



**USNC COUNCIL
DRAFT MINUTES**

**Hosted by UL
12 Laboratory Drive
RTP, NC 27709**

**Thursday, 25 January 2018
9:00 am – 4:00 pm (EST)
(Meeting #52)**

Members Participating

John Thompson, USNC President	UL
Tim Duffy, USNC VP – Conformity Assessment	Rockwell
Steven Rood, USNC VP – Finance	Legrand North America
Phil Piqueira, USNC Past-President	UL
Sonya Bird, USNC VP – Technical	UL
Tony Zertuche, General Secretary	USNC/ANSI
Richard McDermott	ECCC/SignaKey LLC
Elisabeth George	Philips
Edward Mikoski	ECIA
Randy Dollar	Siemens
Stephen Sharples	CSA Group
Joan Sterling	Intertek
Angus Low	Rockwell
Kevin Lippert	Eaton
Jennifer Padberg	AAMI
Paul Moliski	Intertek
Trudie Williams*	DOD
Amy Phelps*	NIST
Jianchao Zeng*	FDA

Guests Participating

Hae Choe	AAMI
Amy Marasco	Microsoft
Jim Matthews	Corning
Steve Margis	UL
Florence Otieno	TIA
Elaina Finger	Corning
Ryan Franks	CSA Group
Ethan Biery	Lutron
Paul Green	Intel
Tom Buchal	Intertek
Matthew Williams	AHAM
Donald Heirman	EMC Standards Corporation
Robert Kretschmann	Rockwell
William Lawrence	FM Approvals
Joe Musso	UL
Toby Gillespie	GE

Evans Massey	Baldor/ABB
Brian Meinke*†	ASTM
Alec McMillan*†	Rockwell
Joe Tretler	ANSI
Kendall Szulewski-Francis	USNC/ANSI

Members Not Participating

Alan Manche	Schneider
Gary Schrempp	Dell Technologies
Jennifer Kitchen	GE
James Marquedant	FM Approvals
Mark Earley	NFPA
Paul Hearty	Sony
Mark Klerer	Qualcomm

* = Via Teleconference

† = Part

Section 1 – Organizational Matters

1.1 Welcome, Opening Remarks and Introductions

John Thompson, USNC President, called the meeting to order a 9:07 AM (EST). He thanked all those in attendance and recognized UL for their support in hosting the week's USNC Management Meetings.

1.1 Approval of Agenda

Mr. Thompson drew attention to the meeting's agenda (USNC/Council 710A). He suggested three additions, Section 1.3 – Honorary Life Member, Section 4.2 – IEC Masterplan Review, and Section 4.3 – IEC Sales Advisory Group (SAG). It was moved, seconded and

**VOTE #1 To Approve the Agenda with Changes (USNC/Council 710A)
(This motion was approved unanimously)**

1.2.1 Approval of Consent Agenda

(a) Approval of Minutes

Mr. Thompson drew attention to the minutes from the last Council meeting on 14 September 2017. No changes were suggested. It was moved, seconded and

**VOTE #2 To Approve the Minutes (USNC/Council 709) from the 14
September 2017 meeting in Corning, NY.
(This motion was approved)**

1.2.2 Approval of Balance of Agenda

No comments were offered on the balance of the agenda.

1.3 Honorary Life Member

Mr. Thompson honored Mr. Donald Heirman who was nominated for USNC Honorary Life Membership. Mr. Tony Zertuche highlighted Mr. Heirman's many years of dedicated service to the USNC and standards development in the field of

electromagnetic compatibility (EMC). Mr. Thompson thanked Mr. Heirman for his positive contributions to the world of standards and called for a vote. It was moved, seconded and

VOTE #3 To Approve Mr. Donald N. Heirman's Honorary Life Membership in the USNC.

(This motion was approved unanimously)

Section 2 – Status of Outstanding Action Items

Mr. Zertuche reviewed the action items from the last Council meeting. For a full list of completed action items please see the agenda USNC/COUNCIL 710A. He noted the only outstanding action item was:

ACTION ITEM #2017 – 9 – 2 – It was recommended that the Rules and Procedures Committee formulate a policy regarding USNC document distribution and comment collection policy for future use.

Status: Pending

Secretary's Note: Mr. Zertuche informed the Council that a new Chair of the Rules and Procedures Committee had not yet been identified causing the delay on this action item.

