



**USNC COUNCIL MEETING
DRAFT MINUTES**

**Hosted by UL
Building 3
843 Auburn Court
Fremont, CA 94538**

**Thursday, 26 January 2017
9:00 am – 4:00 pm (PST)
(Meeting #49)**

Members Participating

John Thompson, USNC President	UL
Joe Bhatia, ANSI President and CEO	ANSI
Phil Piqueira, USNC Past-President	UL
Sonya Bird, USNC VP – Technical	UL
Tim Duffy, USNC VP – Conformity Assessment	Rockwell Automation
Steven Road, USNC VP – Finance	Legrand North America
Kevin Lippert, USNC VP – Membership	Eaton Corp.
Mark Earley	NFPA
Elisabeth George	Philips
Jerry FitzPatrick	NIST
Jennifer Kitchen	GE
Angus Low	Rockwell Automation
Alec McMillan*†	Rockwell Automation
Alan Manche	Schneider Electric North America
Richard McDermott	SignaKey LLC
Edward Mikoski	ECIA
Stephanie Montgomery	TIA
Dennis Oddsen	Hubbell Inc.
Peter Pondillo	Corning
Kenneth Rempe	Siemens Industry
Gary Schrempp	Dell
Stephen Sharples	CSA
Joan Sterling	Intertek
Trudie Williams*	DOD
Jianchao Zeng	FDA
Tony Zertuche, General Secretary	ANSI

Guests Participating

Ethan Biery†	Lutron Electronics
Hae Choe	AAMI
Jonathan Colby	Verdant Power
Elaina Finger	Corning
Ryan Franks	CSA Group
Kenneth Gettman	NEMA

Paul Green
Donald Heirman
Robert Kretschmann
Veronica Lancaster
William Lawrence
Joseph Musso
Florence Otieno
Steve Swanson
Phil Wennblom
Kelley A. Cox
Joe Tretler
Kendall Szulewski-Francis

Intel Corp.
Don Heirman Consultants
Rockwell Automation
CTA
FM Approvals
UL
TIA
Corning
INCITS
ANSI
ANSI
ANSI

Members Not Participating

Megan Hayes	MITA/NEMA
Paul Hearty	Sony
Mark Klerer	Qualcomm
John Kulick	Siemens
James Matthews	Corning
James Marquedant	FM Approvals
Paul Moliski	Intertek
Joel Solis	NEMA

* = Via Teleconference

† = Part

Section 1 – Organizational Matters

1.1 Welcome, Opening Remarks and Introductions

New USNC President Mr. John Thompson called the USNC Council meeting to order at 9:03 AM (PST). He welcomed everyone and thanked UL for hosting these meetings. He extended a special thank you to Ms. Randi Myers from UL for her support throughout the planning process.

1.2 Approval of Agenda

**VOTE #1 To Approve the Agenda (USNC/Council 695A)
(This motion was approved unanimously.)**

1.2.1 Approval of Consent Agenda

Mr. Thompson drew attention to the Minutes (USNC/Council 694) of the 1 September 2016 Council Meeting in Austin, TX. No alterations were suggested and these Minutes were considered approved.

1.2.2 Approval of Balance of Agenda

**VOTE #2 To Approve the Balance of the Agenda (USNC/Council 695A)
(This motion was approved unanimously.)**

Section 2 – Status of Outstanding Action Items

Mr. Zertuche led a review of outstanding Action Items from previous meetings:

ACTION ITEM #5 from 8/2016 – Rules and Procedures Committee

This committee will create a “cheat sheet” for the TAGs on how to handle public comments if/when they are submitted.

Status: Will be added to the Rules and Procedures Task Schedule

ACTION ITEM #7 from 8/2016 – Nominations Committee

Create a succession matrix, like the one for CAB/CAPCC, for SMB/TMC as well.

Status: Pending

Mr. Zertuche noted that a USNC Nominations Committee meeting would be scheduled shortly to complete this task.

ACTION ITEM #10 from 8/2016 – USNC Staff

Work with the Country Mentoring Program task force to review possible options for protégés to present to Council at the next USNC meetings.

