



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

**Hosted by Underwriters Laboratories
12 Laboratory Drive
RTP, NC 27709-3995**

**Tuesday, 23 January 2018
9:00 am – 4:00 pm (EST)
(Meeting #24)**

Members Participating:

Tim Duffy (Chair) – USNC VP CA	Rockwell Automation
Steve Margis – USNC CAPCC Vice-Chair	UL
Wynn Bowman	Star Associates International
Ryan Franks	CSA Group
Elisabeth George	Philips
Paul Green	Intel Corp
Paul T. Kelly*	UL
William G. Lawrence, Jr.	FM Approvals
Evans Massey	ABB Incorporated
Richard McDermott	SignaKey LLC (ECC Corp)
Edward F. Mikoski, Jr.	Electronic Components Industry Association
Paul A. Moliski	Intertek Testing Services
Amy Phelps*	NIST – US Department of Commerce
Joel Solis*	National Electrical Manufacturers Association
Joan E. Sterling	Intertek
Matthew B. Williams	Association of Home Appliance Manufacturer
Jianchao Zeng*	CDRH/FDA
John Thompson – USNC President	UL
Philip M. Piqueira – USNC Past-President	UL
Sonya M. Bird – USNC VP Technical	UL
Tony Zertuche – USNC General Secretary	USNC/ANSI

Guests Participating:

Hae Choe	AAMI
Lisa Carnahan*	NIST – US Department of Commerce
Toby Gillespie	GE Renewable Energy
Timothy Jeffries	Huawei R&D USA
Robert J. Kretschmann	Rockwell Automation
Kevin Lippert	Eaton
Joseph R. Musso	UL
Jennifer Padberg	AAMI

Samuel Roods
Joe Tretler

USNC Staff
ANSI

Members Not Participating:

Gabriel Alsenas
Don Baker
Dan Brake
Jonathan Colby
Ed Donahue
Lane Hallenbeck
Ben C. Johnson
George J. Kelly
Gary Schrempp
Bob W. Sherwin
Kevin J. Wolf
Michael W. Woodford

Florida Atlantic University
Component Trends
ARESCA
Verdant Power
Mutual Cornell Environmental
ANSI
Thermon Manufacturing
Sunset Technology, Inc.
Dell Inc.
ARESCA
Intertek
AHRI

* = Via Teleconference

Section 1 – Welcome, Opening Remarks and Introductions

1.1 Welcome, Opening Remarks, Introductions

Mr. Tim Duffy called the USNC CAPCC meeting to order at 9:05 AM (EST). Mr. Duffy thanked UL for hosting the week's events.

Ms. Sonya Bird welcomed everyone to UL's RTP office and looked forward to the week.

1.2 Approval of Draft Agenda

Mr. Steve Margis requested that Mr. John Thompson provide an update on the IEC Masterplan Implementation Plan.

**VOTE #1 To Approve the CAPCC Agenda (USNC/CAPCC 197A) with changes
(Motion was approved unanimously).**

1.2.1 Approval of Consent Agenda

Mr. Duffy drew attention to the minutes from the September 2017 meeting in Corning, NY.

**VOTE #2 To Approve the Minutes (USNC/CAPCC 196) without changes
(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

#2017-01-05 – CAPCC recommends the subcommittee on Operating Procedures create harmonized Operating Procedures for distribution within the next 12 months. **Status: Ongoing**

#2017-01-06 – Once the draft harmonized Operating Procedures document is distributed, the systems will have six months to review these new procedures and formulate draft supplements if necessary. **Status: Ongoing**

#2017-06-09 – 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: Completed**

Secretary's note: since this CAPCC meeting, Mr. Thompson has reached out to the IEC CO regarding this issue (23 January 2018).

#2017-09-01 – It was requested that the USNC Staff along with Steve Margis incorporate what was 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. **Status: Completed**
USNC/IEC Officers met with the IEC Officers during the IEC GM in Vladivostok. The IEC CO was amenable to communicating regional leadership in a summary/annual report, as well as providing an easy way to access the data contained in the IEC EMS system.

