



**USNC Conformity Assessment Policy Coordinating Committee
DRAFT MINUTES**

**Hosted by Telecommunications Industry Association
1320 N Courthouse Rd #200
Arlington, VA 22201**

**Tuesday, 11 September 2018
9:00 am – 4:00 pm (EDT)
(Meeting #27)**

Members Participating

Tim Duffy – USNC VP CA, Chair
Steve Margis – USNC CAPCC Vice-Chair
Wynn Bowman
Dan Brake
Jonathan Colby
Ryan Franks
Elisabeth George
Paul Green
Lane Hallenbeck
George Kelly
Bill Lawrence
Evans Massey
Richard McDermott
Edward Mikoski
Amy Phelps
Gary Schrempp
Robert Sherwin
Joel Solis*†
Joan Sterling
Matt Williams
Michael Woodford*
Jianchao Zeng
John Thompson
Philip Piqueira
Steven Rood
Sonya Bird
Tony Zertuche, General Secretary

Rockwell Automation
UL LLC
Star Associates International
NextEra Energy
ARESCA
CSA Group
Philips
Intel Corp
ANSI
ARESCA
FM Approvals LLC
ABB Motors and Mechanical Inc.
ECCC
ECIA
National Institute of Standards and Technology
Dell Inc.
ARESCA
NEMA
Intertek
AHAM
AHRI
FDA
UL Inc.
UL Inc.
Legrand, North and Central America
UL Inc.
USNC / ANSI

Guests Participating

Kazimier Gawrzyjal
Laura Hussey
Marianna Kramarikova

Dell Inc.
NERC
TIA

Bob Kretschmann
Kevin Lippert
Angus Low
Joseph Musso
Florence Otieno
Kristen Palma
Kendall Szulewski-Francis
Joe Tretler

Rockwell Automation
Eaton
Rockwell Automation
UL Inc.
TIA
USNC
USNC
ANSI

Members Not Participating

Gabriel Alsenas
Don Baker
Ed Donahue
Dalia El Tawy
Ben Johnson
Paul Kelly
Paul Moliski
Kevin Wolf

Florida Atlantic University
Component Trends
Mutual Cornell Environmental
Siemens USA
Thermon Manufacturing Co.
UL Inc.
Intertek
Intertek

* = Via Teleconference

† = Part-time

Section 1 – Welcome, Opening Remarks and Introductions

1.1 Welcome, Opening Remarks, Introductions

Mr. Tim Duffy called the meeting to order at 9:00 AM (EDT). He welcomed all those in attendance and thanked Ms. Florence Otieno and TIA for hosting the September USNC Management Meetings. Ms. Otieno introduced herself and provided an overview of the meeting logistics. Each attendee then introduced themselves and their organizations.

CAPCC members introduced themselves, their organizations, and which entity they are representing on CAPCC.

1.2 Approval of Draft Agenda

Mr. Duffy drew attention to the meeting's agenda, **USNC/CAPCC 217A**. Paul Green recommended an editorial change that Outstanding Action Item #2018-05-02 should state "The USNC staff will work with the chair of the CAPCC Subcommittee of Operating Procedures to schedule a meeting of this group as soon as possible to complete the review of the current CA Systems' Operating Procedures." No other comments were offered. It was moved, seconded and

VOTE #1 To Approve the Agenda with Changes (USNC/CAPCC 217A)
(This motion was approved unanimously)

1.2.1 Approval of Consent Agenda

(a) Approval of the Minutes

Mr. Duffy drew attention to the minutes from the May 2018 Meeting in Round Rock, TX. No comments were offered. It was moved, seconded and

VOTE #2 To Approve the Minutes from the CAPCC Meeting in Dell on May 2018
(USNC/CAPCC 216)
(This motion was approved unanimously)

1.2.2 Approval of Balance Agenda

No comments were offered regarding the balance of the agenda.

Section 2 – Outstanding Action Items

#2018-01-04 – The USNC staff completed the first draft of the USNC Meeting Guide. This guide will be distributed shortly for review by the CAPCC, Council and TMC.

Status: Pending

#2018-05-01 – It was requested that at the June SMB meeting, Tony Zertuche speak with Jack Sheldon regarding his response as to how NCs can provide input on CASCO documents.

