



USNC COUNCIL

DRAFT MINUTES

**Hosted By FM Approvals
Four Points by Sheraton
1125 Boston Providence Turnpike
Norwood, MA 02062**

**Thursday, 19 May 2016
1:00 – 4:00 PM (EDT)
Cont. Friday 20, May 2016
9:00 AM – 1:00 PM (EDT)
(Meeting #48)**

Members Participating

Phil Piqueira	USNC President, UL
John Thompson	USNC President-Elect, UL
Joe Bhatia	CEO, ANSI
Joe Tretler	Director Int'l Policy, ANSI
Jim Matthews	SMB Chair, Corning
Alec McMillan	TMC Chair, USNC VP – Technical, Rockwell
Tim Duffy	CPACC Chair, USNC VP – CA, Rockwell
Kevin Lippert	Eaton Corporation
Megan Hayes	NEMA
Gerald FitzPatrick	NIST
Elisabeth George	Philips
Mark Earley	NFPA
Jennifer Kitchen	GE
Angus Low	Rockwell
James Marquedant	FM Approvals
Richard McDermott	SignaKey
Stephanie Montgomery	Telecommunications Industry Association
Paul Moliski	Intertek
Edward Mikoski	Electronic Components Industry Association
Dennis Oddsen	Hubbell
Greg Orloff	CSA Group
Peter Pondillo	Corning
Stephen Rood	Legrand North America
Kenneth Rempe	Siemens Industry
Gary Schrempp*	Dell

Joel Solis
Joan Sterling
Trudie Williams*†
Jianchao Zeng
Tony Zertuche
Kendall Szulewski-Francis

NEMA
Intertek
DOD
CDRH/FDA
General Secretary, USNC
Program Administrator, USNC

Guests Present

Veronica Lancaster
Ethan Biery
Hae Choe
Elaina Finger
Kenneth Gettman
William Lawrence
Steve Margis
Patrick Salas
Steve Swanson
Robert Kretschmann
Paul Green

CE
Lutron Electronics
AAMI
Corning
NEMA
FM Approvals
UL
GE
Corning
Rockwell Automation
Intel Corp.

Members Not Participating

Sonya Bird
Paul Hearty
Carol Herman
Mark Klerer
John Kulick
Alan Manche

UL
Sony
NEMA
QualComm Inc.
Siemens
Schneider Electric/North America

* = Via Teleconference

† = Part

Section 1 – Organizational Matters

The USNC President, Mr. Phil Piqueira, called the meeting to order at 1:15 PM. He welcomed everyone to FM Approvals, thanked FM for hosting, and asked for introductions. He welcomed Ms. Kendall Szulewski-Francis to the USNC/ANSI family as the new Program Administrator for the USNC.

Mr. Piqueira went on to introduce Mr. Jim Shannon, the IEC President-Elect. Mr. Shannon thanked the USNC for allowing him to attend the meeting. He referenced the IEC's Masterplan (updated version to be adopted in 2017) and the challenges the IEC community is facing. He noted the goal of this Masterplan would be to focus on communications and collaboration as we need to think bigger and more broadly focus our efforts within the electrotechnical community. Mr. Shannon stated that he had been visiting National Committees across the globe in order to bring everyone into the fold and, thus, initiating the collaboration process. Mr. Piqueira thanked Mr. Shannon for his time and stated that he has an open invitation to USNC meetings.

Section 1.2 – Approval of Agenda

Section 1.2.1 – Approval of Consent Agenda

Mr. Piqueira called attention to the Consent Agenda (USNC/COUNCIL 685A) and asked if any items should be removed for detailed discussion. None were suggested, it was moved, seconded and

VOTED #1 To approve the Consent Agenda (USNC/COUNCIL 685A)

(This motion was approved unanimously.)

Section 1.2.2 – Approval of Balance Agenda

Mr. Piqueira called attention to the Balance of the Agenda (USNC/COUNCIL 685A). It was moved, seconded and

VOTED #2 To approve the Balance of the Agenda (USNC/COUNCIL 685A)

(This motion was approved unanimously.)

