



**USNC TECHNICAL MANAGEMENT COMMITTEE  
DRAFT MINUTES**

**WebEx  
Wednesday, 7 October 2020  
10:00 AM – 2:30 PM (EDT)  
(Meeting #61)**

**Members Participating**

Sonya Bird, USNC VP – Technical, Chair	Underwriters Laboratories
Hae Choe, Vice Chair	AAMI
Zekarias Bekele	CSA
Ethan Biery	Lutron Electronics
Wynn Bowman	Start Associates International
William Fiske	Intertek
Toby Gillespie	GE
Paul Green	Intel
Kerrienne Haresign	CTA
Megan Hayes	NEMA
Byron Horak	Intertek
Timothy Jeffries	Futurewei Technologies
William Lawrence	FM Approvals
Laura Lindsay	Microsoft
Calvin Luong	CSA
Joseph Musso	Underwriters Laboratories
David Osborn	Philips
Florence Otieno	TIA
Charley Robinson	ISA
Wallie Zoller	Rockwell Automation
Kevin Lippert, USNC President	Eaton
Tony Zertuche, USNC General Secretary	USNC/ANSI

**Members Not Participating**

Jonathan Colby	ARESCA
Steven Swanson	Corning Incorporated
Matthew Williams	AHAM

**Guests Participating**

David Bain	TIA
Dan Brake	ARESCA
Ron Borowski	Eaton
Edward Mikoski, Jr.	ECIA
Elaina Finger	Corning Incorporated
Elisabeth George	Philips
Brent Hartman	CSA
Scott Kiddle	ABB
Jennifer Kitchen	GE

Angus Low  
Steve Margis  
Evans Massey  
Jim Matthews  
Alec McMillan  
Amy Phelps  
Philip Piqueira  
Peter Pondillo  
Bob Sherwin  
Phil Wennblom  
Joe Tretler  
Jianchao Zeng  
Adelana Gladstein  
Megan Pahl

Rockwell Automation  
UL  
ABB  
Corning Incorporated  
Rockwell Automation  
NIST  
Underwriters Laboratories  
Corning Incorporated  
EAPC Wind Energy  
Intel  
ANSI  
FDA  
USNC/ANSI  
USNC/ANSI

## **Section 1 – Organizational Matters**

### **1.1 Welcome, Opening Remarks, Introductions**

Ms. Sonya Bird, TMC Chair, called the meeting to order at 10:00 AM (EDT). She thanked all those in attendance and reminded everyone that the meeting was condensed to four and a half hours given its virtual nature. Ms. Bird welcomed new TMC member Ms. Laura Lindsay from Microsoft. She also reminded TMC members of their responsibility to vote on ballots that the USNC staff circulates. Mr. Tony Zertuche noted that the USNC office has seen a big downturn in voting responses from all three USNC policy committees and emphasized the importance of voting on ballots.

Mr. Zertuche also provided an update on Mr. Don Heirman's health situation. Mr. Heirman continued to make progress slowly.

*Secretary's Note: Unfortunately, Mr. Heirman passed away on 30 October 2020.*

Ms. Ade Gladstein reviewed the WebEx Event guidelines and virtual meeting protocol.

### **1.2 Approval of the Agenda**

Ms. Bird drew attention to the meeting's draft agenda, USNC/TMC 1068A. She proposed the addition of a SyC Smart Manufacturing report in section 5. It was moved, seconded and

**VOTE #1 To Approve the Agenda (USNC/TMC 1079A)  
(This motion was approved unanimously)**

#### **1.2.1 Approval of Consent Agenda**

Ms. Bird reviewed the consent agenda, including the TMC Minutes from the virtual meeting on 6 May 2020. It was moved, seconded and

**VOTE #2 To Approve the Minutes (USNC/TMC 1078) from the virtual  
TMC Meeting held on 7 October 2020**

**(This motion was approved unanimously)**

## 1.2.2 Approval of Balance Agenda

### Section 2 – Status of Outstanding Action Items

Ms. Ade Gladstein reviewed the outstanding action items from the previous meeting.