#2017-09-02 – It was recommended that a USNC CAPCC Task Force be created to discuss 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. **Status: Pending**
This concern will be addressed by the CAPCC Subcommittee on Operating Procedures of USNC Conformity Assessment Systems, specifically in the creation of harmonized Operating Procedures.

#2017-09-04 – It was requested that the USNC make updates to the Conformity Assessment Brochure, upload the brochure to SharePoint as well as distribute to the CA Systems Committees for their final review. **Status: Complete**
USNC Staff would like to thank CAPCC members for their feedback.

Section 3 – USNC Rules regarding IEC Officer Positions

Mr. Margis led a discussion concerning USNC application of rules regarding IEC Officers and their eligibility to serve as a Member of an IEC Board. Comments from the discussion include the following:

- Currently the USNC CAPCC Terms of Reference (See [USNC/Council 392](#)) state that the Chair of CAPCC (USNC's CAB Representative) "shall not be a current officer, at the international level, in the management committee of the IEC CA Systems".
- This is not aligned with guidance the IEC has given to other National Committees, where individuals can be *non-chair officers* of IEC CA Systems and still serve as the CAB Representative from a National Committee.
- A situation could arise where an individual would not be able to serve as CAPCC Chair (and CAB Representative) if that individual also served as an Officer at the IEC level (chair, vice chair, treasurer of an IEC CA System).
- The original Terms of Reference were purposefully worded that way due to concerns with impartiality and conflicts of interest. Also, as currently written, the USNC CAPCC procedures could arguably allow more members to participate, as it allows more individuals to fill more roles.
- The USNC CAPCC should stay flexible as the Terms of Reference, as written, are actually limiting and constrain succession planning. Also, if the USNC CAPCC is a mirror committee, it should mirror the IEC's guidance and adopt that position.

The USNC CAPCC Subcommittee on Operating Procedures of USNC Conformity Assessment Systems will take up this issue at their next conference call when they discuss the harmonization of the rules of procedure, however, the USNC CAPCC members agreed that the current wording should be carried forward and that any future conflicts with this clause should be dealt with on an exception basis.

Section 4 – Report on Revised MOAs and Systems' Dues

Tim Duffy and Steve Margis provided an update on the status of the ANSI MOAs and the implementation of the CA Systems' Dues.

- All four MoAs have been signed, and the membership is pleased that they are completed.
- Regarding the hours that USNC staff spent working on Conformity Assessment in 2017, the number was an anomaly given the MoAs and level of effort involved in their completion. The USNC Staff will have the total hours from 2017 at the May 2018 CAPCC meeting.
 - The detailed tracking of hours that USNC staff spend working on Conformity Assessment will be ongoing, and the hope is that the information given will help to reduce the 2020 estimated fee of \$12,000.
 - Members were encouraged to provide recommendations to the USNC Finance Committee, which can then make recommendations to USNC CAPCC or USNC Council.
 - CA Mirror Committee members questioned the equal benefit provided to the four systems, and why the total amount should be divided equally by four, rather than adjusted for size or impact. One System stated that they have trouble even asking members for 200 dollars per year.
 - Mr. Duffy noted that the CAPCC dues go to CA activities at the CAB level, and the work of the CAPCC provides a benefit to all four systems. One member noted that if members do not see the benefit of a 200 dollar fee to continue the work of CAPCC, perhaps that Mirror System should not exist.
 - It was requested that USNC staff formalize a standing CAPCC agenda topic on CA System Dues (**ACTION ITEM #2018-01-01**)

Section 5 – Update on NIST Conformity Assessment Draft Documents Available for Comment

Amy Phelps and Lisa Carnahan provided a report on the two new Conformity Assessment draft documents: *ABC's of Conformity Assessment* and *Conformity Assessment Considerations for Federal Agencies*; both open for comment to [NIST](#) by the deadline of 26 February 2018.

