

NCWM Board of Directors 2022 Interim Meeting Agenda

Mr. Ivan Hankins, NCWM Chairman
Iowa

The Board of Directors (hereinafter referred to as the "Board") will address the following 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 three letters of an item's reference key are assigned from the Subject Series List. The next 2 digits represent the year the item was introduced. 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 the 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 may decide to accept items for discussion that are not listed in this document, providing they meet the criteria for exceptions as presented in *NCWM Policy 3.1.4. Handbooks, Procedures to Modify Handbooks*. 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. Suggested revisions are shown in **bold face print** by ~~striking-out~~ information to be deleted and underlining information to be added. Requirements that are proposed to be nonretroactive are printed in *bold faced italics*. Additional letters, presentations and data may have been part of the committee's consideration. Please refer to www.ncwm.com/publication-15 to review these documents.

All sessions are open to registered attendees of the conference. If the Board must discuss any issue that involves proprietary information or other confidential material; that portion of the session dealing with the special issue may be closed if (1) NCWM Chairman or, in their 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 table. If possible, the posting will be done at least a day prior to the planned closed session.

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

Subject Series List

Activity Reports..... ACT Series

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

Financial FIN Series

Other Items OTH Series

**Table A
Table of Contents**

Reference Key	Title of Item	BOD Page
ACT – ACTIVITY REPORTS		7
ACT-1 I	Membership	7
ACT-2 I	Meetings	8
ACT-3 I	Participation in International Standard-Setting	9
ACT-4 I	Associate Membership Committee Activity	9
ACT-5 I	Task Groups, Subcommittees, Steering Committees	10
ACT-6 I	Regional Association Activities.....	12
SPB – STRATEGIC PLANNING, POLICIES, AND BYLAWS		12
SPB-1 I	Strategic Planning	12
SPB-5 I	Bylaws, Article IX – Committees	13
SPB-21.2 A	Bylaws, Article IX – Committees	16
SPB-21.3 D	Bylaws, Article X – Voting System.....	17
SPB-22.1	Bylaw Article X – Voting System, Section 6 – Committee Reports	19
SPB-22.2	Bylaw Article IX – Committees. Section 5 - part A. Nominating Committee.....	21
FIN – FINANCIAL.....		22
FIN-1 I	Treasurer's Report	22

Appendices

A ACT-3: Report of the Activities of the International Organization of Legal Metrology (OIML) and Regional Legal Metrology Organizations..... A25

B ACT-4: Associate Membership Committee (AMC) Agenda and Draft Meeting Minutes B35

Table B
Glossary of Acronyms and Terms

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

Details of All Items
(In order by Reference Key)

1 **ACT – ACTIVITY REPORTS**

2 **ACT-1 I Membership**

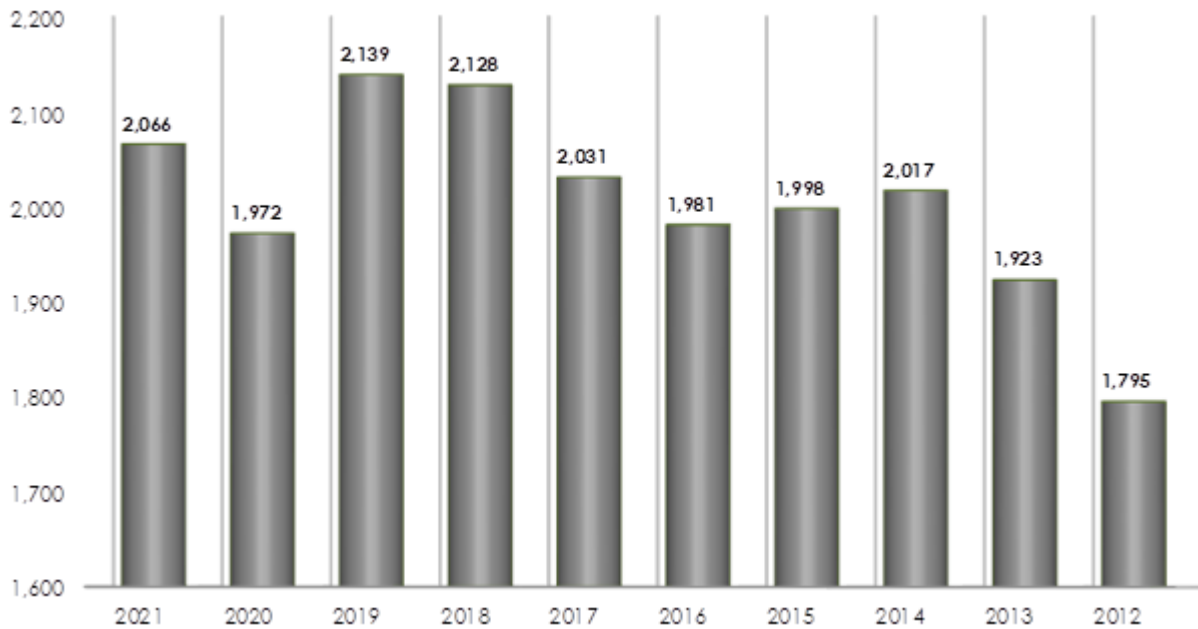
3 The chart and graph below show NCWM membership levels as of October 1 of recent years by membership categories.
 4 October 1 is the lowest level of membership for every fiscal year because it is the day that any memberships that were
 5 not renewed become lapsed. Significant growth is realized throughout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

