



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

**Hosted by Corning Incorporated
125 East Denison Parkway
Corning, NY 14830**

**Tuesday, 12 September 2017
9:00 AM – 4:00 PM (EDT)
(Meeting #23)**

Members Participating:

Tim Duffy (Chair) – USNC VP CA
Steve Margis – USNC CAPCC Vice-Chair
Wynn Bowman
Jonathan Colby
Paul Green
William G. Lawrence, Jr.
Evans Massey*
Richard McDermott
Edward F. Mikoski, Jr.
Paul A. Moliski
Amy Phelps
Gary Schrempp
Bob W. Sherwin
Joan E. Sterling
Matthew B. Williams
Jianchao Zeng
John Thompson – USNC President
Philip M. Piqueira – USNC Past-President
Sonya M. Bird – USNC VP Technical
Steven G. Rood – USNC VP Finance
Kevin Lippert – USNC VP Membership
Tony Zertuche – USNC General Secretary

Rockwell Automation
UL
Star Associates International
Verdant Power
Intel Corp
FM Approvals
ABB Incorporated
SignaKey LLC (ECC Corp)
Electronic Components Industry Association
Intertek Testing Services
NIST – US Department of Commerce
Dell Inc.
American Renewable Energy Standards and C
Intertek
Association of Home Appliance Manufacturer
CDRH/FDA
UL
UL
UL
Legrand North America
Eaton
USNC/ANSI

Guests Participating:

William T. Fiske
Megan Hayes
Robert J. Kretschmann
James Marquedant
James E. Matthews, III
Joseph R. Musso
Kenneth Rempe
Joe Tretler
Samuel Roods
Kendall Szulewski-Francis

Intertek
MITA/NEMA
Rockwell Automation
FM Approvals
Corning Incorporated
UL
Siemens Industry, Inc.
ANSI
USNC/ANSI
USNC/ANSI

Members Not Participating:

Gabriel Alsenas	Florida Atlantic University
Don Baker	Component Trends
Dan Brake	American Renewable Energy Standards and Certification Association (ARESCA)
Ed Donahue	Mutual Cornell Environmental
Ryan Franks	CSA Group
Elisabeth George	Philips
Lane Hallenbeck	American National Standards Institute
Ben C. Johnson	Thermon Manufacturing
George J. Kelly	Sunset Technology, Inc.
Paul T. Kelly	UL
Kevin Robinson	U.S. Department of Labor – OSHA
Joel Solis	National Electrical Manufacturers Association
Kevin J. Wolf	Intertek
Michael W. Woodford	Air-Conditioning, Refrigerating and Air-Conditioning Engineers (ASHRAE)

* = Via Teleconference

Section 1 – Welcome, Opening Remarks and Introductions

1.1 Welcome, Opening Remarks, Introductions, and Recognition of IEC 1906 Awards

Mr. Tim Duffy called the USNC CAPCC meeting to order at 9:06 AM (EDT). Mr. Duffy thanked Mr. Jim Matthews, from Corning Incorporated, for hosting the week's events.

Mr. Duffy acknowledged and congratulated IEC 1906 Awardee Bradley Schmidt from UL, noting his dedicated work in IECEE CTL, acting as secretary for the Committee of Testing Laboratories for six years.

1.2 Approval of Draft Agenda

There were no additions or edits to the agenda.

VOTE #1 To Approve the CAPCC Agenda (USNC/CAPCC 187B) Without Changes (Motion was approved unanimously).

1.2.1 Approval of Consent Agenda

Mr. Duffy drew attention to the Minutes of the 6 June 2017 at Eaton in Moon, PA. Mr. Samuel Roods noted a minor correction to the minutes where it was incorrectly stated that USNC/IECRE had a vacant Treasurer position. The updated minutes were moved, seconded, and

VOTE #2 To Approve the Minutes (USNC/CAPCC 187B) With the Minor Correction Noted by Sam Roods (Motion was approved unanimously).

1.2.2 Approval of Balance Agenda

Mr. Duffy drew attention to the Balance of the agenda and asked if there were any concerns. None were noted and it was considered approved.

Section 2 – Outstanding Action Items

Mr. Duffy noted that moving forward, Mr. Roods will be using the nomenclature convention of: YYYY-MM-#Action Item (2017-01-01, 2017-01-02, etc.) moving forward.

