

SIM X General Assembly

SIM X Asamblea General



Venezuela, November 04th and 05th, 2004
Venezuela, Noviembre 04th and 05th, 2004

Draft minutes

AGENDA

First Day: Thursday, November 04th, 2004

- ITEM 1. Accreditation of Delegates
- ITEM 2. Verification of Quorum (Installation Of General Assembly)
- ITEM 3. Approval of the Agenda.
- ITEM 4. Welcome from Directora General de SENCAMER, Lic. Maria Milagros Toro
- ITEM 5. Approval of the Minutes from the Previous General Assembly
- ITEM 6. Ratification of Council Resolutions
- ITEM 7. Report from SIM President, Felipe Urresta
- ITEM 8. Report from Technical Permanent Advisor, Steve Carpenter
- ITEM 9. Report from Executive Secretary, Oscar Harasic
- ITEM 10. Report from Technical Committee from SIM Representative to the JCRB, Luis Mussio
- ITEM 11. Report from Professional Development Committee, Yoshito Mitani
- ITEM 12. Report from SIM Representative to NCSLi, João Jornada
- ITEM 13. Sub-Regional Meetings (including Coffee Break)
- ITEM 14. Presentation of Sub-Regional Reports:
 - ANDIMET – Jose A. Dajes Castro
 - CAMET – Carlos Roberto Ochoa
 - CARIMET – Hermon Edmondson
 - NORAMET – Jim McLaren
 - SURAMET – to be confirmed

Closing session of the day

Second Day: Friday, November 05th, 2004

-
- ITEM 15. Reinstallation of the General Assembly
- ITEM 16. Election of SIM President
- ITEM 17. Report of SIM-PTB Project on Chemical Metrology, Willie May
- ITEM 18. Quality System Task Force Activities Report
- ITEM 19. Presentation of Other Organisations attending the General Assembly
- BIPM
 - PTB
 - American Chemical Society
 - EUROMET
- ITEM 20. Next General Assemblies (CARIMET-2005, NORAMET-2006, SURAMET-2007)
- ITEM 21. Other Business
- ITEM 22. Closing Session

Meeting:

1. Accreditation of Delegates

The President Felipe Urresta welcomed the members present at the X General Assembly.

2. Verification of Quorum

As 27 out of 34 members were present, quorum was established (the list of participants is in annex 1).

1. Approval of the Agenda

The agenda was approved without further comments.

2. Welcome from Directora General de SENCAMER, Lic. Maria Milagros Toro

Lic. Maria Milagros Toro welcomed all participants in Venezuela for the events of the X General Assembly, expressing how thankful she was for the opportunity of hosting such an important event in the area of metrology in Americas.

3. Approval of the Minutes from the Previous General Assembly

Resolution GA01/04: To approve the minutes of the IX General Assembly held in Panama City, Panama, Septiembre 17th, with the following amendment:

On Item 19, where it says that “Hratch Semerjian has now become a Deputy Director of BIPM”, should say “Hratch Semerjian has now become a Deputy Director of NIST”

4. Ratification of Council Resolutions

Council Resolutions of the year 2004 were approved with no amendments.

Concerning CR 01/04, about the elaboration of a book about the history of metrology in Americas, Hector Nava Jaimes, from Mexico, who pointed out that this can be an important tool for improving the development of metrology infrastructure within countries. Jose Dajes, from Peru and Beatriz Paniagua, from Costa Rica, also supported this initiative, which may serve as a reference for future activities related to metrology and accreditation areas. These representatives also expressed their concern about the participation of all member countries in the development of the book and about the technical and scientific content of it. Felipe Urresta explained that this initiative was still in its beginning and that the Council decided to take this subject to the General Assembly to have the support for such an attempt, but that in due time, when the elaboration of its content starts, the support of all members will be welcomed. Juan Carlos Castillo, from Bolivia, ratified the support of his delegation to the initiative, showing that the representatives were interested in a strong and wide participation to the elaboration of the book.

