

## NCWM Board of Directors 2018 Interim Meeting Agenda

James Cassidy, Chair  
City of Cambridge, Massachusetts

### INTRODUCTION

The Board of Directors will hold its quarterly meeting on Friday, Saturday and Sunday, January 20-24, 2018, and continue that meeting during work sessions throughout the remainder of the Interim Meeting. The Board will conduct Open Hearings for the items in Table A during the Interim Meeting. Table A identifies the agenda items by reference key, title of item, page number and the appendices by appendix designations. The first four digits of an item's reference key are assigned from the Subject Series List. The acronyms for organizations and technical terms used throughout the agenda are identified in Table B. In some cases, background information will be provided for an item. The fact that an item appears on the agenda does not mean it will be presented to National Conference on Weights and Measures (NCWM) for a vote. The Board will review its agenda and may withdraw some items, present some items for information meant for additional study, issue interpretations, or make specific recommendations for change to the publications identified which will be presented for a vote at the Annual Meeting. The Board may also take up routine or miscellaneous items brought to its attention after the preparation of this document. The Board has not determined whether the items presented will be Voting or Informational in nature; these determinations will result from their deliberations at the Interim Meeting.

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**.

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.

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**Subject Series List**

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Activity Reports..... ACT Series

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

Financial ..... FIN Series

Other Items ..... OTH Series

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**Table A  
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**Table B**  
**Glossary of Acronyms and Terms**

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| <b>Acronym</b> | <b>Term</b>                                    | <b>Acronym</b> | <b>Term</b>                                   |
|----------------|--|----------------|---|
| 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                |

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**Details of All Items**  
(In order by Reference Key)

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

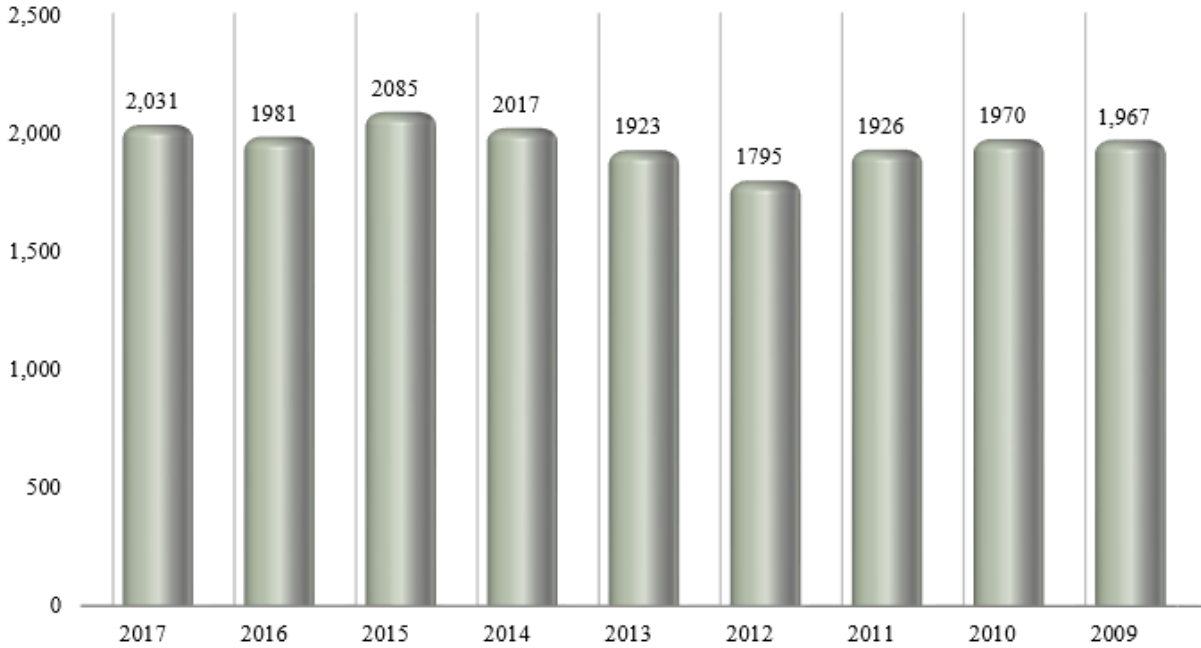
The chart and graph below show NCWM membership levels as of October 1 of recent years by membership categories. It should be noted that October 1 is the lowest level of membership for every fiscal year because it is the day that any memberships that were not renewed become lapsed. Significant growth 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**

