



USNC Conformity Assessment Policy Coordination Committee
DRAFT MINUTES

Tuesday, 23 January 2024
9:00 AM – 4:00 PM (PT)
(Meeting #43)

Hosted by ANSI
Hilton Union Square
333 O'Farrell Street
San Francisco, CA 94102

CAPCC Members in Attendance

Joan Sterling, VP – Conformity Assessment
Tim Duffy, CAPCC Vice Chair
Ron Borowski*
Jonathan Colby*
Bruce Desmond*
Elisabeth George*
George Kelly*
Scott Kiddle*
Steven Margis
Evans Massey*
Ed Mikoski
Dave Osborn
John Park*
Amy Phelps*
Bob Sherwin*
Veronica Lancaster, USNC President
Kevin Lippert, USNC Immediate Past President
Hae Choe, VP – Technical
Pete Pondillo, VP – Finance
Tony Zertuche, USNC General Secretary
* *Virtual Participant*

NEMA
Rockwell Automation
Eaton
Streamwise Development
Phoenix Contact
USNC Honorary Life Member
Sunset Technologies
ABB
UL Solutions
USNC Honorary Life Member
ECIA
Philips
AHAM
NIST
ARESCA
CTA
UL Standards & Engagement
NEMA
Corning
USNC/ANSI

CAPCC Guests in Attendance

Masood Abrishamcar*
David Anderson*
Michael Atlass
Zekarias Bekele*
Kristen Califra*
Katherine Galindo*

Intel
FM Approvals
Qualcomm
CSA Group
ANSI
Colombian NC

Kerrienne Haresign	CTA
Katy Holdredge*	UL Solutions
Angus Low*	Intel
Warren Merkel*	ANAB
Luisa Pallares*	Colombian National Committee
Lina Pulgarin*	Colombian National Committee
Robert Paxman*	Intel
Rui Peng	FDA
Will Susiene*	Intel
Daniel Trillos*	Colombian National Committee
Joe Tretler*	ANSI
Ade Gladstein	USNC/ANSI
Megan Pahl	USNC/ANSI
Mackenzie Connors	USNC/ANSI
Suhey Estevez*	USNC/ANSI

* *Virtual Participant*

CAPCC Members Not Participating

Eric Franca	FDA
Gabriel Alsenas	Florida Atlantic University
Kevin Wolf	Intertek
Mike Leibowitz	NEMA
Paul Green	Intel
Paul Moliski	Intertek
Bill Fiske	USNC HLM
Bill Lawrence	FM Approvals
Wynn Bowman	USNC HLM

Section 1 – Organizational Matters

1.1 Welcome and Introductions

Ms. Joan Sterling, USNC VP – Conformity Assessment, opened the meeting 9:00 a.m. PT. She welcomed special guests, Mr. Warren Merkel and our colleagues on the Colombian national committee.

1.2 Approval of Draft Agenda

VOTE #1 To Approve the Agenda (USNC/CAPCC 403A)

(This motion was approved unanimously)

1.2.1 USNC CAPCC Roster & Attendance

USNC CAPCC members with any questions regarding their stakeholder category or attendance (USNC/CAPCC 404) may contact USNC staff for assistance.

1.2.2 Approval of Consent Agenda

- (a) **Approval of the Meeting Minutes –**
26 September 2023 Meeting in Arlington, VA

**VOTE #2 To Approve the Minutes (USNC/CAPCC 403A)
from the CAPCC Meeting held on 26 September 2023**

(This motion was approved unanimously)

Section 2 – Outstanding Action Items

Ms. Megan Pahl reviewed USNC CAPCC Resolutions from the 26 September 2023 meeting.

- **#2023 – 09 – 01:** USNC staff to circulate the [IEC stakeholder categories](#) to CAPCC members. CAPCC members to review stakeholder category definitions and share their category with USNC staff to update in the IEC Expert Management System. Veronica Lancaster to work with USNC CAPCC leadership to determine appropriate stakeholder categories for conformity assessment work and advocate for potential changes at the IEC and ISO.

Status: Completed / In process

The IEC stakeholder categories have been circulated. Ms. Lancaster will continue to work with USNC CAPCC leadership on this item.