Annual Membership Totals

Year Type	Oct. 2021	Oct. 2020	Oct. 2019	Oct. 2018	Oct. 2017	Oct. 2016	Oct. 2015	Oct. 2014	Oct. 2013
Associate	608	607	636	643	658	668	670	698	665
Foreign Associate	91	77	79	70	68	66	58	58	45
Total Associate	699	684	715	713	726	734	728	756	710
State Government	698	614	744	739	615	552	575	580	542
Local Government	389	397	406	412	429	447	444	441	435
Total Active	1087	1011	1150	1151	1044	999	1019	1021	977
NIST	15	16	17	15	15	13	15	1	15
Other Federal Government	7	7	8	10	10	7	10	12	7
Foreign Government	13	13	14	14	13	12	13	14	12
Retired	245	241	235	225	223	216	213	213	202
Total Advisory	280	277	274	264	261	248	251	240	236
Grand Total	2066	1972	2139	2128	2031	1981	1998	2017	1923

1

Annual Membership Totals as of October 1, Each Year



2

3 **ACT-2 I Meetings**

4 The 2022 NCWM Interim Meeting will be held January 9-12, 2022, at the Westin Tampa Waterside, Tampa, Florida.
5 This newly renovated hotel is edges the shimmering waterfront near celebrated downtown attractions. It is within
6 steps of the Tampa Convention Center near the Florida Aquarium, Sparkman Wharf, Amalie, restaurants and
7 entertainment.

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

11 **Interim Meetings:**

- 12 • January 9-12, 2022 Westin Tampa Waterside, Tampa, Florida
- 13 • January 8-11, 2023 Hyatt Regency Hotel, Savannah, Georgia
- 14 • January 7-10, 2024 Royal Sonesta Hotel, New Orleans, Louisiana

15 **Annual Meetings:**

- 16 • July 10-14, 2022 107th Annual Meeting: Hotel Murano, Tacoma, Washington
- 17 • July 30-August 3, 2023 108th Annual Meeting: Marriott Norfolk Waterside, Norfolk, Virginia
- 18 • July 2024 Central Region Location TBD

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

1 **ACT-3 I Participation in International Standard-Setting**

2 Dr. Charles Ehrlich (NIST OWM) provided a report during Open Hearings of the 2021 NCWM Annual Meeting. See
3 Appendix A for a copy of the full report. The Board of Directors expresses appreciation to Dr. Ehrlich for his report
4 and the important efforts of the NIST, Office of Weights and Measures around the world.

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

7 **ACT-4 I Associate Membership Committee Activity**

8 Approximately 35% of NCWM memberships is Associate members. The Associate Membership Committee (AMC)
9 is organized under the Bylaws of the National Conference on Weights and Measures, Inc. Also, AMC operates by
10 separate Bylaws, which are available on the Committee page of www.ncwm.com. AMC meets at least 2 times per
11 year in conjunction with NCWM Interim and Annual Meetings, and they invite all to attend. The AMC consists of
12 between 5 and 10 members who, amongst themselves, elect officers to serve as Chair, Vice-Chair, and
13 Secretary/Treasurer. See Appendix B for information on current members and officers.

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

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

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

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

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

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

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

4 **ACT-5 I Task Groups, Subcommittees, Steering Committees**

5 **Focus Groups, Task Groups, Subcommittees, Steering Committees:**

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

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

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

21 The Promotional Toolkit Task Group reports to the Board of Directors. Among the activities of this group, it has
22 developed five videos, each showcasing inspection activities in the supermarket, scale inspections, retail motor fuel
23 dispenser inspections, motor fuel quality, and checking the net contents of packaged goods and LP Gas Meter
24 inspections. Mr. Stephen Benjamin (NC) reported that the next video will be about grain analyzer inspections. Mr.
25 Benjamin expects the next video to highlight laboratory metrology.

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

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

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

36 Reporting to the Board of Directors:

37 **Promotional Tool Kit Task Group**

38 **Chair**

39 Mr. Stephen Benjamin
40 North Carolina Department of Agriculture
41 919-707-3225, steve.benjamin@ncagr.gov

1 **Cannabis Task Group:**
 Co-Chair
 Mr. James Cassidy
 Massachusetts Standards Division
 617-349-6133, james.cassidy@mass.gov

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

2 **Policy and Bylaw Review Task Group**
 3 **Chair**
 4 Mr. Craig VanBuren
 5 Michigan Department of Agriculture
 6 517-655-8208, vanburenc9@michigan.gov

7 Reporting to the Laws and Regulations Committee:

8 **Fuels and Lubricants Subcommittee**
 9 **Chair**
 10 Dr. Bill Striejewske
 11 Nevada Division of Measurement Standards
 12 775-353-3792, wstriejewske@agri.nv.gov

13 **Packaging and Labeling Subcommittee**
 14 **Chair**
 15 Mr. Chris Guay
 16 CGGT
 17 513-652-6597, guay.cb@gmail.com

18 Reporting to the Specifications and Tolerances Committee:

19 **Field Reference Standards Task Group**
 20 **Chair**
 21 TBD

22 **Milk Meter Tolerance Task Group**
 23 **Chair**
 24 Mr. Charlie Stutesman
 25 Kansas Department of Agriculture
 26 785-564-6681, charles.stutesman@ks.gov

27 **Verification Scale Division (e) Task Group**
 28 **Chair**
 29 Mr. Doug Musick
 30 Kansas Department of Agriculture
 31 785-564-6681, doug.musick@ks.gov

1 Reporting to the Professional Development Committee:

2 **Safety Subcommittee**

3 **Chair**

4 Mr. John Bell

5 Missouri Department of Agriculture

6 573-751-8599, johnny.bell@mda.mo.gov

7 **Skimmer Education Task Group**

Co-Chair

Ms. Paige Anderson

National Association of Convenience Stores (NACS)

703-518-4221, pa Anderson@convenience.org

Co-Chair

Mr. John McGuire

New Jersey Weights and Measures

501-570-1159, m McGuire@dca.njoag.gov

8 **ACT-6 I Regional Association Activities**

9 2021 Meetings

10 **WWMA Annual Meeting**

11 September 26-30, 2021

12 Golden, CO

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

14 **NEWMA Interim Meeting**

15 October 5-7, 2021

16 Virtual Meeting

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

18 **SWMA Annual Meeting**

19 October 10-13, 2021

20 New Orleans, LA

21 Contact: Dr. Bobby Fletcher, bfletcher@ldaf.state.la.us

22 **CWMA Interim Meeting**

23 October 18-21, 2021

24 Wisconsin Dells, WI

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

26 **SPB – STRATEGIC PLANNING, POLICIES, AND BYLAWS**

27 **SPB-1 I Strategic Planning**

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

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

1 2021 NCWM Interim Meeting: Members reiterated their desire to be informed as the planning process continues.