Jose Dajes asked if the Document #09 Quality Systems Review Procedures, approved in CR 04/04 had been acknowledged by all SIM Members. Luis Mussio, Technical Committee Chair, then explained that the document has been publicized on SIM web page and that this has been available for all SIM Members.

Concerning CR 10/04, Felipe Urresta asked Hermon Edmondson, CARIMET Coordinator, to make a brief explanation of the matter for all SIM Members to have information about the representation of CARIMET in CROSQ. He explained that the resolution concerned the relationship between CROSQ (Caribbean Regional Organization for Standards and Quality) and CARIMET, as representative of SIM in the region, and the need to avoid the duplication of efforts in the area of metrology within both organizations.

After these brief comments, Council Resolutions were ratified with no amendments.

Resolution GA02/04: The General Assembly ratified all Council Resolutions from September 18th 2003 to November 3rd 2004 with no amendments.

5. Report from SIM President, Felipe Urresta

Felipe Urresta made a brief report, considering that this was his last meeting as SIM President. He then made some considerations reminding some important moments of the whole period in which he had been the president of SIM. He expressed how pleased he was to see the advance through which the countries have been during the four last years, emphasizing that there is still much more to be done. He also expressed his gratitude for the whole period as SIM President. Felipe Urresta also informed the Assembly that he is preparing a more complete report, not only in qualitative terms but also in quantitative terms, about the last four years in which he exercised the Presidency of SIM. The report will be publicized on the web site, as there was no time to include it in the GA workbook.

6. Report from Technical Permanent Advisor, Steve Carpenter

Steve Carpenter presented the execution plan for the period 2005-2008, which was included in the GA workbook. He also presented the report of the 2004 budget, which will be publicized on SIM web page, as there was no time to include it in the workbook.

Considering the budget for 2004, he explained that the amount approved by OAS was of US\$ 234,840.00 and demonstrated the activities that were carried through within this budget. Concerning the execution plan for the next period, Steve Carpenter informed SIM members that it was approved by OAS and showed the main future activities that have been planned for the period.

Anselm Gittens, from Saint Lucia, asked about the deadline to send the support letters to the OEA. Steve Carpenter informed that they should be sent by the end of December or beginning of January. He added that Oscar Harasic, from OAS, will inform all SIM members about the appropriate date for sending the letters in due time. He also mentioned that the project has, within OAS, the highest priority because of the number of people that have been trained and they are very serious about metrology.

Felipe Urresta asked Steve Carpenter if the project for 2005-2008 was related to the various multilateral agreements that are being signed between many countries within the continent and the United States. Steve Carpenter then explained that it does have some elements in common as the project is also directed at improving trade among participating countries.

7. Report from Executive Secretary, Oscar Harasic

Oscar Harasic presented the main activities conducted by the Executive Secretary during the year of 2004, whose report was included in the GA workbook. He emphasized the preparations that were made for the election of the new president for the next term. He informed that the Secretary received only one proposal for candidate, from the government of Antigua and Barbuda, which presented Mrs. Dianne Lalla-Rodrigues, who possesses all necessary requirements for the position.

8. Report from Technical Committee and SIM Representative to the JCRB, Luis Mussio

The TC report was included in the GA workbook. Luis Mussio presented both reports together as there is strong relationship between them. He also showed the web page of BIPM where all minutes of JCRB meetings can be found. Luis Mussio also emphasized the strong relationship between the Technical Committee and the Professional Development Committee, as some subjects are common to both of them.

Andrew Wallard, from CIPM, made a brief comment concerning the operation of CIPM MRA, hoping to improve the management of activities, especially when people want to change their measurement uncertainties. Another point stressed by Andrew Wallard concerned the discussion about having a logo for the CIPM MRA, about which he informed that there is no consensus whether we should really have one. He explained that such logo would not be easily recognized and that the subject needs further discussion.

