

APMP General Assembly (GA) 2015 Minutes

Day 1, 5th November 2015

1. **Welcome, opening and introductions:** *Dr Peter Fisk, APMP Chair*
2. **Approval of the agenda:** *Dr Fisk*
Resolution 31-02-01 The GA 2015 Agenda was approved without further comment.
3. **Adoption of Minutes of the 30th GA in Daejeon, Korea:** *Dr Fisk*
Resolution 31-03-01 The Minutes of the 30th GA in Daejeon, Korea, were adopted without further comment.
4. **Chair's report on APMP's developments since the 2014 GA:** *Dr Fisk*
Dr Fisk's presentation is available on the APMP website (doc GA 31 4):
<http://www.apmpweb.org/ga/document.php>
Report highlights included the following:
 - Introduction of the new EC candidates;
 - Handover of the DEC Chair and proposed extension of the current Lead TC Chair;
 - Review of APMP Membership applications. Proposal to conduct a postal vote out-of-session after the GA, ensuring requirements of MoU are met;
 - Mid-year EC meeting outcomes including formalization of the Lead TC Chairs' role and APMP seeking legal advice with regard to becoming a legal entity;
 - Updates from the March and September JCRB meetings, including the CIPM MRA review workshop at which Dr Fisk and Dr Manson represented APMP;
 - Outcomes and progress on Focus Group (FG) activities, with thanks to FG Chairs
 - Commendations to APMP-APLAC Working Group members for work completed, noting new proposals for proficiency testing (PT) activities;
 - Updates on engagements with APLMF and APEC;
 - Summary of approved TC Initiatives (TCI) being funded under the TCI budget; and
 - Thanks to VMI for agreeing to host APMP 2016 in Da Nang, Vietnam.Dr Fisk's report was adopted without further comment.
5. **DEC report :** *DEC Chair, Prof Prayoon Shiowattana*
 - 5.1. **Report on DEC activities and financial status**
Prof Shiowattana's presentation is available on the APMP website (doc GA 31 5.1):
<http://www.apmpweb.org/ga/document.php>
Prof Shiowattana began by seeking to define APMP's developing NMIs; considerations he raised included the no. of CMCs published in the BIPM database and the NMI's strength in physics, noting that chemistry capabilities are lagging behind. He noted DEC tasks, including identifying the needs of developing NMIs, capacity-building activities and the instrument bank.

He proposed that the DEC would do some brainstorming on where a developing NMI wants to be in 3-5 years, how the DEC can work towards prioritizing these goals, and

what APMP's input could be. This could include knowledge transfer, toolkits, capacity building and consultancies, and acting as a gateway to other platforms.

5.2. Review of the MEDEA Project

Prof Shiowattana's presentation is available at on the APMP website (doc GA 31 5.2): <http://www.apmpweb.org/ga/document.php>

This included MEDEA project statistics from 2015: number of workshops and training attachments, with 92 APMP beneficiaries in 2015. A review of work plans for 2016 is proposed by the MEDEA Coordination Committee Participants expressed their gratitude for the delivery of valuable training courses.

- Dr Fisk noted that the DEC is crucial to APMP activities as so many of our members are developing NMIs.
- As outgoing DEC Chair, Dr Mego Pinandito thanked all APMP members; he added that the DEC needs support from APMP's technical experts as well NMIs to host activities in the future.
- Delegates from Mongolia and Bangladesh thanked the DEC for its support.
- Dr Islam (Bangladesh) sought advice on addressing MEDEA's criteria to participate in training activities. As a member of the Coordination Committee, Dr Toshiyuki Takatsuji (Japan) said that many applications are received, sometimes from one NMI. Dr Meisner (Germany) added that while there are clear requirements and consistent application is important; MEDEA is conscious of the need to remain flexible.

Treasurer's Report : Dr Thomas Liew, APMP Treasurer

Dr Liew's presentation is available on the APMP website (doc GA 31 6.1):

<http://www.apmpweb.org/ga/document.php>

Discussion and Action items are noted below:

Action 31-06.4-01: Secretary to write to inform members of APMP fee status

- Dr Fisk said that the EC recommended GA approval of the 2016 Budget as proposed by Dr Liew.
- Dr Liew noted EC recommendations regarding the cash reserve. Of the uncommitted funds, US\$100K is proposed for Focus Group support.
- DEC and TCI funding is to remain at US\$45K p.a.
- Secretariat support is to remain at US\$20K p.a.

Dr Peter Manson (Lead TC Chair) asked what happened to TCI funds that had not been spent. Dr Liew responded that the unspent fund is recorded and set aside as committed fund. Of the US\$45K was budgeted for FY15 only US\$15k had so far been allocated to claims due to delays.

Dr Wynand Louw (South Africa) asked how membership fee levels are determined. Dr Liew answered that fees are determined based on economic strength, with a difference between designated institutes (DIs) and full members. Dr Louw then asked about the fees for Associate members. Dr Liew responded that APMP reviews and revises fee levels, to reflect any changes in status.

