

2nd AFRIMETS GENERAL ASSEMBLY MINUTES DAY 1

3 July 2008

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Attendance :		
Chairman : Wynand Louw (WL)		
Head of the Secretariat: Stuart Carstens (SC)		
Attendees : GA Delegates	Apologies : Dr Lionel Ngwessy Malaga	CC :
Opening of the meeting		Actions
09h00	The meeting is officially opened by a representative from the Ministre du Commerce et de l'Artisanat	
09h30	Mr Michael Streak delivered a keynote on behalf of the BIPM	
	Mr JF Magana delivered a keynote on behalf of the OIML	
	Mr Karim Khalil delivered a keynote on behalf of NEPAD	
AFRIMETS and SRMO Updates		
Actions		
11h30	Dr Louw provided an update on AFRIMETS. There are currently 5 SRMOs representing 41 countries in Africa. Ordinary members include Nigeria and Côte d'Ivoire. Ghana has applied for Ordinary membership. Most structures are in place and the working groups will be finalised at this meeting. An invitation is extended to other countries such as Egypt and Ethiopia to officially join AFRIMETS.	
	SRMOs:	
	-Mr Salifou Issoufou gave an update on SOAMET. The political structures are in place and further structures will	

follow.

- Mr Davlin Chokazinga and Mr Carstens gave an update on SADC MET/MEL and the recent meeting in Cape Town. Detail is available on the SADC MET website.

-Dr Berrada gave an update on MAGMET. Various activities are planned between Morocco, Tunisia and Algeria. Mauritania will be approached to sign the MAGMET MOU.

-Mr Kioko gave an update on EAMET. All structures are in place and EAMET is fully operational as a SRMO. A Metrology in Chemistry workshop is planned in Nairobi in August. He also invited everyone to the East African Metrology Conference in Mombasa in December 2008.

-CEMACMET is not functional. The PTB mentions that they have a special mission to Central Africa. It is mentioned that the countries can join other SRMOs, but PTB asked that we should stay within economic blocks as far as possible.

Ordinary members:

-Mr Mouroufie Koffi gave a short feedback on LANEMA.

Minutes of the First GA and Matters Arising

14h15 Minutes of first General Assembly Meeting held in South Africa 4-6 July 2007.

Corrections:

Spelling of Kioko and scoping.

Proposed for acceptance: Mr Kioko.

Seconded: Mr Kanama & Mr Albasini.

Matters arising:

Explanation requested about colours used on logo of AFRIMETS. Dr Louw explained that the original design was

done between the NMISA and NEPAD and that the colours have no specific symbolic meaning.

Dr Louw attended the JCRB meeting in Ottawa on behalf of SADC MET and AFRIMETS.

The minutes of the 1st meeting and the Agenda was put on the AFRIMETS website.

Mr Carstens and Dr Louw will actively encourage countries in Africa to become Associate or full members of the OIML and BIPM.

On the issue of a database with information on the region, Dr Louw mentioned information is needed from the regions. Mr Carstens mentions that Legal metrology will circulate a questionnaire to AFRIMETS members. As soon as the information is received, a database can be started.

Mr Beard and Mr Singh will draft the Rules of Procedure.

Ratification of new Members and TC and WG chairs

14h15 No new **Principal members**.

Egypt, Ethiopia and Ghana requested **Ordinary membership**. Ghana is requested to send official letter. Chairperson will distribute electronically after the meeting.

The three memberships are accepted unanimously and the meeting congratulates the newest members of AFRIMETS.

EURAMET, the African Committee of Metrology (CAFMET) and the Arab Federation for Metrology (AFM) requested **Observer membership**.

EURAMET and CAFMET are unanimously welcomed as the first Observer members of AFRIMETS.

The Arab speaking countries not part of the AFM requested clarification on the representivity of the AFM and its goals. Prof. Dr Sherbiny explained that the Gulf states also belong to the AFM and that membership is open to any interested party from the Arabic world. Dr Louw proposes that even though there are some questions related to the representivity, AFRIMETS has clearly stated that all parties interested in metrology is welcome. He therefore asks the meeting to use the opportunity to broaden the representation of Arab speaking countries in AFRIMETS. It will

also open the door for further dialogue between the members and non-members of the AFM.

