of interest.

(a) Professional Development Committee Report

No Report

(b) Laws and Regulations Committee Report

No Report

5. AMC Fund Disbursement Requests

- Training Fund Application from California Division of Measurement Standards approved
- Training Fund Application from the State of Utah approved
-

6. Filling Vacant Positions

None

7. Old Business

None

8. New Business

BOD 2018 Interim Meeting Report
Appendix B – AMC Agenda and Draft Minutes

- David Calix brought forward an issue from SWMA. They are looking for clarification for what AMC funds can be used for in the various training meetings. It was decided that the AMC will contact Steve Benjamin and/or Hal Prince for more details of what they are looking for in a response.
- It was brought forward that there are a couple NCWM positions that may be opening up due to terms expiring.
 - The AMC seat on the PDC Committee expires in July. Jim Pettinato volunteered to go on the PDC Committee and the AMC voted to nominate Jim for PDC.
 - Rebecca Patterson is currently serving on the L&R Committee. She assumed the position half way through the term which expires in July. Rebecca was not able to make the meeting. It was determined that AMC should contact Rebecca to determine if she will continue to serve on the L&R Committee.

8. Adjournment

The meeting adjourned ~ 5:45 pm.

9. Next Meeting

No Discussion

10. Attendance

Name	Affiliation
Chris Guay	Proctor and Gamble
David Calix	NCR Corp.
Ron Gibson	Seraphin
Jim Pettinato	Technip FMC
Bob Murnane	Seraphin
Richard Shipman	Rice Lake Weighing System
Rob Upright	VPG Transducers
John Hughes	Rice Lake Weighing Systems
John Lawn	Rinstrum, Inc.
Eric Golden	Cardinal Scale
Brad Fryburger	Rinstrum, Inc.
Russ Vires	Mettler-Toledo
Ed Luthy	Schenck Process
Henry Oppermann	Weights & Measures Consulting
Richard Suiter	Richard Suiter Consulting
Louis Straub	Fairbanks Scale
Bill Callaway	Crompco

Appendix C

NCWM Charter Team Report

Team 2

January 2018

INTRODUCTION

The NCWM Charter Team is charged with proposing changes to the operation of the National Conference on Weights and Measures so that standards can be developed and published in a timelier manner. This report proposes two concepts for the future operation of the Conference. The first concept is making improvements and policy changes to the traditional annual meeting and voting cycle. The second concept is voting twice a year. Advances in technology, new products or services and, the need to rapidly publish regulations has generated a demand for speedier code development. The conference and its leadership are constantly striving to improve operations to meet the NCWM mission “To advance a healthy business and consumer climate through the development and implementation of uniform and equitable weights and measures standards using a consensus building process.”

The first charter team, Team One, was launched in November 2015 and charged with examining the current processes of standards development, identifying stakeholders and their respective roles and to explore the operation of other standard setting organizations. They completed their work in July 2016 and presented a report that identified eight issue areas that require practical solutions. Those issue areas are shown on pages 8 and 9 of this report. Team One also proposed the Conference meet and vote twice a year instead of the traditional annual meeting and voting cycle.

A second charter team, Team Two, was launched in July 2017 to develop at least two concepts for consideration by the Board of Directors. The team was made up of some of the same members of the first team and others were added due to attrition. This team began by reviewing the report published in July 2017 and determined that they would propose solutions to the eight issue areas identified by Team One and review the twice a year meeting proposal.

CONCEPT 1 - IMPROVEMENTS AND POLICY CHANGES TO THE CURRENT MODEL

NCWM OPEN HEARING – PRESENTATIONS AND TESTIMONY

NCWM open hearings must be more structured and disciplined to promote effective and efficient consideration of the items before the Conference. This section addresses Conclusion 5 and 6, Report of Team Charter to the Chairman National Conference on Weights and Measures July 2016. (See pages 8 and 9 of this report)

Some presentations and testimony during the open hearings take a large amount of time. Committee chairs regularly approve technical presentations and provide time limits in advance of the open hearing. The presentations are valuable in explaining complex items and generate further testimony and questions. However, the presenters exceed their time limits. In other instances, testimony is extended because the same people come to the mic time after time to provide more information or to rebut a previous speaker. The lengthy hearings reduce the amount of time the committees have to work on their items during their work sessions. Often committees work late into the night and miss out on participating in other conference activities.

