



## USNC/CAPCC 76

24 March 2014

### **USNC Conformity Assessment Policy Coordination Committee**

#### **MINUTES**

**Meeting/Teleconference  
Small Business Development Center  
Central Arizona College  
Casa Grande, AZ  
Tuesday, 21 January 2014  
(Meeting #12)**

#### **MEMBERS PARTICIPATING**

C P (Sandy) Butterfield, Boulder Wind Power, Chair, IEC/TC 88  
Timothy T Duffy, Rockwell Automation (Chair, CAPCC, CAB Member, Council Member)  
William T Fiske (\*), Intertek (Treasurer, USNC/IECEX) (TMC Member)  
Paul Green, Intel Corp , USNC/IECEE Treasurer  
William G Lawrence, Jr., FM Approvals, TA/USNC TAG TC 31, (TMC Member)  
Steven Margis, UL, Vice Chair, USNC/IECEE  
Evans Massy, Baldor Electric Co., Chair, USNC/IECEX  
Alec McMillan, Rockwell Automation (USNC VP – Technical) (Council Member)  
Edward F Mikoski, Jr., ECIA, (Council Member)  
Paul Moliski, Jr., Intertek, Vice Chair, USNC/IECEE  
Stan H Salot, Jr, President, USNC/IECQ (Council Member)  
Gary Schrempp, Dell Inc (Council Member)  
Sam Sciacca, SCA Consulting (IEEE) (Council Member)  
Joan E Sterling, Intertek Testing Services, CAB Alt Mbr, (Council Member)  
Tony Zertuche, ANSI, Deputy General Secretary, USNC  
Charlie Zegers, ANSI, General Secretary, USNC

#### **GUESTS PARTICIPATING**

Jonathan Colby, Verdant Power, Co-Chair, COE/C&CEC JTF EP  
David Hanlon, Conformity Assessment Board (CAB) Secretary, IEC Central Office  
George Kelly, Secretary, IEC/TC 82  
Bob Kretschmann, Rockwell Automation (TMC Member)(Sec SC 65A, TA SC 65B)  
Veronica A Lancaster, Consumer Electronics Association (TMC Member)  
James E Matthews, Corning Incorporated (IEC VP – SMB Chair)  
Kerry McManama, Executive Secretary, IECEE, IEC Central Office  
Philip M Piqueira, GE (USNC President) (Council Member)  
Stephen G Rood, Legrand/Pass & Seymour (NEMA) (Council Member)  
Jack Sheldon, Standardization Strategy Manager, IEC Central Office  
Robert A Williams, UL (USNC VP – Finance) (Council Member)

## **MEMBERS NOT PARTICIPATING**

Leo Chapman, Secretary/Treasurer, USNC/IECQ  
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  
Gordon Gillerman, NIST  
Lane Hallenbeck, ANSI  
Ben C Johnson, Thermon Industries (Council Member)  
Todd Kramer, Secure Components, Chair, USNC/IECQ  
Don Mader, UL Retired  
Jeff Olson, Flowserve Corp (Immediate Past Chair USNC/IECEX)  
Joel Solis, NEMA, Secretary, USNC/IECEE and USNC/IECEX

PT – Part Time

\* - By Teleconference

### **1. Call to Order and Introductions**

The meeting was called to order by Chair Tim Duffy at 9:00 a.m. (MST). He welcomed everyone to Casa Grande, AZ and to the Small Business Development Center, Central Arizona College. He expressed his appreciation particularly to Lorrie Pena and Jim Rhodes for their help and hospitality in sponsoring this series of USNC meetings. He also extended a special welcome to our friends from the IEC Central Office in Geneva:

- David Hanlon, CAB Secretary
- Kerry McManama, IECEE Executive Secretary
- Jack Sheldon, SMB Administrator

This was followed by self-introductions.

#### **1.1 Approval of the Draft Agenda**

Mr Duffy invited suggestions for additions to the agenda and none were suggested. The Draft Agenda (USNC CAPCC 68A Revised) was considered approved as revised.

#### **1.2 Approval of the Minutes – Meeting – 10 September 2013**

The Chair called attention to the Minutes of the 10 September 2013 meeting (USNC/CAPCC 67) held at NEMA HQ., Rosslyn, VA and asked if there were any changes or corrections. None were suggested and, as a result, these Minutes were considered approved as circulated.