ACTION ITEM #2017 – 9 – 3 – Council requested that USNC staff update and reorganize the USNC SharePoint site. Ms. Szulewski-Francis presented the updated USNC SharePoint page. She encouraged Council members to review the website. It was requested that a folder for USNC rosters be added to the USNC SharePoint site and should include the rosters of all the policy and standing committees (**ACTION ITEM #1**). The link for the website was to be distributed with the minutes of the Council meeting ([USNC SharePoint](#)) (**ACTION ITEM #2**).

Section 3 – USNC 2017 Year in Review & What's to Come!

Tony Zertuche, provided a report on the USNC's transformation over the past two years highlighting improvements and challenges. He also led a discussion on the future of the National Committee with an eye to strengthening the USNC's position both domestically and internationally. Items discussed were:

- The increase in USNC Premier Members from 29 to 33
- The completed revision of the USNC Statutes
- The signed MOAs between the conformity assessment system Secretariats and USNC/ANSI.
- The finalized Strategic Objectives revision.
- The reassignment of almost all 21 USNC TAG Administrator roles following the withdrawal of IEEE and disbandment's of EMC Standards Corporation.

Mr. Thompson and the USNC Council praised Mr. Zertuche and his staff for an outstanding year. For more information, please see **ATTACHMENT A (ACTION ITEM #3)**.

Section 4 – Updates from the IEC

4.1 Update from the IEC General Secretary

USNC President, John Thompson, led a discussion on the recent letter from the IEC General Secretary, Frans Vreeswijk. Mr. Thompson highlighted some of the concerns expressed by National Committees (NCs) that were addressed in the letter from the IEC,

including:

- Transparency and involvement of NCs in IEC decision making process
- IEC Masterplan implementation plan
- IEC finances and enhancing the NC's understanding of IEC finances
- IEC Sales Policy and SAG
- IT activities

Comments articulated during this discussion are as follows:

- The IEC, and the IEC General Secretary, are working diligently to confront the concerns expressed by National Committees and it was encouraging to receive this type of letter/communication from the Central Office.
- The above noted concerns were also discussed during the USNC and IEC officers' bilateral meeting during the 81st IEC General Meeting in Russia. The USNC officers encouraged the IEC General Secretary to reach out to NCs and maintain consistent, open lines of communication.

4.2 IEC Masterplan Implementation Plan

Mr. Thompson stated that the USNC staff had distributed the draft IEC masterplan implementation plan for review by the TMC, CAPCC and Council (**ACTION ITEM #4**). He encouraged members to submit comments by 9 February 2018 as both the SMB's and Council Board's adhoc groups tasked with focusing on the implantation plan would be meeting in February. It was noted that there would be another comment period in March 2018.

4.3 IEC Sales Advisory Group (SAG)

Mr. George Gulla, ANSI's Vice President, Publications Sales and Membership, called in to brief the Council on the IEC's Sales Advisory Group, of which he is the US member. He noted that the following items were discussed at the last SAG meeting:

- The SAG met for the first time in four years at the end of 2017.
- An IEC outside legal representative hosted an anti-trust compliance training.
- National adoptions were discussed:
 - National adoptions for many National Committees (NC) provide a source of revenue, and if NCs have to pay royalties on their national adoptions, it would increase cost (too heavy to set up logistically) and could impede competitiveness.
 - In 2016, the IEC Council Board voted to prevent active cross boarder sales of nationally adopted standards. However, due to strong concerns expressed by some IEC members, the sales policy is being revisited by the SAG. Currently the IEC is operating under the 2011 sales policy, which does permit active cross boarder sales of national adoptions and standards, and does not require NCs to pay royalties on national adoptions. Concerns were expressed that some NCs were actively selling their national adoptions as substitutes for the IEC standard.

- XML:
 - The IEC has begun to layout the process for transitioning to XML formats. The IEC CO stressed the need to address XML licensing conditions in 2018 and confirmed that coordination with XML reference group would take place.

Comments articulated during this discussion are as follows:

- Concerns were expressed as to why the 2016 Council Board decision was withdrawn and it was noted that one of the main issues with that decision dealt with European anti-trust laws.