2 2021 NCWM Annual Meeting: Mr. Prince, NCWM Chair, reported that the Board has put strategic planning on hold
3 during the pandemic and will resume the process when the Board of Directors and NIST OWM can meet in person.
4 The Board looks forward to this opportunity to work together with NIST OWM when the work resumes.

5
6 Attendees expressed appreciation for the engagement and collaboration between the Board and NIST OWM as we
7 move forward.

8 **SPB-5 I Bylaws, Article IX – Committees**

9 **Source:**

10 NCWM Board of Directors (2020)

11 **Purpose:**

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

14 **Item Under Consideration:**

15 Amend the NCWM Bylaws as follows:

16 **Article IX - Committees**

17 ...

18 **Section 5 - Standing Committees**

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

22 Committee on Specifications and Tolerances;

23 Committee on Laws and Regulations, and

24 Committee on Fuels and Lubricants

25 34. Committee on Professional Development

26 **Membership**

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

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

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

39 ...

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

2 **A. Laws and Regulations Committee**

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

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

5 the development and interpretation of uniform laws and regulations;

6 the study and analysis of bills for legislative enactment;

7 the establishment and maintenance of published guidelines and other effective means of
8 encouraging uniformity of interpretation and application of weights and measures laws and
9 regulations; and

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

16 **B. Specifications and Tolerances Committee**

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

18 Its scope embraces all matters dealing with:

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

22 standards and testing equipment for weights and measures officials,

23 procedures for testing commercial equipment, and

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

31 **C. Fuels and Lubricants Committee**

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

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

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

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

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

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

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

1 **ED.** Professional Development Committee

2 The mission of the Committee is:

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

- 5 1. effective program management,
6 education, and
7 public relations.

8 ...

9 (Re-letter remaining paragraphs.)

10 **Background/Discussion:**

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

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

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

21 2020 NCWM Interim Meeting: FALS Chair Mr. Bill Striejewski (NV) and various FALS members expressed a desire
22 to maintain the current structure of the subcommittee reporting to the L&R Committee. Members fear they may lose
23 their voice in the process with the dissolution of FALS. They do, however, recognize a need to restructure how the
24 subcommittee conducts business. FALS members also value the Sunday sessions at Interim and Annual Meetings,
25 where they all come together to discuss items.

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

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

33 2021 NCWM Interim Meeting: FALS Chair, Mr. Bill Striejewski (NV) reviewed the history of the Subcommittee
34 and noted its "considerable growth without guardrails." FALS members prefer to keep the Subcommittee structure
35 and have held numerous meetings over the past year to address issues that led to the proposal to replace it with a Fuels
36 and Lubricants Standing Committee.

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

- 41 • Objective
- 42 • FALS Scope (purpose and duties)
- 43 • FALS Officers
- 44 • FALS Membership (including classification)

- 1 • Meetings
- 2 • Items – Changing Existing, or Proposing New Items
- 3 • Development of New Items by FALS
- 4 • Focus Groups
- 5 • Voting (within FALS)

6 2021 NCWM Annual Meeting: All comments were in support of retaining the Subcommittee structure and efforts by
7 the Subcommittee to improve efficiencies. FALS has submitted a draft document to the Board for review and
8 feedback. The Laws and Regulations Committee which oversees FALS will also review the document and provide
9 feedback to the Board of Directors.

10
11 The Board will review bylaws and policies to see if there are opportunities to better define structure, process, and
12 procedures for all subcommittees

13 **SPB-21.2 A Bylaws, Article IX – Committees**

14 **Source:**
15 California Division of Measurement Standards

16 **Purpose:**
17 Clarity and consistency in Article IX of the NCWM Bylaws.

18 **Item Under Consideration:**
19 Amend NCWM Bylaws as follows:

20 **Article IX - Committees**

21 ...

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

23 ...

24 **H. NTEP Committee**

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

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

32 **Previous Action:**
33 (e.g.) N/A

34 **Original Justification:**
35 This proposal is to make consistent the formatting and reporting requirements in Article IX.

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

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

1 **Arguments in Favor:**

2 **Regulatory:**

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

5 **Industry:**

- 6 • None

7 **Advisory:**

- 8 • None

9 **Arguments Against:**

10 **Regulatory:**

- 11 • None

12 **Industry:**

- 13 • None

14 **Advisory:**

- 15 • None

16 **Item Development:**

17 The Board of Directors sees merit in the proposal and has assigned it to the Bylaw Review Task Group for further
18 development.

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

20 **Source:**

21 California Division of Measurement Standards

22 **Purpose:**

23 Clarity of terminology in NCWM Bylaws.

24 **Item Under Consideration:**

25 Amend NCWM Bylaws as follows:

26 **Article X - Voting System**

27 ...

28 **Section 9A – Voting – Technical Issues**

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

35 ...