**ACTION ITEM #2020 – 5 - 1** – USNC staff to reach out to IEC CO for clarification on how and when SMBNC documents are distributed. TMC members to recommend a process on how the USNC positions will be formed on SMBNC documents.

**Status: Completed**

USNC staff reached out to the IEC Central Office and circulated an update to the USNC policy committees. A follow up discussion on the process for forming USNC positions on SMBNC documents was addressed in this agenda under section 3.

**ACTION ITEM #2020 - 5 - 2** – USNC staff to update the USNC TAG Administrator Application to include a justification statement section. In addition, TMC Chair and USNC staff to establish a formal process for when multiple organizations submit an application for the same TAG Administrator role.

**Status: Completed**

The updated application was circulated to the policy committees and TAG officers.

The process the TMC Chair established with USNC staff was if more than one application is submitted for the same TAG Administrator role, USNC staff will begin by notifying each organization. The organizations will then be given an opportunity to discuss a path forward on the TAG Administratorship. If the organizations cannot come to an agreement, then it will go out as a ballot to TMC.

**ACTION ITEM #2020 – 5 - 3** – TMC members who serve or have staff serving on SEG 9 to identify a replacement for Mark Duffy as the SEG 9 US Representative.

**Status: Pending**

No TMC member has come forward yet with a replacement for the SEG 9 US Representative role.

Current US Members participating in SEG 9 include Mr. Kirk Anderson (NEMA), Mr. Joseph Antony (UL), Mr. Jim Matthews (Corning), Mr. Kenneth Wacks (Consultant), and Mr. Michael O’Boyle (Signify).

**ACTION ITEM #2020 – 5 - 4** – US SMB Member and Alternate to suggest adding IEC IT resources as an agenda topic for the upcoming CAG meeting under ad hoc group 86 discussion.

**Status: Completed**

**ACTION ITEM #2020 – 5 - 5** – USNC staff to schedule a meeting for US Representatives on SyCs to discuss various issues, including the impact of no SRG.

**Status: Completed**

A discussion was held with several US IEC Systems Committee Representatives on 28 May 2020.

**ACTION ITEM #2020 – 5 - 6** – USNC staff to develop a spreadsheet on current SMB ahGs, including who the US Representatives are and who is eligible to be a member. USNC staff to circulate the spreadsheet to the USNC policy committee members.

**Status: Completed**

**ACTION ITEM #2020 – 5 - 7** – USNC staff to begin holding webinars for all new TC/SC/SyC proposals to provide US national interested parties the opportunity to help coordinate the USNC positions.

**Status: Completed**

USNC held its first webinar on a TC proposal on 14 May 2020 and will continue to schedule webinars as needed.

**ACTION ITEM #2020 – 5 - 8** – SCOOP Chair to draft interpretation of USNC MOPs Section 7.4 regarding the USNC TAG vote on the acceptance of new members.

**Status: Completed**

The draft was approved by TMC and then circulated to the policy committees and TAG officers.

**ACTION ITEM #2020 – 5 - 9** – Add TMC's three suggested topics to the list of agenda topics for bilateral meetings during the 2020 IEC General Meeting: HAS consultant issue; IEC dashboard; and IEC IT resources.

**Status: Completed**

### **Section 3 – SMBNC Documents**

Mr. Tony Zertuche led a follow up discussion on USNC procedures for IEC SMBNC documents. He noted that SMBNC documents are relatively new and were originally IEC Council documents. SMBNC documents are circulated by the SMB Secretariat to all National Committees for vote. They were created to make a distinction between general IEC Council documents and documents that are administered by the SMB Secretariat and originating from the SMB.

SMBNC documents are circulated to the USNC policy committees with a request for inputs. When SMBNC documents include proposals for new TCs in the SMB, the USNC office may hold a webinar and invites all US stakeholders to have an open discussion to provide comments on the proposal. Comments are sent to Mr. Lippert, Ms. Bird, and Mr. Zertuche for consideration before the vote is submitted. Since SMBNC documents are IEC Council votes that come from National Committees as a whole, Mr. Lippert votes on them.