### **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. Several new members are listed in the latest roster (USNC/CAPCC 69), Mr Sandy Butterfield, Boulder Wind Power, Mr Bill Lawrence, FM Approvals, and Mr Gary Schrempp, Dell Inc. Any suggestions for new members should be submitted to the General Secretary so that invitations can be extended. During

discussion, Mr Zegers noted that, according to the Committee's Terms of Reference, the Officers of each of the Systems are voting members of CAPCC, however, it seems as if only one or two of those Officers regularly attend meetings. It was agreed that this subject should be included on the agendas for each of the Systems in order to encourage active participation in CAPCC meetings.

### **3. Liaison Reports**

#### **3.1 Report of ANSI CAPC**

Ms Sterling reported that the next meeting of the ANSI Conformity Assessment Policy Committee (CA) is scheduled for 20 May 2014 but, at this point, there is little to report. She indicated that more USNC/IEC representation is needed on this Committee. Those interested should contact Charlie Zegers.

#### **3.2 Report by Tim Duffy – Liaison ANSI ICAC**

The Chair called attention to document CAPCC 70 (**ATTACHMENT A**) and provided a brief report on the CASCO documents that have been processed to the ANSI International Conformity Assessment Committee (ICAC) since 19 March 2013. The last two documents added to this list are as follows:

- ISO/IEC DTS 17027 – CA – Terminology related to competence of persons used for certification of persons
- ISO/IEC DTS 17021-5 – CA – Requirements for bodies providing audit and certification of management systems – Part 5: Competence requirements for the certification of asset management systems

Mr Duffy noted that another part of ICAC's responsibility is to monitor the appointment of US Experts to CASCO Working Groups. The last Call of Experts had to do with a Joint Working Group with ISO/TC 207/SC 7 on Greenhouse Gases. When such call is made, those interested are invited to contact the General Secretary and the Chair to make that interest known.

During discussion it was noted that ISO/IEC 17025 on Laboratories had, apparently, been approved for reaffirmation. However, CASCO is considering the need to revise this document and a decision is expected to be made in the near future. Ms Sterling was asked to contact Mr Lane Hallenbeck, CASCO Chair, to obtain a status report on this subject for the next CAPCC meeting on 29 April. (**ACTION ITEM #1**)

Mr Duffy noted that the CASCO Systematic Review procedure and its relationship to the CABPUB process will be discussed later in the meeting.

#### **4. Status Report on IEC/TC 82 – Solar Photovoltaic Energy Systems Activities Concerning Conformity Assessment, George Kelly, TC Secretary**

Mr Kelly, international Secretary of IEC/TC 82, provided a status report on the TC's activities in the area of conformity assessment. **(ATTACHMENT B)** He also provided background information on the establishment of the new IEC Renewable Energy System. He noted its common elements and proposed Management Structure and reported on an initial kick-off meeting that took place on 18 October 2013 in Aarhus, Denmark. Mr Kelly highlighted the actions of IEC/TC 82 directed toward interface with this new System. During his presentation he mentioned the possibility of the use of ASTM standards in IEC and noted that this would likely require CAB approval.

During discussion, Mr Butterfield raised the issue of three existing converter standards and the possibility of accelerating national harmonization and adoption of IEC standards. It has been proposed that a subcommittee be formed that might draft an action plan for promoting national adoption of IEC Standards. Mr Butterfield was encouraged to raise this item with the Chair of the USNC Technical Management Committee, Mr Alec McMillan. **(ACTION ITEM #2)**

#### **5. Up-date on CAB/IEC TC 88 Certification Advisory Committee (CAC), Sandy Butterfield, Chair, IEC/TC 88, Boulder Wind Power**

Mr Butterfield provided a status report and accomplishments of IEC/TC 88 and, particularly, the CAB/IEC TC 88 CAC and WT CAC SC 22 – Wind Turbine Certification Advisory Committee Subcommittee 22. **(ATTACHMENT C)** He also highlighted TC 88's integration into the IECRE and discussed the timeline by which actions are expected to happen. He also suggested the following actions that the USNC/IEC might consider to move the process along.

