USNC COUNCIL
DRAFT MINUTES

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

**Thursday, 2 May 2019
9:00 am – 4:00 pm (CDT)
(Meeting #57)**

Members Participating

Kevin Lippert, USNC President	Eaton
Steven Rood, USNC VP – Finance	Legrand North America
Tim Duffy, USNC VP – Conformity Assessment	Rockwell Automation
Sonya Bird, USNC VP – Technical	UL
Tony Zertuche, General Secretary	USNC/ANSI
Joe Bhatia	ANSI
Randy Dollar	Siemens
Mark Earley	NFPA
Kazimier (Kaz) Gawrzyjal	Dell
Elisabeth George	Philips
Veronica Lancaster	CTA
Angus Low	Rockwell Automation
Alan Manche	Schneider
Richard McDermott	ECC Corporation
Edward Mikoski	ECIA
Paul Moliski	Intertek
Jennifer Padberg	AAMI
Amy Phelps	NIST
Peter Pondillo	Corning Incorporated
Stephen Sharples	CSA Group
Joan Sterling	Intertek
Jianchao Zeng	FDA

Guests Participating

David Bain	TIA
Ethan Biery+	Lutron Electronics
Ron Borowski	Eaton
Wynn Bowman	Star Associates International
Hae Choe	AAMI
Elaina Finger	Corning Incorporated
Ken Gettman	NEMA
Paul Green	Intel Corp
Patricia Griffin*+	ANSI
Byron Horak	Intertek
Timothy Jeffries	Huawei R&D USA
Robert Kretschmann	Rockwell Automation
William Lawrence	FM Approvals

Scott Lindsay	CSA Group
Steve Margis	UL
Jim Matthews	Corning Incorporated
Alec McMillan	Rockwell
Joe Musso	UL
Dave Osborn	Philips
Florence Otieno	TIA
Kristen Palma	USNC
Jiin Park	USNC
Andia Persad-Maharay	TTBS
Philip Piqueira	UL
Joe Tretler	ANSI

Members Not Participating

Marianna Kramarikova	TIA
Amy Marasco	Microsoft
James Marquedant	FM Approvals
Yi Zhao	Huawei

* = Via Teleconference
+ = Part Time

Section 1 – Organizational Matters

1.1 Welcome, Opening Remarks and Introductions
Mr. Kevin Lippert, USNC President and Council chair, called the meeting to order at 9:00 am (CDT) and thanked Rockwell Automation for hosting. Mr. Angus Low reviewed the logistics of the meeting space and thanked everyone for coming. Everyone in attendance provided introductions.

1.1 Approval of Agenda
Mr. Lippert drew attention to the meeting agenda, and noted that the meeting would begin with Section 14.3 then revert to the listed order of agenda items. It was moved, seconded and

VOTE #2 – To Approve the Council Agenda (USNC/Council 727A)
(This motion was approved)

1.2.1 Approval of Consent Agenda
Mr. Lippert drew attention to the consent agenda. No comments were offered. It was moved, seconded and

VOTE #3 – To Approve the Minutes (USNC/Council 726) from the
17 January 2019 meeting at Legrand/Pass & Seymour
(This motion was approved)

1.2.2 Approval of Balance of Agenda
No comments were offered.

Section 2 – Status of Outstanding Action Items
Tony Zertuche reviewed the action items from the January 2019 Council meeting.

ACTION ITEM #2019–1–1 – It was requested that the topic of "service economy" be discussed during Joe Bhatia's next report to the USNC Council in May 2019.
Status: COMPLETED

ACTION ITEM #2019–1–2 – It was requested that Mr. Joe Tretler's report be distributed to the USNC Council.
Status: COMPLETED

ACTION ITEM #2019–1–3 – It was requested that the USNC staff look into how to put the list of USNC TAG Administrators and TAG officers back on the USNC website for easy access.
Status: PENDING
Secretary's Note: This item is still pending, webpage updates will occur through Ms. Kristen Palma and ANSI IT. Caution regarding access will be taken when the TAG Administrator and TAG Officers list is put on the website.

