

UK WEIGHING FEDERATION
PRIVATE & CONFIDENTIAL

Minutes of a meeting of the Regional Meeting, held on Thursday, 21st April at St Williams College in York, at 11:30.

Present:	Jim Harper (JH)	Avery Weigh Tronix Ltd	President (Chair)
	Jeremy Sage (JS)	Stringer & Co	Vice President
	Derek Christie (DC)	D Brash & Sons	Treasurer
	Richard Smith	Autoweigh Scales (UK) Ltd	
	Edwin Brown	Avery Berkel	
	Brian Spink	AWM Ltd	
	Alan Bolton	Bizerba (UK) Ltd	
	Peter Holmes	Central Weighing Ltd	
	David Fereday	H Fereday & Sons Ltd	
	Richard Herbert (RH)	Herbert Group Ltd	
	Julian Hope	Herbert Group Ltd	
	Chris Buck	J A Lorrimar & Co	
	Keith Williamson	Marsden Weighing Machine Group Ltd	
	Howard Wood	Maynewood Systems	
	Brian Johnson	Mettler Toledo Ltd	
	Brian Rex	Nesco Weighing Ltd	
	John Wealsby	Nesco Weighing Ltd	
	John Swinburne	Precia-Molen UK Ltd	
	Les White	Precia-Molen UK Ltd	
	Barbara Sallows	Precia-Molen UK Ltd	
	Alan Jones	Precision Instruments	
	Matthew Capstick	Sartorius Mechatronics UK Ltd	
	Ian McVicar	Scotweigh	
	Linda McVicar	Scotweigh	
	Alan Brown	Vandome & Hart Ltd	
	Roy Taylor	Vandome & Hart Ltd	
In attendance:	John Anthony (JA)	LMCS	Technical Officer
	Ian Turner	UKWF	Technical Officer
	Martina Farragher	BHETA	Secretariat
	Susan Hallam	Hallam Communications	

1. **President's comments**

JH welcomed everyone to the first Regional Meeting for 2011 and went through general housekeeping points.

2. **Apologies**

Apologies had been received from 90 people. The following companies sent their apologies:

A1 Scales	County Scales Limited
Accurate Weight Co Ltd	Coventry Scales
Accuweigh	Dataweigh Systems Ltd
ADF Scale Co Ltd	Design Initiative Ltd
Avon Scale Company Ltd	E H Oakley & Co Ltd
Axle Weight Technology Ltd (AXTEC)	Fisher Scales
Berry Weighing Ltd	Flintec UK Limited
Bristol Scale Service Co (BSS Weighing) Ltd	G A Wedderburn & Co Ltd
Chronos Richardson Ltd	Hawkey Group Ltd

Health Weigh Services Ltd
Hereford Scale Co
HK Process Measurement
Ian Fellows Ltd
Irish Weighing Association Ltd
Jagger & Jagger
Ken Hodgson Scales Limited
Kent Scale Company
Measurement Systems Consultancy Ltd
Norfolk Calibration Service
Norstrom Group Ltd
Phoenix Weighing Services Ltd
Precision Weighing Systems Ltd
Proweight Limited

Scales Spares & Services Ltd
Scaleways (Leicester) Ltd
Seca Ltd
Select Scales
Sensor Techniques Limited
Shering Weighing Group Ltd
Straightpoint (UK) Ltd
Tanita Europe BV
UK Inspection Systems Ltd
Variohm Eurosensor Ltd
Weightron Bilanciai Ltd
Wessex Scales & Food Machinery
Westco Bilanciai Ltd
WR Simpson & Son Ltd

3. **President's Update**

“For the regional meetings this year we have consciously taken the decision to host the proceedings in accordance with the feedback given by the members from the questionnaire completed at the turn of the year, the highlights of which I want to share with you now.”

(A copy of the presentation is available on the UKWF website.)

“In future the emphasis will always be based around the “Voice of the Members” To that end we should be grateful if you could complete the meeting evaluation form before you leave and pass it to Martina.

