



**DRAFT: MINUTES OF THE 17th SADC MET COMMITTEE MEETING HELD AT
TALATONA HOTEL, LUANDA, ANGOLA 21 MARCH 2013**

Opening:

The Chairperson, Mr. Viki Kanama opened the meeting by welcoming all the members and observers present. He thanked Angola for putting everything in place for this event as well as the SADC Secretariat. He continued to thank the Director General of IANORQ for everything and in particular the dinner that took place the night before. He asked that all members present fill in the registration list and update their latest details. He asked that all delegates introduce themselves.

	ITEM	Action by
1.	<p>Procedural Matters:</p> <p>An attendance list was circulated to identify members and observers present. The Secretariat noted apologies from the Acting CEO of the NMISA – Mr Benjamin van der Merwe, Mr Mathew Ranganai from SIRDC, Zimbabwe and Mr Shadrack Tebogo Kajane from BOBS, Botswana.</p>	Chair
2.	<p>Finalization of the agenda</p> <p>The agenda was discussed and amended as follows:</p> <p>1. Botswana</p> <ul style="list-style-type: none"> • Asked that SADC MET input to AFRIMETS be added. • Asked that the rules of procedure for SADC MET in particular relating to item 10 be added. <p>The Chair answered that a report will be presented by the Regional Coordinator that will cover AFRIMETS activities. He added that the rules of procedure will be mentioned when item 10 is discussed and added that from now on the rules of procedure will also be discussed in the Project Management Committee meetings.</p>	All

	<p>2. Secretariat</p> <ul style="list-style-type: none"> • Would like to add Agenda Item 5.2 “<i>Report from the PMC Meetings</i>”, that will also talk to the rules of procedure, in particular the article that deals with elections. • Would like to exclude Item 7 as there are no associate members. • Would like to add the EDF11 status to item 9.1 <p>The agenda with the changes was adopted at the proposal of Botswana and seconded by Zambia.</p>	
3	<p>Approval of the minutes of the meeting of the 16th SADC MET Committee.</p> <p>The SADC MET Regional Coordinator, Mr. Donald Masuku remarked that not a lot of feedback was received, only a few minor changes from Zambia. He went through the minutes and no additional changes were made.</p> <p>At the proposal of Botswana, seconded by Mozambique, the Minutes of the 16th SADC MET GA Meeting held in Lilongwe, Malawi in 2012 were confirmed as a correct record.</p>	All
4. 4.1 4.2	<p>Matters arising from the Minutes:</p> <p>Resolution 3: The Secretariat did not circulate the country needs report due to the tight deadlines for the SADC EAC and COMESA tripartite project. The Secretariat only submitted the report that was drawn up after the EDF 10 Phase 2 Planning workshop. SADC MET needs to update this report in anticipation of the possible funding that might come from the EDF 11 Project, and therefore the SADC Secretariat was asked to provide an update on the possible funding from EDF 11 later in the Agenda. The SADC MET updated needs final report will be circulated to members by end September 2013.</p> <p>Resolution 4: Ms Kuenta Molapo from the SADC Secretariat reported that the Customs form to accompany the movement of inter-comparison artefacts in the region was designed however there was no budget for printing the form. There was a possibility of getting funding from the NLA, but they wanted to make use of the form which can’t be done because it was designed from a non-profit perspective. She added that they are currently investigating additional funding options.</p> <p>Botswana remarked that this matter has been on the table for far too long, and that the implications are far reaching. He reminded all that given that the region has increased its membership to the BIPM it becomes imperative for the form to</p>	RC

be finalized to assist in speeding up inter-comparison work. . Zambia enquired if it was not possible to provide soft copies and ask each member country to print the forms in their own countries. Ms Molapo responded that the reason it was to be printed under the auspices of the SADC Secretariat was for security purposes and in compliance with the Customs requirements. Mozambique remarked that a letter from SADC Secretariat should be sufficient just to state that the artefact is not for commercial purposes. Ms Molapo responded that it is not just a paper, there are customs implications as well, and a letter would not be sufficient to guarantee clearance. She said the forms used will be investigated and perhaps the responsibility should be with the customs to ensure that no corruption takes place. The Chair offered that OCC, DRC could assist with the printing. Botswana remarked that we have tried all things in the past with regards to moving artefacts, and understand that suggestions need to be made, but we have to keep in mind that certain member states will also not be able to afford printing. Botswana suggested that the responsibility for printing the form should be left to the SADC Secretariat. It was concluded that the SADC Secretariat would work with the OCC, DRC offer to assist in printing the form and report back in the next SADC MET meeting.

Tanzania suggested that in the interim everybody could use the form that was used in the past during the SADC EU project. Mr Masuku said that he will go back to the SADC Secretariat to discuss the possibility of reinstating this form until there is a final outcome in terms of printing.

Resolution 5:

4.3

The proposed PMC workshop to revise the SADC MET Codes of Procedures in line with those of AFRIMETS did not take place due to a lack of funding. The PMC members could not pay for themselves to attend. At the PMC meeting held on Wednesday 20 March 2013 it was decided that the Codes of procedures be circulated to all members for input. Once the input is added and all is finalized it will be sent out to all members.

