



**USNC COUNCIL
DRAFT MINUTES**

**WebEx Teleconference
Thursday, 7 May 2020
10:00 AM – 2:00 PM (EDT)
(Meeting #60)**

Members Participating

Kevin Lippert, USNC President	Eaton
Steven Rood, USNC VP – Finance	Legrand North America
Sonya Bird, USNC VP – Technical	Underwriters Laboratories
Joan Sterling, USNC VP – Conformity Assessment	Intertek
Tony Zertuche, General Secretary	USNC/ANSI
David Bain	TIA
Joe Bhatia	ANSI
Dan Brake	ARESCA
Randy Dollar	Siemens
Tim Duffy	Rockwell Automation
Kazimier (Kaz) Gawrzyjal	Dell
Elisabeth George	Philips
Brent Hartman	CSA
Jennifer Kitchen	GE
Veronica Lancaster	CTA
Angus Low	Rockwell Automation
Alan Manche	Schneider
Amy Marasco	Microsoft
James Marquedant	FM Approvals
Richard McDermott	ECC Corporation
Edward Mikoski	ECIA
Paul Moliski	Intertek
Amy Phelps	NIST
Philip Piqueira	Underwriters Laboratories
Peter Pondillo	Corning Incorporated
Karen Willis	NEMA
Jianchao Zeng	FDA

Guests Participating

Don Baker	CTrends
Zekarias Bekele	CSA
Hae Choe	AAMI
Scott Colburn	FDA
Elaina Finger	Corning Incorporated
Mark Earley	Alumni Code Consulting Group LLC
Paul Green	Intel Corp
Megan Hayes	NEMA
Byron Horak	Intertek
Timothy Jeffries	Futurewei Technologies

Ivan Jovanovic
F. Scott Kiddle
William Lawrence
Steve Margis
Evans Massey
Jim Matthews
Alec McMillan
Joe Musso
Dave Osborn
Florence Otieno
Charley Robinson
Carrie Schmaus
Bob Sherwin
Joel Solis
Joe Tretler
Matthew Williams
Wallie Zoller
Adelana Gladstein
Megan Pahl

G&W Electric
ABB
FM Approvals
UL
ABB
Corning Incorporated
Rockwell Automation
Underwriters Laboratories
Philips
TIA
ISA
DoE
ARESCA
NEMA
ANSI
AHAM
Rockwell Automation
USNC/ANSI
USNC/ANSI

Members Not Participating

Mazen Chmaytelli
Himanshu Patni

Qualcomm
US DoD

Section 1 – Organizational Matters

1.1 Welcome and Introductions

Mr. Kevin Lippert, USNC President and Council Chair, called the meeting to order at 10:00 AM (EDT). He thanked everyone for participating virtually and welcomed the newest USNC staff member, Ms. Megan Pahl.

Ms. Ade Gladstein reviewed the WebEx Event Guidelines and virtual meeting protocol.

1.2 Approval of Agenda

Mr. Lippert drew attention to the meeting agenda. No comments were offered. It was moved, seconded and

**VOTE #1 – To Approve the Council Agenda (USNC/Council 744A)
(This motion was approved)**

1.2.1 Approval of Consent Agenda

Mr. Lippert drew attention to the consent agenda and the minutes from the USNC Council meeting on 16 January 2020 in Charlotte, NC (USNC/Council 743). No comments were offered. It was moved, seconded and

**VOTE #2 – To Approve the Minutes (USNC/Council 743) from the
16 January 2020 meeting at Corning Incorporated in Charlotte, NC
(This motion was approved)**

1.2.2 Approval of Balance of Agenda

No comments were offered.

Section 2 – Status of Outstanding Action Items

Mr. Tony Zertuche reviewed the outstanding action items from the last Council meeting:

ACTION ITEM #2020-1-1 – USNC staff to circulate ANSI's United States Standards Strategy document.