So, moving on to the meeting proper, and our speakers for today. Firstly, we have of course the technical update from our very own John Anthony, our technical officer, who is accompanied by Ian Turner for his first public outing as technical officer in waiting. Ian will take over the reins fully from John at the AGM in October.

Secondly, I'd like to welcome Susan Hallam of Hallam Communications who after lunch will run a Social Media Marketing Workshop on new and powerful ways of communicating with our customers using the technologies that exist in the day to day workplace.”

4. **Technical Officer's Update**

JA advised the members that this would be his penultimate regional meeting as Technical Officer. JA is working closely with IT to hand everything over to him and is confident that IT will do a great job as the new Technical Officer. JA handed over to IT to present to the members.

IT started by telling the members a little bit about himself. He has personally met a number of attendees over the past few years and looked forward to working with them in his new role. IT was a Trading Standards Officer for 23/24 years, working in Bedford, and specialising in weights and measures. He has also been a metrology co-ordinating officer and a Chairman of Welmec Working Group 5.

IT invites all members to contact him with any queries whatsoever. He also welcomes feedback on the topics covered in his presentation.

The presentation is available on the UKWF website.

The topics covered in the presentation are shown below, with the questions raised at each point:

- In-Service Inspection Document

Keith Williamson, Marsden Weighing Machine Group, asked whether it was just a paperwork exercise in order to get into the scheme. IT explained that members would need to fill in forms, and a decision would be made based on the responses. Companies would not be accepted just because they were a member of the UKWF.

KW thought that we need to get the balance right between level of kudos and level of attainment. IT to take this into consideration.

Julian Hope, Herbert Group Ltd, thought that there were issues that needed to be reviewed and controls need to be put in place.

Chris Buck, J A Lorrimar, thought that this has to be the way forward for re-verification.

IT advised that presenting on political environment burdens are unlikely to be accepted. CB thought that lobbying on this should continue. IT agreed and advised that he will continue strongly with this. All members agree that this is an issue for every aspect of legal metrology.

Another point is that projects like this are a long term process. IT assured the members that he will keep pushing on this point.

John Swinburne, Precia-Molen UK Ltd, advised the members that when the issue of mandatory re-verification was raised with the NMO, their comment is that "Mandatory periodic Re-Verification" is not up for discussion and will not happen. Therefore, the In-Service proposal is an initiative that members of the Federation should support.

David Fereday, H Fereday & Son, thought that it would only happen if members gained Self-verification status. IT advised that this issue has to be considered as part of the process.

JH explained to the members that this issue will be discussed at a separate meeting. IT brings a lot to the table, and is closer to legislative issues. The difficulty comes back to lobbying, and we need to determine who we lobby to.

Brian Spink, AWM Ltd, asked whether IT was referring to re-verification to verify tolerances, or inspection of tolerances, as they were very different things. IT advised that there would be outlines set on the calibration process, which will need to be followed.

John Swinburne explained that Trading Standards have less and less resources and therefore officers are carrying out less and less checks. As a Federation, if we can carry out an inspection using this method and make it available to TSO bodies, they can then concentrate on companies without the in-service inspections.

Jeremy Sage added that the main objective of the scheme is to have regular inspections, which is recognised by enforcement officers.

Ian McVicar asked whether it would have any affect on countries outside the UK. IT advised that it would only apply to members of the UKWF initially, and would be an additional benefit to them, but thinks that other companies in the UK may be interested in the scheme.

Brian Johnson, Metler Toledo Ltd, thought that the scheme was a good idea. He agreed that the level of competence needs to be there and thought that having to be ISO accredited was an extra burden and another audit process.

IT explained that there is a proposed auditing schedule which has been drafted and was sent out with the initial email as an Annex.

- Market Surveillance

David Fereday thought that an instrument may not be looked at correctly but they could still complete the necessary paperwork.

IT explained that there is no expectation to take the instrument apart to complete the check, but there was an expectation to carry out reasonable checks.

David asked whether, as a manufacturer, they should expect visits to check patent protected equipment etc. IT advised that it was fairly limited. With this scheme, we have got processes in place and so companies will know what they have to do. The risk a market surveillance inspection is not high – maybe only 2 or 3 a year in total are carried out.