### **Section 4 – CENELEC Update**

Ms. Bird provided an update on CENELEC. Several years ago, the TMC established a TF to address issues the USNC was experiencing with CENELEC, including CENELEC not applying the agreements with IEC appropriately. The TF also created a white paper on concerns from the US perspective. The USNC has raised issues with CENELEC's officers over the years in bilateral meetings, and USNC was able to resolve some of the concerns from the US community. The biggest issue recently has been the topic of the HAS Consultants, which the USNC raised with CENELEC and the IEC in the bilateral meetings held during the 2019 IEC General Meeting.

Mr. Steve Swanson stepped down as the CENELEC Task Force lead. Ms. Bird thanked Mr. Swanson for his leadership of the TF over the years. She noted that the TF needed a volunteer to replace him in the leadership role of the TF. Mr. Dave Osborn came forward and offered to take on the role. He stressed the importance of effectively making use of the Frankfurt and Vienna Agreements and agreed that there are a lot of issues with the HAS Consultants. Ms. Bird thanked Mr. Osborn for volunteering. USNC staff to schedule a meeting with Mr. Steve Swanson, Mr. Dave Osborn, Mr. Paul Green, Ms. Sonya Bird, and Mr. Tony Zertuche to begin CENELEC Task Force lead transition from Mr. Swanson to Mr. Osborn (**ACTION ITEM #1**).

Mr. Zertuche commented that CENELEC leadership is aware of the issues and is just as frustrated with the EU Commission as the USNC is. If USNC TAG participants feel there has been a violation of the Frankfurt Agreement, they flag it for USNC office. USNC staff immediately sends the issue to CENELEC and they investigate. Many times it is a misunderstanding or ignorance of the agreement and not a disregard of the rules.

Current CENELEC TF members include Mr. Steve Swanson (Corning), Mr. David Osborn (Philips), Mr. Paul Green (Intel), Ms. Jennifer Kitchen (GE), Dr. Frances Cleveland (Xanthus Consulting International), Mr. Bob Griffin (IBM), and Mr. Peter Linders (Philips). New volunteers are welcome to join the TF.

Two TF members offered to share materials related to CENELEC issues. Please see **ATTACHMENT A, ATTACHMENT B, ATTACHMENT C, and ATTACHMENT D** for additional information.

## **Section 5 – IEC Committee Reports**

### **5.1 SG 13 – Working with Consortia**

Ms. Hae Choe provided a verbal and written report (USNC/TMC 1088) on SG 13's activities. SG 13 held a virtual meeting on 14-15 September 2020. Three volunteers from the US have recently been approved by the SMB to observe SG 13 activities: Mr. Toby Gillespie, Mr. George Kelly, and Mr. Bob Sherwin. Ms. Choe emphasized that this SG is important for the US to monitor because of the increasing consortia work and consortia issued standards which may be in conflict with the IEC processes. This group is also looking for ways to foster better relationship with consortia and to adopt consortia standards as IEC documents.

### **5.2 SG 11 – Hot Topic Radar**

Mr. Alec McMillan provided a verbal and written report (**ATTACHMENT E**) on SG 11's activities. SG 11 met virtually on 3 September 2020 and submitted its report (SMB/7123/R) to SMB. SMB will be discussing SG 11 at the upcoming meeting in November. SG 11 plans to hold a meeting December 2020 to prepare for June 2021 report.

Mr. McMillan highlighted the lack of technical expertise on SG 11 and noted the need for broader, increased participation from the technical community. He also recommended that a USNC Virtual Technical Advisory Group (VTAG) is formed to provide support to the US representatives by providing diverse inputs on SG 11 items. USNC staff to circulate a call for members to join VTAG to SG 11 (**ACTION ITEM #2**). Ms. Bird suggested that the VTAG be established immediately and hold a meeting prior to the SMB meeting in November.

