



# USNC/IEC Guidance Bulletin 1

## Process for Inviting IEC TC/SCs to Meet in the US

- 1) The USNC is the official host for TC and SC meetings held in the US and is solely responsible for their effective conduct.
- 2) The U S delegation to a TC/SC meeting may extend a conditional invitation to meet in the US if the TAG and its Administrator/Advisor agree, with the understanding that the USNC will submit an official invitation to the TC/SC officers subsequently.
- 3) TAGs or other organizations wishing to sponsor IEC TC/SC meetings in the US are expected to arrange for the administrative requirements and any other necessary meeting expenses including meeting room costs, Internet and IT requirements, hospitality, social events, and technical tours etc. The USNC Office must be assured of this support before a formal invitation can be extended to the TC/SC Officers. A USNC Technical Management Committee process will be used to endorse the submission of this invitation. There are three steps to follow for the endorsement process.

### **The first step:**

Secure the financial and administrative support to host the meeting(s)

### **Second step:**

A written request to host a meeting in the US must be submitted to Mr. Tony Zertuche, General Secretary USNC/IEC. Please include, date, location and assurance that financial and administrative support is at hand.

### **Third step:**

Official invitation is extended to the Officers of the TCs or SCs.

- 4) The official invitation to host a TC/SC meeting in the US must be extended to the related TC/SC Officers such that the Central Office can issue the initial Administrative Circular announcement at least 6 months prior. The agenda is to be available at least 4 months before the date of the meeting.
- 5) Once the USNC invitation has been accepted, the USNC TAG contact person must provide to the USNC Office the meeting and hotel registration package for posting in the IEC Meeting Registration System which then initiates the meeting registration process.
- 6) Pay particular attention to the fact that delegates from other countries may require US visas.

The USNC Office is responsible for providing visa letters, upon request, to delegates who may need them. Required information must be submitted by the delegate before these letters can be prepared. Therefore, the USNC must complete the posting process 4 months prior to the meeting date. It should also be recognized that the USNC is NOT a part of the US government and, particularly the US Department of State which is responsible for issuing US visas. The USNC cannot influence or “speed up” the visa process in anyway.

- 7) TC/SC meetings generally include a social event and may include programs for Accompanying Persons and/or technical tours as well.
- 8) The USNC Office can provide guidance on hosting TC/SC meetings in the US.
- 9) Working Group/Maintenance Team/Project Team meetings in the US are generally the responsibility of one or more of the USNC Experts on the related group. The USNC is not normally involved except, when the meetings are held in the US, and to be advised of the event to provide US visa invitation letters that may be required. The US host(s) typically cover costs of meeting rooms, IT requirements, hospitality including breakfast and lunch, social events, etc.
- 10) Requests for IEC/TC or SC meetings to be held in the US must be submitted by the TA, DTA, TAG Secretary or an authorized person of the related Technical Advisory Group (TAG) via E-Mail to the USNC Meetings Coordinator (Debra Negron-Badillo, Tel: (212) 642-4936 E-Mail: [dnegron@ansi.org](mailto:dnegron@ansi.org)) with a copy to the Technical Advisor and TAG Secretary.
- 11) Be advised that ANSI has limited meeting space, with approximately 40 person capacity, in its New York Office and Washington, DC Headquarters. These facilities are available at no cost on a first come first served basis. They have been used very effectively for small TC/SC meetings as well as WGs. For further information contact Mrs. Debra Negron-Badillo.

## About the USNC/IEC

The U.S. National Committee of the International Electrotechnical Commission (USNC/IEC) serves as the focal point for U.S. parties who are interested in the development, promulgation and use of globally-relevant standards for the electrotechnical industry. The Committee is also engaged in the assessment of conformance to standards, undertaking work in areas such as testing, certification and accreditation.

As the United States’ representative to the IEC and many related regional standardization bodies, the USNC/IEC serves as a conduit to the global standards-setting community for technical and policy positions arising in the U.S. and brings issues from the global arena to the U.S. for review, consideration, and response.

The USNC/IEC is a totally integrated committee of the American National Standards Institute (ANSI). For more information, contact [usnc@ansi.org](mailto:usnc@ansi.org) or visit [www.ansi.org/usnc](http://www.ansi.org/usnc).