



**USNC Conformity Assessment Policy Coordinating Committee
AGENDA**

**Hosted By FM Approvals
Four Points by Sheraton Hotel
1125 Boston Providence Turnpike
Norwood, MA 02062**

**Tuesday, 17 May 2016
9:00 am – 4:00 pm (EDT)
(Meeting #19)**

Dress Code: Business Casual

**Section 1 – Welcome, Opening Remarks and Introductions
(9:00 – 9:15 am)**

- 1.1 Welcome, Opening Remarks, Introductions
(T Duffy, Chair)**
- 1.2 Approval of Draft Agenda USNC/CAPCC 155A**
- 1.2.1 Approval of Consent Agenda**
 - (a) Approval of the Minutes – Meeting/Teleconference USNC/CAPCC 154**
January 2016 Meeting, San Diego, CA
- 1.2.2 Approval of Balance Agenda USNC/CAPCC 155A**

**Section 2 – Outstanding Action Items
(T Zertuche)
(9:15 – 9:30 am)**

ACTION ITEM #1 N Moudiyne

Mr. Duffy asked if Nora Moudiyne, ICAC Secretary from ANSI, would be able to send the CAPCC a tally of votes on the two CDs:

- ISO/IEC CD 17011 (ANSI voted “Disapprove”)
- ISO/IEC CD 17025 (ANSI voted “disapprove with comments”)

Ms. Moudiyne and Mr. Zertuche distributed these documents on 29 April 2016.

Status: Completed

ACTION ITEM #2 T Zertuche

Mr. Zertuche agreed to assist in looking at what kind of contributions would be needed by the CAPCC systems. He also agreed to distribute an updated version of the budget at the next CAPCC meeting with a goal to develop the breakdown on what will be owed by each of the 4 systems.

Status: Pending

ACTION ITEM #3 S Margis, J Solis

Ultimately, it was decided that the entire process and procedure for USNC nomination of CAB WG Experts would be developed for inclusion in the CAPCC Terms of Reference with Steve Margis volunteering to lead the effort and Joel Solis offering to help.

Status: Pending

ACTION ITEM #4 CAPCC

Mr. Colby asked that the procedures for the hosting of CA meetings in the US be included in both the CAPCC Terms of Reference and USNC Statutes (see Agenda Item 10.2).

Status: Completed

ACTION ITEM #5 USNC/IECQ

Mr. Duffy asked that the USNC/IECQ's rules of procedure, budget plans and accounting data be presented at the next CAPCC Meeting (see Agenda Item 4).

Status: Completed

ACTION ITEM #6 T Zertuche

Mr. Colby also asked that both the Mexican and Brazilian National Committees be invited to join the IEC/RE and any related meetings.

Status: Completed

ACTION ITEM #7 S Margis & Task Force

Steve Margis agreed to lead a Task Force that would review and possibly revise the CAPCC's Terms of Reference. Jonathan Colby, Joan Sterling and Joel Solis agreed to join the Task Force

Status: Completed

ACTION ITEM #8 A Phelps, K Robinson

Ms. Phelps will provide a report on cybersecurity / risk management and OSHA Notice (see Agenda Item 12).

Status: Completed

Section 3 – For Action – Development of the CAPCC Response to the USNC Council for the BTG Recommendations

(T Duffy)

(9:30 – 10:00 am)

Executive Summary

Mr. Duffy will lead a discussion to develop the CAPCC's input to the USNC Council in its efforts to address the goals set by the ANSI Board Task Group.

Section 4 – USNC/IECQ Overview of Operating Procedures, Treasurer, Budget Plan

(10:00 – 10:45 am)

Executive Summary

A representative from the USNC/IECQ will give a presentation on the changes made to the USNC/IECQ Operating Procedures including historical documents related to the harmonization with the other mirror committee Operating Procedures. He will provide an update on the status of the Treasurer position and brief the CAPCC on its budgeting process including payment of IECQ dues.

Section 5 – For Information - Liaison Reports

(J Sterling / T Duffy)

(10:45 – 11:15 am)

5.1 Joan Sterling – ANSI Conformity Assessment Policy Committee (CAPC)

5.2 Tim Duffy – ANSI International Conformity Assessment Committee (ICAC) USNC/CAPCC 156

- CABPUB/123/CD – ISO/IEC CD2 17025: Conformity assessment – General requirements for the competence of testing and calibration laboratories. IEC National Committees have been invited to comment on this CD by 5-20-2016 and they have been strongly encouraged to consult the IECEE, IECRE, IECQ and IECEx communities in their country.

Section 6 – For Information – Reports on the Conformity Assessment Systems

(11:15 am – 12:00 noon)

6.1 For Information – USNC/IECRE Update USNC/CAPCC 157
(B Sherwin)

Executive Summary

Mr. Sherwin will provide a brief status report on the activities of the USNC/IECRE. As part of this item, brief reports will be provided on the following:

- Photovoltaic-OMC Update
- Wind Energy-OMC Update
- Marine Energy-OMC Update

6.2 IECEE and USNC/IECEE

(T Duffy)

Mr. Duffy will provide a status report on the IECEE and the USNC/IECEE.

**6.3 IECEX and USNC/IECEX
(E Massey)**

USNC/CAPCC 158

Mr. Massey will call in to provide a brief status report on the activities of IECEX and the USNC/IECEX.

LUNCH

(12:00 noon – 12:30 pm)

Section 7 – For Action – USNC CAPCC Subcommittee on Operating Procedures of USNC Conformity Assessment Systems

(12:30 – 1:30 pm)

7.1 Review of the Operating Procedures of USNC Conformity Assessment Systems.

Executive Summary

Mr. Margis will report on the status and activities of the CAPCC Subcommittee.