- There is an email address on the NIST website seeking feedback through outreach with both the public and private sectors.
- The final version of the publication will likely be released at the end of fiscal year in September 2018.
- Depending on the number of comments, NIST has flexibility to do another draft if necessary. However, Ms. Phelps and Ms. Carnahan are confident that they are close to a final document, as many comments result in a dialogue between NIST and the commenter, which overall strengthens the document.
- Three items would be useful for CAPCC to provide further clarification on: (1) neutrality principal, (2) marks and labels, and (3) confidence points and risks. NIST would like more feedback, either individually or as a group.
- Several members of CAPCC (at least five) will be submitting comments via their organizations.
- If comments appear inconsistent among CAPCC members, NIST was encouraged to work with Sam to schedule a follow-up conference call.
- The intended audience of the two documents are federal agency employees who have to design, manage, and develop a conformity assessment program. NIST hopes that these documents can

also inform USTR. NIST has written the document with as much industry input as possible to provide tried and tested solutions for federal agencies in the early stages of program creation. The documents will hopefully be used as a guide to creating policy.

- The FDA, FCC and OSHA have all been consulted on the documents as well.
- It was requested that USNC staff add an agenda item to the May CAPCC Meeting regarding the promotion and marketing of the ABCs of Conformity Assessment Document, in conjunction with the CAPCC Task Force on Conformity Assessment Communications (**ACTION ITEM #2018-01-02**).

Section 6 – USNC CAPCC Subcommittee on Operating Procedures of USNC Conformity Assessment Systems

Steve Margis provided a report on the activities of the CAPCC Subcommittee as well as the status of the CA Systems' revised Rules of Procedure.

- The harmonized operating procedures draft will hopefully be completed prior to the next CAPCC meeting in May, and Mr. Roods will be sending out a Doodle Poll in the coming weeks to schedule the next meeting of the subcommittee.

Section 7 – Status Report on the USNC CAPCC Regulatory Labeling Working Group

Gary Schrempp submitted a written report on the USNC CAPCC Regulatory Labeling Working Group. If individuals are interested in joining the list of experts to ISO/IEC 22603 please reach out to Sam and Gary.

Section 8 – Liaison Reports

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

There was an update on E-labeling in October of 2017 where marks and QR codes were discussed, as well as a new GCC program that will be developed that will impact manufacturers. Little information on the GCC program has been dispensed thus far. GCC had included a QR code in their mark that linked directly to a government website, which manufacturers do not support.

Blockchain was discussed, and ANSI offered conformity assessment assistance in this rapidly evolving technology, specifically by identifying challenges and opportunities.

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

- The systematic reviews in the ICAC report were considered appropriate and timely.
- Regarding Systematic Review of 17065, there was discussion about whether it was approved for revision. While the US voted "yes", it may not have been approved by other National Committees.
- Closer coordination with ICAC is necessary to improve and strengthen the US position on CA activities. As ICAC is submitting a vote for ISO, the USNC CAPCC has the opportunity to submit comments on the IEC side of the house. Everyone on CAPCC receives the CABPUB documents, which are the USNC equivalent of ICAC ballots, and are recommended to provide input. Typically the documents are sent out to CAPCC members for comments and volunteers, but there are rarely any responses.
- USNC Members are strongly encouraged to consider joining ICAC to have a voice on the committee.
- ICAC had discussions led by Keith Maury (the chair of ICAC) on how the USNC CAPCC can coordinate activities and deadlines. ICAC members were interested in seeing what could be done to maximize the US position into these documents. USNC staff will coordinate with ICAC to better align strategies.

On the ICAC Report moving forward, Mr. Roods will add the CABPUB document numbers and deadlines so that CAPCC members can see which ICAC document relates to which IEC document. He has also volunteered to sit on ICAC to better coordinate those comments and votes. Currently, the major obstacle to coordination between CAPCC and ICAC is timing. When there is an ICAC deadline, one week prior a teleconference is scheduled where ICAC members determine the vote and final comments to be submitted. Once the expert comments are received, there is little time to circulate them to CAPCC members to see if they, too, would want to submit those as comments into the CABPUB process. This is what USNC staff hopes to work out moving forward.