Action Item #5 – 1/2017 – CAPCC recommends the subcommittee on Operating Procedures create harmonized Operating Procedures for distribution within the next 12 months. **Status: Pending**

It was noted that the Sub-committee should pay special attention to the selection process for new Secretariats for the CA systems.

Action Item #5 – 6/2017 – USNC Staff will contact Tim Duffy for requirements for third party verification of information for distribution in order to better understand rules and regulations surrounding e-labeling databases. **Status: Completed** – Please see **ATTACHMENT A**.

Action Item #7 – 6/2017 – Mr. Duffy suggested that we ask ICAC if this would be possible and requested Mr. Zertuche to speak with Lane Hallenbeck and see if the USNC has the opportunity to cast two ballots regarding CASCO/ICAC and CAPCC. **Status: Completed**

Mr. Tony Zertuche will follow-up with Lane and will find the correct process to cast two ballots.

Action Item #8 – 6/2017 – USNC staff will research ANSI's rules and procedures to see if ANSI membership is required to participate in the USNC's CA mirror committees. **Status: Completed**

If you are a member of a USNC CA Mirror Committee, you are not required to be an ANSI member.

Action Item #9 – 6/2017 – It was requested that USNC President John Thompson raise the issue of term limits and "term breaks" to IEC Council Board, noting that IECEE is defining term limits in a different way. **Status: Pending**

USNC will raise this issue with Mr. John Thompson, who will then raise the issue with Council Board at the upcoming IEC General Meeting.

All other action items were addressed during the meeting, as listed in the sections below.

Section 3 – Conformity Assessment Succession Matrix

Mr. Margis provided an update on the status of the USNC Conformity Assessment Succession Matrix. During the discussion, the following points were made:

- USNC and Canada would like to take this matrix down one level to working group conveners.
- The matrix is useful and could be used in the IEC president's report to the IEC General Meeting.
- It was requested that the USNC Staff along with Steve Margis incorporate the input received from the USNC CA Systems into the latest version of the IEC Succession Matrix, and for that document to be uploaded to the [USNC SharePoint site](#) (**ACTION ITEM #2017-09-01**).

This led to a further discussion on the accessibility of IEC data, and the difficulty of maintaining clean exports of such data. It was noted that this topic of accessibility of IEC data would be added to the USNC Council Agenda (USNC/Council 704A).

Section 4 – CA System Officers and CAPCC Membership

Mr. Duffy opened the conversation by introducing a question: who from the CA System mirror committees are members, and voting members, of CAPCC? Historically, the officers of the system secretariats are members of CAPCC, but there has never been a definition of what a USNC CA System officer is. Typically, an officer is either a Chair, Vice-Chair, or Treasurer. Mr. Duffy commended the CAPCC for its efforts in reaching out to appropriate stakeholders to make sure we have large and diverse

representation. Following this introduction to the topic, the following points were made:

- After discussion, Mr. Duffy's recommendation is that CAPCC membership be capped at three (3) members from each CA System, and this should be the recommendation to the Rules of Procedure Committee. All additional members can join as a member-at-large. It was noted that:
 - Succession planning among the CA Systems should be kept in mind.
 - The Systems themselves should be allowed to pick which three officers will be CAPCC members.
 - A member asked why there should not be one (1) vote per system. The response was that currently that is the practice of some of Systems who are committed to having a least one officer in attendance at each USNC CAPCC meeting. Mr. Duffy stated that the "starting point" of three was only because the current procedures indicate that the officers are covered.
- It was recommended that a USNC CAPCC Task Force be created to discuss the possibility of a suggested limit or cap on the number CA System Officers that serve as CAPCC Members, and make a recommendation to the USNC Rules of Procedure Committee (**ACTION ITEM #2017-09-02**). This group will also further define officers as well as if and when *ex-officio* membership is appropriate. Several members volunteered. One volunteer recommended that prior to this call Mr. Roods create a table with a list of CAPCC membership that highlights USNC CA System Officers.
- It was recommended that at future USNC CAPCC meetings, individuals representing their CA Systems (and not their organizations) state so in their registration so that placards are marked accordingly
- It was noted that as membership grows, issues like space as well as the ability to effectively teleconference into CAPCC meetings need to be addressed.