Resolution 7:

4.4

The issue of holding CIPM Associate membership fee at current levels was tabled at the AFRIMETS GA in Benin. When it was tabled, the BIPM member was actually present and he said that the decision by the CIPM to increase the fees could not be reversed.

Botswana asked whether there is still a JCRB forum where we could lobby the amelioration of this decision or alternatively request donor agencies to come to our rescue. Botswana felt that the region might be lose some of the gains made so far due to loss of membership resulting from this increase of Associate membership fees. Mr Masuku responded that it was possible for SADC MET to explore that option with the JCRB, however it was his understanding that once this decision was made at the CGPM in 2012 (that takes place every 4 years), the matter will not be discussed until the next meeting scheduled for 2016. Botswana remarked that we should look at alleviating the immediate implications for

	<p>members for example donor funding, and for the long term we should take it through the structures and try to take our appeal to the meeting in 2016. Mr Masuku added that one of the criteria when the agreement was signed was that the countries sign commitment letters, so he does not think that donor funding will be obtained because this was the condition that was confirmed and signed by each country when they qualified for that membership.</p> <p>Mauritius reported that becoming an associate member of the BIPM was a very difficult task, and now that the fees are doubled, it is very difficult to explain the benefits of this membership. The real recognition comes from submitting CMC's, and perhaps we need a program to assist these 6 Associate members to attain these benefits.</p> <p>Tanzania requested that the Secretariat should highlight the exact figure for associate membership, as it seems the figure differs annually, and Mr Masuku remarked that the fee depends on the Countries GDP.</p> <p>Mr Masuku also responded on the comment from Mauritius with regards to the CMC's database by indicating that the TC Chairs have been requested to evaluate those needs and submit a proposal to make this happen.</p>	
<p>5</p> <p>5.1</p>	<p>Technical Reports Presentations:</p> <p>Regional Coordinator's report: Mr Masuku presented the SADC Annual Report for the period April 2012 – March 2013</p> <p>He reported on the AFRIMETS GA that was held in Benin in 2012. The RC stressed the importance of obtaining the contact details of all AFRIMETS Working Group Chairs and making sure that all SADC MET members participate in the technical work programmes of AFRIMETS. Various comparisons have been planned after the working group meetings that took place in Benin, and the RC urged all to look at the dates and plan accordingly to ensure maximum participation.</p> <p>The next General Assembly will be held during the first week of July 2013 and is to be hosted in the SADC MET region. Negotiations are currently underway with the Botswana Bureau of Standards (BOBS) to host the GA in Gaborone, Botswana and if Botswana is not able to host it, another country will be approached.</p> <p>The Test and Measurement Conference for 2012 was also discussed and the RC encouraged members to attend this event in 2013. Additional information on this event can be found on http://www.home.nla.org.za/</p> <p>SADC MET hosted the meeting of the Tripartite Metrology Coordinating Committee from 28-29 October 2012 to review</p>	<p>RC</p>

the work programme and to make plans for the implementation of outstanding activities in scientific and industrial metrology and legal metrology. SADC MET was represented by the Chair Mr Viki Kanama, the TC 1 Chair Mr Shadrack Kajane and the Regional Coordinator, Mr Donald Masuku.

One of the initiatives was a training course in basic principles of metrology which was scheduled to take place in Zambia. The SADC Secretariat prepared for this course, and everything was ready, but at the last minute the course was cancelled due to lack of funds. A lot of time and resources was put in planning for this programme and the SADC Secretariat was very disappointed that this event did not take place.

SADC was represented by delegates from NMISA at The Asia Pacific Metrology Programme (APMP) 28th General Assembly.

The JCRB participation was discussed. Due to budgetary constraints, SADC MET was not able to send a representative as part of the AFRIMETS delegation to participate in the past two JCRB meetings that took place during the period under review. Currently the meeting is being held in Paris, France and Dr Wynand Louw is participating in this event as a member of AFRIMETS and on behalf of SADC MET. The RC stressed the importance of tapping into these meetings as members might gain experience in certain areas that can be rolled out in the SADC region. It will also give SADC an opportunity to give input and participate in the discussions of important issues. He felt that the issue regarding the increase in fees might have been avoided if the SADC MET Secretariat was able to attend the meeting and lobby for the fees in advance.

The SADC Water PT Scheme was discussed and the PTB was thanked for their support in particular with regards to the revamping of the Microbiology PT scheme.

The SADC MET website has been upgraded with a SharePoint facility that now allows SADC MET members to log in to the website using a username and password which has been provided to each country to upload documents directly onto the website. Full instructions on how to log in was provided to all but will be resent on request.

The RC thanked the PTB for their continued support of the various SADC initiatives.



The Chair asked all members to attend the AFRIMETS GA and Working Groups to express the SADC commitment in AFRIMETS activities. He also emphasized that each country should take down the contact details of each working group, and make a list of all their needs in terms of comparisons.