Section 2 – Status of Outstanding Action Items

Mr. Piqueira noted that the action items were either completed or would be discussed later on during the meeting and therefore, requested that we move on from Section 2. No objections were made.

Section 3 – USNC Mentoring Program

Mr. Piqueira opened the conversation by referring to the two countries the USNC has mentored to this point – Costa Rica and Chile. He stated that Costa Rica was very enthusiastic and engaged throughout the process. However, in the end, Costa Rica did not have the funds to move beyond Affiliate Member status and become an Associate or Full Member in the IEC – one of the main goals of the USNC’s Mentoring Program at the time. Mr. Zertuche agreed with that assessment, however, he noted that while Costa Rica is not a Full Member of the IEC, the country has become extremely active post-Mentoring Program as an Affiliate Member. Mr. Piqueira explained that Chile was a more challenging experience due to the lack of cohesion and infrastructure within the country’s standardization community. This endeavor ended without the Chilean NC becoming less active both in the mentoring relationship and in the region.

Regarding the future, Mr. Piqueira noted that El Salvador is very interested in joining the program and that with the normalization of diplomatic relations; Cuba has become a possibility as well. He opened the discussion to the Council by posing the question of “whether or not the USNC should continue to have a mentoring program, which currently costs approximately \$10,000 per year, or should the USNC reallocate this money elsewhere?” One member noted that it was wonderful to hear that more countries were interested in the program as that can be half the battle. It was recommended that perhaps the USNC should review the objectives used to gauge the success of a mentoring process and judge each mentoring relationship on a case-by-case basis. There was then an inquiry as to what the new objectives would be. Mr. Piqueira responded that instead of having the mentee become a Full Member of the IEC, the objective could be to assist the mentee in becoming a key player in their region or increase participation on a global scale. Mr. Zertuche reminded the Council that in the past the USNC objected to participating in the IEC’s formal mentoring program because of the perceived bureaucratic nature of their processes and reporting. The Council wanted to retain the freedom to develop and reshape the program as the USNC saw fit.

Mr. McMillan stated that no matter the objectives, the program should be beneficial for both the mentor and mentee. Mr. Piqueira respectfully noted that while it would be wonderful for both parties involved to

benefit in some way, the mentoring program was designed to invest in the “greater system” for the overall benefit of global standardization and conformity assessment. There was then an inquiry as to whether the USNC should gear its efforts towards countries that are already full IEC Members to assist them in becoming more active and robust participants. Mr. Piqueira stated that Chile was already a Full Member; however, the mentoring program was not successful in overcoming their internal issues. Some believed that before discussing specific details on which countries the USNC could consider as mentees, the objectives of the program should be solidified first. A discussion ensued regarding the objectives of the program. A few members made the observation that the mentoring program has always been dedicated to playing the “long game” and that this should be taken into consideration. Mr. Piqueira agreed and suggested a task force be created to review the mentoring program’s objectives and asked for volunteers (**ACTION ITEM #1**). Ms. Megan Hayes, Ms. Jennifer Kitchen, Mr. Peter Pondillo, and Mr. Mark Earley volunteered to join this task force to review the current status of the Mentoring Program and generate recommendations on future steps.

Section 4 – USNC Participation in IEC Young Professionals Program

Mr. Tony Zertuche and Mr. Ethan Biery provided a brief report on the status of the Young Professionals Program. Mr. Zertuche reported that this year had been one of the most successful yet in terms of the number of applicants – 18 applications were submitted. He stated that the Selection Panel had been formed and the application packets would be distributed shortly for review. He informed the Council that the Panel’s votes are due to the USNC office on the 20th of June, 2016.

