



25th APLMF Meeting

Secretariat Activity Report

The first section of this document reports against the APLMF Secretariat work programme as agreed at the 24th Asia-Pacific Legal Metrology Forum meeting held in Cambodia in October 2017. The second section reports other activities carried out by the Secretariat and APLMF President. Annex 1 details APLMF Secretariat membership.

Section 1 – APLMF Secretariat Work Programme 2018

Continue to develop the APLMF website based on member feedback.

The Secretariat has continued to refine the layout of the website pages and improve usability.

Following the launch in March 2017 of the ‘Full Member Only’ area of the website there has been very limited responses to online requests to review and accept documents, e.g. Minutes of the 2017 APLMF and Working Group Meetings and 2017 Financial Report. The Secretariat has communicated widely to members on utilising this function of the website to progress APLMF business. We are keen to encourage and support members making better use of the functionality of the website and make the work of APLMF more efficient and easier for members.

At the APLMF meeting last year, we were able to upload all papers and documents during the meeting so that delegates had access to these immediately after they were presented.

We will be continuing with this approach at the 25th APLMF meetings in New Zealand.

Continue to encourage APLMF member economies to update their directory information on legal metrology and contact details as a useful reference to our member economies and industry.

In February and July 2018 we contacted those economies whose Directories were out of date and we currently we have updated Economy Directories from Australia, Canada, Malaysia, Mongolia, New Zealand, Philippines, Singapore, Chinese Taipei and Vietnam.

In 2019 the Secretariat will continue to encourage Cambodia, HK China, Indonesia, Japan, Papua New Guinea, Republic of Korea, Thailand, PR China and the USA to update their

directories which were last updated in either 2003 or 2006. We remind members of the value of providing the Secretariat with an updated Directory and urge economies to put this task into their work programmes.

Continue to communicate with our membership through our quarterly newsletter and directly to our member contacts for official requests for information.

President's Newsletters have been circulated in December 2017, April, July and September 2018. At the 23rd Meeting it was agreed that we would encourage economies to provide interesting articles and this year we have been pleased to receive the following contributions:

- December 2017 – Canada – Case Study Enabling the Introduction of New Technology in the Forestry Industry.
- July 2018 - Updates from subject matter experts Mr Bill Loizides and Dr Chuck Ehrlich on the Inaugural OIML Certification System.
- July 2018 - First of a series of three articles from Mr GUO Su on the OIML Pilot Training Centre hosted in PR China.
- September 2018 - An article from Cambodia about their hosting of the 29th Meeting of the ASEAN Consultative Committee on Standards and quality (ACCSQ) Working Group 3 on Legal Metrology and its related meetings in Phnom Penh in July 2018.
- September 2018 - A second of a series of three articles from Mr GUO Su on the OIML Pilot Training Centre in PR China.
- September 2018 – A second update from subject matter experts Mr Bill Loizides and Dr Chuck Ehrlich on the OIML Single Certificate System.

We think having these valuable contributions from members make our newsletter more interesting and useful. We encourage members to provide articles and include photographs where possible. We will continue to contact economies alphabetically, but of course, we would welcome articles from members anytime if you have something you would like to share. In 2019 we will contact Hong Kong China, Indonesia, Japan and Malaysia to seek contributions.

We have continued to communicate with our full and corresponding members via their primary contact and we rely on them to pass on critical information to staff within their organisations and wider within their economies. These communications are followed up in our newsletter to ensure a wider audience.

Continue to represent APLMF on MEDEA Coordination Committee and support planned work programme including:

- *Support training opportunities under MEDEA 1 which concludes at the end of April 2018;*
- *Support the development of training courses and workshops to be delivered under MEDEA 2 which will commence in May 2018 for a 3 year period;*
- *Developing and trial e-learning modules;*
- *Raising Awareness of Metrology (APMP-APLMF);*

1. **Training delivered** - The Secretariat has worked closely with the Metrology Enabling Developing Economies in Asia (MEDEA) Coordination Committee to promote and deliver the following courses:

- Pre-Packaged Goods, China & OIML Pilot Training Center – PR China (April)
- Verification of Non-Automatic Weighing Instruments (including weighbridges) – Malaysia (May)
- Small Training Course for APLMF WG on Quality Measurement of Agricultural Products (QMAP) - Thailand (July)
- Joint APLMF/APMP MEDEA 2 Project Planning workshop – Hong Kong (July)

Following each training course, we ensure reporting and action plans submitted by participants are followed up and post the final reports on the APLMF website along with a summary in the quarterly newsletter.