4.4 IEC Regulator Forum

Mr. Thompson led a discussion on the IEC Regulator Forum to be hosted in Busan, Republic of Korea, in conjunction with the 82nd IEC General Meeting, on 23 October 2018. The planning of this event is still in its infancy. Mr. Duffy noted that this event was also discussed by the USNC CAPCC. A Council member stated that they had previously participated in a forum like this hosted by a KATS and they did a wonderful job.

It was also noted that forums like this are useful as they help promote the use of international standards. The WTO encourages nations to use international standards to prevent possible Technical Barriers to Trade (TBTs) and keep industries, government, and standard developing organizations on the same page. It was requested that the USNC begin to promote this event among USNC constituency, specifically within the US CA Systems as the forum focuses on Renewable Energies.

Section 5 – USNC/IEC Industry Event

Tony Zertuche provided an update on the plans for the industry forum to be held in conjunction with the USNC’s fall management meetings in Arlington, VA. The Industry Event has been scheduled for 12 September 2018. The focus of this event will be on Standards and the Protection of Critical Infrastructure in regards to cyber resiliency and cybersecurity. Mr. Zertuche has been in contact with the IEC Central Office staff which suggested hosting a smaller, more exclusive roundtable discussion in the morning with a larger panel discussion in the afternoon. The event attendees would be USNC/IEC officers and representatives, and executives of leading organizations dealing with critical infrastructure issues. Mr. Zertuche asked Council members to contact him if their companies’ executives would be interested in participating.

A Council member inquired as to how this event would be funded. Mr. Zertuche replied that funds for special meetings/events were included in the USNC budget for the 2018 year. It was also noted that the audience for the panel discussion should be inclusive of all levels of the management structure and not just high-level officials. It was requested that a Task Force be created to assist with the planning of the USNC Industry event in September 2018. The USNC staff should send out a call for volunteers to the Council (**ACTION ITEM #5**).

Section 6 – Rules and Procedures Committee Report

Mr. Zertuche briefed the Council on the work of the Rules and Procedures Committee. The committee has started to revise the USNC Rules of Procedure, including the Terms of Reference for each Standing Committee. However, he acknowledged that work has stalled on this committee due to the vacant Chair position and that the search continues for an individual to take on this role.

Section 7 – Report from American National Standards Institute (ANSI)

7.1 ANSI Report

Mr. Joe Bhatia, President and CEO of ANSI, provided an update on matters affecting the Institute, including:

- **2017 Wrap-up** – some key accomplishments of the institutes are the UAS Standardization Collaborative that was launched in August 2017 in partnership with AUVSI and the FAA (dealing with unmanned aircrafts). This collaborative is working hard to deliver a roadmap for this sector in 2018. In regards to the Bill and Melinda Gate Foundation, there are currently two projects underway within ISO, 1) Sustainable, non-sewered sanitation systems, and 2) Community-scale, resource-oriented sanitation systems. He also noted that the leadership of JTC 1 remains with the US – the new chair is Phil Wennblom of Intel. JTC 1 is now 30 years old and the US has held the leadership role for the committee’s entire existence.
- **ANSI's 100th Anniversary Events** – The main celebratory gala will be held in Washington DC's Union Station on 8 May 2018. Mr. Bhatia encouraged the USNC members to visit the ANSI events website (www.ansi.org/100) for more details.
- **World Standards Week** – This year's WSW is 15 – 19 October 2018 in Washington, DC.
- **New ANSI Board Members** – Mr. Bhatia acknowledged the new ANSI Board members and officers, including Paul Moliski (Intertek) who is on the USNC Council, as well as Phil Piqueira (UL) who joined the BOD as a new Vice-Chair.

7.2 ANSI International Policy Report

Mr. Joe Tretler, ANSI's VP – International Policy, gave an update on his department's activities. He highlighted the following items:

- **ANSI-China Program** – As you know, ANSI has been closely monitoring the reforms China is making to its standardization system. ANSI shared a reference translation of the changes, as well as ANSI's submitted comments to the third draft (September 2017) with its members. The National People’s Congress of China officially promulgated the Standardization Law on November 4, 2017, and the law entered into force on January 1, 2018. It is understood that in the coming weeks, Standardization Administration of China (SAC) will be releasing an interpretation of the Standardization Law in the coming weeks. This publication will be considered the key tool for the interpretation of the Standardization Law, which will function as the implementation guide. Mr. Bhatia will be traveling to China in July 2018 (currently scheduled the week of July 16-20), and the IP department will be working with SAC to organize an industry roundtable focusing on enterprise standards. Mr. Tretler encouraged members of the USNC Council to reach out to him if they are interested in more details about this roundtable.