Status: Pending

Mr. Zertuche stated that profiles on possible protégée countries were distributed to the Country Mentoring Task Force, and that a teleconference of this group would be scheduled shortly to review the information and report back to USNC Council.

Section 3 – Presentation on JTC 1 and INCITS – Phil Wennblom

Mr. Wennblom, INCITS Executive Board Chair, gave a brief presentation (**ATTACHMENT A**) on INCITS and the current activities underway in JTC 1. He noted that JTC 1 is looking to increase participation of developing nations in the committee. Mr. Wennblom noted that there are currently no P-members from Latin America which is unfortunate as there is a significant amount of activity in the region. Mr. Zertuche offered to speak with the USNC’s Latin American counterparts at the SMB meeting in Mexico City in February to encourage their participation in JTC 1.

Regarding the JDMT decision on the funding of plenary meetings, Mr. Wennblom stated that some of the member bodies in JTC 1 can find it challenging to fund these meetings, especially with the high attendee rates. They are currently reviewing the new language put forth by the JDMT regarding this matter since it will affect how JTC 1 operates.

Finally, Mr. Wennblom reminded the Council that JTC 1 submitted a letter of interest in becoming the TAG Administrator for the new SC 41 *Internet of Things*, choosing to come under IEC administration instead of ISO to increase JTC 1’s collaboration with the IEC. The 2017 JTC 1 Plenary Meeting will be held in conjunction with the IEC General Meeting in Vladivostok, Russia in October.

Section 4 – USNC Leadership Structure

Mr. Lippert and Mr. Zertuche led a discussion on upcoming IEC elections and possible changes to the USNC Leadership Structure. Mr. Lippert noted that the opportunity to elect a new CAB chair may arise in the near future – he strongly encouraged USNC members to contemplate possible candidates.

Mr. Lippert proposed a change to the current USNC Officer structure – eliminating the position of Vice President of Membership Development and Recruitment at the end of his term (2017). Mr. Lippert stated that, under the leadership of Mr. Tony Zertuche, the USNC has begun to communicate and use the resources provided by ANSI’s Membership Department much more so than in the past. Ms. Kelley Cox, ANSI’s Director of Business and Membership Development, has become a vital resource for the USNC and has helped strengthen the partnership between these two departments. Given this increased collaboration and resource sharing, the need for a VP Membership Development and Recruitment has dissipated. It was noted that whoever holds this VP position is also the Chair of the Nominations Committee. Mr. Zertuche stated that he fully agrees and supports the

recommendation made by Mr. Lippert in regards to eliminating this VP position, and responded that the Chair of the Nominations Committee could now be selected using the same process in place for other USNC Standing Committees. Mr. Zertuche stated that he would inform the Rules and Procedures Committee of this change and would clarify the Nominations Committee Chair position in the USNC Statutes. It was motioned, seconded, and

**VOTE #3 To Eliminate the Position of Vice President – Membership
Development and Recruitment at the end of 2017.
(This motion was approved unanimously.)**

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

5.1 ANSI Report

Mr. Joe Bhatia, President and CEO of ANSI, congratulated the new USNC leadership on a successful transition and thanked the previous USNC leaders, including Mr. Phil Piqueira, Mr. Jim Matthews, and Mr. Alec McMillian for their dedication and efforts over the years. He offered special congratulations to Mr. Matthews for being selected as an IEC Ambassador. He also provided a brief report on a number of issues affecting the Institute:

- **Service Sector Initiatives** – ANSI will host a joint event with SPRING, Singapore’s national standards body, in Singapore and ANSI will also host Service Sector based events at World Standards Week. Mr. Bhatia noted that many of the challenges retailers experience could be addressed through standards development and conformity assessment – concerns such as government regulations, product recalls, cyber security, supply chain issues and quality control. In February ANSI will also be hosting a Service Sector meeting with European counterparts as well.
- **Additive Manufacturing Roadmap** – In March 2016 the Additive Manufacturing Standardization Collaborative (AMCS), in partnership with America Makes, was launched. Mr. Bhatia stated that this February 2017 a standardization roadmap for additive manufacturing will be published. More information about the AMSC can be found by clicking [here](#).
- **ANSI Engagement with the G20 on Standardization for the Digital Economy** – Mr. Bhatia announced that Germany is organizing the G20 meeting which is set to take place in July in Hannover, Germany. He stated that ANSI is encouraging a non-governmental entity to steer this initiative as it would better align with the manner in which standards are developed now, including diverse participation from SDOs, industry, consortia, etc.