	<p>PMC Report</p> <p>The Chair reported that a meeting of the PMC was convened and made the following recommendations:</p> <ul style="list-style-type: none"> • Chairs of all the Technical Committees to evaluate the needs of the SADC MET members and prepare motivated proposals for funding to be forwarded to the PTB for consideration under the new PTB project • SADC MET Secretariat to circulate the Rules of procedures and all SADC MET TC terms of reference to members for comment and input by 30 August 2013 • SADC MET to request the SADC Secretariat to clarify what funding is available for activities planned under the 2013-2016 COMESA-EAC-SADC tripartite metrology work programme. • The hosting of the SADC MET Secretariat for the current term should be done in a transparent way and SADC MET should encourage its member states to consider hosting of the SADC MET Secretariat after the term of the current host expires in 2014. 	
5.2	<p>TC 1 Report by Chair: Mr. Keeper Morgan – standing in for Shadrack Kajane</p> <p>This report was kept brief as most of the activities have already been reported on.</p> <p>Cross border issues as related to intercomparison artefacts movement within member states seemed to have improved as evidenced by the AFRIMETS.T.S3 comparison. Customs Offices should nonetheless be kept engaged on a continuous basis, as problems have led to slow progress on running intercomparisons, -and unavailability of comparisons supporting the implementation of laboratory quality system. Engagements in advance with Custom Offices at individual member state level are also crucial in addressing the Customs’ challenges.</p> <p>Inter-comparisons at SRMO level should be enhanced and participation in AFRIMETS activities particularly WG meetings should be encouraged. He implored all members to contact Mr Kajane to get the information on the Working Group Chairs contacts.</p> <p>He further made a suggestion that in future the Chair of the TC and the RC should work closely to ensure that there was no duplication in reporting as was the case with the current reports.</p>	TC 1
5.3	<p>TC 2 Report by Chair: Mr. M. Rabolinyane</p>	TC 2

<p>5.4</p>	<p>During the period April 2012 – March 2013, SADC MET did not organize metrology training for member states; however DRC and Namibia conducted training on a bilateral level. The NMISA conducted training on Temperature Measurements in DRC, and Mass and Volume Training in Namibia.</p> <p>Training at regional level was not conducted due to lack of funding. Under the COMESA-EAC-SADC Tripartite Metrology Programme, there were some initiatives to organize a course on Introduction to measurements, uncertainty of measurements and basic principles of ISO/IEC 17025 laboratory management systems. The course was to be held in Lusaka, Zambia in February 2013, but the course did not take place as planned due to lack of funds.</p> <p>TC 3 Report by Chair: Mr. V. Kanama</p> <p>The Role of SADC MET TC-3 was discussed. The development in metrology was discussed and Mr Kanama noted that certain information is still lacking in his table. The information will hopefully be dealt with during the individual country reports.</p> <p>The infrastructure development was discussed and the table in the report indicates which accreditation body is responsible for these countries. There are 4 accreditation bodies used by member states namely SADCAS, COFRAC, SANAS and IPAC. It was noted that the Metrology facilities and infrastructures of SADC MET Members are improving in particular with regards to equipment and accreditation.</p> <p>Tanzania suggested that Time be added to the field of measurement for TBS and that the Accreditation Body be updated to SADCAS/SANAS. Mozambique suggested that Mass and Temperature be added on their list of accredited parameters, and Namibia corrected that ‘NBS’ be changed to ‘NSI’, and that it is noted that accreditation is only in Mass; although they are working in the other areas they do not have accreditation for yet.</p> <p>Mr Kanama responded that he will send this form to all members, so that the developments can be captured and monitored. This will also assist in terms of identifying needs and making proposals to donors.</p> <p>Mauritius suggested that mass, temperature and dimension as well as MAURITAS /SANAS be added to their information.</p> <p>Botswana requested that Mr Kanama confirm if Madagascar is ‘BNS’ or ‘BNM’. Botswana further requested clarity on</p>	<p>TC 3</p>
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5.5	<p>the status of Madagascar as member.</p> <p>Mr Kanama urged that when emails are sent to update documentation, everybody should respond in time to ensure the accuracy of the information. It was confirmed that the Madagascar Institute is abbreviated BNM instead of BNS. Regarding BNM status of membership the RC indicated that the SADC MET has not been advised of any changes yet.</p> <p>TC 4 Report by Chair Dr E Mvula</p> <p>Dr Mvula indicated that the mandate for SADC MET TC4 was to deal with issues of developing ingredients that could help Member States in the areas related to metrology legislation in the region. During the period under review the Chairperson of SADC MET TC4 sent out requests to Member States to report on new developments in terms of the adoption and/or harmonization of metrology legislation in their respective countries. The information from the countries that responded was discussed.</p> <p>Mr Mvula concluded by saying that it is encouraging to note that Member States have commenced drafting their Metrology Acts aimed at strengthening the Metrology Systems. Also worth noting was the fact that the SADC Model Act is being used by Member States in the process of adapting their legislation.</p> <p>Botswana apologized to the Chair of TC 4, for not submitting the information on time and asked to change the information under Botswana in future.</p>	TC 4
5.6	<p>TC 5 Report by Chair Mr. G Albasini</p> <p>Mr Albasini reported that he did not receive the updated information from all the Countries, but apologized to Mauritius and Botswana because he did receive their reports on time but did not have a chance to update the information before the meeting.</p> <p>He continued to say that he felt that there is a huge need for more marketing materials. He asked members that when they organize anything other than on World Metrology Day they should send the information on these events to the TC 5 Chair. He emphasized that any activities that dealt with the awareness of metrology should be sent to the Chair.</p>	TC 5

