

NCWM Board of Directors 2022 Interim Meeting Agenda

Mr. Ivan Hankins, NCWM Chairman
Iowa

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 Committee during the January Interim Meeting. 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 **(W) Withdrawn Item:** The item has been removed from consideration by the Board.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Board of Directors may change the status designation of agenda items (Developing, Assigned, Informational, Voting and Withdrawn) up until the report is adopted, except those items which are marked Developing, Informational or Withdrawn cannot be changed to Voting Status.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

Table A
Table of Contents

Reference Key	Title of Item	BOD Page
ACT – ACTIVITY REPORTS		7
ACT-1 I	Membership	7
ACT-2 I	Meetings	8
ACT-3 I	Participation in International Standard-Setting	9
ACT-4 I	Associate Membership Committee Activity	9
ACT-5 I	Task Groups, Subcommittees, Steering Committees	10
ACT-6 I	Regional Association Activities.....	12
SPB – STRATEGIC PLANNING, POLICIES, AND BYLAWS		12
SPB-1 I	Strategic Planning	12
SPB-5 I	Bylaws, Article IX – Committees	13
SPB-21.2 V	Bylaws, Article IX – Committees	16
SPB-21.3 D	Bylaws, Article X – Voting System.....	17
SPB-22.1 V	Bylaw Article X – Voting System, Section 6 – Committee Reports	20
SPB-22.2 V	Bylaw Article IX – Committees. Section 5 - part A. Nominating Committee.....	21
FIN – FINANCIAL.....		23
FIN-1 I	Treasurer's Report	23

APPENDICES

A	ACT-3: Report of the Activities of the International Organization of Legal Metrology (OIML) and Regional Legal Metrology Organizations	A25
B	ACT-4: Associate Membership Committee (AMC) Agenda and Draft Meeting Minutes	B35

Table B
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)

1 ACT – ACTIVITY REPORTS

2 ACT-1 I Membership

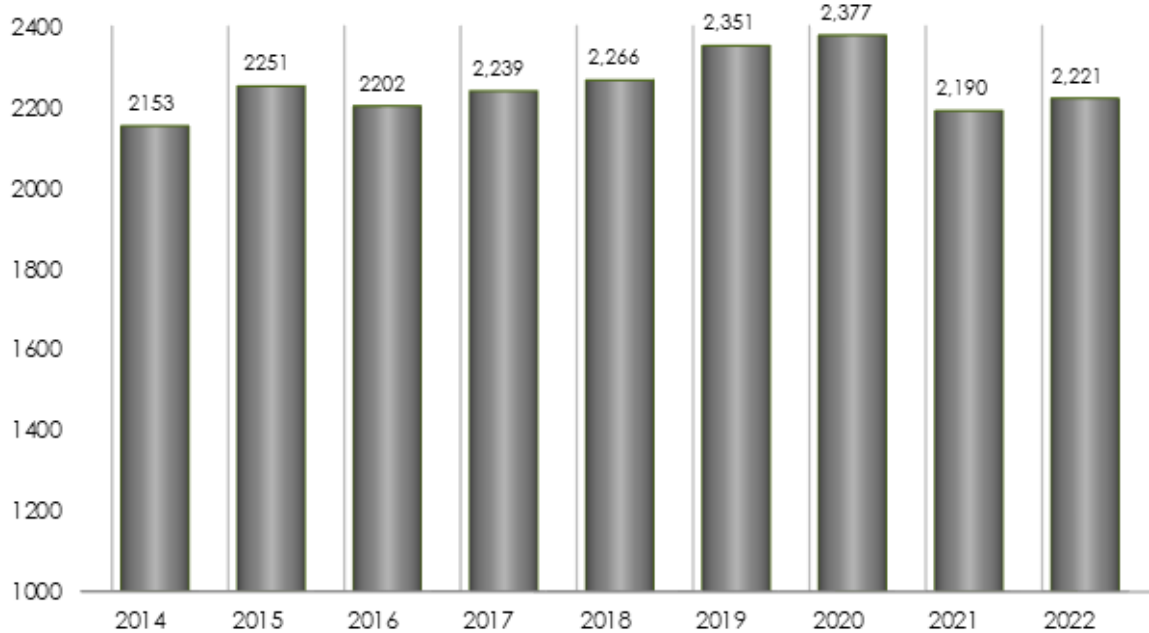
3 The chart and graph below show NCWM membership levels as of March 31 of recent years by membership categories.
 4 October 1 is the lowest level of membership for every fiscal year because it is the day that any memberships that were
 5 not renewed become lapsed. Significant growth is realized throughout the following 12 months as additional members
 6 return, and new members are received. The potential growth remains significant and NCWM continues to enhance
 7 programs and services that add value to membership.

Annual Membership Totals

Year Type	March 2014	March 2015	March 2016	March 2017	March 2018	March 2019	Mar 2020	Mar 2021	Mar 2022
Associate	779	779	758	787	760	739	726	712	701
Foreign Associate	55	74	80	82	88	90	99	98	100
Total Associate	834	853	838	869	848	829	825	810	801
State Government	598	658	624	644	684	796	817	672	731
Local Government	477	484	487	467	468	458	456	427	406
Total Active	1075	1142	1111	1110	1152	1254	1273	1099	1137
NIST	15	16	15	15	15	16	17	16	16
Other Federal Government	8	11	10	12	11	10	8	7	8
Foreign Government	13	12	14	13	16	15	15	12	14
Retired	208	217	214	219	224	227	239	246	245
Total Advisory	244	256	253	259	266	268	279	281	283
Grand Total	2153	2251	2202	2239	2266	2351	2377	2190	2221

1

Annual Membership Totals as of March 31, Each Year



2

3 ACT-2 I Meetings

4 The 2022 NCWM Annual Meeting will be held July 10-14, 2022, at the Hotel Murano. This newly renovated hotel
 5 is edges the shimmering waterfront near celebrated downtown attractions. It is within steps of the Tampa Convention
 6 Center near the Florida Aquarium, Sparkman Wharf, Amalie, restaurants and entertainment.

7 In July 2022, NCWM will hold the Annual Meeting at the Hotel Murano in Tacoma, Washington. For more
 8 information about this meeting, contact Ms. Elisa Stritt, NCWM Meeting Planner, at (402) 434-4872 or
 9 elisa.stritt@ncwm.com.

10 Interim Meetings:

- | | | |
|----|-----------------------|--|
| 11 | • January 8-11, 2023 | Hyatt Regency Hotel, Savannah, Georgia |
| 12 | • January 7-10, 2024 | Royal Sonesta Hotel, New Orleans, Louisiana |
| 13 | • January 12-15, 2025 | Francis Marion Hotel, Charleston, South Carolina |

14 Annual Meetings:

- | | | |
|----|--------------------------|---|
| 15 | • July 10-14, 2022 | 107 th Annual Meeting: Hotel Murano, Tacoma, Washington |
| 16 | • July 30-August 3, 2023 | 108 th Annual Meeting: Marriott Norfolk Waterside, Norfolk, Virginia |
| 17 | • July 14-18, 2024 | 109 th Annual Meeting: Renaissance Cleveland Hotel, Cleveland, Ohio |

18 NCWM strives to plan meetings in locations that have reasonably priced airline service and are within government
 19 per diem rates. The Board also evaluates locations and bids from hotels based on their ability to offer comfortable
 20 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 during Open Hearings of the 2021 NCWM Annual Meeting. See Appendix A for a copy of the full report. The Board of Directors expresses appreciation to Dr. Ehrlich for his report and the important efforts of the NIST, Office of Weights and Measures around the world.