Section 5 – Circulation of CAB Documents

Mr. Margis noted that as soon as USNC receives CAB documents they are immediately circulated to CAPCC, and that the CAPCC members can then send it out to their CA Systems members for feedback. The following items were discussed:

- Organization-wide, the USNC needs to have a more defined process and rules for comment, and that perhaps this is something that the Rules of Procedure committee needs to look at.
- Mr. Margis noted that currently Tim, Steve, and Sam do not receive much input nor feedback.

Section 6 – Report on Revised MOAs and Systems' Dues

Mr. Duffy provided a report on the status of the revised ANSI MOAs and the implementation of the CA Systems' Dues. Regarding the MOAs, the following points were made:

- USNC has ARESCA's fully executed MOA with ANSI
- NEMA's general counsel and ANSI's counsel have ironed out their issues and the MOAs are close to signing.
- For the MOA for the ECC Corporation which holds the US IECQ Secretariat, the USNC needs to have the document signed by a given deadline; otherwise, the USNC must ask if ECC Corp. plans to relinquish the Secretariat for the system. It was agreed that an official notification be sent by USNC to ECC Corp. requesting that they return a copy of the agreed-upon, executed MOA, reviewed by ANSI Legal, after four weeks from said notification. In that note, it will indicate that ECC Corp. shall either sign the MOA or relinquish the Secretariat.

Secretary's note: since this meeting of the CAPCC, the three remaining MOAs have been executed.

Regarding the CA System Dues, the following points were made:

- Mr. Margis and the USNC Finance Committee have analyzed cost and agreed on a phased-in fee structure (as indicated in the ballot) of \$6000/system for 2018, \$9,000 for 2019, and \$12,000 (full 50%) by 2020. Mr. Duffy acknowledged that the \$12,000 is a hard ask for the systems mirror committees and the wider USNC CA community. He asked the CAPCC members for a certain degree of patience and confidence as the officers continue to see what can be done to not implement the full \$12,000 in 2020. Lastly, the results of the USNC Council Ballot "*USNC COUNCIL BALLOT - CA SYSTEM DUES*" came back Approved (11 in favor, 2 opposed, 5 abstained).
- There were concerns raised where members felt that there was not more transparency into how the costs were structured and what the strategy was for cost-containment and cost reduction. These members stressed that it is difficult for a system to ask members to contribute more if they are not sure where these costs are going. It was then noted that:
 - This whole process began in January of 2015 and has been reported on at multiple CAPCC meetings since then. The USNC Finance Committee, Officers and staff has been transparent throughout this process, with multiple opportunities to provide input and to volunteer to study these costs and be part of the conversation.
 - Several of the systems have anticipated this fee and adjusted their rates accordingly.
 - CAPCC to date has not paid for the USNC resources, which have supported, and continue to support, the US participation in CAB and the CAPCC.
- Mr. Duffy stressed that the USNC and CAPCC have communicated that they will continue to look at the costs and services utilized from USNC staff. The USNC has indicated that ANSI is now using a better tracking system with cost buckets for CA work, meaning that we will have a better idea how many hours are used, and can now analyze moving forward whether or not the full \$12,000 is appropriate. It was requested that USNC Staff distribute the latest version of the financial spreadsheet that was used to calculate the USNC CA System Dues (**ACTION ITEM 2017-09-03**) – Please see **ATTACHMENT B**. Mr. Margis stated that he would be happy to sit in on a call with any of the systems and explain the spreadsheet in more detail.

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

Steve Margis stated that the CA Systems' revised Rules of Procedure has proven to be less contentious than originally thought. The following points were made:

- The CAPCC now has a Rules of Procedure matrix document that includes all four CA Systems, side-by-side, highlighting the similarities and differences. The task force will have a second call and continue the dialogue, and will reserve a time for a third call with an objective of the subcommittee to finish the formal draft by the end of this calendar year. A draft document will be circulated to membership around January 23-24, where it will be put to membership to vote. Once approved, there will be a transition period. Then the Systems will have 6 months to create their supplements. Based on the number of items that the Systems are aligned on, Mr. Margis felt the supplements would be brief considering the limited number of contentious items.
- There was a request for the updated standalone Rules of Procedure document to be circulated to the Task Force prior to the next meeting.
- It was noted that at the IEC level, the supplements to the basic rules are roughly one page long, and we expect the USNC CA Systems' additions will be similar in length.
- It was noted that the roster for this group includes Steve Margis, the chairs and secretaries of the

systems mirror committees, and the USNC Rules and Procedures Committee chair.