Mr. Biery provided a report on current the YPs involvement with the USNC and how to keep young and emerging professionals engaged in conformity assessment and standardization for years to come (**ATTACHMENT A**). Mr. Biery stated that the key element to focus on moving forward is giving these young professionals alternative avenues to stay involved. He suggested making participation in the Young/Emerging Professionals Committee mandatory for at least a year after they are accepted as a YP, hopefully inspiring them to stay involved for longer. In addition, Mr. Biery suggested that to increase publicity of the YP Program, a permanent “YPP” column should be in the Current. This way the YPP will always be in the spotlight. Mr. Biery noted that a common challenge faced by young/emerging professionals is proving the value of IEC/USNC participation to their employers. Mr. Biery expressed the deep need for a YP/EP Committee that would be dedicated to promoting the IEC Young Professionals Program, assisting young professionals with the challenges they face, and keeping young professionals involved in the USNC and global standardization. Mr. Biery opened the floor to questions.

Mr. Alec McMillan mentioned National Engineers Week (in February) and how that could be a good time to engage with young engineers in some way. It was also suggested that the 2016 application packets be distributed to TAG officers with a statement encouraging the TAGs to welcome/invite YPs to join their committees (**ACTION ITEM #2**). Mr. Joe Bhatia stated that Lisa Rajchel is working on partnering with NIST to engage young professionals in technology – this could be something that the YP/EP Committee could partake in. Mr. Biery also stated that it can be challenging for YPs to travel given the funds required. Mr. McMillan stated that Mr. Biery, and any other interested YPs, should work with Mr. Zertuche and Ms. Kendall Szulewski-Francis to create budget to aid YPs so the numbers can be included in the USNC budget for 2017 (**ACTION ITEM #3**).

Mr. Piqueira stated that he wanted to give Mr. Biery and the team of YPs the ability to move forward with the creation and implementation of this Young and Emerging Professionals Committee. It was moved, seconded and

VOTED #3 To create a Young and Emerging Professional Committee

(This motion was approved unanimously.)

Section 5 – ANSI Report

Mr. Joe Bhatia, President and CEO of ANSI, provided a report on a number of issues that are currently facing the ANSI Federation (**ATTACHMENT B**). Some of the issues presented were:

- ISO Secretary General search
- ITU-T update
- China Reform
- Services standards
- Open Source conference
- WSW Awards

The topic of standards in the service economy sparked a brief conversation regarding the new players ANSI plans to engage with. Mr. Bhatia responded that ANSI has identified fifteen different agencies that ANSI has not engaged before, but who may benefit from implementing standards that already exist. He confirmed that meetings with six of these fifteen parties had been scheduled for the coming months. Walgreens is on board while Wal-Mart and Best Buy are interested in participating. One member inquired as to how this will work with ISO 9000 which also deals with service based industries. Mr. Bhatia responded that ISO 900 only pertains to certain industries and that ANSI/USNC must cover all the bases. He stated that as a standardization community, ANSI must to be prepared to handle the needs of all manufactures, and others, who wish to transition to the service sector.

In addition, a brief discussion ensued regarding China’s standardization reform effort. Mr. Bhatia stated that in March of 2015 China released a comprehensive plan to reform the Chinese standard system. In April 2016, ANSI hosted the Standardization Administration of the People's Republic of China (SAC). SAC has begun to implement some of these changes and are projecting these reforms as a “global solution” to standardization challenges, which some feel could be of serious concern. Mr. Bhatia encouraged all those who engage in business with China, or whose employers engage with China, to review China’s proposed reforms. He stated that reactions and input on this matter were welcome.

Section 5.2 – ANSI International Policy Report

Mr. Joe Tretler gave his report on ANSI’s International Policy activities including the Standards Alliance (WTO) and USTDA projects. ANSI’s work with the Standards Alliance is going very well. The program has expanded into new regions, most recently Africa; where there is hope to spread this program into more countries.

The United States Trade Development Agency (USTDA) has also instituted a new program in Africa in regards to clean energy standards. The goal is to host twelve workshops over the next few years on smart energy. This year’s topics are solar power and smart metering. The USTDA has also agreed to host twenty standard performance based workshops over the next three years in China. Mr. Tretler encouraged

all who may be interested in supporting one, or both, of these programs to reach out, presenter and sponsor opportunities are available.