	<p>Full reports are available on SADC MET website on www.sadcmnet.org</p>	
<p>6</p> <p>6.1</p>	<p>Country Reports</p> <p>The Chair asked each country to be brief as the meeting was scheduled to finish in good time.</p> <div data-bbox="222 597 472 764" data-label="Image"> </div> <p>Angola</p> <p>Angola still has problems in terms of infrastructure, and training is still an issue. A study was prepared by a well-known company and will be presented to government again, as there was a change of government. This means that they will have to start again. Angola is still not able to do any calibrations due to the lack of infrastructure.</p> <p>World Metrology Day was celebrated and the posters produced by SADC MET were distributed to selected institutions. Various seminars were held at different venues including a political institute, a University and a Training Centre.</p> <p>There was an interview with media and an article featured in the Angola Press, and various metrology equipment was displayed at the International Mines Fair</p> <p>Botswana enquired about private companies that do calibrations, and Angola responded that because they have no infrastructure, there were companies that started doing calibrations and this got out of our control. Angola decided to incentivize these companies to register so that they can get accreditation from them later.</p> <hr/>	

6.2	 <p>Botswana</p>	<p>BOBS expanded its metrology infrastructure to include offering of calibration services to the health industry in particular the medical testing laboratories.</p> <p>Re-calibrations for Force, Dimensional, Electrical, Time & Frequency and Temperature calibration standards were done through/by National Metrology Institute of South Africa (NMISA) and accredited laboratories.</p> <p>The Unit conducted 29 industrial visits and held three ISO/IEC 17025 forum meetings. The Celebrations of World Metrology Day 2012 were used to convey the importance of measurement under the theme of ‘Safety in our daily lives’.</p> <p>BOBS also reported an increase of 28% in terms of the calibration certificates issued, compared to the previous year and participated in various measurement comparisons.</p> <p>All of the staff have been trained on ISO/IEC 17025:2005 standard (understanding and documentation), with four having been trained on ISO/IEC 17025 Auditing. All staff members have also been trained in their areas of technical expertise. One Staff member is scheduled to undergo training on Bio-Safety Cabinet Certification in the USA in March 2013.</p> <p>The biggest challenge for Botswana at the moment is funding in particular with regards to paying the increased BIPM fees as discussed earlier.</p>	
6.3	 <p>DRC</p>	<p>The Temperature Laboratory was inaugurated on 18 July 2012 by the Director General of OCC after installation of equipment and training of the staff by Mr Hans Liedberg from the NMISA. For the Pressure Laboratory the installation of equipment and staff training will be done in the first semester of 2013 by the supplier’ technicians. The equipment for the Pressure Lab will be inaugurated on May 20th, to coincide with World Metrology Day and the calibration services will start thereafter.</p> <p>The measurement standards are calibrated by NMISA (South Africa) in the fields of Mass, Volume, Temperature and Length and by LNE (France) in the field of Force.</p> <p>The number of calibrations done has increased to 581 compared to 294 done in 2011.</p>	

Intercomparisons were done with NMISA and AFRIMETS and the results were good.
In 2013 the DRC would like to diversify and have signed an MOU with a Moroccan Lab to start intercomparisons with them.

Two staff members attended the AFIRMETS GA in Benin and one of their metrologists will attend the AFRIMETS training in temperature in Morocco in April 2013

The World Metrology Day was celebrated in Kinshasa by the speech of Industry Ministry and with a conference concerning the topic of the 2012 World Day.

In 2013 the DRC would like to start a calibration lab for pressure and become an associated member of the BIPM. They are also planning accreditation of Volume and Temperature Laboratories in Kinshasa and launching Pressure calibration services.

6.4



Lesotho

On 22 May the MOU signing between the Ministry of Trade and Industry, Cooperatives and Marketing and Lerotholi Polytechnic, regarding use of Lerotholi Polytechnic building which is to be rehabilitated as a legal metrology laboratory.

Lesotho celebrated World Metrology Day 2012 through presentations to Government Officials, Lerotholi Polytechnic students, lecturers, media and metrology committee members
WMD speech was delivered by the Principal Secretary of the Ministry of Trade and Industry, Cooperatives and Marketing.

Lesotho presented a Proposal to the PTB in November 2011 and this proposal was approved. They are currently dealing with accessing the funds. In the future, Lesotho will be assisted in scientific/industrial metrology.

6.5



Malawi

Malawi report was not presented because there were no representatives who attended the SQAM meetings but the report was distributed together with the meeting documents. In the report it was indicated that in Malawi, the Malawi Bureau of Standards is the sole Government agent that is responsible for realization and maintenance of the National Measurement System. Besides promoting standardization through implementation of the Malawi Bureau of Standards Act, Chapter 51:02, the MBS is also mandated to administer and ensure measurement traceability to international standards in Malawi.

During the period under review consultative workshop on draft Metrology Bill was held involving all stakeholder and the UNDP/EU/MBS Project was launched of which among the objectives is to build capacity in the area of metrology.

6.6



Mauritius

The Mauritius Standards Bureau is a Parastatal body that operates under the MSB Act of 1993.

