

Report on Work Programme and Achievements against APLMF Strategic Plan for 2021 -2025

Note: Achievements and Actions completed in 2022 are shown in *red italics*

The work for 2022 has been continued with support from the outgoing Secretariat in New Zealand, supported by the MBIE (Ministry of Business Innovation & Employment), to transfer the workload to the Malaysian Secretariat. With the continued restraints from Covid-19, Zoom still has been our main delivery / communication tool for all meetings including our annual Forum Meeting. If any APLMF member(s) request further details regarding the items listed in this summary, please contact the APLMF President or Secretariat.

KEY OBJECTIVE 1: SUPPORTING CAPABILITY Supporting the development and maintenance of the capability of national metrology organisations to enable them to meet the evolving needs for an effective legal metrology infrastructure.	
STRATEGIC PRIORITY	ACHIEVEMENTS/ACTIONS
1.1 TRAINING AND KNOWLEDGE 1.1.1 Support the development and delivery of training to members through the Metrology-Enabling Developing Economies in Asia (MEDEA) project and other initiatives;	<ul style="list-style-type: none"> • <i>During 2022, the Secretariat representatives on the MEDEA Coordination Committee have fully participated in meetings. A survey among the member economies has been carried out to identify topics on training which fit within the Sustainable Development Goals (SDGs) of UN as per the MEDEA 3 programme.</i>

<p>1.1.2 Identify new approaches for delivering training (e.g. eLearning) and new funding streams to support training for developing economies; and</p>	<ul style="list-style-type: none"> • <i>2022: A MEDEA (PTB-engaged) consultant (Ms Heike Koch) guided and facilitated the discussions of WG Chairs and members on How to develop the eLearning modules so that they acquire the skill, technique, and capacity to enable them to develop the eLearning modules on their own. This guide will help to eliminate the utilization of external outsourcing for development. Because the process takes more than 6 months to be fully completed and implemented, the modules are anticipated to be up and running in the 2nd quarter of 2023, for members to participate.</i> • <i>2022: MEDEA Policy Briefs – This initiative introduced by MEDEA PTB for APLMF/APMP with regards to national priorities and/or selected Sustainable Development Goals (SDGs). It is an effective way to bring important research activities to the attention of the policy makers, precisely. The process for developing these documents is led by Ms Laurie Winkess, the appointed consultant to help and guide the process, e.g. to facilitate discussions on topic choice, offer advices on the tone, content and language of drafts, and support editing the drafts and finalizing them as policy briefs. WG on Packaged by Measure and WG on Utility Meters are the selected APLMF working groups that are assigned to write a brief in each field. The project is scheduled to be completed by early next year.</i>
<p>1.1.3 Collaborate with OIML Training Center (OTC) and Regional Legal Metrology Organizations (RLMOs).</p>	<ul style="list-style-type: none"> • <i>The Secretariat monitored the activities in the RLMO RT and CEEMS AG of OIML.</i>
<p>1.2 COMMUNICATIONS</p> <p>1.2.1 Improve Forum’s website functionality and ability to share information (e.g. email, newsletter, Metrology Asia Pacific portal, system for exchanging information on emerging issues)</p>	<ul style="list-style-type: none"> • <i>2022: The Secretariat continued to communicate effectively, through timely updates to the website, quarterly newsletters and direct communication to the members by email. It has been noticed that engagement from members through providing articles for the newsletters continues to be insufficient. It may be attributed to the stretch of the negative resources Covid has placed on our members. The Secretariat will continue to engage with the members in the future.</i> • <i>2022: Metrology Portal. The Soft Launch of MEDEA APMP-APLMF Web Portal was announced on 10th February to all members. The joint Working Group for the portal invited</i>

	<p><i>members' feedback, suggestions and in particular contributions (e.g. Case Studies) to help, build and improve the contents of the Web Portal.</i></p>
<p>1.2.2 Identify and support activities that promote awareness of legal metrology and the effective use of OIML Recommendations and Certificate System.</p>	<ul style="list-style-type: none"> <i>The secretariat cooperated with WG on OIML-CS and WG on Metrological Control Systems to encourage members to utilize and/or participate in the useful resources provided by OIML.</i>
<p>1.2.3 Encourage the use of online tools for teleconferences and meetings such as Zoom.</p>	<ul style="list-style-type: none"> <i>All online meetings including the APLMF Forum Meetings were conducted and delivered online using a Zoom platform.</i> <i>In some cases, meetings were conducted through DFN - an online platform provided by PTB.</i>
<p>KEY OBJECTIVE 02 - ORGANISATIONAL STRENGTH AND STEERING</p> <p>Continue developing the Forum to be more dynamic, resilient and flexible with strong governance structures and systems that:</p> <ul style="list-style-type: none"> • provide confidence where members' funds are responsibly managed; • share information effectively; • deliver services that meet members' needs; and • effectively represent members' interests at regional and international levels. 	
STRATEGIC PRIORITY	ACHIEVEMENTS/ACTIONS
<p>2.1 STEERING</p> <p>2.1.1 Update the current strategic plan aimed at improving the Forum's strength, sustainability, and delivery of work plans.</p>	<p>The secretariat, supported by the President, reviewed the current Strategic Plan in 2021-2025.</p>