| <b>Year<br/>Type</b>     | <b>Oct.<br/>2017</b> | <b>Oct.<br/>2016</b> | <b>Oct.<br/>2015</b> | <b>Oct.<br/>2014</b> | <b>Oct.<br/>2013</b> | <b>Oct.<br/>2012</b> | <b>Oct.<br/>2011</b> | <b>Oct.<br/>2010</b> | <b>Oct.<br/>2009</b> |
|--------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Associate                | 658                  | 668                  | 695                  | 698                  | 665                  | 695                  | 701                  | 733                  | 700                  |
| Foreign Associate        | 68                   | 66                   | 67                   | 58                   | 45                   | 40                   | 50                   | 45                   | 43                   |
| <b>Total Associate</b>   | <b>726</b>           | <b>734</b>           | <b>762</b>           | <b>756</b>           | <b>710</b>           | <b>735</b>           | <b>751</b>           | <b>778</b>           | <b>743</b>           |
| State Government         | 615                  | 552                  | 625                  | 580                  | 542                  | 381                  | 475                  | 500                  | 506                  |
| Local Government         | 429                  | 447                  | 447                  | 441                  | 435                  | 450                  | 464                  | 455                  | 495                  |
| <b>Total Active</b>      | <b>1044</b>          | <b>999</b>           | <b>1072</b>          | <b>1021</b>          | <b>977</b>           | <b>831</b>           | <b>939</b>           | <b>955</b>           | <b>1001</b>          |
| NIST                     | 15                   | 13                   | 15                   | 1                    | 15                   | 16                   | 16                   | 14                   | 0                    |
| Other Federal Government | 10                   | 7                    | 10                   | 12                   | 7                    | 11                   | 10                   | 10                   | 13                   |
| Foreign Government       | 13                   | 12                   | 13                   | 14                   | 12                   | 6                    | 12                   | 14                   | 11                   |
| Retired                  | 223                  | 216                  | 213                  | 213                  | 202                  | 196                  | 198                  | 199                  | 199                  |
| <b>Total Advisory</b>    | <b>261</b>           | <b>248</b>           | <b>251</b>           | <b>240</b>           | <b>236</b>           | <b>229</b>           | <b>236</b>           | <b>237</b>           | <b>223</b>           |
| <b>Grand Total</b>       | <b>2031</b>          | <b>1981</b>          | <b>2085</b>          | <b>2017</b>          | <b>1923</b>          | <b>1795</b>          | <b>1926</b>          | <b>1970</b>          | <b>1967</b>          |

**Annual Membership Totals as of October 1, Each Year**



**ACT-2 I Meetings**

The 2018 Interim Meeting in will feature an important technical session on Wednesday morning, prior to the joint committee session. Florida officials have planned a program on their efforts to rein in credit card skimmer activity with the hope of developing a unified national approach among weights and measures agencies. Attendees are invited to also participate in field trips on Wednesday afternoon to fuel stations where Florida officials will demonstrate inspection techniques for identifying credit card skimmers in dispensers.

Because these sessions have been so successful, NCWM will continue to hold Wednesday morning educational sessions at the Interim Meetings. Anyone with ideas for compelling topics may submit them to NCWM for consideration by the Chairman.

The 103<sup>rd</sup> 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 more than 50 restaurants and bars. For more information about the 103<sup>rd</sup> Annual Meeting, go to [https://www.ncwm.net/sems/event\\_detail/2018-annual-ok](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](mailto: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](mailto:elisa.stritt@ncwm.net).

**Interim Meetings:**

- January 21-24, 2018 Sirata Beach Resort & Conference Center, St. Petersburg, Florida
- January 13-16, 2019 Francis Marion Hotel, Charleston, South Carolina
- January 26-29, 2020 The Mission Inn Hotel & Spa, Riverside, California

**Annual Meetings:**

- July 15-19, 2018                      103<sup>rd</sup> Annual Meeting: Hyatt Regency Tulsa Hotel in Tulsa, Oklahoma
- July 14-18, 2019                      104<sup>th</sup> Annual Meeting: Hyatt Regency Hotel, Milwaukee, Wisconsin
- July 2020                                      Location to be determined in the Western Region

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 during Open Hearings of the 103<sup>rd</sup> NCWM Annual Meeting in Philadelphia, PA. 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 Mutual Acceptance Arrangement (MAA) with OIML.