5.2 ANSI International Policy Report

Mr. Joe Tretler, ANSI VP of International Policy, updated the Council on the various initiatives and programs in his department that could have a direct impact on the USNC. Specific items of interest noted:

- **ANSI Hosting European Standards Organizations on 21 – 22 of February in Washington D.C.** – Agenda items will include updates on the OMB A199 revision, the European Joint Initiative on Standardization, TTIP status, ANSI/ESO Q&A documentation, perspectives on the Vienna and Frankfurt Agreements, consideration of a joint workshop on service sector standardization, and updates on technical matters such as Bio-based products, cybersecurity and

IoT.

- **China, SAC Administrator Visit 9 June 2017** – During the visit, ANSI and SAC will officially sign an updated Memorandum of Understanding, and discuss recent priorities such as the reform of China’s standardization system. The agenda is still being finalized, but it can be expected that there will be an event open for ANSI members to participate.

- **Gulf/Middle East Engagement** – Mr. Tretler stated that some of the factors impacting the state of play in the Gulf region include:
 - Trend – Gulf Standards Organization (GSO) shifting away from standards developed by US-based organizations in favor of ISO/IEC-only solutions.
 - Regional quality mark developments (EMQ, KSA) which effectively block out US CA bodies
 - Issues surrounding market access in Saudi Arabia – Lack of coordination between SASO and Saudi Customs
 - Impression amongst Gulf officials is that the US system is fragmented and lacks a clear, unified message.

In order to effectively approach standardization in the Middle East, ANSI’s goal is to take a more proactive role in engagement with the Gulf Cooperation Council (GCC) and GSO, their member NSBs, and other key stakeholders in the region. Mr. Tretler stated that the goals of the engagement will be to support clear, coherent and consistent U.S. messaging in the region and provide opportunities for U.S. organizations to cooperate more effectively with their counterparts.

5.3 ANSI/USNC Membership Report

Ms. Kelley Cox briefed the Council on recent membership recruitment activities (**ATTACHMENT B**). In coordination with Mr. Zertuche’s office, the Membership department distributed a promotional email to organizations that may benefit from USNC Premier and ANSI full membership. She noted that a large number of organizations replied requesting additional information about our membership programs. It was suggested that Ms. Cox distribute the list of organizations that responded to the USNC Council to encourage Council members to follow-up with those in their networks. Ms. Cox stated that both her department, and Mr. Zertuche, have already spoken with a few organizations interested in joining ANSI/USNC and remain in communication.

Section 6 – For Action – USNC Rules and Procedures Committee

Ms. Joan Sterling, an R&P Committee member, provided the inaugural report on the newly formed USNC committee that now handles the review, revision and maintenance of all USNC governing documents. Ms. Sterling reported that the R&P Committee met in December 2016 to review/update the draft USNC Statutes. She informed the Council that the committee reached out to the CAPCC and TMC regarding sections in the Statutes that required feedback from these committees. It was noted that these issues would be discussed later in the meeting during the CAPCC and TMC updates.

In regards to issues provided to Council for requested feedback, the concurrent membership issue between Council and TMC was extensively discussed. Currently the policy states that an individual

cannot be on both Council and TMC, however, an individual is permitted to be on both CAPCC and Council, as well as TMC and CAPCC. Comments articulated regarding this issue are as follows:

- When reviewing applications for membership on either TMC or Council, the Nominations Committee is looking for two different skills sets – technical for TMC and strategic / policy for Council
- The USNC’s structure parallels that of the IEC’s which has been helpful in promoting smooth internal operations
- We must note that currently all USNC Management Meetings are open to guests (at the approval of the Chair). While guests may not be able to vote on matters, information sharing and open communication is still welcome
- If one individual sits on both TMC and Council, it can create a conflict of interest as that person might essentially be “reporting” to his/herself.

