



**USNC Conformity Assessment Policy Coordination Committee  
DRAFT MEETING MINUTES**

**Wednesday, January 29, 2025  
9:00 AM – 12:15 PM (ET)  
(Meeting #45)**

**Hosted by American Welding Society  
8669 NW 36th St.  
Doral, FL 33166**

**CAPCC Members in Attendance**

Joan Sterling, USNC VP – Conformity Assessment  
Tim Duffy, Vice Chair CAPCC  
Steve Margis, IEC VP – Conformity Assessment  
Katy Holdrege  
Mike Leibowitz  
Paul Moliski  
Dave Osborn  
Paul Green  
Bill Lawrence  
Ron Borowski  
Elisabeth George  
Bob Sherwin  
John Park  
Ed Mikoski  
Amy Phelps\*  
Bruce Desmond\*  
David Anderson\*  
Evans Massey\*  
George Kelly\*  
Jonathan Colby\*  
Scott Kiddle\*  
Will Susiene\*  
Veronica Lancaster, USNC President  
Kevin Lippert\*  
Peter Pondillo, USNC VP – Finance  
Hae Choe, USNC VP – Technical

NEMA  
Rockwell Automation  
UL Solutions  
USNC/IECEX  
NEMA  
Intertek  
Phillips  
HLM  
HLM  
Eaton  
Elisabeth George Consulting  
ARESCA  
AHAM  
ECIA  
NIST  
Phoenix Contact  
FM Approvals  
HLM  
Sunset Technologies  
Streamwise Development  
ABB  
Intel  
CTA  
UL Standards & Engagement  
Corning  
NEMA

**CAPCC Members Not Participating**

Eric Franca  
William Fiske  
Gabriel Alsenas

FDA  
HLM  
Florida Atlantic University

Kim Lucy  
Kevin Wolf  
Joel Solis  
Wynn Bowman

Microsoft  
Intertek  
HLM  
ECIA

**CAPCC Guests in Attendance**

Thomas Domitrovich\*  
Michael Dunaway  
Ladan Bulookbashi  
Lia Manukyan  
Timothy Jeffries  
Tony Zertuche  
Joseph McGuire  
Laura Lindsay  
Karren Willis  
Joe Tretler  
Megan Pahl\*  
Betty Barro  
Mackenzie Connors  
Catherine Pilishvili  
Allison Torres

Eaton  
NIST  
AAMI  
CTA  
Futurewei  
IEEE-SA  
Legrand  
INCITS  
NEMA  
ANSI  
USNC/ANSI  
USNC/ANSI  
USNC/ANSI  
USNC/ANSI  
ANSI

\* *Virtual Participant*

**Section 1 – Organizational Matters**

**1.1 Welcome and Introductions**

Ms. Joan Sterling, USNC Vice President – Conformity Assessment, opened the meeting at 9:00 AM ET and welcomed CAPCC members and guests, giving a special welcome to two 1906 Award Recipients, Michael Dunaway and Mike Leibowitz. Meeting participants introduced themselves and their affiliations. CAPCC members took a moment of silence for Mr. Paul T. Kelly.

**1.2 Approval of Draft Agenda**

**1.2.1 USNC CAPCC Roster & Attendance**

**1.2.2 Approval of Consent Agenda**

**VOTE #1 To Approve the Agenda (USNC/CAPCC 429B)**

**(This motion was approved unanimously.)**

- (a) **Approval of the Meeting Minutes –**  
10 September 2024 Meeting in Norwich, VT

**VOTE #2 To Approve the Minutes (USNC/CAPCC 428)  
from the CAPCC Meeting held on 10 September 2024**

(This motion was approved unanimously.)

**Section 2 – Outstanding Action Items**

Ms. Megan Pahl reviewed the action items from the 10 September 2024 CAPCC meeting (USNC/Council 771). It was requested that national differences documents as a revenue stream be added to the 29 January 2025 Deep Dive session under Long-Term Sustainability. There will be additional follow-up regarding Secretary Oversight at CAB, to be raised during the upcoming CAB meetings in March 2025.

