USNC TECHNICAL MANAGEMENT COMMITTEE
DRAFT MINUTES

Hosted by UL
Building 3
843 Auburn Court
Fremont, CA 94538
Yosemite Conference Room, 1st floor

Wednesday, 25 January 2017
9:00 am – 4:00 pm (PST)
(Meeting #50)

Members Participating

Sonya Bird, USNC VP – Technical, Chair	UL
Robert Kretschmann, Vice Chair	Rockwell Automation
John Thompson, USNC President	UL
Phil Piqueira, USNC Past-President	UL
Tim Duffy, USNC VP – Conformity Assessment	Rockwell Automation
Steven Rood, USNC VP – Finance	Legrand North America
Kevin Lippert, USNC VP – Membership	Eaton Corp.
Tony Zertuche, USNC General Secretary	ANSI
Ethan Biery	Lutron Electronics
Wynn Bowman	Star Associates International
Hae Choe	AAMI
Ryan Franks	CSA Group
Ken Gettman	NEMA
Donald Heirman	Don Heirman Consultants
William Lawrence	FM Approvals
Calvin Luong	CSA Group
Joseph Musso	UL
Florence Otieno	TIA
Steve Swanson	Corning
Matthew Williams	AHAM
Veronica Lancaster	CTA

Guests Participating

Jonathan Colby	Verdant Power
Mark Earley	NFPA
Elaina Finger	Corning
Elisabeth George	Philips
Paul Green	Intel Corp
Jennifer Kitchen	GW Power and Water
Richard McDermott	ECCC

Edward Mikoski, Jr.	Electronic Components Industry Association
Alec McMillan*†	Rockwell
Dennis Oddsen	Hubbell Incorporated
Manyphay Viengkham†*	GE
Steve Griffith*†	NEMA
Brian Fitzgerald*†	FDA
Peter Pondillo	Corning
Ken Rempe	Siemens Industry, Inc.
Gary Schrempp	Dell
Jianchao Zeng	FDA
Joe Tretler	ANSI
Kendall Szulewski-Francis	ANSI

Members Not Participating

Tom Buchal	Intertek
Charley Robinson	International Society of Automation
Patrick Salas	GE

* = Via Teleconference
† = Part

Section 1 – Organizational Matters

1.1   Welcome, Opening Remarks, Introductions

Ms. Bird called the meeting to order at 9:01 AM (PST). She congratulated and welcomed the new TMC Vice-Chair, Mr. Bob Kretschmann from Rockwell. Ms. Bird noted that a volunteer was still needed to Chair the TAG Leadership Workshop Committee asking Mr. Joe Musso from UL to volunteer for this position. He agreed. Ms. Bird thanked Mr. Musso and encouraged participation in the workshop from all TMC members. Ms. Bird also shared the sad news of the passing of Mr. Bernie Sanders.

1.2   Approval of the Agenda

Ms. Bird suggested two additions to the agenda. The first an item under Section 2 "Status of Outstanding Action Items" regarding TC 62's TAG Model Operating Procedures, and second, adding Section 3.1 – Revision of USNC Statutes. It was moved, seconded, and

VOTE #1 To Approve the Agenda with Changes (USNC/TMC 918A)
(This motion was approved unanimously.)

1.2.1   Approval of Consent Agenda

a) Ms. Bird called attention to the Minutes from the TMC meeting on 31 August 2016 at Dell, in Austin, TX. It was moved, seconded, and

VOTE #2 To Approve the Minutes from the TMC Meeting at Dell in August
2016 (USNC/TMC 917)
(This motion was approved unanimously.)

b) **Appointments/Reappointments and Invitations to Host**
Mr. Zertuche informed the TMC that Ms. Kendall Szulewski-Francis, USNC Program Administrator, would be taking over the administrative duties associated with the TMC, as

well as eventually taking over the role as SMB Alternate to Ms. Bird. In addition, Mr. Zertuche noted that the USNC Office would be tracking dates and locations of upcoming TAG meetings in order for USNC staff to possibly attend these meetings to learn what more can be done to better support the work of our TAGs. In addition, Mr. Zertuche reviewed the Appointments/Reappointments that had taken place in the previous year as well as the Invitations to Host. It was requested that in the future the Appointment/Reappointment list and Meeting Schedules be broken out into two separate documents.

c) **Recommendations for Certificates of Appreciation**
Ms. Bird thanked both Mr. Alec McMillan and Mr. Jim Matthews for their years of service and dedication to the USNC and IEC. She suggested that the TMC recommend to Council that both gentlemen receive special recognition for their service. It was moved, seconded, and

VOTE #3 To Recommend to USNC Council Special Recognition for Mr. Alec McMillan and Mr. Jim Matthews for their Years of Service
(This motion was approved unanimously.)