- **Update on ANSI-ESO activities** – ANSI submitted proposed text for the principles of cooperation as presented to CEN/CENELEC in July 2017 and ANSI has requested another meeting with ESO in February 2018 to advance the draft principles of cooperation. In addition, ANSI and the ESO will plan to meet in Brussels in August 2018. More details regarding the agenda and topics to follow.
- **Update on ANSI-DIN Cooperation** – Every two years ANSI and DIN hold a US/German Standards Panel event in Washington, D.C. The next event will be held on April 10-11, 2018 at the FHI Conference Center. This panel is on Securing Future Technologies – Cybersecurity and other challenges and solutions for Smart Manufacturing, Mobility and Agriculture. Issues such as cybersecurity and privacy, blockchain and distributed ledger technologies, smart contracts and supply chain management will be considered for the panel discussions.
- **USTDA US-India Standards and Conformance Cooperation Program (SCCP), Phase II** – ANSI signed a contract with Confederation of Indian Industry (CII) to implement the USTDA-funded project at the most recent US-India Commercial Dialogue on October 27, 2017.
- **US and Africa** – Standards Alliance is planning a variety of workshops in the coming 6 months that cover a broad range of topics including mining, infrastructure, energy, textiles, agriculture, consumer goods, and more. There are currently two workshops planned in March 2018, one in Zambia on Trade and Investment, and one in West Africa which is a Textiles Series in Ghana, Cote d'Ivoire and Nigeria. This event will provide technical training for textiles producers in West Africa to help augment exports under AGOA and increase the dissemination of US standards.

Comments articulated during this discussion are as follows:

- A Council member expressed concerns regarding social programs in China and how their information is being used by the Chinese standards system. Also, a question was raised as to whether standards were being equally applied to all sectors – some fields are required to implement a standard while others may not be.
- It was noted that ANSI created a task force to monitor the rollout of China's new policies and the affect it might have on industries to monitor this situation closely.
- Mr. Tim Duffy suggested that conformity assessment topics be discussed with India. Mr. Tretler encouraged Council members to submit discussion topics to him for consideration.
A suggestion was made that Mr. Tretler's and Mr. Bhatia's reports be made available to Council members prior to the Council meeting to give Council members a chance to review the material and participate more effectively in the discussion

Section 8 – IEC SMB / TMC Issues

Sonya Bird, the TMC Chair, reported on the TMC meeting held on 24 January 2018. She discussed the following items:

- Two new TMC members recently joined – Mr. Timothy Jeffries and Mr. Bill Fiske who returned after stepping down for a few years.
- The possible implementation of the Technical Areas (TAs) for wide use by IEC committees. Ms. Veronica Lancaster provided a report on TC 100 and the USTAG and its use of TAs since currently TC 100 is the only committee that has a TA structure. Ms. Bird noted that the Technical Areas Task Force was created to provide recommendations on how the USNC should confront the possible implementation of TAs in terms of both its financial and TAG structures. This task force will be meeting shortly.
- Ms. Bird discussed the creation of a TAG for the new Systems Committee (SyC) on Smart Manufacturing. She stated that the US nominated Mr. Alec McMillan as the chair of this new SyCs and the Germans nominated an individual as well. The election for this position would take place at the SMB meeting in February 2018.
- The TMC agreed that an internal “USNC Meeting Guide” should be created to assist TAGs, WG/PT/MT, CA Systems, etc. plan meetings in the US. The USNC staff has taken on this task.
- The TMC agreed to recommend to Council to add the MSB as a standing item on the Council agenda to ensure the USNC constituency is up to date on MSB issues and projects (**ACTION ITEM #6**).
- The TMC recommended that VTAGs be created for SG 11, *Hot Topics*, and SG 12, *Digital Transformation*, given the importance of these groups and the high-levels of participation.

