USNC Conformity Assessment Policy Coordinating Committee
REVISED DRAFT AGENDA

Hosted by Dell
2300 Greenlawn Blvd, Building 3
Round Rock, Texas 78682

Tuesday, 30 August 2016
9:00 am – 4:00 pm (CST)  
(Meeting #20)

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 163B

1.2.1 Approval of Consent Agenda  
USNC/CAPCC 163B

(a) Approval of the Minutes – Meeting  
USNC/CAPCC 162  
May 2016 Meeting, Norwood, MA

(b) Discussion of New Minutes Structure  
USNC/COUNCIL 691

1.2.2 Approval of Balance Agenda  
USNC/CAPCC 163B

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

Action Item #1 - Mr. McDermott should work with Mr. Margis to review the USNC/IECQ budget and create a more detailed and accurate assessment of IECQ’s financial standing.

Status: Pending

Action Item #2 – The IECQ website must be corrected to state that the USNC/IECQ is the member body of the USNC/CAPCC, not ECC.

Status: Ongoing
**Action Item #3** - Mr. Margis reported that he will schedule a meeting to conduct a full review of the operation procedures of each CA system with representatives from each subcommittee. Mr. Margis stated that those interested in volunteering for this Task Force should reach out to him.

*Status: Pending*

**Action Item #4** - Ms. Phelps stated that she would gather information on workshops with government regulatory agencies.

*Status: Pending*

**Action Item #5** - Mr. Zertuche will reach out to the Canadians to suggest a dinner meeting instead of an all-day session between the US, Canada, and Mexico at FINCA.

*Status: Completed*

**Section 3 – For Action – Review of CAPCC Proposed Budgetary Response to ANSI Board Task Group**

(S Margis)

(9:30 – 10:15 AM)

**Executive Summary**

Mr. Steve Margis will review and discuss the proposed contributions from the USNC CA Systems that were developed in conjunction with the Finance Committee to help address the goals set by the ANSI Board Task Group.

**Section 4 – Harmonization in CA of IEC Standards across Federal and State Governments**

(J Zeng)

(10:15 – 10:45 AM)

**Executive Summary**

Mr. Jianchao Zeng will lead a discussion on the issue of harmonization in conformity assessment of IEC standards across federal and state governments.

**Section 5 – For Information – Status Report on US Government Activities Related to Conformity Assessment**

(A Phelps)

(10:45 – 11:00 AM)

**Executive Summary**

Ms. Phelps will call-in to provide a status report on government activities in the area of conformity assessment.

**Section 6 – For Information - Liaison Reports**

(J Sterling / T Duffy)

(11:00 – 11:30 AM)

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

USNC/CAPCC 164

6.2 Tim Duffy – ANSI International Conformity Assessment Committee (ICAC)
Section 7 – For Action – USNC CAPCC Subcommittee on Operating Procedures of USNC Conformity Assessment Systems  
(11:30 AM – 12:30 PM)

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

Executive Summary  
Mr. Margis will report on the activities of the CAPCC Subcommittee highlighting the basic principles that should be included in all Rules of Procedures and the need for harmonized terms of reference and updated MOAs with ANSI.

7.2 CAPCC Membership Terms

Executive Summary  
Mr. Zertuche will review the CAPCC membership terms.

LUNCH  
(12:30 – 1:00 PM)

Section 8 – For Information – Reports on the Conformity Assessment Systems  
(1:00 – 1:45 PM)

8.1 For Information – USNC/IECRE  
(G Kelly)

Executive Summary  
Mr. Kelly will provide a brief status report on the activities of the USNC/IECRE and IECERE.

8.2 IECEE and USNC/IECEE  
(T Duffy)  
USNC/CAPCC 165

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

8.3 IECEx and USNC/IECEx  
(E Massey)  
USNC/CAPCC 166

Mr. Massey will provide a brief status report on the activities of IECEx and the USNC/IECEx.

8.4 IECQ and USNC/IECQ  
(R McDermott)  
USNC/CAPCC 165

Mr. McDermott will provide a brief status report on the activities of IECQ and the USNC/IECQ.

- Chair/Officer positions discussion
- Operating Procedures discussion

Section 9 – For Information – Status Report on the USNC CAPC Regulatory Labeling Working Group  
(G Schrempp)  
(1:45 – 2:00 PM)

Executive Summary  
Mr. Schrempp will report on the USNC CAPCC Regulatory Labeling Working Group.
Section 10 – For Action - CAPCC Task Force on Conformity Assessment Communications
(G Schrempp)
(2:00 – 2:15 PM)

Executive Summary
Mr. Schrempp will also provide an update to CAPCC on Task Force.

Section 11 – For Action – Report on Planning for the CAB Meeting to be Held During the 80th General Meeting in Frankfurt – 10 October 2016
(T Duffy)
(2:15 – 2:45 PM)

11.1 For Information – Review of CAB Meeting, 10 October 2016  
CAB/1530/DL

Mr. Duffy will review the items that will be discussed at the upcoming CAB meeting.

11.2 For Action – IEC CAB Elections  
C/1969/INF  
C/1970/INF

Reappointment by Council in Frankfurt of the two following “Automatically Appointed Members” of the CAB for a three-year term of office (2017-2019)

- Mr. Didier BOURGES (France)
- Mr. Tim Duffy (United States)

Election/reelection by Council in Frankfurt of the following two members of the CAB for a three-year term in office (2017-2019)

- Mr. Ian FORTE (Australia)
- Mr. Rafael Nava (Mexico)
- Mr. Cengiz Mehmet Batigun (Turkey)

Section 12 – For Information – Conformity Assessment Issues in the Americas
(P Moliski)
(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 13 – For Action / Information – USNC Interface with Regional Organizations
(P Piqueira)
(3:00 – 3:30 PM)

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.
Section 14 – For Information – USNC Participation in IEC Young Professionals Program
(T Zertuche)
(3:30 – 3:45 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
(3:45 – 3:55 PM)
The following meeting dates for the remainder of 2016 and beyond have been confirmed or are under consideration:

**Year 2016**

**CAPCC/TMC/Council**
30-31 August, 1 September 2016
Tuesday, Wednesday, Thursday
Dell, Round Rock, TX

**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**

**CAPCC/TMC/Council**
January 24 – 26
Tuesday, Wednesday, Thursday
Freemont, CA (UL)

**CAPCC/TMC/Council**
June 6 – 8, 2017
Tuesday, Wednesday, Thursday
Pittsburgh, PA (Eaton Corp.)

**CAB Meeting**
Tuesday, 13 June 2017
Geneva, Switzerland

CAPCC/TMC/Council
September 12 – 14, 2017
Tuesday, Wednesday, Thursday
Corning, NY (Corning Inc.)

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 (CDT)