USNC Conformity Assessment Policy Coordination Committee
MINUTES
Meeting/Teleconference
Telecommunications Industry Association
Arlington, VA
Tuesday, 30 September 2014
(Meeting #14)

MEMBERS PARTICIPATING
C P (Sandy) Butterfield (*), Boulder Wind Consulting, Chair, IEC/TC 88
Jonathan Colby (*), Verdant Power, Co-Chair, COE/C&CEC JTF EP
Timothy T Duffy, Rockwell Automation (Chair, CAPCC, CAB Member, Council Member)
Paul Green, Intel (Treasurer, USNC/IECEE)
William Hurst, Federal Communications Commission (FCC)
Steven Margis, UL, Vice Chair, USNC/IECEE
Alec McMillan, Rockwell Automation (USNC VP – Technical) (Council Member)
Paul Moliski, Jr., Intertek, Vice Chair, USNC/IECEE
Amy Phelps, National Institute of Standards and Technology (NIST) (1st Meeting as Member)
Kevin Robinson, Occupational Safety and Health Administration (OSHA) (1st Meeting as Mbr)
Stan H Salot, Jr, President, USNC/IECQ (Council Member)
Gary Schrempp, Dell Inc (Council Member)
Joel Solis, NEMA, Secretary, USNC/IECEE, USNC/IECEx and USNC/IECRE
Joan E Sterling, Intertek Testing Services, CAB Alt Mbr, (Council Member)
Matthew B Williams, AHAM (1st Meeting as Member)
Mike Woodford, AHRI
Tony Zertuche, ANSI, Deputy General Secretary, USNC
Charlie Zegers, ANSI, General Secretary, USNC

GUESTS PARTICIPATING
Scott A Colburn, Food and Drug Administration, Chair, ANSI Government Mbr Forum
Gene Eckhart, (*PT), NEMA, Chair, ANSI Regional Standing Committee - Americas
Florence R Otieno, TIA
Grant Seiffert (PT), President, TIA
John Thompson, Director, Global UL Standards, Underwriters Laboratories
Jianchao Zeng, PhD, Food and Drug Administration

MEMBERS NOT PARTICIPATING
Joe Chapman, Secretary/Treasurer, USNC/IECQ
David Chirdon, Mine Safety and Health Administration (MSHA)
Ed Donahue, Mutual Cornell Environmental, Vice Chair, USNC IECQ

Lawrence B Farr, Eaton Electrical (TA 17A, Mbr ACOS)
Valerie Finn, OpSec Security, Membership Chair, USNC IECQ
William T Fiske, Intertek (Treasurer, USNC/IECEx) (TMC Member)
Lane Hallenbeck, ANSI
Ben C Johnson, Thermon Industries (Council Member)
George Kelly, Secretary, IEC/TC 82
Todd Kramer, Secure Components, Chair, USNC/IECQ
William G Lawrence, Jr., FM Approvals, TA/USNC TAG TC 31, (TMC Member)
Don Mader, UL Retired
Evans Massy, Baldor Electric Co., Chair, USNC/IECEx
Edward F Mikoski, Jr., ECIA, (Council Member)
Jeff Olson, Flowserve Corp (Immediate Past Chair USNC/IECEx)
Sam Sciacca, IEEE, (Council Member)

PT – Part Time
* - By Teleconference

1. Call to Order and Introductions
   (Timothy T Duffy, Chairman, Rockwell Automation)

The meeting was called to order by Chair Tim Duffy at 9:00 a.m. (EDT). He welcomed everyone to Arlington, VA and to the Telecommunications Industry Association (TIA) and thanked them for attending this CAPCC meeting. He expressed his appreciation to TIA and particularly to Florence Otieno for her help and hospitality in arranging for this series of USNC meetings.

This was followed by self-introductions.

1.1 Approval of the Draft Agenda

Mr Duffy called attention to the Preliminary Agenda for today's meeting and invited suggestions for additions and none were suggested. The Revised Draft Agenda (USNC CAPCC 95A Revised) was considered approved as circulated.

