



**USNC Conformity Assessment Policy Coordinating Committee
DRAFT Minutes**

**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)**

Members Present

Tim Duffy (Chair)	Rockwell Automation
Steven Margis (Vice Chair)	UL
Wynn Bowman	Star Associates International
Elisabeth George	Philips
Paul Green	Intel Corp
George Kelly	Sunset Technologies Inc.
Amy Phelps*†	NIST
William Lawrence	FM Approvals
Evans Massey	ABB Inc.
Edward Mikoski	Electronic Components Industry Association
Paul Moliski	Intertek Testing Services
Gary Schrempp	Dell
Joel Solis*†	NEMA
Joan Sterling	Intertek
Jianchao Zeng	FDA

Guests Participating

Phil Piqueira (USNC President)	UL
Hae Choe	AAMI
Carol Herman	AAMI
Robert Kretschmann	Rockwell Automation
Joseph Musso	UL
Peter Pondillo	Corning
Kenneth Rempe	Siemens Industry
Ken Gettman	NEMA
Steve Rood	Legrand North America
John Thompson	UL
Sonya Bird	UL
Kevin Lippert	Eaton Corp.

James Matthews
Richard McDermott
Stephen Sharples
Stephanie Montgomery

Corning
SignaKey LLC
CSA Group
TIA

* = Via Teleconference

† = Part Time

Section 1 – Opening

1.1 Call to Order

Chair, Mr. Tim Duffy called the USNC CAPCC meeting to order at 9:05 AM local time.

1.2 Welcome, Opening Remarks, Introductions

Mr. Duffy welcomed everyone to Dell and thanked Dell for hosting these meeting. He extended special thanks to Mr. Gary Schrempp for making the arrangements for these meetings.

1.3 Approval of Draft Agenda

Mr. Duffy drew attention to the day's agenda (USNC/CAPCC 163B). The Chair inquired as to if there were any changes to the agenda. Mr. Duffy added information items to Section 7.5 – CAPCC Succession Planning and Section 13 – IEC Ambassadors Program. Mr. Joel Solis requested that the procedures for managing a CA System Secretariat for the USNC IECRE be added. Mr. Duffy noted that these items will be discussed in Section 7.1. No other changes were suggested. It was moved, second and

VOTE #1 To Approve the CAPCC Agenda with changes (USNC/CAPCC 163B)

(This motion was approved unanimously.)

1.3.1 Approval of Consent Agenda

(a) Approval of the Minutes

Mr. Duffy drew attention the minutes from the last meeting held on 17 May 2016 in Norwood, MA. These minute were approved with no changes.

(b) Discussion of New Minutes Structure

Mr. Zertuche briefly discussed the possibility of altering the structure and presentation of meeting minutes. The members of CAPCC agreed that the minutes structure should not be changed as the current format is informative and easy to follow.

1.3.2 Approval of Balance Agenda

Mr. Duffy called for approval of the balance agenda and receiving no objectives, it was approved.

Section 2 – Outstanding Action Items

Action Item #1 – 5/2016 – 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.

Mr. Margis noted that there was difficulty finding a mutually agreeable time to meet. Mr. Margis requested Mr. Tony Zertuche to assist in scheduling this meeting before the January 2017 USNC Management Meetings in Fremont, CA.

Status: Pending

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

Mr. Steve Margis discussed 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. Mr. Margis reviewed the spreadsheet created to track the direct and indirect costs accrued by the CA systems in the 2016 fiscal year (**ATTACHMENT A**). Mr. Margis stated that this was a working document and numbers were subject to change.

A discussion ensued regarding the details of the document. Mr. Margis reviewed the USNC Staff Support section. He stated that after a discussion with Mr. Zertuche and Ms. Kendall Szulewski-Francis, it was calculated that the USNC staff spends approximately 80 days a year supporting the CAPCC Systems, which is about 6% of their time. Mr. Zertuche noted that in order to better track the hours the USNC staff spends on CA, a billing code had been created for use on timesheets. He noted that the staff has already begun to test this billing code, and official use will begin in 2017. If an expense was split between the TMC (mirror committee) and CAPCC, such as certain indirect expenses, a formula based on percentage of use was applied to equally divide those costs. Examining the USNC Budget for 2016, it was stated that CAPCC had used approximately \$38,000 worth of USNC resources throughout the 2016 year. Mr. Margis noted that the indirect expenses (through ANSI) such as IT use, Legal, Accounting, etc., still needed to be confirmed.