Section 6 – USNC / IEC Strategic Plan

Mr. Piqueira opened the discussion on the USNC Strategic Objectives Program. He stated that a roadmap was created in 2012 to guide the USNC in regards to succession plans, goals, etc. However, with a new group of leaders soon taking charge, and the IEC updating its Masterplan, this is an opportune time to review the USNC's Strategic Objectives. It was stated that while the objectives should not conflict with the new IEC Masterplan, they two plans do not have to be identical either. In addition, it was suggested that a review of the Strategic Objectives is done every year, since the current plan, created in 2011, has seen a drop off in terms of review and revision. It was agreed that the current Strategic Plan, current IEC Masterplan, and USNC notes on IEC Masterplan, should be distributed to a Strategic Objectives Task Force to review and generate recommendations to present to Council at our next Management Meetings (**ACTION ITEM #4**). Mr. John Thompson volunteered to lead this task force, while Ms. Hayes, Mr. Peter Pondillo, Ms. Stephanie Montgomery, Mr. Ken Rempe, Mr. Steve Margis, Mr. Jainchao Zeng, and Ms. Sonya Bird volunteered to join this task force. It was agreed that the Strategic Objectives Plan should be completed by the end of 2016 in preparation for the new USNC Officers who will take over in January of next year.

Section 6.2 – IEC Masterplan

Mr. Piqueira reported on the meeting with IEC General Secretary, Frans Vreewijk, SMB Chair, Mr. Jim Matthews, and IEC President – Elect, Mr. Jim Shannon, which occurred on March 10, 2016. Mr. Piqueira provided the USNC's input on the IEC Masterplan updates (**ATTACHMENT C**). Mr. Piqueira reported that the comments of the USNC were well received and the meeting was a successful one. The new IEC Masterplan is set to be finished and distributed some time in 2017.

Section 7 – IEC Standardization Management Board (SMB) / TMC Issues

Mr. McMillan proceeded to reported on the TMC meeting held the day before, see **USNC/TMC MEETING MINUTES**.

Mr. McMillan informed the Council that the TMC held an official vote to endorse the candidacy of Mr. Matthews for Chair of the DMT – this was supported unanimously. Mr. Piqueira called for a vote to endorse the candidacy of Mr. Matthews for DMT Chair. It was moved, seconded and

VOTED #4 To endorse the candidacy of Mr. Matthews for DMT Chair
(This motion was approved unanimously.)

Section 8 – IEC Conformity Assessment Board (CAB) / CAPCC Issues

Mr. Tim Duffy gave a brief report on the results of the CAPCC meeting on Tuesday, May 17th also held at FM Approvals. The meeting focused on creating a budget for CAPCC and USNC/IECQ, as well as other various concerns of the conformity assessment community, see **USNC/CAPCC 156 MEETING MINUTES**.

Section 9 – Planning for the USNC-Hosted 2022 IEC General Meeting

Mr. Steve Margis, Chair of the 2022 IEC GM Planning Committee, provided a status report on the USNC Planning Committee meeting held on Wednesday, May 18, 2016 at FM Approvals. Some highlights from his report include:

- The commitment of the meeting's first sponsor – Dell for \$25,000
- The creation of a Sponsor Recruitment Task Force that will develop a strategic plan for sponsorship outreach.
- The approximate budget will be \$2 million.

Mr. Phil Piqueira adjourned the first portion of the USNC Council meeting at 5:10 PM (EDT), Thursday, 19 May 2016

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Mr. Phil Piqueira called to order the second portion of the USNC Council meeting at 9:02 AM (EDT), Friday 20, May 2016

Section 10 – Membership Campaign and Nominations Committee

Section 10.1 – Status Report on USNC Elections for 2016

Mr. Kevin Lippert stated that the Nominations Committee met on April 8, 2016 to discuss the current openings in positions. He requested that the USNC Succession Matrix be distributed with the meeting minutes (**ACTION ITEM #5** and **ATTACHMENT D**). A friendly reminder was made that the 2016 ANSI Award nominations would be due on June 17, 2016. Mr. Jim Matthews informed the Council that the CAB Chair is not seeking a second term, and therefore the USNC must decide which candidate the USNC will support if elections are held.

