

GTF and GTMC Meeting Minutes

Date: 6 October 2010

Time: 9.00 – 13.30

Venue: Sheraton Stockholm
Hotel, Stockholm, Sweden

Present: See attached Delegation Attendee List (**Attachment: Delegation Participation 2010**)
Frédérique Louise-Alexandrine (AFRNOR Secretary), guest Observers

Chairman: Mike Ayres, Afera Steering Committee Member, Advance Tapes International Ltd.

Secretary: A. Lejeune, Afera Secretary-General

Date of Next Meeting: Hosted by TAAT in conjunction with its technical committee meeting in Taiwan, November 2012.

Agenda – Session:

0. Welcome, Review of GTF 2010 Meeting and Participating Organisations
1. The Initiative 'Help Grow the Use of PSA Tapes in New Applications'
2. Publishing of High General Level of Production Data Using the Same Categories in the GTF
3. Communications Link, Programme
4. Association GTF Action Funding
5. GTF Composition and Contacts
6. GTMC: Harmonisation of Key PSA Industry Test Methods
7. New Environmental and Other Regulatory Rules and Trends Occurring in Each Association
8. Other Business
9. Date and Location of Next GTF and GTMC Meeting.

0. Welcome, Review of GTF 2010 Meeting and Participating Organisations

- 0.1 Mr. Mike Ayres, Afera SC Member, Chief Executive of Advance Tapes International Ltd. and GTF Chairman, welcomed the delegates representing three continents and numerous nations: CNAIA/CAPIA (China), TAAT/TRAATM (Taiwan), JATMA (Japan), PSTC (U.S.) and Afera (Europe).
- 0.2 Mr. Ayres reviewed the GTF's inaugural Meeting in Orlando, Florida (U.S.) in 2009, including those present, key items discussed and contact persons appointed. He then led the Meeting through a review of each organisation's mission/objectives, composition and main meetings during the year, emphasising the overriding theme of similarity among the associations.

Finally, Mr. Ayres reviewed the GTF's mission statement and agreed objectives and detailed the Meeting's ambitious agenda.

See Meeting slide presentation for more detailed information. **(Attachment: GTF and GTMC Mtg. 6 October 2010 Slides)**

1. The Initiative 'Help Grow the Use of PSA Tapes in New Applications'

1.1 Actions being taken to increase demand for PSA tapes include:

-Afera – "Grow the pie" initiative

Ms. Lejeune reviewed Afera's campaign to grow the market of PSA tapes by searching out new applications, most recently through a market study of alternative joining methods in the consumer electronics segment. The idea is to increase the business of tape producers as a whole instead of struggling to increase or maintain an individual company's share of the business.

-PSTC – Non-PSA-user education programme

Mr. Anderson discussed the PSTC's long-term commitment to promoting new applications for PSA tape by seeking applications promoting a new brand and brand promise, going to end-user markets and discussing these applications by giving PSTC member companies recognition as a preferred supplier based upon a certification programme ('PSTC, a bond you can trust'). All PSTC member companies must aggressively promote this effort alongside the U.S. association in collateral material and marketing effort. Mr. Deconinck added that in embarking on a preferred-supplier certification programme of its companies, PSTC and the U.S. tape industry are committing themselves to producing tapes in an environmentally friendly way.

-TAAT/TRAATM –

Mr. Hou said the Taiwanese industry is focussing on tapes for 3C components (computer, communication and consumer electronics) especially for optical use. Currently the development of standards of best practise is specifically for tapes for optical use. As 3C manufacturing dominates Taiwan's industry, Mr. Hou said, TAAT possesses a lot of educational information in this area. He invited everyone to join their educational technology seminar to learn about their new developments in tapes for optical use. Various organisations and companies come together at this event to discuss the development of new applications.