1.2.2   Approval of Balance Agenda

VOTE #4 To Approve the Balance of the Agenda
(This motion was approved unanimously.)

Section 2 – Status of Outstanding Action Items
Mr. Zertuche reviewed the status of outstanding Action Items from previous meetings:

ACTION ITEM #2 from 8/2016 – Mr. Zertuche
A call will go out in Standards Action for a new USNC Representative to ACEA and ACEE.
Status: Completed
It was noted that Mr. Zertuche should reach out to TC 111 regarding ACEA as someone from that TAG may volunteer. Mr. Ken Gettman inquired as to whether or not these meetings could be held electronically given the challenge for individuals to travel long distances for a one-day meeting. Mr. Zertuche stated that he would discuss this with the necessary parties at the upcoming SMB meeting in Mexico City.

ACTION ITEM #3 from 8/2016 – Mr. Zertuche
Mr. Zertuche will schedule a call with the US Representative to ACTAD/USCCTAD to discuss the ongoing communication issues.
Status: Completed

Secretary's Note: The TMC recommended that Mr. McGranaghan be replaced as the US Representative to ACTAD. However, he has since contacted the USNC Office and expressed his apologies, asking that he continue as the Representative with a promise to submit the necessary reports. Ms. Bird agreed to keep Mr. McGranaghan on as the US member of ACTAD with no room for error on his reporting responsibilities.

ACTION ITEM from 5/2016 – Mr. Zertuche
Mr. Zertuche reported that he will reach out to the TAG Officers for TC 34 and work to schedule a teleconference to discuss the ongoing issues.
Status: Completed

The TAG has informed Mr. Zertuche that IEC/TC 34 is undergoing a change that the US TAG sees as a positive step forward and as such, the need for a teleconference is not currently needed.

ADDED:
ACTION ITEM from 8/2016 – Revision of TC 62 TAG Operating Procedures
Status: Pending
Ms. Bird stated that the goal was to have a rough draft of TC 62 and 62A's TAG Operating Procedures by the first quarter of 2017. However, due to internal personnel changes at AAMI the revision was unable to be completed on time. AAMI submitted a formal request for an extension to the USNC. Comments articulated during this discussion are as follows:

- It was noted that the two main concerns regarding the Operating Procedures are the TAG's Structure and the use of a "subcommittee" or "sub-TAG," and the high fees being charged by AAMI to participate.
- Currently the guidelines provided in the USNC Statutes on what a TAG Administrator can and cannot charge to participate are very vague.
- The use of a subcommittee creates an issue given that no TAG but an USNC TAG can formulate the positions of the US National Committee. And USNC members have been unable to participate in this subcommittee due to high fees being charged.

Ms. Bird requested that AAMI focus on the above noted concerns, with special attention paid to the two main issues. The TMC also requested that Ms. Hae Choe provide continuous updates on the revision process, and that a draft of the procedures be produced by April. The final Operating Procedures will be submitted in August 2017. It was moved, seconded and

VOTE #5 To Approve an Extension for AAMI to
Revise its TAG Operating Procedures for TC 62 and 62A
(This motion was approved.)

Section 3 – IEC National Adoption Database and USNC Statutes
    3.1   IEC National Adoption Database Initiative
Mr. Zertuche led a discussion on the status of the IEC's proposal to enhance the National Adoptions Database in order to monetize the program. According to the IEC, for this initiative to be successful, it would require that more information be provided by all National Committees. Mr. Zertuche indicated that challenges remain because some of the additional information being requested by the IEC is not currently collected by the USNC and may even be proprietary in nature. In addition, all agreed that the collection and maintenance of this data would take a significant increase in the amount of manpower currently used for National Adoptions. There is also a concern with the information provided by other nations in terms of accuracy and relevance. Mr. Zertuche reassured the IEC Central Office that the US does indeed want to support and participate in this endeavor; however, the form in which the IEC is proposing this project is the challenge. It was noted that this should be a reference database for organizations to see what, if any, challenges they may experience with barriers to trade based off of a country's nationally adopted standards.