USNC office will use the current stakeholder categories in EMS to process US experts. CAPCC members would like to see this conformity assessment gap in stakeholder category issue raised at the IEC level, potentially at the IEC Standards Management Board (SMB) and IEC Conformity Assessment Board (CAB) meetings in June 2024.

The USNC to form a group to identify revised/new stakeholder categories and form a proposal to share and coordinate with the ANSI ISO Council (AIC) and ANSI ISO Forum (AIF).

ACTION ITEM #2024-01-01: CAPCC to establish a task group to identify a U.S. preferred set(s) of stakeholder categories. USNC policy committee members are to send any related comments or stakeholder group suggestions to USNC staff by 1 March 2024. *Note: Members include Megan Hayes (tentative Chair), Michael Atlass, Veronica Lancaster, Steve Margis, Joan Sterling, Tim Duffy.*

- **#2023 – 09 – 02:** Paul Moliski to request experts/convenors names from ICAC be added to the ballot list to promote more transparency and facilitate follow up.

Status: Completed

The request was submitted; however, expert/convenor names cannot be added to the ICAC ballot list for confidentiality reasons. CAPCC members are welcome to contact the ICAC Chair or Kristen Califra (ANSI) with any ballot questions.

CAPCC members discussed this item further with Ms. Kristen Califra. It was decided that Ms. Califra would include the names and countries of each work group moving forward.

- **#2023 – 09 – 03:** CAPCC to establish a new task force led by Veronica Lancaster to discuss international standards and how conformity assessment plays a role in relation to the RFI on USG NSSCET. Members of the task force include: Dave Osborn, David Bain, Bob Sherwin, Eric Franca, and Amy Phelps.

Status: Completed

Ms. Veronica Lancaster, USNC President, will share related reports to task force members, and accept comment through 27 January 2024.

ACTION ITEM #2024-01-02: Members of USNC CAPCC task force on USG NSSCET to submit comments to Veronica Lancaster by 27 January 2024.

Note: Members include Veronica Lancaster (Chair), Dave Osborn, Bob Sherwin, Eric Franca, and Amy Phelps.

- **#2023 – 09 – 04:** e-labeling subcommittee to compare current white papers that they are involved in, or aware of.
Status: Completed
The USNC e-labeling subcommittee met on January 11, 2024 and discussed current white papers that members were involved in or aware of. This will be reviewed in section 6 of today's agenda.
 - **#2023 – 09 – 05:** Steve Margis to bring up document management issues in the IECEE. Consider a proposal through U.S. as a comment to the working group. Dave Osborn to send a note to Steve Margis on specific examples.
Status: Completed
UL Solutions has worked on and responded to the items raised by Dave Osborne at the last meeting. No formal recommendations are required as a result of resolving the inquiries.
 - **#2023 – 09 – 06:** Joan Sterling, to nominate Bill Fiske as USNC Honorary Life Member at the upcoming USNC Council meeting (September 28, 2023).
Status: Completed
Mr. Bill Fiske was nominated and approved as a USNC Honorary Life Member.
 - **#2023 – 09 – 07:** Tony Zertuche to reach out to JTC1 to see if anyone would like to volunteer for the CAB task force on AI.
Status: Completed
Mr. Wael Diab was identified at the September 2023 CAPCC meeting as the foremost expert from JTC 1 on AI. After review of the task force roster, Mr. Diab is already a member of this group.
- CAPCC members discussed potential candidates for the IEC CAB task force on artificial intelligence. It was decided that Mr. Tim Jeffries (Futurewei) would be contacted regarding this opportunity. CAPCC members interested in volunteering on this CAB task force on artificial intelligence can contact Ms. Sterling for more information.
- **#2023 – 09 – 08:** Veronica Lancaster to hold a phone call to discuss how to address at the IEC level comments included in CAB/2313B/INF.
Status: Completed
Ms. Lancaster met with Ms. Sterling, Mr. Duffy, and Mr. Margis in September 2023 and determined the process for presentation made to the IB in February 2023, as well as Governance changes that supported the Treasurer's Meeting. Veronica proposed language changes for consideration when there is a need to circulate comments made during a ballot.
 - **#2023 – 09 – 09:** CAPCC to consider a conformity assessment effective participation webinar for 2024. USNC staff to add this item to the January 2024 CAPCC agenda.