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

Approximately 35% of NCWM memberships is Associate members. The Associate Membership Committee (AMC) is organized under the Bylaws of the National Conference on Weights and Measures, Inc. Also, AMC operates by separate Bylaws, which are available on the Committee page of www.ncwm.com. AMC meets at least 2 times per year in conjunction with NCWM Interim and Annual Meetings, and they invite all to attend. The AMC 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 for promoting and improving NCWM and has demonstrated its desire to improve understanding of weights and measures activities in the 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. The AMC has the 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 following their "Guidelines for Selection and Approval of Training Funds," which are posted on the Committee's webpage on www.ncwm.com. 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. Preference is given to training requests that benefit higher numbers of participants over those for fewer or single-person benefit. The Committee also gives priority consideration to multi-state training that encourages uniformity.
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, the committee will consider requests for the purchase of training materials, but not requests for the purchase of assets (such as projectors).
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.

At the 2021 Annual Meeting, Mr. Chris Guay, CGGT Resources, gave an update on AMC activities. He asked membership to consider requesting funding assistance for special projects, especially funding for training activities.

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 met during the 2021 Annual Meeting. All Interim and Annual Meeting attendees, especially NCWM Associate members, are encouraged to attend AMC Meetings. (*See Appendix B for the AMC Meeting Draft Minutes from July 2021.*)

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 after completing 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-round 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 appear in *NCWM Publication 15* without first being vetted through a regional association. NCWM vets any such proposals 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 multiple videos, each showcasing inspection activities in the supermarket, scale inspections, retail motor fuel dispenser inspections, motor fuel quality, and checking the net contents of packaged goods and LP Gas Meter inspections. Mr. Stephen Benjamin (NC) reported that the next video will be about grain analyzer inspections. Mr. Benjamin expects the next video to highlight laboratory metrology. Video productions will resume in spring 2022.

The Cannabis Task Group also reports to the Board of Directors. This group is addressing Scale Suitability, Method of Sale, Packaging, and Labeling, Water Activity in Packaged Products, and Inspector Safety. Mr. James Cassidy (MA) reported that the Task Group is developing Form 15 proposals to amend NCWM standards in the NIST Handbooks. This is based on assurance from Dr. Olson (NIST OWM) that NIST will be able to publish the standards.

Chairman Mr. Hal Prince (FL) appointed a new Bylaws Review Task Group in August 2020 to also report to the Board of Directors. Mr. Craig VanBuren (MI) is Chair of this group. The group made recommendations to amend NCWM Bylaws allow NCWM to conduct virtual voting in the future under certain emergency circumstances. See Board of Directors Item SPB-21.4 for details.

Immediate Past Chairman, Mr. Craig VanBuren (MI) requested anyone with interest in being the Safety Subcommittee Chair to reach out to him or PDC Chair Mr. Marc Paquette (VT).

Reporting to the Board of Directors:

Promotional Tool Kit Task Group

Chair

Mr. Stephen Benjamin

North Carolina Department of Agriculture

919-707-3225, steve.benjamin@ncagr.gov

Cannabis Task Group:

Co-Chair

Mr. James Cassidy
Massachusetts Standards Division
617-349-6133, james.cassidy@mass.gov

Co-Chair

Mr. Charles Rutherford
CPR Squared, Inc.
612-655-5494, charlie@cprsquaredinc.com

Policy and Bylaw Review Task Group

Chair

Mr. Craig VanBuren
Michigan Department of Agriculture
517-655-8208, vanburenc9@michigan.gov

Reporting to the Laws and Regulations Committee:

Fuels and Lubricants Subcommittee

Chair

Dr. Bill Striejewski
Nevada Division of Measurement Standards
775-353-3792, wstrijewski@agri.nv.gov

Packaging and Labeling Subcommittee

Chair

Mr. Chris Guay
CGGT
513-652-6597, guay.cb@gmail.com

Reporting to the Specifications and Tolerances Committee:

Field Reference Standards Task Group

Chair

TBD

Milk Meter Tolerance Task Group

Chair

Mr. Charlie Stutesman
Kansas Department of Agriculture
785-564-6681, charles.stutesman@ks.gov

Verification Scale Division (e) Task Group

Chair

Mr. Doug Musick
Kansas Department of Agriculture
785-564-6681, doug.musick@ks.gov

Reporting to the Professional Development Committee:

Safety Subcommittee

Chair

Mr. John Bell
Missouri Department of Agriculture
573-751-8599, johnny.bell@mda.mo.gov

Skimmer Education Task Group

Co-Chair

Ms. Paige Anderson

National Association of Convenience Stores (NACS)
703-518-4221, panderson@convenience.org

Co-Chair

Mr. John McGuire

New Jersey Weights and Measures
501-570-1159, mcguirej@dca.njoag.gov

ACT-6 I Regional Association Activities

2022 Meetings

NEWMA Annual Meeting

April 25-28, 2022

Saratoga Springs, NY

Contact: Mr. James Cassidy, james.cassidy@mass.gov

CWMA Annual Meeting

May 23-26, 2022

Bismarck, ND

Contact: Ms. Sherry Turvey, sherry.turvey@ks.gov

WWMA Annual Meeting

September 25-29, 2022

Garden Grove, CA

Contact: Mr. Mahesh Albuquerque, mahesh.albuquerque@state.co.us

SWMA Annual Meeting

October 9-12, 2022

Raleigh, NC

Contact: Stephen Benjamin, steve.benjamin@ncagr.gov

SPB – STRATEGIC PLANNING, POLICIES, AND BYLAWS

SPB-1 I Strategic Planning

The Board of Directors engaged in strategic planning with the assistance of LBL Strategies, a professional consulting firm. The process began with an environmental scan of a sampling of membership to help guide the direction of the plan. The final planning session with LBL strategies was held in November 2019 and their services to NCWM are concluded.

The Board of Directors met with Dr. James Kushmerick, Director of the NIST Physical Measurement Laboratories, Dr. Olson, NIST OWM Chief and members of the OWM staff on January 24, 2020, prior to the 2020 Interim Meeting. A second meeting was held with NIST OWM on March 9-10, 2020. Following the March meeting, the Board of Directors shifted primary focus to keeping NCWM moving forward with operations and its mission during the pandemic. NCWM and NIST will continue to communicate and will resume work on the planning process when it is possible to meet in person again.

2021 NCWM Interim Meeting: Members reiterated their desire to be informed as the planning process continues.

2021 NCWM Annual Meeting: Mr. Prince, NCWM Chair, reported that the Board has put strategic planning on hold during the pandemic and will resume the process when the Board of Directors and NIST OWM can meet in person. The Board looks forward to this opportunity to work together with NIST OWM when the work resumes.

2022 Interim Meeting: The NCWM BOD continues to gather information and continues the ongoing process of developing a strategic plan for the organization. The Board of Directors continues to collaborate with NIST OWM as we move forward.

SPB-5 I Bylaws, Article IX – Committees

Source:

NCWM Board of Directors (2020)

Purpose:

Streamline the standards development process by elevating the Fuels and Lubricants Subcommittee into a standing committee.