The AFM is accepted as an Observer member of AFRIMETS.

15h00

Ratification of the TC and WG chairs:

The proposed Technical Committee chairs and Working Group chairs are Accepted by all.

Technical Committees

TC1 A: Mr Kioko (Chair), Mr Shadrack Kajane (vice-chair) and Dr Louw as liaison person with BIPM. TC1B: Mr Stuart Carstens (C) and Mr Salifou Issoufou (VC)

Should anybody else want to assist, please e-mail Dr Wynand Louw to compile structure. Mr Moussa Coulibally volunteered for TC1B.

TC 2A – Dr Berrada (C) and Mr M Rabolinyane (VC). Special member Mr Donald Masuku.

TC 2B – Mr Kimon Zulu (C) & Ben Hassine (VC). Special member Mr Katima Temba.

TC 3 A– Mr Oumarou Yankine (C) & Mr Viki Kanama (VC). Dr Louw as SADC MET representative.

TC 4- Mr Mourad Ben Hassine (C), Mr Eino Mvula (VC) and Mr Ngwessy Malaga.

Propose to split TC4 into 4A & 4B, 4A Chairman Mr N Malaga and 4B Chairman Mr Ben Hassine

TC 5 Mr Albasini (C) & Mr Kanama (vice-chairman). Mr Carstens will assist.

Mr Mourad Ben Hassine proposed to assist on TC2B as well.

Technical Committees: see document AFR-08-007, AFRIMETS WG chairs.

Dr Louw explained that most WG chairpersons are currently from the NMISA as the Chair must attend the CC working Group meetings, and therefore the institute must be a member of the CC. At the moment, only NMISA has full membership of all the technical CCs of the CIPM/BIPM. Egypt (NIS) must please forward their attendance of CC meetings so that their members could be considered for WG chairs.

The Rules of Procedure for the TC and WGs is accepted.

Working Group – Work Plan		
	<p>Mr Masuku needs information from individuals as to the capabilities in their institutes. TC1 W/Group – CCM divided into Mass, volume and density. Mr Kioko and Dr Louw will add sub WG representatives.</p> <p>Legal Metrology work plan</p> <ul style="list-style-type: none"> - Environmental scan (questionnaire to be circulated) - Prioritise TC1B - Adoption of OIML documents - Metrology Law - Alignment of training 	EXCOM

Legal Metrology		
	<p>Stuart Carstens –went through action points for Legal Metrology.</p> <p>Propose Action Plan Phase one. Will be distributed to all members. After feedback is received, to compile database.</p> <p>TC1 & TC2</p> <p>Mr Carstens will circulate W/Plan to all members then to start action to get all to assist.</p> <ul style="list-style-type: none"> - LM Committees - SC 1 Cross cutting issue - SC 2 Mass (Nawi's R 76) - SC 3 Volume (LFD's) - SC 4 Taxi meters - SC 5 Prepackaged goods (R 76, participate in the MAA of the OIML) <p>Mr S Carstens will send the work plan to all member states for nomination of who to head up the proposed SC's.</p>	EXCOM

AFRIMETS Quality document

16h00

The Chairman reported that in the last GA individuals were tasked to draft a QS document to address:

- Third part accreditation to 17025
- Certified to ISO 9001 and Technically peer reviewed
- **Self declaration**

Dr W Louw gave feedback on the three routes for the Quality system to fulfil the requirements of the CIPM MRA.

1 – Third party accreditation to ISO 17025, based on the SADCMET procedure;

2 - Certification to ISO 9001 and Peer review, based on the APMP procedure and;

3 – Self Declaration, we have no procedure in place.

Proposal to base procedure for self declaration on the EURAMET procedure, but to make it very clear that the preferred route is third party accreditation to ISO 17025 for submission of CMC'S.

Proposed for acceptance: Dr Berrada

Seconded: J Kioko

Final version will be sent out to all members.

The Quality Working Group is in place with Prof. El Sayed as Chair. Mr M Streak added for assistance.

The Chairperson reported that all AFRIMETS documents have a special identification number. All these documents will be uploaded to the website.

W Louw

ARIMETS Rules of Procedure

The EXCOM was tasked to compile Rules and Code of procedure.

Code of Procedure – currently in final draft format. All will have four weeks to give final comment, after which the document will be taken as final and accepted.