Status: COMPLETED

ACTION ITEM #2020-1-2 – USNC staff to schedule a webinar/training on copyright policy issues between ANSI's Associate General Counsel Gail Matthews and USNC policy committee members

Status: ONGOING

Mr. Zertuche and Mr. Lippert emphasized the great job Ms. Gail Matthews is doing on behalf of the USNC on the IEC Copyright and Database Ad Hoc Group (CDAHG). While Ms. Matthews has briefed the USNC Officers on these copyright policy issues and updates, USNC staff will schedule a webinar discussion to include all three USNC policy committees.

ACTION ITEM #2020-1-3 – USNC staff to circulate ANSI's U.S. Trade Representative letter to the USNC policy committees.

Status: COMPLETED

ACTION ITEM #2020-1-4 – USNC staff to send a call for qualified candidates to participate in MSB.

Status: COMPLETED

No MSB candidate nominations have been received by USNC staff.

ACTION ITEM #2020-1-5 – USNC staff to send a call for nominations for the IEC 1906 Award, Thomas A. Edison Award, and Lord Kelvin Award. USNC policy committee members to submit qualified candidates.

Status: COMPLETED

ACTION ITEM #2020-1-6 – USNC staff to send a call for nominations for the IEC Young Professionals Competition. USNC policy committee members to submit qualified candidates.

Status: COMPLETED

ACTION ITEM #2020-1-7 – Tony Zertuche to discuss TC 65 and SyC Smart Manufacturing issues with German counterparts while at the SMB meeting in India.

Status: COMPLETED

The French NC contacted USNC regarding coordination with German NC to resolve leadership issues with TC 65. USNC staff held a teleconference with US TC 65 representatives to provide relevant updates. Mr. Zertuche urged members to contact the US SMB and US CAB representatives if they experience issues with leadership on committees.

Mr. Zertuche provided a brief update on the status of the USNC dashboard and noted that it is an ongoing action item. USNC staff is working closely with ANSI IT on this project.

Section 3 – Update on IEC Governance Items

3.1 IEC Governance Review

Mr. Lippert provided an update on the work of the IEC Governance Review Task Force (IGTF). KPMG conducted interviews with each of the IGTF members. Mr. Lippert and Mr. Zertuche found the interview to be very beneficial and received helpful candid feedback. IEC CO and KPMG also developed a questionnaire to inform the governance review strategy, which took into account the inputs received from the IGTF members. All of the information collected by KPMG will be discussed during the IEC National Committees Secretaries Forum. The IGTF have calls scheduled to discuss the feedback provided by the NC Secretaries. The goal is to have the new IEC governance system ready for IEC Council's consideration and vote at the 2020 IEC General Meeting in November.

A couple of USNC Council members raised questions about KPMG running the IEC governance review process since KPMG was hired to provide the same analysis for ISO*. The members' main concern was that KPMG would use the same model for IEC that they used for ISO. Mr. Lippert reassured the members that he and Mr. Zertuche made it clear during their interview with KPMG that IEC is not ISO. The review process would be similar for IEC, ISO, and any other organization on the process level, while the implementation is where the differences will be more apparent.

**Secretary's Note: IEC Central Office clarified that KPMG did not provide the same analysis for ISO but, does include ISO as one of its clients for other services.*

3.2 IEC National Committees Secretaries Forum

Mr. Zertuche discussed the mid-year National Committees Secretaries Forum which will be hosted remotely 12-13 May 2020. He noted that the Forum agenda was just circulated before the USNC Council meeting (**ATTACHMENT A**). This virtual meeting will be hosted by the UK and Dr. Yinbiao Shu and Mr. Philippe Metzger will provide introductory remarks. The entire meeting will focus on the IEC Governance Review process. For additional details, please see the IEC summary report (**ATTACHMENT B**).

Section 4 – IEC General Meeting

4.1 Reduced IEC General Meeting

Mr. Lippert reviewed the reduced 2020 IEC General Meeting schedule and discussed bilateral meetings. Many agenda topics were suggested including IEC finances, IEC IT resources, European HAS Consultants, and the IEC Dashboard. The USNC delegation will plan to meet CENELEC, Germany, Japan, and China as they did during the 2019 IEC GM. Several USNC Council members recommended that the USNC also meets with France, the UK, and Mexico during the 2020 IEC GM. The USNC will also hold an informal meeting with Vietnam to discuss plans for the IEC Country Mentoring Program in 2021.