The NMIJ delegate enquired about future support for Focus Group activities, compared with TCI funds and what the criteria will be? Dr Liew replied that the TCI budget will remain separate. The Focus Group fund is a one-off fund to support the Focus Group

activities. Draft criteria for Focus Group funding are set out in the discussion paper that has been circulated. Dr Fisk confirmed this.

Dr Angela Samuel (Australia) suggested that the Focus Group fund also enable and encourage FG members to attend liaison activities with external stakeholders as well as develop promotional resources.

Ms Aurora Kimura (Philippines) asked for confirmation of the change in fee for ITDI from US\$3k to US\$6k. Dr Liew confirmed this. Ms Kimura noted that the fees as an Associate of the CGPM increase slowly; Dr Liew replied that APMP can consider that and the Secretariat will inform members of fee changes.

Dr Martin Milton (BIPM) clarified the BIPM process: when a change in economic strength occurs, fees change instantly. Changes are invoiced in full in the next year. The gradual fees change escalating through 6 steps is for long time Associate Member State to eventually become a Member State of the Metre Treaty.

6. **Award Advisory Committee (AAC)'s report** : *Mr Zhang Yue, AAC Chair*

Mr Zhang's presentation is available at on the APMP website (doc GA 31 7.1):

<http://www.apmpweb.org/ga/document.php>

Mr Zhang's report was adopted without further comment.

7. **Review of applications for APMP membership** : *Ms Anne Davoren, APMP Secretary*

Dr Fisk reported the following APMP membership applications:

- New Full Membership applications:
 - Central Geological Laboratory of Mongolia (CGL Mongolia)
 - Department of Chemistry, Malaysia (KIMIA)
 - Centre for Technology of Radiation Safety and Metrology – National Nuclear Energy Agency of Indonesia (PTKMR-BATAN)
- New Associate Membership applications:
 - Emirates Metrology Institute (EMI)
 - Central Organization for Standardization and Quality Control (COSQC), Iraq
- Membership query from the Department of Research and Innovation (DRI), Myanmar

This summary was received without comment.

Action 31-08-01: The APMP Secretary will e-mail delegates of Full Members to vote out-of-session on these applications (1 per economy).

8. **Status of EC members and TC Chairs** : *Dr Fisk*

9.1 **Introduction of candidate EC members**

Dr Yu Ping Lan and Dr Osman Zakaria introduced themselves to the GA as candidate EC members.

Dr Toshi Takatsuji introduced himself as the candidate APMP Chair, expressing his hopes of strong liaison between legal and scientific metrology, and his wish to follow

Dr Fisk's fine example as current Chair and to meet the expectations of APMP members.

Dr Fisk thanked all; there were no follow-up questions.

9.2 Introduction of candidate TC Chairs/TC Chairs-Elect

Dr Fisk summarised the list of proposed new TC Chairs, noting that 7 Chairs complete their terms at this GA and that there are 3 TC Chair-elects, who will be introduced on Day Two. Dr Takatsuji highlighted that the Lead TC Chair role is currently not a formal position although it is a very responsible role. He suggested it should be formalised through an amendment to the APMP MOU. He also noted that previously only a current TC Chair could be Lead TC Chair; however Dr Manson is finishing his role as TCPR Chair at this GA. Dr Takatsuji proposed that Dr Manson's term as Lead TC Chair be extended for 12 months and that the EC propose formalisation of the position through changes to the MoU to be proposed to the 2016 GA.

Dr Fisk responded that this would be considered under items in the closed session on Day Two. There were no questions or comments.

9. **BIPM and CIPM reports, and the CIPM MRA review** : *Dr Fisk*

10.1 BIPM report : *Dr Martin Milton, BIPM Director*

Dr Milton's presentation is available on the APMP website (doc GA 31 10.1):

<http://www.apmpweb.org/ga/document.php>

Highlights included:

- The roadmap towards redefinition of the SI units in 2018;
- A new BIPM initiative, the Capacity Building and Knowledge Transfer Programme (CBKT) to provide support to developing NMIs. The initiative is being funded by a grant from NIST (with priority trainees from SIM and AFRIMETS):
 - a course is being developed to enable staff from developing NMIs to be trained in participation in the CIPM MRA processes;
 - The BIPM "Safe Food Metrology" Project is a new model for metrology capacity building and currently involves NIM China and NMISA South Africa.
- Dr Milton presented a draft resolution proposing APMP support of the CBKT
- GULFMET has been accepted as an RMO within the definitions of the CIPM MRA.

10.2 CIPM report : *Dr Barry Inglis, CIPM President*

Dr Inglis's report, "CIPM MRA Review Summary for APMP 2015", was presented by Dr Milton – available at on the APMP website (doc GA 31 10.2):

<http://www.apmpweb.org/ga/document.php>

10.3 Draft resolution supporting BIPM Capacity Building and Knowledge Transfer Programme : *Dr Fisk*

Dr Fisk presented the draft resolution to the GA and called for comments or questions.

