



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

**Monday, May 20, 2024
9:00 AM – 4:00 PM (CT)
(Meeting #43)**

**Hosted by Rockwell Automation
1201 S 2nd Street
Milwaukee, WI 53204**

Dress Code: Business Casual

**Section 1 – Organizational Matters
(J Sterling – VP – Conformity Assessment)
(9:00 – 9:30 AM CT)**

- 1.1 Welcome and Introductions**
- 1.2 Approval of Draft Agenda**
 - 1.2.1 USNC CAPCC Roster & Attendance**
 - 1.2.2 Approval of Consent Agenda**
 - (a) Approval of the Meeting Minutes –
23 January 2024 Meeting in San Francisco, CA**

**Section 2 – Outstanding Action Items
(M Pahl)
(9:30 – 9:50 AM CT)**

Executive Summary

Ms. Megan Pahl will review USNC CAPCC Resolutions from the 23 January 2024 meeting. If CAPCC members have any questions or comments about the Resolutions, please let the Chair, Vice Chair, and USNC staff know.

- **ACTION ITEM #2024-01-01:** CAPCC to establish a task group to identify a U.S. preferred set(s) of stakeholder categories. USNC policy committee members are to send any related comments or stakeholder group suggestions to USNC staff by 1 March 2024.
Note: Members include Megan Hayes (tentative Chair), Michael Atlass, Veronica Lancaster,

Steve Margis, Joan Sterling, Tim Duffy.

Status: Postponed.

Due to newly established DAC working group on stakeholder categories this CAPCC task group has be postponed until further notice.

- **ACTION ITEM #2024-01-02:** Members of USNC CAPCC task force on USG NSSCET to submit comments to Veronica Lancaster by 27 January 2024.
Note: Members include Veronica Lancaster (Chair), Dave Osborn, Bob Sherwin, Eric Franca, and Amy Phelps.
Status: Complete.
Members were given the opportunity to submit comments to Ms. Veronica Lancaster.
- **ACTION ITEM #2024-01-03:** Joan Sterling to recommend to USNC Council, during their 25 January 2024 meeting, that Council form a task force consisting of members from CAPCC, TMC, and Council to identify proposed revisions for the IEC Statutes and Rules of Procedures.
Status: Complete.
Ms. Sterling recommended to USNC Council that a USNC task force on IEC Statutes and Rules of Procedures be established. USNC Council established this task force.
- **ACTION ITEM #2024-01-04:** Joan Sterling to recommend to USNC Council, during their 25 January 2024 meeting, that Council establish a task force consisting of members from CAPCC, TMC, and Council to discuss IEC TF 7 long-term sustainability issues.
Note: CAPCC volunteers include Pete Pondillo (tentative Chair), Veronica Lancaster, Kevin Lippert, and Tim Duffy, Steve Margis.
Status: Complete.
Ms. Sterling recommended to USNC Council that a USNC task force on IEC TF 7 long-term sustainability be established. USNC Council established this task force.
- **ACTION ITEM #2024-01-05:** USNC staff to circulate training materials for the IEC Conformity Assessment Bootcamp and the IEC Effective Participation (to be modified for conformity assessment). USNC CAPCC members to provide initial feedback to Steve Margis by 10 April 2024.
Test Case Volunteers: Bob Sherwin, George Kelly, Jonathan Colby
Status: Complete.
IEC Conformity Assessment Bootcamp and IEC Effective Participation materials were circulated to CAPCC members on 23 January 2024. Test case volunteers were given the opportunity to provide feedback to Mr. Steven Margis.
- **ACTION ITEM #2024-01-06:** USNC staff to add future events in section 11 of CAPCC agenda to ANSI events page and to look into the possibility of upgrades to the ANSI events page, specifically the ability to sort by last modified.
Status: Complete.
Confirmed meetings listed in section 11 have been added to the [ANSI events page](#).

Section 3 – For Discussion – Conformity Assessment in ANSI
(9:50 – 10:20 AM CT)

3.1 Conformity Assessment in ANSI
(J Tretler)

Executive Summary

Mr. Joe Tretler will provide an update on conformity assessment activities within ANSI, including an update on the IPAG/NPAG joint task force on conformity assessment.

3.2 ANSI International Conformity Assessment Committee (ICAC)

Executive Summary

An updated will be provided on the ANSI ICAC activities.

AM Stretch Break

(10:20 – 10:35 AM CT)

Section 4 – For Information – ISO CASCO

(10:35 – 10:55 AM CT)

Executive Summary

A discussion on the CASCO reorganization and activities relating to CAPCC will be held.

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

(10:55 – 11:25 AM CT)

**5.1 Government Update
(A Phelps)**

Executive Summary

Ms. Amy Phelps will provide an update on NIST and USTR activities related to conformity assessment.

5.2 FDA Update

Executive Summary

A report will be provided on the FDA Accreditation Scheme for Conformity Assessment (ASCA) Program.

Section 6 – For Information – Status Report on the USNC CAPCC Regulatory Labeling Working Group

(P Green)

(11:25 AM – 12:00 PM CT)

Executive Summary

Mr. Paul Green will provide an update on the activities of the USNC CAPCC Regulatory Labeling Working Group.