- Consider hosting the 1<sup>st</sup> IECRE Management Committee meeting in September 2014, Venue TBD
- Consider forming US – IECRE TAG

#### **6. Report by Jonathan Colby, Verdant Power, Member, CAB WG 15 – Marine Energy – Conformity Assessment**

Mr Colby report on CAB WG 15 – Marine Energy – Conformity Assessment, its current membership, structure and activities. He too discussed the new IECRE System and highlighted how CAB WG 15 was positioning itself to contribute to this effort. **(ATTACHMENT D)** He highlighted the following Next Steps and Needs for the US:

- Establish a US Member Body for IECRE System
- Determine US Member Body Governance
- Identify a US Member Body Secretariat
- Appoint members to ME OMC

- Approach US CBs, TLs, etc to join
- Approach US industry to inform and join

## **7. Dialogue with Kerry McManama, IECEE Executive Secretary, IEC Central Office**

Mr McManama was attending this CAPCC meeting in his new capacity as IECEE Executive Secretary. During his presentation he highlighted the following items:

- current structure, membership, statistics defining the IECEE System
- changes in IECEE Executive Secretary - what it will mean as far as operations
- Change in any philosophy or org structure with Mr McManama at the helm - WGs etc
- change in the System and new offerings
- high priority areas such as "security"

Mr McManama also engaged the USNC Conformity Assessment community in an extensive dialogue on a number of IECEE "issues" that are currently being considered. He invited constructive criticism and comment on these issues and any initial USNC positions/thoughts related to potential governance changes within the Systems/CAB. Mr McManama also discussed financial issues and the revenue/cost model currently being used by the IECEE. He also talked about the relationship of his work to the other IEC Systems.

### **(ATTACHMENT E)**

## **8. Presentation by Mr David Hanlon, IEC Conformity Assessment Board (CAB) Secretary**

Mr Hanlon provided a status report on CAB activities and dialogued with CAPCC on related issues involving, among other subjects, the CAB reorganization and the new IEC System on Renewable Energy. He highlighted the following:

- Recent developments in Affiliate Conformity Assessment Status
- Recent developments – WG 16 Systems – Approach CA  
Workshop 31 March 2014, Geneva. Mr Hanlon invited contact points for the following areas: Smart Grid, Industry Automation, Avionics, Oil/Gas, Utility
- IECRE – Renewable Energies  
Basic Rules to be considered for approval by CAB – June 2014  
First Management Committee meeting planned for September 2014 if CAB votes approval.
- IEC CA Governance Structure Proposal

Issues:

- 1) Establish the proper balance between the operational authority of the CA Systems and the legal responsibility of the IEC.
- 2) Secure balanced stakeholder representation in CA decision-making processes at national and international levels.
- 3) Create a management structure that has the mechanisms to anticipate and effectively respond to CA needs for emerging technologies, products and markets.
- 4) Facilitate the use of schemes across current and new CA Systems to effectively and efficiently respond to market needs.
- 5) Apply best business practices and seek to add value for all stakeholders.

**(ATTACHMENT F)**

Mr Hanlon called attention to the following Briefing Paper - Governance structure for IEC Conformity Assessment, which has been circulated for comments before 29 January 2014.

**(ATTACHMENT G)**

A lengthy discussion following in which the USNC's comments on this Briefing Paper were considered. Mr Duffy reported that he, Joan Sterling and Steve Margis, and anyone else interested, would meet the next day in order to draft the initial USNC Position Paper. It was agreed that these comments would address the current Briefing Paper and not earlier versions. It was also suggested that National Committees be given the opportunity to see and review the comments of all National Committees. The following points were among the points that should be included:

- Demonstrate lack of balance. What does balance mean?
- Stakeholder group similar to National Committee CA Committee requirement
- National Committees are members of IEC and vote – Proposed appointed members same as NCs  
Could support proposal if appointed members did not have the right to vote.
- Support the establishment of National Committee CA Committee. Need Guidelines/Metrics.

During further discussion, it was suggested that IEC should to do something meaningful in the area of training and communications to broader audiences and particularly to academia. If we were successful in encouraging even a small percentage of the IEC community to become more active a significant result would follow.

**9. Danger to Life and Property – IECQ Wages War Against Counterfeit Components  
- Stan Salot, Jr.**

At the request of CAPCC at the last meeting, Mr Salot presented his presentation on “The Impact of Counterfeits on Society” from the IECQ perspective.