Status: Completed

#2018-05-02 – The USNC staff will work with the chair of the CAPCC Subcommittee of Operating Procedures to schedule a meeting of this group as soon as possible to complete the review of the current CA Systems' Operating Procedures.

Status: Completed

#2018-05-03 – The USNC staff will distribute the ISO/IEC 22603 document for CAPCC's review, and a meeting of the CAPCC Regulatory Working Group should be scheduled following the close of the commenting period to review any submitted comments on this document.

Status: Completed

#2018-05-04 – Ms. Amy Phelps will discuss ISO/IEC 22603 with her colleagues to see if NIST can organize a workshop or information session on the use of this document in government agencies and US industry.

Status: Completed

#2018-05-05 – The USNC/IECRE systems officers requested that Mr. Tony Zertuche, Mr. Tim Duffy and Mr. Steve Margis discuss concerns regarding the IECRE budget, specifically the IEC Central Office administrative costs, with IEC CO staff in June 2018.

Status: Completed

#2018-05-06 – It was requested that the link to the US CA Systems brochure be distributed to the CAPCC for use by all members. Please click [here](#) to view the brochure.

Status: Completed

#2018-05-07 – Mr. Tim Duffy requested that the USNC/IECRE officers create a summary report on IECRE's finances so Mr. Duffy and Mr. Steve Margis (the US CAB representative and alternate) can be prepared for this discussion at the June CAB meeting.

Status: Completed

#2018-05-08 – The CAPCC agreed that Mr. Tim Duffy should recommend to the USNC Council that the USNC freeze the US CA systems' dues at \$6,000 for the 2019 financial year.

Status: Completed

#2018-05-09 – Ms. Amy Phelps will distribute more detailed questions to CAPCC on the *Draft NIST*

Special Publication 2000-02 Conformity Assessment Considerations for Federal Agencies to gather feedback.

Status: Completed

Section 3 – Laura Hussey's Presentation on the Impact of Conformity Assessment within the NERC Areas of Responsibility

Ms. Laura Hussey addressed NERC's stance on Conformity Assessment. When an organization has a role in the electric power supply system, then they must take part in securing a protocol for those assets. The bar for writing NERC's Reliability Standards are high since NERC works with many diverse entities. There are three different scenarios in how these standards may be applied. The first being, the NERC board adopts a standard that the regulators will then enforce. The second option is for the standard to be accepted as filed. The third option is for NERC to provide directives as to how they want to see the standard implemented.

Ms. Hussey noted that, early on in NERC's standardization activities, NERC had worked with the industry to develop their organizational bandwidth. NERC has spent many years trying to get standards to a stable state through consistent, and as needed, changes that would ensure efficiency. An example of where this maintenance has taken place is NERC's Standards Efficiency Review, a process for reviewing NERC standards properly.

NERC recognizes that there is a need to create greater sustainable processes in the time frame set by their directives. The importance of having sustainable processes in place was emphasized when the August 2003 North American blackout took place, ultimately spurring conversations between the United States and Canada for regulatory standards. Liable organizations need to have a structure that allow them to function on an international basis. NERC also focuses on achieving a common set of reliability standards to develop consistency when serving each individual region and population in the U.S. and Canada.

Mexico is relatively new to the conversation of Reliability Standards. Mexico does not have the current capability to have a reliability framework similar to the rest of North America. Fortunately, Mexico has instituted reforms that will encourage them to adopt a reliability framework in the future.

Ms. Hussey concluded by again emphasizing the importance of having reliability standards. NERC has been successful in their Conformity Assessment efforts through the continued growth of standards interest and use of a unique multi-governance structure.

Section 4 – Report on WG 10 CAB Policy and Strategy

Mr. Steve Margis gave a report on the Working Group 10 document, **CAB/1733/R**. He discussed the progress that had been made on the SWOT analysis as a step towards the development of an IEC CAB Strategic Plan. The Strategic Plan will be prioritized in the development of the Masterplan Implementation Plan, in addition to the seven items that will be approved by the Council Board Task Force.