1 **Section 9B – Voting – Business Issues**

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

10 **Previous Action:**
11 (e.g.) N/A

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

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

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

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

31 **Arguments in Favor:**

- 32 **Regulatory:**
- 33 • The proposal should define Technical Items as related to the handbooks and define all other issues as
 - 34 Business Items.
 - 35 • If NCWM copyrights its standards, it could have a negative effect on states that reference NIST
 - 36 Handbooks. This proposal was brought forward to make that decision a Business Item for a vote of the
 - 37 General Membership. If the distribution of the handbooks is too controlled, it could be a huge
 - 38 financial consequence to membership.
 - 39 • Opening the state law to reference NCWM Handbooks is a dangerous endeavor.

40 **Industry:**

- 41 • None

42 **Advisory:**

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

1 **Arguments Against:**

2 **Regulatory:**

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

7 **Industry:**

- 8 • None

9 **Advisory:**

- 10 • None

11 **Item Development:**

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

14 Ms. Kristin Macey
 15 California Division of Measurement Standards
 16 916-229-3000, kristin.macey@cdfa.ca.gov

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

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

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

28 **Source:**

29 Policy and Bylaw Review Task Group

30 **Purpose:**

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

32 **Item Under Consideration:**

33 **Article X - Voting System**

34 ...

35 **Section 6 - Committee Reports**

36 Alternatives that may be used in voting on the reports:

- 37 A. vote on the entire report **at once**,

- 1 B. **vote on the report by separate and distinct parts which can be done by a:**
2 1. vote on grouped items or sections, **and/or**
3 2. ~~C.~~ vote on individual items; according to
4 **a.** ~~1.~~ committee discretion, ~~or~~
5 **b.** ~~2.~~ on request by a registered attendee~~.,~~ **or**
6 3. **vote on any remaining item(s) in the report which were not voted on as individual items, grouped**
7 **items or sections.**

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

10 **Previous Action:**
11 N/A

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

16 **Comments in Favor:**

- 17 **Regulatory:**
18 •
19 **Industry:**
20 •
21 **Advisory:**
22 •

23 **Comments Against:**

- 24 **Regulatory:**
25 •
26 **Industry:**
27 •
28 **Advisory:**
29 •

30 **Neutral Comments:**

- 31 **Regulatory:**
32 •
33 **Industry:**
34 •
35 **Advisory:**

1 •

2 **Item Development:**
3 N/A

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

5 **Source:**
6 Board of Directors

7 **Purpose:**
8 Clarify that Associate members may serve on the NCWM Nominating Committee.

9 **Item Under Consideration:**

10 **Article IX - Committees**

11 **Section 5 - Special Purpose Committees**

12 The Special Purpose Committees consist of the following:

13 **A. Nominating Committee**

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

20 **Previous Action:**
21 N/A

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

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

29 **Comments in Favor:**

30 **Regulatory:**
31 •

32 **Industry:**
33 •

34 **Advisory:**
35 •

36 **Comments Against:**

1 **Regulatory:**

- 2 •

3 **Industry:**

- 4 •

5 **Advisory:**

- 6 •

7 **Neutral Comments:**

8 **Regulatory:**

- 9 •

10 **Industry:**

- 11 •

12 **Advisory:**

- 13 •

14 **Item Development:**

15 N/A

16 **FIN – FINANCIAL**

17 **FIN-1 I Treasurer's Report**

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

21 The September 30, 2021 balance sheet below provides a comparison with the same time the previous year. Assets are
22 inflated by the Associate Membership Fund. These funds are accumulated through the additional \$15 dues paid by
23 associated members and are spent at the discretion of the Associate Membership Committee in accordance with the
24 Committee Bylaws.

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

ASSETS	<u>September 30, 2021</u>	<u>September 30, 2020</u>
Current Assets	\$	\$
Checking/Savings		
Associate Member Fund	50,805.27	38,478.85
Certificates of Deposit	864,507.28	1,235,022.32
Money Market Fund	1,002.61	130,098.77
Checking	24,788.19	26,889.47
Savings	730,899.54	124,904.38
Total Checking/Savings	<u>1,672,002.89</u>	<u>1,555,393.79</u>
Accounts Receivable	16,419.53	3,567.83
Other Current Assets	275,948.95	341,378.39
Other Assets	20,043.95	19,762.66
TOTAL ASSETS	<u>1,984,415.32</u>	<u>1,920,102.67</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities	<u>180,677.56</u>	<u>172,555.54</u>
Total Liabilities	180,677.56	172,555.54
Equity		
Designated - Associate Membership	50,805.27	38,469.15
Unrestricted Net Assets	1,626,017.78	1,598,931.15
Net Income	<u>126,914.71</u>	<u>110,146.83</u>
Total Equity	1,803,737.76	1,747,547.13
TOTAL LIABILITIES & EQUITY	<u>1,984,415.32</u>	<u>1,920,102.67</u>

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

Mr. Don Onwiler, NCWM | Executive Director
 Dr. Katrice Lippa, NIST, OWM | Executive Secretary
 Mr. Darrell Flocken, NCWM | NTEP Administrator
 Ms. Erica Garnier, -Measurement Canada | Board of Directors Advisor

