United States
National Committee
of the IEC

USNC TECHNICAL MANAGEMENT COMMITTEE
DRAFT MINUTES

WebEx
Wednesday, 20 January 2021
10:00 AM – 2:30 PM (EST)
(Meeting #62)

Members Participating

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

Members Not Participating

Jonathan Colby	ARESCA
Laura Lindsay	Microsoft

Guests Participating

Kirk Anderson	NEMA
Dan Brake	ARESCA
Scott Colburn	FDA
Tim Duffy	Rockwell Automation
Elaina Finger	Corning Incorporated

Brent Hartman	CSA
George Kelly	ARESCA
Scott Kiddle	ABB
Jennifer Kitchen	GE
Veronica Lancaster	CTA
Amy Marasco	Microsoft
Steve Margis	UL
Evans Massey	ABB
Tom McGarry	TIA
Alec McMillan	Rockwell Automation
Edward Mikoski, Jr.	ECIA
Paul Moliski	Intertek
Philip Piqueira	Underwriters Laboratories
Peter Pondillo	Corning Incorporated
Bob Sherwin	EAPC Wind Energy
Joe Tretler	ANSI
Jianchao Zeng	FDA
Adelana Gladstein	USNC/ANSI
Megan Pahl	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 (EST). She thanked all those in attendance and reminded everyone that the virtual meeting was condensed to four and a half hours. Ms. Ade Gladstein reviewed the WebEx Meeting guidelines and virtual meeting protocol.

1.2   Approval of the Agenda

Ms. Bird drew attention to the meeting's draft agenda, USNC/TMC 1091A. She proposed to add USNC Honorary Life Member as an item under section 9. It was moved, seconded and

VOTE #1 To Approve the Agenda (USNC/TMC 1091A)

(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 7 October 2020. It was moved, and seconded

VOTE #2 To Approve the Minutes (USNC/TMC 1090) 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 – 10 - 1 – 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.
Status: Completed

The CENELEC TF lead transition meeting was held in November 2020.

ACTION ITEM #2020 - 10 - 2 – USNC staff to circulate a call for members to join VTAG to SG 11.
Status: Completed

ACTION ITEM #2020 – 10 - 3 – USNC staff to circulate a call for an additional USNC member to serve in SG 11 as the second US representative.
Status: Completed

Mr. Jim Matthews and Mr. Alec McMillan have both stepped down from their role on SG 11 – *Hot Topic Radar*. Two new US representatives were recently confirmed by SMB: Mr. Dan Brake (ARESCA) and Mr. Eric Franca (FDA). Mr. McMillan led a transition meeting with Mr. Brake and Mr. Franca before their first SG 11 meeting on 22 January 2021.

Section 3 – Frankfurt Agreement/CENELEC Update

Mr. Dave Osborn provided a presentation (USNC/TMC 1100) and verbal update on the state of the Frankfurt Agreement and IEC's relationship with CENELEC.

The USNC CENELEC TF recently developed a scope statement for the TF's work. This group is intended to provide a forum for discussion and lobbying regarding issues arising from IEC and CENELEC cooperation as specified by the Frankfurt Agreement. Given the significant amount of cooperation and joint work between ISO and IEC, this TF will also monitor the ISO and CEN cooperation as specified in the Vienna Agreement.

Mr. Osborn emphasized that the divergence of the technical requirements between EN documents and IEC documents has become quite problematic. FDIS publication cannot happen when the HAS Consultant review is negative, which has caused major difficulties for JTC 1 as well as other TCs and WGs. Additionally, when a healthcare standard was recently rejected, Mr. Osborn discovered that there was a new HAS Consultant checklist. There are 15+ issues they are looking for using check boxes for each standard, which raises concerns. Please see the HAS Consultant checklist **(ATTACHMENT A)** and commenting form **(ATTACHMENT B)** for further details.