Each National Committee may have up to two representatives serving on SG 11. Due to his workload, Mr. Jim Matthews has been unable to participate in SG 11 activities and stepped down as the second US representative. USNC staff to circulate a call for an additional USNC member to serve in SG 11 as the second US representative (**ACTION ITEM #3**).

### **5.3 SyC Smart Manufacturing**

Mr. McMillan provided a verbal and written report (**ATTACHMENT F**) on SyC Smart Manufacturing's activities and noted SyC SM's report (**ATTACHMENT G**). SyC SM held its third plenary meeting in May 2020 and the US will virtually host the next meeting in November 2020.

SyC SM will host a virtual meeting with the leadership from all of the SyCs on 28 October to discuss collaboration on specification of IT tools and resources to support SyC operations. Mr. McMillan stressed that IT tools and platform features are needed to improve efficiency and coordination of the technical work of each committee. He also emphasized concerns with elimination of the Systems Resource Group (SRG) and the impact on SyCs. As the Secretary of SyC SM, Mr. McMillan recommended that digital transformation and the proposed SG 12 need strong engagement and broad representation of the technical community in its implementation.

#### **5.4 SyC Smart Cities**

Ms. Florence Otieno provided a written report (**ATTACHMENT H**) on SyC Smart Cities' activities. There were no questions raised and she was thanked for the report.

### **Section 6 – IEC SMB Reports**

#### **6.1 Report of SMB Groups**

ahG 76 – *Masterplan Implementation* – Ms. Bird drew attention to the latest ahG 76 report (SMB/7108/R) and emphasized that new ways of working is the most recent focus for the group. One of the ahG 76's recommendations is to extend technical areas' procedures to other technical committees. Mr. Lippert added that he was asked to participate in the Masterplan Task Group. Mr. Jo Cops is leading this effort and TG just held their first meeting. Ms. Bird shared that there is a huge amount of work associated with the MPI and specifically flagged the amount of work for Mr. Lippert's awareness as a TG member.

ahG 84 – *Sustainable Development Goals* – Ms. Bird highlighted that the IEC Academy held two webinars on the SDGs – one for the NC Secretaries and Presidents and one for stakeholders and the public. There is a lot of interest in this topic as the second webinar was attended by over 400 individuals. To download and listen to the webinar recordings, visit the [IEC Academy website](#). Please see the two IEC Academy presentations on SDGs for more information (**ATTACHMENT I and ATTACHMENT J**). IEC templates and forms have been revised and now include space on them to list how the work TCs are doing may contribute to SDGs. The IEC CO is coordinating with TC/SC officers to review the current catalogue to improve mapping of SDGs.

ahG 86 – *Future of Digital Transformation including system approaches* – Mr. Zertuche reported that there has been a lot of movement, changes, and resolutions within ahG 86. After the formation of SG 12, there were a number of other groups also working on digital transformation throughout the IEC. There needed to be more coherence between all the different groups, which spurred the creation of ahG 86.

This group recently submitted its final report to SMB (SMB/7121/R) and recommended that SG 12 is transformed to house all current IEC groups working on digital transformation in one place. AhG 86 also recommends that IEC broadens SG 12's scope, continues SG 12's work, expands membership of ahG 86 to go beyond IEC if needed, disbands SRG, and disbands ahG 86.