**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](http://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](http://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 appointment 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.

**Fuels and Lubricants Subcommittee:**

This group reports to the Laws and Regulations Committee. For more information, contact:

**Chair**

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

**Packaging and Labeling Subcommittee:**

The group reports to the Laws and Regulations Committee. For more information, contact:

**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](mailto:guay.cb@pg.com)

**Promotional Tool Kit Task Group:**

This group reports to the Board of Directors. For more information, contact:

**Chair**

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

**Weigh-in-Motion Vehicle Scale Task Group:**

The group reports to the Specifications and Tolerances Committee. For more information, contact:

**Co- Chair**

Mr. Alan Walker  
Florida Bureau of Standards  
6260 Buckingham Rd  
Fort Meyers, FL 33905  
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Email: [Alan.Walker@freshfromflorida.com](mailto:Alan.Walker@freshfromflorida.com)

**Co- Chair**

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Little Rock, AR 72209  
Phone: (501) 570-1159  
Email: [tim.chesser@aspb.ar.gov](mailto:tim.chesser@aspb.ar.gov)

**Safety Task Group:**

This group reports to the Professional Development Committee:

**Chair**

Ms. Julie Quinn  
Minnesota Weights and Measures Division  
14305 South Cross Drive  
Suite 150  
Burnsville, MN 55306  
Phone: (651) 539-1555  
Email: [julie.quinn@state.mn.us](mailto:julie.quinn@state.mn.us)



**Cannabis Task Group:**

This group reports to the Board of Directors:

**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](mailto:jcassidy@cambridgema.gov)

**ACT-6 I Regional Association Activities**

Upcoming Regional Association Meetings:

**Spring 2018 Meetings**

**NEWMA Annual Meeting**

May 7-10, 2018  
Saratoga Springs, New York  
Contact: James Cassidy [jcassidy@cambridgema.gov](mailto:jcassidy@cambridgema.gov)

**CWMA Annual Meeting**

May 21-24, 2018  
Springfield, Illinois  
Contact: Sherry Turvey [sherry.turvey@kda.ks.gov](mailto: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 next strategic planning session will be Friday, January 19, 2018 in St. Petersburg, Florida prior to the NCWM Interim Meeting. Members can review the Strategic Plan online at [www.ncwm.net](http://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](mailto: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.

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 is increasing the number of press releases. This will 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 first video which is now available. The Board of Directors and the Associate Membership Committee have each pledged matching funds toward 4 additional video productions.

In 2015, NCWM began posting a “Tip of the Month” on its website. Ideas are welcome and should be addressed to Mr. Onwiler at [don.onwiler@ncwm.net](mailto:don.onwiler@ncwm.net).

Also new in 2015 is a strategy to develop guidance for retaining personnel and succession planning for positions in state and local weights and measures agencies.

**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 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 working with Mr. Andersen to develop two types of basic level exams; one type for service agents and the other for inspectors that are completing their initial training. See more discussion on this in the Professional Development Committee report.

There are a number of other strategies under Goal 3. Advancement toward those strategies includes a cooperative effort with NIST whereby NCWM uses grant funds from NIST to fund travel for approved trainers from around the country to assist with NIST training events. See the “Training” tab at [www.ncwm.net](http://www.ncwm.net) for more information.

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

In this support of this goal, NCWM surveys regulatory officials every two years to monitor how they access NTEP Certificates of Conformance in the field. The mobile version of the website has benefited them greatly. As technology advances, NCWM will have a better understanding for how it can make Certificates of Conformance more accessible.

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.

**Goal 5: Preserve the financial stability of NCWM:**

The Board has studied potential hazards that could present a burden on NCWM’s financial reserves in an attempt to 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.

A recent survey of weights and measures programs has been sent to all states in support of the goals of the strategic plan. This survey is very comprehensive. States were asked to forward the survey invitation to any county or city weights and measures programs within their state.

A team will also develop a survey on fuels and lubricants quality inspection programs to be completed in 2018.

**SPB-2 I Improving 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:**

At the 100<sup>th</sup> 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 similar to an ANSI process and possibly voting on standards twice per year instead of once.