**(ATTACHMENT H)**

**10. IEC Renewable Energy System (IECRE)**

Mr Duffy again reminded CAPCC that it is anticipated that the enabling documentation for the initiation of the IECRE will be approved by CAB at its June 2014 meeting. By then the USNC should be well on its way to determining if it will establish a USNC/IECRE and, if so, what its structure and organization will be. A preliminary teleconference was held among interested constituents on Monday, 16 December 2013 including Jonathan Colby (TC 114), Sandy Butterfield (TC 88) and George Kelly (TC 82). The following questions were considered as were questions related to the possibility of the USNC hosting the 1<sup>st</sup> Management Committee meeting of the new System in the US later this year.

Subjects to be Discussed in Establishing USNC IECRE

Establishment of USNC IECRE

1. Who are the primary contacts that will likely become members of the USNC IECRE?
2. What entities are likely to be interested in being delegated as Secretariat/Secretary?
3. How long will it likely take to draft the first set of Operating Procedures?
4. Is it required for the USNC IECRE to be in place prior to the Management Committee meeting? If not, how can the USNC be officially represented and participate in the MC meeting?
5. What are the timelines and significant dates required by the IEC Central Office?
6. Should the USNC via its communication channels and via ANSI Standards Action announce the establishment of the IECRE and invite interest?
7. Is it too early to recommend a decision on the part of USNC CAPCC and Council in January 2014 as to the US involvement in the new System?
8. What is the funding mechanisms for USNC IECRE?
9. What would be the lower level structure within USNC IECRE(for ME, WT, PV)?
10. What would be the treasurer function (who holds the money and pays the USNC IECRE dues?)

## **USNC Hosting of IECRE Management Committee in the US (Tentative September 2014)**

1. Where and when should the first meeting of the IECRE Management Committee take place?
2. Will the official Management Committee be in place at that time and how will its membership be chosen if the National Committee structures are not yet in place?
3. What sort of hospitality and social events should be planned?
4. How are the funds and administrative support to be arranged? When might the development of a tentative budget be in order?

After a detailed discussion of the above, it was officially decided to establish a CAPCC Renewable Energy Task Force with the purpose of drafting the initial operational procedures and considering the structure, secretariat and financial requirements for an eventual USNC/IECRE. Mr Jonathan Colby agreed to chair this Task Force and the initial membership is as follows:

Jonathan Colby  
Tim Duffy  
Sandy Butterfield  
Bill Fiske  
George Kelly  
Steve Margis  
Ed Mikoski, Jr.  
Tony Zertuche  
Charlie Zegers

Further, it was agreed that CAPCC would put forward and support the nomination of Sandy Butterfield as Chair of the IECRE.

### **10.1 USNC to Host IECRE Management Committee Meeting**

Mr Duffy reported that as a result of a conversation between Charlie Zegers and Chris Agius at the IEC General Meeting in New Delhi, consideration is being given to the possibility of hosting the 1<sup>st</sup> meeting of the IECRE Management Committee in the US in September 2014. Conversation and planning has only just begun and, obviously, much will depend on whether or not the CAB approves the System's operational documents at its meeting in June. Subjects such as who will meet, for how many days, how many people are involved, whether or not Scheme management bodies will also meet in breakout groups, etc. are being considered but decisions have yet to be made. It was suggested that even if the Management Committee doesn't meet in all likelihood, an RE Forum/Symposium will be held. It was agreed that CAPCC endorses the hosting of this meeting and establishes a CAPCC RE Management Committee Meeting Planning Task Force to investigate suitable venues, financial support mechanisms, and logistics to propose a full plan for CAPCC's approval. Jonathan Colby agreed to serve as Chair. The following members volunteered to participate and the primary goal is to develop a detailed plan of action as well as a proposed budget.

Jonathan Colby  
Sandy Butterfield  
Bill Fiske  
George Kelly  
Steve Margis

Ed Mikoski, Jr  
Joel Solis  
Jim Matthews  
Tony Zertuche  
Charlie Zegers

**General Secretary's Note:** As a result of the 1<sup>st</sup> teleconference of these two Task Forces, it was suggested and agreed that they be merged into one and that Task Force is now operational.