Points of clarification:

- Dr Manson queried whether “support” means training support or financial support? Dr Fisk responded that both meanings are intended and the words were amended to read “... (in kind or financial)...”.
- Prof Shiowattana: Difference between informing us about this initiative and making a formal resolution. The purpose of the resolution is to formalize APMP’s support to the BIPM along with other RMOs, and express its willingness to participate.

With no further comments or questions, Dr Fisk declared the following resolution:

Resolution 31-10.03

APMP welcomes the BIPM initiative to establish a Capacity Building and Knowledge Transfer Programme funded by voluntary contributions.

APMP encourages members able to provide support (in kind or financial) to consider doing so.

APMP encourages participation in the Programme

10.4 CIPM MRA review : Dr Milton

Dr Milton’s presentation is available at on the APMP website (doc GA 31 10.4):

<http://www.apmpweb.org/ga/document.php>

- Dr Joern Stenger (EURAMET) thanked Dr Milton for the presentation, suggesting that participants in the CIPM MRA Review Workshop had strongly proposed reducing the amount of international effort being put into the MRA at the highest level.
- As DEC Chair, Prof Shiowattana commented that a restructure should not just benefit advanced NMIs while make it harder for new and developing NMIs to participate. Dr Fisk agreed that this is a very important topic for the BIPM/CIPM to consider. Prof Shiowattana added that half of the DEC does not have 1 CMC published yet and that care should be taken not to create another technical barrier. The current system is good and supports free trade. While recognising the need to restructure, new problems should not be created in the process.
- The NMIJ delegate suggested decreasing accreditation requirements and increasing peer reviews to assess competence. Dr Milton said that, while not included in the review, he is happy to consider this. Japan added that the number of key and supplementary comparisons should be limited. Dr Liew (Singapore) agreed with NMIJ that there should be fewer key comparisons but of higher quality, making the light shine further.
- Dr Pinandito (Indonesia) highlighted that reducing global trade barriers is an important issue for the ASEAN community for 2016. KIM-LIPI has to increase its CMCs and link these to export commodities, not only in physical but in chemical metrology and ionizing radiation. Proposed changes should not create barriers to achieving CMCs, in particular in chemical metrology. Indonesia will try to arrange bilateral comparisons with EU partners to have CMCs in a short time and participate in EURAMET or AFRIMETS comparisons.
- Dr Manson noted that there is a need to make more efficient use of comparisons, and improve the CMC review process.

- Dr Stenger commented that key comparisons are needed at the highest level for primary standards and that regional level comparisons should underpin regional CMCs.
- Dr Jim Olthoff (SIM) agreed that there is benefit in reducing the role of key comparisons in supporting CMCs. He asked if regional comparisons should be opened to non-NMIs; this may reduce designated institute requirements; he also suggested promoting inter RMO co-operation and placing more emphasis on supporting regional level activities.
- Dr Milton responded that it is important to consider what is necessary to underpin CMCs, which is more of an issue in chemistry. He noted that comparisons of physical parameters are more predominant regionally.
- Dr Louw commented that very careful thought is required in the next year to consider practical applications.

Dr Fisk concluded the discussion by saying that there will be a lot of work for a couple of years ahead. He asked members to consider their work, and how APMP can support needs. He thanked all for a very interesting discussion.

10. Key matters arising from reports of APMP member institutes

Lab-Economy reports are available on the APMP website (zip files GA 31 11.1 to 11.5):
<http://www.apmpweb.org/ga/document.php>

Highlights included:

- Prof Shiwattana: NIMT (Thailand) has obtained grant money, to construct a 7 storey building including gas, biology, electricity and chemical areas.
 - Dr Fisk asked him to outline one element he feels NIMT got right and one element they would do differently in the future. Prof Shiwattana responded that a positive for NIMT was starting chemistry quite early and planning ahead, including sending students abroad who are now key staff that are developing the NMI into the future. A key negative has been that the building development is 3 years behind with re- design and other problems leading to a long delay.
- Dr Shin: KRISS (Korea) hosted a special anniversary symposium for over 300 people, including workshops where 28 young scientists presented their work. This was very fruitful and encouraging for the young scientists and KRISS will continue hosting these events.
- The NMIJ (Japan) newsletter was circulated during the break and outlines the restructure of NMIJ.

11. Reports from APMP stakeholder organizations

Reports are available on the APMP website (zip files GA 31 12.1 to 12.2):

<http://www.apmpweb.org/ga/document.php>

- The MEDEA Report was presented under item 5.2 with the DEC report
- APMP – APLAC: Presented by Dr Della Sin, member of the Joint PT Working Group
- AFRIMETS: Dr Louw
 - Dr Samuel requested more information on the toolkits mentioned as relevant to APMP's focus group activities. Dr Louw will provide the contact for this.