Mr. Zertuche also presented the draft definition of "use" as it applies to referencing international standards in the US. This was developed because in the US many organizations will often *use* a standard as opposed to nationally adopting it. The TMC agreed that providing the IEC with the information regarding every standard that is "used" based upon the presented definition would be an immense challenge for the USNC. It was then recommended that the USNC office only provide a

list of what standards the US has nationally adopted and eliminate the definition of "use" completely. It was moved, seconded and

VOTE #6 To Eliminate the Definition of "Use"
and Submit Only US National Adoptions
for the IEC National Adoptions Database
(This motion was approved unanimously.)

3.2   USNC Statutes Review
Mr. Zertuche referred to the request made by the Rules and Procedures Committee for the TMC to review specific sections in the USNC Statutes. The first issue discussed was that of the Vice-Chair position and the election process. Mr. Zertuche noted that currently no term was provided for the Vice-Chair position. Comments articulated regarding this issue are as follows:

- The most important role of the Vice-Chair is to step in and lead when the Chair is unable to attend a meeting.
- In order for there to be continuity the term of the Vice-Chair should match that of the Chair – three years.
- The process to select a Vice-Chair should be consistent with all other Vice-Chair positions. It was agreed that the TMC Vice-Chair would be elected via the same process as the CAPCC Vice-Chair such that:

  1. **A call for candidates is made**
  2. **Candidates will be vetted by the Nominations Committee**
  3. **TMC will vote to submit a single Vice-Chair nominee to USNC Council for Endorsement**

Mr. Zertuche introduced the topic of the Group Managers' position and responsibilities. Comments articulated during this discussion are as follows:

- It was noted that currently, many of the Group Managers (GM) do not have contact or are familiar with the work of the TAGs they are assigned to.
- The most important task the Group Managers are responsible for is the review of the Head of Delegation reports. Group Managers also review the appointments of DTAs, TAs, or TAG Secretaries as they arise. However, many times the GM is not familiar with the individual being appointed, leading to blanket support of all candidates. Mr. Zertuche recommended that the USNC Staff review the Head of Delegation reports as the staff already distributes and uploads them.
- It was suggested that instead of having TMC Members become Group Manager, it would be better to provide a list of all TMC members, with contact information and areas of expertise, to all TAGs as a reference, and encourage them to reach out to TMC members when questions or concerns arise.

It was motioned, seconded and

VOTE #7 To Approve the Elimination of the
Group Manager Positions Effective Immediately
(This motion was approved unanimously.)

Ms. Bird introduced the next topic – the TMC Sub-Committee on Operating Procedures. Ms. Bird acknowledged that this committee was originally transitioned into the new R&P Committee back in August 2016. However, the work of the TMC's Sub-committee on TAG Operating Procedures was not yet complete; Ms. Bird suggested that the TMC continue to monitor the revision of the OPs, while the R&P Committee take on the responsibility of maintaining the documents and the initial review process. This would permit the TMC to make recommendations on specific issues or situations. In addition, it was noted that all of the members of the TMC Sub-Committee were now members of the Rules and Procedures Committee and are willing to provide their expertise when required.

Section 4 – Funding IEC Meetings

Ms. Bird led the discussion on what is/is not permitted when trying to fund IEC meetings according to the newly approved JDMT language in the ISO/IEC Directives. The new language strengthens the prohibition of charging fees for TC/SC/SyC meetings. Comments articulated during this discussion are as follows:

- For some, this new language further exacerbates an already thorny issue – it is a challenge to find countries to host meetings as financial sponsors are few and far between. This may inadvertently place a greater burden on the A-level National Committees to step up and pay to host since so many other countries cannot afford to host a meeting.
- It was requested that Ms. Bird and Mr. Zertuche speak with their SMB counterparts to gage how other National Committees view this new language.

Section 5 – Standardization Management Board (SMB) Issues

5.1   SMB SyC Smart Energy
Mr. Steve Griffith provided a report on SyC Smart Energy (**ATTACHMENT A**).

5.2   SMB SyC Active Assisted Living
Ms. Pamela Gwynn submitted a report on the current activities of SyC AAL.

5.3   SMB SyC Smart Cities
Ms. Manyphay Viengkham called in to provide update on the new SyC (**ATTACHMENT B**). Ms. Viengkham stated that a TAG Administrator was still needed for this initiative.

5.4   SMB System Resource Group (SRG)
Ms. Viengkham called in to provide a report on the SRG (**ATTACHMENT C**).

5.5   SMB SEG 4 Low Voltage Direct Current Applications
Mr. Brian Patterson was invited to report on this SEG. However, no report was received and Mr. Zertuche stated he would reach out to Mr. Patterson.

5.6   SMB SEG 6 Non-traditional Distribution Networks / Microgrids
Mr. Griffith submitted a report on the work of SEG 6 (**ATTACHMENT D**).