Mr. Zertuche commented that it is tough to try to transform a membership organization's digital structure. A centrally located group in the IEC is needed in order to deal with all of the issues that will arise from the digital transformation of the organization.

ahG 87 – *Code of Conduct for technical work* – This new ahG was established at the last SMB meeting in June. Ms. Bird reviewed ahG 87’s scope, which is to review the current IEC Code of Conduct (CoC), taking into consideration ISO’s and CAB’s work in this area, to propose revisions and improvements; determine how to address breaches to the Code of Conduct; propose an updated Code of Conduct for technical work for easier use by National Committees, technical experts, and Central Office staff; and recommend appropriate communication and/or training activities

Ms. Bird participates in a smaller task group working to establish a formal process to address breaches of the CoC. TMC members are invited to provide examples of issues they have seen in the past. This will help the task group as the ahG develops the CoC.

ahG 88 – *Covid induced consequences* – ahG 88 is a new group that reviews and assesses COVID-19’s impact (including opportunities) on technical work, emerging technologies, and IEC CO processes. The group is in the information gathering stages on some of the opportunities and challenges of this virtual era. Mr. Zertuche noted that a survey was circulated (AC/36A/2020) recently for NC Secretaries and TC/SC/SyC Chairs and Secretaries to gather related experience, best practices, and issues. For example, while there has been an increase in IEC meeting participation, more individuals now experience “Zoom fatigue.” For additional information, please see **ATTACHMENT K**.

TMC members are invited to send Mr. Zertuche opportunities and challenges they have experience during the current virtual era.

## **6.2 IEC Directives Maintenance Team and Joint Directives Maintenance Team**

Mr. Zertuche reviewed the DMT meeting report (SMB/7079) from the June 2020 virtual meeting. The next DMT/JDMT meeting will be held remotely in December 2020. The DMT is working with the IEC Communications team to increase the visibility and communication of the group’s work in an effort to explain how and why changes are made to the ISO/IEC Directives.

The DMT is currently evaluating P-Member performance and if some NCs should have their status updated to O-Member. There should be criteria in terms of P-Member participation. He expects that the DMT will propose this again at the next JDMT virtual meeting in December 2020.

Mr. Zertuche pointed out that the new DMT Convenor, Mr. Tony Capel (Canada), is doing a great job and work is moving along nicely. He thanked Mr. Matthews again for his leadership on the DMT.

TMC members are invited to reach out to Mr. Zertuche about DMT/JDMT related questions or items.

### **6.2.1 ISO/IEC Directives Part 2**

Mr. Phil Wennblom reviewed INCITS’ proposed inclusive terminology policy (USNC/TMC 1082). Mr. Wennblom explained that many types of technical documents include language that may be offensive to some people based on their race, color, sex, gender, etc. Recognizing that language matters, there is a growing movement across the technology industry to replace potentially offensive terms with inclusive alternatives. By using inclusive language, we avoid unintendedly perpetuating stereotypes, alienating colleagues, or supporting a less efficient development and collaboration environment.

Inclusive language is essential to productive collaboration. Some of this non-inclusive language is present in standards.

The ISO/IEC Directives Part 2 “Principles and rules for the structure and drafting of ISO and IEC documents” does not currently have any requirement or guidance for inclusive terminology. Therefore, the INCITS Executive Board requests support on the proposal and recommends it for the upcoming revision of the ISO/IEC Directives Part 2. TMC members expressed their support for the proposal.

INCITS is developing guidance for all of their technical committees, and asks all committees to apply that guidance in support of the policy. Mr. Wennblom will share the guidance document with USNC staff as soon as it is developed. It may be completed in the next few months.

### **6.3 SMB/TMB JTF – JTC 1**

Ms. Bird provided an update on SMB/TMB JTF – JTC 1 activities and drew attention to the JTF’s report (SMB/7109/R). In June 2019, TMB and SMB held a joint meeting and discussed JTC 1 management. Since then, a JTF was formed with members of SMB and TMB. The mandate of the JTF is to review lessons learned and best practices from JTC 1 in relation to assessing market needs, collaboration, and internal governance; explore how to strengthen and add value to the structure, scope and internal governance to ensure JTC 1 effectiveness; assess progress made in term of alignment of JTC 1 Supplement with ISO and IEC Supplements; identify ways to enhance interactions with other IEC and ISO Committees; and identify best practices or processes for JTC 1 management by SMB and TMB.