Board of Directors

Appendix A

Report on the Activities of OIML and Regional Legal Metrology Organizations

INTRODUCTION

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

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

Table A Table of Contents

INTRODUCTION	
I. Report on the Activities of the OIML Technical Committees	A33
TC 3/SC 5 Conformity Assessment (United States).....	A33
TC 5/SC 1 Environmental Conditions (Netherlands).....	A33
TC 5/SC 2 Software (Germany and BIML)	A33
TC 6 Prepackaged Products (South Africa)	A33
TC 7/SC 5 Multi-dimensional Measuring Instruments (Australia)	A34
TC 8 Measurement of Quantities of Fluids (Japan).....	A34
TC 8/SC 1 Static Volume and Mass Measurement (Netherlands and United States)	A34
TC 8/SC 3 Dynamic Volume and Mass Measurement for Liquids Other Than Water (US and Germany)	A34
TC 8/SC 6 Measurement of Cryogenic Liquids (United States)	A34
TC 8/SC 7 Gas Metering (Netherlands)	A35
TC 9 Instruments for Measuring Mass (United States)	A35
TC 9/SC 1 Non-Automatic Weighing Instruments (Germany and France).....	A35
TC 9/SC 2 Automatic Weighing Instruments (United Kingdom)	A35
TC 12: Instruments for measuring electrical quantities	A35
TC 17/SC 1 Humidity (China and United States)	A35
TC 17/SC 8 Quality Analysis of Agricultural Products (Australia)	A36
OIML Certificate System (OIML-CS)	A36
II. Report on the 55th CIML Meeting, October 2020 (held online)	A36
III. Future OIML Meetings.....	A38
IV. Regional Legal Metrology Organizations.....	A38

Table B
Glossary of Acronyms and Terms

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

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

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

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

Details of All Items
(In order by Reference Key)

I. REPORT ON THE ACTIVITIES OF THE OIML TECHNICAL COMMITTEES

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

TC 3/SC 5 Conformity Assessment (United States)

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

TC 5/SC 2 Software (Germany and BIML)

OIML D 31 *General Requirements for Software-controlled Measuring Instruments* serves as guidance for the software requirements in all OIML International Recommendations.

The recently revised D31 was published on the OIML website in December 2019. The document now includes methods/means of software verification and improved harmonization of terminology. This includes a subset of terms for "Measurement Result Relevant Information" and "Measurement (Process) Information"; this will distinguish data necessary for legal metrology purposes from data that is necessary for instrument operation but otherwise not legally necessary.

Because some issues in the last revision cycle in OIML D31 were not fully resolved, a new project is underway to "immediately revise" the document. Parties interested in these OIML software efforts should contact Dr. Katya Delak at (301) 975-2520 or katya.delak@nist.gov if they have questions or would like to participate.

TC 6 Prepackaged Products (South Africa)

A new Guide, OIML G 21, entitled "*Guidance for Defining the Requirements for a Certification System for Prepackages*" has been published. This guideline was developed to assist countries in establishing reciprocal agreements to accept the test results on prepackaged goods.

The current publication of OIML Recommendation R 87 "*Quantity of Product in Prepackages*" (equivalent to NIST Handbook 133 "Checking the Net Contents of Packaged Goods") includes a comprehensive overhaul of the statistical requirements and sampling plans. A new Project was approved at the CIML meeting in 2019 to create a "R87 Prepackage Template".

TC 6 is also responsible for OIML R 79 *Labeling Requirements for Prepackaged Products*. For more information or to participate in the activities of this committee, please contact Mr. Kenneth Butcher at (301) 975-4859 or kenneth.butcher@nist.gov.

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

There has been significant interest in maximizing harmonization between OIML R129 "Multi-dimensional Measuring Instruments" and the US requirements for these instruments. Canada became the Co-Convener with Australia on this project and hosted the Project Group's first meeting in Ottawa. The comment period on the 4CD revision of OIML R129 closed in March 2020. The Project Group resolved all international comments received on the 4CD through the use of a "minor change procedure" in April 2020 and distributed the R129 Preliminary Online Ballot in May 2020. OIML R129 received final CIML approval in November 2020 and was published in December 2020. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like copies of this document.

TC 8 Measurement of Quantities of Fluids (Japan)

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

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

The United States chairs the Project Groups that are revising OIML R 71 *Fixed Storage Tanks* and R 85 *Automatic Level Gages for Measuring the Level of Liquid in Fixed Storage Tanks* to add specific requirements for specialized tanks. The 2CDs of R 71 and R 85 are planned to be distributed for project group vote and comment in 2021. The Subcommittee has discussed the importance of revising OIML R 125 *Measuring Systems for the Mass of Liquids in Tanks*, and a project to revise R 125 has been approved by the CIML. Please contact Mr. Ralph Richter at (301) 975- 3997 or ralph.richter@nist.gov, if you would like copies of the documents or to participate in any of these projects.

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

OIML R 117 *Dynamic Measuring Systems for Liquids Other Than Water* received final CIML approval in October 2019 and was published in April 2020. This project to revise R117 fully harmonized all three parts of the Recommendation and added new annexes for several complete measuring systems, including: (a) measuring systems for the unloading of ships' tanks and for rail and road tankers using an intermediate tank, (b) measuring systems for liquefied gases under pressure (other than LPG dispensers), (c) measuring systems for bunker fuel, and (d) measuring systems for liquefied natural gas (LNG). If you have any questions about R117 or the systems that it covers, please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov.

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

The Secretariat for OIML R 81, *Dynamic Measuring Devices and Systems for Cryogenic Liquids* has distributed a first committee draft (1CD) of R 81 to Project Group members and the USNWG for their review and comment. These comments have now been resolved, and a 2CD is anticipated to be distributed in 2021. To obtain more information or to participate in this project, please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov.

TC 8/SC 7 Gas Metering (Netherlands)

All three parts of OIML R 137 *Gas Meters* have been published. Extensive United States comments on multiple drafts of R137 were developed in cooperation with the measurement committees of the American Gas Association. The OIML R 137 document is especially important to the U. S. interests because the American National Standards Institute (ANSI) B 109 committee on gas measurement is using the published R 137 to create a new performance-based standard for gas meters in the United States. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov, if you would like to participate in these efforts or if you would like to obtain a copy of any of these gas measurement documents.

The Netherlands and Japan served as Co-Conveners on a project to revise OIML R 139, *Compressed gaseous fuel measuring systems for vehicles* that mostly focused on ensuring that the Recommendation fully and accurately includes proper requirements and test procedures for hydrogen fuel dispensers. This standard is important to US stakeholders, especially in the effort to maximize harmonization between domestic and international legal metrology requirements used for the delivery of alternative fuels. The revised Recommendation has been published on the OIML website. To obtain more information on this effort, please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov.