Section 9 – IEC CAB / CAPCC Issues

Tim Duffy, CAPCC Chair, reported on the CAPCC meeting held on 23 January 2018. He highlighted the following items:

- During the USNC/IEC officer's bilateral meeting at the 82nd IEC General Meeting in Russia, the USNC and IEC officers discussed regional balance and succession planning. In terms of the Succession Planning Matrix, this information could be passed onto the IEC CO for maintenance (since the majority of the information comes from the IEC website) with the hope that this information be shared broadly amongst the IEC constituency. The IEC CO agreed to review available options regarding this matter.
- Discussed voting and commenting on ICAC documents – it appears that IEC committees have the ability to participate (as per a dual logo agreement), but that process needs to be clarified as to when the IEC committee has a vote versus when a National Committee has a vote. The CAPCC requested that the US DMT representative discuss this matter with the DMT to clarify.
- The CAPCC Communications Committee is finalizing the CA webinar. The goal is to host this in late summer. Presenters/experts are still needed if individuals would like to volunteer.
- CA Systems dues were discussed. The US IECRE System acknowledged that they are struggling with budgetary issues and are exploring options to cover the cost of the Secretariat.
- NIST has been working with FDA to put together a pilot program in order to define CA schemes as well as provide instructions for how to develop a CA program within federal agencies. This event is titled FDA’s ASCA (Accreditation Scheme for Conformity Assessment) Workshop and will be held over two days on 22-23 May 2018. More information can be found on the www.federalregister.gov website, and there are registration links to the workshop website [here](#).

Section 10 – USNC 2022 Planning Committee (PlanCo) – IEC General Meeting Update

Steve Margis updated the Council on the USNC's plan to host the 2022 IEC General Meeting (GM). Mr. Margis thanked the organizations that have committed to sponsor the 2022 GM thus far. Since confirming San Francisco as the host city, the committee has been in hibernation. Now that the city is selected, the next steps are to have the two PlanCo task forces - one tasked with sponsorships and one focused on TC/SC committees - begin their work. In addition, PlanCo needs to discuss its future meeting schedule as there is a possibility of limited chances to meet face-to-face going forward.

Comments articulated during this discussion are as follows:

- The USNC staff and 2022 Planning Committee should break down the sponsorship funds received versus funds pledged on the 2022 Sponsorship Tracker (**ACTOIN ITEM #7**).
- The topic of foreign sponsorships was discussed. that the USNC office received a letter from the South Korean National Committee encouraging organizations to contribute to the 2018 IEC General Meeting in Busan. A question was posed regarding whether the USNC should distribute this letter to a mass mailing list or distribute it to specific organizations only. if the USNC was going to accept monetary contributions from foreign companies for the 2022 General Meeting.
 - A Council member stated that foreign investments (from US-domiciled companies) should be permitted because of their longstanding presences in the US.
 - However, part of hosting the IEC General Meeting is to provide a platform for domestic organizations and industry to shine.
 - It was requested that the PlanCo review the possibility of creating another sponsorship tier for foreign companies, and provide recommendations to Council on whether or not the USNC should allow non-US domiciled organizations to sponsor the 2022 IEC GM (**ACTION ITEM #8**).
- It was agreed that in order to help make the 2018 IEC General Meeting a success and to assist our colleagues from South Korea, the USNC should distribute the letter to its Council, TMC and CAPCC membership.

Section 11 – USNC Nominations Committee Report

Kevin Lippert, Nominations Committee Chair, lead a discussion on a number of items from the USNC Nominations Committee. As previously discussed, Mr. Lippert stated that the Nominations Committee whole-heartedly supported Mr. Heirman's appointment as a USNC Honorary Life Member. Mr. Lippert complimented the Nominations Committee on their hard work and efforts throughout 2017. In 2017, three new members joined the USNC Council, two joined the TMC and two joined the CAPCC (one via a ballot and one through the nature of their position as a new Treasurer for a CA System). Mr. Lippert drew attention to Mr. Paul Green's nomination to the USNC TMC. He noted that the Nominations Committee endorsed Mr. Green's nomination and this nomination was now put forth for Council's consideration. Mr. Green's CV was distributed to the Council. It was moved, seconded and

**VOTE #4 To Approve Mr. Paul Green (Intel) as a new member of the USNC
TMC.**

(This motion was approved)

Mr. Lippert stated that this was a successful year for the USNC in terms of ANSI and IEC awards. It was recommended that the USNC Nominations Committee begin to recruit/review possible nominees now for the upcoming 2018 awards season (**ACTION ITEM #9**).