## **10.2 Voting Within the IEC CA Structure**

Within the new IECRE System, recommendations are being made to change the voting at the OMC level in a way that allows interest groups to have a vote in addition to member body votes. If this consideration moves to the System MC level the CAB will certainly have to be involved. An open CAPCC discussion took place. It was anticipated that this item will be escalated through IEC channels for further recommendation.

## **11. Report on the Last CAB Meeting – 22 October 2013, New Delhi, India**

### **11.1 List of Decisions/Confirmed Report – 22 October Meeting**

Mr Duffy called attention to the List of Decisions from the 22 October meeting (CAB/1221/DL) and the Confirmed Report of that meeting (CAB/1230A/RM). He highlighted the following Decisions:

- **Decision 34/2** Guideline of the Systems' general reserves
- **Decision 34/5** CABPUB process report  
Mr Duffy reported that CASCO NWIPs will be included in the CABPUB process on a trial basis. The USNC must coordinate with ICAC to ensure that if vote is affirmative an Expert is appointed. With respect to the Systematic Review Process and the Clarification Process further clarification is needed.
- **Decision 34/6** New RE system time table
- **Decision 34/13** WG 12, Energy Efficiency  
AHAM comment address, however, many still question the need for this work.
- **Decision 34/23** IECEE Executive Secretary appointment
- **Decision 34/25** Guidance document, e-learning and training for standards writers concerning conformity assessment in standards  
David Hanlon has been charged with draft a module that will

provide guidance on the subject of conformity assessment vis a vis standards. It was noted that this item must be fully vetted by CAB and the SMB.

- **Decision 34/28** ITU: Initiative on conformity assessment and interoperability  
CAB has asked for additional details before a decision is made concerning ITU's interest in conformity assessment.

## **11.2 CAB Elections**

Elected/re-elected by Council the following four CAB Members for three-year terms (2014-2016) (C/1828/INF)

Mr Ian Forte (Australia)  
Mr Marcos Aurelio Lima de Oliveira (Brazil)  
Mr Didier Bourges (France)  
Mr Tim Duffy (US)

## **11.3 USNC Proposal Concerning ISO/CASCO New Work Item Proposals and Systematic Review Inclusion in the CABPUB Procedure**

Discussed earlier.

## **11.4 CAB WG 10 – CAB Policy and Strategy**

Ms Sterling reported on the WG is working on strategic issues related to the IEC Masterplan as well as developing a mechanism for capturing past CAB decisions in a usable format.

## **11.5 CAB WG 11 – Systems Issues**

The effort to develop a basic set of rules for the CA Systems is being pursued by the CAB Chair.

## **11.6 CAB WG 12 – Energy Efficiency**

Mr Duffy noted that there was limited interest in participating in this WG. If anyone is interested please make that interest known to the Chair and the General Secretary.

## **11.7 CAB WG 16 – Systems Approach in CA**

The current USNC Experts on CAB WG 16 are Ms Sterling and Messrs Duffy, Margis and Gillerman. Planning is proceeding for a Workshop on Systems Conformity Assessment to be held in Geneva on 31 March 2014. During discussion concern was expressed for the scheduling of WG 16 meetings without adequate notification to allow all members to attend. This has happened on a number of occasions.

## **12. Preparation for Next CAB Meeting – 16 June 2014**

### **12.1 Activities Anticipated for CAB Meeting - 16 June 2014, Geneva**

Mr Duffy noted that it is too early for a Draft CAB Agenda for the June meeting but it is anticipated that the two primary issues will be as follows:

- The IECRE Rules
- CAB Reorganization

The next CAPCC meeting will take place after the deadline for submitting issues to CAB so if specific topics come to mind submit them to the CAPCC Officers and General Secretary as soon as possible. In the meantime, no other contentious issues have been noted and, if they are, CAPCC will be so advised.

### **12.2 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 2013, no nominations were made by the USNC. He encouraged careful consideration of this Award when the related Administrative Circular is provided so that we are prepared to participate in the 2014 program.

### **12.3 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 was to have been revised to include both Standardization and Conformity Assessment. However, the related Administrative Circular (AC/1/2014) is not written to include CA. The General Secretary was requested to contact the IEC Central Office to question why this action was not taken in AC/1/2014. **(ACTION ITEM #3)**

**General Secretary's Note:** It can be reported that AC/1A/2014 has been circulated and it does correct this oversight.

### **12.4 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.

## **13. Status Reports of High Priority Issues for Each System**

### **13.1 Report – President’s Task Force on Conformity Assessment Systems**

Mr Zegers reported that the Task Force met the previous day in Casa Grande to review a number of outstanding comments received on the Procedures of the three USNC Systems. Several clarifications have been requested particularly from ANSI’s Legal Counsel and if the answers are affirmative the Procedures will be circulated to CAPCC and then to Council for approval.