7.2 CAPCC Governance

Executive Summary

Mr. Duffy will lead a CA governance review of the USNC Statutes and Rules of Procedures. Issues include:

- Procedures for the hosting of CA meetings in the US be included in both the CAPCC Terms of Reference and USNC Statutes (ACTION ITEM 4)
- CAPCC as a standing committee or separate committee like TMC 4.1.9
- Election of CAPCC Members 4.1.9.1 and 4.4.3.2
- Serving on Council and CAPCC (See TMC restriction 4.4.3)
- Term of office for CAPCC members – the current TMC term of office is 3-years with re-election for successive terms. CAPCC Members-at-Large serve consecutive periods of 2-years. Should these be consistent and should the CAPCC re-election process be added to the Nominations Committee annual voting process? 4.4.3.1
- Confirmation that USNC/IECEE, USNC/IECEX, USNC/IECQ and USNC/IECRE are Standing Committees of CAPCC, NOT Council 4.5.7
- CAPCC authority to approve the Operating Procedures of the standing committees?
- Election of Vice-Chair and term limit?
- Election of CAB Alternate – should this be the Vice-Chair?
- CAPCC Membership - “Officers of the USNC CA Systems are members of the Committee for the term of their office, and the Chair of each system is an ex-officio member of the USNC Council (without vote).” We believe that this statement predated the creation of CAPCC and is not appropriate in the current organization. Should it be dropped? 4.5.3

Section 8 – For Information – Status Report on the USNC CAPCC Regulatory Labeling Working Group
(G Schrempp)
(1:30 – 2:00 pm)

Executive Summary **USNC/CAPCC 159**
Mr. Schrempp will call in to report on the USNC CAPCC Regulatory Labeling Working Group.

Section 9 – For Action - CAPCC Task Force on Conformity Assessment Communications
(G Schrempp)
(2:00 – 2:15 pm)

Executive Summary **USNC/CAPCC 160**
Mr. Schrempp will also provide an update to CAPCC on Task Force.

Section 10 – For Information – CAB Meeting on 13 June 2016 in Geneva
(T Duffy)
(2:15 – 2:45 pm)

Executive Summary
Mr. Duffy will review items of interest that will be discussed at the upcoming CAB Meeting in Geneva.

Section 11 – For Information – Conformity Assessment Issues in the Americas, Paul Moliski, Intertek and Chair, ANSI Regional Standing Committee
(2:45 – 3:00 pm)

Executive Summary
Mr. Moliski will provide an update to CAPCC about CA issues from his perspective as the Chair of the ANSI RSC-Americas.

Section 12 – For Information – Status Report on US Government Activities Related to Conformity Assessment
(A Phelps)
(3:00 – 3:30 pm)

Executive Summary
Ms. Phelps, Computer Scientist/Conformity Assessment Advisor, NIST, will call in to provide a status report on government activities in this area including those related to OSHA and cyber security/risk management.

Section 13 – For Action / Information – International Outreach
(3:30 – 3:45 pm)

13.1 USNC Interface with Regional Organizations
(P Piqueira)

Executive Summary

Mr. Piqueira will provide an update on the USNC's regional outreach initiatives with a look to the future in terms of possible CAPCC participation.

- **FINCA** - 2016 Meeting will be in Argentina
- **COPANT** - Report from the General Assembly Meeting 18 – 22 April in Guayaquil, Ecuador
- **PASC** - 2016 Meeting in Bali 8 – 12 May.
- **USNC Mentoring Program** – USNC Council will discuss the merits of this program at their meeting on 19-20 May 2016. The CAPCC should offer input.

13.2 For Action / Information - Innovation Workshop at 2016 IEC General Meeting
Frankfurt
(T Zertuche)

Executive Summary

Mr. Zertuche will remind the CAPCC of the new IEC General Meeting initiative that the German National Committee would like the USNC to actively participate in throughout the year leading up to the 2016 IEC GM.

Section 14 – For Information – USNC Participation in IEC Young Professionals Program
(T Zertuche)
(3:45 – 3:55 pm)

Executive Summary

Mr. Zertuche will give brief update on the USNC's participation in the IEC Young Professionals Program.

Section 15 – For Information – 2016 CAPCC/CAB Meeting Schedule
(3:55 – 4:00 pm)

The following meeting dates for the remainder of 2016 and beyond have been confirmed or are under consideration:

Year 2016

CAB Meeting

13 June 2016

Monday

Geneva, Switzerland

CAPCC/TMC/Council

30-31 August, 1 September 2016

Tuesday, Wednesday, Thursday

IEEE, Piscataway, NJ

FINCA Meeting
29-30 September 2016
Buenos Aires, Argentina

80th IEC General Meeting
Frankfurt, Germany
- SMB/CAB Monday, 10 October
- CB Wednesday, 12 October
- Council Friday, 14 October 2016

World Standards Week
24 – 28 October 2016
Washington, DC

Year 2017
SMB Meeting
Tuesday, 14 February 2017
Geneva, Switzerland

SMB Meeting
Tuesday, 13 June 2017
Geneva, Switzerland

CAB Meeting
Tuesday, 13 June 2017
Geneva, Switzerland

81st IEC General Meeting
Vladivostok, Russia
9 – 13 October 2017
- SMB/CAB Monday, 9 October 2017
- CB Wednesday, 11 October 2017
- Council Friday, 13 October 2017

Year 2018
82nd IEC General Meeting
Republic of Korea

Year 2019
83rd IEC General Meeting
China

Year 2020
84th IEC General Meeting
Sweden

Year 2021
85th IEC General Meeting
United Arab Emirates (UAE)

Year 2022
86th IEC General Meeting
USA

Year 2023
87th IEC General Meeting
Egypt

Section 16 – Adjournment
4:00 pm (EDT) approximately