- EURAMET: Dr Stenger noted that EURAMET had sought a legal adviser to set up as a legal entity and continues to manage the legalities of projects. He added that there are 3 task groups similar to APMP's focus groups. Dr Fisk asked Dr Stenger to highlight one area of the Task Group activity that EURAMET had got right and 1 that they didn't. Dr Stenger explained that the challenge was managing the tension between the focus group and TCs in terms of the cross-over of territory. EURAMET's TCs have a broader spectrum than APMP but a level of competition arose requiring a horizontal view. It is important to encourage communication lines across and between them, to support, to assist, to encourage and not to compete.
- SIM (also NIST): Dr Olthoff
Dr Manson asked how SIM decided on topics of Workshops? Dr Olthoff responded that the sub-regions were requested to suggest appropriate and relevant areas and then experts were identified in those areas. Dr Samuel asked if APMP could participate? Dr Olthoff agreed, noting that APMP could more easily participate – for a fee – in training courses offered by NIST; SIM opportunities may be fewer.

12. Review of APMP Work plan for 2016 : Dr Fisk

The APMP Work Plan is available on the APMP website (doc GA 31 13):

<http://www.apmpweb.org/ga/document.php>

Dr Fisk announced that the 2016 APMP Workplan would be approved during the closed session on Day Two. The key points are:

- Strategy 1 – Focus APMPs deliverables to encourage the 4 focus groups. The 2015 Directors Workshop, held on 4 November, was to further develop issues;
- Strategy 2 – actively maintain relevant activities;
- Strategy 3 – strengthen our collaborative structures.

Financial elements of work plan:

- Banking issues and financial analysis;
- Seek legal advice for the future and review the possibility of becoming a legal entity prior to the GA 2016;
- Select and use an appropriate accounting standard, to take part in an audit – to standardise the accounts process and to ease the job of future treasurers.

There were no questions or comments.

13. Reports on TC activities

TC Chairs reports to the GA are available on the APMP website (zip file GA 31 14):

<http://www.apmpweb.org/ga/document.php>

The following TC Chairs reported to the GA: TCAUV, TCEM, TCFE, TCL, TCM, TCMM, TCPR, TCQM, TCQS, TCRI, TCT, TCTF.

14. 6th APMP NMI Directors' Workshop

Dr Fisk presented a Key issues slide, Aims of Focus Group Initiative slide, a Theme slide introducing the background discussion paper, and an Agenda slide. He highlighted the 5 key questions posed to the workshop. Dr Liew then presented a summary report of

6th APMP NMIs Directors Workshop. These are available on the APMP website (GA 31 15 1) <http://www.apmpweb.org/ga/document.php>

- Dr Stenger suggested that the lifetime of Focus Groups should be included re: sustainability; you cannot create more groups without a time frame. Dr Liew agreed that a roadmap or timeline would help. Prof Shiowattana suggested that maintaining sustainability for 2 or 3 groups would be crucial.
- Dr Samuel noted the comment from the TC chairs regarding duplication of work. The FGs will need to draw upon the work of the TCs in developing their needs assessments. Additionally, the work of the Focus Group will inform the TCs' strategies.
- Dr Manson commented that we require guidance for existing groups. **One of the FG leaders** commented that it is important that the FGs look at the global and economic impact of their objectives. Dr Liew stated that this is about prioritisation: in order to start you have to understand your capability – is this a learning project or a delivery project? This consideration will assist in deciding if projects can bear fruit.
- Mr Miesner (Germany) suggested teaming up with colleagues in, e.g. APLMF and APEC. Dr Liew agreed that APMP should definitely join these stakeholders, as they form part of a larger whole.
- Dr Fisk noted that TCs clearly have suggestions for Focus Groups but agreed that they will need help prioritizing. The activities could extend into joint activities with APLAC etc as they are also considering how to impact global issues.
- Dr Kustikov suggested that a clear statement about the Focus Groups is needed. Dr Fisk agreed, commenting that a document has been written that meets some but not all requirements. The document has intentionally been kept broad to guide the FGs initially and then to allow them to set their own directions when underway.

End of Day 1

Day 2, 6th November 2015

[9.00-12:30: CLOSED SESSION attended by delegates of APMP Full Member economies only](#)

Welcome: Economies present: Australia, Bangladesh, Cambodia, China, Chinese Taipei, Hong Kong, Indonesia, Japan, Rep of Korea, Malaysia, Mongolia, NZ, Philippines, Russia, Singapore, Thailand, and Vietnam.

