



BIML WORK PROGRAM FOR 2005

The following are specific actions derived from the Action Plan. Permanent ongoing tasks of the Bureau such as editing publications, maintaining the web site, day to day communication with Members, registration of Certificates, preparing and organizing Presidential Council and CIML Meetings, follow-up of TCs/SCs, etc., are not specifically mentioned in this paper but are nonetheless carried out on a routine basis.

Item	Ref Action Plan
General OIML policy	
Starting a review of the role and operation of the Conference and of the Committee	6.1
Starting a review of the Guide for CIML Members	6.1
Developing Countries	
OIML activities for Developing Countries	
Coordinating the implementation of the PWGDC Action Plan	5.1, 5.3
Secretariat of the PWGDC: to plan an event (seminar, workshop, etc.) for 2006	5.1, 5.2
Joint Developing Countries activities with other Organizations	
Secretariat of JCDCMAS: initiatives to take	5.4
OIML Technical work	
Simplification of the Directives in order to accelerate the technical work	
Revision of the Directives to be started	1.1
To set up and use online tools for the acceleration and follow-up of TCs/SCs	
Online votes on Draft Recommendations and Documents	1.2, 1.3, 6.1
Interactive fora to be set up for the use of TC/SC Secretariats and other OIML structures (Presidential Council, PWGDC, etc.)	1.2, 1.3, 6.1
Publications	
To continue to assure reasonable lead-times for publishing the Bulletin and OIML Publications	
Publications and Bulletin (ongoing activity)	6.2
Certificates and the MAA	
OIML Certificate System	
Queries for searching OIML Certificates on line	2.1
Restructuring of the Certificates database in order to link the web site to downloadable Certificates, and to identify Certificates issued under DoMCs	2.1
To start the revision of Document B 3 "OIML Certificate System"	2.1
Implementation of the MAA	
To set up the first CPRs, establish the list of experts and organize the peer assessments for the two first categories with a view to signing these DoMCs during the first quarter of 2006.	2.2
To draw up first draft guides for the implementation of ISO 17025 and ISO Guide 65 to be submitted to TC 3/SC 5 (in liaison with France and the USA)	2.2
To complete the procedures for the implementation of the MAA	2.2
To plan to start a CPR for a new category in 2006	2.2

Item	Ref Action Plan
Meetings	
To lay down and improve the procedures for the organization of meetings	
Online registration form for CIML Meetings	6.1
Practical guides for the organization of CIML Meetings (guidelines for inviting countries, check-lists for the Bureau, timetables, check-lists for cost evaluations, procedures, lists of responsibilities, etc.) First drafts to be prepared for organizing the CIML Meeting in and with South Africa	6.1
Information, communication, promotion	
Circulation of information on OIML work	
Studying the evolutions of the methods for collecting information (various inquiries), making extensive use of the interactivity of the web site	3.1, 6.2
To develop mutual information among Members	
To start studying the organization a new Documentation Centre (web-based), inviting Members to post national information on their own web site and linking the OIML web site to this information	3.1
To develop a consistent presentation of international metrology	
To start joint work with the BIPM for the development of a common general brochure	4.1
Preparations for the OIML stand at the Lyon exhibition (June 2005): general posters, PowerPoint presentations, copy of the OIML web site	4.1
To develop and improve the presentation of the OIML	
Four-page leaflet on the OIML to be available in Lyon in June 2005	4.1
Brochure on the Lyon CIML Meeting	4.1
OIML Anniversary	4.1
Financial issues	
Implementation of the Financial Regulations	
Finalization of the manual of financial procedures	6.2
Installation and parameters of the specific BIML accountancy plan (list of new accounts, analytical accounts)	6.2
Establishing the assets and liabilities	6.2
Initiating the new accountancy software	6.2
Studies and new developments	
Continuation of financial studies (Retirement fund) and follow-up of the new accountancy system	6.2