RECOMMENDATIONS

- Presentations given at NCWM open hearings be strictly limited to ten minutes with no exceptions. We suggest NCWM provide a timer so at least the presenter and committee chair would know how much time remains.

- Adopt a policy that limits the amount of time and the number of times a speaker can testify on an item during open hearings. The team recommends a limit of two trips to the mic during discussion of an item - once for initial testimony and once for a follow-up. An exception could be made, at the chair's discretion, for committee members to ask additional questions of a speaker.
- Members should be required to wait until all of those that rise to testify have spoken before they can return to the microphone for additional comments.
- Individuals giving presentations be required to submit their presentations at least 24 hours in advance of the hearing.
- Individuals proposing changes to language must be submitted to the committee in writing before the beginning of open hearings or before the committee work session.

DEVELOPING AND INFORMATIONAL ITEMS – TESTIMONY AND MANAGEMENT

The committees at times take open testimony on developing and informational items during the hearings. There are occasions when time is spent hearing testimony or presentations on these items. This section addresses Report of Team Charter to the Chairman National Conference on Weights and Measures July 2016, Conclusions 5 and 6. (See pages 8 and 9 of this report)

RECOMMENDATIONS

- Developing and Informational items be limited to a report from the assigned subgroup and/or submitter as appropriate at the Interim and Annual. The presenter should be limited to 10 minutes with no exceptions.
- Developing and Informational items be reported on only by the assigned subgroup, submitter or submitter's representative at the regional meetings. Regional associations should consider limiting presentations to 15 minutes as a means of informing regional members and as preparation for those attending the NCWM meetings. Reports at the regionals may be filed in writing or heard through teleconference or web meeting.
- All meetings of the subgroups and items being worked be posted on the conference schedule and NCWM web site.
- Promote and encourage task group meetings at the regional conferences. NCWM should support the regionals with teleconferencing and web meetings to enable this activity.
- The NCWM Board of Directors develop an "Assigned" status for items. Items assigned could be managed under different time limits and process rules to promote rigorous discussion and well-developed items.
- Developing items not acted on by a task group or submitter for one full NCWM annual meeting cycle be withdrawn from the agenda.

PUBLICATION 15 and 16 FORMAT – GROUPING SIMILAR ITEMS

Currently items are placed in Publication 15 and 16 on the Specification and Tolerance Committee and the Laws and Regulation Committee agendas in a manner that aligns the items with the respective sections of the NIST Handbooks. This often separates items addressing similar or related topics and the items may be interdependent. Over the past few years the committees batched the items during the open hearings and voting sessions in an effort to effectively present the issues to the members and to make the hearing and voting process more efficient. The batching efforts are successful to some extent however members have a difficult time paging through the publications and keeping up with the testimony during the hearings and voting sessions. The charter team discussed grouping similar items in Publication 15 and 16 in a more logical manner and NEWMA successfully used a grouping scheme during their interim meeting with success.

The NCWM Board of Directors considered changing the format of Publication 15 and 16 to incorporate this recommendation and agreed to implement it on a trial basis for the 2018 edition of Publication 15. The board

expects that there will be comments and suggestions to improve on the first version of this new format. This new format should also provide benefit to the regional associations as well as the NIST technical advisors. The Charter Team recommends that NCWM consult with the five active committee members when formatting new proposals to determine whether they should be grouped. Submitters of new proposals may also recommend that their items be grouped.

ITEMS NOT PASSED DURING ANNUAL VOTING SESSION – ELIMINATION AND RECONSIDERATION

Currently voting items that are not passed during the annual meeting voting session are automatically returned to the committee for consideration. These items take time and effort to process.