Section 8 – Status Report on the USNC CAPCC Regulatory Labeling Working Group

Gary Schrempp provided a report on the USNC CAPCC Regulatory Labeling Working Group. In addition to the items discussed in the report, the following points were made:

- The next step for JTC1 SC 31/WG 8 is a call for experts to populate the working group. When that call for experts goes out, Mr. Schrempp will notify Sam to circulate it among CAPCC.
- **USNC/CAPCC 188** is an excellent document developed by TIA. A question was raised as to the "confidential – do not distribute" notice on the presentation.

Secretary's note: since this meeting, Mr. Schrempp has received permission from Telecommunications Industry Association (TIA) to distribute this document among CAPCC Members.

- It was recommended that the Working Group reach out to Ms. Karen Higginbottom at JTC-1 for input, as their committee helped this effort get started. If ISO were to be approached, Joe Tretler would decide who is the best point of contact.
- It was stressed that there were many "No current allowance" comments on the report, and that the USNC would like those to change.
- Mr. Duffy recommended that the USNC should develop a coherent strategy and communication materials that could be utilized with contacts wherever possible (in USG, USTR, Dept. of Commerce, etc.). In all, the conversations and the needs are boiling down to the fact that we need a universal label that anyone can scan, which directs you to the proper certificates for the product, and then we can weave our way through the network rather than have each mark on the container itself. The community preference is for that e-label to link to a manufacturer's own website.
- There was a question as to whether the labels are all up and down the supply chain or rather at the public level? The answer was that it depends on the country.
- The amount of useful information that can be communicated via e-labeling by a manufacturer is extraordinary.
- Lastly, Mr. Schrempp provided an update regarding NAFTA renegotiations, in which TIA was asked to give input; one of the issues being electronic labelling. Mexico claims that they already allow e-labeling called "smart labeling", which allows a QR code on packaging instead of a physical label. TIA is asking for industry inputs to bring forward to USTR to inform a US position.
 - It was unclear if these e-labels would be instead of, or in addition to, marks.
 - Questions were raised as to how CAPCC members can provide input to USTR on NAFTA via TIA. The answer was that individuals were directed to reach out to Mr. Schrempp if there is any feedback on the call for comments.
 - It was further noted that TIA is on record for supporting the concept of e-labeling and that Mr. Schrempp is on the committee of TIA that is dealing with this issue as well.

Section 9 – Liaison Reports

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

Ms. Sterling noted that there has been no CAPC meeting since the last USNC CAPCC meeting, and therefore nothing new to report.

9.2 Tim Duffy – ANSI International Conformity Assessment Committee (ICAC)

Mr. Duffy provided a report on ICAC, where the following points were discussed:

- The USNC recommends that organizations become more involved (as members) in ANSI ICAC, as the number of labs and manufacturers are heavily outweighed by the number of accreditors. The current ICAC Chair, Keith Mowry, issues a call for a new chair at every meeting and does an incredible job. The USNC was encouraged to let Mr. Duffy know if anyone is interested in joining the ANSI ICAC group.
- In most cases on ICAC documents, when there are substantive comments, a negative vote with comment is the default action.
- A member asked about the possibility of having the CAB or CABPUB document number on the ICAC table. The USNC staff will see if that is possible.
- There has been a lengthy discussion about self-assessment and what it means for end users.
 - It was noted that the difficulty in using labs from the manufacturer is the acceptance of that data by others. It may require the laboratory to have additional assessment conducted on it.
- Regarding ISO/IEC 17025 and circulation of comments, it was noted that it would be difficult to circulate the ICAC comments to the CAPCC and systems in time, unless we are willing to accept the ICAC comments as the USNC's comments, and submit the comments to IEC without having seen them.
 - It was noted that the chair of ICAC (Keith Mowry) has a lot of experience persuading working groups. Mr. Duffy felt comfortable with ICAC submitting those comments, tabulating them, and making amendments to the wording as they feel necessary.
 - CAPCC stressed their willingness to submit the ICAC comments on this document without having them circulated to CAPCC ahead of time.
- Mr. Duffy closed by noting this rush for comments points to the need, if members have the desire, for CAPCC members to join ICAC (or serve as chair or vice chair).