Section 12 – Young and Emerging Professionals Committee (YEP)

On behalf of the YEP committee, Ms. Szulewski-Francis provided an update. She highlighted the completed Young and Emerging Professionals webinar that will be hosted in spring 2018. She also noted that the 2018 USNC/IEC Young Professionals competition is quickly approaching and encouraged all USNC members to submit one nominee for consideration! A question was asked whether a previously selected US Young Professional that was unable to attend the 81st IEC General Meeting, could be automatically selected again or if he needed to reapply. It was confirmed that he would need to reapply and that all those who were not selected in the past were also eligible to reapply as well. For more information, please see **ATTACHMENT B**.

Secretary's Note: Since the Council meeting, the Young and Emerging Professionals webinar has been scheduled for 4 April 2018 from 1 – 2:30 PM (EDT).

Section 13 – Communications and Continuing Education Committee

Elaina Finger, C&CEC chair, reported on the activities of the Communications and Continuing Education Committee. She highlighted that concerns were expressed by ANSI about the Professional Mentoring Program, and therefore this initiative has been put on hold. A Council member inquired as to whether or not the C&CEC could directly discuss these issues with the necessary ANSI parties. Mr. Bhatia volunteered to discuss the USNC's Professional Mentoring Program with ANSI colleagues to better understand their concerns regarding the program and to determine if there is a path forward (**ACTION ITEM #10**).

Ms. Finger drew attention to the USNC webinars that were planned for 2018 including the Young and Emerging Professionals course, the Conformity Assessment webinar, and the Effective IEC Participation course that will be hosted twice in 2018. It was suggested that the C&CEC or USNC staff reach out to Jan-Henrik Tiedemann at the IEC CO as he may be able to host an IEC training course in the US in 2018. She also congratulated Mr. Ethan Biery for being elected the new Vice-Chair of the C&CEC.

For more information, please see **ATTACHMENT C**.

Section 14 – USNC / IEC Finance Issues

14.1 USNC Budget Update

Steve Rood, VP – Finance, provided a report on the status of the USNC's finances. He further provided a report that was given at the last USNC Finance Committee meeting by Ms. Frances Schrotter, ANSI Senior Vice President and Chief Operating Officer. In that report, Ms. Schrotter provided the ANSI position regarding the ownership of USNC publication sales and the relationship between USNC and ANSI. Mr. Rood stated that Ms. Schrotter also provided a background summary of ANSI's finances and international programs. During that summary, Ms. Schrotter reiterated ANSI's position that the USNC is an international program of the Institute, and therefore the USNC operates within ANSI's financial structure. It was noted that the USNC and ANSI have worked well together over the years regarding finances.

Although the ANSI position did not reflect the historical USNC position, no comments were offered by USNC Council members on this report of the ANSI position.

14.2 IEC Finance Committee (FinCom)

Mr. Rood also reported on the IEC Finance Committee. He noted that the last IEC FinCom meeting was in December 2017 when the committee reviewed the current operations budget (through 11/17) and the 2018 budget. The next two FinCom meetings are scheduled in February and April of 2018. Mr. Rood stated that the other members of

the FinCom are active and that many times the members agree, especially on certain topics such as transparency, financial tracking, and information sharing.

He also stated that on 6 June 2018 there is a teleconference scheduled with the National Committee Secretaries to discuss IEC finances – Mr. Zertuche confirmed that he would be participating in this meeting. A question was posed as to whether the IEC would be inviting others to participate on this teleconference. It was reiterated that this meeting was for the General Secretaries only, however, a more inclusive teleconference open to the general IEC constituency might be something that can be suggested to the IEC.

For more information, on both sections 14.1 and 14.2 please see **ATTACHMENT D**.

Section 15 – TAG Administrator Task Force Update

Mr. Zertuche provided a report on the current state of orphaned USNC TAGs and the future of this Task Force. He highlighted that all but four of the twenty-one USTAGs had found new TAG Administrators. The US would be moving to non-membership in three of those four IEC committees – IEC/TC 9, Electrical equipment and systems for railways, IEC/TC 27, Industrial electroheating and electromagnetic processing, IEC/TC 115, High voltage direct current (HVDC) transmission of DC voltages above 100 kv.