ACTION ITEM #2019–1–4 – Tony Zertuche will discuss possible security concerns regarding future IEC General Meetings being held in Shanghai, China and Egypt with the IEC Central Office and General Secretary.
Status: COMPLETED

ACTION ITEM #2019–1–5 – The Strategic Objectives Task Force requested that a ballot be distributed for the USNC Council to review and approve the implementation plans created by the USNC Standing Committees.
Status: COMPLETED

ACTION ITEM #2019–1–6 – It was requested that the Rules and Procedures Committee update all USNC governing documents (USNC Statues, Rules and Procedures, etc.) regarding the elimination of USNC Voting Members and the USNC Council becoming the sole decision making body of the USNC.
Status: COMPLETED – Section 13

ACTION ITEM #2019–1–7 – It was requested the that Rules of Procedures Committee discuss the following items in more details and provide a recommendation to the USNC Council at the Council meeting in May 2019.

> *1. Should USNC Officers be able to vote as USNC Council members?*

> *2. "One company, one vote policy" as it applies to individuals who are appointed to the Council, TMC or CAPCC by an organization that is not their employer.*

Status: COMPLETED – Section 13

ACTION ITEM #2019–1–8 – The USNC will distribute the 2019 US Young Professionals Competition application as soon as possible.
Status: COMPLETED

ACTION ITEM #2019–1–9 – USNC members who are interested in hosting a set of USNC Management Meetings in 2020 at a US location are invited to contact Tony Zertuche.
Status: PENDING - Section 19

Section 3 – USNC Presidency
Mr. Zertuche congratulated and recognized the newly elected USNC President, Mr. Kevin Lippert of Eaton Corporation.

Mr. Lippert stated that he is looking forward to addressing a number of existing issues, and is willing to take advantage of opportunities that lay before the USNC. He further noted that he is closely following the search for a new IEC General Secretary and CEO, and feels positive given the strong leadership of IEC President, Mr. Jim Shannon. Other opportunities that Mr. Lippert remarked on include the need to support the YEP program of the USNC, as well as having the USNC be open to trying new processes in an effort to be more effective.

Attendees around the room thanked Mr. Lippert for his leadership and the optimistic start to his presidential term.

Section 4 – Search for a New IEC General Secretary

Mr. Lippert led a discussion on the retirement of current IEC General Secretary, Mr. Frans Vreeswijk, and the ongoing search for a new General Secretary and CEO of the IEC. The USNC officers have spoken with Mr. Shannon about the process of finding a new IEC General Secretary. Mr. Shannon relayed to the officers that an outside search firm has been employed, and that they are looking for an individual with strong management skills, industry background, and good leadership skills. A selection committee has been formed to help in choosing the IEC General Secretary.

Section 5 – USNC Rules and Procedures Committee Report

USNC Rules and Procedures Committee (R&P) chair, Angus Low, provided an update on the work of the R&P Committee after their meeting on 1 – 2 April 2019 in Northbrook, IL. Mr. Low reviewed the status of the action items that followed the April meeting. He noted that the current Rules of Procedure is still under revision and will need to be reviewed by the committee before going to USNC Council. Once the Rules of Procedure are approved, all other USNC guidance documents will be reviewed for harmonization.

After their last meeting, the R&P posed the following two questions to be answered by the USNC Council:

- *Should the USNC invoke a "One company, one vote policy" as it applies to individuals who are appointed to the Council, TMC or CAPCC by an organization that is not their employer?*
- *Should USNC Officers be able to vote as USNC Council members?*

The USNC Council thoroughly discussed the feasibility of having one organization have a single vote in the different policy committees noting that *one organization, one vote* would require that a roster, with organization and representation included, be circulated. There are various pros and cons illustrated from the members. Ultimately, it was moved, seconded and

VOTE #4 – To Approve the recommendation of the USNC Rules and Procedures Committee to move to a "One organization, one vote" policy for all USNC Committees.
(This motion was approved)

Furthermore, the Council directs the Rules of Procedures Committee to define "organization" as it applies to USNC membership. The Council also addressed the second question posed by the R&P committee. The members reviewed the current voting situation in the committees and agreed that USNC

officers should always be representatives of the whole of the USNC, and therefore shall not vote on behalf of their organizations. It was moved, seconded and

VOTE #5 – To Approve the recommendation of the USNC Rules and Procedures Committee that USNC Officers, as representatives of the USNC, may vote as USNC Council Members

(This motion was approved)

The USNC Council came to the decision that the chairing of a policy committee is distinct and different from the USNC officer duties and, as such, the committee chair should only vote in order to break a tie **(Resolution #1)**.