9. Report from Professional Development Committee, Yoshito Mitani

The report about PDC activities during the past year was included in the GA workbook. Yoshito Mitani made an evaluation about training activities that have been carried through the year, showing who the main participant countries were and the areas in which the trainings concentrated.

Beatriz Paniagua requested some clarification concerning the point of the report that mentioned the support of some financial resources from UNIDO to CAMET sub region. Yoshito Mitani explained that these initiatives have been directed to Central America, especially to Guatemala, but other countries from the sub region could get more information concerning the possibility of receiving some funds, as he is not responsible for this project. Felipe Urresta suggested that the matter should be discussed later, during CAMET meeting.

Gustavo Montiel, from Nicaragua, made some remarks considering the importance of professional development activities for the sub region of CAMET, stressing some difficulties faced by these countries in what concerns the participation in intercomparisons and some training activities. Yoshito Mitani then explained that the demands of each country were quite different and they ought to find equilibrium to ensure adequate participation of as many countries as possible. He also emphasized the necessity of having a strong coordination to reach such an attempt. Concerning a greater participation of those countries that do not have necessary resources to participate in the activities Yoshito Mitani informed that it is already under way the analysis of having a mechanism to provide video conferences, which is going to cost between US\$ 5,000.00 and US\$ 7,000.00 per participant country, for an event of two days. And through this system it will be possible to increase the number of participants.

Hector Nava Jaimes, from Mexico, then pointed out that Item 9.3 of PDC report was not relevant for SIM activities, as it was an internal question that only concerned CENAM and suggested suppressing this item from the report, which was accepted by Yoshito Mitani and the President of SIM.

Dianne Lalla-Rodrigues, from Antigua and Barbuda, then noticed that there had been a mistake in the PDC report, in what concerns the date of the event held in Saint Lucia – where it said that the event was held from July 28th to August 01st, should say it was held from June 28th to July 01st. She also requested some clarification concerning section 4 of the report, about the execution plan of the OAS Project. She asked if the column which contained the number of participants expressed the number of trained people or if it expressed the number of times in which the trained was provided, what could mean that only one person had been trained. Yoshito Mitani then explained that the number expressed is the number of trained people that a specific country had received support from SIM funds, independently whether it had been the same person trained or not. He added that it was in fact necessary to have a clearer idea about the number of people really trained and further discussions are necessary on the evaluation of effectiveness of training in the future project.

12. Report from SIM Representative to NCSLI, João Jornada

The report was included in the workbook. As Joao Jornada could not be present at the GA, Luis Carlos Gomes dos Santos, the Brazilian representative, made the presentation on his behalf.

Luis Mussio made some remarks about the cooperation between SIM and NCSLI. He mentioned, in this regard, the possibility of translating some of NCSLI documents and that Jose Dajes, from Peru, volunteered to carry out this activity. Andrew Wallard also made some remarks about the importance of the cooperation between SIM and NCSLI.

Sally Bruce, from NIST, informed that she had brought some CDs consisting of an event of mass metrology training from Georgia Harris, of the NIST office of weights and measures, who has been the representative to the board of Directors in NCSLI, and offered a copy for those interested, as she had both English and Spanish versions available.

13. Regional Meetings

The five sub-regions of SIM have had their meetings, as part of the X General Assembly. After their meetings, each coordinator made a brief report to the General Assembly.

14. Presentation of Sub-regional Reports

ANDIMET: Jose Dajes from Peru, made the presentation of ANDIMET activities for the period of September 2003 to October 2004. The report is included in the workbook and will be publicized on SIM web page. Fernando Komblit, from Argentina, made some remarks about the importance of having close relationship between ANDIMET and SURAMET, supporting what had been mentioned by ANDIMET coordinator in his report.

CAMET: Miguel Tevez, from El Salvador, made the presentation of CAMET activities during 2004 on behalf of CAMET Coordinator, Carlos Roberto Ochoa, who could not participate in the GA. He mainly emphasized Chemical Metrology activities carried out in CAMET, with the realization of an event about the subject in February in Costa Rica. There has also been the realization of some intercomparisons in the area of Chemical Metrology. The presentation shall be publicized in the website as there was no time to include it in the workbook.