In January 2016, NCWM Chairman Jerry Buendel formed a Charter Team and set out four phases in developing recommendations to improve the standards development process. In Phase 1, the Charter Team evaluated the NCWM’s existing process and outline its strengths and weaknesses and report back to the Board of Directors in July 2016. Phase 2 is planned as the phase in which the team identifies potential changes to existing NCWM processes and considers their impact on operation of regional associations, NIST, NCWM governance and others in order to provide adequate regulations to users on a timelier basis. Also in Phase 2 the Charter Team will consider other regulation setting models that may be suitable for NCWM. In Phase 3 the Charter Team will offer two alternatives for consideration by the Board. The alternatives will include implementation plans and identify barriers and issues. In Phase 4 the Board will select the changes and begin implementation.

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                       |                      |

NCWM Chairman Kristin Macey attended a meeting of the Charter Team at the 2017 Interim Meeting as it continues its work in Phase II. She provided a report during open hearings. The team is exploring the possibility of NCWM having voting sessions at both meetings each year instead of just the July meeting. The team envisions a system where new proposals could be submitted to the Southern and Western regions in the fall and to the Central and Northeastern regions in the spring. The spring and fall meetings would be conducted in a very similar fashion to the current regional associations' annual meetings. At both NCWM meetings, the committees would assign a status to each item that will be carried over to the next NCWM meeting. The Charter Team believes this approach addresses many of the issues that were identified in the current process that NCWM uses. The discussion is now focused on when adopted standards would become enforceable and whether they could be published once per year or twice per year. The group will study the impact on NIST resources and regulatory programs in developing its recommendations.

In 2017, the Charter Team has developed a second report that focusses on possible improvements within our current system of voting once per year. The Board of Directors will review this final Phase II report and take comments at the 2018 Interim Meeting. *See Appendix C for a copy of the report.*

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 is testing a new format for the committee agendas at the 2017 Interim Meeting that incorporate 2 changes. The decision to carry these changes into Publication 16 for the 103rd Annual Meeting in July will be based on feedback at this 2018 Interim Meeting in January.

- **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".

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 different 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 actually 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 in order 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. The focus group will provide a final review of the new document. Upon completion of that review, the document will be posted to the NCWM Website.

The simplified Form 15 was approved and will be 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**

**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-5      I      Exam Proctoring**

**Source:**

Professional Development Committee (2018)

**Purpose:**

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

**Item under Consideration:**

**Draft Guidelines for Proctoring Professional Certification Exams**

Rules for the Candidate

- Exams are Open Book but limited to the following:
  - 1) NIST Handbooks 44, 133, and/or 130, as appropriate to the exam. Handbooks must be clean copies, without margin notes or highlights.
  - 2) NIST Examination Procedure Outlines. EPO's must also be clean copies.
- 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 to store 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;
  - Use or operate 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. Under certain conditions, an approved and suitable computer may be provided by the candidate for exam use.
- Verify that the copies of reference materials used by the candidate are clean and free of margin notes or highlights. Exams are Open Book but limited to the following:
  - 1) NIST Handbooks 44, 133, and/or 130, as appropriate to the exam
  - 2) NIST Examination Procedure as applicable to the test, and the Examination Procedure Outline(s) for devices included in the exam Announcement covered by the exam.
- 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.

#### Rules for the Proctor (cont.)

- 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 use or operate cameras, cell phones, or memory devices such as flash drives while taking the NCWM exam;
  - 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 with regard to 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 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."

## **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        Financial 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 September 30, 2017 in comparison with the same time the previous year. Assets in the balance sheet were inflated in 2016 by the NIST Training Initiative Grant that was awarded to NCWM. Those funds have been depleted and the new grant will reimburse NCWM as funds are spent. This will provide a more stable and accurate representation of NCWM's assets. Assets are also 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.