Section 6 – Report from the American National Standards Institute (ANSI)

- **Services Sector activities update** – Mr. Bhatia indicated that ANSI's Board Task Group on Services identified the following sub-sectors for focus: ageing societies; dietary supplements; mobile health devices and health IT; and unmanned aerial systems, or drones.
    - ANSI has been working to strengthen U.S. TAG to ISO TC 314 on Ageing Societies.
    - Regarding health IT, ANSI has taken over the Secretariat of ISO TC 215, Health Informatics, to refocus its standards development work to better address industry needs.
    - The ANSI UASSC has further built on its record of productivity following publication of a Standardization Roadmap for Unmanned Aircraft Systems, Version 1.0. A kickoff plenary meeting to initiate work on an update to the roadmap has been scheduled for 12 September 2019, in Washington, DC, and version 2.0 of the roadmap is targeted to be published by July 2020.

    Mr. Bhatia then identified some emerging sectors where a new or enhanced standards and conformity assessment focus may be needed, they include:
    - Artificial Intelligence (AI)
    - Blockchain
    - Circular Economy
    - Corporate Strategies for Managing the Standardization Landscape
    - Digital Transformation
    - Data Privacy in a Digital World

- **Revision of the ANSI By-laws** – Ms. Patricia Griffin, ANSI VP & General Counsel, reported on the efforts to review and revise the ANSI By-Laws and governance structure **(ATTACHMENT A)**. Ms. Griffin mentioned that ANSI's new Code of Conduct was approved in December of 2018. The Council asked that a web link to ANSI's Code of Conduct policy be uploaded onto the USNC's Toolbox of Reference Documents webpage **(ACTION ITEM #2019–5–3)**. Mr. Bhatia noted that the Governance Advisory Task Group developed proposed changes to the Code of Conduct. The Group agreed that delegating authority to commercially interested parties would expose ANSI to increased risk under state and federal laws; therefore, ANSI seeks to ensure that persons making decisions for ANSI are fiduciaries who will make key decisions in the organization's best interests. Some members had questions on the various changes to ANSI's current organizational structure, specifically, why current policy committees like the Intellectual Property Rights Policy Committee are being re-designated as policy

advisory groups (PAGs). Ms. Griffin responded that the change of name is designed to emphasize how committees that do not make decisions on behalf of ANSI are advisory in nature. Regarding the elimination of the Conformity Assessment Policy Committee (CAPC), ANSI will separately examine what kind of forum or body might be created to address broader CA matters that affect its members. The Executive Committee approved the revised By-laws, and has recommended that they be approved by the ANSI Board at their June meeting.

- **Artificial Intelligence Executive Order** – An Executive Order, on Maintaining American Leadership in Artificial Intelligence, was issued on 11 February 2019. NIST is tasked with issuing a plan for Federal engagement in the development of technical standards and related tools in support of reliable, robust, and trustworthy systems that use AI technologies. ANSI plans to pull together a group of interested members to provide input for the ANSI submission. ANSI will also be represented at the planned NIST workshop to discuss comments received.

- **5G Standards** – Mr. Bhatia noted that it is important to be sensitive to security and other issues related to 5G networks. He further explained that concerns should not spill over into the standards arena in a way that impinges on private sector leadership in these activities. A plan is being developed with ATIS leadership to propose an industry/SDO approach to mapping the 5G standards landscape. There is consideration for a high-level discussion among affected ANSI members.

- **CMF agenda topics of interest** – The Company Member Forum meeting is scheduled for 24 – 25 June 2019 at the Qualcomm offices in Santa Clara, CA. This event will be particularly relevant to companies in the electrotechnical sectors, as the agenda includes discussions of digital transformation, the effects of standards on 5G, the circular economy and sustainability, as well as updates on the latest discussions about China's standardization reform.