JH asked how that happens and by whom? IT confirmed that the NMO sets a specific project and they contact local Trading Standards Departments who will contact manufacturers and produce the report.

- Proposals to UKWF Training

IT explained that he is looking at how much this is likely to cost and will report back to the members, but did want their initial feedback.

Julian Hope explained that Herbert asks new employees to go on a course specific to their products, have the training and then they are required to have a final assessment, which they will either pass or fail. Julian asked whether IT would suggest that they also send them on this course.

IT explained that it wouldn't be a test relating to a specific product. This is all about legislation, so could be done in conjunction with any training provided by Herbert Group.

JH asked whether the exam be completed online. IT confirmed that this was the intention, but we need to ensure that the test is completed in the right environment.

Linda McVicar questioned whether people could only do specific modules, if they have already completed an external course, so they wouldn't be required to duplicate things.

IT explained that it was an external accreditation but it would be the UKWF who would be running the course. The NMO would set the requirements and everyone on that course would need to be at that standard in order to pass.

It was asked whether a compatibility of modules course will be organised, as one hasn't been run for a while. MF to seek interest from all members and organise a course, if required.

- Changes to Legislation on bread
- Review of OIML R50
- Potential amendments to the Measuring Instrument Directive
- Changes to the Powers of Trading Standards Officers
- LG Regulation Weighbridge Project

JH asked whether IT was aware of what the next project will be. IT advised that it is planned to review the same project and repeat it.

5. Social Media Workshop

Susan Hallam was introduced. Susan is the Managing Director of Hallam Communications.

Presentation/Social Media Workshop

Please refer to our website to view this presentation. The purpose of this workshop was to provide an executive overview of social media technologies and demonstrate practical examples of how businesses are taking advantage of the opportunities they offer.

Various tools/programs were highlighted to members including:

- Blogging – This can be used to write articles about your products and services, for other users/customers to view and respond to.
- Issuu – This is used up to post/embed PDF documents to your websites, which can be viewed like a book turning each page. People (customers) can leave comments and rate the publication on your website.
- SlideShare – This is a way to share presentations, documents and videos, which are embedded to your website.
- YouTube – This can also be used to share videos

RH asked whether you can tell if anyone has watched the videos on YouTube. Susan confirmed that YouTube will show you statistics on how many times it has been watched. You could also set up a Google Analytics report to see more detailed statistics.

Julian Hope asked if you can determine who has watched the video. Susan explained that although you are unable to see the user, you may be able to see which company they worked for from their domain.

- LinkedIn – A network for professionals who can link with other companies, see who competitors are linked with, researching clients, recruitment plus much more.
- Twitter – This is also a networking service, where you read and send messages called 'Tweets'. You can set up a page for your company, which should be completely separate to any personal account you have.

JS asked how you get Trade Press to follow your 'Tweets'. Susan suggested that you should follow them and hopefully they will reciprocate. You should also add your Twitter name to your email signature and a link on the company website to your account, to raise your Twitter profile.

- TweetDeck – This can be set up to use all of your Social Network accounts at once. You can also set this up so that you can only view updates from selected people, to save you time.

RH asked how companies make money by offering these services for free. Susan explained that they have a free version which is normally adequate for most users, but occasionally there is another version which you would have to pay for, which does a lot more. These companies also accept advertising, and the revenue from this is used to make money.

Susan asked everyone to write down three things that they are going to take away with them from this meeting. Some of the responses included setting up a LinkedIn account, setting up a Twitter account, and searching who competitors are linked with.

JS asked, as a Federation, how you think we should use social networking. Susan suggested that a LinkedIn group is set up for members of the UKWF to join. You could also add blogs to the website, and allow members/guests to also blog. JS asked which service we should use for blogging. Susan recommended WordPress, which is a free service.

6. **Future Meetings**

A combined AGM and Regional Meeting has been organised for the **13th October 2011**. JH advised the members that the venue was still being considered, but was likely to be a central UK location, such as Aston Villa FC.

Further information will be provided to the members closer to the event.