The translated French version is not available. Dr Louw explains that the translation puts additional pressure on the secretariat and the GA will have to decide how to handle. Only option at the moment is that NMISA pays for the translation, but the biggest problem is to find proper translators. Members must therefore please realise that translations are not a given, but the secretariat will continue to give attention to this issue.

Mr. Chockazinga questioned the voting procedure by show of hands. Dr Louw will check MOU. Otherwise, we could add a sentence to the Rules of Procedure that voting can be done by secret ballot.

Special presentations

The chair allowed special presentation from ECOWAS & the SADC Secretariat (Dr Musaruwa).

Dr Louw closed the first day of the meeting at 15h40.

**2nd AFRIMETS GENERAL ASSEMBLY MINUTES DAY 2
4 July 2008**

PRESENTATIONS	
9h30	<p>-Dr Berrada gave a presentation on the Metrology activities in Morocco.</p> <p>-The concept of a GULF RMO was introduced to AFRIMETS.</p>
Update to MOU	
10h00	<p>The updated MOU was presented. Only cosmetic changes and one or two corrections were made. The BIPM assisted with the official French translation. Dr Louw pointed out small changes to improve the overall quality of the document.</p> <p>“Inter” changed to “Intra”.</p> <p>Member clarification – Principal or Ordinary member.</p> <p>Object or Objective – Clarification that it is Object and not Objective from the legal perspective.</p> <p>EUROMET changed to EURAMET.</p> <p>Chairman and Vice-Chairman – Changed to Capital in whole document.</p> <p>Election of office bearers – A representative from a Principal member.</p> <p>Dr. Berrada proposed the adoption of Annexure B and the changed content. Mr Kioko supported and Mr Chokazinga seconded. The updated MOU is therefore officially approved.</p> <p>Dr Louw explained that any future changes to the MOU will be done through an Appendix, so that members can sign it and add it to the original MOU.</p> <p>It was pointed out that the new Members signed the latest version of the MOU. The old members do not need to re-sign as the changes were cosmetic. They should however keep a copy of the updated MOU as the working document.</p>

WG Finalisation

Dr W Louw summarised the WG structures. Should Members have active persons to be added, please forward names to TC1A.

- Egypt to forward names of their representatives to be included into the working group (Parameters: Mass, Force, Ionising Radiation, Metrology in Chemistry, Acoustics, Ultrasound & Vibration).

Working Group Chairs and other issues:

Chemistry – Sara Prins, need names of representatives from MAGMET, NIS.

Quality – Dr Ahmed El Sayed from NIS is asked to chair the Quality Working group. Approved.

Ionising Radiation –Need representatives from MAGMET.

T&F –KEBS have sent names. Need names from Egypt.

Temperature –Need names from MAGMET and Ethiopia.

WGs 80% finalised. Dr Louw will finalise in the next two weeks.

Planning to have a few WG meetings at the next GA. Temperature, Mass, TC Voltage & Chemical.

Four Comparisons are planned to commence before the next GA. Should any other PT Schemes or Comparisons start in SRMOs, please inform TC1A and the Secretariat.

**M Berrada,
A El Sayed**

**M Berrada
A El Sayed**

**M Berrada, F
Wondwosen**

EXCOM

Work Programme 2008-2010

Technical Work program. J Kioko reminded the committee of the MIC conference 22 to 25 August in Nairobi. All are welcome.

An EXCOM meeting is planned before the end of the year, perhaps meet in Kenya.

Have a TC1A meeting in Egypt or Kenya during the December EAMET conference.

There will be less EXCOM meetings from now on, will be substituted with TC and WG meetings.

Legal Metrology: Mr Jean Francois Magana mentioned that they are working on a revision on the recommendation for breath analysers - OIML reviewed some modifications on testing methods using the wet and dry method for calibration. Plan to discuss in Sidney at the OIML meeting in September. Dr Louw mentioned that SA is using both methods. Information to be send to all members.

Working Programme for 2008/9

- Platinum resistance comparison
- Force comparison
- Eastern Africa Training seminar, will be held in Kenya 24/25 August 2008.
- Next EXCOM meeting in Kenya, date to be confirmed
- Database of all institutes in the continent to be compiled after information had been received from SRMOs

Questionnaire on capabilities for both scientific and Legal Metrology to be sent to all members. Legal Metrology is finalising their questionnaire and it will be send out shortly.