It was agreed that more information is needed regarding indirect expenses in order to provide more accurate estimates for dues – Mr. Zertuche will work with ANSI Accounting to gather this information (**ACTION ITEM #1**). Mr. Duffy noted that the mirror committees were finalizing 2017 budgets in the next month or so. He recommended in 2017, CAPCC finish developing the system's budgets and fully implement any and all changes including payments to be made, in 2018. Mr. Jim Matthews stated that that if payments are implemented in 2018 that still leaves three years to comply with the ANSI Board Task Group's recommendations.

Mr. Margis suggested that a similar examination of the TMC budget be done only to gain a deeper understanding the USNC's money flow. It was clarified that the USNC Finance Committee already conducts this kind of review. However, ANSI overhead may not be taken into consideration when analyzing the TMC revenue/fee structure. It was requested that the dues paid by the US conformity assessment systems directly to the IEC be taken into account when the CAPCC budget is finalized. Mr. Duffy closed this discussion by thanking Mr. Margis for leading this difficult, but necessary, effort, and encouraged all members of the CAPCC to support this initiative so the committee can hit its targeted deadline for implementation.

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

Dr. Jianchao Zeng, of the FDA, led a discussion on the issue of harmonization in conformity assessment of IEC standards across federal and state governments. Dr. Zeng stated that often, the same standard can be used/implemented by federal and state governments differently, leading to a duplication of work and inefficiency. He noted that there is an ongoing effort between the US federal government's multiple agencies, such as the FDA, OSHA, CPSC (Consumer Product Safety Commission) and others, to harmonize the use of and conformity assessment to electrical safety standards. However, the cooperation has yet to occur on a large scale between the federal and state levels. It was quickly noted that one of challenges previously faced by her organization was the lack of communication between federal and state

regulators and industry. An example provided was the duplicate testing of medical devices in some states. Federal regulations state that medical devices must be tested according to federal law prior to distribution; however, certain states require additional testing prior to the use of those devices within that state. Dr. Zeng stated that NIST has been vital in helping open these lines of communication and making information sharing easier. Mr. Duffy encouraged NIST and the FDA to continue this conversation and to use the CAPCC network as needed.

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

Ms. Amy Phelps provided a status report on government activities in the area of conformity assessment. Following up on an action item from the previous USNC CAPCC meeting, Ms. Phelps stated that NIST's Standards Coordination office has a Standards Services Group that is responsible for hosting trainings for federal, state, and local agencies on the fundamentals of standards and implementation. In addition, there is the Standards and Trade Program that is dedicated to working through barriers to trade issues and conformity assessment challenges. It was requested that the link to the schedule of training opportunities be distributed with the minutes of this meeting (**ACTION ITEM #2**). Ms. Phelps stated that there are also internal trainings held. The CAPCC inquired as to if members of this committee could provide any information for these internal trainings or attend as observers. Ms. Phelps replied that she would find out if outside guests could attend these internal meetings (**ACTION ITEM#3**).

Ms. Phelps also provided an update on the draft directive from OSHA, which has been published for comments. The directives will be submitted to the OMB for clearance by the end of 2016. In addition, Ms. Phelps provided a report on the NIST guidance document on conformity assessment and coal. A request regarding an update on the SIT program was put forth. Ms. Phelps stated that she would update the committee on SIT at the next USNC CAPCC meeting (**ACTION ITEM #4**).

Section 6 – Liaison Reports

6.1 ANSI Conformity Assessment Policy Committee (CAPC)

Ms. Joan Sterling updated the committee on the activities of ANSI's CAPC. Ms. Sterling stated that NIST provided an update on OMB A-119, and an additional conversation regarding conformity assessment matters would possibly be discussed at the December stakeholders meeting. She also noted that, most likely, no more comments would be solicited prior to the publication of the document. Ms. Sterling briefly discussed the ongoing FCC issue with laboratories in China. She noted that the FCC has been encountering issues with the quality of work that is being done by government-run labs in China. In response to this issue, the FCC has determined that reports from these government labs will no longer be accepted without an MRA. Ms. Sterling stated that this will be put into effect in one year's time and expects there to be many more detailed discussions on this in the future.