15. Vote on membership applications: Agenda item *deleted; to be undertaken as postal vote.*

16. **Vote on new APMP Chairperson, EC members and service term extension for one EC member** : Conducted by *secret ballot*
Extension of the current Lead TC Chair : Conducted by show of hands.
17. **Approval of new TC chairs**
18. **Approval of APMP Work plan 2016 and budget plan for FY 2016**
19. **Approval of MoU amendments** : *Dr Liew*
Dr Fisk explained that APMP's banking issues are ongoing. The Standard Chartered Bank requires both an address (in Singapore), and an operating address (the Secretariat) for the account. The bank has yet to confirm its requirements. Dr Armstrong asked whether the MoU will be amended by e-mail if the bank accepts the changes? Dr Fisk responded that there is provision in the MoU for approval by email.

Approval of APMP Budget:

It was noted that the Focus Group allocation is a worthy recipient of funds.

- Prof Shiowattana asked who to send focus group fund proposals to? Dr Liew replied to send them to the Focus Group chair and the Secretariat. Dr Fisk noted that funds can be used for liaison, meetings, promotion etc. but that activities must support the main goal of the Focus Group.
- Dr Pinandito enquired if a DEC member would be approved for funding for travel. Dr Liew responded that DEC members are funded for appropriate purposes.

20. **Announcement of closed session outcomes** : *Dr Fisk*

Resolution 31-17

Election APMP Chair from GA 2016-19:

Dr Toshi Takatsuji

Election EC Member from GA 2015-18:

Dr Yu-Ping Lan

Election EC Member from GA 2015-18:

Dr Osman Zakaria

Extension of term of EC Member until GA 2016:

Mr Yue Zhang

Extension of term Lead TC Chair until GA 2016:

Dr Peter Manson

Resolution 31-18

Approval of 3 new TC chairs (GA2016 – GA 2019)

TCMM: Dr Victoria Coleman, NMIA

TCFF: Dr Chun-Min Su, CMS-ITRI Chinese Taipei

TCRI: Dr Jinjie Wu, NIM China

Resolution 31-19

Approval of APMP Work plan 2016 and budget plan for FY 2016

Resolution 31-20.1

No changes to the APMP MoU in 2015 pending further consultation with APMP's banking service provider

Resolution 31-20.2

2016 APMP Budget approved as presented by Dr Liew, APMP Treasurer

21. Remarks from APMP Chairman-elect and outgoing and newly elected EC members and TC Chairs

- Dr Park noted that, as TCQS Chair for 3 years, he oversaw quite a difficult period with QS reviews pending, and is very proud to have overcome the challenges. Dr Fisk sincerely thanked him for his service. On behalf of the DEC, Dr Samuel noted Dr Park's support and that of all the TC Chairs to developing NIMs.
- Dr Manson addressed the GA, with appreciation of the learnings and noting that he is handing on to a great person.
- Dr Pinandito thanked the APMP EC and Dr Fisk who assisted him to lead the DEC. He is happy to hand over to the new DEC chair and willing to support all in the future. Dr Fisk sincerely thanked him for his service.
- Dr Peng said that it had been a pleasure to work with APMP. Dr Fisk thanked him for all the support he gave to him as a new APMP chair when he began.
- Dr Armstrong said that he began his service on the EC with Laurie Besley and thanked Peter for replacing him, saying that APMP was in very good hands. A number of issues have improved, there is a better structure, and it is good to know things are better as he leaves than when he arrived, well done to all. Dr Fisk thanked him for his service.
- Dr Victoria Coleman thanked the GA, noting that she has big shoes to fill, but looks forward to taking on the role, working with the DEC, TCs and EC and is very grateful for all the support.
- Dr Murray Early also thanked the GA; he will continue the great work and looks towards exciting progress with the new Focus Groups.
- Prof Ma Liandi commented that he considers it a huge honour to be TCQM Chair; TCQM has many new CMC claims submitted, is better organized, focused on strategic research and collaboration with a focus on joint PT work with APLAC as well as the Focus Groups. He thanked all for their support.
- Dr Zama thanked Dr Manson, and will try to do his best to continue this work.
- Dr Hwang thanked the TCQM and KRIS, noting the time and resources required.
- Dr Zakaria thanked all for his election as a new EC member and hopes he can fulfill the role, and bridge gaps for the DEC and improve collaboration with APMP members.
- Dr Peng also spoke for Dr Yu-Ping Lan and thanked the Assembly for her election.

Dr Fisk welcomed all and in particular the new APMP Chair Elect, Dr Toshiyuki Takatsuji. Dr Takatsuji thanked all members for their support and would do his best to follow Dr Fisk's great example. He has been in APMP for 10 years and always looks forward to participating in the meetings. He would like to make APMP an even more happy and enjoyable collaboration. He will try his best to strengthen activities and make it one of the best RMOs. He appreciates the generous and kind understanding from all of APMP.

TC Chair reporting

Dr Fisk asked Dr Manson to outline the TC discussion about the TC Chair reporting structure. Dr Manson explained that TC Chairs are currently reporting up to 3 times but it was decided that all 3 instances have value. He asked what form of reporting the GA would like. The statistics and number of CMCs are worth having recorded but he suggested that the verbal report should have more of a strategic focus to stimulate more discussion. Dr Fisk noted the importance for NMI Directors to be aware of the level of information the TCs provide, as the TCs are the engine of APMP. However he would like to see reports as “taken as read” wherever possible, reducing reporting, and allowing time for fruitful discussion.