As the US SMB Member and Alternate, Ms. Bird and Mr. Zertuche have elevated the concerns with the HAS Consultant to the SMB. This issue was added as an agenda item for the upcoming Chair's Advisory Group (CAG) meeting. Ms. Bird was surprised that some countries were not familiar with issue. She is working with SMB Secretary Mr. Gilles Thonet on a presentation to discuss the issue and raise awareness with the other SMB members. USNC has discussed the issue in previous meetings with IEC Officers and other bilateral meetings with international colleagues. Mr. Steven Cornish has raised it on the ISO side as well, and has added the HAS Consultants as an agenda item for the ISO/TMB meeting.

Ms. Bird expressed concern over another issue that has been raised in TCs. The European Commission no longer allows reference to a standard that is not an IEC, ISO, or EN standard. Standards that have been referenced in an IEC standard in the past are being identified for removal, and other standards are not being accepted as new references. This issue has broad reaching implications and has already impacted some USNC member organizations.

Ms. Bird thanked Mr. Osborn for his presentation and for highlighting the main issues for the group. TMC members are invited to share information with Mr. Osborn regarding ongoing challenges they see with the HAS Consultants. Additional volunteers are welcome to join the CENELEC TF.

Section 4 – IEC Committee Reports

4.1 IEC SyC Smart Manufacturing and IEC SyC Officers Meetings

Mr. Alec McMillan provided a verbal and written report **(ATTACHMENT C)** on IEC SyC Smart Manufacturing (SM) and recent meetings of the IEC SyC Officers.

Mr. McMillan reviewed active liaisons, SyC SM structure, and the list of virtual IEC SyC SM meetings held in 2020. He provided an overview on the key takeaways from the IEC SyC SM activity report to the ISO Smart Manufacturing Coordinating Committee (SMCC) and the ISO SMCC virtual meeting on 15 – 17 December 2020. Currently, the biggest roadblock for IEC SyC SM is trying to find suitable ways to provide deliverables in a form that are readable and assist users to navigate complex systems. For additional information, please see **ATTACHMENT D** and **ATTACHMENT E**.

Mr. McMillan also provided an overview on the informal IEC SyC Officers virtual meetings held recently on 28 October and 17 December 2020. As the IEC SyC SM Secretary, he organized meetings with the IEC SyC Officers to discuss the revised mandate of SG 12 and the need for agreement from IEC SyCs on their requirements for mapping tools, use case repositories and other IT support tools. The officers highlighted challenges that they were facing in the areas of terminology, use cases, architecture models and mapping tools. Mr. McMillan noted that all of the IEC SyCs are struggling, especially in the absence of the Systems Resource Group (SRG). There was a consensus that a formal joint group of IEC SyCs might be useful in working with the new proposed SG 12 methodology group to facilitate development of a suitable systems standardization IT supported environment.

Ms. Bird thanked Mr. McMillan for serving as the IEC SyC SM Secretary and for taking a leadership role in arranging the IEC SyC Officers meetings. Mr. McMillan requested that additional participants volunteer to join the USNC TAG to IEC SyC SM.

ACTION ITEM #1 – USNC staff to circulate a call for members to join the 1) USNC TAG to SyC Smart Manufacturing, 2) USNC VTAG to SG 12 - Digital Transformation and Systems Approach, and 3) the joint VTAG on Gender Responsive Standards

4.2 SG 13 – Working with Consortia

Ms. Hae Choe provided a written report (USNC/TMC 1094) on SG 13's activities. There were no questions raised.

4.3   Advisory Committee on Energy Efficiency (ACEE)

Mr. Kirk Anderson provided a written report (USNC/TMC 1095) on ACEE's activities. Mr. Anderson reported that ACEE has started discussions with ISO to help coordinate energy efficiency metrics and approaches for products to reduce confusion and increase energy savings possibilities.

4.4   IEC SyC Smart Cities

Ms. Florence Otieno provided a written report **(ATTACHMENT F)** on IEC SyC Smart Cities' activities. Ms. Otieno expressed concerns regarding a vice chair role for a new joint working group.

ACTION ITEM #2 – USNC staff to set up a meeting with Florence Otieno, Sonya Bird, and Tony Zertuche to discuss the vice chair issue within SyC Smart Cities.