Section 10.2 – USNC Membership Campaign

The USNC Council was informed that ANSI has a new Membership Recruitment Director, Kelly A. Cox. The continuing objective is to raise Sponsoring Membership in the USNC to 30 members. Mr. Zertuche indicated that this is a primary goal of his in the coming years and that he will work with both Ms. Cox and Mr. Lippert in finding ways to increase the number of Sponsoring Members of the USNC.

Section 11 – USNC / IEC Finance Issues

Mr. Zertuche reported that he and Mr. Tretler have worked together to review and update the USNC budget. In doing so, it was found that the USNC is in a much better position than previously thought to address the ANSI Board Task Group recommendations. A vigorous discussion ensued regarding transparency of financial statements and processes. Mr. Tretler stated that the March LE was distributed a week prior to the USNC meetings at FM Approvals (May 17 – 20, 2016) and the 2016 USNC budget reviewed a short time before. Mr. Piqueira and Mr. Tretler assured the Council that when the ANSI Finance Department has completed its review of the budget status, the information will be disseminated. Mr. Piqueira indicated that he would be reporting on the 2022 General Meeting to the ANSI Board of Directors at the upcoming Board meeting, and accepted the criticism regarding the lack of available information on the current status of the 2022 GM reserve funds. Many Council members requested that

the USNC Finance Committee meet as soon as possible to review the finances/budget and that these documents be distributed to Council for review, and subsequent approval, at the August/September 2016 USNC Management Meetings (**ACTION ITEM #6**).

Section 11.2 – IEC Sales Policy

Mr. Piqueira provided an update on the changes to the IEC sales policy. The USNC has been working for over a year with the ANSI sales department making a number of changes and suggestions to the IEC sales task force. Mr. Piqueira confirmed that he just received the final draft of these suggestions and this document will be discussed at the June 2016 IEC Council Board meeting. Mr. Piqueira reassured Mr. Bhatia, and the Council, that he will strongly press the IEC Board to review ANSI's suggestions, take them into consideration, and take additional time if needed given the importance of this matter. He will also suggest the IEC Council Board refer to outside legal and financial experts on this matter for additional input.

Section 12 – Communications and Continuing Education Committee

Ms. Elaina Finger reported on the C&CE Committee and highlighted the following topics:

- Focusing on updating the tool kit for the Mentoring program.
- Asked for input/topics for the USNC Current.
- The Science Festival in Washington DC in April was a great success.

Section 13 – USNC & German National Committee Outreach Meeting

Mr. Piqueira opened the floor for comments regarding the upcoming bi-lateral meetings with the German National Committee in June and July. A conversation followed regarding the high number of positions within the IEC, especially in the Conformity Assessment committees/systems, that other NCs appear to be positioning for. It was suggested the USNC Nominations Committee review the positions within the IEC that are going to become available shortly in order to have a better understanding of the situation (**ACTION ITEM #7**).

Section 14 – CANENA

Mr. Steve Rood provided a brief report on CANENA (**ATTACHMENT E**).

Section 15 – Interface with Regional Organizations

Mr. Zertuche provided a brief report the following Regional Organizations:

- **FINCA** – Argentina is hosting the upcoming meeting in Buenos Aires, September 29 – 30, 2016. The Canadians requested to have a brief session with the USNC and Mexican NC to discuss tri-national issues. It was suggested that Mr. Zertuche request a dinner meeting instead in order to ease perceptions regarding the three North American countries meeting apart from the other FINCA members. Mr. Zertuche agreed to suggest a dinner (**ACTION ITEM #8**).
- **COPANT** –Held in Ecuador in April, these meetings were labeled a success, primarily regarding the IEC Masterplan meeting.

