



USNC/IEC Guidance Bulletin 2

Process for Registering USNC Delegates to IEC TC/SC Plenary Meetings

- 1) USNC Meetings Coordinator, (Debra Negron-Badillo, Tel: 212 642 4936 E-Mail: dnegron@ansi.org) downloads Administrative Circulars announcing future TC/SC meetings from the weekly NewDoc E-Mail service. These provide information on the scheduling of TC/SC meetings some 6 months in advance of the meeting and provide limited logistical information. These Administrative Circulars are transmitted to the leadership of the related USNC TAGs.
- 2) Some 4 months in advance of a meeting, the related TC/SC Secretary posts, on the IEC Server, the Draft Agenda for the meeting and circulates to all National Committees, the Administrative Circular announcing the availability of the on-line meeting registration <https://meetings.iec.ch/> with the deadline by which registration is to be submitted. All information related to the meetings is available in the on-line meeting registration system. These are also transmitted by Mrs. Debra Negron-Badillo to the leadership of the related TAGs along with a US Delegation questionnaire (USNC 1460 form) which requests the composition of the U. S. delegation.
- 3) The Technical Advisors (TA) are requested to complete the US Delegation Questionnaire after consultation with their Technical Advisory Groups and return it by the date specified, to Mrs. Debra Negron-Badillo. The Deputy Technical Advisor's (DTA's) or TAG Secretaries may submit the questionnaire on behalf of the TA, but only after consulting with the TA. The prompt return of the questionnaire is extremely important for the approval and accreditation process of the US Delegation that registers through the IEC Meeting Registration System (MRS) to attend the meetings.
- 4) USNC delegates to IEC/TC or SC meetings receive an accreditation e-mail from the USNC Office as well as a link to obtain a copy of the brochure, "[Guide for U.S. Delegates to ISO and the IEC Meetings](#)". The related TC/SC Secretary is also advised of the entire official USNC delegation to the specific meeting, by an automatic e-mail notification from IEC.
- 5) In addition to providing to the TAG Leadership meeting information, and the USNC Delegation Questionnaire (USNC 1460), Mrs Negron-Badillo will provide a copy of the USNC Head of Delegation Report (HoD Report) to the individual assigned this position, with a request that the HoD Report form be completed and returned to the USNC Office at the conclusion of the TC/SC meeting.

- 6) The USNC Office does not normally get involved in the registration of USNC Experts to meetings of Working Groups, Maintenance Teams or Project Teams. This is usually handled directly by the Convenors with the Experts appointed to their groups. The USNC Office is aware of the scheduling of most WG/MT/PT meetings, however, we are not always informed of location details so we can often provide help in answering inquiries and prepare/send visa invitation letters to participants for meetings held in the US. TA's, DTA's or TAG Administrators of WG/MT/PT meetings are invited to contact Mrs Debra Negrón-Badillo, dnegron@ansi.org if the groups are planning to meet in the US, to obtain guidance and a copy of the visa invitation request form for those requiring a letter. The use of the IEC/MRS is now available for management of WG/MT/PT meetings, but it is not mandatory. Any request to organize these meetings using the IEC/MRS must come from the TC/SC Secretaries, Convenors or Project leaders, and should be sent to the Administrative Assistant of the relevant TC or SC.

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 or visit www.ansi.org/usnc.