Item Under Consideration:

Amend the NCWM Bylaws as follows:

Article IX - Committees

...

Section 5 - Standing Committees

The Board of Directors may create and disband standing committees in the best interests of the Corporation. As referenced in Article IX, Section 1, the Chairman makes appointments to the several special purpose committees. The current standing committees are:

Committee on Specifications and Tolerances;

Committee on Laws and Regulations, and

Committee on Fuels and Lubricants

34. Committee on Professional Development

Membership

The membership of each of the standing committees consists of five members, at least one member from each of the four weights and measures regions, appointed by the Corporation Chairman from the active membership on a rotating basis for 5-year terms, or until a successor is appointed. In addition, every fifth year the Corporation Chairman shall appoint a nonvoting Associate Member Representative (AMR) to the Committee on Laws and Regulations and the Professional Development Committee. The AMR shall be nominated by the Associate Membership Committee and shall serve a 5-year term, or until a successor is appointed.

When it is necessary to make an appointment to any of the standing committees to fill a vacancy caused by the death, resignation, or retirement from active service by a committee member, the appointment is for the unexpired portion of the member's term.

Except as noted, each standing committee annually selects one of its active members, preferably its senior member, to serve as its chairman.

...

Section 5 - Duties and Fields of Operation of Board of Directors and Committees

A. Laws and Regulations Committee

The Laws and Regulations Committee annually presents a report for Corporation action.

1 Its scope embraces all matters within the area of weights and measures supervision including:

2 the development and interpretation of uniform laws and regulations;

3 the study and analysis of bills for legislative enactment;

4 the establishment and maintenance of published guidelines and other effective means of
5 encouraging uniformity of interpretation and application of weights and measures laws and
6 regulations; and

7 liaison with Federal agencies, State agencies, and other groups or organizations on issues within the
8 purview of the Committee. This role entails explaining, advocating, and coordinating Corporation
9 positions, recommendations, and needs before Federal Government agencies, consumer groups, the
10 associate NCWM membership, domestic and international standards organizations, industry, trade
11 associations, and others. The goals are to provide and solicit information, develop a spirit of
12 cooperation, and promote uniformity with the activities and standards of the NCWM.

13 **B. Specifications and Tolerances Committee**

14 The Specifications and Tolerances Committee annually presents a report for Corporation action.

15 Its scope embraces all matters dealing with:

16 specifications, tolerances, and technical requirements of any kind relating to scales, weights,
17 measures, and weighing and measuring devices and accessories, including interpretation of such
18 material whenever necessary,

19 standards and testing equipment for weights and measures officials,

20 procedures for testing commercial equipment, and

21 liaison with Federal agencies, State agencies, and other groups or organizations on issues within
22 the purview of the Committee. This role entails explaining, advocating, and coordinating
23 Corporation positions, recommendations, and needs before Federal Government agencies,
24 consumer groups, the associate NCWM membership, domestic and international standards
25 organizations, industry, trade associations, and others. The goals are to provide and solicit
26 information, develop a spirit of cooperation, and promote uniformity with the activities and
27 standards of the NCWM.

28 **C. Fuels and Lubricants Committee**

29 **The Fuels and Lubricants Committee annually presents a report for Corporation action.**

30 **Its scope embraces all matters dealing with:**

31 **standard specifications for fuels and lubricants,**

32 **methods of sale for fuels and lubricants,**

33 **labeling, documentation and terms in the sale of fuels and lubricants,**

34 **standards for handling and storing fuels and lubricants, and**

35 **liaison with Federal agencies, State agencies, and other groups or organizations on issues**
36 **within the purview of the Committee. This role entails explaining, advocating, and**
37 **coordinating Corporation positions, recommendations, and needs before Federal**
38 **Government agencies, consumer groups, the associate NCWM membership, domestic and**
39 **international standards organizations, industry, trade associations, and others. The goals are**
40 **to provide and solicit information, develop a spirit of cooperation, and promote uniformity**
41 **with the activities and standards of the NCWM.**

42 **ED. Professional Development Committee**

43 The mission of the Committee is:

To provide leadership to develop and implement uniform, quality weights and measures services in the areas of:

1. effective program management,
- education, and
- public relations.

...

(Re-letter remaining paragraphs.)

Background/Discussion:

The purpose of the Fuels and Lubricants Subcommittee (FALS) is to provide expertise and support to the Laws and Regulations (L&R) Committee. The L&R Committee assigns agenda items to FALS for development. FALS then develops recommendations which they submit back to the L&R Committee for consideration by the general membership.

FALS has grown in terms of membership and challenging issues. The Board believes it is time to consider a more streamlined approach to standards development using the proven standing committee approach. All would still participate in the process through open hearings while allowing the smaller standing committee to develop the recommendations for consideration by the membership. Members outside of the standing committee would qualify for appointments to task groups to address specific items where the standing committee requests assistance.

An additional benefit would be reduced workload for the hard-working L&R Committee.

2020 NCWM Interim Meeting: FALS Chair Mr. Bill Striejewski (NV) and various FALS members expressed a desire to maintain the current structure of the subcommittee reporting to the L&R Committee. Members fear they may lose their voice in the process with the dissolution of FALS. They do, however, recognize a need to restructure how the subcommittee conducts business. FALS members also value the Sunday sessions at Interim and Annual Meetings, where they all come together to discuss items.

FALS members and some others of NCWM membership have expressed desire to maintain the subcommittee as a means of making the standards development more inclusive. FALS has worked over the course of the year since the January 2020 Interim Meeting to address issues raised with how FALS operates. FALS Chair, Mr. Striejewski reported significant progress with a draft plan of operations which they will present to the Board upon completion. The Board will review the report when it is submitted and share it with the L&R Committee for consideration.

The Board will retain the proposal as an Informational item to allow FALS time to consider how they might improve their structure and process.

2021 NCWM Interim Meeting: FALS Chair, Mr. Bill Striejewski (NV) reviewed the history of the Subcommittee and noted its "considerable growth without guardrails." FALS members prefer to keep the Subcommittee structure and have held numerous meetings over the past year to address issues that led to the proposal to replace it with a Fuels and Lubricants Standing Committee.

Mr. Striejewski formed a Focus Group, Chaired by Mr. Randy Jennings (TN). The goal is twofold: to assuage concerns both within and without FALS that the lack of structure is hampering effective work, and to give the Board the confidence to maintain the status of FALS as a subcommittee. The Focus Group has created an outline containing the following sections:

- Objective
- FALS Scope (purpose and duties)
- FALS Officers
- FALS Membership (including classification)
- Meetings
- Items – Changing Existing, or Proposing New Items
- Development of New Items by FALS

- Focus Groups
- Voting (within FALS)

2021 NCWM Annual Meeting: All comments were in support of retaining the Subcommittee structure and efforts by the Subcommittee to improve efficiencies. FALS has submitted a draft document to the Board for review and feedback. The Laws and Regulations Committee which oversees FALS will also review the document and provide feedback to the Board of Directors.

The Board will review bylaws and policies to see if there are opportunities to better define structure, process, and procedures for all subcommittees

2022 NCWM Interim Meeting: The Board remains concerned that the draft Fuels and Lubricants Subcommittee Standard Operating Procedures (SOPs) does not address the issues leading to the proposed elevation to a Standing Committee. The Board intends to maintain this item as Informational to continue discussions with the Chairs of the L&R Committee and FALS.