The JTF is looking to increase dialogue between TMB and SMB, establish commonalities, and learn from JTC 1 to see what can be done differently and more efficiently. JTF members, including Mr. Steven Cornish (US representative to TMB) recommended that JTC 1 leadership be included in the JTF, which has not happened yet.

The deadline of the JTF’s work has been extended to February 2021. TMC members are invited to submit their comments and inputs on the JTF report to Ms. Bird.

## **Section 7 – Standardization Management Board (SMB) Issues**

### **7.1 Review of Decisions from SMB Meeting in June 2020**

Ms. Bird reviewed the decisions taken at the virtual SMB meeting held in June 2020. She highlighted the following items from the SMB decision list that had previously been distributed with the draft agenda (SMB/7060/DL):

- *SMB Decision 168/3 – ahG 87 Code of Conduct for technical work* – SMB requested ahG 87 to provide its final report at SMB meeting 170 in February 2021. Ms. Bird participates in this new group.
- *SMB Decision 168/4 – ahG 88 Covid induced consequences* – SMB requested ahG 88 to provide its final report at SMB meeting 170 in February 2021. Mr. Zertuche participates in this new group.
- *SMB Decision 168/6 – ahG 85 IEC Secretariats* – ahG 85 came out of the work started on ahG 82 *TC/SC leadership and regional balance*. SMB confirmed that



the IEC Technical Officers are responsible for identifying and raising issues occurring with Secretariats, based on the Directives, after necessary consultations with the TC/SC/SyC leadership and the National Committee holding the Secretariat. SMB requested DMT to include a concise description of Assistant Secretary, considering gender and geographical diversity. SMB disbanded ahG 85.

- *SMB Decision 168/7 – ahG 86 Future of Digital Transformation including system approaches* – SMB noted that the draft IEC Digital Transformation vision and strategy document had been approved and asks ahG 86 to address the comments made by SMB members.
- *SMB Decision 168/8 – SG 11 Hot Topic Radar* – SMB will discuss SG 11 at the next SMB meeting in November 2020.
- *SMB Decision 168/12 – Standardization Programme Coordination Group (SPCG)* – SPCG was established to coordinate activities among IEC, ISO, and ITU-T. Each country can have one representative, and Mr. Steven Cornish (ANSI) participates in this group. As new work is proposed, Mr. Cornish reaches out to Ms. Bird and Mr. Zertuche to see if there is overlap with work in the IEC.

## **7.2 Review of Agenda for SMB Meeting in November 2020**

Ms. Bird reviewed items to be discussed at the upcoming CAG and SMB virtual meetings in November. Please see **ATTACHMENT L** for a presentation on the CAG agenda. The SMB draft agenda (SMB/7117/DA) was distributed to the TMC prior to the TMC meeting.

She drew attention to slide 7 in the CAG presentation, which was a summary of topics to be covered in the upcoming CAG meetings. The CAG meetings have been split up into four meetings with an additional pre-meeting. The first CAG meeting will cover prioritization/KPI SMB work and faster scouting of topics (SG 11). The second meeting will address ahG 76 new ways of working and review the standards development process. The third meeting will cover items CB diversity (gender, geographical, and stakeholder) and ahG 86. The fourth meeting will cover the SMB Handbook, which is an item that is in development to help SMB members to better understand practices and procedures.

## **Section 8 – IEC General Meeting**

Ms. Bird reviewed the virtual IEC General Meeting schedule and shared that Mr. Zertuche has been reaching out to USNC’s counterparts to hold bilateral meetings. Mr. Zertuche commented that USNC counterparts are interested in meeting and suggested meeting only before or after the IEC GM. Ms. Bird reminded USNC staff to include the topics on the bilateral agendas suggested by the TMC during the May Management Meeting. USNC staff confirmed that these topics would be included on the agendas.

### **8.2 IEC SMB Elections at the General Meeting**

Ms. Bird reviewed the election that would take place during the IEC General Meeting:

The election/re-election by Council in Stockholm of three members of the Standardization Management Board (SMB) for a three-year term of office (2021- 2023).