- Dr Shiwattana agreed with Dr Manson’s proposal, adding that the Lead TC chair could summarise reports to the GA. Dr Armstrong commented that they have already improved in efficiency over the last four years.
- The **NMIJ delegate** said that he would like to continue to hear the reports with detail.

Dr Fisk asked for views on a Summary report from the chair

- The **NMIJ delegate** agreed that in the interests of time, the Lead TC chair could provide this.
- Dr Islam (Bangladesh) commented that the reports often provide important information and would like the TC Chairs to attend the GA and to provide individual reports.
- Dr Park commented that it is a large responsibility on the Lead TC Chair. Many Directors don’t have the chance to look into all the activities in great depth. He supported continuation of reporting but suggested that the format be altered to be more efficient and shorter.
- Dr Kustikov added that the reports allow members to be aware of each TC’s work and discuss this with each.
- Dr Armstrong then commented that the Focus Groups will probably also have to report back in future so there is a danger of extending the GA for too long.
- The **NMIJ delegate** asked if the time for individual reports could be reduced or, if only one report was made, how long would this be? Dr Fisk acknowledged that it is very difficult to keep the reports on time, they are very important and each Chair has a lot of information to convey so it is a difficult task to shorten them effectively.
- Dr Samuel commented that there often isn’t much discussion after the TC chairs’ reports since GA delegates don’t have time to consider these. Perhaps they could be circulated earlier (mid-APMP week) before the GA to allow Directors to review them first. Dr Manson explained that the reports are available on the Tuesday afternoon but have to be shortened for the GA.
- Dr Pinandito said that Directors can’t always send representatives to each TC meeting so it is important to obtain information about training, workshops and comparisons so Directors know what is coming up. Also when a Director cannot attend the GA themselves, they need to know who to consult and the TC Chair could be that person.

Action 31-22.01 TC Chairs to continue to attend the GA and, with the EC and Lead TC Chair, consider shorter and more efficient reporting.

Action 31-22.02 TC Chairs to also make their GA reports available earlier.

On Dr Manson's request for guidance re: attendance on Day Two of the GA:

Resolution 31-22

The Lead TC Chair is expected to attend both days of the GA

TC Chairs are encouraged to attend the second day of the GA if they are beginning or ending their terms

TC Chairs-elect are encouraged to attend the second day of the GA

22. APMP Strategy

Available on the APMP website (doc GA 31 23)

<http://www.apmpweb.org/ga/document.php>

23.1 Issues arising from reports of APMP member institutes

- NIM China reported on the trilateral activity with BIPM on developing reference materials for mycotoxins. It is over a 3-year timeframe, with a focus on purity substances of organic compounds and mass balance research as well as QNMR. Four young scientists are working at the BIPM to enhance collaboration and stimulate discussion and inter-RMO collaboration (noting that South Africa is also involved). The benefit to APMP is sharing experiences and improving technical comparability; the current focus is on food safety but it will also include climate change and gas analysis. Prof Shiowattana said that NIMT had also volunteered to join the BIPM initiative to develop crucial measurements in mycotoxins and circulate outputs to the market. Dr Liew highlighted that mycotoxins – a group of toxic materials – are increasingly important in the protection of populations from poisoning (in Africa, 57% of all problems associated with food are due to mycotoxins). It is crucial to transfer information to developing economies through teaching local NMIs how to produce certified reference materials (CRMs) to check levels of mycotoxins in food.
- The BIPM wants to expand this program to more regions. Dr Fisk added that the BIPM will assist regional NMIs to become self-sufficient; this will also extend to the Asia Pacific. Dr Liew said that this propagates and harmonizes measurement capabilities; a CRM program from local laboratories to broader regions.
- Dr Samuel commented that this initiative highlights how external issues are driving capability development, providing a good case study for the focus groups to take direction from.

Dr Fisk asked for opinions on future directions for APMP to engage with regional problems, beyond what it is presently doing.

- Prof Shiowattana commented that from next year, ASEAN is supposed to be one market with goods flowing freely and Thailand is hosting a Symposium in December to develop a roadmap for national Quality Infrastructure (QI). Dr

Zakaria said that having a national quality infrastructure is to reduce gaps and have one economic statement. The symposium is a good initiative by Thailand and very important for the DEC.