Their main role is to enhance the nation's competitiveness through the provision of conformity assessment services

For traceability of measurement they depend a lot on the National Standards of Measurement at the NMISA (SA), LNE (France) and NPL (England)

Calibration Services are provided on voluntary basis at a nominal fee, and the MSB Certification and Testing labs benefit from free calibration (~175 jobs annually)

70% of SMME's have disappeared in Mauritius and the revenue has dropped to 27% in 2012. Mauritius has to become self-sufficient soon, which is quite impossible as they need to recover at least 60% which is very difficult for them.

The calibration market is very limited. The demand increased by 12 % in 2012 and the increase in revenue was due to the increase in fees (by an average of 15%) as from October 2011. This increase was necessary to ensure sustainability

Mauritius is an Associate Member to the CGPM (since Oct 2010) and a Signatory to the

CIPM/MRA (since Feb 2011)

In 2012 they acquired a new Mass comparator, capacity (1kg / 0.1 mg)/, as well as a new digital Barometer for monitoring of standard environmental conditions in the accredited laboratories. They also acquired two New temperature monitoring equipment for calibration of cold rooms, and an apparatus for calibration of Tire pressure gauges is in the making.

Biggest focus is the merging of Scientific, Industrial and Legal metrology to create an NMI. This is being discussed at the ministry level (a recommendation of ITC report 2004). The creation of an NMI will enable modernization of facilities.

Celebrated World Metrology Day in collaboration with LMS & Traffic Branch (Police) with a half-day seminar at MSB and presentations on various metrology issues. There was also marketing on three Radio /TV programs with interviews in Creole & Hindi languages. Articles on the day were also published in the newspapers.

6.7



Mozambique

Mozambique can now also offer services in Electrical and Pressure. Their staff component increased, and they acquired new equipment. Their new premises are under construction. Last year 550 instruments were calibrated and 59 companies were visited. Mass and Temperature labs were accredited by IPAC in March 2012

Angola remarked that they also wanted to build new buildings, and would like to know how Mozambique is going about constructing the new buildings taking into account all the considerations a new laboratory has.

Mozambique responded that they had architects and SADC experts assisted with the planning. Certain changes were made later on and they comply for all the calibration purposes.

6.8



Namibia

In September 2012, Namibia was formally admitted as an Associate Member to BIPM – CGPM. The NSI CEO signed the CIPM-MRA in October 2012. During the same month, the NSI Mass Metrology was assessed and received a recommendation for accreditation.

The new Metrology draft bill, based on the SADC Model Act has been completed and submitted to the Ministry of Trade and Industry (MTI) for further submission to Cabinet Committee on Legislation for consideration and approval. The new bill will provide for both Scientific/Industrial Metrology and Legal Metrology.

Some 820 calibration certificates were issued resulting in a significant increase. Namibia also thanked BOBS for their assistance in terms of intercomparisons.

Namibia attended several meetings including SQAM, AFRIMETS and CAFMET.

A number of activities have been planned for the NSI Metrology function to be completed during 2013/14 including the preparation of the volume and temperature laboratories for initial assessments. They are also looking into the operationalization of the dimensional laboratory – looking forward to the UNIDO project starting soon. They are implementing CIPM-MRA (JCRB matters) and participating in comparisons for which there have capabilities.

With the acquisition of E2 weights the mass laboratory will be expected to make all the necessary preparations, subject to availability and successful participation in the relevant AFRIMETS comparison and submit its CMCs for approval by the AFRIMETS TC for Mass and related quantities.

Metrology Day was celebrated as usual with the objective of raising awareness on new services and capabilities of the NSI Metrology Division.

6.9



The National Metrology Laboratory is the Custodian of the Seychelles national reference standards in mass, length, temperature, volume and pressure.

SBS is an Associate of the General Conference on Weights and Measures (CGPM) since 10 September 2010 and renewed its subscription for 2012. Seychelles is in the process of finalising

Seychelles

the new Metrology Act which will cover the legal framework for the establishment of the National Measurement Standards and a National Metrology Services.

NML has acquired the following new equipment in 2012: Set of E2 weights (0.001g – 20kg), barometer and data Loggers which are used in the calibration services and a total of 125 requests for calibrations were received in 2012.

The Mass laboratory of NML has been accredited to ISO/IEC 17025 by SADCAS since 4th November 2010 and successfully underwent its second surveillance assessment on 12th December 2012 conducted by Assessors from SADCAS/SANAS and continued accreditation was recommended.

In terms of future development the NML is considering extending the current scope for mass calibration from 1kg to 20kgs and to obtain accreditation for micropipette from 50 micro litres to 10 ml. Additional equipment in temperature and calibration of pressure gauges will need to be procured in order to upgrade the NML infrastructure with a view to enhance its calibration services.

6.10



South Africa

The NMISA has just undergone a reorganization process and the changed structure was presented which showed that the NMISA has 22 laboratories, of which 21 are accredited to ISO/IEC 17025 and 1 accredited to ISO Guide 34. The NMISA staff complement is 106.

The Human Capital Development plan was discussed and it was reported that in order to ensure a modern NMI the NMISA has embarked on internal development of staff and there is a plan to increase the number of PhD's in the institution. This programme also includes internship programs and bursaries.

The NMISA is in the process of recapitalization of the institute, and the project was submitted to *the dti* and SA government, to secure new premises.