Status: Completed

This is on today's agenda (Section 9).

Section 3 – Conformity Assessment in ANSI

3.1 Conformity Assessment in ANSI

Mr. Joe Tretler, Vice President – International Policy at ANSI, provided an update on conformity assessment activities within ANSI, including an update on the IPAG/NPAG joint task force on conformity assessment (JTFCFA) which last met on 3 October 2023. Main topic discussed at this last meeting included the national cyber initiative. Future topics for discussion may include artificial intelligence and a joint action plan between US and EU. CAPCC members who have other items for discussion at the JTFCFA may raise them to Ms. Sterling or Mr. Tretler.

Mr. Warren Merkel, Vice President – Policy at ANAB, provided an update on the International Laboratory Accreditation Cooperation (ILAC) / International Accreditation Forum (IAF) merger and the consolidation of their activities.

3.2 ANSI International Conformity Assessment Committee (ICAC)

Ms. Califra reviewed USNC/CAPCC 405, a report on the recent ANSI ICAC activities. She highlighted LB #29-2023 ICAC 23-070 Draft resolution CASCO 31/2023 development ISO/IEC TR 17035. The U.S. disapproved the draft TR for LB #29 with the rationale being that it did not add sufficient value and seemed redundant.

LB #33-2023 ICAC 23-087 Proposed Changes to the Operating Procedures of the ANSI-Accredited U.S. TAG to ISO CASCO was also reviewed.

Ms. Califra intends to have an introduction call with the new CASCO Chair so the U.S. will have a good starting point to work from.

Section 4 – ISO CASCO

CAPCC members and Mr. Merkel, discussed the CASCO reorganization and activities relating to CAPCC. CASCO 170020 is in the revision process, currently in a first committee draft; several U.S. experts were involved and provided input into the revision currently out for vote.

Mr. Merkel noted that with a new CASCO Chair there is an opportunity for CASCO to look at the structure of their committees, change the Terms of Reference; however, Mr. Merkel does not anticipate that will happen.

CASCO is in a good place. The challenge moving forward is the amount of ongoing activity. The consolidation of ILAC and IAF should help reduce the number of groups at CASCO and increase the collaboration efforts among stakeholders.

Section 5 – Status Report on US Government Activities Related to Conformity Assessment

5.1 Government Update

Ms. Amy Phelps provided an update on NIST and USTR activities related to conformity assessment, including updates on the Internet of Things labeling efforts, a NIST framework on artificial intelligence activities, U.S. Government National Standards Strategy for Critical and Emerging Technology, conformity assessment guidelines for the World Trade Organization's (WTO) Technical Barriers to Trade (TBT), the FDA

Accreditation Scheme for Conformity Assessment (ASCA) Program, OSHA’s Nationally Recognized Testing Laboratory (NRTL) Program and circular economy activities.

Ms. Phelps will circulate any publicly available documents on the conformity assessment guidelines for the WTO TBT.

5.2 FDA Update

Ms. Phelps provided a report on the FDA Accreditation Scheme for Conformity Assessment (ASCA) Program. She reviewed the ASCA by the numbers data and accreditation bodies, testing laboratories, and pre-market submission, and also provided program updates. A public workshop is scheduled on 17 April 2024 to discuss possible scope expansion.

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

Mr. Angus Low provided an update on the activities of the USNC CAPCC Regulatory Labeling Working Group. The working group reviewed white papers related to e-labeling, reviewed efforts and next steps for socializing e-labeling, and heard an update on the NEMA ad hoc group on e-labeling.

The CAPCC e-labeling subcommittee has been in contact with the USNC Communications Committee and NEMA to collaborate on socialization efforts.

Section 7 – Reports on the Conformity Assessment Systems

7.1 IECEE and USNC/IECEE

Mr. Tim Duffy provided a report on the activities of the IECEE and the USNC/IECEE. The scope and officers of the USNC/IECEE were reviewed. Mr. Paul Green will finish his position as USNC/IECEE Treasurer at the end of the year; the group is currently looking for a replacement. Mr. Duffy provided a report on the USNC/IECEE’s last meeting on 15 – 16 August 2023 held at UL’s office in Research Triangle Park (RTP), NC.