TC 9 Instruments for Measuring Mass (United States)

OIML R 60 *Metrological Regulation for Load Cells* (Metrological and technical requirements and Metrological controls and performance tests) was published in 2018. The CIML approved a project to do a minor revision (called an "update") on R60 in November 2020. This update includes removal of the requirement to include the OIML Certificate Number on each device (if applicable) and is expected to be completed in 2021. For more information on TC 9 activities, please contact Mr. John Barton at (301) 975-4002 or john.barton@nist.gov.

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

A project to revise OIML R 76:2006 *Non-automatic weighing instruments* is in progress. In addition to revising the R 76 Recommendation, the project group has been requested to provide guidance on how to best approach the verification and inspection of measuring instruments in this category. Several Project Sub-Groups have been tasked with reformatting and updating the Recommendation and with developing field verification and inspection procedures for these measuring instruments. Other Sub-Groups will develop proposals for adding up-to-date software requirements and for considering the inclusion of new test procedures for modules. A first Committee Draft (1CD) of the R 76 revision is under development. Please contact Mr. Ralph Richter at (301) 975-4859 or ralph.richter@nist.gov if you are interested in the effort to revise this document.

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

The effort to develop a new OIML Recommendation on *Continuous totalizing automatic weighing instruments of the arched chute type* is now complete. This type of measuring instrument measures centripetal force on an arched chute. The fourth committee draft (4CD) of this new document passed the PG vote in March 2020, received final CIML approval in November 2020, and was published in April 2021. To receive copies of the document, please contact Mr. Kenneth Butcher at (301) 975-4859 or kenneth.butcher@nist.gov.

The Preliminary Ballot of OIML R 61 *Automatic gravimetric filling instruments* received final CIML approval and has been published.

The CIML has approved new projects to revise OIML R 51 *Automatic catch-weighing instruments* and R134 *Automatic instruments for weighing road vehicles in motion and measuring axle loads*. Both of these Recommendations were last approved/published in 2006, and both of the revision projects are currently in the Working Draft stage. Subcommittee meeting to discuss both of these projects were held (virtually) in May 2021. Please contact

Mr. Kenneth Butcher at (301) 975-4859 or kenneth.butcher@nist.gov if you are interested in the projects to revise R 51, and Mr. John Barton at (301) 975-4002 or john.barton@nist.gov if you are interested in R 134.

TC 12 Instruments for measuring electrical quantities (Australia)

OIML R 46 *Active Electrical Energy Meters* is undergoing revision. The United States participated in the Project Group meeting that was held in May 2019 in Helsinki, Finland, and provided comments on the fourth working draft (4WD) of R46 that was distributed in December 2020. The Project Group has established four Subgroups to work on specific issues related to the revision and continuing development of R46: (1) Electric Vehicle (EV) Charging Stations; (2) Fundamental vs. Harmonic power and Reactive Energy; (3) Smart Street Lighting; and (4) Remote Displays and Meters with Modular Components. The R46 Project Group is holding a series of (virtual) meetings in May 2021. Please contact Dr. Katya Delak at (301) 975-2520 or katya.delak@nist.gov if you have questions about this project or would like to participate.

OIML CERTIFICATION SYSTEM (OIML-CS)

OIML has operated a Certificate System for OIML Type Evaluation of Measuring Instruments since 1991. Because of difficulties encountered by the International Bureau of Legal Metrology (BIML) in adequately obtaining and summarizing peer review and/or accreditation data from test laboratories, and also to promote better awareness of the certificate system, an effort to develop a significantly improved and more robust OIML Certification System (OIML-CS) was started in 2015.

After three years of development, implementation of the new OIML-CS began in January 2018. Load cells (R 60) and non-automatic weighing instruments (R 76) entered under what is called Scheme A (an advanced level of the OIML-CS where accreditation or peer review is used as the basis for demonstrating compliance with the requirements of the OIML-CS for both OIML Issuing Authorities and Test Laboratories). Several other instrument categories (see the OIML web site, www.oiml.org, for a complete list) entered 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). Thirty-seven (37) instrument categories are completely transitioned to Scheme A as of Jan 2021. (See the OIML website www.oiml.org/en/oiml-cs/categories for the complete list.)

In 2020, Mr. Bill Loizides (the CIML Member from Australia), who had been serving as the Deputy Chairperson of the OIML-CS Management Committee, temporarily served as the Chair. Dr. Charles Ehrlich (NIST and the U.S. CIML Member) serves on the Management Committee of the OIML-CS. Mr. Darrell Flocken (NCM/NTEP) serves on the Review Committee, which is now part of the Management Committee. Dr. Ehrlich and Mr. Flocken had planned to attend the 3rd Annual Meeting of the OIML-CS in New Delhi, India, in March 2020, but the meeting was cancelled due to the coronavirus pandemic. Online videoconference meetings of the Management Committee were instead held in May, June, and July 2020. The CIML appointed Mr. Mannie Panesar (UK) as the new OIML-CS MC Chairperson for a term of three years starting in January 2021.

A noteworthy decision of the CIML at its 2020 meeting (see below) was to adopt a 'remain silent' approach to whether OIML Certificate Numbers can be included on the nameplates of individual instruments. Use of the OIML logo on the nameplates remains forbidden.

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

II. REPORT ON THE 55TH CIML MEETING IN OCTOBER 2020 (HELD ONLINE)

The 16th OIML International Conference and the 55th CIML Meeting were both scheduled to be held in Suzhou (near Shanghai), P.R. China, in October 2020. However, because of the COVID-19 pandemic, it was decided to postpone the Conference until October 2021 and to hold the 55th CIML Meeting as a 3-day online meeting (20-22 Oct 2020).