-CNAIA/CAPIA –

Mr. Zeng said that as the Chinese tape industry is only 25 years old, it wants to learn a lot (e.g. about the most popular tape applications) from Afera and the PSTC. In addition to facilitating as much contact as possible with the other tape associations, CNAIA says its manufacturers see developing their business in terms of new products and applications by going out and learning about customer requirements. CNAIA is also focussing on inviting the Chinese tape producers' customers to their annual meetings so they can learn about the possibilities of tape. Thus the aim of growing the business is being pursued by creating as many

customer contact opportunities as possible.

-JATMA –

Mr. Katakura explained that the Japanese association promotes the use of tape through its educational programme and extensive informational exchange at its annual technical committee meeting, which is open to their customers and the Chinese and Korean industries.

Group ideas – themes in which global associations and industries are attempting to grow the tape market:

- Transparent educational programmes, often through the associations' annual meetings
- Brand approval/certification programme
- Afera's 'grow the pie' initiative.

Decisions taken:

- Add 'extend demand for self-adhesive tapes' to GTF Objectives and keep this item on the Agenda. **(Action: A. Lejeune)**
- Everyone will work diligently on ways to create new tape applications and grow the market for tape producers. GTF Members will report their progress at the next Meeting in 2012. **(Action: All GTF Members)**
- Put together an annual calendar of events. **(Action: Astrid Lejeune)**
- Attend each Association's events where possible. **(Action: All GTF Members)**

2. Publishing of High General Level of Production Data Using the Same Categories in the GTF

- 2.1 The Associations have agreed that although data gathering and sharing are historically difficult tasks, doing this would be beneficial for the global self-adhesive tape industry. We can only measure 'the growing of the pie' if we have a global view. The associations shared their varying programmes (or current lack of) data collection. All agreed that the development of a common approach was needed.

Decisions taken:

- Production volume data will be collected by each association according to the following 5 categories, reported in square metres:
 1. OPP
 2. PVC
 3. Cloth back
 4. Paper back
 5. Other.
- This data should refer to production and **not** sales volume.
- Indicate whether member and non-member data is included in each association's figures.
- When presenting the data to the GTF every two years, each association should indicate the method it has used in which to compile its information (e.g. direct survey, estimates using various sources, etc.).
- The data for these 5 general categories should be made as accurate as possible. Associations can perform further breakdowns of their data in any manner they choose for their individual use.
- Data will be delivered by the associations to the GTF every two years.

- Afera will provide a draft questionnaire / form with uniform categories to use for data collection. **(Action: Astrid Lejeune/Afera Marketing Committee)**
- Report back to the GTF (Mr. Ayres/Ms. Lejeune) within 90 days to ensure that your association is on board with this activity. **(Actions: All Association Members)**

Considerations:

- Each association may have a different method of gathering their information, as long as the GTF ends up with the same sets of results.
- Each association must be consistent in their method of gathering and level of accuracy of data so benchmarks can be set.

3. Communications Link, Programme

3.1 Decisions taken:

- The associations have agreed that although the current GTF page on Afera's website, http://www.atera.com/templates/mercury.asp?page_id=1809, is a good start at a communications platform, the GTF should have its own website. This will be an independent site, common to all the associations, containing consistent, current, general information and archives in English. Viewing the information will be restricted to association members and editing restricted to one moderator of the general platform via a password. **(Action: Astrid Lejeune)**
- Every association will also create a GTF section in its own website in its respective language. It can use the general information from the GTF site to update this section. The latter point is important, because each association's information on the GTF could otherwise start to deviate. **(Action: All Association Members)**
- Content of GTF website:
 - Calendar of events
 - Meeting minutes
 - Status of TMs in ISO certification process
 - Time, date and venue of forthcoming GTF & GTMC Meeting
 - Brief profile of each member association, including the number of employees in the association's represented region
 - Name, title and contact information of staff contact and president of each association
 - Working documents/communication page storing items that are being worked on.
- Ms. Lejeune/Afera will serve as webhost and will update all of the above information. All associations are to send the above relevant information to her. **(Action: All Member Associations)**