CARIMET: Hermon Edmondson, from Jamaica, made a presentation that shall be publicized on the website. His report was included in the workbook. He presented the main activities conducted in the sub-region, stressing the mayor challenges for the region as follows: lack of financial resources and the need for a strategic plan for metrology in CARIMET. The Coordinator intends to concentrate efforts on both aspects.

NORAMET: As the NORAMET Coordinator, Jim McLaren, had to make a presentation at the Chemical Metrology Working Group, he could not be present at the moment, and the presentation of the report was adjourned for the following day.

SURAMET: Zully Millesi, from Paraguay, informed the General Assembly that the subregion had been going through a delicate situation, as the SURAMET Coordinator, Raúl Nuñez from Chile had resigned and since then they have no coordinator. She also informed that during the SURAMET meeting Paraguay offered to take the coordination of the subregion, having Ever Cabrera, from Paraguay, as the representative for the period 2004-2005. Ever Cabrera then made some remarks on SURAMET activities, apologizing for the lack of a structured report, due to the reason aforementioned. He also confirmed his commitment in assuming the interim SURAMET Coordination, trying to improve the inflow of information and activities.

Before adjourning the meeting for the first day, Felipe Urresta informed that some members would not be able to attend the second day of the meeting. Therefore these delegates can vote as they will not be present at the time of the election, due to other commitments that cannot be postponed. He then explained the procedure for this vote in advance. It would be made through a secret ballot which would be put in a closed box, at the presence of all other members and would only be opened tomorrow, during the official election and in the presence of all present members. Taynah Lopes, from Brazil, on behalf of the Secretary, would be responsible for keeping the box until the time of election on the following day.

After this brief explanation, Hermon Edmondson, the Jamaican representative, expressed his wish to vote in advance as he would not be able to vote during the official election. He then proceeded to vote, following the procedure that had already been explained to all SIM members.

Closing session of the day

Second Day: Friday, November 05th, 2004

15. Reinstallation of the General Assembly

Quorum was verified, so the General Assembly was reinstalled.

Luis Mussio informed that he had received a mail from the NCSLI representative, Dr. Malcom Smith, who explained his absence due to a health problem and apologised for his absence.

16. Election of SIM President

The committee responsible for the election was composed by: Executive Secretary – Oscar Harasic, Andrea Alcantara Cid – representing the Secretary, and Anthea Ishmael – delegate from Barbados.

The ballots were distributed for each of the 25 delegates that were present at the General Assembly, who signed the election list. After that the ballots were collected and put into a closed box. The committee then proceeded to counting the votes.

Meanwhile, Jim McLaren, NORAMET Coordinator, made a brief report about the subregion's activities, as he could not be present at the General Assembly at the moment the sub-regional reports were made because he had a presentation to make at the Chemical Metrology Meeting, which was held at the same time as the General Assembly. The report will be publicized on SIM webpage, as there was no time to include it in the GA workbook.

After the votes were counted, Anthea Ishmael made the report about the results of the election. She informed that there had been 25 votes on November 05th, 2004 and another vote on November 04th, 2004 from Jamaica's representative who had voted in advance, making a total of 26 votes. She then informed that out of these 26 votes, there had been 24 votes in favor of the candidacy of Antigua and Barbuda, represented by Dianne Lalla-Rodrigues, 2 votes against it and no abstention.

With this result, Felipe Urresta announced Ms. Dianne Lalla-Rodrigues, from Antigua and Barbuda Bureau of Standards was elected as President of SIM for the period 2005 – 2006.

The Assembly

congratulated the new SIM President.

Dianne Lalla-Rodrigues said some words expressing her thanks for the confidence deposited on her and that she would dedicate herself to the continuous improvement of SIM.