From looking at voting and comments on ICAC documents, it appears that IEC committees have the ability to participate (as per the dual logo), but that process needs to be clarified as to when the IEC committee has a vote versus when a National Committee has a vote. It is possible the DMT or JDMT could provide some clarification. It was requested that Tony Zertuche (1) clarify with IEC Central Office on the ability of IEC National Committees to formally vote on ISO/IEC (specifically CASCO) documents, as well as (2) speak to Jim Matthews regarding DMT and how the issue of National Committee votes on ISO/IEC (CASCO) documents is addressed in the IEC Directives (**ACTION ITEM #2018-01-03**)

Section 9 – Reports on the Conformity Assessment Systems **(1:00 – 2:00 PM)**

9.1 IECRE and USNC/IECRE

Robert Sherwin provided a written report on the activities of the IECERE and the USNC/IECRE. Mr. Sherwin was unable to attend in person due to weather-related travel issues to RTP.

Secretary's Note: Mr. Sherwin would like to note the planned Feb. meeting will take place Monday Feb. 19 to prepare and select the delegation for the April meetings in Glasgow.

- While the Wind Operational Management Committee (OMC) is vibrant, Marine Energy is evaluating whether they should meet in conjunction with the other OMCs in order to keep costs down.
- ARESKA, who was the first Secretariat to sign their ANSI MOA, is also TAG Administrator to TC 88, TC 8/SC 8A, and TC 8/SC 8B.
- The IECRE System budget is still a major issue, and a proposal to CAB is currently under consideration, as well as a possible pilot program for PV certificates.

9.2 IECEE and USNC/IECEE

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

- The May "Tri-National" meeting is an excellent channel to help National Committees coordinate strategies on IECEE issues.

9.3 IECEEx and USNC/IECEEx

Evans Massey provided a brief status report on the activities of the IECEEx and the USNC/IECEEx.

- Hotel room blocks were cited as an issue that resulted in a shortfall from the global IECEEx Meeting in September of 2017. USNC/IECEEx stated that their experience could serve as a "cautionary tale" to future USNC hosted CA System Meetings.
- USNC/IECEEx, based on the typical percentages historically, planned for 95% of registered

attendees of the event to stay at the meeting hotel. Unfortunately, roughly 25% of individuals who registered for the event did not stay at the hotel.

- The issue of room blocks is one faced by many CA Systems in setting up different meetings.
- It was asked if John Thompson should go to IEC Council to discuss charging room fees to individuals who do not use the designated room block. Perhaps the issue could be revised because there is now first-hand experience on the liability and increased costs.
- A member remarked that this could be an opportunity for the USNC to state to the IEC: "we are happy to host a committee meeting, and here are the conditions under which we will host it." The USNC should be wary of putting our members into any kind of financial risk.
- The issue of charging room fees will be on the USNC TMC agenda the day following the CAPCC.
- With certain hotel and event space venues, you cannot book access to a meeting space (e.g. ballrooms) if you do not also pay for a room block.
- IECRE hosted a meeting jointly with a local university, which kept costs down considerably. This could be a model to use moving forward.
- While Conference Direct opted to pay half the amount lost due to the room block issue, the experience with the company was challenging one for the USNC/IECEx meeting planners. However, the USNC Planning Committee has had a very positive experience thus far with Conference Direct for the preparation and booking of the 2022 IEC General Meeting. It was noted by some members that Conference Direct is a franchised-based business and the actions of one franchise do not necessarily reflect on those of another.
 - The USNC was almost financially burned under similar circumstances during the 2010 General Meeting, and if it were not for Conference Direct, the USNC could have paid a considerable financial penalty. The USNC is using the same two Conference Direct representatives from 2010 for our 2022 General Meeting because of these very positive experiences.
- It was requested that USNC Staff generate a document on best practices for hosting meetings in the United States (**ACTION ITEM #2018-01-04**).