Mr. Duffy noted the passing of long-time contributor and friend, Mr. John Quigley from Intertek. Mr. Quigley’s contributions to the USNC/IECEE were recognized.

With Mr. Steve Margis’ new role as IEC Vice President – Conformity Assessment, he will need to step down from the IECEE Chair role. IECEE will vote on a new Chair on 26 January 2024; candidates are Mr. Simon Barrowcliff (UK) and Mr. Wan Juyong (CN).

Mr. Duffy reviewed current USNC/IECEE membership and possible changes, highlighted membership concerns, and provided an overview of the 2024 USNC IECEE meeting schedule.

7.2 IECEEx and USNC/IECEEx

Mr. Scott Kiddle provided a report on the activities of the IECEEx and the USNC/IECEEx. The USNC/IECEEx scope and officer list was reviewed. The USNC/IECEEx last met virtually on 16 November 2023. The USNC/IECEEx is exploring the possibility of hosting ExMC and ExTAG meetings in 2027.

Mr. Kiddle reviewed issues for CAPCC’s attention. USNC IECEEx recommended use of IEC Global Impact fund. Current membership and membership changes were reviewed; stakeholder groups were noted. A financial overview of USNC/IECEEx was provided.

Ms. Katy Holdredge, IECEX Vice Chair, shared that the IECEX leadership met yesterday, and discussed the Iran issue that the USNC had previously raised. The issue was discussed with IEC legal, who did not want any information on the IEC website about national laws. The IEC Secretariat will circulate a paper to the member bodies by the end of February. This paper will be discussed at the next USNC/IECEX meeting in early April.

7.3 **IECRE and USNC/IECRE**

Mr. Bob Sherwin provided a report on the activities of the IECRE and the USNC/IECRE. The USNC/IECRE held a virtual meeting in November; their next scheduled meeting is for September 2024.

The USNC/IECRE hosted the IECRE REMC meetings from 5 – 7 December 2023 in Arlington, VA. The meeting was very successful and well attended. Mr. Sherwin thanked Ms. Lancaster and CTA for the space and coordination.

Mr. Sherwin reviewed the number issued RECBs and the USNC/IECRE finances.

7.4 **IEC Treasurers Meeting**

Ms. Sterling led a discussion around the CA system treasurers meeting. The last meeting was held on 30 November 2023, however an official report from that meeting is not yet available.

Mr. Margis attended the last Treasurer’s Meeting and provided a brief verbal overview of the meeting. IEC revenues are up slightly through November last year, which is a good sign of stability. The delay in the adoptions of national standards is a challenge for the IEC. The next Treasurers Meeting is scheduled for late November 2024.

CAPCC members expressed concerns with the appropriate groups working on the appropriate items (e.g., BAC, GRAC, and LTS re: finance issues). Concerns centered on the terms of reference for each group and whether the work being done is reflective of the Statutes and Rules of Procedure intent.

CAPCC members discussed the need for IEC to determine whether standards and conformity assessment should be brought together financially or kept separate. Information was provided that indicated there were changes being proposed to the IEC Statutes and Rules of Procedure. Members agreed there is a need to be proactive and figure out which changes the U.S. wants to see in the IEC Statutes and Rules of Procedure (SRoP). CAPCC members agree that it would be beneficial for each mirror committee to CAB, SMB, and IB to develop recommended changes to the IEC SRoP.

ACTION ITEM #2024-01-03: Joan Sterling to recommend to USNC Council, during their 25 January 2024 meeting, that Council form a task force consisting of members from CAPCC, TMC, and Council to identify proposed revisions for the IEC Statutes and Rules of Procedures.

ACTION ITEM #2024-01-04: Joan Sterling to recommend to USNC Council, during their 25 January 2024 meeting, that Council establish a task force consisting of members from CAPCC, TMC, and Council to discuss IEC TF 7 long-term sustainability issues. *Note: CAPCC volunteers include Pete Pondillo (tentative Chair), Veronica Lancaster,*

Kevin Lippert, and Tim Duffy, Steve Margis.