17. Report on SIM-PTB Project on Chemical Metrology, Willie May

Willie May made a presentation concerning the SIM-PTB Project on Chemical Metrology, explaining that there has been a lot of improvement throughout the NMIs. He explained that within the project there have been pilot studies and not key comparisons. He then showed some cases like: ‘arsenic in shellfish’, ‘determination of ethanol in aqueous matrix’, ‘cholesterol in serum’, ‘auto emission gases’. He also presented the main activities of years 2003 and 2004, the seminars and meetings that have been organized.

Willie May then showed some results from laboratories that were not designated by NMIs, but that participated in some activities, especially pilot studies on a voluntary basis. Willie May said that it was up to the NMIs to decide what to do concerning their participation and their results.

He concluded with a presentation of future activities, mainly concentrated on regional awareness seminars and more pilot studies.

Anselm Gittens requested for more clarification on what concerns the participation of non-designated laboratories. Willie May explained that no official designation was necessary for the activities conducted within the scope of the project as it was mainly directed at training activities.

Jose Dajes, from Peru, congratulated the Chemical Metrology Working Group for being the most active one and showed interest in hosting a Chemical Metrology meeting in Peru. He also asked if it was possible to get reference materials for applying what is learnt in national level. Willie May then explained that it was not possible because once the training is provided the country must have the necessary resources to conduct the rest of his activities. He also reminded that there is a General Assembly resolution stating that no financial resources can be used for key comparisons.

Theodore Reddock, from Trinidad and Tobago, pointed out that the issue of chemical metrology will be one of the main themes for 2005 General Assembly, which will be hosted in the country.

Miguel Tevez, from El Salvador, thanked Willie May for the well done work, and stressed the importance of the subject for the sub region, which is interested in a deeper development of the area. He also said that they predict that the year of 2006 will be very important in this attempt.

Gustavo Montiel, from Nicaragua, then proposed a motion for Willie May for his excellent job in the working group. Felipe Urresta supported his initiative, proposing a motion not only for his job at the Chemical Metrology Working Group, but extending it to the work of the whole group involved in the PTB-SIM Project on Chemical Metrology. Willie May thanked the partnership with PTB and also his colleagues from other NMIs of the sub region – Canada and Mexico. Felipe Urresta extended his thanks to PTB and other NORAMET members involved in the project too.

Hector Nava Jaimes, from Mexico, besides congratulating Willie May, expressed, in the name of CENAM the recognition of the importance of the project and of CENAM participation on it.

18. Quality System Task Force Activities Report

William Anderson made the presentation informing about the activities of the QSTF during the year of 2004. He briefly informed about the three meetings that have been held: in Costa Rica (February), in Mexico (May) and right before the GA in Margarita Island, Venezuela.

The report shall be publicized on the website.

19. Presentation of Other Organizations attending the General Assembly

- BIPM

Andrew Wallard made a few remarks considering BIPM activities, which interact with SIM. He said that for him it was a huge opportunity to have contact with SIM Members and that he was highly impressed about SIM activities of last days.

Andrew Wallard expressed his concern about the need to find a way to make regulators use CIPM database more often. He also mentioned that there have been many evidences that communication channels are difficult and he added that efforts should be concentrated to improve it, in particular in what concerns CMCs. He gave some recent information about BIPM membership, counting now with 51 members and 16 associate members. He complimented INFOSIM magazine for its updated information and quality of content. He concluded his report emphasising the importance of CIPM MRA for SIM region competitiveness.

- PTB

Dieter Schwohnke made a brief report, mentioning those projects that are being conducted under SIM scope, either in a bilateral or a multilateral basis.

- American Chemical Society (ACS)

Bradley Miller provided a brief overview of the American Chemical Society, emphasising the cooperative activities held in Latin America and Caribbean. His presentation will be publicised on SIM web page.

He also showed the databases available for all interested on ACS web page. It was also provided information concerning the publications available about scientific issues not only for the NMIs but also for those with academic interest. Bradley Miller pointed out that ACS is responsible for the publication of 33 journals and they can be searched on the web page. He then encouraged those who may be interested to send articles and publicise them on the journals.