BREAK
(12:00 – 1:00 PM CT)

Section 7 – For Action/Discussion – Reports on the Conformity Assessment Systems
(1:00 – 2:00 PM CT)

7.1 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

7.2 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 and any updates on the Iran test report issues (OFAC).

7.3 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.

7.4 IEC Treasurers Meeting
(J Sterling)

Executive Summary

Ms. Sterling will lead a discussion around the CA system treasurers meeting.

Section 8 – For Action/Information – IEC Conformity Assessment Board
(2:00 – 2:45 PM CT)

8.1 Review of IEC CAB June 2024 Agenda
(J Sterling)

Executive Summary

Ms. Sterling will review the upcoming IEC CAB Agenda to be held June 10 & 11, 2024.

8.2 Review of Ballots/Documents Since Last Meeting
(J Sterling)

Executive Summary

Ms. Sterling will review the CAB ballots and documents released since the January 23, 2024 USNC CAPCC meeting.

**8.3 CAB Chair Update
(S Margis)**

Executive Summary

Mr. Steven Margis will provide an update on the activities of the IEC CAB.

PM Break
(2:45 – 3:15 PM CT)

Section 9 – For Information – USNC Interface with Other Regional & International Organizations

(T Zertuche)

(3:15 – 3:40 PM CT)

Executive Summary

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

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

Section 10 – For Information – Meeting Schedule 2024 and Beyond

(J Sterling)

(3:40 – 3:50 PM CT)

The following future meeting dates will be reviewed:

2024		
<u>Date</u>	<u>Meeting</u>	<u>Location</u>
23-April-2024	USNC FinCo	Virtual
29-April-2024	USNC ComCom	Virtual
30-April-2024	USNC YEP Committee	Virtual
20 - 22 May 2024	USNC Management Meetings	Milwaukee, WI (hosted by Rockwell Automation)
21-May-2024	USNC SCOOP	Milwaukee, WI
10 - 11 June 2024	IEC CAB	Geneva, Switzerland
12-June-2024	CAB WG 18	Geneva, Switzerland
13-June-2024	CAB WG 19	Geneva, Switzerland
13-June-2024	CAB TF AI	Geneva, Switzerland
11 - 14 June 2024	IEC SMB (Including joint SMB/TMB Meeting)	Geneva, Switzerland
19 – 20 June 2024	IEC Board	Singapore
21-Jun-2024	IB TF 7	Singapore
26 – 27 June 2024	IECEE CMC	Ljubljana, Slovenia
28-Jun-2024	IEC Forum	Virtual

18-Jul-2024	BAC	Virtual
6 – 7 August-2024	USNC/IECEX	@MSHA or R Stahl
20-Aug-2024	IEC Board	Virtual
4-Sep-2024	IB TF 7	Virtual
9-Sept-2024	USNC SCOOP	Norwich, VT
9 - 13 September 2024	ISO General Assembly	Cartagena, Colombia
10 - 12 September 2024	USNC Management Meetings	Norwich, VT (Hosted by Bob Sherwin)
Week of 16 September 2024	FINCA Meeting	Lima, Peru
23 – 27 September 2024	IECEX	Brazil
14 - 26 October 2024	NFPA NEC Meetings	TBD
19 - 25 October 2024	88th IEC General Meeting	Edinburgh, UK
21 October 2024	IEC CAB	Edinburgh, UK
21 October 2024	IEC SMB	Edinburgh, UK
21 October 2024	IEC MSB	Edinburgh, UK
22 October 2024	Joint CAB/MSB/SMB Strategic Session	Edinburgh, UK
22 October 2024	IEC Forum	Edinburgh, UK
23 October 2024	IEC Board	Edinburgh, UK
24 October 2024	IEC General Assembly	Edinburgh, UK
19-Nov-2024	GRAC	Geneva, Switzerland
20-Nov-2024	DAC	Geneva, Switzerland
26 - 27 November 2024	BAC	Virtual

2025		
<u>Date</u>	<u>Meeting</u>	<u>Location</u>
19 - 20 February 2025	IEC Board	Geneva, Switzerland
TBD February 2025	IEC SMB	TBC
5-Mar-2025	BAC	Virtual
12-Mar-2025	IEC Forum	Virtual
TBC March 2025	MSB	Nanjing, China
20-May-2025	GRAC	Geneva, Switzerland
21 - 22 May 2025	BAC	Geneva, Switzerland
16 - 17 June 2025	IEC SMB (including joint SMB/TMB meeting)	Geneva, Switzerland
16 - 17 June 2025	IEC CAB	Geneva, Switzerland
19-Jun-2025	IEC Board	Geneva, Switzerland
16-Jul-2025	BAC	Virtual
19-Aug-2025	IEC Board	Virtual
26 - 30 October 2025	89th IEC General Meeting	Israel
25 - 26 November 2025	BAC	Virtual
3-Dec-2025	GRAC	Geneva, Switzerland
4-Dec-2025	DAC	Geneva, Switzerland

Section 11 – Review of Action Items

(M Pahl)

(3:50 – 4:00 PM CT)

Executive Summary

Ms. Pahl will review the action items captured during the 20 May 2024 CAPCC meeting.

Section 12 – Adjournment

(J Sterling)

Approximately 4:00 PM (CT)