1.2 Approval of the Minutes – Meeting – 29 April 2014

The Chair called attention to the Minutes of the 29 April 2014 meeting (USNC/CAPCC 94) held at Rockwell Automation, Mayfield Heights, OH, and asked if there were any changes or corrections. Mr Zegers reported that Mr David Chirdon, MSHA, had submitted the following comment on these Minutes:

David Chirdon's Comment:

I have a concern about the CAPCC meeting minutes. In Item 10 it is stated that "Mr Chirdon noted that, for this to happen, the case that to be made of the value added this would mean to the US economy." I don't recall the exact words of the discussion, but the primary motivation for MSHA decisions is what is best for the safety and health of the miners. I would like to suggest that the language be modified to read: "Mr Chirdon noted that, for this to happen, the case would

have to be made that more MSHA involvement in standardization and conformity assessment activities could contribute to improving miners' health and safety."

After a brief discussion, and with no objections from the Committee, the Minutes of the 29 April 2014 meeting (USNC/CAPCC 94) were considered approved with the inclusion of the correction requested by Mr Chirdon.

1.3   REMINDER – Issues for the Attention of the USNC CAPCC

- Mr Duffy reminded the membership that certain issues, being considered by one
  USNC/System, should come to CAPCC for consideration by the other Systems prior to being
  vetted to other, outside contacts primarily because these issues may not only be of interest to
  the other Systems but may affect them significantly. Examples of two such issues are as
  follows:

  - Financial exposure when an IEC System Management Committee must be cancelled.
    Who should pay for cancellation insurance? An inquiry to this effect was submitted to
    the IEC General Secretary and he declined to accept responsibility for this expense. It
    was suggested that this subject might be discussed with the USNC Officers when they
    meeting with the IEC Officers in Tokyo.

  - Language to Address the Dissolution and Liquidation of a USNC System – This had to
    do with the disposition of dues collected should the USNC System disband.

- Voting on E-Ballots – Mr Duffy called attention to at least one recent CAPCC E-Ballot and the
  very poor response. He noted that CAPCC voting members have the responsibility to vote and
  to return E-Ballots and he requested compliance in the future. The Secretary might consider
  including the notation in ALL CAPS "OFFICIAL CAPCC BALLOT" in the subject line of his
  E-Mail.

- Meeting Attenance – Also with respect to meeting attendance, he noted that the officers of each
  of the USNC Systems are voting members of CAPCC and, therefore, each has an obligation to
  attend CAPCC meetings whenever possible.

- Issues for Agendas – Members are encouraged to contribute ideas/issues for inclusion in
  CAPCC agendas. If there are issues that you feel warrant discussion/consideration at a CAPCC
  meeting please submit your suggestions to the CAPCC Officers and General Secretary. Also,
  an item has recently been included in each Agenda whereby the members are invited to raise
  question and issues that will be discussed by the Committee during a meeting. Here too member
  contributions are appreciated.

2.   CAPCC Membership Recruitment

Mr Zegers noted that the recruitment of new CAPCC members continues with the goal being to build Committee membership to the maximum extent possible. The following new members are listed in the latest roster **(ATTACHMENT A)**:

Amy Phelps, NIST (Replacing Gordon Gillerman)
Kevin Robinson, OSHA
Jonathan Colby, Verdant Power Co
George Kelly, Sunset Technologies

Any suggestions for new members should be submitted to the General Secretary so that invitations can be extended.

3.   Liaison Reports

3.1   Report by Joan Sterling – Liaison ANSI Conformity Assessment Policy Committee (CAPC)

Ms Sterling reported that the next meeting of the ANSI Conformity Assessment Policy Committee (CA) is scheduled for 20 October 2014, during World Standards Week, and, at this point, there is little to report.

3.2   Report by Tim Duffy – Liaison ANSI International Conformity Assessment Committee (ICAC)

The Chair called attention to document CAPCC 100 **(ATTACHMENT B)** and provided a brief report on the CASCO documents that have been processed to the ANSI International Conformity Assessment Committee (ICAC).

