



**USNC Conformity Assessment Policy Coordination Committee
PRELIMINARY DRAFT AGENDA**

**Tuesday, 13 September 2022
9:00 AM – 4:00 PM (ET)
(Meeting #39)**

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

Dress Code: Business Casual

Section 1 – Welcome, Opening Remarks and Introductions

(J Sterling – VP – Conformity Assessment)

(9:00 AM – 9:20 AM)

1.1 Welcome and Introduction

1.2 Approval of Draft Agenda

1.2.1 Approval of Consent Agenda

**(a) Approval of the Meeting Minutes –
10 May 2022 WebEx Meeting**

Section 2 – Outstanding Action Items

(M Pahl)

(9:20 AM – 9:30 AM)

Executive Summary

Ms. Megan Pahl will review USNC CAPCC Resolutions from the May 2022 meeting. If CAPCC members have any questions or comments about the Resolutions, please let the Chair, Vice Chair, and USNC staff know.

- **ACTION ITEM #1:** Add to all bilateral agendas – use of non-IEC and non-ISO standards and associated IECEE proposal.
STATUS: Competed.

- **ACTION ITEM #2:** USNC Staff to add the financial contributions by the IEC CA Systems issue to the USNC bilateral meeting agendas.
STATUS: Completed.
- **ACTION ITEM #3:** Consider a September CAPCC agenda topic regarding vote by correspondence to discuss options for a collaborative way to have dialogues effectively. How to use the tools and how to encourage the process.
STATUS: Ongoing. This item was discussed by the IECEE CMC and within the CAB. CAB has assigned the item to CAB WG 11 for further consideration based on provided case studies of shortcoming in the current process.
- **ACTION ITEM #4:** USNC/IECEEx has developed disclaimer language to address the issue around certifications for organizations that are on the OFAC list. USNC/IECEEx will share the sample disclaimer language to all USNC CA systems.
STATUS: Completed.
- **ACTION ITEM #5:** Constitute a task group to work on the language and process for dissolution of mirror committee or secretariat and funds, as well as the USNC/IEC CA system secretariat appointment process. This task group will include Officers of the USNC conformity assessment system, Steve Margis, Jonathan Colby, and Tony Zertuche.
STATUS: In process.
- **ACTION ITEM #6:** Joan Sterling to recommend to USNC Council a bilateral meeting with India to discuss participation in the IEC CA systems.
STATUS: Completed.
- **ACTION ITEM #7:** USNC staff to circulate information on how to submit a USNC program requests via the Items of Interest emails. Program requests received by June 17, 2022 will be considered by the Finance Committee at their June 23, 2022 meeting. Include strategic objectives in the IOI.
STATUS: Completed.
- **ACTION ITEM #8:** Tony Zertuche to host a regional organization SWOT workshop with interested parties from the USNC policy committees.
STATUS: Completed.
- **ACTION ITEM #9:** USNC to create a spreadsheet of which organizations have hosted the management meetings in the last five years (to be distributed with the meeting minutes). Add link to top of management meeting agendas to spreadsheet that shows orgs that have hosted in past 5 years. Put up spreadsheet at the beginning of management meetings.
STATUS: Completed.

Section 3 – For Discussion – Conformity Assessment in ANSI
(9:30 AM – 10:10 AM)

3.1 Conformity Assessment in ANSI
(J Tretler)

Executive Summary

Joe Tretler will provide an update on conformity assessment activities within ANSI.

**3.2 ANSI International Conformity Assessment Committee (ICAC)
(P Moliski)**

Executive Summary

Paul Moliski will provide a report on the ANSI ICAC activities.

Section 4 – For Information – ISO CASCO

(R Figueiredo)

(10:10 AM– 10:30 AM)

Executive Summary

Mr. Reinaldo Figueiredo will provide updates on the CASCO reorganization and issues relating to CAPCC.

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

(10:30 AM– 11:15)

**5.1 International Trade Agreements
(J Sterling)**

Executive Summary

Ms. Joan Sterling will update the CAPCC on international trade agreements and their impacts on the work of the CAPCC.