Ms. Sterling also discussed IAF raising the issue of the ISO & International Laboratory Accreditation Cooperation (ILAC) Memorandum of Understanding (MOU) at the CASCO meeting. It was noted that International Accreditation Forum (IAF) wishes to alter some of the underlining standards that are not needed for approval, making it so certain organizations can no longer participate in the accreditation process. ILAC agreed that mandatory guidance documents are necessary for accreditation bodies, and that these bodies must comply with these documents. Given the disagreement on this subject matter, CASCO and ILAC submitted a request to the ISO clarification body to resolve this matter. A motion was made at CAPC requesting the ANSI CEO to petition the ISO Council to resolve this matter quickly. Ms. Sterling stated that the ISO General Assembly would take place two weeks from the CAPCC meeting, and this issue was on the agenda for discussion. Lastly, the topic of e-labeling was deliberated. A presentation was given on e-labeling which provided a specific model and/or "guidelines" from the Certificate Program Accreditation Committee (CPAC). Mr. Gary Schrempp, Chair of the CAPCC Label Working

Group, stated that he was unaware of this presentation and requested that this presentation be distributed with the minutes for CAPCC's review (**ACTION ITEM #5**).

6.2 ANSI International Conformity Assessment Committee (ICAC)

Mr. Tim Duffy provided an update on ICAC (**ATTACHMENT B**). He noted that ANSI ICAC has the ability to comment on both ISO and IEC related documents. Mr. Margis inquired about the IEC's ability to contribute to the CASCO toolbox and the document distribution/publication. Mr. Matthews noted that both the IEC and ISO are able to nominate people to participate. In most cases ANSI would nominate ISO Staff, as well as the USNC staff.

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

7.1 Review of the Operating Procedures of USNC Conformity Assessment Systems

Mr. Margis reported on the activities of the CAPCC Subcommittee, noting volunteers are still needed. He stated that following actions were ongoing:

- All USNC CAPCC System Secretariats need updated MOAs with ANSI. It was stated that these MOAs should be updated as soon as possible, and should be completed by the USNC Management Meeting in January 2017.
- Posed the question – should CAPCC consider creating harmonized Rules of Procedures for all CA systems, allowing variations when individualized rules are needed for a certain system?

Mr. Margis reiterated the importance of the MOAs for the Secretariats – to reduce or limit any or all liability to the USNC/ANSI. Mr. Solis suggested that in the USNC Statutes, or CA Operating Procedures, a section be added to mandate the MOAs be reviewed in detail to eliminate any future confusion on this matter (**ACTION ITEM #6**).

Mr. Margis also briefed the CAPCC on the continuing efforts of the USNC/IECQ to improve their Rules of Procedures (RoPs) and functions. Some continuing issues to resolve are:

- Aligning the USNC/IECQ rules and procedures with other CA systems and the USNC Statutes which are also in revision.
- Clarifying “voting members” in RoPs since US interested parties should be the only voting members of the USNC/IECQ.
- Issues regarding positions and governance, including the election of a Chair, and clarify the Rules and Procedures to prevent a situation like the current one involving an “interim chair”.

Mr. Margis recommended reviewing the Rules and Procedures of all systems, creating a basic outline for all RoPs (**ACTION ITEM #7**). This would provide the USNC/IECQ with a guidance document, as well as assist in harmonizing all RoPs. Also, it was suggested that once the review of the RoPs is completed, these documents be put on ANSI SharePoint for members to have access to them (**ACTION ITEM #8**).

Mr. Zertuche asked that USNC office be made aware of upcoming US CA system meetings in case assistance or support is needed. He noted that when there is a major change involved, such as a new Secretariat, or if other issues arise, USNC staff should offer guidance and clarification.

7.2 CAPCC Membership Terms

Mr. Zertuche stated that a decent number of members at-large were due for reappointment to the CAPCC in 2016. In the past, this process has been handled two ways – by official ballot and through endorsements. In order to stagger terms, it was decided that three year terms be used

and endorsed by the CAPCC, with those individuals set for reappointment in 2016 chosen at random.