**Section 3 – Report on US Government Activities Related to Conformity Assessment**

**3.1 Government Update**

Ms. Amy Phelps provided an update on NIST and USTR activities related to conformity assessment (**ATTACHMENT A**). There is general information on the NIST EO website regarding what is going on in IoT labeling.

CEN/CENELEC established a joint technical committee 21 on AI management systems. This work will take a look at European standards to provide manufacturers the presumption of conformity with the upcoming Artificial Intelligence Act.

Upcoming WTO TBT activities were reviewed, include four thematic sessions, three of which are related to conformity assessment.

NIST started carbon consortium which brings together stakeholders to identify and address measurement and standards needs related to low carbon cements and concretes used to reduce the overall greenhouse gas emissions from cement and concrete products. Information on this program can be found on the [NIST website](#).

**3.2 FDA Update**

Ms. Phelps briefly reviewed the FDA update developed by Mr. Eric Franca.

These highlights included recent updates to the FDA Accreditation Scheme for Conformity Assessment (ASCA) program, including participation numbers, the CDRH Letter to Industry, and warning letters to two Chinese firms regarding data quality and integrity concerns.

CAPCC members with additional questions may reach out to Mr. Franca or USNC staff.

Further discussion was had regarding the ICSP (Interagency Committee on Standards Policy) and the CA Working Group chaired by Amy Phelps. Members suggested the opportunity for presentations to the CAWG on e-labeling and the use of IEC systems by regulatory agencies. Ms. Phelps will follow up on the potential for these meetings.

**Section 4 – Status Report on the USNC CAPCC Regulatory Labeling Working Group**

The USNC CAPCC subcommittee on e-labeling is currently looking for a Chair to replace the recently retired Paul Green. CAPCC members interested in this role should contact USNC staff.

Hae Choe provided an update on the U.S. proposal on e-labeling. This proposal has been approved by the IEC SMB. Project Committees (PCs) are established using a similar process as technical committees, unless the project leader has already been identified in the project proposal (which is the case with the

U.S. proposal). In this case, the IEC has asked SMB to approve by correspondence: 1) the establishment of PC 32 and the allocation of its secretariat to the USNC; and 2) The nomination of Michael O'Boyle (U.S. member from Signify) as Chair, per reference to Annex K.3 of the Directives. IEC circulated this information on Friday, 17 January 2025 with a 14 February 2025 closing date. If needed, time will be made on the upcoming IEC SMB agenda to discuss this item.

Robert Paxman volunteered as new Chair and was approved by a vote of the CAPCC.

## **Section 5 – Reports on the Conformity Assessment Systems**

### **5.1 MOA and CA-01 Update**

Ms. Pahl provided an update on the CAPCC subcommittee proposed revisions of USNC CA-01. Following the September 2024 CAPCC meeting, a meeting was requested with staff responsible for reviewing ANSI governance documentation, to address any remaining staff questions and expedite the review of CA-01. Staff asked to first have an informal conversation with the subcommittee chair, Mr. Steven Margis. This meeting was successful in resolving most of the questions/comments from staff. After the meeting, staff shared a few remaining questions with Mr. Margis, for further consideration by the subcommittee. Mr. Margis confirmed that the next steps in the process would be to bring the subcommittee together for a meeting to review the remaining staff comments.

USNC Staff and Steve Margis to convene a CAPCC Subcommittee on Operating Procedures meeting to review remaining staff comments on USNC CA-01 (**ACTION ITEM #1**).

### **5.2 IECEE and USNC/IECEE**

Mr. Tim Duffy provided a written report ahead of the CAPCC meeting. He highlighted for CAPCC members that the USNC/IECEE has not met since the last CAPCC meeting in September 2024; however, the group will meet next month. Another item of note is a loss of membership stated in the report. USNC/IECEE made a successful transition to a new treasurer; CAPCC members recognized Mr. Paul Green for his longtime service as USNC/IECEE Treasurer.