The Committee decided to utilize the voting rules that apply during "in-meeting" conditions for all decisions that would be made by the Committee during the online CIML meeting. The Committee also approved the use of the secure voting tools on the OIML website for CIML draft resolutions and for secret ballots on appointments.

The OIML currently has 61 Member States and 63 Corresponding Members, and efforts are ongoing to encourage new economies to join the Organization.

The CIML President, Dr. Roman Schwartz (Germany), reported on OIML activities during the previous year and also discussed the challenges caused by the pandemic to international legal metrology efforts.

Mr. Anthony Donnellan (BIML Director) reported on the activities and achievements of the Bureau and its staff, including: efforts to improve the effectiveness of OIML technical work and activities, efforts related to Countries and Economies with Emerging Metrology Systems (CEEMS), the OIML Certification System (OIML-CS), World Metrology Day, and work with liaison organizations.

Dr. Schwartz provided a report that supports stronger cooperation between the OIML and the BIPM. The Committee approved the Terms of Reference of a new OIML/BIPM Joint Task Group (JTG) and appointed Dr Roman Schwartz, Dr Charles Ehrlich, and Mr. Anthony Donnellan to serve as the OIML representatives on that JTG.

The CIML held discussions on the following Recommendations during the online meeting; all of these Recommendations received final CIML approval through secure online voting (this online voting actually occurred in November 2020).

- New Recommendation *Non-invasive non-automated sphygmomanometers* (Revision of R 16-1);
- New Recommendation *Non-invasive automated sphygmomanometers* (Revision of R 16-2);
- New Recommendation *Continuous totalizing automatic weighing instruments of the arched chute type*;
- Revision of R 129 *Multi-dimensional measuring instruments*;
- Revision of D 1 *National metrology systems – Developing the institutional and legislative framework*;
- New Document *Petroleum measurement tables* (Revision of R 63); and
- New Document *Pipe provers for testing measuring systems for liquids* (Revision of R 119).

The Committee approved a new project to update OIML R 60:2017 *Metrological regulation for load cells* under the responsibility of the OIML-CS Management Committee and the BIML.

The BIML gave a report on the technical work of the OIML, with an emphasis on high-priority projects and high-priority documents. A discussion took place on the OIML Bulletin and the plan that has been initiated to promote/improve contributions from the Membership in the form of articles for future Bulletins.

A report and update on the OIML Certification System (OIML-CS) was provided by Mr. Bill Loizides (Australia) who has served as Management Committee (MC) Acting Chairperson for the past several months. The report highlighted the increased participation in the OIML-CS, promotion and awareness-raising activities, and the key issues that the MC will be addressing in the future. The CIML appointed Mr. Mannie Panesar (UK) as the new OIML-CS MC Chairperson for a term of three years starting in January 2021. The CIML also re-appointed Mr. Bill Loizides as OIML-CS MC Deputy Chairperson for another three-year term.

Based on a strong effort by the U.S. and following the recommendation of the OIML Certification System Management Committee, the CIML decided that all references to the marking (especially restrictions on marking) of the OIML certificate number on measuring instruments should be removed from all OIML publications. The Committee requested that the OIML-CS MC revise the relevant OIML-CS publications and develop a Guidance Note regarding the meaning of the OIML certificate number when it is marked on a measuring instrument. The BIML was instructed to review all OIML publications to identify those that include a reference to the marking of the OIML certificate number on measuring instruments and select the most appropriate method to amend/revise the relevant publications.

The Advisory Group on matters concerning Countries and Economies with Emerging Metrology Systems (CEEMS AG) was created by the CIML to provide advice to the OIML on any matter relating to CEEMS. Mr. Peter Mason, (Chair of the CEEMS AG) delivered a report on the activities of this AG, including an online meeting of the AG that was held on 06 Oct 2020. His report focused on progress related to the 2018 CIML resolution concerning CEEMS. The CIML expressed their appreciation for the progress made by the Advisory Group, especially the significant effort made by the AG to complete the revision of OIML International Document D 1. The CIML also endorsed a proposal for the Advisory Group to develop a strategy on the application of online technology for capacity building and other CEEMS activities.

The new Chairperson of the Regional Legal Metrology Organization Round Table, Dr. Charles Ehrlich (U.S. and also serves as the CIML 1st VP), provided an update on the activities of the RLMO RT including an online meeting of the RLMO RT that was held on 08 Oct 2020. Significant progress has been made to improve the functioning and the effectiveness of the RLMO RT in 2020. Discussions were held concerning how both the RLMOs and their individual member countries were coping and operating during the coronavirus pandemic. Discussions were also held about further expanding the scope of the RLMO Round Table and improving the collaboration between the RLMOs – such as the sharing of training materials and e-learning modules. Interim meetings of the RLMO RT were held on April 14 and June 23, 2021, mainly for purposes of planning for the annual RLMO RT meeting on 30 September 2021. It is anticipated that 'smart meters' will be a focus of that meeting, along with digitalization in legal metrology, which is gaining attention and importance globally.

The following is a list of the six RLMOs that actively participate in the Round Table:

- AFRIMETS (Intra-Africa Metrology System);
- APLMF (Asia-Pacific Legal Metrology Forum);
- COOMET (Euro-Asian Cooperation of National Metrological Institutions);
- GULFMET (Gulf Association for Metrology);
- SIM (The Inter-American Metrology System); and
- WELMEC (European Cooperation in Legal Metrology).

Other organizations in liaison (including the BIPM, CECIP, IAF, ILAC, OECD and UNIDO) submitted reports to the CIML meeting that are available on the OIML website.