Ultimately, USNC President, John Thompson, called for a vote to finally resolve this issue. It was motioned, seconded, and

VOTE #4 To Maintain Current Policy of Not Permitting Concurrent Membership of an Individual on Council and TMC. Therefore, the Statutes Shall Reflect:

- **An Individual CAN be on both Council and CAPCC**
- **An Individual CAN be on both TMC and CAPCC**
- **An Individual CANNOT be on both TMC and Council**

(This motion was approved – 20 Approve, 0 Disapprove, 2 Abstain)

The second issue brought forth by the General Secretary for Council discussion was that of the two-tier voting system that is currently in place for higher level issues and elections - one vote at the Council level followed by a second vote at the “Voting Member” level. Comments articulated regarding this issue were as follows:

- Eliminating the two-tier voting system is logical given that all USNC Premier Members have the ability to nominate an individual to represent their organization on Council, giving them a vote. However, this would remove the ability for TAG Administrator representatives, who are not always Premier Members, to vote
- Elimination of the position of USNC Voting Member altogether
- If the position of Voting Member is retained, then the definition of a USNC Voting Member must be solidified. Currently, Voting Members of the USNC can be representatives from our TAG Administrators or USNC Premier Members
- Should there be a “one company, one vote” policy in the USNC. However, it was noted that, presently, there are no issues involving the abuse of voting rights.

It was recommended that the R&P Committee further examine the definition of “voting members” and this issue as a whole.

It was requested that the most up-to-date draft version of the USNC Statutes be distributed to Council for review and comments with a four week return date. It was agreed that this comment period will occur after the Rules and Procedures committee meets next to discuss, and possibly integrate, the comments provided by the TMC, CAPCC, and Council. The USNC Statutes should be completed and a vote should be held by the next USNC Council meeting in June 2017.

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

Ms. Sonya Bird, new TMC Chair, updated Council on the TMC meeting held at UL on Wednesday, 25 January 2017. Important items noted by Ms. Bird are as follows:

- IEEE will officially relinquish all TAG Administrator roles as of May 2017. Ms. Bird encouraged all Council members to make note of the eleven TAGs in need of new Administrators and see if their organizations would be interested in taking on one of the soon-to-be available Administrator roles. It was requested that information regarding each TAG such as number of participants, number/type of meetings held, work in the pipeline, etc. be distributed to the Council members as a reference. It was suggested that a task force be created to monitor this situation. Mr. Alan Manche volunteered to lead this Task Force and it was agreed that a meeting of this group would be scheduled a shortly following these management meetings.
- A discussion occurred at the TMC regarding the TAG Operating Procedures (OP) for the IEC/TC 62 and 62 A TAGs. Due to personnel changes within AAMI, a request for an extension to finalize their operating procedures was submitted. Ms. Bird stated that the TMC voted to approve this extension for AAMI under the conditions that Ms. Hae Choe provide continuous updates on the process and that a draft of the procedures be produced by April. The final OP will be submitted in August 2017 to the R&P Committee. It was also noted that AAMI was asked to pay special attention to two main issues: the operation of a “sub-TAG” and AMMI’s requests for what some might consider exceedingly high participation fees.
- The TMC decided that no definition of “use” would be submitted to the IEC Central Office for the National Adoptions Database.
- A review of the TMC selection process for Vice Chair was discussed at the request of the Rules and Procedures Committee. It was decided to leave the process as it currently stands.
- On behalf of the TMC, Ms. Bird requested that the USNC Council approve the TMC’s decision to present Mr. Alec McMillan and Mr. Jim Matthews with special recognition for their years of service to the USNC. It was moved, seconded, and

**VOTE #4 To Approve Special Recognition for
Mr. Alec McMillan and Mr. Jim Matthews for their Service to the USNC
(This motion was approved unanimously.)**