Mr Duffy called attention to the ICAC process and encourage the membership to get involved if only to comment on related documents when they are circulated. Also, he reported briefly on the CASCO Plenary meeting which was held in Geneva on 24 – 25 September 2014. The Procedure for IEC review of CASCO New Work Item Proposals was initiated.

4.   IEC Conformity Assessment Board Reorganization

Mr Duffy provided a brief status report on this ongoing activity to reorganize CAB and led a discussion on the USNC's position on document C/1867/DV – Governance structure for IEC Conformity Assessment. This document will be considered for approval by the IEC Council at its meeting on 14 November in Tokyo. Among his main points were the following:

- Increase in CAB from 12 to 15 members

- 6 automatically appointed members (US included)

- No presidential appointees

- No prescriptive formatting for CAB or Systems structures
    - Recommendations to the CAB for implementation
    - No Rules committee, but recommendation on the oversight responsibility of CAB -
      "with a view to having harmonized basic rules"

- Removal of restriction on CAB alternate voting in place of absent primary rep.

- Recommendation for NC member body representative of the national interests in the field of CA – language indicates "should."

- Change from schemes to Systems

- Inclusion of responsibility for monitoring and identifying emerging market needs and risk management (Appendix 2)

- Consider any CA questions or requests from President, Council or Council Board.

During the discussion period, several members raised issues that they felt needed to be addressed. For example, Mr Solis recommended that new initiatives should be self-funded and that CASCO ISO/IEC documents should be used. Ms Sterling expressed concern about the introduction of the term "Stand Alone Scheme" and about use of open ended verbiage in the document. It was agreed that if members wanted their comments to be considered for submission along with the USNC's position they would be submitted to Mr Zegers immediately following this meeting. It was suggested that these comments might be shared with the USNC's FINCA colleagues. It was further agreed that the USNC would submit an Affirmative Vote on document C/1867/DV and, if felt to be appropriate, a request for consideration of specific comments felt to be worthwhile by the membership. **Secretary's Note:** It should be noted that no comments were submitted to the General Secretary following the CAPCC meeting, however, a number of comments were included along with the USNC's affirmative vote which was submitted to the IEC Central Office on 30 October 2014. **(ATTACHMENT C)**

5. STATUS REPORT - CAPCC IECRE and Management Meeting Planning Task Force (Jonathan Colby, Verdant Power)

Mr Colby called into the meeting to report on the some 11 Task Force teleconferences that have been held since the last CAPCC meeting and outlined the progress that has been made in ensuring that the USNC is prepared to interface with the IECRE when it is operational **(ATTACHMENT D)**. Also he reported on the 1st meeting of the IECRE Management Committee which was hosted by the USNC at the University of Colorado, Boulder, CO, on 15 – 18 September 2014. The REMC 2014 Meeting Decision List was circulated as REMC/019/DL.**(ATTACHMENT D1)**

He highlighted and reported on the following:

- Brief Outline
- USNC CAPCC IECRE Task Force
- CAB Accepted IECRE System
- IECRE Details (Member Bodies)
- Inaugural IECRE Meetings
- Inaugural REMC Meetings (Critical Decisions)
- Inaugural OMC Meetings

- USNC/IECRE Status - Mr Colby noted that as a result of USNC CAPCC E-Ballot 2 on the Appointment of the Initial Secretariat of the USNC/IECRE, NEMA has been so designated.
- US Next Steps and Needs (REMC)

Mr Duffy noted that the next steps in the process for CAPCC approval are as follows:

- Official USNC/IECRE Membership
- Operating Procedures
- Election of Officers for CAPCC endorsement
- Budget
- Full Operation

6. Status Report on Solar Photovoltaic Operational Management Committee (OMC) Forum (Jonathan Colby, Verdant Power Co)

Mr Colby, standing in for Mr George Kelly, international Secretary of IEC/TC 82, provided a status report on the PV OMC activities that took place in conjunction with the REMC IECRE meeting in Boulder. (USNC/CAPCC 106) **(ATTACHMENT E)**. He noted the following:

- IECRE PV Forum

- PV OMC Task Groups

- PV OMC Working Groups

- PV OMC Recommendations to REMC

- TC 82 Areas of activity

7. Status Report on Wind Energy Operational Management Committee (OMC) Forum (Sandy Butterfield, Chair, IEC/TC 88, Boulder Wind Consulting)

Mr Butterfield also called into the meeting and provided a brief status report on the WE OMC Forum that took place in Boulder **(ATTACHMENT F)** He highlighted the following:

- TC 88 Status

- WT – CAC Status

- Nominations Needed for New Committees

- Next Steps

8 .   Status Report on Marine Energy Operational Management Committee (OMC) Forum (Jonathan Colby, Verdant Power)

Mr Colby provided a brief report on the Marine Energy OMC Forum held in conjunction with the Boulder IECRE meeting. **(ATTACHMENT G)** He highlighted the following:

- Brief Outline

- Inaugural ME OMC Meeting

- Recommendations

- TC 114 Status

- US Next Steps and Needs (ME OMC)

9.   Occupational Safety and Health Administration – Kevin Robinson, Senior Electrical Engineer & NRTL Program Lead Assessor, U S Department of Labor, OSHA

Mr Kevin Robinson, new CAPCC member, provided an up-date on OSHA's Nationally Recognized Testing Laboratory Program Improvement Initiative and discussed how CAPCC can work more closely with OSHA in the future. (USNC/CAPCC 104) **(ATTACHMENT H)** He highlighted the following:

- Overview

- Background

- Major Initiative (NRTL Stakeholder Meeting 22 October 2014)

- Major Initiative (Update to the NRTL Directive)

- Other Initiatives

- Impact on Stakeholders (Testing & Certification Bodies)

- Impact on Stakeholders (Manufacturers)

Mr Robinson agreed to provide a report to the next CAPCC meeting on the results of the Stakeholders' meeting on 22 October.

10.   **Association of Home Appliance Manufacturers (AHAM) –**
        Matthew H Williams, Director, Standards, AHAM

Mr Williams provided a presentation about AHAM, its interests and activities related to conformity assessment. He highlighted the following:

- AHAM Overview

- AHAM Mission

- AHAM Vision

- AHAM Core Services

- Verification Programs

- Verification Programs - General

(ATTACHMENT I)

11.   **Status Report on Proposal for Electronic Labeling – Innovations in Regulatory**
        Labeling (Gary Schrempp, Dell, Inc.)

Mr Schrempp provided a brief overview on continuing efforts to encourage the use of E-Labeling. He noted particularly the Federal Communication Commission's activities in this area supported by both Houses of the US Congress. The FCC has approved E-Labeling for products with integral displays. He also reported that a number of countries are moving in this direction.

Mr Schrempp also provided an update on Dell's efforts related to QR Code in lieu of certification marks. It was agreed that these subject would be continued on future CAPCC Agendas.   **(ATTACHMENT J and K)**

12.   **Report on Last CAB Meeting – 16 June 2014, Geneva, Switzerland**

Mr Duffy called attention to Document CAB/1281A/DL **(ATTACHMENT L)** – Updated list of decisions taken at CAB meeting 35, Geneva, 2014-06-16. He particularly highlighted and discussed the following decisions:

- Decision 35/5 – Enhancing CAB meeting efficiency
- Decision 35/6 – ITU: Initiative on conformity assessment and interoperability
- Decision 35/7 – CAB ad hoc group on Functional Security
- Decision 35/8 – CAB WG 17 – Cyber Security
- Decision 35/12 – IEC lead role in collaborative CA efforts
- Decision 35/13 - CAB WG 11 – Guidelines for the IEC CA Systems' general reserves
- Decision 35/14 - CAB WG 11 – Harmonization of the CA Systems' basic Rules

- Decision 35/15 - CAB WG 12 – Encourages SMB to promote development of EEE Standards
- Decision 35/17 - IECEE liaison to ACEE (Advisory Committee on Energy Efficiency to SMB
- Decision 35/18 - IEC CA IP guidance document
- Decision 35/19 - CAB WG 13 – Request for greater prominence of Piracy brochure on the IEC website
- Decision 35/23 – CAB WG 16 – modifications to CAB/1272/DC
- Decision 35/24 - CAB WG 16 – process for systems approach to CA
- Decision 35/27 – IECRE Basic Rules
- Decision 35/28 - IECRE Executive Secretary – Kerry McManama