- EUROMET

Andrew Wallard, from CIPM, made a brief presentation on behalf of EUROMET, singling out some aspects related to the last activities of the regional organization, concerning not only their internal structure, but also their situation with reference to the CIPM MRA. He explained that their structure is quite similar to SIM's.

20. Next General Assemblies (CARIMET-2005, NORAMET-2006, SURAMET-2007)

Theodore Reddock read a letter from Trinidad and Tobago government concerning the hosting of next General Assembly. He presented the tentative date of October 13th and 14th, 2005 for organizing events.

Felipe Urresta thanked Theodore Reddock for reaffirming the offer and informed that the Executive Secretary shall consider the dates and give a response in due time.

Resolution GA03/04: To accept the proposal of TTBS for hosting the 2005 GA Meeting. The dates will be defined together with the Executive Secretary.

Felipe Urresta then informed the Assembly that the issue of hosting the next General Assemblies has been discussed in the Council meeting. The 2006 General Assembly will be hosted in NORAMET. Jim McLaren, the representative of Canada, will discuss the feasibility of hosting the event in the country. He will discuss the subject with his staff in NRC and give a response to the Council.

Concerning 2007 General Assembly, as it is supposed to be hosted in SURAMET, Brazil volunteered to host it and will also discuss this possibility and bring it to the next meeting.

21. Other Business

Beatriz Paniagua proposed to the General Assembly the motion to invite the representatives of IAAC and ILAC for the next meeting. After some discussion the proposal was approved having the following resolution as a result:

Resolution GA 04/04: To invite IAAC and ILAC to participate as observers in the XI General Assembly, to be held in Trinidad and Tobago in 2005.

Fernando Komblit, from Argentina, informed all SIM members about the latest version of INFOSIM Magazine, which was distributed and will be publicised on SIM web page.

Juan Carlos Castillo, from Bolivia, requested more information about CR 01/04 concerning the organization of a book about the history of metrology in Americas. It was proposed to create, in due time, an Editorial Board for organizing the Book, which will consist of all volunteers interested in contributing to this attempt.

Anselm Gittens mentioned that some internet searching tools (like Google, for example) take a long time to list SIM.

Hector Nava Jaimes, from Mexico, proposed to discuss, within the Council, the possibility of sending a feedback report to the Agency at the OEA. Felipe Urresta proposed that the subject should be discussed during the Council Meeting.

Lic. María Milagros Toro, in the name of SENCAMER, expressed how thankful they were for the intense participation of all SIM delegates and took the opportunity to congratulate the new President, Dianne Lalla-Rodrigues, wishing her that the next two years represents years of considerable improvement and good work.

22. Closing Session

Before closing, Felipe Urresta expressed his thanks to SENCAMER for the organization of the events and for the delegates who participated and cooperated for the happening of the events.

He congratulated Dianne Lalla-Rodrigues for her election as the new SIM President and offered his full support for overcoming the new challenges that face SIM for the next years. He also thanked all SIM members for the last years of support, expressing how pleased was for having the opportunity to participate in such a solid organization as SIM. He thanked everyone for their support which he said contributed to the work developed in the period, emphasizing the close help from the Secretary in Brazil, represented by Taynah Lopes de Souza.

General Assembly Resolutions

Resolution GA01/04: To approve the minutes of the IX General Assembly held in Panama City, Panama, Septiembre 17th, with the following amendment:

On Item 19, where it says that “Hratch Semerjian has now become a Deputy Director of BIPM”, should say “Hratch Semerjian has now become a Deputy Director of NIST”

Resolution GA02/04: The General Assembly ratified all Council Resolutions from September 18th 2003 to November 3rd 2004 with no amendments.

Resolution GA03/04: To accept the proposal of TTBS for hosting the 2005 GA Meeting. The dates will be defined together with the Executive Secretary.

Resolution GA 04/04: To invite IAAC and ILAC to participate as observers in the XI General Assembly, to be held in Trinidad and Tobago in 2005.