The charter team concluded that there should be a policy that requires the item be dropped from the agenda with some exceptions. This section addresses Report of Team Charter to the Chairman National Conference on Weights and Measures July 2016, Conclusions 1 and 2. (See pages 8 and 9 of this report)

RECOMMENDATIONS

- Items that do not receive the required votes to pass or fail drop off the agenda at the conclusion of the meeting. However, the committee may choose to carry the item forward if a majority of the committee voted to carry the item forward. The committee would be required to make a decision on carrying the item forward within one week of the voting session and communicate their decision to the membership via NCWM. The committee would be made up of the same committee members that considered the item during the voting session. Comments would be added to the Background/Discussion section to report the decision and explain the rationale for carrying the item forward.
- Items carried forward after the annual voting session be limited to consideration for only one more year.
- Items not carried forward after a voting session may be resubmitted for consideration.

Note: These recommendations would require reconsideration if NCWM implements voting twice per year.

JOINT COMMITTEE SESSIONS – RESTRUCTURE AND REPURPOSE

The committee discussed the value of the Joint Committee Session held at the beginning of the Interim and Annual meetings. The session is intended to be a time to gather the standing committees, identify problems or special situations and make adjustments to help the committees do their work through the week. Over the past few years this session has become a quick check in and usually there is nothing to report or discuss.

The charter team recommended that this session be restructured to assist committee members by presenting some refresher training and proactively addressing problems or controversial issues. This section addresses Report of Team Charter to the Chairman National Conference on Weights and Measures July 2016, Conclusion 5. (See pages 8 and 9 of this report)

RECOMMENDATIONS

- The charter team recommends the session be restructured and the time used for a number of other value-added activities. For example, a quick refresher on committee process and policies, leadership and facilitation, discussion of batching items, or coordinating joint hearings. Immediate topics could include guidance on using the timer, limiting presentations and how to proceed once time expires.
- The Charter Team recommends that the Fall Committee Development sessions be continued to reflect changes to committee operations and to emphasize the leadership roles of the Chairpersons. The team also recommends expanding the meeting to include all committee members, not just new members and the chairs.

- Standing committees routinely conduct business prior to the Interim and Annual meetings. Using web based meetings, teleconferences and other electronic means to discuss and develop items in advance of the conferences. This will be a cultural shift for some members, will require technical assistance from NCWM and will require additional time commitments of committee members.

SUBGROUPS SUPPORTING THE WORK OF THE ORGANIZATION – CONTINUOUS IMPROVEMENT

Subgroups are increasingly valuable to the success of the conference as issues require more subject matter expertise, have significant regulatory and economic impact and may require several years to fully develop. The increasing use of subgroups enables the conference to tap industry and government expertise, intensely focus on fully developing issues and keep pace with changes in the marketplace. Subgroups increase membership and participation in the conference but also place an increasing burden on key leaders and NIST staff.

The charter team recommends the conference work diligently to continuously improve subgroup operations. This section addresses Report of Team Charter to the Chairman National Conference on Weights and Measures July 2016, Conclusions 4 and 7. (See pages 8 and 9 of this report)

RECOMMENDATIONS

- Each subgroup be given a charter to guide their work. The charter must include who the team reports to, clear expectations about deliverables, available resources, deadlines and a termination date.
- Subgroup members receive training on the policies, structure, reporting relationships, leadership and facilitation. (This is addressed in NCWM Policy 1.5.1.: Subgroups Supporting the Work of the Organization.)
- NCWM support subgroups by providing training, and making available conference calls, web meetings, and other electronic communications and document sharing.

REGIONAL STANDING COMMITTEES – ADDING MORE VALUE

The charter team recognized the importance of having strong, productive regional committees. The regional organizations add value by both evaluating items and further developing the items. Subject matter experts and regulatory officials come together in an environment that enables greater in-depth discussions and thorough analysis of items.