SPB-21.2 V Bylaws, Article IX – Committees

Source:

California Division of Measurement Standards

Purpose:

Clarity and consistency in Article IX of the NCWM Bylaws.

Item Under Consideration:

Amend NCWM Bylaws as follows:

Article IX - Committees

...

Section 5 - Duties and Fields of Operation of Board of Directors and Committees

...

H. NTEP Committee

The NTEP Committee annually reports on its activities and makes recommendations to the Board of Directors. Its scope embraces all matters dealing with:

1. NTEP process (application, evaluation, certification, maintenance of certificate, appeals)
2. Participating Laboratories and Evaluators
3. NTEP sectors/workgroups
4. VCAP
5. International recognition (OIML, Measurement Canada)

Previous Action:

2021: Assigned to the Policies and Bylaws task Group

Original Justification:

This proposal is to make consistent the formatting and reporting requirements in Article IX.

Article IX, Sections 1 – 4 includes all committees [standing (L&R, S&T, PDC), nominating, finance, credentials, AMC, and NTEP]. In Section 5, all committees have reporting requirements except the NTEP Committee.

1 The submitter requested that this item be given Voting status in 2021.

2 **Comments in Favor:**

3 **Regulatory:**

- 4 • This would make the bylaws more consistent. It looked like there was an omission of the NTEP
5 Committee so the this would create consistency in formatting.

6 **Industry:**

- 7 • None

8 **Advisory:**

- 9 • None

10 **Comments Against:**

11 **Regulatory:**

- 12 • None

13 **Industry:**

- 14 • None

15 **Advisory:**

- 16 • None

17 **Neutral Comments: None**

18 **Regulatory:**

- 19 • None

20 **Industry:**

- 21 • None

22 **Advisory:**

- 23 • None

24 **Item Development:**

25 2021 Interim Meeting: The Board of Directors sees merit in the proposal and has assigned it to the Bylaw Review
26 Task Group for further development.

27 2022 Interim Meeting: The Board of Directors amended the original Item under Consideration by adding “appeals” to
28 the NTEP Committee scope as defined in the NCWM Publication 14 NTEP Administrative Policy and elevated the
29 status to Voting.

30 **SPB-21.3 D Bylaws, Article X – Voting System**

31 **Source:**

32 California Division of Measurement Standards

33 **Purpose:**

34 Clarity of terminology in NCWM Bylaws.

Item Under Consideration:

Amend NCWM Bylaws as follows:

Article X - Voting System

...

Section 9A – Voting – Technical Issues

Only members of the House of Delegates and the House of State Representatives will vote on the technical issues ~~questions~~ before the Corporation. **Technical issues include, but are not limited to, those relating to agenda items and reports of the standing and NTEP committees, ad hoc committees, subcommittees, task forces, and study groups.** At the conclusion of debate (if authorized) on a motion, there shall be a call for the vote by voice vote, a show of hands, standing, or electronic count. The requirements for minimum votes in a house are found in Article X, Section 4.

...

Section 9B – Voting – Business Issues

All members of the Corporation, including Associate Members, will vote on all business issues before the Corporation. **Business issues include, but are not limited to, the administrative functions of the Corporation such as those relating to the nominations, finance, and credentials committees, and on proposed operational alterations such as shifts of corporate aims and goals or fundamental structural changes.** At the conclusion of debate (if authorized) on a motion, there shall be a call for the vote by voice vote. In the event that a voice vote is too close to be determined in the opinion of the Chairman, there shall be a show of hands, standing vote, or machine (electronic) vote count. There is no minimum voting requirement for any house for business issues.

Previous Action:

(e.g.) N/A

Original Justification:

In Article X – Voting System, a distinction is made between business issues and technical issues. The second paragraph of Article X, states, "**The NCWM Board of Directors shall determine whether an issue is technical or business in accordance with the policies and procedures of the Corporation.**" There does not appear to be an NCWM policy as described in Article X that plainly states which issues are technical or business, or the process used by the Board of Directors its determination.

If implemented, the sweeping changes proposed in the 2019 NCWM Strategic Plan would financially impact all categories of NCWM members. In the July 11, 2019 NCWM letter to Dr. Douglas Olson (NIST OWM) Item #6 would force numerous state weights and measures jurisdictions to undertake lengthy and expensive changes to laws, regulations, policies, administrative manuals, and public-facing materials, e.g., web content, applications, FAQs, etc. During this time there could also be an interruption of regulatory oversight which would lead to increased consumer fraud, an uneven playing field for businesses, and spike in unfair business practices. NCWM members entrust their Board of Directors to make the right decisions, but there need to be checks and balances to ensure the Board of Directors does not govern as an oligarchy.

If the NCWM Board of Directors does not want to define the terms business issue and technical issue in its bylaws, a new policy should be created and placed in either Section 1. Administration or Section 2. Meetings. This new policy should state how the NCWM Board of Directors determines whether an issue is business or technical in nature, including a complex issue that may have components of both.

The submitter requested that this item be given Voting status in 2021.

Comments in Favor:**Regulatory:**

- The proposal should define Technical Items as related to the handbooks and define all other issues as Business Items.
- If NCWM copyrights its standards, it could have a negative effect on states that reference NIST Handbooks. This proposal was brought forward to make that decision a Business Item for a vote of the General Membership. If the distribution of the handbooks is too controlled, it could be a huge financial consequence to membership.
- Opening the state law to reference NCWM Handbooks is a dangerous endeavor.
- The submitter asked that the status of this item be changed from Developing to Assigned to the Policies and Bylaws task Group.

Industry:

- None

Advisory:

- Section 9A only applies to technical items before the corporation. They are only before the corporation if presented by a standing committee.

Comments Against:**Regulatory:**

- It is unclear whether the voting system would apply only to the voting session of the NCWM Annual Meetings or would extend to the Committees and subgroups as well.
- If the definition of Business Items is too broad, it could hamper the Board from making any decisions without bringing them before the membership. It could create gridlock.

Industry:

- None

Advisory:

- None

Neutral Comments:**Regulatory:**

- None

Industry:

- None

Advisory:

- None

Item Development:

This item has been assigned to the submitter for further development. For more information or to provide comment, please contact:

Ms. Kristin Macey
California Division of Measurement Standards
916-229-3000, kristin.macey@cdfa.ca.gov

The Board of Directors had a lengthy discussion regarding this item. The Board is uncertain that the proposed definitions add clarity and is consequently returning the item to the submitter for further development. Specifically: 1) the added sentences define technical and business items, but the phrase "not limited to" is ambiguous and would likely cause confusion and at the very least leaves room for arbitrary interpretation. 2) The Board of Directors believes these changes would have unintended negative consequences including the role of the Board of Directors versus the role of the member body.

The Board believes the purpose of the bylaws is to define the process for voting on technical versus business items. Policy may be a better avenue to guide the Board in its decision-making process. The effort is to define what items should fall within the decision process of the Board and what items should be decided by the membership of the association.

2022 NCWM Interim Meeting: The Policies and Bylaws Task Group considered the request to change the status to Assigned and recommended to the Board of Directors that the item be withdrawn. The Board accepted that recommendation.

SPB-22.1 V Bylaw Article X – Voting System, Section 6 – Committee Reports

Source:

Policy and Bylaw Review Task Group

Purpose:

Improve clarity on the requirements and procedures for approving committee reports.