Section 10 – Reports on the Conformity Assessment Systems

10.1 IECRE and USNC/IECRE

Jonathan Colby provided a brief status report on the activities of the IECRE and the USNC/IECRE. Apart from the presentation, the following discussion points were made:

- USNC/IECRE has scaled back overhead costs at the US level by reducing the number of teleconferences and face-to-face meetings.
- ARESCA took over operations of the USNC/IECRE in January, and signed the MOA with ANSI.
- There was concern over a lack of issued Certifications, as (1) some of the US entities involved have gone in through their foreign subsidiaries, (2) the US has lost one of our test labs through an acquisition, and (3) marine and PV energy is moving more slowly than originally thought.
- For IECRE, the biggest issue is the shortfall in budget for 2017, as the IECRE will not be able to meet its original budget projections for this year. The CAB is aware and there is a new model that will start in 2018 that will capture significant revenue and secure their budget. For USNC/IECRE, it is within 96 dollars of the forecasted budget this year, so at the US level they are happy.

10.2 IECEE and USNC/IECEE

Tim Duffy provided a brief status report on the activities of the IECEE and the USNC/IECEE.

Apart from the presentation, the following discussion points were made:

- This past May USNC/IECEE had a tri-national meeting and invited Brazil, Argentina, and Colombia. It was good for the region and provided a mechanism for getting a regional position into the IECEE.
- A question was asked about how IECEE handles a situation when countries or entities are referencing older editions of a standard.
 - In response, members stressed that a previous edition is not necessarily out of date, but rather just an older version of a standard, and countries adopt the standards at the pace they want.
 - It does present a larger issue, as one set of tests becomes less feasible with multiple older standards, yet they still exist and it's difficult to enforce. It is an unsolved challenge.
 - It was noted that when IEC standards are written they are documents, not law. It is only when they are adopted as law that these issues begin to arise.

10.3 IECEEx and USNC/IECEEx

Evans Massey remotely provided a brief status report on the activities of the IECEEx and the USNC/IECEEx. Apart from the presentation, the following discussion points were made:

- The U.S. did not engage Canada with our preparations for the IECEEx meeting but will look to do so in the future.
- The USNC/IECEEx will ask that the IECEEx continue to look at peer assessment fundamentals in an effort to align aspects across the Systems and be more “peer” focused.
- A shared difficulty was raised by Mr. Massey and other members: when attendees at meetings do not stay at the hotel where there are reserved room blocks, and how it can leave the host committee financially on the hook.
 - It was noted that at the IEC GM, many individuals had been kicked out of their rooms in Vladivostok. Everyone obeyed the rules, played by the rules, made reservations on the GM website, and were burned for it. The US would be hard-pressed to make reservations directly with the IEC’s website again.
 - It was mentioned that the IEC might want to move in the direction of charging individuals who do not stay in the reserved room block.

10.4 IECQ and USNC/IECQ

Richard McDermott provided a brief status report on the activities of the IECQ and the USNC/IECQ. It was noted that USNC/IECQ combined the positions of Secretary and Treasurer. Please see **ATTACHMENT C**.

10.5 CAPCC Approval of New Officers

There were two new officers that CAPCC needed to approve in order for them to take office in their respective CA Mirror committees: Kevin Wolf (Treasurer of USNC/IECEE) and Dan Brake (Vice Chair, USNC/IECRE). It was then moved, seconded, and

**VOTE #3 To Approve Kevin J. Wolf (Treasurer of USNC/IECEEx) and Dan Brake (Vice Chair of USNC/IECRE) as officers of their respective CA Systems
(This motion was approved unanimously)**

Section 11 – CAPCC Task Force on Conformity Assessment Communications

Gary Schrempp provided an update to CAPCC on this Task Force. During the discussion, the following points were made:

- Regarding the CA Systems Brochure, a request for a timeline was made. USNC Staff noted that they will ask for final inputs, as there was a minor issue with branding. It was requested that the USNC staff make updates to the Conformity Assessment Brochure, upload the document to SharePoint as well as distribute it to the CA Systems Committees for their final review (**ACTION ITEM #2017-09-04**). While the document will be provided electronically as a PDF, it may be worthwhile to print out paper copies for promotional materials at events (such as World Standards Week).
- Mr. Schrempp provided an update regarding the CA Webinar survey. The biggest takeaway is that most individuals would be happy with a webinar that covered an introduction to all the IEC CA Systems. This was discussed at the USNC C&CE committee meeting and it was agreed that this was a good idea. There was also a suggestion to perhaps partner with an organization such as SES, which is skilled at organizing and presenting webinars. Mr. Schrempp wanted to ask CAPCC about sponsoring such a webinar, and whether there was anyone who could volunteer to help.
 - Jonathan Colby, Gary Schrempp, and Steve Margis volunteered to assist.
- Mr. Schrempp provided an update on IEC CAB WG 14 – Promotion, particularly on how there was a move to re-establish the WG with new terms of reference. Mr. Schrempp is on this WG and will keep CAPCC informed if there is a call for new members.
- It was noted that the IECRE has had good experience with the IEC CO's Marketing Department in terms of promoting IECRE and cross-promoting events.

Section 12 – Review of June 2017 CAB Meeting held in Geneva, Switzerland

Tim Duffy reviewed the items discussed at the June 2017 CAB Meeting in Geneva. In addition to the decision list, the following items were discussed:

- One member stated that many standards being written do not have reporting requirements which can be a challenge as those that do are more useful for conformity assessment systems. It would be good to encourage standards writers to include a section on data presentation that would lead to delivery of a test report.
- The "IEC CAB Policy of Peer Assessment Fundamentals" ([IEC CAB-P02](#)) was developed in order to recognize and align fundamental CA Systems practices.
- The CAB asked that National Committees reconfirm their systems member bodies every five years. It is further work for WG 11, but gets to the question of stakeholder involvement at the member body level.

Section 13 –Report on Planning for the CAB Meeting to be Held During the 81st General Meeting in Vladivostok – 9 October 2017

13.1 Review of IEC CAB 2017 Agenda

Mr. Duffy reviewed the items that will be discussed at the upcoming CAB meeting (CAB/1657/DA).

13.2 IEC CAB Elections

- Mr. Duffy reviewed those individuals up for IEC CAB Elections. Regarding the election of the Chair of the Conformity Assessment Board (CAB) and Vice-President of the IEC for a three-year term of office (2018-2020), it was noted that Mr. Shawn Paulsen (Canada) has been integral in CAB and best represents US interests. It was noted that both candidates from Canada and France are well qualified. It was agreed that the CAPCC supports Mr.

- Paulsen's candidacy based on regional balance at the IEC.
- Regarding the appointment/re-appointment of two “Automatically Appointed Members” of the Conformity Assessment Board (CAB) for a three-year term of office (2018-2020), it was noted that CAPCC did not have input into the appointment.
- Regarding the election/re-election of five members of the Conformity Assessment Board (CAB) for a three-year term of office (2018-2020), CAPCC recommended that Mr. John Thompson vote for the following four (4) members:
 - Mr Marty COLE (**Canada**)
 - Mr M. FAUDZI MOHD YASIR (**Malaysia**)
 - Mr Albert NAGTEGAAL (**Netherlands**)
 - Mr Nickolay FAYZRACHMANOV (**Russian Federation**)

Section 14 – For Information – Status Report on US Government Activities Related to Conformity Assessment

Amy Phelps reported on US Government activities related to conformity assessment. Ms. Phelps began by discussing the *Conformity Assessment Considerations Document* and the *ABCs of Conformity Assessment Document*. During this discussion, the following points were made:

- Ms. Phelps stated that Ms. Lisa Carnahan is developing the Conformity Assessment Considerations document. Ms. Carnahan worked with industry stakeholders to provide input into a guidance document (targeted for federal agencies) for the agencies' consideration as they work to develop schemes and CA programs within their own federal agencies.
- This document originally started as a companion to [OMB Circular No. A-119](#), as it is building off its concepts. There was a lot of feedback on the conceptual outline in a [workshop](#) held this past February. There has been an "[ABCs of Conformity Assessment](#)" out since 1997 and there has been lot of positive industry feedback. Everyone really likes that document and NIST is contemplating updating that document now as well. NIST will allow public comment later this year for both documents: (1) the updated ABCs of Conformity Assessment as well as (2) the Conformity Assessment Considerations document.
- Ms. Phelps suggested scheduling a conference call with CAPCC members in order to get industry input into the documents, as industry involvement is key in making these documents successful. It was requested that the USNC CAPCC work with Amy Phelps to schedule a conference call / webinar between USNC CAPCC members and NIST in order to allow industry input to the CA Considerations document as well as revisions to the ABCs of CA document (**ACTION ITEM #2017-09-05**).