USNC staff will contact the following groups to schedule bilateral meetings during the 2020 IEC General Meeting Germany, China, Japan, CENELEC, UK, France, and Mexico, in addition to a less formal meeting with Vietnam (**ACTION ITEM #1**).

4.2 IEC Elections

Mr. Lippert reviewed the nominations for the elections that will take place during the IEC General Meeting:

- Nominations for the election by Council in Stockholm of the IEC Treasurer for a three-year term of office (2021-2023). The first term of office of the current Treasurer, Mr. Jo Cops (Belgium), elected by Council in Vladivostok in 2017, will expire on 31 December 2020. He is eligible for immediate re-election for a second term of office (2021-2023). Mr. Lippert highlighted that Mr. Cops was very helpful in the USNC Management Meetings in January and relayed issues to the IEC CO mentioned during the USNC Council meeting.
- Nominations for the election by Council in Stockholm of the Chair of the Conformity Assessment Board (CAB) and Vice-President of the IEC for a three-year term of office (2021-2023). The first term of office of the current CAB Chair, Mr. Shawn Paulsen (Canada), elected by Council in Vladivostok in 2017, will expire on 31 December 2020. He is eligible for immediate re-election for a second term of office (2021-2023) and has indicated his willingness to stand.
- Nominations for the election/re-election by Council in Stockholm of five members of the Council Board (CB) for a three-year term of office (2021-2023). The candidates are Mr. Aleksey Abramov (Russia), Dr. Sadvir Bissoon (South Africa), Mr. Odón Demófilo de Buen Rodríguez (Mexico), Mr. Byung Goo Kang (Korea), and Mr. Tore Tomter (Norway).
- Nominations for the election/re-election of three members of the Standardization Management Board (SMB) for a three-year term of office (2021-2022). The candidates are Mr. Jayanta Roy Chowdhury (India), Dr. Jin-Kyu Han (Korea), and Mr. Oscar Querol (Spain).
- Appointment of two “Automatically Appointed Members” of the Conformity Assessment Board (CAB) by Council in Stockholm for a three-year term of office (2021-2023). The candidates are Mr. Arnold Thorsten (Germany) and Mr. Masayuki Hirata (Japan).
- Nominations for the election/re-election by Council in Stockholm of five members of the Conformity Assessment Board (CAB) for a three-year term of office (2021-2023). The candidates are Mr. Marty Cole (Canada), Mr. Mohamad Faudzi Mohd Yasir (Malaysia), Mr. Albert Nagtegaal (Netherlands), Mr. Trond Sollie (Norway), and Mr. Nickolay Fayzrakhmanov (Russia).

Secretary's Note: This is the first wave of nominations. Additional candidates may have been nominated before the submission deadline, 8 May 2020.

Section 5 – Report from American National Standards Institute (ANSI)

5.1 ANSI Report

Mr. Joe Bhatia, President of ANSI, provided a report (**ATTACHMENT C**) on recent ANSI COVID-19 response activities. He highlighted the below topics:

- **ANSI COVID-19 Goal** – Mr. Bhatia reviewed the multi-faceted goal that outlines actions and initiatives that ANSI will lead for the benefit of its members and affiliates, the U.S. standardization community, and national and global response efforts. These actions and initiatives include the promotion of the US standardization community’s efforts to help speed rapid response efforts; supporting and remaining responsive to the evolving needs of members, constituents, clients, customers, and stakeholders; protecting and supporting US interests in international standardization activities; protecting the safety and health of employees; ensuring continuity of business operations; and strengthening and enhancing business practices and operations with lessons learned from COVID-19.
- **ANSI Portal** – Mr. Bhatia shared that ANSI has launched a portal providing free, read-only access to key IEC and ISO standards in order to support the critical efforts of many groups engaged in the combat against COVID-19. A total of 37 critical standards are currently included that cover medical equipment and devices (including ventilators and respiratory equipment); protective clothing used in health care settings; and business continuity management, security, and resilience.
- **COVID-19 Resources Page** – ANSI has launched a [COVID-19 Resources Webpage](#). The site spotlights the many important initiatives carried out by the ANSI Federation to support public health, safety, and infrastructure during the pandemic. It also includes significant ANSI updates and links to COVID announcements from IEC, ISO, and the CDC.
- **CSIS Roundtable** – Mr. Bhatia will participate as a speaker in an hour-long virtual roundtable hosted by the Center for Strategic and International Studies (CSIS) on May 13. The standardization community’s powerful response to the COVID crisis is among the topics that he will be discussing.