4. Association GTF Action Funding

4.1 Decisions taken:

- Some administrative costs have been incurred already, and although these should be kept to a minimum, all associations have agreed that, as equal partners, a monetary commitment to the GTF is necessary. One association should not assume all of GTF's costs.
- Afera is currently acting as GTF secretariat (managing online

communications) and will submit a simple budget proposal for carrying out this role. **(Action: Astrid Lejeune)**

- As Afera is already performing a communications role within GTF, TAAT will take on financial stewardship.
- Each association will submit a capital investment of USD 5,000 to a GTF joint fund by 31 December 2010. This amount should be wire transferred to a separate account in Taiwan to be set up and managed by TAAT. TAAT will communicate the account details to Ms. Lejeune, who will communicate them to the group. **(Action: All Association Members) (Action: TAAT) (Action: Astrid Lejeune)** All Members agreed immediately except for Mr. Katakura and Mr. Zeng who must first seek approval from the leadership at JATMA and CNAIA. They will do this by 30 November 2010. **(Action: Akira Katakura and Jack Zeng)**
- After the above initial contribution, the GTF will decide at the next Meeting in 2012 if this will be done on a regular, 2-yearly basis. **(Action: Astrid Lejeune)**

5. GTF Composition and Contacts

5.1 The following delegates were confirmed:

Afera – Astrid Lejeune (GTF communications contact) and Mike Ayres (GTF Chairman)

CAPIA – Vivian Fu (secretary and translator to the president) and Jack Zeng

JATMA – Akira Katakura and Yoshihumi Takezawa (secretary-general)

PSTC – Glen Anderson and Patrick Deconinck (president)

TRAATM – Joyce Lee (GTF financial contact).

6. GTMC: Harmonisation of Key PSA Industry Test Methods

6.1 Mr. Jacob opened the Global Test Methods Committee Meeting by presenting a series of 6 slides to review the ISO-approved and proposed TMs:

Peel Adhesion, Static Shear and Breaking Strength and Elongation were ISO-certified in 2007, were reviewed and reapproved in 2010, and will be up for review again in 2015.

Thickness is ready for submission to the ISO, but it is not clear how best to proceed with the application process (fast track or traditional route), since a positive outcome cannot be guaranteed.

Width and Length has also been finalised at the global association level (Afera, PSTC and JATMA) and is planned for submission to the ISO following Thickness, in the same manner.

Rolling Ball Tack is still being worked on by Afera and the PSTC, who have just agreed to execute a series of Round Robin tests before February 2011 with the end goal of fine-tuning it to reduce the variation of results to an acceptable level. The Dow Ball Tack will be left as it is, unless JATMA wants to make changes to it. The two sub-methods will make up the complete Rolling Ball Tack TM. Afera and PSTC are not certain about putting this TM forward for ISO certification but feel that its global harmonisation is desirable.

Overview TM matrix:

	Peel Adhesion	Static Shear	Breaking Strength and Elongation	Thickness
CEN	EN1939:2003	EN1943:2002	EN14410:2003	EN1942:2003
Afera	5001	5012	5004	5006
ASTM	D-3330M-02	D-3654M-02	D-3759M	D-3652M-1
PSTC	101	107	131	133
JATMA	JIS-Z-0237 clause 10	JIS-Z-0237 clause 13	JIS-Z-0237 clause 8	JIS-Z-0297 clause 5
ISO	29862:2007	29863:2007	29864:2007	/

Refer to Mr. Jacob's slides in the attached Meeting slide presentation.