<p>2.1.2 Review the Strategic Plan every two years to ensure that it is relevant to the current needs of the members.</p>	<p>The current Strategic Plan is deemed not to require any changes at this time and it will be reviewed again in 2023.</p>
<p>2.1.3 Strengthen Working Groups (WG)' activities to support the needs of developing economies</p>	<ul style="list-style-type: none"> • <i>2022: WG Chairs meeting in March discussed the proposed Work Plans and the Training survey in 2022 initiated by Training Coordinator.</i> • <i>2022: WG Chairs meeting in September discussed the review of ToR and the new working groups, WG-MF and WG-MM, were introduced.</i> • <i>2022: A document on draft WG Work Plans has been prepared by Training Coordinator for the WG Chairs to seek their individual feedback.</i> • <i>2022: The Survey on Training has been prepared and initiated by Training Coordinator for members to seek their responses. All responses from members were reviewed by Training Coordinator.</i>
<p>2.1.4 Ensure a robust governance of the Forum</p>	<ul style="list-style-type: none"> • <i>2022: Regular meetings were conducted to ensure effective communication among the secretariat staffs and Executive Committee (EC) members, and to disseminate necessary information including training to all member economies. The meetings and discussions have been conducted according to our work plan.</i> • <i>EC meetings were conducted in March, July, and October 2022.</i>
<p>2.1.5 Enhance knowledge sharing through annual meetings and other networking opportunities</p>	<ul style="list-style-type: none"> • <i>2022: 29th APLMF Online Meeting that is planned for November will be conducted over two consecutive days with 2.5 hour sessions each using a Zoom platform.</i>
<p>2.2 OPERATIONAL SYSTEMS</p> <p>2.2.1 Refine documentation processes and procedures</p>	<ul style="list-style-type: none"> • <i>2022: The Secretariat Manual has been occasionally updated during the transition process from New Zealand to Malaysia.</i> • <i>2022: The MOU and Rules of Procedure of APLMF have been updated and voted on to be adopted and to be available on the website.</i> • <i>In order to develop a policy document for reviewing the present structure of the membership fees, the Secretariat, with support from the EC members, continued discussion.</i>

KEY OBJECTIVE 03 - INTERNATIONAL REPRESENTATION AND COLLABORATION	
<p>Participate in the regional and international meetings to promote the views of the Forum members. Support international activities and regional collaborations for greater harmonization and development in legal metrology. This collaboration will focus on supporting the works of:</p> <ul style="list-style-type: none"> •International Organisation of Legal Metrology (OIML); •Regional Legal Metrology Organisations (RLMO); •Asia Pacific Metrology Programme (APMP); •Asia-Pacific Economic Co-operation (APEC); •APEC Specialist Regional Bodies (SRBs); and •Metrology-Enabling Developing Economies in Asia (MEDEA) project. 	
STRATEGIC PRIORITY	ACHIEVEMENTS/ACTIONS
3.1 INTERNATIONAL COLLABORATION 3.1.1 OIML - Improve linkages with international and regional bodies, particularly OIML, RLMO's, APEC and other APEC SRBs	<ul style="list-style-type: none"> • <i>OIML: The APLMF President will attend the virtual 57th Meeting on the International Committee of Legal Metrology which is planned on 18 -20 October 2022.</i> • <i>RLMO's: The APLMF president attended the virtual RLMO Interim meeting twice a year which was held on 27th September 2022 and 27th May 2022.</i> • <i>APEC SRBs: The APLMF President attended the virtual APEC SOM1 (SRBs) meeting on 14th – 25th February 2022 and physical APEC SOM3 (SRBs) Meeting on 19 - 20 August in Chiang Mai, Thailand.</i>
3.1.2 Represent the region in OIML: RLMO Round Table and Countries and Economies with Emerging Metrology Systems (CEEMS) Advisory Group	<ul style="list-style-type: none"> • <i>2022: Dr Tsuyoshi Matsumoto is represented the APLMF in the OIML CEEMs advisory Group which was held on 16th May 2022 and 12th October 2022.</i>
3.1.3 Build collaboration between all metrology	<ul style="list-style-type: none"> • <i>Both APLMF and APMP jointly engaged with the MEDEA 3 projects coordinated by PTB.</i>

<p>disciplines (scientific, physical and legal metrology) through liaison with APMP</p>	
<p>3.1.4 Build linkages with industry and non-government bodies</p>	<ul style="list-style-type: none"> • <i>In May 2022, the Training Coordinator attended online the APEC Capacity Building Workshop on Understanding Conformity Requirements for Software Controlled Weight and Measuring Instruments for Sustainable Trade 2022, which was jointly hosted by Malaysia.</i> • <i>In August 2022, the Training Coordinator attended online the ASEAN-PTB Training Course on the Verification of LPG Dispensers. This training course was jointly supported by ASEAN/ACCSQ, CBWM/DIT in Thailand, former Training Coordinator and PTB.</i> • <i>In September 2022, the President and Training Coordinator attended online the IMEKO TC6 Conference (M4Dconf) regarding digital transformation (DX) in metrology, which was jointly hosted by PTB.</i>
<p>3.1.5 Collaborate with PTB to deliver training to members under the MEDEA work programme.</p>	<ul style="list-style-type: none"> • <i>eLearning Workshop: The kick-off meeting for the eLearning workshop was held on 29th September 2022 with 19 participants from APMP and APLMF; the next meeting will be confirmed soon.</i> • <i>Policy Briefs workshop: The introduction to Policy Briefs workshop was delivered in May 2022 for the Training Coordinator and some WG Chairs assigned to draft a brief in each field. The next meeting is planned to be held in November.</i>