USNC Council members expressed their thanks to Mr. Bhatia and ANSI for their work and the efforts made during the pandemic.

5.2 ANSI International Policy Report

Mr. Joe Tretler, ANSI VP – International Policy, reported on the impacts of COVID-19 to his department. Mr. Tretler reviewed which meetings will be held virtually, including the June ISO and IEC governance meetings as well as ANSI and USNC governance meetings. ANSI international development overseas events have been postponed and all domestic events and planning meetings are being held remotely. All standardization work in ISO and IEC has transitioned to virtual. Mr. Tretler commented that there has not been a serious impact in the ability to facilitate international standards development

activities. ANSI anticipates some impact to collection of dues and fees, but since 2020 invoices were sent in fall 2019, many have already paid. US Government (USG) contracts for international development are milestone related, so ANSI anticipates revenue expected in 2020 will likely shift to 2021. For additional information, please see the ANSI International Policy Report (USNC/TMC 752) that was distributed with the agenda.

Section 6 – IEC SMB / TMC Issues

Ms. Sonya Bird, TMC Chair, provided a brief report on the TMC meeting held on 6 May 2020. Ms. Bird began the meeting by welcoming the newest TMC member, Mr. Wallie Zoller from Rockwell Automation. She also noted that Mr. Don Heirman, an active USNC member, has been diagnosed with COVID-19. A card was sent on behalf of the USNC. The TMC members held discussions on SMBNC documents and the USNC TAG Administrator application process. Mr. Steve Swanson reported on CENELEC and reviewed the USNC's questions regarding the Frankfurt Agreement and HAS Consultants that were sent to CENELEC leadership. SMB ahGs were discussed, with a focus on ahG 86 on digital transformation and IEC IT resources. Mr. Jim Matthews provided his final TMC update as the DMT Convenor and reported that the new ISO/IEC Directives Part One were published in May 2020. Ms. Bird thanked Mr. Matthews for service in that role. TMC members reviewed the CAG and SMB draft agendas, and discussed the Chinese NC proposal on new TC on Robotics. USNC staff held a webinar to have US interested parties to discuss to help form the US position on this TC proposal. Mr. Bill Lawrence reported on the Subcommittee on Operating Procedures (SCOOP). TMC members approved two USNC TAG Unique Operating Procedures (TC 29, TC 62 and its SCs) and agreed to an informal five year review cycle for the USNC TAG Model Operating Procedures. For more information, please see **USNC/TMC 1078 – Draft Minutes and Attachments**.

Section 7 – IEC CAB / CAPCC Issues

Ms. Joan Sterling, CAPCC Chair, provided an update on the CAPCC meeting held on 5 May 2020. Ms. Sterling highlighted several items, including the discussion on conformity assessment within ANSI. Mr. Tretler reported on the upcoming International Policy Advisory Group (IPAG) and National Policy Advisory Group (NPAG) meetings. CAPCC members discussed the four IEC System Mirror Committees and congratulated Mr. Steve Margis on his election as Chair-Elect for the IECEE scheme. Three out of the four Mirror Committees have finished their supplements. Ms. Sterling noted that the USNC Honorary Lifetime Membership (HLM) designation is underused on the conformity assessment side, so CAPCC members plan to use HLM to help members continue USNC participation moving forward. Updates were provided on the USNC CAPCC e-Labeling TF, CASCO activities, FDA ASCA pilot program, and the CAB agenda. The group also discussed global conformity assessment issues, including the Mexican national quality infrastructure law as well as China and the impact of the export of medical devices. For more information, please see **USNC/CAPCC 275 – Draft Minutes and Attachments**.