Scientific and Industrial Metrology Actions:

Mr Mouroufie Koffi commented that there is no representation on the WGs from West Africa. Dr Louw commented that no information on technical experts was received from SOAMET before the GA. He requested that both Côte d'Ivoire and SOAMET send names of technical experts to be included in the WGs.

Côte d'Ivoire – to contact Mr J Kioko regarding the MIC Workshop in Kenya in August.

OIML

W Louw

EXCOM, WL

Secretariat

**S Issoufou,
M Koffi**

Dr. M Musaruwa made two comments

1 – The need for a comprehensive database and

2 – Inter comparisons from SADCMET, will it still be recognised?

Dr Louw confirmed that they are busy with compiling a database. At the moment, it only consists of the details of the Institutes responsible for Scientific/Industrial and Legal Metrology. As explained, assistance is needed from the SRMOs over the next six months to finalise this database. Only then can it be broadened to include technical capabilities.

Dr Luke Erard commented as a CIPM member that SADCMET will disappear from the BIPM KCDB site when the CIPM approves AFRIMETS as the RMO for Africa. SADCMET comparisons already finalised will most probably remain in the international database as SADCMET comparisons. New comparisons will be registered as AFRIMETS comparisons, even if being conducted by SADCMET.

Dr Musarurwa asked for a further explanation of SRMO vs RMO comparisons. Dr Louw explained that a SRMO can organise a comparison as a SRMO comparison if it is only conducted within the sub region and it will not necessarily be used to support CMC claims. If the comparison is going to be used to support CMC claims at a later stage, the official process of registration as an AFRIMETS comparison must please be followed. Also, AFRIMETS comparisons can be divided into SRMO comparisons if a large number of countries participate and then be combined for the final report.

Mr Streak from BIPM suggested that the registration of all comparisons should be done through TC1A in consultation with the WG chairs. The Rules of procedure should state how the process will work and who will inform the CC chair etc.

W Louw

Donor Funding	
10h45	UNIDO funding feedback – Dr Louw commented that concern was raised by stakeholders about the section in the funding proposal on a contribution to membership of the BIPM. It will probably be removed from the proposal. Dr Louw and Pedro Espina from the BIPM will finalise the proposal and submit to UNIDO.
11h00	PTB Sponsorship: Mr Stefan Wallerath from PTB gave feedback on the PTB programmes in Africa and commented that in general the PTB is committed and involved in Africa. The focus need to change to more TC activities and technical structures. The most important issue is to improve the technical capabilities of the NMIs and to get CMCs accepted in the database. He reminded the meeting that the funding is limited and that it must be used as effectively as possible. Members were also encouraged to engage their governments to start taking over donor funding activities and to get involved in Metrology activities so that there is sustainability.

Nomination of office bearers	
11h30	Chair, Vice-Chair and EXCOM: No need to re-elect because all members are still available to serve, apart from one individual from MAGMET, Madame Laroussi. It is proposed by MAGMET that Mr Mourad Ben Hassine replaces Madame Laroussi. No other nominations and the meeting approved. Mr Mourad Ben Hassine is welcomed as the member for Legal Metrology from MAGMET on the EXCOM.

Next GA / Proposal on hosting of the next GA	
11h45	The time slot of the GA meetings should be around end June / first week July. -Egypt and South Africa both proposed to host the next GA. A discussion ensued. There is some concern about the hot weather in Egypt in July, but the weather can also be cold in South Africa in July. Egypt proposed that they want to retract their offer for 2009 and would rather host the meeting in 2010. It can then be moved to September as their would be ample time to enter it in the international calendar. The meeting approved that the next GA will be in South Africa and that Egypt will host the 4 th GA in 2010.

General Matters		
12h00	Mr Chokazinga proposed that there should be a customer satisfaction form for the GA. AFRIMETS also needs a procedure for the handling of meetings. The secretariat will investigate.	Secretariat

Closure of Meeting		
12h15	<p>The Chairman thanked everybody present. A special word of thanks was forwarded to the Tunisian Government and everybody involved in the organisation of the meeting.</p> <p>The meeting was officially closed.</p>	