Item Under Consideration:

Article X - Voting System

...

Section 6 - Committee Reports

Alternatives that may be used in voting on the reports:

A. vote on the entire report at once,

B. vote on the report by separate and distinct parts which can be done by a:

1. vote on grouped items or sections, and/or

2. ~~C.~~ vote on individual items; according to

a. ~~1.~~ committee discretion, ~~or~~

b. ~~2.~~ on request by a registered attendee, or

3. vote to adopt the remainder of the report after having voted on the individual items within the report.

Once a vote on an individual item, grouped item(s) or section(s) is completed that result will stand unless there is a successful action to reconsider a specific vote per Roberts Rules.

Previous Action:

N/A

Original Justification:

There have been questions about the approval process for committee reports. Some felt a failure to approve the overall report would negate earlier votes on items or sections. Some may be concerned that this is a significant change to the operating procedures for the conference.

Comments in Favor:

Regulatory:

- None
-

Industry:

- The vote to adopt the report is actually the vote to adopt the remainder of the report after addressing the individual voting items.

Advisory:

- None

Comments Against:

Regulatory:

- None

Industry:

- None

Advisory:

- None

Neutral Comments:

Regulatory:

- None

Industry:

- None

Advisory:

- None

Item Development:

Based on a comment in open hearings, the Board of Directors modified Part B, subsection 3 of the Item under Consideration to be clearer. The Board set the status as Voting for the Annual Meeting.

SPB-22.2 V Bylaw Article IX – Committees. Section 5 - part A. Nominating Committee

Source:

Board of Directors

Purpose:

Clarify that Associate members may serve on the NCWM Nominating Committee.

Item Under Consideration:

Article XI - Committees

Section 4 - ~~Ad Hoc Committees, Subcommittees, Task Groups, and Study Groups~~ Task Groups, Steering Committees, and Subcommittees

~~Ad Hoc committees, subcommittees, task groups, and study groups~~ **Task Groups, Steering Committees, and Subcommittees** are appointed by the Corporation Chairman from the active, advisory, or associate membership, in any combination, as the need arises or the Corporation requests. All ad hoc committees, subcommittees, task groups and study groups are subject to an annual review by the Board.

Section 5 - Special Purpose Committees

The Special Purpose Committees consist of the following:

A. Nominating Committee

The Nominating Committee (referenced in Article VI, Section 3) shall be appointed annually by the Chairman and shall consist of the most recent active Past Chairman of the Corporation as Committee Chairman and six ~~active~~ **NCWM** members, to include at least one member representing each of the four regions. The nominating committee shall make recommendations to the Corporation for nominations for the Board of Directors. The nominating committee shall give due weight and consideration to the recommendation of the Associate Membership Committee regarding the Associate Director nomination.

Previous Action:

N/A

Original Justification:

When the Bylaws refer to "Active" (upper-case "A"), it refers to "individuals in the employ of States, Commonwealths, Territories, or Possessions of the United States, their political subdivisions, the Navajo Nation, and the District of Columbia who are actively engaged in the enforcement of weights and measures laws and regulations."

When the bylaws use "active" (lower-case "a") it refers to all members in good standing. In defining eligibility to serve on the Nominating Committee, this amendment would clarify that eligibility is not limited to the "Active" class of membership. There were occasions in the past where Associate members served on the Committee.

Comments in Favor:

Regulatory:

- None

Industry:

- None

Advisory:

- None

Comments Against:

Regulatory:

- None

Industry:

- None

Advisory:

- None

Neutral Comments:

Regulatory:

- None

Industry:

- None

Advisory:

- None

Item Development:

During Open Hearings, the Board of Directors announced that there would be an addition to the Item under Consideration to align terminology in Article IX, Part 4 with NCWM policy and assigned Voting status.

FIN – FINANCIAL

FIN-1 I Treasurer's Report

NCWM operates on a fiscal year October 1st through September 30th. Budgets are set to be conservative on projected revenues and realistic on anticipated expenses. The Board of Directors continues to monitor its ability to fully implement contingency plans based on potential costs compared to reserve funds.

The March 31, 2022, balance sheet below provides a 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 associated members and are spent at the discretion of the Associate Membership Committee in accordance with the Committee Bylaws.

Also, the annual audit was conducted by Dana F. Cole & Company as an outside entity, and this provides another layer of accountability. No concerns arose from this annual audit. Overall, the NCWM's finances are in good order.

ASSETS	March 31, 2021	March 31, 2022
Current Assets	\$	\$
Checking/Savings		
Associate Member Fund	50,522.57	56,774.78
Certificates of Deposit	952,414.08	738,690.56
Equities	0.00	781,346.69
Money Market Fund	1,002.61	1,002.61
Checking	25,042.44	2,047.33
Savings	686,131.66	289,847.78
Total Checking/Savings	1,715,113.36	1,869,709.75
Accounts Receivable	9,599.97	32,003.31
Other Current Assets	298,926.21	210,673.31
Other Assets	13,893.79	12,613.06
TOTAL ASSETS	2,037,533.33	2,124,999.43
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities	32,320.62	47,045.65
Total Liabilities	32,320.62	47,045.65
Equity		
Designated - Associate Membership	50,522.57	56,774.78
Unrestricted Net Assets	1,655,461.17	1,682,606.55
Net Income	299,228.97	338,572.45
Total Equity	2,005,212.71	2,077,953.78
TOTAL LIABILITIES & EQUITY	2,037,533.33	2,124,999.43

Mr. Ivan Hankins, Iowa | NCWM Chairman
 Mr. Mahesh Albuquerque, Colorado | NCWM Chairman-Elect
 Mr. Hal Prince, Florida | NTEP Committee Chair
 Mr. Craig VanBuren, Michigan | Treasurer
 Mr. Loren Minnich, Kansas | Active Membership - Central
 Mr. Marc Paquette, Vermont | Active Membership - Northeastern
 Mr. Gene Robertson, Mississippi | Active Membership - Southern
 Ms. Cadence Matijevich, Nevada | Active Membership - Western
 Dr. Matt Curran, Florida | At-Large
 Ms. Rebecca Richardson, MARC-IV Consulting | At-Large
 Mr. Chris Guay, CGGT | AMC Representative

Mr. Don Onwiler, NCWM | Executive Director
 Dr. Katrice Lippa, NIST, OWM | Executive Secretary
 Mr. Darrell Flocken, NCWM | NTEP Administrator
 Ms. Erica Garnier, -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 or charles.ehrlich@nist.gov.