12.1 Nominations of Conformity Assessment Officers for the 2014 IEC Thomas A Edison Awards – CA

Mr Duffy called attention to the IEC Thomas A Edison Award – Conformity Assessment and noted that, for both 2013 and 2014, no nominations were made by the USNC. No nominations have been received and the deadline has passed. He encouraged careful consideration of this Award for the future.

12.2 IEC 1906 Award Vis-à-vis Conformity Assessment

Mr Duffy also called attention to the IEC 1906 Award. He noted that the criteria for this Award has been revised to include both Standardization and Conformity Assessment. The following are the 1906 Award Recipients for 2014:

- Timothy Duffy   For IECEx and IECEE
- Chris Yau   For IECQ
- Stanley Salot   For IECQ
- Joseph Cheng   For IECQ

12.3 List of USNC Appointed Experts on CAB Working Groups

Mr Duffy called attention to the list of USNC Experts currently serving on CAB Working Groups. (USNC/CAPCC 97) (**ATTACHMENT M**) He noted that a number of CAB Working Groups were disbanded as a result of the establishment of the IECRE. The current subgroups are as follows:

- **CAB WG 10 – CAB Policy and Strategy**

- **CAB WG 11 – Systems Issues**

- **CAB WG 16 – Systems Approach in CA**

- **CAB WG 17 - Cyber Security**

- **IEC – CAB/IAF/ILAC Steering Committee**

- **CAB Task Force – CAB Meeting Efficiency**

Mr Duffy report some progress in the preparation of a Guidance document on E-Learning and training for standards writers concerning conformity assessment in standards.

13.   Preparation for the CAB Meeting In Conjunction with the 78th IEC General Meeting – Monday, 10 November 2014, Tokyo, Japan

13.1   CAB Meeting to be held in parallel with the SMB meeting on Monday, 10 November.

13.2   Election by Council in Tokyo of the Chair of the Conformity Assessment Board (CAB) and Vice-President of the IEC for a three-year term of office (2015-2017) (C/1856/INF) Mr Duffy noted that the sole candidate is Dr Ulrich Spindler of Germany and the USNC is on record as supporting him. He is a former CAB rep, former CENELEC President, Former ICSCA member, Eaton (Moeller) Retired.

13.3   Election/Re-election by Council in Tokyo of five members of the Council Board (CB) for 3-year terms of office (2015-2017) (C/1857/INF)
Dr Sadhvir Bissoon (South Africa)
Dr Charlotte Brogren Karlberg (Sweden)*
Dr Kaphong Choi (Rep of Korea) *
Mr Paul Coebergh Van Den Braak (Netherlands) *
Mr Odon De Buen (Mexico)
Mr N Murugesan (India)
     *Have completed 1st Term at end 2014

Nominations were invited for recommendation to the USNC President.

13.4   Election/Re-election by Council in Tokyo of four CAB Members for three-year terms (2015-2017) (C/1859/INF)
Mr Shawn Paulsen (Canada) *
Mr Uwe Kampet (Germany) *
Mr Akshay Kumar Sharma (India)
Mr Masayuki Hirata (Japan)
Mr Ir Mohamad Faudzi b. Mohd Yasir (Malaysia)
Mr Bert Nagtegaal (Netherlands)
Mr Trond Sollie (Norway)
Mr Nickolay Fayzrakhmanov (Russian Federation)
     *Have completed 1st Term at end 2014

Because of the potential for approval of the recommendation for Automatically Elected CAB members the ballot for CAB membership is divided into Ballot A and Ballot B.

After consideration candidates for both Ballots were considered for recommendation to the USNC President.