Section 5 – IEC SMB Reports

5.1   Report of SMB Groups

ahG 76 – *Masterplan Implementation* – Ms. Bird reported that ahG 76 work has been ongoing for a number of years. The group met recently in January 2021. Concerns continue to be raised about the amount of work required to address the masterplan implementation items.

ahG 84 – *Sustainable Development Goals* – Ms. Bird drew attention to ahG 84's final report (SMB/7027/R). Three deliverables came out of this effort: modified templates for committees to consider SDGs in their work; extensive communication plan that established updated IEC brochures on SDGs; and training on SDGs. AhG 84 is to disband as the IEC Council Board established a new task force to address the SDGs. Mr. Vimal Mahendru (IN) led ahG 84 and will continue to lead SDG efforts in the CB TF. Ms. Bird participates as a member of this new CB TF.

ahG 87 – *Code of Conduct for technical work* – Ms. Bird shared that the group met recently in January 2021. AhG 87 updated the Code of Conduct for Technical Work and drafted a new document, Guidance and Process for addressing misconduct and breaches of the Code of Conduct. The draft final report will be issued to SMB shortly for formal review and comment.

ahG 88 – *Covid induced consequences* – Mr. Zertuche highlighted a survey on the impacts of the pandemic, which was circulated to NC Presidents/Secretaries & IEC Secretaries/Chairs. Only 34% of NC Presidents/Secretaries and 21% of IEC Secretaries/Chairs responded to the survey. AhG 88 noted that it is hard to predict what will happen in the next couple of months to a year. The lack of clarity on the Covid-19 impact and duration is adding to uncertainty. Zoom fatigue is setting in for many meeting participants throughout IEC, so this group will continue monitoring the issue.

ahG 89 – *Review of standards development process* – Since the first ahG 89 meeting will be held later in January 2021, Mr. Zertuche will provide a more detailed report at the next TMC meeting. He shared that this group is going to be similar to SG 12 TF 1 *Working*

more digitally. AhG 89 will work to identify improvements in the process & work flows and/or project management principles.

ahG 90 – *Prioritization of SMB work and performance/success measurement of technical work* – Ms. Bird reviewed the focus of this ahG, which is to plan/prioritize SMB work and to evaluate the performance of TCs, SCs, and SyCs. The group met recently in January 2021. Possible work streams include, procedure to prioritize and facilitate SMB work; measuring success and performance of SMB; measuring success and performance of TC/SC/SyC work, including corresponding metrics (dashboard development); and provide initial draft work plan/action plan and success/performance measures that are applicable to the ongoing SMB and technical work.

5.2   **SG 12 – Digital Transformation and Systems Approach**

Mr. Zertuche provided an update on SG 12 activities and reviewed the slides from the January 2021 SG 12 meeting **(ATTACHMENT G)**.

Following the recommendations made by ahG 86 *Future of Digital Transformation including system approaches* in its final report, SMB approved to reconstruct SG 12 as *Digital Transformation and Systems Approach* and revise its scope. The new SG 12 will be co-convened by Mr. Ralph Sporer (DE) and Mr. Oliver Hateley (UK). The group's membership is going to be expanded due to the wide net that it will encompass. SG 12's proposed structure includes Task Force 1 – *Working more digitally*, Task Force 2 – *Producing more digital content*, Task Force 3 – *Semantic Interoperability & Information models*, Methodology Group, and a Committee Forum.

Mr. Zertuche recommended that a USNC VTAG for SG 12 is formed and that an additional US representative to SG 12 volunteers. He noted that he will continue to participate in SG 12. Ms. Bird encourage anyone who has an interest in SG 12 activities to volunteer to join the VTAG, especially individuals participating on USNC TAGs to IEC SyCs.

ACTION ITEM #1 – USNC staff to circulate a call for members to join the 1) USNC TAG to SyC Smart Manufacturing, 2) USNC VTAG to SG 12 - Digital Transformation and Systems Approach, and 3) the joint VTAG on Gender Responsive Standards

5.3   **IEC Directives Maintenance Team and Joint Directives Maintenance Team**

Mr. Zertuche reported that the IEC DMT and ISO/IEC DMT met virtually for over a week in December 2020. The next meetings will be held 30 November – 3 December 2021 in Vienna, Austria. Final confirmation to meet face to face will take place by the end of September 2021.