Section 8 – IEC Market Strategy Board (MSB) Report

Mr. Scott Colburn provided an update on MSB's activities. The MSB has not met since the last USNC Management Meetings held in January, and will virtually meet in June 2020. Hot topics within the MSB include how the group is prioritizing areas of standards development, a three-year outlook of activities, and smart healthcare.

Currently, there are two MSB members from the US. Mr. Zertuche emphasized that it would be beneficial to have an additional MSB member from the US to help spread attendance at meetings. Mr. Colburn commented that industry members working in energy efficiencies, AI, robotics, healthcare, or large testing associations would be of value to the MSB.

A USNC Council member noted that MSB members typically serve in a CTO capacity within their organizations. It is difficult to expect that CTOs would be available to travel for one day meetings around the world. The USNC Council member inquired if MSB would accept director/manager level members. Mr. Lippert mentioned that during the IEC Governance Review Task Force deliberations, they discussed how to make MSB more effective and helpful to the membership. Mr. Colburn, US Representative on MSB, to reach out to the MSB Secretary to clarify who is eligible for appointment to the group (**ACTION ITEM #2**).

Section 9 – USNC and IEC Finance Update

Mr. Steve Rood, VP – Finance, provided an update on the USNC Finance Committee (FinCo). He reviewed FinCo membership and welcomed the Committee's two newest members, Ms. Megan Hayes and Mr. Peter Pondillo. FinCo held its last meeting remotely in late April and discussed the 2019 Year End, 2019 Budget, and the latest 2020 YTD numbers, as well as USNC TAG revenue collections, the IEC Council Board report on IEC finances. USNC recently added Texas Instruments as its newest USNC Premier Member. He also highlighted key dates in 2020 for FinCo.

The IEC Finance Committee held a remote meeting in late April and are predicting a 20% decline for the balance of the year for net sales to budget. The IEC financial implications from moving the 2020 General Meeting from Stockholm to Geneva will be discussed when FinCom reconvenes in June.

Section 10 – USNC Rules and Procedures Committee Report

Mr. Angus Low, Rules and Procedures (R&P) Committee Chair, provided a brief update on the work of the Rules and Procedures Committee. The last meeting was postponed as it was scheduled to be held immediately after COVID-19 spread in late March. The next two meetings have been scheduled in May and June. Mr. Zertuche added that the group will be working on updating the USNC Rules of Procedure.

Section 11 – USNC 2022 Planning Committee Update

Mr. Steve Margis, 2022 Planning Committee (PlanCo) Chair, provided an update on the USNC's plans for the 2022 IEC General Meeting in San Francisco, CA. The venue visit that was to be held in conjunction with the USNC Management Meetings in Fremont will be rescheduled. Mr. Margis received a list of all TCs that were planned to have met in Stockholm, which was added to PlanCo's master list and will continue to be narrowed down. Information was received from potential technical sponsors and sent to the TC/SC/SyC Subcommittee. There has been a pause in technical sponsorship requests to allow potential donors to get a better view of their financials in the coming months. Mr. Lippert stressed that the timing of when USNC seeks additional sponsorships needs to be highly considered during the process of identifying priority organizations to contact. Mr. Margis has compiled all of the data together into one master 2022 IEC General Meeting spreadsheet. The PlanCo Chair, Subcommittee leads, and USNC staff are reviewing and finalizing this spreadsheet.

Section 12 – USNC Nominations Committee Report

Ms. Elisabeth George, Nominations Committee Chair, delivered a report on the USNC Nominations Committee. She provided an update on the new Committee members and virtual meetings held in 2020. The ANSI and IEC awards and the number of candidates submitted for each award were reviewed. Mr. Zertuche noted that the candidate the USNC submitted for the Lord Kelvin Award was disqualified by the IEC CO due to their past offices held in the IEC.

Mr. Bhatia congratulated the Nominations Committee on their phenomenal work year after year. He shared that the deadline for ANSI awards submissions has been extended to February 2021.