14. Status Report on Conformity Assessment Issues Related to India (Gary Schrempp, Dell, Inc.)

Mr Schrempp called attention to a report entitled India Update which provides a brief status report on Conformity Assessment issues related to India. **(ATTACHMENT N)** It was agreed that this subject should remain on future CAPCC agendas.

15. GCC – Gulf Cooperation Council Countries Notification to WTO

Mr Duffy provided a brief status report on the GCC Agreement which involves an intent on the part of the Member States (United Arab Emirates, Kingdom of Bahrain, Kingdom of Saudi Arabia, Sultanate of Oman, State of Qatar, State of Kuwait and Republic of Yemen) to implement a common regulation requiring conformity assessment and a mark of conformity now apparently to be effective as of 1 January 2016. Mr Eckhart reported that NEMA has submitted comments on this Agreement on 16 March 2014 and supplemented those comments with others on 4 August 2014. Mr Woodford spoke about the Association of Middle East Manufacturers. It was suggested that, at the next CAPCC meeting, a Sector Specific Up-date might be scheduled with ITI, AHAM, AHRI and others participating.

16. Status Reports of High Priority Issues for Each System

16.1 Report – President's Task Force on Conformity Assessment Systems

Mr Zegers provided a brief status report on the President's Task Force on Conformity Assessment Systems. He reported that the current Procedures of the USNC/IECEE, USNC/IECEx and USNC/IECQ were circulated to CAPCC on 1 September and comments were invited by 25 September. A Compilation of Comments was to be provided for CAPCC's review and consideration.

Mr Duffy broached the subject of establishing a CAPCC Subcommittee to replace the President's Task Force. Its purpose would be to review future proposed changes to the Procedures of the USNCs, to minimize differences and to ensure that essential requirements are maintained. Mr Duffy made the point that the President's Task Force has effectively completed its task and that CAPCC should rightfully take on this responsibility. The CAPCC Subcommittee could have, as its members, the Secretaries, Chairs and Vice Chairs of each of the Systems under a Chair appointed by CAPCC. It was also agreed that this proposal would have to be discussed with President Piqueira before implementation.

16.2   IECEE and USNC/IECEE

Mr Duffy provided a brief report on the IECEE System and the activities of the USNC/IECEE. His report is provided as USNC/Council 631 **(ATTACHMENT O)** . He highlighted the following:

- Administration
  Officers
  Roster Review
  2015 Meeting Schedule

- USNC/IECEE Activities

- IECEE 2014 CMC Debrief, Cairns, AU

- USNC Strategic Plan – IECEE Core Element 5: Dashboard

- USNC Strategic Plan – IECEE Core Element 5: Watch List

- 2015 Cycle - CAPCC

16.3   IECEx and USNC/IECEx

Mr Joel Solis provided a brief report on the IECEx System and the activities of the USNC/IECEx   His report is provided as USNC/Council 632 **(ATTACHMENT R).**   He highlighted the following:

- USNC/IECEx Administration
  Membership
  Meeting Schedule

- Concerns for 2014 IECEx MC

- Report on Action Items

  - Core Element 5

16.4   IECQ and USNC/IECQ

Mr Stan Salot provided a brief report on the IECQ System and the activities of the USNC/IECQ **(ATTACHMENT Q).**   He highlighted the following:

- Administration
  USNC/IECQ Officers
  USNC/IECQ Advisory Groups (AGs)

- USNC/IECQ Organization Membership

- USNC/IECQ Activities

- IECQ Officers

- IECQ Working Groups

- IECQ Membership/Activity Update

17.   **Increase in Localized Regulations – Ecuador and Other Countries of the Americas (Gene Eckhart, NEMA, Chair, ANSI Regional Standing Committee – Americas)**

Mr Gene Eckhart provided a summary report of Conformity Assessment related activities in Ecuador, Chile, Colombia, Bolivia, and Mexico. It was agreed that this was very valuable information and that CAPCC should find a mechanism to receive regular up-dates on the Americas.