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

Mr. Tim Duffy, CAPCC Chair, reported on the results of the CAPCC meeting held, 24 January 2017 at UL. Mr. Duffy noted the following items of interest from the CAPCC meeting:

- In order to finalize the dues for the CA systems, a meeting of the USNC Finance Committee will be held as quickly as possible following these Management Meetings. Mr. Duffy and/or Mr. Margis will be present at this meeting.
- The CAPCC reviewed the process to select a Vice Chair of CAPCC and the selection of a CAB Alternate at the request of the Rules and Procedures Committee. Mr. Duffy noted that the CAPCC has decided to follow the same process as TMC in regards to the Vice Chair, and that CAPCC will continue to have the Vice Chair serve as the CAB Alternate.

- It was agreed that the CAPCC's Subcommittee on CA Systems' Operating Procedures will create harmonized Operating Procedures. Systems will be permitted to provide supplements but all are subject to approval of the CAPCC. This process is estimated to take about a year.

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

Ms. Veronica Lancaster, Vice-Chair of the 2022 IEC GM Planning Committee, provided an update on the USNC's plans for the 2022 IEC General Meeting (**ATTACHMENT C**). Ms. Lancaster requested that the USNC Council approve the top four city choices and permit the 2022 Planning Committee to solicit bids accordingly. It was moved, seconded, and

VOTE #5 To Approve Soliciting Official Bids from the Four Cities Recommended by the USNC 2022 General Meeting Planning Committee (This motion was approved unanimously.)

Section 10 – Strategic Objectives Task Force

John Thompson gave a brief report on the revisions underway on the USNC's Strategic Objectives (**ATTACHMENT D**). Mr. Thompson noted that the objectives are meant to be high level and strategic as opposed to the tactical nature of the current version. The Strategic Objectives Task Force will meet again shortly to continue its work and move on to the next phase of planning with an eye to any tactical implementation needed to meet these objectives. The goal of this Task Force is to have completed Objectives for review and vote at the June USNC Management Meetings.

Section 11 – Young and Emerging Professionals Committee

Christopher Dorr provided a presentation (**ATTACHMENT E**) which gave an update on the initiatives of the Young and Emerging Professionals Committee. Mr. Dorr highlighted the survey that the YEP Committee distributed to previous applicants and Young Professionals. The purpose of this survey was to better understand how the USNC can encourage participation from this population – 40% of respondents stated that they wanted to be involved in the work of the USNC but were unsure of how to go about becoming involved. The YEP Committee will meet shortly to figure out next steps regarding the survey results. Also, Mr. Dorr noted that the YEP Committee, at the request of the Communications and Continuing Education Committee, had started to create a list of guidelines on what makes a strong IEC Young Professionals application and a list of expectations for those applicants that are selected to join the program. He also stated that the committee will soon begin to review and revise the IEC YP selection process as the current method poses a challenge when there are a high number of applicants.

Section 12 – USNC / IEC Finance Issues

12.1 USNC Budget Issues

Steve Rood, USNC VP – Finance, reported on the financial status of the National Committee. Mr. Rood confirmed that the 2017 USNC Budget was approved by the ANSI Board of Directors with no changes. He also stated that a Finance Committee meeting will be held shortly at the request of the CAPCC to discuss and finalize the CA system dues in response to the ANSI Board Task Group's recommendations.

12.2 IEC Treasurer's Advisory Group

Mr. Rood and Phil Piqueira, USNC Past-President, briefed the Council on the IEC Treasurer's Advisory Group and the IEC Sales Policy negotiations. Mr. Rood briefed Council on the Treasurer's Advisory Group meeting held in November 2016. The next steps for this group will be to transition from an Advisory Group to an IEC Finance Committee. The IEC Audit Committee membership has yet to be confirmed. The next meeting will be held in April 2017 and will review the current operations and audited

accounts to have the proper background when reviewing draft budget. Some of the goals of this group will be to review:

- The investment approach
- 3 year budget outlook
- Dues objectives
- The use of the IEC's reserves

Mr. Piqueira noted that the IEC Sales Policy was discussed at length during the IEC's General Meeting in Frankfurt and that the Council Board did vote to approval the proposed policy. However, this policy was not approved by the entire Council at the Frankfurt meeting. Instead, it was decided that more work was necessary on the draft to satisfy some of the grievances expressed by certain other National Committees. Further details regarding this issue, including a revised policy, should be coming from the IEC (Council Board) shortly.