### **5.3 IECEEx and USNC/IECEEx**

Ms. Katy Holdredge, IECEEx Vice Chair, provided an update on IECEEx and USNC/IECEEx activities. USNC/IECEEx last met in November and December 2024. A new working group 20 was established to support the Treasurer and Secretariat.

The next USNC/IECEEx meeting is scheduled for April 2025.

### **5.4 IECRE and USNC/IECRE**

Mr. Bob Sherwin provided a brief update on the activities of IECRE and USNC/IECRE, including membership, meeting dates, and items for CAPCC awareness. USNC/IECRE recommends to CAPCC that they endorse Mr. Jonathan Colby as IECRE Chair.

**VOTE #3 To Endorse Mr. Jonathan Colby as IECRE Chair & Katy Holdredge as IECEEx Chair**

**(This motion was approved unanimously.)**

Joan Sterling to propose the endorsement of Jonathan Colby as IECRE Chair and Katy Holdredge as IECEX Chair to USNC Council during their meeting on Thursday, January 30 (**ACTION ITEM #2**).

IECRE has a positive reserve for the first time in their 10-year existence. CAPCC members congratulated IECRE on this great success.

## **Section 6 – Conformity Assessment in ANSI**

### **6.1 Conformity Assessment in ANSI**

Mr. Margis provided a brief update on ANSI's Joint Task Force on Conformity Assessment (JTFCFA). A call for topics for discussion at the next ANSI JTFCFA will go out soon. Based on that feedback, a next meeting date will be identified.

### **6.2 ANSI International Conformity Assessment Committee (ICAC)**

Ms. Kristen Califra provided a written report on the ANSI ICAC activities. CAPCC members inquired about the process for US votes to the IEC on CASCO documents.

USNC Staff to provide information on the process for how a US/IEC vote is submitted on CASCO documents (**ACTION ITEM #3**).

USNC Staff to find out the deadline for submission of topics to the upcoming WTO TBT 10th Triennial activities. If deadline has not passed, USNC staff to work with CAPCC and the CAPCC subcommittee on e-labeling to socialize electronic labeling (**ACTION ITEM #4**).

CAPCC members interested in joining ICAC should contact Ms. Califra.

CAPCC and USNC staff to work with Kristen Califra to improve participation in ICAC and CASCO activities (**ACTION ITEM #5**).

## **Section 7 – ISO CASCO**

Mr. Warren Merkel provided an update on the CASCO reorganization and activities relating to CAPCC (**ATTACHMENT B**). Highlights included the creation of the Global Accreditation Cooperation, and three groups, ILAC Arrangement Committee, IAF MLA Committee, and IAF/ILAC Joint Executive Committee, working on various issues; outputs to inform the guidance and requirements for the Global Accreditation Cooperation.

The next CASCO plenary meetings will take place in April 2025.

## **Section 8 – IEC Conformity Assessment Board**

### **8.1 Review of IEC CAB Decisions List from meeting 56 in Edinburgh, 2024-10-21.**

Ms. Sterling highlighted key IEC CAB decisions from the October 2024 meeting.

CAB/2582 is a document from late last year that summarizes IEC long-term

sustainability activities. A follow-up to this document is expected to be released by the IEC in quarter 1 of 2025.

**8.2 Review of Ballots/Documents Since Last Meeting**

Ms. Sterling reviewed the CAB ballots and documents released since the September 10, 2024 USNC CAPCC meeting.

There was a compilation of comments provided by Ms. Sterling including an update from IB Task Force 7 regarding long-term sustainability, the PWC market study, with initial comments from nearly all of CAB. Ms. Sterling noted that nearly all members are on the same page and expressed dissatisfaction.

**8.3 CAB Chair Update**

Mr. Steven Margis provided a brief update on key items related to the IEC Conformity Assessment Board (CAB).

- WG Update
  - This item was covered previously in this CAPCC meeting.
- Treasurer’s Meeting
  - It has been recommended that budgets are moving forward as they have in the past. The group will be prepared for any adjustments regarding IEC long-term sustainability.
- Long-Term Sustainability
  - This will be addressed in the USNC Deep Dive session on 29 January 2025.