Section 8 – Reports on the Conformity Assessment Systems

8.1 USNC/IECRE

Mr. George Kelly submitted a report on the activities of the USNC/IECRE and IECRE (**ATTACHMENT C**). Currently, the main focus for the USNC/IECRE is the transition of the Secretariat. ARESCA has submitted its official letter of intent to the General Secretary of the USNC confirming ARESCA's interest in taking over the Secretariat. Mr. Duffy stated that the CAPCC will have to approve/endorse the new Secretariat via electronic ballot given the timing of this situation. Mr. Kelly stated that USNC/IECRE reached out to other organizations to take over the Secretariat role prior to the creation of ARESCA. It was noted that an official Standards Action call went out from the USNC office with ARESCA being the only organization to submit a letter of intent. Mr. Zertuche stated that the USNC office is ready to discuss next steps once the deadline for letters of intent passes.

8.2 IECEE and USNC/IECEE

Mr. Duffy and Mr. Margis submitted a report on USNC/IECEE and IECEE (**ATTACHMENT D**). Mr. Margis reported that at the last USNC/IECEE management meeting, the number of non-voting members was reduced to five. He stated that enforcing the attendance rule (missing three meetings in a row will lead to non-voting status) has helped encourage participation and an active quorum. Mr. Margis noted that witness product testing was approved by the IECEE, and the committee is now working on operational methods to make this possible.

8.3 IECEEx and USNC/IECEEx

Mr. Massey submitted a status report on the activities of IECEEx and the USNC/IECEEx (**ATTACHMENT E**). Mr. Massey highlighted that the new IECEEx non-electrical standards developed by IEC/SC 31M have been published and bodies are being accessed and accepted. Mr. Massey also noted that the USNC/IECEEx has begun to focus on its future budget and financial planning regarding the implementation of USNC CA systems' dues.

8.4 IECQ and USNC/IECQ

Mr. McDermott provided a brief status report on the activities of IECQ and the USNC/IECQ (**ATTACHMENT F**). Mr. McDermott notified the CAPCC that he remains Interim Chair of USNC/IECQ, and that Mr. Wynn Bowman has been promoted to Treasurer of IECQ. The USNC/IECQ budget has been updated to reflect the group's dues to the IEC, as well as covered travel costs for the Chair. Mr. Margis noted that in USNC/CAPCC 154 Minutes an Action Item was for USNC IECQ to elect an official Chair. This is an ongoing issue that must be corrected by the January 2017 Management Meetings (**ACTION ITEM #9**). Also, USNC IECQ's budget must be itemized in greater detail – a meeting should be scheduled between Mr. McDermott, Mr. Margis, Mr. Duffy and Mr. Zertuche prior to the next USNC Management Meetings in January 2017, and new Budget information should be presented at the next USNC Management Meetings in January 2017 (**ACTION ITEM #10**). An inquiry was made regarding why many of the activities listed on this report were really matters of the ECCC and not the USNC/IECQ. Mr. Duffy stated that there must be a clear distinction between the work of ECCC and the USNC/IECQ. Mr. Mikoski agreed that these items should be removed from this report and will be in the future. Mr. McDermott confirmed that the USNC IECQ Rules and Procedures were approved by the US IECQ on August 22, 2016 via a teleconference. Mr. Margis stated that there are multiple versions of their RoPs in existence and he believed that the only version officially approved by the CAPCC was version

submitted by former USNC/IECQ Chair, Todd Kramer. Mr. Margis reiterated that the latest version of RoPs must be reviewed by the Operating Procedures subcommittee, and officially approved by the CAPCC. This should be included on the agenda for the meeting between the CAPCC Chairs, Mr. McDermott and USNC General Secretary (**ACTION ITEM #11**).

8.5 CAPCC Succession Planning

Mr. Margis created a succession planning matrix to identify future election opportunities. This is vital to the US playing a leading role in the IEC in conformity assessment (**ATTACHMENT G**). This matrix should be distributed with the minutes of this meeting (**ACTION ITEM #12**). Mr. Margis requested that information be filled in for the IECQ and IECRE by the Chairs of the US mirror committees (**ACTION ITEM #13**).