Committees look at each item and recommend a status to the regional membership. The regional association then deliberates and approves the committee's recommendations of Informational, Developing, Voting or Withdrawn.

The other critical function of the committees is to further develop and refine items into a final product - usually Handbook language. The items then pass onto the other regions for more discussion, development and recommendations on the status for the item.

The charter team noted that there are the inconsistencies between the regions and the products they produce. Some of the observations of the charter team were:

- Some members are not familiar with the goals, purpose and responsibilities of the regional committees.
- Some members do not understand NCWM committee, hearing and voting processes.
- Some members have not had a chance to develop the skills to chair and facilitate a committee before being put in that role.
- The committees may not have a subject matter expert or access to an expert to help make informed decisions and recommendations.
- Some regional committees continue to take testimony and change proposals during their work sessions.
- Some regions are thorough and diligent in working items and others are less so.
- Some regional meetings are well attended by a wide range of regulatory and industry members while others aren't.
- In some cases, submitters of items do not attend the regional or send written testimony to the committees. In those instances, the committees do not have any new information to act on.

This section addresses Report of Team Charter to the Chairman National Conference on Weights and Measures July 2016, Conclusion 8. (See pages 8 and 9 of this report)

RECOMMENDATIONS

- Regional committee members may benefit from training similar to the training provided NCWM committee members.
- Regions may benefit from a committee training and guideline publication similar to the one provided NCWM committee members. The Western Weights and Measures Association is updating the committee manual they use and is willing to make the manual available to the other associations.
- Regions may make it a priority to have committee members serve for several years, select members to get a committee with a wide range of expertise and include a member from the NCWM standing committee to provide continuity and background knowledge that would be useful to both the regional and national committees.
- Regional committees could indicate in their committee reports when they do not have subject matter experts available to assist them in making a recommendation. In these instances, the region may simply take no position.
- New Proposals are normally submitted for the fall round of regional meetings. Presuming an Annual Meeting voting is retained, a deadline of September 1 or two weeks prior to the first regional meeting could be established that would apply to all four regions. This would place all four regions on an even footing to evaluate and make recommendations on the new proposals. Submitters of new proposals would have time from the end of the Interim Meeting to the established deadline date to fully prepare the new proposals. Regional committees, submitters, and NCWM standing committee members would then have sufficient time to review and prepare new proposals for the fall meetings.
- Individuals giving presentations could be required to submit their presentations at least 24 hours in advance of the hearing.
- Individuals proposing changes to language could be required to submit them to the committee in writing before the beginning of open hearings or before the committee work session. This would allow regional committee chairs to better prepare for their open hearings and work sessions.
- Regional Standing Committees could be encouraged to follow the guidelines for presentations and open hearing comments used by the NCWM Standing Committees to facilitate the open hearing process.

PROPOSALS – FORM 15 DEVELOPMENT AND REGIONAL CONFERENCES

Form 15s are the first step in proposing changes to the handbooks and the process of amending the NIST Handbooks begins with consideration by the regional conferences. The Form 15s, known as proposals, come from a variety of sources. Some are submitted by long time members of the conference that have a sound understanding of the process; others are submitted by businesses and regulatory officials new to the conference with little knowledge of the process. The proposals are sometimes very well developed with supporting data, detailed amendments for the affected Handbook sections and, sometimes demonstrate collaboration with other stakeholders. Proposals are generally submitted in a timely manner however some are late and some are sent directly to regional committee chairs. Because the regions meet in different months the proposal may not be considered by one or more of the regions and in some cases not evaluated by key stakeholders. The charter team recommends the conference take measures to improve the quality and timely submission of Form 15s.

RECOMMENDATIONS

- Develop minimum criteria that each form 15 meet before it can be forwarded to the regional conferences for consideration. The criteria could be in the form of a checklist and should include a description of the regulatory issue, technical details and supporting data, proposed Handbook language, a discussion of economic impact or a cost/benefit analysis, a list of affected stakeholders or industries and a summary of the stakeholder responses to the proposed change.
- Form 15s must be received by September 1 of each year with exceptions being granted only for emergency proposals in accordance with existing NCWM policy.