18.   **Status Report on US Government Activities Related to Conformity Assessment (Amy Phelps, Computer Scientist/Conformity Assessment Advisor, Standards Coordination Office, NIST)**

New CAPCC Member, Amy Phelps of NIST, provided a brief report on government activities related conformity assessment. She highlighted the following:

- OMB Circular A119 – OMB is in the process of revising the current circular and getting ready for interagency review, which should begin shortly.

- NIST CA Guidance – When the updates to A119 become clearer, NIST will begin looking at revising the current Conformity Assessment Guidance document.

- Federal Conformity Assessment Programs:

  - OSHA NRTL Program – Kevin Robinson provided an update on the NRTL improvement initiative.

  - ITU-D – Telecommunication Development Sector; Gordon Gillerman has been nominated as the co-rapporteur of the ITU-D Study Group Question on Conformance and Interoperability.

  - NIOSH/NPPTL – The National Institute of Safety and Health/National Personal Protective Technology Laboratory is working to develop a national framework for conformity assessment of personal protective technology. The framework provides guidance for developing, structuring and managing conformity assessment of personal protective technology used in the workplace in the U.S. NIST providing support to this effort.

- EPEAT – The Electronic Product Environmental Assessment Tool, which is a global environmental rating system that helps purchasers identify greener computers and other electronics. Currently, EPEAT has three categories based on the IEEE 1680 family of environmental assessment standards. NIST will be supporting the standards development effort for the IEEE 1680.1 (computer standard) revision.

18.1   US Food and Drug Administration (Scott A Colburn, Chair, ANSI Government Member Forum)

Commander Scott A Colburn briefly discussed the FDA's interest in conformity assessment and specifically mentioned the International Medical Device Regulators Forum (IMDRF).

19.   Issues Raised by the CAPCC Membership

The CAPCC membership was invited to submit questions or issues that are recommended for discussion and consideration by the Committee. Mr Joel Solis of NEMA submitted the following topic for discussion.

19.1   Impartiality of IEC Contract Assessors to Conduct Peer Assessments (USNC/CAPCC 105) (ATTACHMENT R)

This subject was briefly discussed and it was agreed that it needed further consideration. The subject will be kept on the agenda for the next meeting.

20.   FINCA (Forum of the IEC National Committees of the Americas) (Argentina, Brazil, Canada, Chile, Columbia, Mexico and USA)

Mr Duffy reported that the 2014 FINCA meeting was to be held in Chile on 16 – 17 October. Chile will serve as Host and Secretary and the USNC's Phil Piqueira will serve as Chair. One public Workshop on Conformity Assessment is being planned and Mr Margis has agreed to be the Facilitator.

21.   CAPCC Task Force on Conformity Assessment Communications

Mr Duffy reminded the Committee that this Task Force was established at the meeting in Norwood, MA, in August 2012 and one or two teleconferences have been held. More members are need as is someone who would volunteer to chair the group. After some consideration, the following agreed to participate:

New Participants
Julie Kocs (ECC Corp)
Paul Green
Gary Schrempp
Mike Woodford

Current Participants
Tim Duffy
Sonya Bird
Lane Hallenbeck
Joan Sterling
Charlie Zegers

Among the work items currently being considered are the following:

- USNC CAPCC Conformity Assessment Bibliography

- Proposed USNC CAPCC CA Webinar

- Generic Power Point Presentation on Conformity Assessment

- USNC Current Article

## 22.	Next CAPCC Meeting/Teleconference

It was agreed that the next CAPCC Meeting would be held on Tuesday, 27 January 2014 in conjunction with the next TMC and Council meetings. **Secretary's Note:** At its meeting on 2 October 2014, the USNC Council accepted Dell, Inc., invitation to hold its next Management Meeting at Dell Offices in Round Rock, TX.

## 23.	Adjournment

Mr Duffy reminded the Committee that we are always looking for suggested agenda topics for future meetings. Please don't hesitate to let the Officers know if there are topics that you would like to see on a future CAPCC agenda.

He expressed his appreciation to all participants and particularly to Florence Otieno and TIA for their efforts on our behalf.

The meeting was adjourned at 4:00 p.m. (EDT)

Respectfully submitted,
Charles T Zegers
General Secretary, USNC/IEC
12 December 2014