Mr. Zertuche provided a presentation **(ATTACHMENT H)** and drew attention to the following issues including, DMT recommendation 01-202012 – Allocation of Secretariat in the case of multiple candidates. If the new clause (1.9.5) is approved, a ranked ballot shall be used to identify the preferred candidate. DMT also noted to JDMT that IEC will be adopting the text to recognize Assistant Secretaries in the IEC Supplement. JDMT discussed the "New Normal" with regards to the pandemic causing many organizations and companies to adapt to a new way of doing business. JDMT agreed that this topic should first be a discussion between TMB and SMB and should be addressed at the

TMB/SMB meeting in March 2021. Meeting topics include are hybrid meetings, deliverables, and short-term actions needed. JDMT members also discussed changing from comma to point as a decimal separator. This is a highly contentious topic with a wide impact and requires discussion at SMB and TMB. A risk assessment task force will be formed to consider both sides and propose a fair outcome.

For additional information, please see the JDMT draft minutes in **ATTACHMENT I**.

Section 6 – Standardization Management Board (SMB) Issues

6.1   Review of Decisions from SMB Meeting in November 2020

Ms. Bird reviewed the decisions taken at the virtual SMB meeting held in November 2020. She highlighted the following items from the SMB decision list that had previously been distributed with the draft agenda (SMB/7140/DL):

- *SMB Decision 169/3 – ahG 76 Masterplan Implementation – New ways of working* – SMB approved all of the ahG 76 WG's recommendation. Ms. Bird participates in this group.

- *SMB Decision 169/4 – ahG 86 – Setup of SG 12 under the revised scope –* Following the recommendations made by ahG 86 in its final report, SMB approved to rename SG 12 as *Digital Transformation and Systems Approach* and revise its scope.

- *SMB Decision 169/5 – ahG 86 – Disbanding of SRG –* As activities pertaining to the Systems Resource Group (SRG) and the Systems Approach in general will be taken over by the Methodology Group of SG 12, SMB disbanded the SRG.

- *SMB Decision 169/7 – SG 11 Hot Topic Radar –* SMB requested SG 11 to solicit feedback from TC/SC/SyCs, NCs, and other relevant IEC groups on the hot topics listed by SG 11 and to ask the TC/SC/SyCs and NCs to propose necessary standardization activities. SMB also asked SG 11 to make its reports available to TC/SC/SyCs, NCs, and other relevant groups. SG 11 is to develop recommendations on prioritized hot topics by the next SMB meeting in July 2021.

- *SMB Decision 169/8 – ahG 89 Review of standards development process –* SMB requested ahG 89 to provide its final report at the SMB meeting in October 2021. Mr. Florian Spiteller (DE) serves as the Convenor for this group, and Mr. Zertuche participates as a member.

- *SMB Decision 169/9 – ahG 90 Prioritization of SMB work and performance/success measurement of technical work –* SMB requested ahG 90 to provide its final report at the SMB meeting in July 2021. Ms. Kareen Riley-Takos (AU) and Mr. Beer Opatsuwan (AU) serve as Co-Convenors for this group, and Mr. Bird participates as a member.

- *SMB Decision 169/10 – Remote participation and COVID related activities –* As shown by the data there has been no significant delay in the standards

development work. SMB expressed appreciation to the global IEC community and its volunteers who are committed to continue standards development through the ongoing pandemic.

- *SMB Decision 169/11 – IEC Governance Review Task Force –* SMB noted that inputs and feedback provided during the August 2020 meeting had been taken into account by the Task Force.

- *SMB Decision 169/14 – SMB/TMB Joint Task Force on JTC 1 –* SMB thanked the SMB/TMB Joint Task Force on JTC 1 for its interim report and noted that the request for a time extension until February 2021 has been approved.