Section 9 – Status Report on the USNC CAPC Regulatory Labeling Working Group

Mr. Schrempp submitted a report on the USNC CAPCC Regulatory Labeling Working Group (**ATTACHMENT H**). Mr. Schrempp informed the CAPCC that this committee volunteered to assist JTC1 and its SC 31 in creating an electronic labeling standard. This combined group will be meeting in a few weeks and Mr. Schrempp will provide further details at the next USNC CAPCC Meeting (**ACTION ITEM #14**).

Section 10 – CAPCC Task Force on Conformity Assessment Communications

Mr. Schrempp will also provide an update on this Task Force. Mr. Schrempp reported that he joined CAB WG 14. Initially, Mr. Schrempp was informed that this Working Group would be disbanded once the final report was submitted and approved by CAB. However, the CAB decided to continue this WG to assist in implementing their recommendations. Currently, no future meetings have been scheduled.

Section 11 – Discussion for CAB Meeting to be Held During the 80th General Meeting in Frankfurt – 10 October 2016

11.1 Review of CAB Meeting, 10 October 2016

Mr. Duffy reviewed the items that would be discussed at the upcoming CAB meeting. He noted that a discussion regarding what can and cannot be considered conformity assessment in standards was on the agenda. This decision could assist TCs/SCs when going through the draft writing process.

Mr. Duffy informed the CAPCC that there are some concerns regarding the lack of communication between the CA Cyber Security group and the SMB group. An assessment of market needs was taking place to determine if there is a need for CA to act on cyber security issues. Once this assessment is complete the CAB will have a better picture of future steps.

11.2 IEC CAB Elections

Mr. Duffy reviewed the reappointments set to take place by Council in Frankfurt of the following two “Automatically Appointed Members” of the CAB for a three-year term of office (2017-2019):

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

It was motioned, second, and

VOTE #2 To Endorse the reappointment of Mr. Tim Duffy and Mr. Didier Bourges (France) to the CAB for a three-year term (2017-2019)

(This motion was approved unanimously.)

Mr. Duffy reviewed the election/reelection by Council in Frankfurt of two of the following candidates for CAB for a three-year term in office (2017-2019):

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

Mr. Duffy discussed the qualifications of all three candidates and expressed support for Mr. Ian Forte and Mr. Rafael Nava. Ms. Sterling agreed with Mr. Duffy's assessment adding that Mexico has been increasingly engaged in conformity assessment work. It was motioned, second, and

VOTE #3 To endorse the reappointment of Mr. Ian Forte (Australia) and to recommend to Council to elect Mr. Rafael Nava (Mexico) to the CAB for a three-year term (2017-2019)

(This motion was approved unanimously.)

Section 12 – Conformity Assessment Issues in the Americas

Mr. Paul Moliski provided an update to CAPCC about CA issues from his perspective as the Chair of the ANSI RSC-Americas. Mr. Moliski informed the committee that the Regional Standing Committee (RSC) has not met since the last CAPCC meeting. There are two events scheduled in which Mr. Moliski will participate – COPANT event scheduled November 7 – 11, 2016 (Mexico City) and a Standards Alliance program. Mr. Moliski noted that COPANT has been very interested in creating a week-long training course for National Standards Bodies that are COPANT members and which provide standard system certification. He also reported on the 14th meeting between the US and Brazil. Attendees were a mix of US commercial services in Brazil as well as trading companies and industry. Mr. Moliski stated that while an MOU was signed between Inmetro and UL, new leadership has taken over at Inmetro and additional discussions will be needed on this agreement.

Section 13 – USNC Interface with Regional Organizations

- **FINCA** – Mr. Piqueira noted that this was a very successful FINCA meeting. A workshop regarding the IEC Masterplan was held in the morning, giving all present, Full, Associate and Affiliate members, the chance to provide input.
- **COPANT** and **PASC** – These were successful meetings as well. Again, most of the IEC issues on the agenda had to do with the IEC Masterplan.
- **USNC Country Mentoring Program** – Mr. Zertuche informed the CAPCC that the IEC Mentoring Program had recently updated its protocol. If the USNC chooses to participate in the IEC Mentoring Program, it would now lessen its own financial burden yet still have some freedom to shape its own program. Mr. Zertuche commented that with this new information the USNC Mentoring Program Task Force may not need to continue its evaluation and that this information would be shared with USNC Council as well.