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

Table A Table of Contents

INTRODUCTION	
I. Report on the Activities of the OIML Technical Committees	27
TC 3/SC 5 Conformity Assessment (United States)	3
TC 5/SC 1 Environmental Conditions (Canada)	3
TC 5/SC 2 Software (Germany and BIML)	27
TC 6 Prepackaged Products (South Africa)	27
TC 7/SC 5 Multi-dimensional Measuring Instruments (Australia and Canada)	4
TC 8 Measurement of Quantities of Fluids (Japan)	27
TC 8/SC 1 Static Volume and Mass Measurement (United States)	28
TC 8/SC 3 Dynamic Volume and Mass Measurement for Liquids Other Than Water (United States)	28
TC 8/SC 6 Measurement of Cryogenic Liquids (United States)	28
TC 8/SC 7 Gas Metering (Netherlands)	28
TC 9 Instruments for Measuring Mass (United States)	5
TC 9/SC 1 Non-Automatic Weighing Instruments (Germany and France)	5
TC 9/SC 2 Automatic Weighing Instruments (United Kingdom)	5
TC 12: Instruments for measuring electrical quantities (Australia)	6
OIML Certificate System (OIML-CS)	6
II. Report on the 56th CIML Meeting, October 2021 (held online)	30
III. Report on the 16th OIML Conference, October 2021 (held online)	8
IV. Future OIML Meetings	32
V. Regional Legal Metrology Organizations	9

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 ²	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. ³ WD: 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 section on the OIML Certification System (OIML-CS), found at the end of this Section of Appendix A.

TC 5/SC 1 Environmental Conditions (Canada)

OIML D 11 *General requirements for measuring instruments - Environmental conditions* is a very important document in the OIML system and is used by all 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. Canada just accepted responsibility for this Secretariat from the Netherlands, and it is expected that a new revision cycle of D 11 will be initiated soon. 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)

OIML D 31 *General Requirements for Software-controlled Measuring Instruments* serves as guidance for the software requirements in all OIML International Recommendations. The current version of D 31 was published on the OIML website in December 2019. The document now includes methods/means of software verification and improved harmonization of terminology. This includes a subset of terms for “Measurement Result Relevant Information” and “Measurement (Process) Information”; this will distinguish data necessary for legal metrology purposes from data that is necessary for instrument operation but otherwise not legally necessary.

Because some issues in the last revision cycle in OIML D 31 were not fully resolved, a project is now underway to “immediately revise” the document. Parties interested in these OIML software efforts should contact Dr. Katya Delak at (301) 975-2520 or katya.delak@nist.gov if they have questions or would like to participate.

TC 6 Prepackaged Products (South Africa)

A new Guide, OIML G 21, entitled “*Guidance for Defining the Requirements for a Certification System for Prepackages*” has been published. This guideline was developed to assist countries in establishing reciprocal agreements to accept the test results on prepackaged goods. The current publication of OIML Recommendation R 87 “*Quantity of Product in Prepackages*” (equivalent to NIST Handbook 133 “Checking the Net Contents of Packaged Goods”) includes a comprehensive overhaul of the statistical requirements and sampling plans. This Subcommittee is currently working on a project “R87 Prepackage Template”. TC 6 is also responsible for OIML R 79 *Labeling Requirements for Prepackaged Products*. For more information or to participate in the activities of this committee, please contact Dr. Charles Ehrlich (301) 975-4834 or charles.ehrlich@nist.gov.

TC 7/SC 5 Multi-dimensional Measuring Instruments (Australia and Canada)

There has been significant interest in maximizing harmonization between OIML R129 “Multi-dimensional Measuring Instruments” and the US requirements for these instruments. OIML R129 received final CIML approval in November 2020 and was published in December 2020. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like copies of this document.

TC 8 Measurement of Quantities of Fluids (Japan)

Revised documents D 35 *Petroleum Measurement Tables* (previously R 63) and D 36 *Pipe Provers for Testing of Measuring Systems for Liquids* (previously R119) both passed their Preliminary Online Ballot in July 2020, received final CIML approval in November 2020, and were published in December 2020. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like copies of any of these documents.

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

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 soon. The Subcommittee has discussed the importance of revising OIML R 125 *Measuring Systems for the Mass of Liquids in Tanks*, and a project to revise R 125 has been approved by the CIML. 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)

OIML R 117 *Dynamic Measuring Systems for Liquids Other Than Water* was published in April 2020. The recent project to revise R117 fully harmonized all three parts of the Recommendation and added new annexes 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). If you would like a copy of R117 or if you have any questions about the systems that it covers, 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 soon. 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)

OIML R 137 *Gas Meters* has been published. Extensive United States comments on multiple drafts of R137 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.

The Netherlands and Japan served as Co-Conveners on a project to revise OIML R 139, *Compressed gaseous fuel measuring systems for vehicles* that mostly focused 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. The Recommendation has been published. Please contact Mr.

Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like to participate in any of these efforts or if you would like to obtain a copy of any of these gas measurement documents.

TC 9 Instruments for Measuring Mass (United States)

OIML R 60 *Metrological Regulation for Load Cells* was published in Nov 2021, after the completion of a minor revision (called an “update”) of R60. This update included the removal of a requirement to include the OIML Certificate Number on each device. For additional information on TC 9 activities, please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov

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

A project to revise OIML R 76:2006 *Non-automatic weighing instruments* is in progress. In addition to revising the R 76 Recommendation, the project group has been requested to provide guidance on how to best approach the verification and inspection of measuring instruments in this category. Several Project Sub-Groups have been tasked with reformatting and updating the Recommendation and with developing field verification and inspection procedures for these measuring instruments. Other Sub-Groups are developing proposals for adding up-to-date software requirements and for considering the inclusion of new test procedures for modules. A first Committee Draft (ICD) of the R 76 revision is under development. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov if you are interested in the effort to revise this document.

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

After a few years of development, OIML R 150 *Continuous totalizing automatic weighing instruments of the arched chute type* received final CIML approval in November 2020 and was published in April 2021. This type of measuring instrument measures the centripetal force on an arched chute. To receive copies of this new document, please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov

The CIML has approved new projects to revise OIML R 51 *Automatic catch-weighing instruments* and R134 *Automatic instruments for weighing road vehicles in motion and measuring axle loads*. Both of these Recommendations were last approved/published in 2006, and both of the revision projects are currently in the Working Draft stage. Subcommittee meetings to discuss both of these projects were held (virtually) in May 2021. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov if you are interested in the projects to revise either R51 or R134.

TC 12 Instruments for measuring electrical quantities (Australia)

OIML R 46 *Active Electrical Energy Meters* is undergoing a significant revision. The United States provided comments on the fourth working draft (4WD) of the R46 revision in April 2021. The Project Group has established some Subgroups to work on specific issues related to the revision and the continuing development of R46: (1) Fundamental vs. Harmonic power and Reactive Energy; (2) Smart Street Lighting; and (3) Remote Displays and Meters with Modular Components. The R46 Project Group held a series of (virtual) meetings in 2021. In Oct 2021, the CIML approved a new (separate) project under TC 12 that will develop a new Guide and a new Recommendation for *Electric vehicle charging stations*; the Netherlands will be the Convener for this new project. Please contact Dr. Katya Delak at (301) 975-2520 or katya.delak@nist.gov if you have questions about these projects or would like to participate.

OIML CERTIFICATION SYSTEM (OIML-CS)

OIML has operated a Certificate System for OIML Type Evaluation of Measuring Instruments since 1991. Because of difficulties encountered by the International Bureau of Legal Metrology (BIML) in adequately obtaining and summarizing peer review and/or accreditation data from test laboratories, and also to promote better awareness of the certificate system, an effort to develop a significantly improved and more robust OIML Certification System (OIML-

CS) was started in 2015. After three years of development, implementation of the new OIML-CS began in January 2018. Thirty-seven (37) instrument categories are covered under the OIML-CS; see the OIML website www.oiml.org/en/oiml-cs/categories for the complete list.