9.4 IECQ and USNC/IECQ

Richard McDermott provided a brief status report on the activities of the IECQ and the USNC/IECQ. Mr. McDermott noted that:

- Don Baker did an excellent job hosting the April 2017 meeting.
- USNC/IECQ could work with the IEC Central Office on promotion and marketing of the Diminishing Manufacturing Sources and Material Shortages (**DMSMS**) Conference. Mr. Duffy asked if IECQ needs help asking the IEC CO for help with marketing help.
- Mr. McDermott shared with CAPCC the budget provided to IECQ members by the IEC Central Office. The IECQ budget listed itemized expenditures and cost buckets, which was more detail than the USNC CA system dues budget (provided by the USNC Finance Committee) included. He noted that additional transparency of cost buckets from the USNC Finance Committee would be beneficial to of CAPCC members.

Section 10 – CAPCC Task Force on Conformity Assessment Communications

Gary Schremp had submitted a written report to CAPCC on this Task Force.

- A Conformity Assessment 101 Webinar will be scheduled for August. The slide deck has been compiled and will be circulated to the Task Force in the coming weeks.
- CAB WG 14 – Promotion has generated a promotional matrix ([IEC CAB-PM01](#)) in order to

- identify opportunities and aid in the use of creating other marketing materials moving forward.
- The Conformity Assessment Brochure was completed and uploaded to the USNC SharePoint site, and will be uploaded to the USNC's webpages.
 - USNC/IECEEx had additional comments that were not sent to Mr. Roods for compiling. They were subsequently forwarded for incorporation.

*Secretary's Note: Since this CAPCC meeting, the USNC Conformity Assessment Brochure has been finalized (with USNC/IECEEx updates) and attached. Please see **ATTACHMENT A**.*

- Following a discussion on promotion and marketing costs, the USNC Staff was requested to provide a more detailed breakdown of incurred costs towards conformity assessment activities (such as the generation of the Conformity Assessment Brochure and other promotion).

Section 11 – Review of CAB Meeting Held During the 81st General Meeting in Vladivostok – 9 October 2017

Tim Duffy reviewed the items discussed at the October 2017 CAB Meeting in Vladivostok, Russia which was one of the best ones held in years.

- At its October 2017 meeting, the IEC CAB:
 - Approved the *Vademecum Edition 1.1* for publication (the draft of which can be [found here](#)), which contains information to help new CAB Members become familiar with CAB operations and to provide guidance for members and interested stakeholders. This document covers CAB governance, roles and responsibilities, infrastructure and operation used by the CAB and support members to carry out their responsibilities.
 - Received a report given by CAB WG 17 – Cyber Security, after which the CAB recognized that efficiency could be gained by concentrating all IEC operational CA cybersecurity activities. To serve the needs of the market and regulators, CAB decided that IECEE shall serve as the focus point for technical evaluation forming part of the conformity assessment services for all IEC CA Systems. The other IEC CA Systems shall define any additional sector-specific requirements as far as appropriate.
 - Converted the BizL ahg (Ahg to create Future-business master watchlist) into a Working Group and supported the eventual conversion into a CAB committee once the committee rules have been approved.
 - Oversaw a great deal of housekeeping, reports from the systems, presentations from affiliate countries, as well as a report from the IEC IT Department about what they are doing. Russia, CENELEC, and GSO all gave presentations. The GSO presentation even included their new QR code. The CAB documents discussed were distributed to members, and if there are any the CAPCC Members that would like these redistributed please let Mr. Roods know.
- In addition, during the 2017 IEC General Meeting, Mr. Shawn Paulsen of Canada was elected to a three-year term as an IEC Vice-President and CAB Chair (Effective 1 January 2018).

