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 been 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](#).

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**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 **IECEx and USNC/IECEx**
*(S Kiddle)*

Executive Summary
Mr. Scott Kiddle will provide a report on the activities of the IECEx and the USNC/IECEx 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:

  o PASC/APCF  
  o FINCA/COPANT  
  o 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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
<th>Location</th>
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<tbody>
<tr>
<td>23-April-2024</td>
<td>USNC FinCo</td>
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<tr>
<td>29-April-2024</td>
<td>USNC ComCom</td>
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<tr>
<td>30-April-2024</td>
<td>USNC YEP Committee</td>
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<tr>
<td>20 - 22 May 2024</td>
<td>USNC Management Meetings</td>
<td>Milwaukee, WI (hosted by Rockwell Automation)</td>
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<tr>
<td>21-May-2024</td>
<td>USNC SCOOP</td>
<td>Milwaukee, WI</td>
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<td>10 - 11 June 2024</td>
<td>IEC CAB</td>
<td>Geneva, Switzerland</td>
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<td>12-June-2024</td>
<td>CAB WG 18</td>
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<td>CAB TF AI</td>
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<tr>
<td>11 - 14 June 2024</td>
<td>IEC SMB (Including joint SMB/TMB Meeting)</td>
<td>Geneva, Switzerland</td>
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<td>19 – 20 June 2024</td>
<td>IEC Board</td>
<td>Singapore</td>
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<tr>
<td>21-Jun-2024</td>
<td>IB TF 7</td>
<td>Singapore</td>
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<tr>
<td>26 – 27 June 2024</td>
<td>IECEE CMC</td>
<td>Ljubljana, Slovenia</td>
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<td>28-Jun-2024</td>
<td>IEC Forum</td>
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<tr>
<td>18-Jul-2024</td>
<td>BAC</td>
<td>Virtual</td>
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<td>6 – 7 August-2024</td>
<td>USNC/IECEx</td>
<td>@MSHA or R Stahl</td>
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<tr>
<td>20-Aug-2024</td>
<td>IEC Board</td>
<td>Virtual</td>
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<tr>
<td>4-Sep-2024</td>
<td>IB TF 7</td>
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<tr>
<td>9-Sept-2024</td>
<td>USNC SCOOP</td>
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<td>9 - 13 September 2024</td>
<td>ISO General Assembly</td>
<td>Cartagena, Colombia</td>
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<tr>
<td>10 - 12 September 2024</td>
<td>USNC Management Meetings</td>
<td>Norwich, VT (Hosted by Bob Sherwin)</td>
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<td>Week of 16 September 2024</td>
<td>FINCA Meeting</td>
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<td>23 – 27 September 2024</td>
<td>IECEx</td>
<td>Brazil</td>
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<td>14 - 26 October 2024</td>
<td>NFPA NEC Meetings</td>
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<tr>
<td>19 - 25 October 2024</td>
<td>88th IEC General Meeting</td>
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<td>21 October 2024</td>
<td>IEC MSB</td>
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<td>22 October 2024</td>
<td>Joint CAB/MSB/SMB Strategic Session</td>
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<td>22 October 2024</td>
<td>IEC Forum</td>
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<tr>
<td>24 October 2024</td>
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<td>19-Nov-2024</td>
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<td>20-Nov-2024</td>
<td>DAC</td>
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<td>26 - 27 November 2024</td>
<td>BAC</td>
<td>Virtual</td>
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### 2025

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