Botswana inquired about the Human Capital Development Plan slide; in particular the decline is in the graph. South Africa answered that the darker color is the pipeline of training to increase the number of PhD's. The decline is the support staff and staff in laboratories that do not have degrees. With time the institute wants to reduce this number and have more staff members with MSC and PhD degrees.

There was a question regarding the new facility, and whether the NMI is moving out of their current area to an area of their own. South Africa explained that they are currently doing a feasibility study, which is looking at the longer term (about 10 – 15 years). The CSIR Campus has been there for 60 years and the premises are not supporting the growth of the NMISA and the requirements that their Labs have. At the moment it is looking like about R800 mil is needed for the new facility.

Lesotho asked about the development and increasing number of PhD's. South Africa responded that they are looking into exchange programs with other NMI's, and currently there are 2 staff members in Korea studying for PhDs and this will assist their growth. Most of the other staff members make use of the internal program where they get internal funding (bursary program) for further studies.



Swaziland

Swaziland still does not have a National Metrology Institute. They mainly operate in Legal Metrology (since 1990's) through the Ministry of Commerce Industry and Trade's (MCIT) Weights and Measures Department.

Swaziland Standards Authority (SWASA) established in April 2007 by the Standards and Quality Act No. 10 of 2003 as the sole custodian of all standards and quality related issues in Swaziland.

Funding was received by UNIDO to grow the quality infrastructure and this will go a long way to ensure sustainability.

Not a lot of activities took place as staff underwent a lot of training last year. SWASA sponsored the National Laboratory Association of Swaziland (NLAS) to visit the National Metrology

Institute of South Africa (NMISA).

The Chairperson of NLAS attended the Regional Laboratories Association Meeting as well as the Test & Measurement Conference themed “The impact of reliable measurements on our environment” which was held in Durban, South Africa.

Being a new institution SWASA does not have laboratory infrastructure to conduct testing and calibration activities; thus does not currently offer industrial metrology services. They refer to the NMISA in South Africa. When the UNIDO funding is applied, there will be an increase in staff complement to deal with quality. Currently there is only one officer at SWASA trained in some metrology fields, there is therefore need to have an extensive intervention by SADC MET in capacity building.

Through NORAD a project titled “Market access and trade facilitation support for Swaziland, through conformity assessment infrastructure development” is planned and they are hoping this kicks off in the next couple of months.

New laboratories are planned for the future and they will contact other NMI’s who have undergone this process for guidance.

6.12



Tanzania

The Tanzania Bureau of Standards (TBS) is Tanzania's sole standards body, formerly established by the Standards Act No.3 of 1975, which was repealed and replaced by the Standards Act No.2 of 2009. It is a parastatal organization under the Ministry of Industry and Trade. In Tanzania the statutory responsibility for establishing, custody and Maintenance of the National Measurement Standard’s related to all physical parameters, at internationally accepted level of accuracy, has been entrusted to the Metrology laboratory at TBS

During the period under review more industries and companies were visited by the mobile calibration van, as part of TBS Metrology laboratory efforts to market the calibration services and assists customers to identify equipment in the process line and quality control laboratories of which could be calibrated by our mobile Metrology Laboratory (Mobile Van). A total of 2415 items have been both in house and Onsite calibrated year 2011/2012 against 2,310 items done in 2010/2011 financial year. Performance target is to increase number of calibration items through mobile and metrology laboratory to 3,600 items in the year 2012/2013.

TBS Metrology laboratory is continuing to maintain its accreditation status achieved through the South African National Accreditation System (SANAS) from December 2006 in the areas of mass and related quantities, temperature, small volume, time and frequency measurements.

The TBS Metrology laboratory has future strategic objectives plan for the year 2012/2013 and five years forecasts which is focused towards expanding the infrastructure in terms of new buildings to accommodate the metrology laboratory and to become a member of associate state of General Conference on Weights and Measures (CGPM) through the United Republic of Tanzania.

6.13



Zambia


The ZABS Metrology laboratories houses national standards for seven (7) different fields of metrology. The seven (7) fields are grouped into two units namely Mechanical Unit comprising Mass, Length, Volume, Pressure and Force Metrology, and the Thermodynamics Unit comprising Temperature and LF-DC Electrical Metrology.

In terms of accreditation the ZABS Metrology laboratory's initial assessment by SADCAS for accreditation was carried out on 2nd and 3rd April, 2012 while the final onsite clearance assessment was conducted on 1st October 2012. The laboratory was awaiting results of final assessment from SADCAS following the completion of the exercise on its Mass and Volume laboratories. The results were expected in the first quarter of 2013.

An activity was planned for World Metrology Day but could not be held, due to lack of officials from the Ministry of Commerce Trade and Industry to officiate, however they did publish an article on the day.

Staffing levels remained inadequate despite the increase by 4 members in 2012, and training for staff was limited during the reporting period. The extended waiting time for decisions on accreditation following initial and follow up assessments was raised as a concern.

The Chair remarked that he is delighted to see 3 more women in their labs.