- **PASC** – The PASC meetings held in Bali in May were too a success. The structure of this IEC Masterplan discussion (breakout sessions) allowed for greater participation and input from the smaller countries.

Mr. Bhatia noted that there will be a joint meeting between COPANT and PASC this year in Canada to discuss some of the challenges these two regional bodies face. It will be a great opportunity for the IEC, and National Committees in the regions to help make COPANT and PASC more efficient and relevant to the electrotechnical community. The relationships between the IEC’s NCs and these two regional standards organizations are steadily improving.

Mr. McMillan requested a follow-up to his TMC report. He stated that the TMC voted to recommend to Council that the USNC endorse the Australian candidate, Mr. Kim Craig, for the Chair of the SMB. Mr. Piqueira agreed with Mr. McMillan’s statements regarding Mr. Craig, called on Council to vote on this. It was moved, seconded and

VOTED #5 To endorse the candidacy of Mr. Kim Craig (Australia) for Chair of the SMB

(This motion was approved unanimously.)

Section 16 – Future Meeting Dates

Mr. Zertuche reviewed the upcoming meeting dates and spoke to the urgency of confirming the 2017 USNC Management Meeting dates as quickly as possible (**ACTION ITEM #9**).

Section 17 – List of Votes

VOTED #1 To approve the Consent Agenda (USNC/COUNCIL 685A)

(This motion was approved unanimously.)

VOTED #2 To approve the Balance of the Agenda (USNC/COUNCIL 685A)

(This motion was approved unanimously.)

VOTED #3 To create a Young and Emerging Professional Committee

(This motion was approved unanimously.)

VOTED #4 To endorse the candidacy of Mr. Matthews for DMT Chair

(This motion was approved unanimously.)

VOTED #5 To endorse the candidacy of Mr. Kim Craig (Australia) for Chair of the SMB

(This motion was approved unanimously.)

Section 18 – Action Items

Action Item #1 – E Finger

Creation of a Mentoring Program Review Task Force to evaluate the mentoring program’s objectives and goals to determine future viability of the program, and to present recommendations to Council at the next Management Meeting in August 2016.

Action Item #2 – T Zertuche

Mr. Zertuche will distribute the 2016 application packets of the YPs to the TAG officers with a statement encouraging the TAGs to welcome/invite YPs to join their committees

Action Item #3 – E Biery, USNC Office

Mr. Biery/YP Committee Members should work with Mr. Zertuche and Ms. Kendall Szulewski-Francis to create budget for 2017 to aid YPs.

Action Item #4 – J Thompson

Strategic Objectives Task Force will be created to gather information and report to Council. Mr. John Thompson volunteered to lead this task force, Ms. Hayes, Mr. Peter Pondillo, Ms. Stephanie Montgomery, Mr. Ken Rempe, Mr. Steve Margis, Mr. Jainchao Zeng, and Ms. Sonya Bird volunteer to join this task force.

Action Item #5 – T Zertuche

Mr. Lippert requested that the USNC Succession Matrix be distribute with the meeting minutes.

Action Item #6 – USNC Finance Committee

The USNC Finance Committee is to meet as soon as possible to review the finances/budget and distribute their reports Council for review, and subsequent approval at, the August 2016 USNC Management Meetings.

Action Item #7 – USNC Nominations Committee

The USNC Nominations Committee shall review the positions within the IEC that are, or are going to become, available and how many current positions the Germans hold, in order to have a better understanding of the situation and plan to encourage US involvement.

Action Item #8 – T Zertuche

Mr. Zertuche agreed to suggest a dinner, instead of an all-day session, with Canada and Mexico at the upcoming FINCA meeting in September.

Action Item #9 – T Zertuche

There was a request that the dates of the 2017 Management Meetings be solidified as quickly and as soon as possible.

Section 19 – Adjournment

Mr. Piqueira, again, thanked FM Approvals for hosting and doing a wonderful job. He thanked all in attendance and adjourned the meeting at 11:32 AM (EDT).

Respectfully submitted,
Tony Zertuche
General Secretary, USNC/IEC
1 August 2016