### **13.2 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 **ATTACHMENT I**. He highlighted the following:

- Administration
  - Officers
  - Roster Review
  - 2014 Meeting Sechedule
- 2014 Events
  - Policy & Strategy Committee & CMC – WG Meeting – Geneva
  - CTL Annual Meeting – Japan
  - IECEE Certification Management Committee Meeting – Australia
- IECEE Promotional Sheets
- National Standards Adoption

### **13.3 IECEEx and USNC/IECEEx**

Mr Evans Massey provided a brief report on the IECEEx System and the activities of the USNC/IECEEx His report is provided as **ATTACHMENT J**. He highlighted the following:

- USNC/IECEEx Administration
  - Membership
  - Meeting Schedule
- IECEEx Annual Meetings - Report
- Report on Action Items
  - Core Element 5

During discussion it was recommended that Mr David W Johnson, OSHA, again be invited to meet with CAPCC for its September 2014 meeting at TIA, Arlington, VA.

### **13.4 IECQ and USNC/IECQ**

Mr Stan Salot provided a brief report on the IECQ System and the activities of the USNC/IECQ. His report is provided as **ATTACHMENT K**. He highlighted the following:

- Administration  
USNC/IECQ Officers  
USNC/IECQ Advisory Groups (AGs)
- USNC/IECQ Organization Membership  
Voting Members  
Non-Voting Members
- USNC/IECQ Activities  
ANSI-ASQ National Accreditation Board  
Small Business Administration Development Centers  
SAE
- IECQ Officers
- IECQ Working Groups
- IECQ Membership/Activity Update  
IECQ Organization Status  
IECQ Certifications  
Program/Scheme Development Activities  
Financial Position  
2014 IECQ Management Committee Meeting

### **14. USNC Strategic Objectives Program**

Mr Duffy reminded the Members of the following Core Element 5 of the USNC's Strategic Objectives Program which has been assigned to CAPCC.

- Core Element 5: Coordinating USNC positions on Electrotechnical Conformity Assessment (CA) issues which related to, or impact, the IEC global agenda    Champion: Timothy T Duffy

He provided a brief report on the status of this activity and noted that the USNC/IECEX has already acted on several items assigned to it. Mr Duffy prompted a discussion of each of the items and invited additional comments. He anticipated that a revised Core Element 5 report would be available for the next CAPCC meeting.

## **15. Status Report on US Government Activities Related to Conformity Assessment -**

No report was available.

Mr Matthews called attention to the announced Standards in Trade Conference NIST will be holding on 24 – 27 March 2014. The Conference will focus on Standards and Conformity Assessment for Electrical and Electronic Products in the ASCEAN Region. Mr Matthews questioned why CAPCC isn't more actively involved with NIST in this activity although a number of its members will be participating? He reminded the Committee that it has responsibility for electrotechnical conformity assessment activities not just IEC. Mr Duffy provided background information on this Conference.

During discussion, it was recommended that CAPCC request Mr Gordon Gillerman to provide regular, written reports for each CAPCC meeting. Further it was stated that there is nothing to prevent the CAPCC constituency from contributing to these NIST hosted Conferences. Mr Gillerman mentioned this particular Conference at the last CAPCC meeting and there scheduling is announced in the Federal Register.

## **16. 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. No issues or topics were suggested.

## **17. FINCA (Forum of the IEC National Committees of the Americas) (Argentina, Brazil, Canada, Chile, Columbia, Mexico and USA) (Philip M Piqueira, GE, USNC President)**

Mr Piqueira reported that the 2014 FINCA meeting is scheduled for Chile, with Chile serving as Host and Secretary and the USNC serving as Chair. We have an opportunity to work with Chile to organize the program including one or two Workshops. A Conformity Assessment topic would be very much appreciated.