Section 8 – IEC Conformity Assessment Board

8.1 Review of IEC CAB Decision List from meeting 54 held virtually on October 22 & 23, 2023

Ms. Sterling reviewed IEC CAB decisions from meeting 54 held virtually on 22 – 23 October 2023. The following decisions were highlighted:

- CAB Decision 54/04 – Establishment of Taskforce Artificial Intelligence (TF-AI)
- CAB Decision 54/12 – Taskforce New CA Service Funding
- CAB Decision 54/20 – IB Decision 2023/21 – modifications to IEC CA01

8.2 Review of Ballots/Documents Since Last Meeting

Ms. Sterling provided an update on the ballots since the September 2023 CAPCC meeting. There are no new real ballots to discuss at this point in time. Ms. Sterling noted that small changes to IEC CA-01 were made.

8.3 CAB Chair Update & CA Directives

Mr. Steve Margis provided an update on IEC conformity assessment items including updates to the drafting of the CA Directives. CAB working group 10 is drafting/reviewing the CA Directives and CAB Handbook and looking to model and align it with SMB's documents. A new draft will be put together and standing documents will become the different sections of the new proposed Directives. Mr. Margis hopes to carry the CAB WG 10 work forward; however, he will need to drop as CAB WG 10 Convenor at some point in the future.

Mr. Margis will add the review of the IEC Statutes and Rules of Procedure (SRoP) to the CAB meeting agenda; CAPCC members are invited to submit any proposed changes to Mr. Margis.

Section 9 - Conformity Assessment Effective Participation Webinar

Mr. Margis led a discussion exploring the idea of hosting a conformity assessment effective participation webinar in 2024 and an IEC Conformity Assessment Bootcamp webinar for YEPs. The proposed idea is to take the IEC Effective Participation webinar and adapt it slightly to hold a conformity assessment focused webinar in 2025. CAPCC members shared that a virtual half day bootcamp would be preferable to an in-person event.

The USNC also has the opportunity to host an IEC Conformity Assessment Bootcamp webinar for Young and Emerging Professionals (YEPs), similar to the Standard in a Day Bootcamp that has been hosted by the USNC in past years.

ACTION ITEM #2024-01-05: USNC staff to circulate training materials for the IEC Conformity Assessment Bootcamp and the IEC Effective Participation (to be modified for conformity assessment). USNC CAPCC members to provide initial feedback to Steve Margis by 10 April 2024.

Test Case Volunteers: Bob Sherwin, George Kelly, Jonathan Colby

Section 10 – USNC Interface with Other Regional & International Organizations

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

- **APCF/PASC:** The last APCF meeting was held during the virtual IEC GM in October. Mr. Zertuche’s final term as APCF Chair ended in December 2023; Ms. Kareen Riley-Takos (Australia) and Mr. Victor Ballivian (Chile) were unanimously elected as incoming Chair and Vice Chair. The next APCF meeting will be held virtually in mid-2024, and the annual meeting will be held at the IEC GM in Edinburgh. Ms. Chantal Guay, PASC Executive Committee Chair presented during APCF meeting. She proposed to hold virtual workshops throughout the year to explore areas of collaboration between PASC and APCF. In-person PASC meetings will be held every other year going forward; the next face-to-face meeting will take place in 2025.
- **FINCA/COPANT:** The last meeting was held virtually in September led by the Chair, Mr. Victor Ballivian (Chile). FINCA members were encouraged to join IEC advisory committees. Peru now holds the Chair and Secretary positions for 2024. The next meeting will be held during the week of 16 September in Lima, Peru. Mr. Mauricio Céspedes (Costa Rica) was elected as COPANT President, with Colombia in the Vice-President role. During the last COPANT meeting, USNC offered assistance with IEC initiatives, workshops, and webinars. The next COPANT meeting will be held from 28 April –1 May 2024 in Maceió, Brazil.
- **USNC Country Mentoring – Colombia:** USNC staff held a planning call with their Colombian NC counterparts to discuss next steps for the mentoring partnership. The two NCs have held sessions on conformity assessment and the USNC’s national YEP program. Another virtual workshop will be held soon to discuss the structure and processes of NC administration. Mr. Juan Rosales was elected in October as an IEC Board Member representing Colombia.