The CIML appointed Mr. Mannie Panesar (UK) as the new OIML-CS MC Chairperson for a term of three years that started in January 2021. Dr. Charles Ehrlich (NIST and the U.S. CIML Member) serves on the Management Committee of the OIML-CS. Mr. Darrell Flocken (NCM/NTEP) serves on the Review Committee, which is now part of the Management Committee.

Details and specifics about the OIML Certificate System are available on the OIML website. If there are any questions about the OIML-CS, or for more information, please contact Dr. Ehrlich at (301) 975-4834 or charles.ehrlich@nist.gov.

II. REPORT ON THE 56TH CIML MEETING IN OCTOBER 2021 (HELD ONLINE)

The 56th meeting of the International Committee of Legal Metrology (CIML) was held on 18, 19 and 22 October 2021 as an online meeting due to the COVID-19 pandemic. There were over 160 global participants, from OIML Member States, OIML Corresponding Members, and organizations-in-liaison. The OIML currently has 62 Member States and 63 Corresponding Members, and efforts are ongoing to encourage additional economies to join the Organization.

The CIML President, Dr Roman Schwartz (from PTB in Germany), reported on the major activities that had taken place during the year including the preparation of the budget for the next financial period and closer cooperation with other international organizations. He also presented one of his visions for the future of the OIML, together with the BIPM, to jointly support the worldwide digital transformation process with regard to key metrological processes.

The BIML Director, Mr Anthony Donnellan, reported on the various activities and achievements of the BIML and its staff, particularly the continued efforts to improve the effectiveness of OIML technical work and activities in the Countries and Economies with Emerging Metrology Systems (CEEMS), the OIML Certification System (OIML-CS), World Metrology Day in close cooperation with the BIPM, and work with other liaison organizations. He said that the BIML had introduced initiatives to minimize the impact of the pandemic and to ensure business continuity, and he outlined the budget planning process for the next financial period.

A new online voting system was implemented in 2021 that enabled the CIML and the Conference to approve Resolutions at the end of each meeting session.

The previous-year accounts for 2020 were presented and were then approved by the CIML. Mr Donnellan reported that he believes that the OIML continues to be in a strong financial position. The proposed budget for the period 2022–2025 was examined and approved by the CIML and submitted to the 16th Conference, which also endorsed the future-focused budget.

The Chairperson of the Regional Legal Metrology Organization Round Table, Dr. Charles Ehrlich (U.S. and also the CIML 1st VP), provided an update on the activities of the RLMO RT including an online meeting of the RLMO-RT that was held on 30 Sept 2021. ‘Smart meters’ was a focus of that meeting, along with digitalization in legal metrology. Discussions were also held concerning how both the RLMOs and their individual member countries were coping and operating during the coronavirus pandemic. It was noted that significant progress has been made to improve the functioning and the effectiveness of the RLMO RT in 2020 and 2021. The RLMO Round Table plans in the future to continue to improve the collaboration between the RLMOs – this will include the sharing of training materials and e-learning modules.

The BIML reported on its activities with other organizations-in-liaison (including the BIPM, CECIP, COOMET, EURAMET, IAF, ICUMSA, IEC, SIM and UNIDO). These organizations submitted written reports on their activities.

The BIML gave a report on the progress of the technical work of the OIML and presented lists of high-priority projects and publications; these list were then approved by the CIML.

The following publications were approved by the CIML:

- Revision of R 126 *Evidential breath analysers*; and
- Update of R 60 *Metrological regulation for load cells*.

The following new projects were approved by the CIML:

- New Recommendation *Contact clinical thermometers*;
- New Recommendation *Non-contact clinical thermometers*;
- New Recommendation *Requirements for the evaluation of NIBP simulators used for the testing of automated non-invasive sphygmomanometers*;
- New Guide and Recommendation *Electric vehicle charging stations*;
- New Guide *Guidelines for the evaluation of automated sphygmomanometers using oscillometric signal generators able to generate real-life oscillometric signals*;
- Revision of OIML R 49:2013 *Water meters for cold potable water and hot water*;
- Revision of OIML R 148:2020 *Non-invasive non-automated sphygmomanometers*;
- Revision of OIML R 149:2020 *Non-invasive automated sphygmomanometers*;
- Revision of OIML B 12:2004 *Policy paper on liaisons between the OIML and other bodies*; and
- Update of OIML V 1:2013 *International vocabulary of terms in legal metrology (VIML)*.

The CIML President spoke about communications with OIML stakeholders. He notably mentioned the OIML Bulletin and the ongoing need for more contributions from Members in the form of articles. The concept of “Mentors” to manage specific topics or themes, launched in 2020, has been very successful. The July 2021 Bulletin featured the topic “Digital transformation” and the theme for the October 2021 edition was “Legal metrology for health”.

The Advisory Group on matters concerning Countries and Economies with Emerging Metrology Systems (CEEMS AG) was created by the CIML to provide advice to the OIML on any matter relating to CEEMS. Mr Ian Dunmill, the BIML Assistant Director, gave an update on the activities of the CEEMS-AG. His report stressed that, although no new in-person training activities had been possible in 2021, the development of a new publication “Application of online technology to capacity building and other CEEMS activities” had advanced well and should be completed in the coming year. Work on updating and expanding the OIML’s online training platform was also progressing, and a new initiative of regular one-hour webinars had been started, archives of which would be made available on the OIML website.

The OIML-CS Management Committee Chairperson, Mr Mannie Panesar, reported on the activities of the OIML-CS, including the online MC meeting that had been held in March 2021. He reported that despite the impact of the pandemic, the OIML-CS continues to function well and the number of OIML certificates issued in 2021 is expected to increase significantly when compared with 2020. The CIML approved the OIML-CS Management Committee proposal to allow OIML Issuing Authorities to use ISO/IEC 17020 (with additional requirements) as an alternative to ISO/IEC 17065 to demonstrate competence.

An OIML medal was awarded to Dr Stephan Mieke for his contribution to the work of the OIML. Letters of Appreciation were presented to Mrs Laetitia Delette, Mrs Regina Klüß, Mr Peter Eekhout, Mr Ken Butcher, and Mr Chris Pulham for their contribution to the work of the OIML. The 2021 OIML CEEMS Award was awarded to Mr Sophors Em, of Cambodia, for his outstanding contributions to the work of the OIML.

The 56th CIML Meeting Resolutions, documents, and presentations can be found on the OIML website at <https://www.oiml.org/en/structure/ciml/sites>.

III. Report on the 16th OIML Conference, October 2021 (held online)

The Sixteenth International Conference on Legal Metrology (The Conference) was held on 20–21 Oct 2021 as an online meeting. There were over 160 participants from OIML Member States, OIML Corresponding Members, and organizations-in-liaison.

Dr Charles Ehrlich (US, First Vice-President of the CIML) was elected as the Conference President, and Dr Roman Schwartz (Germany, CIML President) and Dr Bob Joseph Mathew (Switzerland, CIML Second Vice-President) were elected as Conference Vice-Presidents.

Dr Roman Schwartz reported on the major activities that had taken place during the five years since the 15th International Conference on Legal Metrology in 2016, including the way in which the OIML had organized its activities during the pandemic – notably by holding its CIML meetings, the Conference, technical meetings, and other meetings online. Dr Schwartz summarized the following for the Conference participants: the financial situation of the OIML organization, the proposal concerning Member State contributions for the financial period 2022–2025, the introduction of the concept of “pillars” in the OIML’s approach to its technical work, activities of the OIML-CS, efforts concerning Countries and Economies with Emerging Metrology Systems (CEEMS), and international cooperation work.