- **WSW Schedule** – Mr. Bhatia announced that World Standards Week will be on 4 – 9 November 2019. This year ANSI is hosting a one-day conference focused on "Building an Effective Workforce for the Future". Pat Gallagher, Chancellor of the University of Pittsburgh, is the morning keynote speaker. Mr. Bhatia also reminded the Council that the nomination period for ANSI Leadership and Services Awards are open, and has a deadline of 28 June 2019.

Section 7 – IEC Market Strategy Board (MSB) Report
Mr. Zertuche drew attention to the submitted report by US MSB Member, Mr. Scott Colburn **(ATTACHMENT B)**. The report states that the IEC Masterplan Implementation Task Force recommended the MSB be more nimble to address the market developments and services coming out of of SMB and CAB. Dr. Kazuhiko Tsutsumi, MSB Convenor, has indicated that a variety of additional outputs may be generated in addition to the traditional white papers, including, a position paper addressing the UN's Sustainable Development Goals, the new Market Evaluation Form (MEF), new position papers/roadmaps. The report also outlines trends and challenges identified by MSB members, such as, electrification, digital twins, new energy solutions, and more.

Section 8 – IEC CAB / CAPCC Issues

Mr. Tim Duffy, CAPCC Chair, provided a brief update on the CAPCC meeting held on 30 April 2019. Mr. Duffy highlighted several items like the USNC meeting guide, which will be circulated before the September meeting. The CAPCC then welcomed Mr. Kerry McManama from IEC Central office to provide an update on the IECEE and IECRE where he serves as Executive Secretary for the Systems. Mr. McManama highlighted new areas of work, potential opportunities, and the challenges that the IECRE is working through.

Mr. Duffy also reported that the draft USNC CA System Operating Procedures were sent to the mirror committees of the Systems. No comments were received, and now the document will be forwarded to the CAPCC for comment. The harmonized operating procedures and individual supplements are expected to be in place and in effect for a January 1, 2020 implementation. The CAPCC reviewed the CAB Agenda for the June meeting and noted a few items that may be of interest to the membership. A special CAB meeting has been called to discuss IECRE. Finally, the committee discussed potential national committees to hold bilateral meetings with at the IEC General Meeting. For more information, please see **USNC/CAPCC 242 – Draft Minutes and Attachments**.

Section 9 – IEC SMB / TMC Issues

Ms. Sonya Bird, TMC Chair, provided a brief report on the TMC meeting held on 1 May 2019. She drew attention to multiple items reviewed at the TMC meeting.
- There is a need for a new US representative on the Systems Resource Group to take the place of Ms. Manyphay Viengkham.
- SMB's Strategic Group 12 on Digital Transformation has created two task forces: TF 1 – Working More Digitally and TF 2 on Producing Digital Content. There is a call for a US participant on TF 2.
- The confirmation of the TAG Model Operating Procedures will be completed by the end of 2019, with the procedures validation process completed by the end of 2020.
- TMC members discussed the possible national committees for bilateral meetings at the IEC GM, and suggested the following, Germany, Japan, China, Australia, UK, and CENELEC. For more information, please see **USNC/TMC 10418 – Draft Minutes and Attachments**.

Section 10 – USNC Communications Committee (CC)

Ms. Elaina Finger, chair of the Communications Committee, provided a report on the activities of the group. Ms. Finger recognized the new members who have joined the CC. She also provided a brief recap regarding the USNC TAG Leadership Workshop and IEC Procedures and Processes training which both occurred earlier in the week. For more information, please see **ATTACHMENT B**.

Section 11 – Strategic Objectives Implementation Task Force

Mr. Peter Pondillo, chair of the Strategic Objectives Implementation Task Force, briefly reported to the Council. He noted that the final Strategic Objectives Implementation Plan was voted and approved on 17 February 2019. With the filing of this report, the TF completed its objectives. It was moved, seconded and

VOTE #6 – To Approve the dissolution of the Strategic Objectives Task Force.