- Ms Kimura (Philippines) suggested that APMP could invite government officials to attend for possibly a half day, and that APMP could present case studies to show the government what APMP and its members do, and what guidance and support is needed to attract government initiatives. Dr Fisk asked if the current Symposium is not meeting this need? Ms Kimura suggested that APMP members should bring their responsible government official to the Symposium. Dr Samuel noted that it is difficult for government officials to prioritize events so it might be more feasible for APMP to organise an activity in the wings of another event that these officials would be attending anyway, eg. adjacent to an APEC meeting, such as APEC's energy efficiency or food safety forums. Dr Kustikov said that he agreed with both, it would be very difficult and the best way is to organise activities under the umbrella of other events. For example, workshops are great but the difficulty is to entice officials to attend.
- Dr Samuel added that, in terms of making the link for APEC representatives, APMP members should make contact and make it clear how metrology supports their activities and objectives. Dr Fisk supported this.

Dr Fisk then noted that the Focus Group activities are very valuable to a developing NMI and can help them to develop faster. He called for any further views from the DEC.

- The **Mongolian delegate** explained that more information is needed to develop a relationship with focus group activities. Dr Fisk agreed that this would help focus groups to help you have more impact on your economy.
- Prof Shiowattana stated that an NMI's basic objectives are: to maintain recognised measurement standards and capabilities and transfer these into the laboratory network. Government doesn't focus on this but on how we benefit our economy and what our impact is. A key impact is supporting trade.
- Dr Fisk said that he is sure there are many examples in many economies to highlight that comment. He asked what the issues are for Thailand? Prof. Shiowattana replied that one issue is high temperature measurement and traceability of equipment in the future, e.g. to support development of high speed trains in Thailand.
- Dr Fisk noted that this is an example of large infrastructure creating measurement problems in our region – he asked if other economies are facing infrastructure measurement challenges? Dr Zakaria responded with regard to rice moisture, that a traceability system is needed to enable fair trade for farmers. Currently the local authority carries out calibrations and have case studies compared to Thailand. Dr Fisk commented that this is a great example of legal and physical metrology challenges in a local region.

Dr Kustikov noted that there are key comparisons in grain moisture measurement but that this is in the legal metrology area; perhaps APMP/BIPM should discuss this with ISO and APLMF/OIML.

- Dr Pinandito suggested that we extend these issues to focus groups – electricity transmission, the longest highway project and the high speed train – also transportation between islands. We need metrology solutions working with local NMIs; local corporations don't realize that instruments they purchase need ongoing calibration etc. We need to develop their understanding of metrology challenges. Also to develop chemistry metrology for the immediate future.
- The **Chinese Taipei delegate** noted that they also have a high speed train issue re: sound/noise measurements as well as issues affecting the semiconductor industry.
- Vietnam faces similar challenges with the food safety issues mentioned earlier.
- Singapore also noted a case study in the health area

Dr Fisk concluded the discussion by encouraging members to take up opportunities to join the Focus Groups. Dr Fisk added that this type of discussion is what is needed at the GA.

23.2 Discussion on APMP Strategic Direction and next steps – see next Agenda Item.

End of Closed Session

23. Outcomes of elections and strategic discussions

Dr Fisk announced the election outcomes, and summarized the strategic discussion during the closed session.

- As yet, there are no changes to the MoU to approve, as the Standard Chartered Bank of Singapore continues to review APMP's accounts.
- Voting on memberships did not take place and members will be notified shortly of a postal vote allowing a 6-week notice period to respond.
- NIM China is supporting the development of reference materials in mycotoxins and the study of food borne hazards.
- There was a suggestion that one of APMP's Focus Groups host a meeting/workshop combined with an eg. APEC meeting in the relevant area (e.g. Energy, Food Safety, etc).
- In terms of ways developing NMIs should participate in the Focus Group activities:
 - Rice moisture measurement was noted as very relevant to developing NMIs and should be included in the Food Safety Focus Group, bringing together legal, physical and chemical areas of metrology.
 - Thailand's fast railway was mentioned as relevant to measurement of energy consumption and efficiency, and sound measurements and is hence, a multi-disciplinary issue where APMP has many skills to assist.
 - Indonesia is facing challenges in railway and highway construction relevant to the Energy Efficiency Focus Group.

Dr Fisk said that the discussion provided much food for thought and that APMP's Focus Group leaders should consider the suggestions for further development.

24. Discussion on future meetings

25.1 Midyear meeting 2016: Prof. Prayoon Shiowattana

This presentation is available on the APMP website (doc GA 31 25.1) at:

<http://www.apmpweb.org/ga/document.php>

Prof Shiowattana delivered a presentation on the APMP mid-year meetings to be held from 6 -10 June 2016 in Bangkok, Thailand. The concept for the meetings is “Growing Together” as they are aiming for an energetic round of meetings and workshops which will provide a platform to exchange ideas and create opportunities. Regarding the roundtable discussion planned for Day 4 of the meetings, Dr Fisk asked how participants should prepare and if they would be circulating suggested topics for the discussion? Prof. Shiowattana responded that they would possibly do that and also planned for shared experiences from probably 6 or 7 different economies. He said that they would welcome any other ideas and would adapt any plans to include them. No further comments were received from the assembly.