5.7   SMB SEG 7 Smart Manufacturing
Mr. McMillan called in to report on SEG 7 (**ATTACHMENT E**). Mr. McMillan noted that the next steps of the SEG were to better define the scope of the SEG, as well as the term "smart manufacturing."

5.8   Advisory Committee on Electromagnetic Compatibility (ACEC) / US Coordinating Committee on EMC
Mr. Heirman provided a report on the recent work of ACEC including the debate on Smart Grid EMC.

5.9   Advisory Committee on Environmental Aspects (ACEA) and USNC Coordinating Committee on Natural Environmental Aspects (USCCENV)
A replacement is still needed for Mr. Manole on this Advisory Committee for the US. A call has gone out in ANSI's Standard Action.

5.10   Advisory Committee on Energy Efficiency (ACEE) and US Coordinating Committee on Energy Efficiency (USCCEE)
A replacement is still needed for Mr. Manole on this Advisory Committee for the US. A call has gone out in ANSI's Standard Action.

5.11   Advisory Committee on Safety (ACOS) and US Safety Coordinating Committee (USSCC)
Mr. Earley provided a report on the recent activity of ACOS (**ATTACHMENT F**). Mr. Earley requested that Mr. Zertuche reach out to our Latin American counterparts to encourage participation in ACOS from countries in the region.

5.12   Advisory Committee on Electricity Transmission and Distribution (ACTAD) and US Coordinating Committee on Electricity Transmission and Distribution (USCCTAD)
Mark McGranaghan provided a report* on ACTAD / USCCTAD (**ATTACHMENT G**).

Secretary's Note: This report was submitted after the TMC meeting.

5.13   Advisory Committee on Security (ACSEC)
Brian Fitzgerald called in to report on the Advisory Committee on Security regarding the Draft IEC Guide 120, Edition 1, *Security aspects – Guidelines for their inclusion in standards* (**ATTACHMENTS H and I**).

5.14   SMB Strategic Group #9 – Communication Technologies
Mr. Cliff Whitehead, Dr. Sergey Ten, and Mr. Ken Modeste provided a written report.

5.15   SMB Strategic Group #10 – Wearable Smart Devices
Mr. Jesse Jur provided a written update on SG 10. He noted that the work of SG 10 was concluded at the last IEC General Meeting. At the General Meeting in Frankfurt an initiative to create a new TC based on SG 10's findings was put forth. The convener, Sungkyu Park of Korea, distributed a request in early January 2017 for nominations of National Committees to join as P-members of the new TC.

5.16   IEC Directives Maintenance Team
Mr. Zertuche reported on the work program from the IEC DMT and ISO/IEC JDMT. He drew special attention to the following text (**USNC/TMC 923B**), "*4.2.2.3 – Either the WG/PT/MT/AC Leader or the Secretary of the relevant committee shall notify NC Secretariats of any WG/PT/MT/AC meeting held in their country.*" Mr. Zertuche requested that all TMC members note this decision and inform the USNC office of any meetings, including dates and locations, being held in the US.

A question regarding how issues are put on the DMT agenda for discussion was raised. Mr. Zertuche reminded the TMC that there are number of ways to get issues onto the DMT's agenda. For our TAGs, he encouraged members to add Directives-related issues to the comments on the Head of Delegation reports which are reviewed by USNC staff. And, as always, all USNC members are welcome to reach out to Mr. Zertuche or Ms. Szulewski-Francis with any comments, concerns or questions related to the DMT or JDMT.

5.17   Report of SMB Groups
Mr. Zertuche updated the TMC on all other SMB groups in operation.

- *ahG 66 Smart Home/Office Building Systems* – Mr. Zertuche stated that the SMB is looking to transition this into an SEG and encourages the US to support this initiative.
- *ahG 67 TC/SC Minutes Trial* – It was noted the German SMB members will provide an update on this ahG at the upcoming SMB meeting.
- *ahG 68 Adoptions* – The work of this ahG is dwindling.
- *ahG 70 Review of Systems activities* – Ms. Viengkham will provide a report on this shortly, the USNC Office will distribute once it is received.
- *ahG 71 Conformity Assessment/Standards Guidance* – Currently the USNC needs a representative on this from the Standards "side of the aisle".
- *ahG 73 Translations at CDV and FDIS* – This issue will be discussed at the upcoming SMB meeting.