**8.4 USNC VP – Conformity Assessment Term Concludes 2025**

Ms. Sterling’s final term as USNC VP – Conformity Assessment concludes at the end of 2025. It is critical that we have a U.S. voice at the table. Anyone interested in this role is encouraged to contact USNC staff.

**Section 9 – Meeting Schedule 2025 and Beyond**

The following future meeting dates were made available for awareness:

<b>2025</b>		
<u>Date</u>	<u>Meeting</u>	<u>Location</u>
28 – 30 January 2025	USNC Management Meetings	Miami, FL (AWS)
10-21 February 2025	IECEE WGs	Lake Forest
18 - 19 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
17-18 March 2025	IEC CAB	Mexico
7 - 11 April 2025	CASCO Plenary	Berlin, Germany
Week of 14 April 2025	MSB	Nanjing, China
5 – 10 May 2025	COPANT	Cuba

5 – 6 May 2025	GRAC	Geneva, Switzerland
5 - 9 May 2025	IECEX WG Meetings	Northbrook, IL
7 - 8 May 2025	BAC	Geneva, Switzerland
19 – 20 May 2025	PASC	Tokyo, Japan
19 – 21 May 2025	USNC Management Meetings	Evanston, IL UL S&E
10 - 13 June 2025	IEC SMB (including joint SMB/TMB meeting)	Geneva, Switzerland
9 - 13 June 2025 (TBC)	IEC CAB WG Meetings	Geneva, Switzerland
16 - 17 June 2025 (TBC)	IEC CAB	Geneva, Switzerland
19 June 2025	IEC Board	Sydney, Australia
Week of 23 June 2025	IECEE CMC	Finland
25 June 2025	BAC	Virtual
26 June 2025	IEC Forum	Virtual
23 July 2025	IEC Board	Virtual
12 – 14 August 2025	USNC Management Meetings	Pittsburgh, PA (Eaton)
15 -19 September 2025	IECEX MC Meetings	Kyoto, Japan
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
1 - 5 December 2025	IEC CAB WG Meetings	Seoul, Republic of Korea
3 December 2025	GRAC	Virtual
10 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
13 March 2026	IEC Forum	Virtual
26 – 27 May 2026	BAC	Geneva, Switzerland
28 – 29 May 2026	GRAC	Geneva, Switzerland
26 June 2026	IEC Forum	Virtual
5 August 2026	BAC	Virtual
2 September 2026	IEC Board	Virtual
13 October 2026	GRAC	Virtual
14 October 2026	DAC	Geneva, Switzerland
16 – 20 November 2026	90th IEC General Meeting	Hamburg, Germany
15 – 16 December 2026	BAC	Virtual

## **Section 10 – Review of Action Items**

Ms. Catherine Pilishvili reviewed the following action items captured during the 29 January 2025 USNC CAPCC meeting:

- **ACTION ITEM #2025-01-01:** USNC Staff and Steve Margis to convene a CAPCC Subcommittee on Operating Procedures meeting to review ANSI Legal comments on USNC CA-01.
- **ACTION ITEM #2025-01-02:** Joan Sterling to propose the endorsement of Jonathan Colby as IECRE Chair and Katy Holdredge as IECEx Chair to USNC Council during their meeting on Thursday, January 30.
- **ACTION ITEM #2025-01-03:** USNC Staff to provide information on the process for how a US/IEC vote is submitted on CASCO documents.
- **ACTION ITEM #2025-01-04:** USNC Staff to find out the deadline for submission of topics to the upcoming WTO TBT 10th Triennial activities. If deadline has not passed, USNC staff to work with CAPCC and the CAPCC subcommittee on e-labeling to socialize electronic labeling.
- **ACTION ITEM #2025-01-05:** CAPCC and USNC staff to work with Kristen Califra to improve participation in ICAC and CASCO activities.

#### **Section 11 – Adjournment**

Ms. Sterling thanked members and guests for their participation and closed the meeting at 12:20 PM ET.