APLMF Secretariat formally thanks Physikalisch-Technische Bundesanstalt (PTB) for their administration and the German Federal Ministry for Economic Development and Cooperation (BMZ) for their sponsorship of training undertaken this year under the MEDEA Work package APLMF 1 and MEDEA 2. We wish to also thank the National Metrology Institute of Malaysia (NMIM), SIRIM Berhad Central Bureau of Weights and Measures - Thailand and the General Administration of Quality Supervision, Inspection and Quarantine (AQSIQ) - PR China for hosting training courses this year and to the trainers from Australia, Japan, New Zealand and Thailand who successfully delivered the courses.

In preparation for MEDEA part 2, APLMF representatives on the Co-ordination Committee were reviewed and confirmed as:

- Stephen O'BRIEN – APLMF President
- Alli SMITH – APLMF Secretariat
- Marian HAIRE – APLMF Training Co-ordinator
- Haslina ABDUL KADIR – WG Chair QMAP

We welcome Haslina to this Co-ordination Committee and thank Dr Tsuyoshi MATSUMOTO for his previous dedicated service in this role.

2. **Development and trial of e-learning (on-line) training modules** - Trading Standards within New Zealand's Ministry of Business Innovation and Employment's are developing prototype e-learning modules for their Accredited Persons (accredited verifiers) and Inspection Officers. These modules will be based on the relevant OIML International Recommendations and complement APLMF training courses. NZ is demonstrating the NAWI module at this year's meeting and there will be a workshop at the WG meeting to decide on the programme to develop content for modules over the next 3 years as part of the MEDEA 2 project. Enquires are also being made to determine if APLMF developed e-learning training modules can be located on the new OIML e-Learning Platform and utilise their Learning Management System (<https://www.oiml.org/en/>).



3. **Metrology Asia Pacific Web Portal**

Development of a joint APMP-APLMF metrology web portal to facilitate sharing of information resources has been progressed. This work has taken longer than expected with the unavailability of a number of the project team due to other commitments.

The website provides an information portal that will introduce and link to useful information on authoritative metrology websites including: APMP, APLMF, OIML and the BIPM. The overarching design objective has been simplicity and ease of use, with multiple layers and links to more technical, complex information in a clearly defined and accessible library. The portal will enable easy access to resources that meet multiple needs for communication and engagement with stakeholders on issues and development needs relating to metrology.

Links to useful information and development resources identified at a recent OIML Workshop introducing a Quality Infrastructure (QI) Toolkit are being incorporated into the website. A number of case studies highlighting the importance of metrology have also been received and others are under development which will provide useful content for the portal website.

After the 25th APLMF meeting the project team will be refocussing its efforts on completion of this project this by the end of 2018.

Continue to maintain and strengthen Working Relationships with OIML, APEC, other international and or regional organisations:

- *Specialist Regional Bodies (SRB's), APEC Sub-Committee on Standards and Conformance (SCSC) and specialist forum;*
- *OIML: Regional Legal Metrology Organisation round table and countries and economies with Emerging Metrology Systems Advisory Group; and*
- *OIML Pilot Training Centre and Asia-Pacific Metrology Programme.*

A Senior APLMF representative has attended, delivered presentations and actively participated in the following fora meetings in 2018:

Date	Representative	Activity	Location
Feb	Stephen O'Brien, APLMF President	Asia Pacific Economic Cooperation (APEC) Sub-Committee on Standards and Conformance (SCSC), Senior Officials Meeting 1 and Specialist Regional Bodies (SRB) Forum. SRB Forum delivered an open meeting for all SCSC and economy representatives at Gateway Hotel, Port Moresby, PNG on Sunday 25 February 2018, 14:30 – 17:00. APLMF is currently convenor of the SRB Forum after completing 2 year term. This role will be rotated to another SRB in Feb 2019	Papua New Guinea
Jul	Stephen O'Brien, APLMF President Marian Haire, Training Coordinator	Asia Pacific Metrology Programme (APMP) Mid-year meeting, MEDEA Coordination Committee meeting and Workshop on 'CABUREK Concept'. https://www.aplmf.org/uploads/5/7/4/7/57472539/final_report1_joint_aplmf_apmp_ptb_workshop_hongkong_2018_july_compressed.pdf	Hong Kong
Oct	Stephen O'Brien, APLMF President	53 rd OIML International Committee of Legal Metrology meeting. Participation and delivered presentations to: <ul style="list-style-type: none"> • Regional Legal Metrology Organisation Round Table; • Countries and Economies with Emerging Metrology Systems (CEEMS) Advisory Group meetings. 	Hamburg, Germany 9-12 October