5.18   Consideration of USNC Positions for the 7 February 2017 SMB Meeting in Mexico City
Ms. Bird and Mr. Zertuche briefly reviewed the agenda for the upcoming SMB meeting in Mexico City in February. Special attention was given to:
- The new SyC, *LVDC and LVDC for Electricity Access,* and the need to create a US TAG.
- The transition of SG 9 to a new SEG 8 – *Communication Technologies and Architectures of Electrotechnical Systems*

Section 6 – Management and Communication Items
6.1   Reports from TAs, Secretaries, Guests in Attendance
Ms. Randi Myers, S*ecretary for IEC/TC 61, Safety of household and similar electrical appliances,* gave a brief presentation on the work of the TC (**ATTACHMENT J**).

6.2   Group Manager Assignments & Responsibilities
Refer to Section 3.2.

6.3   Call for TAs, IEC Secretaries, TAG Secretaries; and USNC Non-Memberships
A brief update was given on the various USNC/IEC positions that need to be filled for upcoming terms, as well as opportunities for new TC/SC membership. Mr. Zertuche drew attention to the 2017 Appointment List (**ATTACHMENT K**). It was suggested that this list be kept on ANSI's SharePoint database in order for TMC members to have regular access to it. In addition, Mr. Zertuche noted that JTC 1 formulated a new SC, SC 41, *Internet of Things*, under the lead administration of the IEC. The US intends to participate and will need to form a TAG for this new SC.

Section 7 – International Engagement and Outreach

7.1   Report from the 80th IEC General Meeting in Frankfurt

Mr. Piqueira summarized the various USNC activities held during the 80th IEC General Meeting in Frankfurt, Germany. He stated that the first ever Tri-National Meeting and Reception between the US, Canada, and Mexico was a great success and congratulated the USNC General Secretary and his team on a job well done. He went on to say that the feedback was so positive that the three NCs hope to hold it again at the 2017 General Meeting in Vladivostok.

Mr. Piqueira then briefed the Council on the bilateral meetings held during the GM going over some of the agenda items covered, including the Dresden/Frankfurt Agreement, IEC Masterplan, IEC Sales Policy, USNC leadership changes, and more. Overall, Mr. Piqueira stated that this was a very fruitful General Meeting and asked that the USNC Council begin to consider which National Committee to host bilateral meetings with at the 2017 General Meeting.

7.2   For Information – COPANT TC 151 & TC 152

Mr. Gettman provided a report regarding COPANT 151 and 152 (**ATTACHMENT L**).

7.3   Interface with Regional Organizations

Mr. Zertuche provided an update on the following:

- **FINCA** – FINCA is in the process of planning its 2017 meeting. The IEC Latin America Regional Center is working closely with the next host of the meeting, Brazil, to organize this event. The FINCA meeting will be held in conjunction with the COPANT 151 and 152 meetings taking place in Quito, Ecuador in early September. Mr. Zertuche will distribute the specific dates and location when available.

- **COPANT/PASC** – The COPANT and PASC meetings are being held in conjunction with each other this year in Vancouver, Canada from 30 April – 5 May. The week will begin with the COPANT meeting, followed by a joint PASC/COPANT workshop, and conclude with the PASC meeting. The meetings will provide opportunities for networking and interaction on many topics. These fora also offer the chance to dialogue on key technical and procedural issues as well as express views on the strategic direction of these international organizations.

- **APSG** – At the last APSG meeting at the IEC General Meeting in Frankfurt in October 2016, a task force was created to review and propose suggestions on how to possibly restructure and refocus the efforts of IEC members in the Asia Pacific region. Mr. Zertuche noted this group has already held one meeting and has begun to solicit comments from participants on the structure, scope, and future mission of the APSG. He will keep the USNC posted on the status of this work.

Section 8 – Young and Emerging Professionals Committee

Ms. Szulewski-Francis noted that the YEP Committee, at the request of the Communications and Continuing Education Committee, had started to create a list of guidelines on what makes a strong IEC Young Professionals application, and a list of expectations for those applicants that are selected to join the program. She also stated that the committee will soon begin to review and revise the IEC YP selection process as the current method poses a challenge when there are a high number of applicants. Ms. Szulewski-Francis encouraged every TMC member to submit a nominee!

Section 9 – Summary of Votes and Action Items
See attached document USNC/TMC 927 B – Resolutions document.

Section 10 – Adjournment
Ms. Bird thanked all those who attended this TMC meeting and thanked UL for hosting. Mr. Zertuche congratulated Ms. Bird on running a successful TMC meeting, her first as USNC VP – Technical. Ms. Bird adjourned the meeting at 4:31 PM (PST).