An OIML Medal was awarded to Dr Tsuyoshi Matsumoto (Japan) in recognition of his outstanding contributions to OIML and international legal metrology. Letters of Appreciation were presented to Mr. Ralph Richter (U.S.), Dr. Michael Rinker (Germany), and Dr. Peter Ulbig (Germany) for their contributions to the work of the OIML.

The 55th CIML Meeting Resolutions, documents and presentations can be found on the OIML website at: [online-55ciml.oiml.org/ciml.html](https://www.oiml.org/ciml.html).

III. FUTURE OIML MEETINGS

While the People's Republic of China confirmed its invitation to host the 56th CIML Meeting and the 16th International Conference in 2021, it has been decided that both the CIML meeting and the Conference will be held virtually during the week of 18-22 October 2021.

Virtual meetings of the CEEMS AG and RLMO RT will be held September 28 and 30, 2021, respectively.

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 two most

recent in-person meetings of the SIM General Assembly were in Gaithersburg, Maryland (at NIST) and in Santa Cruz, Bolivia.

The SIM Legal Metrology Working Group (LMWG) held its most recent in-person meeting in Cartagena, Columbia. Several issues of importance to the SIM countries were discussed, including: recent weights and measures training that participants felt had been successful, how the new OIML-CS certification system would affect the weights and measures programs in each country, and the problems that many programs faced concerning adequate and stable access to resources. The meeting closed with a discussion on the future needs and expectations of each of their countries. Possible next steps and planning for future training and future LMWG communication and meetings were considered. The SIM LMWG elected a new chair in July 2020, Mr. Pedro Pérez Vargas of the Superintendencia de Industria y Comercio in Columbia. Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov for more information on SIM and the activities of the SIM LMWG.

A virtual meeting of the Asia-Pacific Legal Metrology Forum (APLMF) was held on December 3-4, 2020. The APLMF Secretariat has now transitioned from New Zealand to Malaysia, with Dr. Osman Zakaria now serving as the APLMF President. The APLMF will again meet on-line in late 2021 (a date has not yet been set).

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. Because of the importance of the training mission to APLMF, this WG has now become a permanent part of the APLMF Secretariat (instead of a separate WG). The results of a recent APLMF survey clearly indicated that the more than 20 courses conducted by APLMF in the last 10 years were highly valued by the member economies, promoted harmonization in the Asia-Pacific region, and frequently led to revised/improved legislation and regulations in the member economies.

A significant joint project entitled "Metrology Enabling Developing Economies in Asia" (MEDEA) has been conducted over the past several years by APLMF, the Asia Pacific Metrology Programme (APMP) and the Physikalisch-Technische Bundesanstalt (PTB). This project has been managed by PTB and is primarily funded by Germany. The project aims to foster and further develop the capabilities of the APLMF and the Asia-Pacific Metrology Program (APMP) to support developing economies in the Asia-Pacific region, to promote metrology systems within developing economies, and to strengthen the metrology systems/infrastructure within developing economies.

Please contact Mr. Ralph Richter at (301) 975-3997 or ralph.richter@nist.gov for more information on APLMF.

Appendix B

Associate Membership Committee (AMC) Agenda and Draft Meeting Minutes

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

Details of All Items (In order by Reference Key)

AGENDA

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

I. CALL TO ORDER

At 7:34 a.m.

II. MINUTES APPROVED FROM PREVIOUS MEETING

Approved at 7:37 a.m.

III. FINANCIAL CONDITION

AMC Account Balance

\$37,620.93

Pending Payments

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

Available Funds

\$30,179.21

Approved Financial Condition at 7:41 a.m.

IV. NCWM INDUSTRY REPRESENTATIVES REPORTS

a) Board of Directors Report – Chris Guay

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

- background article for newsletter and an educational press release.
 - OIML Standards: Foreign companies want international access to US market, harmonization
 - New Policy: Committee Work Session Protocol on comments during work sessions – "Committee Chairs may request technical clarification from called upon observers during their work sessions." This would eliminate "observers raising their hands" and other committee members asking an observer a question.
 - Professional Certification Program – Jerry Buendel has now taken responsibility from Ross Andersen. Some new topic areas are soon to be released.
 - Testing -- challenge for states wanting to administer testing, but work is underway to work through issues. Some testing centers may charge a fee, especially for private sector employees.
 - Basic competency exams are a challenge for RSA (private sector service providers) employees and new state inspectors to pass since the test content can be broader than their technical niche or specialty.
 - Accreditation of Professional Certification Program -- Signed agreement with accreditation agency to start to evaluate the accreditation process – they are conducting due diligence gap analysis to determine possible process/cost. Question is whether each test category will be a separate accreditation and cost of getting and maintaining accreditation.
 - Board asking question whether FALS should be made a standing committee independent of L&R. Plan is to look at ways to ensure FALS works for all stakeholders.
 - Strategic Plan – Board has last meeting with facilitator in November, will be discussing with members at this meeting. Looking for input.
- b) **PDC Report – Jim Pettinato**
- Looking for Safety Liaison
- c) **L&R Report**
Nothing to report.

Regional Summaries

CWMA:

Nothing to report.

NEWMA:

Nothing to report.

SWMA:

Nothing to report.

WWMA:

Nothing to report.

Other Organizations

NIST:

Nothing to report.

OIML:

Nothing to report.

Canada:

Nothing to report.

Membership

- Nothing to report.

Future NCWM Meetings

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

AMC Positions

- Need Secretary/Treasurer position filled.

V. AMC FUND DISBURSEMENT REQUESTS

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

VI. FILLING VACANT POSITIONS

None.

VII. OLD BUSINESS

None.

VIII. NEW BUSINESS

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

IX. ADJOURNMENT

At 8:09 a.m.

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

Associate Membership Committee (AMC) Members

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

AMC Meeting Attendees

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