Implement the transition of current working groups including disestablishment, confirming subject experts, establishing new working groups;

Following the decisions made at the Member Only session about progressing the WG transition the Secretariat requested WG chairs to provide recommendations for the future of their groups, along with providing additional information to standardise the WG information on the website. The responses were coordinated by the Secretariat and a proposal discussed at an Executive Committee meeting in September. On 4 October 2018 the following documents were circulated to members with a request for nominations for WG vacancies to be submitted to the Secretariat by 26 October, for consideration at the 25th APLMF:

- 18-10-03 Decision-Recommendations paper WG
- 18-10-03 Working Group Vacancies – Call for Nominations
- 18-10-03 WG Vacancies – Nomination Form

Organise the 25th APLMF and Working Group Meetings with the support of the appointed Host Economy.

Trading Standards, Ministry of Business, Innovation & Employment, New Zealand confirmed it was prepared to host the 25th APLMF meetings in Christchurch in the absence of any other member economies able to do so.

Further develop the membership fee discussion paper

Following feedback at the 24th APLMF, the Secretariat did further work on the Membership Fee discussion paper, which was discussed by the Executive Committee at a teleconference in April. A further version was developed and discussed by the Executive Committee at a teleconference in September where it was agreed to put forward a decision paper for the membership to consider and vote on at the 25th APLMF.

18-10-08 APLMF Membership Fees Decision Paper was circulated to member on 8th October 2018.

A call for nominations for an Executive Committee Vacancy was also circulated with a request that nominations be submitted to the Secretariat by 26 October. It is expected that an appointment will be made at the Member Only Session at the 25th APLMF.

Section 2 – Other updates from 2018

1. Follow up from 24th APLMF Meetings

In March, the Secretariat provided a video summary of highlights from the 24th Meeting and we hope this, along with the circulation of the draft minutes for feedback shortly thereafter, provided accurate record and timely reminder of the content of the meeting.

2. Guide Test Procedures

As part of each training course the APLMF Secretariat made a commitment to develop the benchmark tests its members believe are necessary to verify an instrument or to test pre-packaged goods. Following training courses since 2015, members have been surveyed and the guide test procedures developed from those results.

Guide Test Procedures have now been developed for Average Quantity Systems, CNG Dispensers, Fuel Dispensers, Non-Automatic Weighing Instruments, Rice Moisture Meters, Taxi Meters, Bulk Flow Meters and Domestic Meters. We thank those who have

participated in those surveys and trust the information now provided is of value to our members.

3. Update on APEC Specialist Regional Bodies Forum

The Asia Pacific Economic Cooperation (APEC) has recognised five Specialist Regional Bodies (SRBs) as the expert regional bodies responsible for the development of the standards and conformance infrastructure in the Asia Pacific region:

- APMP – Asia-Pacific Metrology Programme,
- APLMF – Asia Pacific Legal Metrology Forum,
- APLAC – Asia Pacific Laboratory Accreditation Cooperation,
- PAC – Pacific Accreditation Cooperation, and
- PASC – Pacific Area Standards Congress.

The Specialist Regional Bodies Forum was established in 2007, to bring together the SRB's to work with the APEC Sub-Committee on Standards and Conformance (SCSC) and other related fora. The goal of the SRB Forum is to facilitate the implementation and development of standards and conformance infrastructure in each APEC member economy and across the region.

