



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

**Tuesday, September 10, 2024  
9:00 AM – 4:00 PM (ET)  
(Meeting #44)**

**Hosted by ARESCA  
256 Farrell Farm Road  
Norwich, VT 05055**

**Dress Code: Business Casual**

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

- 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 –  
20 May 2024 Meeting in Milwaukee, WI**
- 1.3 Honorary Life Membership**

Ms. Sterling to nominate Mr. Paul Green as USNC Honorary Life Member.

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

**Executive Summary**

Ms. Megan Pahl will review USNC CAPCC Resolutions from the 20 May 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 #2024-05-01:** Joan Sterling to recommend Jola Wroblewska for USNC Honorary Life Membership to USNC Council during their Wednesday, May 22, 2024 meeting.

*Status: Completed. Ms. Jola Wroblewska was approved by USNC Council as a USNC Honorary Life Member.*

- **ACTION ITEM #2024-05-02:** Tony Zertuche and Hae Choe to contact TC 18 TAG Secretary regarding the scope overlap with ASTM WK89101-202x.  
*Status: In process.*
- **ACTION ITEM #2024-05-03:** Joan Sterling and Tim Duffy to submit IEC CA system secretary oversight as a topic for CAB discussion during their June 2024 meeting.  
*Status: In process.*
- **ACTION ITEM #2024-05-04:** Joan Sterling to recommend to USNC Council during their Wednesday, May 22, 2024 meeting that USNC develop a proposal (including a value proposition and schedule) for co-locating IEC governance meetings.  
*Status: Completed.*

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

**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)**  
**(K Califra)**

**Executive Summary**

Ms. Kristen Califra will provide an updated on the ANSI ICAC activities.

**AM Stretch Break**  
**(10:20 – 10:35 AM ET)**

**Section 4 – For Information – ISO CASCO**  
**(10:35 – 10:55 AM ET)**

**Executive Summary**

An update will be provided on the CASCO reorganization and activities relating to CAPCC.

**Section 5 – For Information – Status Report on US Government Activities Related to Conformity Assessment**  
**(10:55 – 11:25 AM ET)**

**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  
(E Franca)**

**Executive Summary**

Mr. Eric Franca will provide an update on the FDA Accreditation Scheme for Conformity Assessment (ASCA) Program.

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

**(11:25 AM – 12:00 PM ET)**

**Executive Summary**

An updated will be provided on the activities of the USNC CAPCC Regulatory Labeling Working Group.

***BREAK***

***(12:00 – 1:00 PM ET)***

**Section 7 – For Action/Discussion – Reports on the Conformity Assessment Systems**

**(1:00 – 2:00 PM ET)**

**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.

**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.

**Section 8 – For Action/Information – IEC Conformity Assessment Board**  
**(2:00 – 3:00 PM ET)**

- 8.1 Review of IEC CAB Decisions List from meeting 55 in Geneva, 2024-06-10 & 11.**  
**(J Sterling)**

**Executive Summary**

Ms. Sterling will highlight key IEC CAB decisions from the June 2024 meeting.

- 8.2 Review of IEC CAB October 2024 Agenda**  
**(J Sterling)**

**Executive Summary**

Ms. Sterling will review the upcoming IEC CAB Agenda to be held 21 October 2024.

- 8.3 Review of Joint CAB/SMB/MSB Session Agenda**  
**(J Sterling)**

**Executive Summary**

Ms. Sterling will review the agenda for the upcoming joint CAB/SMB/MSB session to be held on 22 October 2024.

- 8.4 Review of Ballots/Documents Since Last Meeting**  
**(J Sterling)**

**Executive Summary**

Ms. Sterling will review the CAB ballots and documents released since the May 20, 2024 USNC CAPCC meeting.

- 8.5 CAB Elections**  
**(J Sterling)**

**Executive Summary**

Ms. Sterling will review the CAB elections to be voted on during the October 2024 CAB meeting.

- 8.6 CAB Chair Update**  
**(S Margis)**

**Executive Summary**

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

**PM Break**  
**(3:00 – 3:15 PM ET)**

**Section 9 – For Information – USNC Interface with Other Regional & International Organizations**  
**(A Gladstein)**  
**(3:15 – 3:40 PM ET)**

## Executive Summary

Ms. Ade Gladstein will provide an update on the USNC’s regional outreach initiatives:

- PASC/APCF
- FINCA/COPANT

## **Section 10 – For Information – Meeting Schedule 2024 and Beyond**

**(J Sterling)**

**(3:40 – 3:50 PM ET)**

The following future meeting dates will be reviewed:

<b>2024</b>		
<u>Date</u>	<u>Meeting</u>	<u>Location</u>
10 - 12 September 2024	USNC Management Meetings	Norwich, VT (Hosted by ARESCA)
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 November 2024	GRAC	Geneva, Switzerland
26 - 27 November 2024	BAC	Virtual
05 December 2024	DAC	Geneva, Switzerland

<b>2025</b>		
<u>Date</u>	<u>Meeting</u>	<u>Location</u>
Week of 9 February 2025	IECEE WGs	Lake Forest
18 - 20 February 2025	IEC Board	Geneva, Switzerland
24 - 26 February 2025	IEC SMB	Mexico City, Mexico
5 March 2025	BAC	Virtual
12 March 2025	IEC Forum	Virtual
7 - 11 April 2025	CASCO Plenary	Berlin, Germany
Week of 14 April 2025	MSB	Nanjing, China
Week of 14 April 2025	COPANT	Cuba

5 – 6 May 2025	GRAC	Geneva, Switzerland
7 - 8 May 2025	BAC	Geneva, Switzerland
10 - 13 June 2025	IEC SMB (including joint SMB/TMB meeting)	Geneva, Switzerland
16 - 17 June 2025 (TBD)	IEC CAB	Geneva, Switzerland
18 - 19 June 2025	IEC Board	Sydney, Australia
Week of 23 June 2025	IECEE CMC	Finland
23 July 2025	BAC	Virtual
19 August 2025	IEC Board	Virtual
15 -19 September 2025	89th IEC General Meeting	New Delhi, India
29 September – 3 October 2025	ISO General Assembly	Kigali, Rwanda
25 - 26 November 2025	BAC	Virtual
3 December 2025	GRAC	Virtual
4 December 2025	DAC	Geneva, Switzerland

<b>2026</b>		
<u>Date</u>	<u>Meeting</u>	<u>Location</u>
3 – 4 March 2026	IEC Board	Geneva, Switzerland
11 March 2026	BAC	Virtual
26 – 27 May 2026	BAC	Geneva, Switzerland
28 – 29 May 2026	GRAC	Geneva, Switzerland
5 August 2026	BAC	Virtual
2 September 2026	IEC Board	Virtual
13 October 2026	GRAC	Virtual
15 – 16 December 2026	BAC	Virtual

**Section 11 – Review of Action Items**

**(M Pahl)**

**(3:50 – 4:00 PM ET)**

**Executive Summary**

Ms. Pahl will review the action items captured during the 10 September 2024 CAPCC meeting.

**Section 12 – Adjournment**

**(J Sterling)**

Approximately 4:00 PM (ET)