6.2 Presentation of AFNOR on ISO relations:

AFNOR Secretary Frédérique Louise-Alexandrine of CEN/TC 253, a guest at the GTF/GTMC Meeting, explained AFNOR's relationship with ISO and how best to submit TMs to ISO (at lowest cost). See her attached slide presentation, ISO forms 4-6 and other supporting documents for more detailed information on this subject. **(Attachment: AFNOR Slide Presentation 6 October 2010, Forms 4-6 and other supporting documents)**

Ms. Louise-Alexandrine reviewed the ISO certification proposal and voting process (see Forms 4-6). She mentioned that as Chairman of CEN/TC 253, Mr. Jacob had tried to procure a seat on ISO/TC61/WG 5. Discussions are still under way. Having a liaison between the self adhesive tape industry and the ISO would be the best way to work within the ISO process under the Vienna Agreement. In this manner, CEN experts and ISO experts would be able to attend each other's meetings and enjoy access to each other's documents. Currently in WG 5, CEN delegates are only observers.

Costs: The total cost for driving the first three TMs through the ISO process was EUR 24,000. The cost for submitting Thickness would be EUR 8,000, with no ultimate guarantee of certification because of the conditions outlined in Form 6 (approval by a simple majority of the voting participating members; agreement of 5 or more P-members voting approval to participate in the development of the project and nominate experts). Another way to seek ISO certification would be to create a new WG and submit the TM in one's own manner, but this would cost between EUR 15,000 and 20,000.

In the future, AFNOR's charge for driving any new TM through the ISO certification process will be EUR 8,000. According to the form contract, the cost accounts for time spent on administration and other items and activities and does not guarantee a final outcome of certification. Ms. Louise-Alexandrine will forward a copy of the AFNOR ISO process contract to the Members of the GTF for their review. **(Action: Frédérique Louise-Alexandrine)**

Instead of working through a normalisation committee or standards institute, the GTF could try to submit a TM for ISO certification. Deciding to do this would depend on the work and costs it would entail.

In September 2010, ISO/TC61, where the 3 TMs reside, had its annual meeting. WG 5 had a meeting there and accepted Thickness on the spot. The TMs cannot be approved by the ISO at this level, but the WG 5 chairman will communicate this to the TC61 chairman. Mr. Jacob believes that the chances of Thickness' certification are high.

Decisions taken:

- As JATMA, the PSTC and Afera have agreed already, they will proceed with AFNOR in taking Thickness through the fast track ISO process.
- Afera, the PSTC and JATMA need to find 5 ISO/TC61/WG 5 committee members to agree to do the work required: fill out forms, nominate 5 experts. Out of the WG 5 list of 25 participating members, they need 13 positive votes (8 members + 5 experts). Ms. Louise-Alexandrine added that once the GTF agrees to move forward using AFNOR on Thickness, they will start work on lobbying, and their chances should be good. AFNOR will consult with everyone in the process. The PSTC agreed to take responsibility for obtaining ANSI's vote. **(Action: Glen Anderson)** CNAIA will lobby its own normalisation committee (SAC). **(Action: Jack Zeng)** A list will be made per country of the persons and entities which need to be influenced. **(Action: Lutz Jacob)**
- The process of certifying Thickness should take the next five months if the 5 ISO/TC61/WG 5 P-members who will lend their support are pinpointed. They merely have to submit the TM to the committee as a work item. AFNOR must research which country delegates approved the last 3 TMs. **(Action: Frédérique Louise-Alexandrine)** All P-member names and email addresses are available online.
- For the future, all five associations must decide if they want to harmonise TMs among global bodies or simply leave them as they are (see next item).

6.3 Each Association's submission of a wish list for new TMs to be harmonised and proposed to ISO:

CNAIA and JATMA had submitted lists to Ms. Lejeune. TAAT agreed to do so. **(Action: Joyce Lee)**

Afera/PSTC/JATMA: The Ball Tack project consists of harmonising the TM made up of sub-methods A and B, as Asia uses the Dow Ball Tack TM and the West uses PSTC-6 Rolling Ball Tack TM. Mr. Jacob said that the results of the Round Robin testing series will be available in February 2011 to all GTF Members. **(Action: Ms. Lejeune)** Mr. Hou added that in Taiwan, they think PSTC-6 is best for the customer.