| <b>ASSETS</b>                         | <b>September 30, 2017</b>  | <b>September 30, 2016</b>  |
|---------------------------------------|----------------------------|----------------------------|
| Current Assets                        | \$                         | \$                         |
| Checking/Savings                      |                            |                            |
| Associate Member Fund                 | 21,286.61                  | 25,989.23                  |
| NIST Training Grant                   | 0.00                       | 8,797.43                   |
| Certificates of Deposit               | 1,235,429.00               | 1,218,141.97               |
| Checking                              | 19,688.01                  | 19,855.80                  |
| Savings                               | 286,978.20                 | 271,751.13                 |
| Total Checking/Savings                | <u>1,563,381.82</u>        | <u>1,544,535.56</u>        |
| Accounts Receivable                   | 11,790.66                  | 310.00                     |
| Other Current Assets                  | 70,466.8                   | 72,345.99                  |
| Other Assets                          | 20,494.2                   | 18,358.20                  |
| <b>TOTAL ASSETS</b>                   | <b><u>1,666,133.48</u></b> | <b><u>1,635,549.75</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                            |                            |
| Liabilities                           |                            |                            |
| Current Liabilities                   | 183,960.53                 | 191,190.99                 |
| Total Liabilities                     | <u>183,960.53</u>          | <u>191,190.99</u>          |
| Equity                                |                            |                            |
| Designated - Associate Membership     | 21,286.61                  | 25,989.23                  |
| Designated – NIST Training Grant      | 0.00                       | 8,797.43                   |
| Unrestricted Net Assets               | 1,423,087.51               | 1,385,182.82               |
| Net Income                            | 37,798.83                  | 24,389.28                  |
| Total Equity                          | <u>1,482,172.95</u>        | <u>1,444,358.76</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>1,666,133.48</u></b> | <b><u>1,635,549.75</u></b> |

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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. Steve Giguere, Maine | Active Membership - Northeastern  
Mr. Chris Guay, Procter and Gamble | Associate Membership  
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](http://www.oiml.org) and about NIST, OWM at [www.nist.gov/owm](http://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](mailto:charles.ehrlich@nist.gov).

**Note:** OIML publications are available electronically without cost at [www.oiml.org](http://www.oiml.org).

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**Table B**  
**Glossary of Acronyms and Terms**

| <b>Acronym</b> | <b>Term</b>                                  | <b>Acronym</b> | <b>Term</b>                                    |
|----------------|--|----------------|--|
| 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 <sup>1</sup>                 | 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 <sup>2</sup>                  | SC             | Technical Subcommittee                         |
| DoMC           | Declaration of Mutual Confidence             | SIM            | Inter-American Metrology System                |
| DR             | Draft Recommendation <sup>2</sup>            | TC             | Technical Committee                            |
| DV             | Draft Vocabulary <sup>3</sup>                | 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 <sup>3</sup>                     |

<sup>1</sup> 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.

<sup>2</sup> 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.

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

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**Details of All Items  
(In order by Reference Key)**

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**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](mailto: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* was approved in October 2016. This is an important document that serves as guidance for the software requirements in all of the OIML International Recommendations. 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 has since been consolidated by the conveners; it is now available for review as a 2WD. The project group has now also included methods and means of software verification into its responsibilities. A new subgroup has been formed to provide guidelines on operating systems. The next meeting of this Project Group is scheduled for April 17-18, 2018, at NMi in Dordrecht, the Netherlands. Interested parties should contact Dr. Katya Delak at (301) 975-2520 or [katya.delak@nist.gov](mailto:katya.delak@nist.gov) if they would like to participate or provide input on these OIML software efforts.

**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* was published in December 2015. 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](mailto: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 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 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](mailto: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 in June 2016 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 1CDs of R 71 and R 85 were distributed for project group comment in 2016. A meeting to discuss all of the TC 8/SC 1 projects was held in June 2016 in Gothenburg, Sweden. The Subcommittee discussed the importance of revising OIML R 125 *Measuring Systems for the Mass of Liquids in Tanks* at the meeting in Sweden, and a new project to revise R 125 was approved by the CIML in October 2016. 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. Distribution of the 2CDs of R 71 and R 85 is scheduled for Jan 2018, and a meeting of TC 8/SC 1 is being planned for May 2018 in The Netherlands. Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto: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 January or February 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](mailto:ralph.richter@nist.gov).

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

The Secretariat for R 81, *Dynamic Measuring Devices and Systems for Cryogenic Liquids* distributed a first committee draft (ICD) of R 81 to Project Group members and the USNWG for their review and comment; this comment period on R 81 closed in September 2016. A 2CD is anticipated to be distributed in the first half of 2018. To obtain more information or to participate in this project, please contact Ms. Juana Williams at (301) 975-3989 or [juana.williams@nist.gov](mailto:juana.williams@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](mailto: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.