(This motion was approved)

Section 12 – USNC 2022 Planning Committee Update

Mr. Steve Margis provided an update on the USNC's plans for the 2022 IEC General Meeting in San Francisco, CA. The planning committee TF on TCs was scheduled to meet directly following the

Council meeting, and their goal was to focus on which TCs, SyCs and SCs will be invited to hold their meetings at the 2022 GM.

Section 13 – USNC / IEC Finance Issues

13.1   USNC Finance Committee Update
Mr. Steven Rood provided a status report to Council on the USNC's finances. Mr. Rood reviewed a number of items in his report including total USNC operating costs, USNC overhead costs, and the intention to approve the funding request that allows the IEC Young Professionals to stay for the full week of the IEC General Meeting. For more information, please see **ATTACHMENT C**.

13.2   IEC Finance Committee
Mr. Rood provided a brief update on the IEC Finance Committee. Mr. Rood reviewed IEC's audited results and the Draft IEC 2020 budget. The members discussed the IEC's handling of its "Extraordinary Expense" in the budget, specifically regarding liability and accountability for the payment. The Finance Committee's recommendation is to have that expense covered by designated reserves in the IEC, and that the IEC ensures all tax requirements and regulations are followed. The Finance Committee recommended to IEC that they strive to maintain sufficient capital and reserves to cover at least 1.5 years of operational costs. For more information, please see **ATTACHMENT C**.

Section 14 – USNC Nominations Committee Report
Mr. Lippert, Nominations Committee Chair, provided a brief update from the last meeting of the USNC Nominations Committee.

14.1   Election of Chair of the USNC Nominations Committee
The following candidates have been recommended to the Council:

- Elisabeth George - Phillips
- Peter Pondillo – Corning

14.2   Election of USNC Vice President – Conformity Assessment
The following candidates have been recommended to the Council:

- Steve Margis – UL
- Joan Sterling – Intertek

Each candidate provided a 5-minute presentation for the USNC Council to consider during the voting process. Following the presentations, the candidates recused themselves from the USNC Council's discussion of the nominees.

Mr. Lippert stated that an official ballot for the USNC Nominations Committee chair and USNC Vice President – Conformity Assessment would be circulated to all of the USNC Council members for a two-week ballot period, and the candidates who receive the plurality of votes will be elected for the 2020-2022 term. Involved companies and organizations who may have a conflict of interest will abstain in their respective ballots. USNC Council members were asked to submit their ballots for USNC Vice President –

Conformity Assessment and USNC Nominations Committee Chair (**ACTION ITEM #2019–5–4**).

14.3   USNC Awards

Mr. Lippert recognized the retirement of two hardworking and dedicated USNC members, Mr. Mark Earley of the National Fire Protection Association and Mr. Kenneth Gettman of the National Electrical Manufacturers Association. It was moved, seconded and

VOTE #1* – To Approve the recommendation that Mr. Kenneth Gettman and Mr. Mark Earley receive USNC Honorary Life Membership for their dedication over the years.
(This motion was approved)

*Secretary's Note: Agenda section 14.3 occurred as the first item of business during the USNC Council Meeting. Following this section, the agenda returned to its original arrangement of items.

Mr. Lippert and Mr. Zertuche provided an update on the ANSI and IEC awards. Nominations for the ANSI Awards are due on 28 June 2019 (*extended to 10 July 2019*). Once the USNC Nominations Committee determines its nominees, the USNC will collect the necessary information for the submission packages. It should be noted that ANSI created two new awards: the ANSI Workforce Development and Innovation Award and the Maureen Breitenberg Conformity Assessment Research Medal.

Mr. Duffy suggested that the Nominations Committee also look at creating a USNC conformity assessment award under the name of Donald A. Mader. The USNC Nominations Committee will begin research on creating a new award that would recognize individual USNC member contributions to conformity assessment work to be named the USNC Donald A. Mader International Conformity Assessment Award (**Resolution #2**).