Section 5 – USNC CAPCC Subcommittee on Operating Procedures of USNC Conformity Assessment Systems

Mr. Margis provided a report on the activities of the CAPCC Subcommittee. In order to complete **Action Item #2018-05-02** Mr. Margis made a recommendation to the Chair for the Subcommittee to meet during the next break period. The group decided to have the CAPCC Operating Procedures Teleconference on 10 December 2018, from 12 pm to 3 pm (EDT). The CAPCC Subcommittee on Operating Procedures will release their first draft of operating procedures to the CA Systems by next CAPCC meeting in January 2019 (**ACTION ITEM #2018-09-01**).

Section 6 – Status Report on the USNC CAPCC Regulatory Labeling Working Group

Mr. Gary Schrempp provided his report on the USNC CAPCC Regulatory Labeling Working Group. A report, **USNC/CAPCC 218**, was distributed with the agenda for the CAPCC meeting. The CAPCC Regulatory Labeling Work Group met via teleconference in August of 2018. Mr. Schrempp drew attention to version five of ISO/IEC 22603. Mr. Gary Schrempp will send version seven of ISO/IEC 22603 to USNC Staff, who will then distribute the document to CAPCC (**ACTION ITEM #2018-09-03**).

Mr. Schrempp announced that he will continue to lead the USNC CAPCC Regulatory Labeling Working Group despite his stepping down from CAPCC.

Section 7 – Status Report on USNC CAPCC Communications Task Force

Mr. Schrempp provided a report on the CAPCC Communications Task Force. A report, **USNC/CAPCC 219**, was distributed with the agenda for the CAPCC meeting. Mr. Schrempp drew attention to the success of the Conformity Assessment webinar that took place on 9 August 2018, and thanked Steve Margis and Jonathan Colby for presenting with him.

Mr. Zertuche provided a communications-related ANSI update. Ms. Susanah Doucet is the new Director of Communications and Public Relations and has taken over the revision and changes of the new ANSI website. It was noted that the USNC should have a more prominent position on the ANSI website, and the new ANSI communications team has been very receptive to the prospect of having a USNC tab.

Mr. Duffy drew attention to the possibility of the USNC owning a separate USNC web domain besides the ANSI website. Mr. Thompson also noted that a separate domain will create ease of access and visibility.

The USNC CAPCC agreed to recommend to Council that the USNC explore and address the CAPCC members' concerns regarding USNC's presence on the ANSI website (**ACTION ITEM #2018-09-02**).

Mr. Schrempp announced that the CAPCC Communications Task Force will need a new leader since he will be stepping down from CAPCC. The USNC staff will distribute a call for nominations for a new CAPCC Communications Task Force Chair (**ACTION ITEM #2018-09-04**).

Section 8 – Liaison Reports

Mr. Duffy asked Mr. Lane Hallenbeck to give an update on ANSI in relation to Conformity Assessment. Mr. Hallenbeck announced that the next ANSI CAPC meeting will take place during World Standards Week. He also announced that the current CASCO Chair will be holding his last plenary meeting in Kenya later this year.

Mr. Duffy drew attention to the need to have a USNC CAPCC representative at the CASCO meeting. However, he also recognized that finding an available participant may be difficult since the CASCO meeting takes place soon before the IEC General Meeting.

8.1 ANSI Conformity Assessment Policy Committee (CAPC) – Ms. Joan Sterling gave a brief report on this committee, and noted that Mr. Hallenbeck gave a good summary of the committee's updates. It was also identified that Regulatory Labeling may be a topic of interest to CASCO.

Mr. Lane Hallenbeck will send the block-chain presentation to USNC Staff, who will then circulate the presentation to CAPCC (**ACTION ITEM #2018-09-05**).

8.2 ANSI International Conformity Assessment Committee (ICAC) – Mr. Duffy drew attention to **USNC/CAPCC 222**, an ICAC Summary of CASCO Ballots & Resolutions. Mr. Duffy

reviewed the list of pending ICAC documents and noted which documents had comments due.

Section 9 – Reports on the Conformity Assessment Systems

9.1 IECEE and USNC/IECEE – Mr. Robert Sherwin provided a report on the activities of the IECEE and the USNC/IECEE. A report of the IECEE and the USNC/IECEE will be attached to the minutes of this meeting (**ATTACHMENT A**). Mr. Sherwin gave an update of the status of the 2018 IECEE revised invoice. There are currently no funds to pay for the existing invoice, and the invoice has thus far been extended to June of 2019. Of the total amount due, 75% of the funds have been collected. Mr. Sherwin noted that the USNC/IECEE is financially stable despite the issues with IECEE at the international level.