Although all three parts of OIML R 139, *Compressed gaseous fuel measuring systems for vehicles*, have recently been published, a project to initiate a new revision of R139 was approved by the CIML in October 2016. The Netherlands and Japan serve as Co-Conveners on this new project that will mostly focus on ensuring that the Recommendation fully and accurately includes proper requirements and test procedures for hydrogen fuel dispensers. A Kick-off meeting of the R 139 Project Group was held in February 2017 in Tokyo, Japan. 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. A 1CD of R 139 was distributed in May 2017, and a second Project Group meeting to discuss the international comments received on the 1CD was held in September 2017 in Delft, The Netherlands. To obtain more information on this effort, please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov).

### **TC 9 Instruments for Measuring Mass (United States)**

The United States distributed the 5<sup>th</sup> Committee Draft (5CD) of all parts of R 60 *Metrological Regulation for Load Cells* (Metrological and technical requirements and Metrological controls and performance tests) in October 2016. Votes and comments from the R 60 Project Group 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. It is expected that R60 will be 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](mailto: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* was approved by the CIML in October 2016 at its annual meeting in Strasbourg, France. 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. At the meeting, five sub-groups were formed to assist in the preparation of the first working draft (1WD) of R76. Please contact Mr. Ken Butcher at (301) 975-4859 or [kbutcher@nist.gov](mailto:kbutcher@nist.gov) if you are interested in the effort to revise this document.

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

In October 2016, the CIML approved a new TC 9/SC 2 project to develop a new OIML Recommendation on *Continuous totalizing automatic weighing instruments of the arched chute type*. The second working draft (2WD) of this new document was distributed in August 2017, and the first meeting of the Project Group has been tentatively scheduled for March 2018 in Teddington, UK. 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](mailto: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 early 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](mailto: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* received final CIML approval in October 2016, 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](mailto: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](mailto: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 will begin 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](http://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](mailto:charles.ehrlich@nist.gov).

## **II. REPORT ON THE 52<sup>ND</sup> 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/](http://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 (having announced his plans to retire 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 53<sup>rd</sup> CIML Meeting is being planned to be held in Hamburg, Germany in October 2018.

### 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 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.

BOD 2018 Interim Meeting Agenda

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

Please contact Mr. Ralph Richter at (301) 975-3997 or [ralph.richter@nist.gov](mailto:ralph.richter@nist.gov) for more information on APLMF and the 2018 APLMF Annual Meeting.

**Appendix B**

**Associate Membership Committee (AMC)  
Agenda and Draft Meeting Minutes**

Richard Shipman, Chair  
Rice Lake Weighing Systems

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**Details of All Items**  
*(In order by Reference Key)*

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**AGENDA**

1. Call to Order
2. Approval of Meeting Minutes
3. Financial Condition
4. NCWM Industry Representative Reports
  - (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 by Dick Shipman (Committee Chair) at 5:00pm

### 2. Acceptance of Previous Minutes

D. Shipman called for a motion to accept the minutes from the previous meeting (held January 2017). Bill Calloway (Vice-Chair) made the motion. Mark Flint (Secretary) seconded the motion. The motion passed unanimously.

### 3. Financial Review

D. Shipman lead a review of funds for the committee.

- The Committee began the fiscal year (as of 10/01/16) with \$25,967.91. As of 06/30/2017, the committee had funds in the amount of \$25,157.49.
- There is \$9747.50 in payments pending leaving \$15,409.99 in available funds.
- Doug Rathbun (State of Illinois) expressed his gratitude for a grant given to the State of Illinois.
- D. Shipman asked for a motion for approval of the budget. M. Flint made the motion. Motion was seconded by B. Calloway. Budget was accepted unanimously.

### 4. Committee Liaison Reviews

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

- NIST has hired a metrologist.
- NCWM is developing a CD Compilation of meetings dating to 1905.
- The NIST Office of Weights and Measures held 50 meetings with 900 students between July 2016 and June 2017.
- NIST budget for 2018 has not been set but a flat budget over 2017 is expected.
- Measurement Canada currently has 177 authorized service providers conducting inspections resulting in a substantial increase in inspections.
- PALS has an opening for one industry position.
- Jerry Buendel has been designated by K. Macey as Charter Team Chair. Two additional appointments will be made by J. Cassidy.
- A Task Force is being formed to conduct surveys on Fuels and Lubricants testing.
- ISWM was present at the Board Meeting to discuss overlap in regulatory and industry training.