Section 15 – IEC National Committee Secretaries Forum
Mr. Zertuche provided a brief update on the mid-year forum that was scheduled for 14 – 15 May 2019 at the ANSI offices in New York. He noted that the IEC National Committee Secretaries have historically only met at the General Meeting each year, so this mid-year forum would be the first of its kind. The IEC President and General Secretary would both be attending this meeting. The group will discuss a variety of pressing issues facing the day-to-day work of the NCs and share best practices and concerns over some hot-button topics such as:
- online authoring;
- geographical balance and diversity;
- IEC Masterplan Implementation Plan and more.

Section 16 – USNC Young and Emerging Professionals (YEP)
Ms. Carin Stuart, Co-chair of the YEP Committee, was unable to call-in to provide an update and extended her apologies. Mr. Zertuche provided a brief update on the USNC YEP Committee. He noted that one of their goals is to continue to pursue the effort of having the IEC YP's attend the entire week of the IEC General Meetings in Shanghai and beyond. He also mentioned that discussions are taking place with Ms. Stuart, Ms. Carrie Schmaus and Mr. Wallie Zoller to hold a YEP event this year, most likely in the fall.

Section 17 – IEC Country Mentoring Program

Mr. Zertuche provided an update on the USNC's participation in the Country Mentoring Program with CROSQ and Vietnam. Regarding CROSQ's participation, he recognized Ms. Andia Persad-Maharay of the Trinidad and Tobago Bureau of Standards at the Council meeting. Ms. Pesad-Maharay attended the entire week of USNC management meetings and workshops held at Rockwell Automation.

The USNC will continue having discussions with members of CROSQ regarding future events and issues in the mentoring program. For example, the IECEE will be hosting their management meeting at Montego Bay, Jamaica in 2020. This may be an opportunity for a mentoring workshop or meeting between the USNC and CROSQ regions.

Mr. Zertuche drew attention to a successful meeting between the USNC and the Vietnamese National Committee at the PASC meetings in New Zealand. He indicated that both NCs came to agreement on a general list of meetings, discussions and workshops.

Mr. Zertuche also noted that the Philippine National Committee approached the USNC with the request to be mentored. However, given the USNC's current obligations to CROSQ and Vietnam, the USNC will not be able to mentor the Philippines this cycle, but will support the NC whenever possible.

Section 18 – Interface with International Organizations

Mr. Zertuche reviewed ongoing activities with the following:

- **APCF/PASC**

   Mr. Zertuche provided a brief update from the April 2019 PASC and APCF meetings in Wellington, New Zealand. It was felt by many IEC participants that the PASC meetings had a strong ISO focus this year. The meeting provided an emphasis on standards, regulators, and standards developing organizations, and lacked complementary participation from industry sectors. Mr. Zertuche reminded the Council members that the Asia-Pacific reception traditionally held at the IEC General Meeting would be partially funded by the USNC this year in Shanghai as our NC has not been a sponsor of the event for quite some time.

- **COPANT**
   COPANT was held the week following the May 2019 USNC Management Meetings in Cartagena, Colombia. There will be additional updates following COPANT.

- **FINCA**
   FINCA will be held in September 2019 in Lima, Peru, but will be hosted by the Canadian National Committee.

Section 19 – 83rd IEC General Meeting – Shanghai, China

Mr. Zertuche led a discussion on the preparations for the IEC General Meeting in Shanghai. Upon recommendations from both TMC and CAPCC, the Council members present agreed that the US delegation should continue to hold bilateral meetings with Germany, Japan, and China. The members around the room then voted to add meetings with Australia, UK, and CENELEC. It was moved,

seconded and

VOTE #7 – To Approve the following National Committee to invite for bilateral meetings during the upcoming IEC General Meeting: Germany, Japan, China, Australia and CENELEC. (This motion was approved)

Section 20 – Future Meeting Dates
Mr. Zertuche reviewed the future meeting dates, drawing specific attention to the need for hosts for the 2020 USNC management meetings. He welcomed members to come forward following the USNC Council Meeting if they are interested in hosting.

Section 21 – Summary of Action Items
Please see *USNC/COUNCIL 734 – Resolutions (May 2019)* for a list of votes and action items.

Section 22 – Adjournment
Mr. Zertuche again thanked Mr. Duffy, Mr. Low, and Rockwell Automation for hosting these meetings. Mr. Lippert adjourned the meeting at 4:01 pm (CDT).