The candidates are Mr. Israel Guratti (Brazil), Mr. Jayanta Roy Chowdhury (India), Mr. Ali Pourakbar Saffar (Iran), Mr. Daehyun Kwon (Korea), Mr. Cesar E. Silva (Mexico), Mr. Alexey Ivanov (Russian Federation), and Mr. Oscar Querol (Spain). Ms. Bird highlighted that there are seven candidates running for three positions on SMB. Mr. Querol is completing his first term. Ms. Bird will share TMC's recommendation with the USNC Council.

### **Section 9 – USNC Subcommittee on Operating Procedures**

Mr. Bill Lawrence, Chair of the Subcommittee on Operating Procedures (SCOOP), provided an update on the Subcommittee's work, including the USNC TAG Model Operating Procedures (MOPs) validation process. Only four TAGs were outstanding in this process and the USNC office is monitoring each TAG's situation. He noted that the Unique Operating Procedures (UOP) for the USNC TAG to ISO/IEC JTC 1/SC 41 were still under SCOOP's review, and that SCOOP members are conducting individual reviews as well. SCOOP held a meeting on 28 September 2020 where INCITS participated as guests to present slides on their UOP to the group. SCOOP is scheduled to review outstanding items with the UOPs in their upcoming meeting. For additional information on Mr. Lawrence's report, please see **ATTACHMENT M**.

Ms. Bird reviewed current SCOOP membership and thanked Mr. Lawrence for his leadership of this group.

### **Section 10 – Interface with Regional Organizations**

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

- **APCF** – Next APCF meeting will be held in conjunction with IEC GM November 2020. APCF leadership is finalizing how many individuals can participate from each delegation as APCF has 30 members. Please see the APCF draft agenda (**ATTACHMENT N**).
- **COPANT and PASC** are scheduled to take place in April (Rio) and May (Vladivostok) respectively in 2021. These meetings will likely be held virtually due to travel restrictions from organizations and countries.
- **FINCA** – USNC to host virtual 2020 FINCA meeting on 23 October and remain FINCA Chair for 2021. The USNC's Young and Emerging Professionals and FINCA members' Young Professionals have been invited to observe the FINCA meeting first time and will hold a follow-on YP meeting in the weeks after the FINCA meeting. Please see the FINCA draft agenda (**ATTACHMENT O**).

### **Section 11 – Meeting Schedule 2020 and Beyond**

The following future meeting dates were reviewed:

#### **2020**

FINCA Meeting  
23 October 2020  
Virtual

84<sup>th</sup> IEC General Meeting  
9 – 13 November 2020  
Virtual

## **2021**

USNC Management Meetings  
January TBD

The January USNC Management Meetings will likely be held virtually. The USNC Officers will finalize 2021 USNC Management Meeting dates soon.

SMB Meeting  
23 February 2021  
Virtual

USNC Management Meetings  
May TBD  
UL – Fremont, CA

USNC Planning Committee and USNC staff hope to do a site visit at the venue in San Francisco for 2022 IEC General Meeting in conjunction with the May USNC Management Meetings. If this set of meetings is held virtually, the group will do a separate trip to San Francisco later in the year.

SMB Meeting  
8 July 2021  
Frankfurt, Germany

USNC Management Meetings  
September TBD  
FM Approvals – Norwood, MA

85<sup>th</sup> IEC General Meeting  
3 – 7 October 2021  
Dubai, United Arab Emirates (UAE)

## **2022**

SMB Meeting  
15 February 2022  
Sydney, Australia

SMB Meeting  
14 June 2022  
Geneva, Switzerland

86<sup>th</sup> IEC General Meeting  
31 October – 4 November 2022  
San Francisco, USA

## **2023**

87<sup>th</sup> IEC General Meeting  
Egypt

## **Section 12 – Adjournment**

Ms. Bird thanked USNC staff for hosting the virtual Management Meetings and thanked attendees for their participation. She adjourned the meeting at 1:45 PM (EDT).