6.14	 <p>Zimbabwe</p> <p>There was no representative from Zimbabwe, but the report was circulated which indicated that during the period under review and in line with its mandate, the Scientific & Industrial Research and Development Centre – National Metrology Institute (SIRDC – NMI), through high quality and traceable metrology services, continued to support competitiveness of Zimbabwean industrial products and services, fairness in trade, consumer protection, health & safety of human and animal life and protection of the environment. The National Metrology Institute provided traceable calibration services to private as well as public sectors of the economy. The services enable these companies to compete on the global markets as well as meet statutory and contractual obligations.</p> <p>The NMI received Standards Development Levy (SDL) funds from Government which were used to acquire more laboratory standards. The NMI has also converted a storeroom into a laboratory mainly for Dimensional measurements. NMI received more than 140 job-orders for calibrations in Mass, Temperature, Electrical, Dimensional, Pressure, Volume and Chemical Metrology. Clients seeking calibration services and other industrial support services covered a broad spectrum of activities in health, environment, agriculture, mining, manufacturing, regulatory authorities and other national standards bodies.</p> <p>Four laboratories in mass, temperature, dimensional and volume are accredited through the SANAS/SADCAS twinning arrangement and work on the accreditation of other parameters such as pressure, force, time and frequency and electrical metrology are at advanced stages of development. SIRDC-NMI is also working on procurement of a mobile laboratory as well as setting up satellite laboratories in Zimbabwe’s major cities. The laboratory is also hoping to register at least one CMC in the BIPM KCDB in the next year or two.</p>	
7.	Statements by Associate members present:	
7.1	Statement by Kenya Bureau of Standards	KEBS

7.2	Statement by Uganda National Bureau of Standards	UNBS
8. 8.1 8.2 8.3	<p>2013/2014 Work Program and Monitoring & Evaluation of Ongoing Programs</p> <p>Monitoring of the implementation of the TBT Annex It was reported that the assessment for each member country that was supposed to have been completed was still lagging behind. The outstanding countries' assessment was reported to be scheduled for completion in April, May and June of 2013. The information obtained will provide a baseline for the member countries and in future it was expected that a self-assessment will be done using the same tool. It was further reported that SADC related training will be taking place soon but a lot of countries have not sent a SQAM representative or a quality representative. The Chair encouraged all to respond to the emails.</p> <p>Work program for 2013/2014 The work program was presented and outlined all the activities that will be carried out during 2013/14. (see Annex B attached)</p> <p>World Metrology Day Poster: <i>Metrology in Daily Life</i> PTB has always been a part of the development of the poster. This year the project was finalized by OIML and the BIPM, and the PTB has no additional information on this issue. Mozambique remarked that the 2013 poster is available on the BIPM website from this morning and the theme is Metrology in our daily Lives. PTB noted the comment and indicated that they will re-visit the issue after the meeting.</p>	<p>Ms Kuena Molapo</p> <p>Regional Coordinator</p> <p>Ms Kathrin Wunderlich</p>

9.	<p>Project Work:</p>	
9.1	<p>SADC EU EDF 10: Update Ms Malapo reported on the SADC EU EDF 10 and REIS project which will kick-start in April 2013.</p> <p>Unfortunately the money that has been allocated has gone to technical regulations and activities dealing with stakeholders' engagement and accreditation. The meeting was informed that there was no funding for metrology at the moment, but there might be an opportunity to fund this project if it is aligned with awareness raising and training. There was also a likelihood that the PTB might assist in future although it was not yet finalized.</p> <p>Comments on the 11th EU EDF funding will be reserved for later, as the EU EDF 10 is coming to an end soon. SADC started late with this project.</p> <p>Botswana enquired if the members should be concerned as there seems to be very little or no funding for metrology. The concern was that money was allocated to basic training activities when a lot of the countries can in fact do the training themselves. Botswana felt that significant efforts should be geared towards moving forward in the field of metrology given that a number of members have now attained associate membership to the CGPM and further that metrology underpins the success of all the other work currently being supported within the associated structures.</p> <p>The Chair responded that when we look at the projects under SADC EU it is clear that metrology training is very important and our NMI's have seen the level of their staff members increase and their skill level improve. Consequently some scopes in our labs were accredited. He agreed that technology is developing fast and new training will always be needed. He added that the members need to explore new avenues, like for example bi-lateral agreements to train staff. He added that perhaps donors can also be approached, but our needs for legal and scientific metrology are very great.</p> <p>Ms Malapo remarked that in the 9th EDF a lot of metrology activities were covered and the ones that are covered now are those that were left behind in the 9th EDF. It is not that metrology has been sidelined but now the focus should go where there was little focus previously.</p> <p>Mr Masuku added that under EDF 9, SADC MET received a lot of support and all the activities planned were carried out except the purchasing of equipment because of the procurement policies of the EU. Acquisition of equipment is a problem as not many donors are willing to assist in terms of the purchasing of equipment. When the results of the EDF 9 were reviewed, they looked at what was achieved and what the gaps were and after the review; they decided to look at</p>	SADC Secretariat