## **18. CAPCC Task Force on Conformity Assessment Communications**

In Mr Gillerman's absence, 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. The membership consists of the following with Gordon Gillerman, agreeing to Chair the group and Sonya Bird agreeing to provide liaison to the USNC Communications and Continuing Education Committee:

Gordon Gillerman (Chair)  
Tim Duffy  
Sonya Bird  
Lane Hallenbeck  
Joan Sterling  
Charlie Zegers  
Diane C Thomson, SES (Invited)

#### **18.1 SES/USNC Webinar on Conformity Assessment**

Mr Duffy reported that the SES was planning a Webinar on Conformity Assessment and he had been asked to be part of the panel. The Webinar is scheduled for Wednesday, 16 April 2014 (1:00 to 2:30 p.m. (EST)) and the USNC/IEC will be helping to publicize this event.

#### **18.2 Draft Terms of Reference – CAPCC Task Force on Conformity Assessment Communications**

Mr Duffy called attention to the Draft Terms of Reference for the USNC CAPCC Task Force on Electrotechnical Conformity Assessment Communications (**ATTACHMENT L**) which has been developed for the Committee's consideration. It was agreed that this Draft would be circulated to the Committee for vote by correspondence. (**ACTION ITEM #4**)

#### **18.3 USNC CAPCC Conformity Assessment Bibliography**

CAPCC has agreed to maintain a CA Bibliography and any suggestions for items to be included would be greatly appreciated.

#### **18.4 Generic Power Point Presentation on Conformity Assessment**

Mr Zegers reported that an effort is underway to develop a generic PowerPoint presentation on Conformity Assessment which can be made available to those interested. One presentation being used as a basis is the one given by Mr Stan Salot as part of the USNC/Costa Rica Workshop in San Jose, Costa Rica in June 2013. Another presentation is one by Joan Sterling given at an SES Conference several years ago. The USNC also has a Generic PP Presentation on the USNC and IEC which is available on its Website for contacts who want an overview of the structure and operations of the two organizations. It is felt that a similar overview of Conformity Assessment might be worthwhile. During discussion, it was agreed that the SES Webinar in 2014 might prove to be reference source.

## **18.5 USNC Current**

Mr Zegers reported that one of the 2014 quarterly issues of the newsletter, USNC Current, will be dedicated to Conformity Assessment. Suggestions for related articles were invited. During discussion the following possibilities were mentioned:

- IEC RE
- NIST's Standards in Trade Conference - Standards and Conformity Assessment for Electrical and Electronic Products in the ASCEAN Region

During discussion it was suggested that the scope of this newsletter be broadened by reference to it in ANSI media.

## **18.6 IEC Guidance Document, E-Learning and Training for Standards Writers Concerning Conformity Assessment in Standards**

During discussion, it was suggested that the USNC Staff work closely with David Hanlon and other IEC Staff to accomplish the subject action in the shortest possible time.

## **19. Action Items**

### **Action Item**

#### **2014-01-21 #1**

**Joan Sterling**

Ms Sterling was asked to contact Mr Lane Hallenbeck, CASCO Chair, to obtain a status report on this subject (CASCO considering need to revise ISO/IEC 17025) for the next CAPCC meeting on 29 April.

### **Action Item**

#### **2014-01-21 #2**

**Sandy Butterfield**

Mr Butterfield was encouraged to raise this item (accelerating national harmonization and adoption of IEC standards) with the Chair of the USNC Technical Management Committee, Mr Alec McMillan.

### **Action Item**

#### **2014-01-21 #3**

**Charlie Zegers**

The General Secretary was requested to contact the IEC Central Office to question why this action (Inclusion of Conformity Assessment in the Rules and Regulations for the IEC 1906 Award) was not taken in AC/1/2014..

### **Action Item**

#### **2014-01-21 #4**

**Charlie Zegers**

It was agreed that this Draft (Communications Task Force) would be circulated to the Committee for vote by correspondence.

## **20. Next CAPCC Meeting/Teleconference**

It was agreed that the next CAPCC Meeting would be held on Tuesday, 29 April 2014 at Rockwell Automation, in Mayfield Heights, OH, in conjunction with the next TMC and Council meetings.

## **21. 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 Lorrie Pena and Jim Rhodes of SBDC for their efforts on our behalf.

The meeting was adjourned at 4:45 p.m. (MST)

Respectfully submitted,  
Charles T Zegers  
General Secretary, USNC/IEC  
24 March 2014