Ms. Phelps then discussed the new pilot program for FDA, an Accreditation Scheme for Conformity Assessment (ASCA). During this discussion, the following points were made:

- NIST is looking at specific ISO CASCO documents and developing some FDA-specific guidance around lab accreditation for their pilot program.
- Dr. Jianchao Zeng stated that the USNC is a great organization for the FDA to get feedback and support from.
- One member asked about the Medical Device User Fee Act, part of FDA reauthorization Act passed by congress and signed to law in August. The Act is law right now and is now in the implementation phase.
 - Another aspect of the Medical Device User Fee Act is the Experiential Learning Program (ELP) where FDA staff will have opportunity to visit testing laboratories and other organizations to get more experience on the testing of the medical devices. FDA is still

calling for more applications, so if there are any testing laboratories who would like to join, they should please respond. Sam Roods was asked to distribute the link to the ELP site, which can be found [here](#).

- A CAPCC member asked about the CAPCC input to USTR and NAFTA, specifically on having a "cleared advisor" on the Industry Trade Advisory Committees (ITAC), as they may have more direct input.
- Mr. Joe Tretler stated that ANSI provided a response on a request for NAFTA modernization back in June on the [ANSI website](#). ANSI President Joe Bhatia sits on one of the ITACs that inputs their comments on free trade negotiations. ANSI encourages their members to submit their own comments on these types of issues so they can put forward community viewpoints. It was requested that Mr. Roods distribute the ANSI Position on NAFTA Modernization with the CAPCC minutes – please see **ATTACHMENT D**.

Section 15 – Conformity Assessment Issues in the Americas

Paul Moliski provided an update to CAPCC about CA issues from his perspective as the Chair of the ANSI RSC-Americas. It was noted that it has been a quiet summer since the last CAPCC meeting in May, with no big resolutions on the agenda and nothing more to report.

- A CAPCC Member asked that—if one wanted to get more of the Americas involved in the IECRE System—should they go through Mr. Moliski or go through FINCA?
 - Mr. Duffy answered that he believes FINCA is the best avenue. Each of the FINCA countries are looking at doing different things regarding energy efficiency and renewables.

Section 16 – For Information – USNC Interface with Regional Organizations

Tony Zertuche provided an update on the USNC's regional outreach initiatives with a look to the future in terms of possible CAPCC participation.

- **FINCA** – Quito, Ecuador, 7-8 September 2017
 - Mr. Zertuche noted that there were a number of good things that came out of the meeting, particularly the tri-national discussions on the matrix and succession planning. Paring this with the COPANT TC meetings allowed eight different affiliate countries to attend which normally do not. The individuals representing the US on panels did a good job explaining the IEC's conformity assessment structures and use of IEC standards in CA.
- **COPANT** – Next meeting is in Montego Bay, Jamaica, April 2018
 - Nothing to report
- **PASC** – Next meeting is in Okayama City, Japan, 15-19 May 2018
- **APCF** (Asia Pacific Cooperation Forum) – Update on reorganization of IEC Asia – Pacific activity
 - Tony has been nominated to Chair this new group. Future meeting will be held in conjunction with the IEC GM and the PASC annual meetings. If there are additional meetings needed, they will likely be held at ANSI's New York City office or by teleconference.

Section 17 – Additional Discussion

One member asked how CAPCC can provide input to the IEC Masterplan Implementation plan. The implementation plan request for Council was sent out for comment and an SMB task force has been formed. Several USNC CA stakeholders would want a direct hand in the implementation of this masterplan. At the IEC GM, the US Delegation will be discussing this issue. It was noted that if anyone has comments on the Masterplan from a Conformity Assessment perspective to forward them to Sam and Tony who will collate and reach out to officers at the CAB meeting.

Section 18 – Adjournment

Mr. Duffy again thanked Jim Matthews and Corning for hosting the USNC, for the excellent facilities and for their hospitality.

Meeting was adjourned at 4:06 PM