25.2 32nd GA 2016 in Vietnam : Dr Vu Khanh Xuan

This presentation is available on the APMP website (doc GA 31 25.2) at:

<http://www.apmpweb.org/ga/document.php>

Dr Xuan provided a presentation on the 2016 APMP meetings, to be held from 11 -18 November 2016 in Da Nang, Vietnam hosted by the Vietnam Metrology Institute (VMI).

25.3 GA 2017 candidate host discussion

Dr Fisk encouraged all developing economies to consider hosting a future GA. APMP recognizes the expense involved, regardless of where it is held, however the main aim is to host effective meetings. He encouraged interested members to discuss the requirements, format or any other information with the Secretariat.

He asked the GA what they considered the possible barriers may be in hosting a GA?

- Dr Pinandito (Indonesia) responded that there are many benefits for a developing NMI to be a host. He said that visiting technical experts provide the local NMIs with the opportunity to discuss technical matters. They can also invite government officials, which helps convince them of the importance of metrology. He saw no barriers, but felt that planning 1 to 2 years ahead was necessary in order to then link this to the NMI budget. He added that in the future, Indonesia would like to take up the opportunity of hosting the meetings again.
- Prof Shiowattana noted that hosting the meetings is of great value for young staff; it is inspiring and very rewarding and that is why Thailand chose to host in 2016. He said that it would also highlight that Thailand can host International meetings and also shows how important metrology is to the region.
- Ms Kimura (Philippines) commented that they have a limited number of staff (less than 30). Hosting a GA would possibly disrupt the work in the laboratories and there are difficult traffic issues in Manila. They could consider hosting the meetings possibly in 2 to 3 years’ time but she recommends that they be held outside Manila.

Dr Fisk agreed that it could be a burden on staff. He added that the EC is working on a guidance document specifying the requirements of hosting a GA. He noted that APMP is a technical organisation so the EC would like venues to be held at, or close to, the local NMI. Dr Liew commented that Singapore may consider hosting in the near future, however he could not confirm this until early in 2016. Dr Fisk said that India has previously offered to

host as well and that NMIA, Australia would like to host again also but that he was not in a position to discuss this at the moment.

25. Summary of meeting resolutions

Resolution 31-02-01 GA 2015 Agenda approved without further comment

Resolution 31-03-01 Minutes of the 30th GA in Daejeon, Korea adopted without further comment

Resolution 31-10.03

APMP welcomes the BIPM initiative to establish a Capacity Building and Knowledge Transfer Programme funded by voluntary contributions.

APMP encourages members able to provide support (in kind or financial) to consider doing so.

APMP encourages participation in the Programme

Resolution 31-17

Election APMP Chair from GA 2016-19:

Dr Toshi Takatsuji

Election EC Member from GA 2015-18:

Dr Yu-Ping Lan

Election EC Member from GA 2015-18:

Dr Osman Zakaria

Extension of term of EC Member until GA 2016:

Mr Yue Zhang

Extension of term Lead TC Chair until GA 2016:

Dr Peter Manson

Resolution 31-18

Approval of 3 new TC chairs (GA2016 – GA 2019)

TCMM: Dr Victoria Coleman, NMIA

TCFF: Dr Chun-Min Su, CMS-ITRI Chinese Taipei

TCRI: Dr Jinjie Wu, NIM China

Resolution 31-19

Approval of APMP Work plan 2016 and budget plan for FY 2016

Resolution 31-20.1

No changes to the APMP MoU in 2015 pending further consultation with APMP's banking service provider

Resolution 31-20.2

2016 APMP Budget approved as presented by Dr Liew, APMP Treasurer

Resolution 31-22

The Lead TC Chair is expected to attend both days of the GA

TC Chairs are encouraged to attend the second day of the GA if they are beginning or ending their terms

TC Chairs-elect are encouraged to attend the second day of the GA

And summary of meeting actions

<u>Action</u>	<u>What</u>	<u>Who</u>	<u>By when</u>
<u>31-06.4-01</u>	<i>Secretary to write to inform members of APMP fee status</i>	<i>APMP Secretariat</i>	<i>March 2016</i>
<u>31-08-01</u>	<i>Secretary will ask delegates of member economies to vote on membership applications by postal vote (1 per economy).</i>	<i>APMP Secretariat</i>	<i>December 2015</i>
<u>31-22.01</u>	<i>TC chairs continue to attend GA – shorter and more efficient reporting</i>	<i>EC and Lead TC will consider</i>	<i>Effective GA 2016?</i>
<u>31-22.02</u>	<i>TC Chairs' reports to be made available earlier in APMP week.</i>	<i>TC Chairs will consider</i>	<i>Effective GA 2016</i>

26. Meeting closure

In closing the GA 2015, Dr Fisk expressed his and APMP's great thanks to the 2015 host NIM, China. On behalf of all, he said that we had thoroughly enjoyed the excellent food, functions, technical discussions and friendship.