To clarify what the individual bodies can do to support APEC to achieve its goals and the *APEC Blueprint for the Future*, each SRB's undertook a mapping exercise where they mapped what capability and expertise they can provide against these goals. This mapping was summarised on A3 documents and presented to the SCSC 1 meeting in PNG at APEC Senior Officials Meeting 1. Note: Copies of these documents has been included in the APLMF meeting documents for your information. See document: *18-2 SCSC SOM1 - Annexe to SRB Forum Convenor report*

The SRB Forum also organised an open session for SCSC and economy representatives at Port Moresby, PNG on Sunday 25 February 2018. The purpose of this interactive session was to create a better understanding of the role of each SRB and highlight their recent work and the future work programmes. The session focused on how the Forum's work programme is aligned to APEC objectives and clarified how the SRB's can support APEC to achieve its goals and priorities. The session also included an opportunity for those attending to discuss current and future APEC projects or initiatives with the SRB representatives to identify potential areas where they can be enhanced through SRB member involvement. The open session was only attended by a small number of SCSC delegates but those that attended found it very useful and encouraged future such events.

4. COMMUNICATION WITH MEMBERS AND THE LEGAL METROLOGY COMMUNITY

Website – the Secretariat has continued to develop the website, adding and updating content regularly.

Site usage has been analysed and some of the key metrics identified include:

General Website Information

- 4,655 users to the website
- 8,600 sessions (users who have used the site multiple times over the 12-month period)
- 23,200 page views
- The average time a user stays on the website is 3 minutes 21 seconds
- 80% of our traffic is from people using desktop computers, 20% from people using mobiles or tablets

Top 10 most viewed pages

1. [Homepage](#)
1. [24th APLMF meeting – meeting documents](#)
2. [24th APLMF meeting – landing page](#)
3. [MEDEA](#)
4. [What is metrology](#)
5. [25th APLMF meeting – landing page](#)
6. Training programme (No longer a current page)
7. [Training videos](#)
8. [24th APLMF meeting – programme and templates](#)
9. [News](#)

Channels to access the website

- Organic search 46% (Google)
- Direct 36% (typing in the URL, or have it saved as a favourite)
- Referrals 15% (linked to from another site)
- Email 2% (most likely the Presidents newsletter)

5. APLMF/MEDEA

The Secretariat has continued to work with MEDEA and the APLMF Training Coordinator to streamline the delivery and follow up on MEDEA funded courses as follows:

- [Secretariat Task Checklist](#) – we have made significant updates to this document which forms part of the APLMF Secretariat Manual. We continue to refine this comprehensive document which sets out expectations of the Secretariat in supporting the running of these courses, and references various templates used for reports and communications for pre-and post-course tasks.
- [MEDEA 2 Procedures for Implementation](#) – The Secretariat highlighted the need for the MEDEA procedures for implementation to be updated for MEDEA 2 and provided a first draft updated from the MEDEA 1 procedures document, which has now been reviewed and updated by PTB in consultation with APMP and APLMF through the

MEDEA Coordination Committee. This provides a clear process for managing the MEDEA 2 program setting out timeframes and responsibilities.

- [Google Drive](#) continues to be our preferred repository for training course materials for trainers and trainees and we have seen an increase in preparedness of trainees when attending courses. Unfortunately courses held in China are unable to access Google Drive and our work around is to provide training materials on our website and participants receive a link to this page (which is not available publicly). Currently, PR China are also not able to access the APLMF website, so we will need to work with them about how we deal with this in the future.
- [Economy reports](#) are now collected by PTB prior to the course and summarised and provided to the Secretariat Rep/Trainers rather than having participants present. This allows a lot more time on the schedule for training.
- [Participant feedback](#) – Survey Monkey continues to be used to successfully gather and report on feedback from participants at each course. We are able to ensure all participants have completed the survey before the end of each course and this feedback is summarised in the report which is coordinated by the Secretariat Representative with the trainers following each course.

6. ECONOMY REPORTING

We continue to refine how we can more effectively share our progress on legal metrology matters in our economies. We encourage economies to share their full economy reports via our meeting web page and we are again this year running the poster sessions which were well received last year. We have allowed a little more time for these following feedback but reiterate that the sessions provide a conversation starter between economies on items of interest and we encourage delegates at the APLMF meetings to make the most of the face to face time to talk with their colleagues, sharing what they are achieving in their economies and what they are working towards achieving.

7. FINANCIALS

The interim Financial Report for the period 1 January to 30 September 2018 will be covered under a separate report. The full year financial report will be circulated in February/March 2019.

ANNEX 1:

APLMF Secretariat		
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