General Assembly
Santa Cruz, Bolivia
26-27 de Setiembre
2019
Members of the Secretariat work in cooperation in order to be proactive and to avoid overlap of tasks.
RESPONSIBILITIES OF SIM SECRETARIAT

TO BE A CHANNEL OF EFFICIENT AND EFFECTIVE COMMUNICATION WITHIN THE ORGANIZATION AND WITH OTHER ORGANIZATIONS.

Send quickly important information, and reminders.

Council Information is managed by President Secretary in cooperation with Executive Secretary.

QSTF Information is managed by QSTF Secretary.

Other Information: current projects, announcement of calls or deadlines for training applications (NIST, IADB, NSCLI, etc), deadlines for financial support (travel support during SIM events), technical surveys, changes of authorities in our NMLs, and/or special communications (World Metrology Day, BIPM notices, etc.), call of nominations (SIM elections), are managed by Executive Secretary.
RESPONSIBILITIES OF SIM SECRETARIAT

SPECIAL EVENTS: SIM WEEKS (TWICE PER YEAR):
Need coordination between the SIM Secretariat members and the hosting institution, regarding different aspects: general agenda, specific events agenda, financial support, external guests, and different logistic details (translation, accommodation, transportation, etc).
RESPONSIBILITIES AND MAIN TASKS
EXECUTIVE SECRETARY

- Keep in contact with local authorities
- Keep in contact with MWG chairs or NMIS authorities
- Maintain the SIM directory of members and participants in WGS
- Maintain a list of RMOS and international contacts
- Maintain the official SIM website in cooperation with PS
RESPONSIBILITIES AND MAIN TASKS
EXECUTIVE SECRETARY

- Answer general correspondence.
- Keep official SIM records and documents: strategic plan, statutes, rules of order, council and GA minutes and resolutions, etc.
- Keep the SIM assets records.
- Keep due record of contributions, fees, donations and bequests received by SIM and payments. Prepare the annual balance.

All this will be associated to the fulfillment of the strategic objectives.
AFTER HAVING SOLVED SOME LEGAL ASPECTS A SIM BANK ACCOUNT WAS OPENED IN THE ITAU BANK OF URUGUAY.

THE BANK ACCOUNT IS OPENED TO RECEIVE MONEY AND TO MAKE PAYMENTS.

SIM HAS ALREADY RECEIVED MONEY AND MADE PAYMENTS REGARDING “DE ACUERDO” MAGAZINE.

EVERY INFORMATION ABOUT ACCOUNT MOVEMENTS IS KEPT BY EXECUTIVE SECRETARY.

FINANCIAL ASPECTS
SIM WEBPAGE IS NOW OPERATIVE.

ACTUALIZED OF CURRENT VERSIONS OF SIM DOCUMENTS ARE PUBLISHED

INFORMATION FROM SIM ACTIVITIES INCLUDING SIM WEEK ONES HAS BEEN PUBLISHED

IT IS IMPORTANT TO PROVIDE THE SECRETARIAT INFORMATION TO BE PUBLISHED
Official Documents

- **SIM Statutes** (2016)
- **SIM Strategic Plan** (2016)

**COOPERATION AGREEMENTS**
- **SIM-IAAC-COPANT** (Constitution of QICA, 2014)
- **SIM-OAS** (2015)

**TECHNICAL COMMITTEE DOCUMENTS**
- **SIM O1 SIM Technical Committee**
- **SIM O5 CMC Review Process**
- **SIM O7 Procedure for Registration and Disposition of SIM Comparisons**

**Next Events**
- **SIM WEEK 2019**
  - (SANTA CRUZ, BOLIVIA, SEPTEMBER 23-27, 2019)

**Recent Events**
- **Meeting SIM MWG 7**
  - Density Workshop 04 - 07 de June 2019, San Jose - Costa Rica.
  - 3 months ago
- **SIM WEEK 2018**
  - (GAITHERSBURG, SEPTEMBER 24-28, 2018)
  - 12 months ago
- **SIMPOSIOS DE METROLOGIA 2019**
COOPERATION WITH PDC IN THE CALLS FOR IDB PROJECT INTERNSHIPS AND IN THE SELECTION OF CANDIDATES.

COOPERATION (IN AGREEMENT WITH BIPM) IN THE SELECTION OF CANDIDATES FOR BIPM TRAINING IN KCDB 2.0 DATABASE.
COORDINATION WITH TC, EXAMPLES

SUPPORT TO QUALITY ACTIVITY RELATED TO IDB PROJECT AND INM IN COLOMBIA: MWG12

SUPPORT TO DENSITY ACTIVITY SUPPORTED BY PTB AND LACOMET IN COSTA RICA
COORDINATION WITH SUBREGIONAL REPRESENTATIVES, EXAMPLES

PTB SUPPORT HAS BEEN COORDINATED FOR A REGIONAL TRAINING IN CAMET.

TRAINING IN THE NEW VERSION OF 17025 IN COORDINATION ALSO WITH MWG12.
COORDINATION OF THE WORK OF THE WG THAT PRESENTED THE DRAFT V7 OR RULES OF ORDER FOR APPROVAL IN THIS GA.

THE WG HAS ALSO COLLECTED SOME IDEAS FOR BYLAWS CHANGES THAT WE WILL BRING UP TO DISCUSSION AT THE GA ON FRIDAY.
SIM FEES COLLECTION
Process

ES sends a proforma invoice to every member NMI every year.

Every movement of SIM money is recorded and accountable.

NMI pays SIM thought a bank draft (costs of the draft should be taken into account).

ES sends a receipt to the NMI.

The fee amount is received in the bank account.
# FACTURA PROFORMA

## PROFORMA INVOICE

<table>
<thead>
<tr>
<th>CANTIDAD/AMOUNT</th>
<th>DETALLES/DETAILS</th>
<th>PRECIO UNITARIO/UNIT PRICE(US$)</th>
<th>TOTAL(US$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Membership fee 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

## DATOS PARA TRANSFERENCIA BANCARIA/ DATA FOR WIRE TRANSFER

<table>
<thead>
<tr>
<th>Número del banco / Bank Name:</th>
<th>Banco Itaú Uruguay S.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dirección / Address:</td>
<td>Zabala 1463 Montevideo, Uruguay</td>
</tr>
<tr>
<td>Número de cuenta/Account Number:</td>
<td>Cuenta Corriente: 2381400</td>
</tr>
<tr>
<td>Código Swift/Swift Code:</td>
<td>ITAUKY3M</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Banco Intermediario/Intermediary Bank:</th>
<th>JP Morgan Chase Bank N.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ciudad: New York</td>
<td></td>
</tr>
<tr>
<td>Swift Code: CHASUS33 ABA: 021000021</td>
<td></td>
</tr>
</tbody>
</table>

*Once the money is received an official receipt will be issued*
*Una vez recibido el dinero se emitirá un recibo oficial*

Los cargos por servicios bancarios correrán a cargo del miembro
*Bank service charges shall be borne by the member*
Recibo del miembro mencionado la suma de U$S ....... por concepto de la cuota de membresía anual del SIM correspondiente al año 2020.

I have received from the mentioned member the sum of U$S ....... for membership annual fee corresponding to the year 2020.

SIM Executive Secretary
Questions?
Thanks for your attention!!!

Gracias por su atención !!!

Obrigado pela atenção !!!

Claudia Santo
SIM Executive Secretary
Secretariat.sim.org@gmail.com