**5.3 NIST Update
(A Phelps)**

Executive Summary

Ms. Amy Phelps will report on NIST activities related to conformity assessment.

**5.4 FDA Update
(E Franca)**

Executive Summary

Mr. Eric Franca will report on the FDA Accreditation Scheme for Conformity Assessment (ASCA) Pilot Program.

Section 6 – For Action/Discussion – Reports on the Conformity Assessment Systems

(11:15 AM– 12:00 PM)

**6.1 IECRE and USNC/IECRE
(B Sherwin)**

Executive Summary

Mr. Bob Sherwin will provide a report on the activities of the IECRE and the USNC/IECRE.

**6.2 IECEE and USNC/IECEE
(T Duffy)**

Executive Summary

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

**6.3 IECEEx and USNC/IECEEx
(S Kiddle)**

Executive Summary

Mr. Scott Kiddle will provide a report on the activities of the IECEEx and the USNC/IECEEx.

***BREAK
(12:00 – 1:00 PM)***

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

**(P Green)
(1:00 PM – 1:20 PM)**

Executive Summary

A report will be provided on the activities of the USNC CAPCC Regulatory Labeling Working Group.

Section 8 – For Discussion – Global Investment Fund

**(J Sterling)
(1:20 PM – 1:40 PM)**

Executive Summary

Ms. Sterling will lead the group in a discussion on the global investment fund in relation to IEC conformity assessment systems.

Section 9 – For Discussion– Vote By Correspondence and CAB WG 11 Outcome

**(J Sterling)
(1:40 PM – 2:00 PM)**

Executive Summary

Ms. Sterling will lead the group in a discussion on the vote by correspondence outcome of the latest CAB WG 11 meeting.

Section 10 – For Action/Information – IEC CAB and IEC General Meeting

(J Sterling)

(2:00 – 2:45)

10.1 Review of IEC CAB Decision List from the hybrid meeting in Geneva, Switzerland on June 13 and June 14, 2022.

10.2 Review of IEC CAB October 2022 Agenda

10.3 CAB Elections

10.3.1 Election/re-election of two Conformity Assessment Board (CAB) members from Group A countries by the General Assembly for a three-year term of office (2023-2025):

- Ms. Marie-Elisabeth D’Ornano (France)
- Ms. Joan Sterling (United States)

10.3.2 Election/re-election by the General Assembly of two members of the Conformity Assessment Board (CAB) for a three-year term of office (2023-2025):

- Mr. Leonardo Machado Rocha (Brazil)
- Mr. Juan Dian-Mazadiego (Mexico)

10.4 IEC General Meeting

Ms. Sterling will review the IEC General Meeting schedule, discuss USNC participation and bilateral meetings.

Section 11 – For Information – USNC Interface with Other Regional & International Organizations
(T Zertuche)

(2:45 PM – 3:00 PM)

Executive Summary

Mr. Tony Zertuche will provide an update on the USNC’s regional outreach initiatives:

- **APCF/PASC**
- **FINCA/COPANT**
- **USNC Country Mentoring**

Section 12 – For Information – Meeting Schedule 2022 and Beyond
(J Sterling)

(3:00 PM – 3:20 PM)

The following future meeting dates will be reviewed:

2022

USNC Management Meetings
13-15 September 2022
Norwood, MA

IEC CAB
31 October 2022
San Francisco, USA

86th IEC General Meeting
31 October – 4 November 2022
San Francisco, USA

2023

IEC Forum Meeting
10 May 2023
Geneva, Switzerland

IEC CAB
13 June 2023
Geneva, Switzerland

IEC Board Meeting
15 June 2023
Geneva, Switzerland

87th IEC General Meeting
22 – 26 October 2023
Sharm-el Sheik, Egypt

Section 13 – Review of Action Items

(M Pahl)

(3:20 PM – 3:40 PM)

Executive Summary

Ms. Megan Pahl will review the action items captured during the 13 September CAPCC meeting.

Section 14 – Adjournment

(J Sterling)

Approximately 4:00 PM (ET)