9.2 IECEE and USNC/IECEE – Mr. Duffy provided a status report on the activities of the IECEE and the USNC/IECEE. A report, **USNC/CAPCC 220**, was distributed with the agenda for the CAPCC meeting. Mr. Duffy recommended a motion to renew the USNC/IECEE terms of office for Mr. Tim Duffy (Chair), Mr. Steven Margis (Vice Chair), Mr. Paul Moliski (Vice Chair) and Mr. Paul Green (Treasurer). It was moved, seconded and

**VOTE #3 To Approve the renewed USNC/IECEE terms of office for Mr. Tim Duffy (Chair),
Mr. Steven Margis (Vice Chair), Mr. Paul Moliski (Vice Chair)
and Mr. Paul Green (Treasurer).
(This motion was approved))**

The IECEE is extending their mentoring program with Chile. This will continue the U.S. and Chile relationship that was established under the previous USNC mentoring program. The IECEE is looking to host their CMC meeting in Jamaica in 2020.

9.3 IECEEx and USNC/IECEEx – Mr. Evans Massey provided a status report on the activities of the IECEEx and the USNC/IECEEx. A report, **USNC/CAPCC 223**, was distributed with the agenda for the CAPCC meeting. Mr. Massey recommended a motion to approve Mr. Scott Kiddle for a new term as Vice Chair of USNC/IECEEx. It was moved, seconded and

**VOTE #4 To Approve Mr. Scott Kiddle for a new term as Vice Chair of USNC/IECEEx.
(This motion was approved)**

Mr. Massey expressed concern that IECEEx does not have the appropriate level of IT support from the IEC. IECEEx does not use the IEC Meeting Registration System and IECEEx has a separate online decision system. Mr. Joel Solis recommended raising the issue at the FINCA meeting in order to receive assistance and resources from other FINCA countries. Mr. Duffy stated that a considerable issue is the decentralization of IT resources. IECEEx should not wait for IT Central Office to provide needed support.

9.4 IECQ and USNC/IECQ – Mr. Richard McDermott provided a brief status report on the activities of the IECQ and the USNC/IECQ. An updated report of the IECQ and the USNC/IECQ will be attached to the minutes of this CAPCC meeting (**ATTACHMENT B**).

Section 10 – Status Report on US Government Activities Related to Conformity Assessment

Ms. Amy Phelps provided a report on US Government activities related to conformity assessment. Mr. Gary Schrempp will reach out to Mr. Gordon Gillerman of NIST for more information regarding possible

workshops or information sessions on the use of ISO/IEC 22603 (**ACTION ITEM #2018-09-06**).

Ms. Phelps drew attention to two CA publications that will be published by the end of the 2018 fiscal year. Ms. Phelps gave a general thank you to those who submitted comments during the public comment period.

Mr. Jianchao Zheng announced that Mr. Scott Colburn will be presenting a webinar on the ASCA program on 1 November 2019 at 1 pm (EDT).

Section 11 - USNC Vice President – Conformity Assessment Nominations

Mr. Duffy's term for USNC VP – Conformity Assessment will be ending in 2019. The USNC staff will distribute a call for nominations for the position of USNC Vice President – Conformity Assessment and IEC CAB Representative (**ACTION ITEM #2018-09-07**). Mr. Zertuche stated that all those who are interested in this Vice President role should reach out to him or to Ms. Kristen Palma for more information. Mr. Zertuche will be providing an outline of the USNC VP – Conformity Assessment position with the call for nominations.

Mr. Duffy mentioned the limitations on the eligibility for Chair and Vice-Chair. The IEC limits participation on CAB by stakeholder groups. The CAB representative and CAB alternate cannot come from the same stakeholder group. This limitation must be considered during the nomination process.

Section 12 – IEC Conformity Assessment Board Issues

12.1 Review of CAB Decision List from Meeting on 10 June 2018 in

Geneva, Switzerland – Mr. Duffy highlighted key topics on **CAB/1758/DL** for this review.

12.2 Review of IEC CAB October 2018 Agenda – Mr. Duffy reviewed the draft agenda and noted that there were no items of significant interest or concern (**ATTACHMENT C**).