- Form 15s must be heard by the regional conferences and must receive at least one recommendation that the item be given voting, developmental, assigned or, informational status before it can be considered by the NCWM standing committee.
- Encourage, support and, expect committees to begin their work well before the conferences.

COMMITTEE REPORTS – CONCISE SUMMARIES AND RATIONALE

Well written and well-structured committee reports are essential to excellent standards development. Initially the members use the reports to help them determine how to vote, testify and in some instances offer changes. Members read the reports to understand the fundamental issue, gain insights about the stakeholder positions and understand how opposing views were resolved. After the standard is published in the handbook the reports serve to document the intent and discussions and are used by jurisdictions to determine how to apply the standards. The national committee reports can be lengthy and difficult to follow. The regional committee reports can be superficial rather than a comprehensive summary of discussions, data analysis and, rationale for their recommendations. The charter team recognizes that time constraints at the meetings, both regional and national, put a great deal of pressure on committee members to meet deadlines at the cost of quality. The first three recommendations below apply to both regional and national committees.

RECOMMENDATIONS

- Develop aids or checklists to guide committee members in writing the reports. Some of the items to address in a checklist are:
 - Identification of the regulators, stakeholders, subgroups, NIST or other federal agencies involved in the issue.
 - Identification of all sections of the Handbooks affected by the changes
 - Identification of any federal statutes or regulations affected by the changes
 - Discussion of the conflicting positions and resolutions.
 - Recommendation to submit the item to a sub group and reasons to form a sub group.
 - Recommendation to return the item to the submitter for development
- Provide support to committees in the form of web meetings, conference calls and other logistic support.
- Consider appointing a secretary to take notes, draft addendums and do a first draft of the committee reports. The secretary should not be a standing committee member or NIST technical advisor, nor should they have a vested interest in the proposals being considered by the committee.
- Require an update be provided to the regional committees by NCWM subgroups prior to or at each regional meeting.
- Assemble a team to redesign and reformat the committee reports. The team should identify the key elements of a report, develop a format that summarizes the current proposal, so the reader can quickly understand the issue they will be voting on and that provides a history and background of the item's development.
- Host a NIST/NCWM workgroup to discuss roles and responsibilities regarding standards development and publication of reports. Clarify these roles and responsibilities for both national and regional organizations.

CONCEPT 2 – TWICE A YEAR VOTING

CHANGE MEETING PROCESSES – VOTE AT BOTH SUMMER AND WINTER MEETINGS

NCWM's traditional annual and interim meetings would require process changes to implement a twice a year voting system. The meetings are addressed as a Summer Meeting and a Winter Meeting below. Voting would take place during each session, and require attendance in person. The Winter meeting would be extended by one day to accommodate the hearings, committee meetings and voting sessions.

RECOMMENDATIONS

The 2016 charter team proposed the following sequence for the NCWM and regional meetings and outlined the activities and actions for each. The 2017 charter team made some editorial changes to their recommendations.

- Summer Meeting Committees will hold open hearings.
 - Committees develop addendum sheets.
 - Addendum sheets will include a list of all items designated for carryover and the status they will have in Pub 15. This will include Voting status items for the Winter Meeting.
 - Items will be voted on by the membership.
 - Within one week of the end of the Summer Meeting voting session, the committees will assess the status of any items that had been returned to committee in the Summer Meeting voting session and assign a status.
 - New committee members would begin their terms upon completion of item e above.

- SWMA and WWMA meet in the Fall
 - Provide comment on all carryover items.
 - Receive and make recommendations for status on all new proposals.

- NCWM will create Pub 15
 - All carryover items will have the status assigned by the NCWM standing committee following the Summer Meeting.
 - All new items will be presented in Pub 15 without status. These items will be discussed and assigned a status by the NCWM standing committees in the addendum sheets at the Winter Meeting.