Given this, and per the recommendation of the TMC, the Council discussed disbanding the TAG Administrator Task Force as the group had completed its assigned tasks. It was moved, seconded and

**VOTE #5 To Approve the Disbandment of the TAG Administrator Task Force (for Orphaned TAGs) as the Task Force Successfully Completed its Assigned Task.
(The motion was approved)**

Secretary's Note: Since the Council meeting on 25 January 2018, another organization has volunteered to take on the TAG Administration for USTAG to IEC/TC 27. This is currently being processed by the USNC office and the US will not move to becoming a Non-member.

Mr. Zertuche then drew the Council's attention to the situation with the USTAG to IEC/TC 106, *Methods for the assessment of electric, magnetic and electromagnetic fields associated with human exposure*. As of January 2018, the TC 106 TAG was unsuccessful in finding a replacement TAG Administrator. However, Mr. Zertuche stated that multiple times throughout the search for new TAG Administrators, the possibility of USNC in-house administration was suggested by members of the Task Force. The USTAG to TC 106 is an active TAG with many participants and the US would like to maintain its IEC P-membership in the Committee. Mr. Zertuche indicated that he contacted Mr. Ken Gettman, one of the USNC's most experienced TAG officers and the TC 106 Technical Advisor, regarding possible USNC in-house administration for the TAG as no other organization has offered to take on this role. Mr. Gettman stated that the USTAG to TC 106 is interested in this offer. The USNC staff is currently working on a draft in-house TAG Administration proposal for Council's review (**ACTION ITEM #11**).

A Council member inquired as to the financial implications of the USNC office taking on this type of role and how payments/finances would be handled. Mr. Zertuche stated that the USNC office was still determining the final cost of this endeavor and confirmed that this would be a "fee for service" program. Currently under discussion are two types of payment options for the in-house administration fee: 1. The USNC office directly charges the USTAG participants, or 2. an agreement is made with a member organization within the TAG to remit payment to the USNC on behalf of the TAG.

A council member explained that conceptually, as a USNC initiative, approving the in-house TAG Administrator proposal would need to be a Council decision. However, assigning the USNC office as the TAG Administrator is a responsibility of the TMC. National adoptions and the possible affected of in-house administration should also be taken into consideration. After in-depth deliberations, it was moved, and seconded

**VOTE #6 To Approve a Due Diligence Period for the USNC Staff to Conduct Research and Develop a Proposal (including funding principles) on Possible In-House Administration of USTAGs, Specifically USTAG to IEC/TC 106.
(The motion was approved)**

Section 16 – Interface with International Organizations

Mr. Zertuche provided a brief update on:

- **COPANT** – This meeting is set to be hosted in Montego Bay, Jamaica, 17 – 19 April 2018.
- **PASC** – Mr. Zertuche noted that PASC is scheduled to be held in Okayama City, Japan, 15 – 19 May 2018. He also stated that the next **APCF** meeting would be held in conjunction with the meeting. Currently only one APCF meeting is held a year (at the IEC General Meeting each year). The APCF agreed to take advantage of available opportunities to meet more frequently (both face-to-face and via web conferencing) and since a majority of APCF members will be present at PASC, the Forum agreed to have a face-to-face meeting there.
- **FINCA** – This meeting is set to be hosted in Mexico City, Mexico, in the fall of 2018. No additional information is currently available for these meetings.
- **CANENA** – It was mentioned that CANENA's meetings would be hosted in Chicago, IL from 19 – 22 February 2018. The USNC will send a delegation to meet with the CANENA Executive Committee.

Section 17 – Future Meeting Dates

Future meeting dates were discussed. Mr. Zertuche drew special attention to the Industry Event scheduled for 12 September 2018 in Washington D.C., and noted that the Management Meetings that week would be structured differently – the meeting dates are:

- CAPCC: Tuesday, 11 September 2018
- TMC: Thursday, 13 September 2018
- Council: Friday, 14 September 2018

Section 18 – Summary of Action Items and Decisions

Please see attachment *USNC/Council 713 – Resolutions – January 2018*.

Section 19 – Adjournment

Mr. Thompson again thanked all those in attendance and UL for hosting these meetings. He made a call for hosts for the 2019 USNC Management Meetings and encouraged individuals whose organizations have yet to host to consider doing so. Mr. Thompson adjourned the USNC Council meeting at 3:24 PM (EST).