Section 13 – USNC in the IEC Mentoring Program

Mr. Zertuche reiterated much of the information that he provided at the last USNC Council Meeting as per his discussions with the IEC Central Office on the Country Mentoring Program. The current program offered by the IEC differs greatly from the original arrangement as it is now more customizable to the needs, goals and resources of the Mentoring NC. The USNC agreed that this new proposed format is encouraging and requested that more information be distributed to members on the program. It was noted that a decision must be made quickly as to whether or not the USNC will participate and, if so, which country(ies) we would like to mentor.

Section 14 – Communications and Continuing Education Committee

Elaina Finger, C&CEC Chair, provided a report on the activities of the C&CE Committee (**ATTACHMENT F**). Ms. Finger noted that the USNC has launched its 2017 Young Professionals competition and encouraged all USNC Members to nominate/support at least one candidate this year.

Section 15 – Report on 80th IEC General Meeting, Frankfurt, Germany – 9 – 14 October 2016

Mr. Piqueira summarized the various USNC activities held during the 80th IEC General Meeting in Frankfurt, Germany. He stated that the first ever Tri-National Meeting and Reception between the US, Canada, and Mexico was a great success and congratulated the USNC General Secretary and his team on a job well-done. He went on to say that the feedback was so positive that the three NCs hope to hold it again at the 2017 General Meeting in Vladivostok.

Mr. Piqueira then briefed the Council on the bilateral meetings held during the GM going over some of the agenda items covered, including the Dresden/Frankfurt Agreement, IEC Masterplan, IEC Sales Policy, USNC leadership changes, and more. Overall, Mr. Piqueira stated that this was a very fruitful General Meeting and asked that the USNC Council begin to consider which National Committees we would like to host bilateral meetings with at the 2017 General Meeting.

Section 16 – CANENA (Council for Harmonization of the Electrical Standards of the Nations of the Americas)

Mr. Rood, USNC Representative to CANENA, provided a report on the group and its recent activities (**ATTACHMENT G**).

Section 17 – Interface with International Organizations

Mr. Zertuche updated the USNC Council on:

- **FINCA** – FINCA is in the process of planning its 2017 meeting. The IEC Latin America Regional Center is working closely with the next host of the meeting, Brazil, with the organization of this event. It is hoped that the FINCA meeting will be held in conjunction with the COPANT 151 and 152 meetings taking place in Ecuador in early September. Mr. Zertuche will distribute the specific dates and location when available.
- **COPANT/PASC** – The COPANT and PASC meetings are being held in conjunction with each other this year in Vancouver, Canada from 30 April – 5 May. The week will begin with the COPANT meeting, followed by a joint PASC/COPANT workshop, and conclude with the PASC meeting. The meetings will provide opportunities for networking and interaction on many topics. These fora also offer the chance to dialogue on key technical and procedural issues as well as express views on the strategic direction of these international organizations.
- **APSG** – At the last APSG meeting at the IEC General Meeting in Frankfurt in October 2016, a task force was created to review and propose suggestions on how to possibly restructure and refocus the efforts of IEC members in the Asia Pacific region. Mr. Zertuche noted this group has already held one meeting and has begun to solicit comments from participants on the structure, scope, and future mission of the APSG. He will keep the USNC posted on the status of this work.
- **German Bilateral Meetings** – A meeting with the German National Committee has been confirmed for 24 – 25 April 2017. This meeting will be taking place in Hannover, Germany during the week of the Hannover Fair.

Section 18 – Summary of Votes and Action Items

See attached document USNC/Council 697B.

Section 19 – Adjournment

Mr. Zertuche thanked UL for hosting and congratulated Mr. Thompson on running his first, very successful, USNC Council meeting. Mr. Thompson expressed his appreciation for all in attendance and adjourned the meeting at 4:01 PM (PST).