12.3 IEC CAB Elections

1. As noted in **C/2134/INF**, appointment by Council in Busan of two “Automatically Appointed Members” of the Conformity Assessment Board (CAB) for a three-year term of office (2019-2021):
 - Mrs Yumin BO (China)
 - Mr Rajeev VAGDIA (United Kingdom)
2. As noted in **C/2135/INF**, election/re-election by Council in Busan of two members of the Conformity Assessment Board (CAB) for a three-year term of office (2019-2021):
 - Mr Byoung-Kuk LEE* (Korea, Republic of)
 - Mr Fredrik WENNERSTEN* (Sweden)
 - Mr Cengiz Mehmet BATIGUN (Turkey)

Mr. Duffy noted that both Korea and Sweden are already current members of CAB. While Mr. Duffy would like to recommend Korea and Sweden, he raised a concern regarding the participation of other nations on IEC boards. Mr. Margis recommended that if these other countries were committed to the work, they should demonstrate their skills and interest on working groups so that they may increase their chances of

winning a ballot.

The USNC CAPCC agreed to recommend to Council that the US vote for Professor Byoung Kuk Lee (South Korea) and Mr. Fredrik Wennersten (Sweden) for three-year terms on the IEC CAB (**ACTION ITEM #2018-09-08**).

Section 13 – IEC 82nd General Meeting (GM) on 22 October 2018 in Busan

- **Renewable Energy Regulator Forum** – Mr. Duffy noted that the USNC will be participating. Mr. Duffy also brought to the group's attention that Korea is still seeking regulators to participate in the Forum.
- **IEC 2018 GM Bilateral Meetings** – The USNC Staff emphasized the importance of engaging discussion topics for the bilateral meeting agendas. The USNC will be meeting with China, the United Kingdom, Germany, Korea, and Japan at the IEC General Meeting. It was requested that USNC Council, TMC and CAPCC members submit suggested agenda topics for these bilateral meetings to Mr. Zertuche or Ms. Szulewski-Francis (**ACTION ITEM #2018-09-09**).

Section 14 – Conformity Assessment Issues in the Americas

- **FINCA** – FINCA will be taking place in Mexico City, Mexico, on 10 – 12 October 2018.
- **PTB Sponsored Event in South America** – Mr. Zertuche drew attention to the fact that some of the language on the event's agenda were misrepresenting the FINCA and COPANT titles. He contacted both COPANT Executive Director and IEC Regional Director to correct this which was promptly addressed.

Section 15 – USNC Interface with Other Regional & International Organizations

Mr. Zertuche provided an update on the USNC's regional outreach initiatives:

- **COPANT – Internship on Conformity Evaluation, Product Certification** – Mr. Zertuche presented this opportunity to the group.
- **APCF** – Mr. Zertuche updated the CAPCC on the new Forum that will have their second meeting of the year at the IEC GM. The main purpose of this meeting is to review the report dealing with regional balance and succession planning. He noted that many countries have the ability to be active in succession planning, and that this report will be presented at APCF on the Tuesday of the IEC General Meeting.
- **USNC Country Mentoring Program** – Mr. Zertuche updated the CAPCC on the USNC's progress of mentoring Vietnam and CROSQ. The USNC has now received MOAs from IEC Central Office for both entities. The USNC has started to invite them to U.S. workshops, webinars, and other educational opportunities. CROSQ has conveyed that the USNC should prioritize the mentoring of Vietnam over CROSQ due to Vietnam being more advanced in their standards and conformity assessment programs. The CROSQ mentoring program will begin in October 2018 and have a two year term. If anyone has ideas for the mentoring program, please send input to Mr. Zertuche or Mr. Thompson.

Section 16 – USNC and CAPCC/CAB Meeting Schedule 2018 and Beyond

Mr. Duffy reviewed the upcoming USNC and international meeting schedule for the 2018 year and beyond.

Section 17 – Summary of Votes and Action Items

Please see, USNC/CAPCC 224 – Resolutions – September 2018.

Section 18 – Adjournment

Mr. Duffy again thanked all those in attendance and TIA for hosting these USNC meetings. Mr. Duffy adjourned the CAPCC meeting at 3:55 PM (EDT).