Section 11 – Meeting Schedule 2024 and Beyond

The following future meeting dates were reviewed:

2024		
<u>Date</u>	<u>Meeting</u>	<u>Location</u>
20 - 21 February 2024	IEC Board	Geneva, Switzerland
21 - 22 February 2024	CANENA	San Jose, Costa Rica
26 February – 1 March 2024	IEC SMB	Sydney, Australia
6-Mar-2024	BAC	Virtual
14-Mar-2024	IB TF 7	Virtual
15-Mar-2024	IEC Forum	Virtual
4-Apr-2024	USNC/IECEX	TBD
16-17 April 2024	MSB	Kyoto, Japan
28 April – 1 May 2024	COPANT Week	Maceió, Brazil
13-May-2024	GRAC	Geneva, Switzerland
14 - 15 May 2024	BAC	Geneva, Switzerland
20 - 22 May 2024	USNC Management Meetings	Milwaukee, WI (hosted by Rockwell Automation)
10 - 11 June 2024	IEC CAB	Geneva, Switzerland
11 - 14 June 2024	IEC SMB (Including joint SMB/TMB Meeting)	Geneva, Switzerland

2024		
<u>Date</u>	<u>Meeting</u>	<u>Location</u>
20-Jun-2024	IEC Board	Singapore
21-Jun-2024	IB TF 7	Singapore
28-Jun-2024	IEC Forum	Virtual
18-Jul-2024	BAC	Virtual
20-Aug-2024	IEC Board	Virtual
4-Sep-2024	IB TF 7	Virtual
9 - 13 September 2024	ISO General Assembly	Cartagena, Colombia
10 - 12 September 2024	USNC Management Meetings	Norwich, VT (Hosted by Bob Sherwin)
Week of 16 September 2024	FINCA Meeting	Lima, Peru
Week of 23 September 2024	IECEX	Brazil
14 - 26 October 2024	NFPA NEC Meetings	TBD
19 - 25 October 2024	88th IEC General Meeting	Edinburgh, UK
19-Nov-2024	GRAC	Geneva, Switzerland
20-Nov-2024	DAC	Geneva, Switzerland
26 - 27 November 2024	BAC	Virtual

2025		
<u>Date</u>	<u>Meeting</u>	<u>Location</u>
19 - 20 February 2025	IEC Board	Geneva, Switzerland
TBD February 2025	IEC SMB	TBC
5-Mar-2025	BAC	Virtual
12-Mar-2025	IEC Forum	Virtual
TBC March 2025	MSB	Nanjing, China
20-May-2025	GRAC	Geneva, Switzerland
21 - 22 May 2025	BAC	Geneva, Switzerland
16 - 17 June 2025	IEC SMB (including joint SMB/TMB meeting)	Geneva, Switzerland
16 - 17 June 2025	IEC CAB	Geneva, Switzerland
19-Jun-2025	IEC Board	Geneva, Switzerland
16-Jul-2025	BAC	Virtual
19-Aug-2025	IEC Board	Virtual
26 - 30 October 2025	89th IEC General Meeting	Israel (TBC)
25 - 26 November 2025	BAC	Virtual
3-Dec-2025	GRAC	Geneva, Switzerland
4-Dec-2025	DAC	Geneva, Switzerland

CAPCC members discussed the IEC Blue Book and agreed that it needs to be revised to make it more sustainable. It was noted that this is a good time to discuss this issue at the management boards as Ms. Sophie Chardon is retiring and there will be a transition.

ACTION ITEM #2024-01-06: USNC staff to add future events in section 11 of CAPCC agenda to ANSI events page and to look into the possibility of upgrades to the ANSI events page, specifically the ability to sort by last modified.

Section 12 – Review of Action Items

Ms. Pahl reviewed the action items captured during the 23 January 2024 CAPCC meeting.

ACTION ITEM #2024-01-01: CAPCC to establish a task group to identify a U.S. preferred set(s) of stakeholder categories. USNC policy committee members are to send any related comments or stakeholder group suggestions to USNC staff by 1 March 2024.

Note: Members include Megan Hayes (tentative Chair), Michael Atlass, Veronica Lancaster, Steve Margis, Joan Sterling, Tim Duffy.

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Test Case Volunteers: Bob Sherwin, George Kelly, Jonathan Colby

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Section 13 – Adjournment

Ms. Sterling thanked everyone for participating, and closed the meeting at 4:00 PM (PT).