6.2   **Review of Agenda for CAG and SMB Meetings in February 2021**

Ms. Bird reviewed the agenda for the upcoming remote CAG and SMB meetings. The CAG will meet on four different days in January and February 2021. Sonya reminded the TMC that the CAG is comprised of only SMB members, that no guests participate, there are no minutes, and that the meeting is not recorded. The CAG provides recommendations as actions and decisions are made during the SMB meeting. The CAG met recently and discussed self-assessment survey, JDMT proposal for inclusive language, and the upcoming SMB/TMB meeting that will take place in March 2021. Items for SMB/TMB discussion will include COVID response and joint partnerships to align SMB and TMB. The second CAG meeting will discuss the latest MSB white paper on Safety of the Future and the SMB Handbook, which documents processes and procedures in the SMB. The third meeting will review DMT/JDMT processes and how SMB can contribute to the new IEC strategy. The final CAG meeting will focus on issues and concerns with the HAS Consultants.

The next SMB meeting will be held virtually 22-23 February 2021. Ms. Bird highlighted the following agenda items:

5.1.1 – Set up new TC on *Robotics for electricity generation, transmission and distribution systems*. This new TC was recently approved by SMB.

ACTION ITEM #3 – USNC staff to circulate a call for USNC TAG Administrator when the new TC on Robotics is officially established

5.3 – TC/SC/SyC monitoring and performance improvement. SMB will have a future meeting to receive reports from ACEA, TC 111, JTC 1/SC 39, and SyC Smart Cities.

7.3.2 – SMB/TMB Joint Task Force on JTC 1. This report will be published in February 2021.

A CAPCC member pointed out that CAB was not included under section 7 *Relations with others* on the SMB draft agenda, and asked if there was a reason for this. Both Ms. Bird and Mr. Zertuche confirmed that the CAB Chair Mr. Shawn Paulsen typically joins the SMB meeting provide a CAB report. They agreed to follow up on this issue with the SMB Chair Mr. Ralph Sporer.

ACTION ITEM #4 – Sonya Bird and Tony Zertuche to ask SMB Chair Ralph Sporer why CAB is not included as an SMB agenda item for the February meeting

6.3   Gender Responsive Standards

Ms. Bird provided a brief update and presentation (USNC/TMC 1098) on the work of the ISO/IEC Joint Strategic Advisory Group (JSAG) on Gender Responsive Standards. The group's mandate is to create tools to ensure standards are gender responsive. Some of the JSAG's expected outcomes include a procedure to assess the possible gender implications when developing or revising a standard; gender inclusive language in standardization activities; gender responsive policies & procedures in ISO and IEC; and greater awareness of importance of gender and gender responsive standards. The JSAG is working on five deliverables, and Ms. Bird serves as the convenor of the group working on the first deliverable to design a procedure that could help committees to assess if a new work item or revision project has gender implications. The group is reviewing case studies that consider women's sizes and identifying examples where the gap exists. TMC members are invited to provide case studies, related ongoing work in their organizations or standards bodies that they participate in, or any inputs to Ms. Bird. Currently only three individuals participate from the IEC side in the joint ISO/IEC VTAG. Ms. Bird encouraged TMC members to join the joint VTAG.

ACTION ITEM #1 – USNC staff to circulate a call for members to join the 1) USNC TAG to SyC Smart Manufacturing, 2) USNC VTAG to SG 12 - Digital Transformation and Systems Approach, and 3) the joint VTAG on Gender Responsive Standards

Section 7 – USNC Subcommittee on Operating Procedures

Mr. Bill Lawrence, Chair of the Subcommittee on Operating Procedures (SCOOP), provided an update and written report (USNC/TMC 1099) on the Subcommittee's work, including the USNC TAG Model Operating Procedures (MOP) validation process. INCITS, USNC, and ANSI met recently to discuss USNC TAG to ISO/IEC JTC 1/SC 41's unique operating procedures (UOP) and identify a path forward. INCITS and USNC agreed to establish a joint INCITS-USNC group to further discuss the UOP and complete the review before the TMC meeting in May 2021. USNC requested that a solution is identified for the UOP prior to the TMC meeting in May to ensure that SCOOP and TMC have time to review the revised UOP.