- Winter Meeting Process. This process will be similar to the Summer Meeting. It will include a voting session and the meeting will be extended by one day. Following is the process.
 - Committees will hold open hearings.
 - Committees develop addendum sheets.
 - Addendum sheets will include a list of all items designated for carryover and the status they will have in Pub 16. This will include Voting status items for the Summer Meeting.
 - Items will be voted on by the membership.
 - Within one week of the end of the Winter Meeting voting session, the committees will assess the status of any items that had been returned to committee in the Winter Meeting voting session and assign a status.

- CWMA and NEWMA meet in the spring.
 - Provide comment on all carryover items.
 - Receive and make recommendations for status on all new proposals.

- NCWM creates Pub 16.
 - All carryover items will have the status assigned by the NCWM standing committee following the Winter Meeting.
 - All new items will be presented in Pub 16 without status. These items will be discussed and be assigned a status by the NCWM standing committees in the addendum sheets at the Summer Meeting.

AMEND BYLAWS AND POLICIES TO IMPLEMENT TWICE A YEAR VOTING

The NCWM bylaws and policies must be changed to implement twice a year voting; the articles of incorporation would not need to be changed. Most of the changes would be to rename the Interim and Annual Meetings. Changes to bylaws require a vote of the membership and changes to policies are made by the Board of Directors.

RECOMMENDATIONS

Change the bylaws and policies listed below to implement twice a year voting.

Bylaws:

- Article IV
 - Section 3 – Waiver of Registration and Membership Fees
- Article VI
 - Section 2 – Directors Eligibility, Part B.
 - Section 3 – Nominations and Elections, Parts A, B, C, D
 - Section 5 – Removal of Directors
 - Section 6 – Appointive Officials, Part B.
- Article VII
 - Section 10 – Sergeants-at-Arms
- Article VIII
 - Section 1 – Annual Meeting
 - Section 2 – Meetings
 - Section 3 – Special Meetings, Part B.
- Article IX
 - Section 5
 - Part C, 3. Conference Training Topics
 - Part D. Nominating Committee
- Article X – Voting System
 - Section 1
 - Part A. Official Designation
 - Part B. Composition
 - Part C, Method of Designation
 - Section 2, House of Delegates
 - Section 3, House of General Membership
 - Section 5 – Voting Rules, Part B.
 - Section 9.A. Part C (statement above chart)
- Article XI – Amendments

Policies:

- 2.1.1. Observer Fees
- 2.1.3. One-Day Registration Fee
- 2.1.4. Waived Registration Fee for Guest Speakers
- 2.1.5. Student Registration
- 2.3.1. Hospitality Suites
- 2.3.2. Event Sponsorship
- 2.3.3. NCWM Meeting Space
- 2.4.1. Committee Work Session Protocol
- 2.4.2. Training Session Topics
- 2.4.3. Retired Member Voting Privileges

- 2.4.4. Committee Work Schedules
- 2.4.5. Written Testimony
- 2.4.7. Recording Meetings 2.4.8. Transparency in Representation
- 2.6.2. Special Awards Subcommittee

CHANGE PUBLICATION, ADMINISTRATIVE, FINANCIAL AND OTHER PRACTICES

Adopting a twice a year voting cycle would require changes to other parts of NCWM and NIST operations. Following are a list of questions raised by Charter Team One and in some instances Charter Team Two responded with their recommendations.

QUESTIONS AND RECOMMENDATIONS

1. Would standards be printed twice per year or remain on an annual cycle?

Charter Team Two recommends remaining with one printing per year. States adopt the NIST standards in various ways; some adopt by reference, some adopt through administrative rulemaking and others write the handbook provisions into administrative rules.

2. What constitutes the long-standing NCWM Annual Reports?
3. Would we have an outing at the Winter Meeting?
4. NCWM offers to pay committee travel to the Interim Meeting, but not the Annual. Would we offer to pay for both? Or the expenses for each? Or continue paying for just the Winter Meeting?