Dr Schwartz described the work undertaken to increase cooperation with other international organizations, notably the International Bureau of Weights and Measures (BIPM), citing World Metrology Day as a prime example of successful cooperation, and also the digital transformation agenda with regard to key metrological processes as another example.

The financial accounts for the period 2016–2020 were presented. The Conference noted that the budget had been managed in conformity with the expenses necessary for carrying out the work of the Organization, and that the accuracy of the report had been certified by annual external audits. The Conference gave its definitive discharge to the CIML President and to the BIML Director for their management of the budget during the financial period. The Conference studied and approved the budget for the 2022–2025 financial period, including the proposal to revise Member State contributions and Corresponding Member fees. The Conference also endorsed the Resolution taken by the CIML concerning the Operating Reserve Fund.

The Conference sanctioned the list of new, revised, and withdrawn publications that had been approved by the CIML over the last five years.

Mr Anthony Donnellan, the BIML Director, reported on the activities and achievements of the BIML and its staff over the five-year period, particularly the continued efforts to improve the effectiveness of OIML technical work and the activities of the OIML-CS. Mr Donnellan discussed the initiatives that had been introduced by the BIML to minimize the impact of the pandemic and to ensure business continuity.

The 16th Conference Resolutions, documents, and presentations can be found on the OIML website at: <https://www.oiml.org/en/structure/conference/sites>.

IV. FUTURE OIML MEETINGS

It is currently planned to hold the 57th CIML Meeting in Suzhou, P.R. China, in October 2022. It is planned to hold the 17th Conference in the year 2025.

V. 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 SIM Legal Metrology Working Group (LMWG) held its most recent in-person meeting in Cartagena, Columbia. 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. The SIM LMWG elected a new chair in July 2020, Mr. Pedro Pérez Vargas of the Superintendencia de Industria y Comercio in Columbia. 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.

A virtual meeting of the Asia-Pacific Legal Metrology Forum (APLMF) was most recently held on 01-02 Nov 2021. The APLMF Secretariat has now transitioned from New Zealand to Malaysia, with Dr. Osman Zakaria now serving as the APLMF President.

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. The most active WG has been the Working Group on Training Coordination. 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). 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 past several years by APLMF, the Asia Pacific Metrology Programme (APMP) and the Physikalisch-Technische Bundesanstalt (PTB). This 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.

Appendix B

Associate Membership Committee (AMC) Agenda and Draft Meeting Minutes

January 28, 2020
Mr. Bob Weise, Committee Chair
NW Tank and Environmental Services, Inc.

Details of All Items (In order by Reference Key)

AGENDA

- I. Call to Order
- II. Approval of Meeting Minutes
- III. Financial Condition
- IV. NCWM Industry Representative Reports
 - a) Board of Directors
 - b) Professional Development Committee
 - c) Laws and Regulations Committee
- V. AMC Fund Disbursement Requests
- VI. Filling Vacant Positions
- VII. Old Business
- VIII. New Business
- IX. Adjournment

I. CALL TO ORDER

At 7:34 a.m.

II. MINUTES APPROVED FROM PREVIOUS MEETING

Approved at 7:37 a.m.

III. FINANCIAL CONDITION

AMC Account Balance

\$37,620.93

Pending Payments

Toolkit Task Group	\$1,660.00
NYS W&M Association	\$4,000.00
Nevada: Western RMAP	\$1,781.72

Available Funds

\$30,179.21

Approved Financial Condition at 7:41 a.m.

IV. NCWM INDUSTRY REPRESENTATIVES REPORTS

a) Board of Directors Report – Chris Guay

- EV Charging Stations – requirements in Handbook 44 vs. cost of compliance. Proposals in some states would exclude Handbook 44 requirements. NCWM will prepare an educational

- background article for newsletter and an educational press release.
- OIML Standards: Foreign companies want international access to US market, harmonization
- New Policy: Committee Work Session Protocol on comments during work sessions – "Committee Chairs may request technical clarification from called upon observers during their work sessions." This would eliminate "observers raising their hands" and other committee members asking an observer a question.
- Professional Certification Program – Jerry Buendel has now taken responsibility from Ross Andersen. Some new topic areas are soon to be released.
- Testing -- challenge for states wanting to administer testing, but work is underway to work through issues. Some testing centers may charge a fee, especially for private sector employees.
- Basic competency exams are a challenge for RSA (private sector service providers) employees and new state inspectors to pass since the test content can be broader than their technical niche or specialty.
- Accreditation of Professional Certification Program -- Signed agreement with accreditation agency to start to evaluate the accreditation process – they are conducting due diligence gap analysis to determine possible process/cost. Question is whether each test category will be a separate accreditation and cost of getting and maintaining accreditation.
- Board asking question whether FALS should be made a standing committee independent of L&R. Plan is to look at ways to ensure FALS works for all stakeholders.
- Strategic Plan – Board has last meeting with facilitator in November, will be discussing with members at this meeting. Looking for input.

b) **PDC Report – Jim Pettinato**

- Looking for Safety Liaison

c) **L&R Report**

Nothing to report.

Regional Summaries

CWMA:

Nothing to report.

NEWMA:

Nothing to report.

SWMA:

Nothing to report.

WWMA:

Nothing to report.

Other Organizations

NIST:

Nothing to report.

OIML:

Nothing to report.

Canada:

Nothing to report.

Membership

- Nothing to report.

Future NCWM Meetings

- 1/10 – 1/13/2021 Interim Meeting St. Pete Beach, FL
- 7/18 – 7/22/2021 Annual Meeting Rochester, NY

AMC Positions

- Need Secretary/Treasurer position filled.

V. AMC FUND DISBURSEMENT REQUESTS

- None at the time of meeting.
- New Request on 2/10/20 for NJ Weights and Measures to travel to Mettler Toledo facility. \$750.00

VI. FILLING VACANT POSITIONS

None.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

- Bob Wiese brought up the Hawaiian metrology lab's metrologist had a medical event. He was wondering if there was a precedent for NCWM or committees providing some form of condolence. Chris Guay to bring up to Board.

IX. ADJOURNMENT

At 8:09 a.m.

Respectfully submitted by:
Mr. Ron Gibson, Vice-Chair

Associate Membership Committee (AMC) Members

Office	Name	Affiliation	Term Ends
Chair	Bob Weise	NW Tank & Environmental Services	2020
Vice-Chair	Ron Gibson	Seraphin Test Measure	2020
Secretary/Treasurer	Vacant		2020
Member	Chris Guay	Procter & Gamble, Co.	2020
Member	Rebecca Richardson	MARC-IV Consulting	2022
Member	Prentiss Searles	API	2022
Member	David Calix	NCR Corporation	2023
Member	Bob Murnane	Seraphin Test Measure	2023

AMC Meeting Attendees

- Bob Wiese, NW Tank
- Ron Gibson, Seraphin
- Jim Pettinato, TechnipFMC
- Brad Fryburger, Southern IL Scale
- Richard Suiter, Richard Suiter Consulting
- Bill Callaway, Crompco
- Russ Vires, Mettler-Toledo
- Chris Guay, Procter & Gamble
- Brent Price, Gilbarco