Section 12 – Notice of 2018 Regulator Forum on Renewable Energy

Tony Zertuche discussed the 2018 Regulator Forum on Renewable Energy to be held in conjunction with the IEC General Meeting in 2018 in Busan, Republic of Korea. Please see **ATTACHMENT B**.

- This event is of particular interest to the officers and members of USNC/IECRE.
- The Regulator Forum will be held on the Tuesday of the IEC General Meeting week.
- Someone from either the DOE, or a consulting company that represents them, should attend. NIST may be a potential attendee, as well.
- This should be distributed by USNC Staff (as they have contacts and distribution lists) then request USNC/IECRE send the notice out to members/interested parties/regulators.

Section 13 – Status Report on US Government Activities Related to Conformity Assessment

Amy Phelps provided a report on US Government activities related to conformity assessment.

- NIST has been working with FDA to put together a pilot program in order to define schemes as well as provide instructions for how to develop a CA program within federal agencies.
 - This event is titled FDA's ASCA (Accreditation Scheme for Conformity Assessment) Workshop and will be held over two days on 22-23 May 2018. More information can be found on the federalregister.gov [website here](#), and there are registration links on the workshop [website here](#).
 - The goal of this pilot program (ASCA) is to improve medical device pre-market reviews. The FDA is looking to establish a 3rd party CA model to recognize accredited testing labs who are selected, recognize FDA guidance with those selected standards, and use standardized test reports as evidence of conformity by manufacturers.
 - As this is only the pilot phase, FDA promised to include five standards, and at least one will be device-specific.
- There was no additional information from OSHA regarding the NRTL directive.
- NIST standards and trade workshops had previously been useful. NIST needs to look into holding another workshop of that sort. Due to budget restrictions, those programs may not be moving forward, but Ms. Phelps would validate that and get back to CAPCC.
 - Mr. Duffy stated that, should the workshop move forward, that the USNC Staff organize a call with CAPCC members to provide NIST with feedback, such as information on hot spots and specific areas of interest.

Section 14 – 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.

- There has not been an RSC meeting since last September's CAPCC, however there are a couple of new documents circulated:
 - One document comes from DGN Mexico on equivalency of standards. Unfortunately the document is only in Spanish.
 - Another is a telecom document issued from Brazil that is out for comment. TIA is tracking that closely. This document is only in Portuguese.
 - If English versions of either document become available, Mr. Roods will circulate them to CAPCC. The non-English language versions are available upon request.
- There is no update on NAFTA, however a presentation was given that stressed not to make significant decisions until NAFTA is resolved.
 - On NATFA, NEMA recommended to the USTR not to dismantle NAFTA, and made recommendations for improvements.
 - The next NAFTA negotiating round is the week of January 29th.

Section 15 – IEC Masterplan Implementation Plan [New Agenda Item]

At the request of Steve Margis, John Thompson provided an update on the IEC Masterplan Implementation Plan.

- The IEC Masterplan Implementation Plan will be distributed to Council with a copy to CAPCC and TMC for feedback. Please see **ATTACHMENTS C and D**.
- The Masterplan Implementation Plan is structured in a time table with several phases. This implementation plan also outlines the deliverables, the measurement, the timeframe to get it done, the leading responsible entity, and the financial impact.
- The plan didn't seem to leave time for engagement to utilize CAB and SMB feedback.
 - In early March the implementation plan will be distributed to CAB and SMB seeking

- comments, but it will have a rapid turnaround.
- The SMB has an ad hoc group to meet about the next version to be released, and had previously provided feedback into the version as it exists now.
- The CAPCC Chair could reach out to the new CAB chair and see how the USNC CAPCC can coordinate, as the next CAB meeting is not until June, and therefore outside the comment window.
- There was hope that the CAB becomes more proactive moving forward (as the SMB has) on items as important as this.
- While the Masterplan is now concrete, the Implementation Plan is not.