Ms. Bird thanked Mr. Lawrence for his leadership in SCOOP.

Section 8 – Interface with Regional Organizations

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

- **APCF**

    An APCF task force has been created to define the Asia-Pacific region and identify who can join the APCF. This TF will address the concern on whether or not India and other nearby countries would be allowed to attend the APCF.

o **FINCA/COPANT**

Mr. Lippert will remain as the FINCA Chair in 2021. USNC plans to host this meeting in-person (tentatively) in the fall.

o **USNC Country Mentoring**

USNC will reinvigorate mentorship activities in 2021 with Vietnam and CROSQ. USNC plans to get both groups engaged to participate in meetings, trainings, and workshops. USNC will invite Vietnam and CROSQ virtually observe the USNC Management Meetings in May, and hopefully observe in-person in September.

A concern was raised regarding the possibility that Chile may be removed from IEC due to the lack of payments. Mr. Zertuche shared that Chile has been experiencing financial difficulties for quite some time and are typically behind in dues payments to IEC. Chile has not reached out to USNC about their current challenges. Since many candidate countries are in a similar situation, IEC should consider opportunities for these countries to be able to continue their participation. Ms. Bird confirmed that she would raise this issue in her TMC report to USNC Council. This topic will be discussed during the FINCA meeting in fall 2021.

Section 9 – Meeting Schedule 2021 and Beyond

9A   **USNC Honorary Life Member Nomination**

Mr. Zertuche reviewed the guidelines for Honorary Life Member (HLM) nominations. He offered Mr. Alec McMillan as an HLM nominee and provided and overview on Mr. McMillan's extensive professional history with USNC/IEC and Rockwell Automation (**ATTACHMENT J**). Ms. Bird proposed to recommend Mr. McMillan as an HLM candidate to USNC Council. It was moved, seconded and

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**VOTE #3 To Approve Alec McMillan's nomination for
USNC Honorary Life Member**

(This motion was approved unanimously)

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The following future meeting dates were reviewed:

2021

SMB Meeting
23 February 2021
Remote

Joint SMB/TMB Meeting
15 March 2021
Remote

USNC Management Meetings
18 – 20 May 2021
UL – Fremont, CA

USNC Officers will make a decision six weeks out from the May USNC Management Meetings on whether they will be held in-person or virtually. If the meetings are held virtually, a group from USNC will travel to San Francisco some time in 2021 for a venue visit.

SMB Meeting
8 July 2021
Frankfurt, Germany

USNC Management Meetings
31 August – 2 September 2021
FM Approvals – Norwood, MA

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

Note that the 2021 IEC General Meeting will be held from Sunday – Thursday.

2022

SMB Meeting
15 February 2022
Sydney, Australia

SMB Meeting
14 June 2022
Geneva, Switzerland

86th IEC General Meeting
31 October – 4 November 2022
San Francisco, USA

2023

87th IEC General Meeting
22 – 26 October 2023
Sharm-el Sheik, Egypt

Section 10 – Review of Action Items

- **ACTION ITEM #1** – USNC staff to circulate a call for members to join the 1) USNC TAG to SyC Smart Manufacturing, 2) USNC VTAG to SG 12 - Digital Transformation and Systems Approach, and 3) the joint VTAG on Gender Responsive Standards

- **ACTION ITEM #2** – USNC staff to set up a meeting with Florence Otieno, Sonya Bird, and Tony Zertuche to discuss the vice chair issue within SyC Smart Cities

- **ACTION ITEM #3** – USNC staff to circulate a call for USNC TAG Administrator when the new TC on Robotics is officially established

- **ACTION ITEM #4** – Sonya Bird and Tony Zertuche to ask SMB Chair Ralph Sporer why CAB is not included as an SMB agenda item for the February meeting

Section 11 – Adjournment

Ms. Bird thanked USNC staff for their support of the virtual Management Meetings and thanked everyone who participated. She adjourned the meeting at 1:45 PM (EST).