<p>9.2</p>	<p>the items that were not addressed for inclusion in the EDF 10.</p> <p>He pointed out that PTB would not be in a position to supply members with equipment but they can assist with project assessments and other areas. He added that SADC might still get EDF 11 funding from the EU if all members do a country needs assessment report and submit these documents for possible funding. He urged all to get their assessment in order so that it is ready when they are asked for inputs in terms of EDF 11.</p> <p>Mozambique supported Botswana’s concern because certain needs were not addressed in EDF 9 and the hope was to wait for EDF 10 where it was also not clear if they would be realized. Mozambique registered concern that they also felt that these needs always get pushed back all the time.</p> <p>PTB Project Report 2012/2013</p> <p>The PTB reported on all the activities that had been carried out during the current project which was running for 3 years and was ending in June 2013. A new SADC PTB project proposal was submitted to the German Ministry, and they are anticipating a new project for 3 years where Euros 1.5 million will be allocated towards the new project. As soon as they receive the approval they will inform all the members. A more detailed report will be provided at the meeting taking place the next day during the SQAMEQ meeting.</p> <p>There is also Pan-African support from the PTB in terms of Pan-African Technical Infrastructure. They are providing ongoing support in terms of the political recognition of -the four technical infrastructure structures AFRIMETS, ARSO, AFRAC and AFSEC.</p> <p>Botswana remarked that the PTB has understood that there is not much that can be done without Metrology being at the center of all and have always been willing to fill in the gaps. He added that members should be mindful that whatever is planned should have metrology at the core of all these activities otherwise it won’t succeed.</p>	<p>Ms Kathrin Wunderlich</p>
<p>10</p> <p>10.1</p>	<p>Elections:</p> <p>The nomination and election of the new Chair took place.</p>	

The current Chair remarked that his term was coming to an end. He remarked that the current team was elected in 2011 in accordance with the internal procedure and had a two year mandate. Article 4 of the code of procedure (point nr 4 page 2) is read and it is verified that the Chairperson and the Vice-Chairperson should be elected among the ordinary members for a period of 2 years. The Vice-Chair can succeed the Chairperson in order to ensure continuity.

Mr Masuku thanked the Chair for mentioning the rules of procedure to which SADC is governed. He added that in this case Mr Kanama was elected in 2011 and served his term that is now coming to an end, as well as Mr Faknat who was elected at the same time as Vice Chair. In most cases the Vice-Chair takes over the Chairmanship, and he would like to open this discussion to the floor. He reminds all that the Chair can be re-elected for a second term and he wants all to discuss the issue.

The Chair reminded all to handle this process in an organized manner and added that he will refrain from making comments as the discussions is around his current position. He suggested that each country (in alphabetical order) comment to indicate their suggestion.

Botswana asked that before all goes into this process the issue of equitability be addressed, so that everybody was aware who has had the opportunity to Chair and who was available. Mr Masuku projected the data from the last 7 years and reminded the meeting that in the other structures a Chair's term was extended so this is acceptable if the members agree. Botswana responded that he feels we should follow the codes of procedure as we do not know what led to the other structures to take this action.

The countries were requested to provide their opinion and it was noted that the Countries unanimously agreed that the code of procedure should be followed, and thereby the Vice-Chairperson should be elected as the new Chair.

The Chair remarked that as outgoing Chair and member of SADC it is a good thing to respect the rules of procedure as this was the only way we can ensure consistency. He thanked everybody for their support during the 2 years and the current team will continue to provide support.

Mr Masuku asked the current Vice-Chair if he was willing to take up the position and he agreed.

The Chair added that the election for the new Vice-Chair of SADC MET should start.

Angola asked that we first establish which candidates are eligible for election. The Chair thanked Angola and agreed on this. He requested members to propose names for the candidates.

Tanzania proposed that the Vice-Chair comes from among the TC Chairs. Mr Masuku clarified that there is a gap in the rules of the procedures. It is however a general understanding that if a country has the TC Chair then perhaps it might be too much responsibility for the same country to be Vice Chair. It is agreed and Botswana asked if there is a provision that states that the Country who hosts the Secretariat cannot be elected as Chair. Mr Masuku agreed, and it is noted that SA is not eligible either.

Botswana remarked that he does -not think there is anything that goes against the practice of holding the Chair or Vice Chair position of the SADC MET and simultaneously being a Chair of a TC especially taking into consideration that SA holds a number of TC's and has been the SADC MET Chair and currently holds the RC position.

Mr Masuku affirmed the position and therefore it was confirmed that the TC Chairs are also eligible for nomination and election. The RC then proceeded to recap who were eligible and these being:

- Angola
- Botswana
- Lesotho
- Mozambique
- Namibia
- Seychelles
- Swaziland
- Tanzania

Each Country was asked for one nomination and the following nominations were received:

Angola proposed Botswana and Tanzania and Namibia supported the nomination. All the other Countries supported this nomination and Botswana accepted the responsibility and thanked everybody for the nomination and future support.

Mr Masuku officially noted that Botswana is elected as the Vice-Chair of SADC MET. Botswana enquired if they could provide the name of the person for Vice Chairperson at a later stage, and Mr Masuku confirmed that it would be in order as the rules were silent on this issue. The Chair thanked everybody for the amicable handling of these elections.

11	<p>Resolutions:</p> <p>The Resolutions were discussed and finalized. The final Resolutions are provided in a separate pdf document and will be available on the website.</p>	
12	<p>Any other business</p> <p>There was no other business to note.</p>	
13	<p>Closing</p> <p>The Chair took the opportunity to thank all the participants for their contributions and the discussions that took place. He also thanked the government of Angola for everything, as well as the SADC Secretariat and the general management of IANORQ.</p> <p>He wished everybody a safe journey back home, and closed the meeting at 16:00.</p>	Chair