Section 16 – For Information – USNC Interface with Regional Organizations

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

- **COPANT** – Montego Bay, Jamaica, 17 – 19 April 2018
 - COPANT is doing a very good job putting workshops together.
 - The State Department has revamped their security and travel warnings which can be a good resource.

Secretary's Note: Ms. Elisabeth George provided a link to a "Hot Spots Report" email service recommended to frequent travelers, which can be [subscribed to here](#).

- **PASC** – Okayama City, Japan, 15 – 19 May 2018
 - Nothing to Report
- **FINCA** – Mexico City, Mexico, Fall of 2018
 - Nothing to Report
- **APCF** – Update on the new Forum with an eye to their first meeting to be held in conjunction with PASC's Japan meetings.
 - This is the Asia Pacific Cooperation Forum, and Mr. Tony Zertuche serves as Chair. At the GM in Vladivostok, APCF elected a vice chair in a different region (an SMB member from China). The group continues to solidify terms of reference and is looking at forming a task force on regional succession planning. Canadian NC Secretary, Lynne Gibbens, will help the Vice Chair in that regard. The group will focus on regional balance at various IEC levels, especially governance.
 - The next meeting will be held in conjunction with PASC, and the following meeting in conjunction with the Busan IEC General Meeting.
- **CANENA** – The US is hosting this in Chicago 21-22 February 2018, and encourages everyone to attend.
 - If anyone is interested, they were asked to let Ms. Valara Davis (UL) know.
 - Mr. Joel Solis (NEMA) is the General Secretary.

Section 17 – For Information – 2018 CAPCC/CAB Meeting Schedule

Mr. Zertuche provided an update on the meeting schedule, specifically the USNC Industry Roundtable Event.

- The September USNC Management Meetings now have a final location, which is TIA. Florence Otieno was thanked for inviting the USNC and for hosting our meetings.
- The USNC Industry event has been discussed for a while, now. Mr. Jim Shannon approached Tony Zertuche, John Thompson, and Joe Bhatia and asked for an IEC Industry event in the US, as similar events historically rotate with the IEC Presidency. Both the IEC and USNC are enthusiastic to have a similar event in the US. The USNC ANSI Staff has put together a proposal of how this event could be run, and the first thing to decide on was the specific location and the

date.

- In terms of timing, the USNC CAPCC Meeting will be held Tuesday 11 September, the Industry Roundtable on 12 September, the USNC TMC Meeting on Thursday 13 September, and the USNC Council meeting on Friday 14 September.
 - While it is indeed rare to hold Council on a Friday, there is precedence for it.
- The event would not be in Arlington, VA at the TIA office, but rather in DC proper at a venue to be determined. The DC area is better in terms of hotels and transportation.
- The USNC is targeting 100 people attending as both speakers and audience members.
- While it is IEC initiated, it is very much a USNC event in terms of planning and execution.
- A few potential speaker candidates have been contacted, and Mr. Zertuche will be reaching out to individuals directly for requests.
- IEC suggested having a smaller roundtable during the morning of the 12th with the panelists, with a more frank and honest discussion among a smaller group. Then there will be a larger event with the audience in the afternoon. This is still being debated and up for discussion.
- The topic will be the protection of critical infrastructure, and would cover some of the issues that many of our members are discussing when it comes to cyber security, smart manufacturing, internet of things, etc. Having this be the theme will be all-encompassing with these hot topics.
- The USNC CAPCC, TMC, and Council members should help define "Critical Infrastructure" in terms of how it affects their specific organizations.
- The USNC should avoid promoting this as a "C-Suite" level event, as it may be unnecessarily limiting to do so.
- The sooner the USNC membership can come together and have a broad framework of topics, and the individuals identified to attend, the better. It is not too early to invite people if the date and general location have been determined.

Section 18 – Adjournment

Mr. Duffy again thanked UL for hosting the USNC; for their excellent facilities, food, and hospitality. He also thanked the individuals on the phone who could not attend in person.

Meeting was adjourned at 4:02 PM.