Charter Team Two recommends that NCWM consider options for continuing support of committee member travel. **NOTE:** NCWM does not presently recoup these costs through registration fees.

5. In any case, there would be an increase in Winter Meeting registration fees to cover;
 - Added day of audiovisual fees.
 - Added day of light breakfast.
 - Added day of staff travel.
 - Added printing costs for addendum sheets.
6. Annual Business Meeting: Will this still be held just at the Summer Meeting?
7. Special Awards: Would these remain just at the Summer Meetings?

CONCLUSIONS OF THE CHARTER TEAM REPORT OF JULY 2016

1. Standing committee agendas include too many items. In recent years, agendas have overwhelmed committee members. Committee work sessions have become all-consuming and diminish the committee's final work product. Late night time commitments affect committee members' morale and cause difficulties in recruiting new committee members. The existing agenda item designation system only provides guidance to the committees as it relates to the status of an item.
2. Items remain on committee agendas for indefinite periods of time. Clearly there are agenda items that need extensive development, but *revisiting and/or voting* on the same items on a yearly basis raises frustration and causes interested groups to question the credibility of the Conference. Interested parties have bypassed the NCWM process and have reached out to the Federal and State Governments for favorable legislation. Some states have passed "boutique legislation" to address that state's immediate need.

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3. Adoption or non-adoption of agenda items by the Conference as a whole occurs just once a year. Items that are ready for a vote or have been voted on and are ready for a revote cannot be revisited until the July Annual Meeting. Voting only once a year inherently slows the approval process.
4. Agenda items can be intensely technical and inconsistent technical knowledge of a specific item by committee members can hinder the study of the item. Committees may not have the expertise or time to develop items, and proposal authors may not have the resources or connections to reach out to affected parties except at national meetings. The result is that items of a technical nature may not be developed adequately before reaching the committee and may return year after year without significant change because of a continuing lack of resources for development.
5. Committee Chairpersons have broad authority and control over their agendas. The tools provided to committee chairs are explained in detail during the NCWM Committee Orientation process, but we believe committee chairs do not use these tools enough in reviewing agenda content. Also, emphasis should be placed on the most efficient utilization of time outside of the NCWM meeting timeframes to work on agenda items.
6. Comments during open hearings and the voting process at times are not directed to the committees and their chairpersons, inviting “back and forth” discussions on agenda items. Although comments are strongly encouraged, “back and forth” discussions can cause unnecessary delays and can diminish the time necessary to consider “last minute” changes. As a result, an item deemed by the committee ready for a vote may be quickly “pulled back” increasing the time it remains on an agenda.
7. Subcommittees perform an important function by advising and assisting the standing committees on agenda specific topics. A subcommittee’s recommendation and work product become an integral part of an agenda item. Subcommittee members are subject matter experts, whose expertise and background should be fully utilized by standing committees.
8. Every proposal/agenda item presented to a regional association and/or to NCWM is distinct and raises a corresponding level of interest. Determining “how long” an item takes to move through the NCWM process is difficult and is driven by the uniqueness (technical nature and the widespread effect on the marketplace) of agenda items. Data suggests that most items move relatively smoothly through the conference approval process, but that suggestion is clearly diminished by the uniqueness of an item.
NCWM members representing different interests have raised concerns that NCWM will not be able rise to the challenges it will confront in the 21st Century. Finding solutions to the concerns identified above will greatly assist the conference in meeting those challenges.

Charter Team Two Committee Members

Mr. Jerry Buendel, Washington | Chairman & Western Representative
Mr. Harold Prince, Florida | Southern Representative
Mr. Louis Sakin, Towns of Hopkinton/Northbridge | Northeastern Representative
Mr. Robert DeRubeis, Michigan | Central Representative
Mr. Eric Golden, Cardinal Scale Manufacturing | Associate Membership
Mr. Robert Upright, Vishay Transducers | Associate Membership
Mr. Don Onwiler, NCWM
Dr. Doug Olson, NIST/OWM