The Dow Ball Tack will be left as it is. In its own slide presentation, Mr. Katakura

shared in a slide presentation JATMA's Round Robin results and its conviction that the GTF should not seek ISO certification for this TM. **(Attachment: JATMA Dow Ball Tack Slide Presentation)** Afera and the PSTC agreed that this TM will not be put forward for ISO certification, but Afera feels its global harmonisation is desirable. Mr. Anderson said that the PSTC would like to see the development of more advanced TMs for more sophisticated tack tests.

Decisions taken:

- Because of cost restraints, the GTF Members must decide how many more TMS they want to take through the ISO process. In the future, the 5 GTF Members may decide to draw the line at harmonising TMs among their own normalisation committees. This would actually mean they were globally harmonised anyway. At this point, they could determine if their customers required ISO certification and decide what to do from there. Mr. Jacob will compile a list of proposed TMs for harmonisation and distribute it to the GTF Members. **(Action: Mr. Jacob)** This action point will be put on the GTF's biennial Meeting Agenda. **(Action: Astrid Lejeune)**
- Ms. Louise-Alexandrine will check if more than one TM can be combined into a single submission to the ISO for EUR 8,000 (e.g. Thickness + Width and Length). **(Action: Frédérique Louise-Alexandrine)**
- The existing 4 ISO-approved TMs must be accepted as national methods by China and Taiwan. **(Action: CNAIA and TAAT)**
- The associations should translate the 4 ISO TMs into their respective languages. **(Action: JATMA, CNAIA and TAAT)**
- As mentioned above, Width and Length has been harmonised by Afera, the PSTC and JATMA and needs to be sent to CNAIA and TAAT for review. Following this, the 5 associations can decide if they would like to submit it for ISO certification. **(Action: Lutz Jacob)**

7. New Environmental and Other Regulatory Rules and Trends Occurring in Each Association

7.1 Decisions taken:

- A table of data containing environmental legislation affecting the operations of PSA producers will be created. This will include all legislation in the countries/regions of the 5 associations since 2000 and any pending legislation. The information will be collated in the same fashion as the calendar of events. Ms. Lejeune will gather and organise the information. **(Action: Astrid Lejeune)**
- The PSTC will create a template for the purpose (a table indicating which information is required) and deliver it to Ms. Lejeune within 40 days. **(Action: Glen Anderson)**
- Each country should submit its legislation in its own language. **(Action: All GTF Members)**

8. Other Business

8.1 The PSTC suggested that at future Meetings, the GTF and GTMC sessions be split into separate meetings. In this way, people involved in association governance could attend one meeting, while people involved in technical matters could attend another. Ultimately it would make the meeting and decision-making process more efficient. It was decided that the next host, TAAT, will take a decision on this

matter. **(Action: TAAT)**

- 8.2 Mr. Ayres suggested that, as he has acted as Chairman of the first two GTF Meetings, someone else assume his post, perhaps on a rotating basis. Those present in the Meeting unanimously praised Mr. Ayres for his competence and suggested that he remain Chairman of the GTF until the next Meeting in 2012.
- 8.3 Regarding the Minutes of today's Meeting, Mr. Ayres assured the group that the principles agreed upon would be laid out clearly for the Board so that everyone can execute their agreed-upon actions. **(Action: Astrid Lejeune)**

9. Date and Location of Next GTF and GTMC Meeting

- 9.1 The next GTF Meeting will be hosted by TAAT in Taiwan in conjunction with its technical committee meeting in November 2012.

No other matters being raised, the Chairman thanked all attending Members for their presence, contributions and enthusiasm and urged everyone to attend Afera's annual conference beginning with welcome cocktails the same evening. He remarked that their participation had added to the building momentum of the GTF. An important point was that the five associations need to agree on funding the GTF as equal partners. Mr. Ayres then invited the attendees to enjoy a business lunch in the room and closed the Meeting.

Astrid Lejeune
The Hague, 3 November 2010

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