D. Shipman presented a review of Professional Development Committee.

- A presentation was given on Inspector certification. Several States provided testimony that they would like to see tests for basic weighing and measurement as soon as possible.
- The Safety Task Force was reviewed. A discussion was held on whether training of safety should be provided from Industry to Regulators, with the general thought being that Industry may be more advanced in Safety practices than Regulators.



Rebecca Richardson (Mark IV Consulting) provided an update on Laws and Regulations committee

- She noted that Lou Sakin (City of Hopkinton, MA) is terming off the committee.
- Matt Curran (State of Florida) is stepping down as the Fuels and Lubricants Subcommittee Chair.
- The poly-styrene issue has been moved from Voting to Informational status.

No Industry member currently sits on the Standards and Technology committee. C. Guay noted that, historically, there has been concern from industry that an industry member on the committee may give a particular sector undue influence.

Further discussion was held regarding the Charter committee. Eric Golden discussed the fact that the new Chair (J. Buendel) would like to follow up on 8 current recommendations for workflow through the group. One possible item being discussed is twice per year voting. Several comments were made during the discussion that the current system is broken and needs to be redeveloped.

## **5. Review of Funding Applications**

D. Shipman began discussions on two current funding applications

- The State of New York submitted an application in the amount of \$3500.00 for funds to cover classroom and AV equipment rental for training school. D. Shipman commented that the he was not sure if the application for specific enough. C. Guay made the motion to accept the application. The motion was seconded by Bill Calloway (Crompco). The committee voted unanimously to accept the application.
- The State of Missouri submitted an application in the amount of \$2500.00 for funds to cover NIST training on Handbook 133 “Checking the Net Contents of Packaged Goods” to be held in Lebanon, MO on March 26 – 30, 2018. M. Flint made the motion to accept the application. The motion was seconded by B. Calloway. The committee voted unanimously to accept the application.

## **6. Vacant AMC Positions**

D. Shipman opened the discussion on vacant positions on the AMC. He stated that each position has a one year term. He stated that it has been practice that the Vice Chair and the Secretary each “move up” one position each Year. B. Calloway will serve as Chair this coming year. M. Flint will serve as Vice Chair this coming year. D. Shipman opened the floor to nominations for Secretary. Bob Weise (Northwest Tank) volunteered for the position. The committee voted unanimously to make him Secretary on AMC for this coming year.

## **7. New Business**

Further discussion was held regarding industry representation on the S & T committee. Don Onwiler (NCWM) suggested that the AMC spell out the rational for having an industry representation. Several members expressed the opinion that the issue should be discussed further at the interim meeting.

## **8. Adjournment**

Jim Pettinato made the motion to adjourn the meeting. The motion was seconded by C. Guay. The meeting was adjourned at 6:08 p.m.

**9. Attendance**

| <b>Name</b>         | <b>Affiliation</b>            |
|---------------------|-------------------------------|
| Mark Flint          | ADM                           |
| Jim Hewston         | J.A. King                     |
| Louis Straub        | Fairbanks Scale               |
| Eric Golden         | Cardinal Scale                |
| Rob Upright         | VPG Transducers               |
| Russ Vires          | Mettler-Toledo                |
| Jim Pettinato       | Technip FMC                   |
| David Calix         | NCR Corp.                     |
| Ron Gibson          | Seraphin                      |
| Doug Rathbun        | IL Dept. of Ag.               |
| Matthew J. Morrison | B & R Stores                  |
| Ann Boeckman        | Kraft Heinz                   |
| Jan Konijnenburg    | Rice Lake Weighing Systems    |
| Chris Guay          | Proctor and Gamble            |
| Bob Murnane         | Seraphin                      |
| Richard Suiter      | Richard Suiter Consulting     |
| Henry Oppermann     | Weights & Measures Consulting |
| Patrick Brutus      | Walmart                       |
| Rebecca Richardson  | Mark IV Consulting            |
| Mauricio Mejia      | State of Florida              |
| Chris Bradley       | Seraphin                      |
| Bob Weise           | NorthWest Tank                |
| Bill Callaway       | Crompco                       |
| Richard Shipman     | Rice Lake Weighing System     |

## **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. 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.
- 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.

## **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.
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 21<sup>st</sup> Century. Finding solutions to the concerns identified above will greatly assist the conference in meeting those challenges.

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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

**Charter Team Two Committee Members**