Mr. Duffy inquired as to how we can better engage PASC and COPANT in regards to conformity assessment. Mr. Zertuche responded that prior to these meetings requests are for USNC Members to suggest agenda items or volunteer to host workshops or training sessions. The CAPCC members should consider hosting an event at a PASC or COPANT meeting.

Section 14 – USNC Participation in IEC Young Professionals Program

Mr. Zertuche gave a brief update on the USNC's participation in the IEC Young Professionals Program. He thanked all those who participated on the USNC Young Professionals selection committee. The three US Young Professionals chosen:

- Andrew Northup – Medical Imaging and Technology Alliance
- Jesse Jur – North Carolina State University
- Edward Hong – Solar Turbines Inc.

Section 15 – Other Issues

Mr. Duffy briefly discussed the IEC's Ambassadors Program. He encouraged all CAPCC members to consider possible nominees. This is important to the IEC and USNC, and could help increase awareness of the IEC's work global scale.

Section 16 – Summary of Votes

VOTE #1 To Approve the CAPCC Agenda with changes (USNC/CAPCC 163B)

(This motion was approved unanimously.)

VOTE #2 To Endorse the reappointment of Mr. Tim Duffy and Mr. Didier Bourges (France) to the CAB for a three-year term (2017-2019)

(This motion was approved unanimously.)

VOTE #3 To Endorse the reappointment of Mr. Ian Forte (Australia) and to recommend to Council to elect Mr. Rafael Nava (Mexico) to the CAB for a three-year term (2017-2019)

(This motion was approved unanimously.)

Section 17 – Summary of Action Items

ACTION ITEM #1 – Mr. Zertuche

Mr. Zertuche will work with ANSI Accounting to gather more information regarding indirect expenses in order to provide more accurate estimates for CA system dues.

ACTION ITEM #2 – USNC Staff

The link to the schedule of NIST training opportunities be distributed with the minutes of this meeting.
[Click here for NIST's Workshops and Trainings](#)

ACTION ITEM #3 – Ms. Phelps

Ms. Phelps stated that she would inquire as to the possibility of outside guests attending NIST's internal trainings/meetings as either observers or possible participants.

ACTION ITEM #4 – Ms. Phelps

Ms. Phelps will update the CAPCC on SIT at the next USNC CAPCC meeting.

ACTION ITEM #5 – Rules and Procedures Committee

The USNC Statutes, or CA Operating Procedures, the MOAs are discussed in detail to eliminate any future confusion on this matter.

ACTION ITEM #6 – USNC Staff

The presentation given to ANSI CAPC on e-labeling be distributed to the CAPCC for review with the minutes of this meeting.

ACTION ITEM #7 – Mr. Margis

Schedule a review of all CA Systems' Rules and Procedures to create a basic outline to assist in harmonizing system RoPs.

ACTION ITEM #8 – USNC Staff

Examine the available online collaboration tool options to share CA system information like the Rules and Procedures.

ACTION ITEM #9 – Mr. McDermott and USNC IECQ

The election of an official Chair must be finalized by the January 2017 USNC Management Meetings.

ACTION ITEM #10 and ACTION ITEM #11– Mr. McDermott/USNC IECQ, Mr. Margis, Mr. Duffy and Mr. Zertuche

USNC IECQ's budget must be itemized in greater detail – a meeting should be scheduled between Mr. McDermott, Mr. Margis, Mr. Duffy and Mr. Zertuche prior to the next USNC Management Meetings in January 2017, and new budget information should be presented at the next USNC Management Meetings.

ACTION ITEM #12– USNC Staff

Distribute the CAPCC Succession Planning matrix with the minutes of this meeting.

ACTION ITEM #13 – Mr. McDermott/USNC IECQ and Mr. George Kelly/USNC IECRE

USNC IECQ and USNC IECRE should fill in the missing information on the CAPCC succession planning matrix for future reference.

ACTION ITEM #14 – Mr. Schrempp

The Labeling Working Group volunteered to assist JTC1 and its SC31 in creating an electronic labeling standard. Mr. Schrempp will provide further details at the next USNC Management Meetings.

Section 18 – Adjournment

Mr. Duffy thanked Dell and Mr. Schrempp for their hospitality. Mr. Duffy shared his appreciation for all those in attendance and adjourned the USNC CAPCC meeting at 4:17 PM (CDT).