Section 13 – USNC Young and Emerging Professionals

Ms. Carrie Schmaus, Chair of the YEP Committee, provided a verbal report and presentation on the Young and Emerging Professionals Committee. She reviewed current actions within the Committee, including USNC 2020 IEC YP Competition outreach, the draft US YP Program Framework, and the development of YP topics for bilateral meetings during the IEC General Meeting. The YEP Committee has made continued international engagement a priority and hopes to begin working with YPs from IEC National Committees in Canada and Mexico to share best practices and lessons learned.

Section 14 – USNC Communications Committee

Ms. Elaina Finger, Chair of the Communications Committee, provided a report on the activities of the group. She noted that the Committee held a meeting during the week prior. The spring 2020 edition of the USNC Current was published and circulated. The summer 2020 edition will focus on working remotely. Possible future topics for the USNC Current include 5G, digitalization, micro-mobility, and the decade in review. The webinar schedule for 2020 was reviewed. Ms. Finger requested volunteers for the Mentoring Program as well as instructors for the IEC Effective Participation Webinar. She highlighted that new Communications Committee members are always welcome. For more information, please see **ATTACHMENT D**.

Section 15 – Outreach to Other Organizations

Mr. Zertuche provided an update on the USNC's international and regional outreach initiatives:

- **USNC Country Mentoring Program**

Vietnamese NC to observe a future USNC Management Meeting at a later date. IEC will fund the VNC's travel and accommodations in order to observe. The CROSQ Workshop originally scheduled for June 2020 in Jamaica has been postponed. Given the uncertainties with the pandemic, Mr. Lippert held a motion to endorse extending the program for another year into 2021. It was moved, seconded and

**VOTE #3 – To Approve the Extension of USNC Country Mentoring Program
with Vietnam and CROSQ through 2021
(This motion was approved)**

- **Germany Bilateral**

The bilateral meeting with the German National Committee in June has been canceled. The USNC plans to meet with German counterparts in Geneva during the 2020 IEC General Meeting.

- **FINCA**

USNC plans to host the FINCA meeting in October. USNC staff has been in discussions with Texas Instruments in Dallas, TX who may host. Given the current pandemic situation, this meeting could be held virtually.

Secretary's Note: The FINCA 2020 meeting will be held as a virtual meeting at a date in October which has yet to be determined. The normal rotation of the Chair and host of the FINCA be suspended for this year, so USNC will remain as the Chair and host for the FINCA meeting in 2021.

- **COPANT**

The next COPANT meeting will tentatively be held in Rio de Janeiro, Brazil in 2 – 6 November 2020.

- **APCF/PASC**

PASC was canceled this year and will be held in Vladivostok, Russia in May 2021. APCF will meet during the 2020 IEC General Meeting in Geneva. APCF may hold a teleconference this summer to review and address outstanding items.

Section 16 – Future Meeting Dates

The following future meeting dates were also be reviewed:

2020

IEC NC Secretaries Forum – REMOTE MEETING
12-13 May 2020

APCF Meeting – REMOTE MEETING
Date TBD

USNC/CROSQ Workshop – POSTPONED
Date TBD
Location TBD

CB, SMB, and CAB Meetings – REMOTE MEETINGS
8-10 June 2020

USNC Management Meetings
TBD – October 2020
TBD - Norwood, Massachusetts (hosted by FM Approvals)

Secretary's Note: The fall USNC Management Meetings are tentatively scheduled for 6 – 8 October 2020 in Norwood, MA in the Four Points by Sheraton Norwood. The situation will continue to be monitored regarding travel, COVID-19, and virtual participation.

COPANT

2 – 6 November 2020 (tentative)

Rio de Janeiro, Brazil

84th IEC General Meeting

9 – 13 November 2020

Geneva, Switzerland

2021

85th IEC General Meeting

17 – 21 October 2021

Dubai, United Arab Emirates (UAE)

2022

86th IEC General Meeting

31 October – 4 November 2022

San Francisco, USA

2023

87th IEC General Meeting

Egypt

Section 17 – Adjournment

Mr. Lippert thanked USNC staff for hosting the virtual Management Meetings and thanked everyone who participated. He adjourned the meeting at 1:59 PM (EDT).