



**USNC COUNCIL  
DRAFT MINUTES**

**Hosted by Telecommunications Industry Association (TIA)  
1320 North Courthouse Road, Suite 200  
Arlington, VA 22201**

**Friday, 14 September 2018  
9:00 am – 3:00 pm (EDT)  
(Meeting #54)**

*Secretary's Note: Due to Hurricane Florence, the Council meeting was condensed and held from 1:15 – 4:00 PM (EDT).*

**Members Participating**

John Thompson, USNC President	Underwriters Laboratories, Inc.
Tim Duffy, USNC VP – Conformity Assessment*+	Rockwell
Steven Rood, USNC VP – Finance	Legrand North America
Sonya Bird, USNC VP – Technical	Underwriters Laboratories, Inc.
Phil Piqueira, USNC Past-President	Underwriters Laboratories, Inc.
Tony Zertuche, General Secretary	USNC/ANSI
Joe Bhatia	ANSI
Randy Dollar*	Siemens
Mark Earley	NFPA
Elisabeth George	Philips
Marianna Kramarikova+	TIA
Kevin Lippert	Eaton
Angus Low	Rockwell
Richard McDermott*	ECCC
Edward Mikoski	ECIA
Amy Phelps	NIST
Gary Schremp*	Dell Technologies
Joan Sterling	Intertek
Trudie Williams*	DOD
Yi Zhao	Huawei

**Guests Participating**

Kirk Anderson	NEMA
Ethan Biery	Lutron
Hae Choe	AAMI
Jonathan Colby	Verdant Power
Elaina Finger	Corning
Kazimier (Kaz) Gawrzyjal	Dell
Ken Gettman	NEMA
Donald Heirman	N/A

Timothy Jeffries	Huawei R&D USA
George Kelly	ARESCA
Robert Kretschmann	Rockwell
Veronica Lancaster	CTA
William Lawrence	FM Approvals
Laura Lindsay	Microsoft (INCITS Chair, BOD)
Steve Margis	UL
Evans Massey	Baldor/ABB
Jim Matthews	Corning Incorporated
Alec McMillan	Rockwell Automation
Derwin Nelson	Corning Incorporated
Florence Otieno+	TIA
Joe Musso	UL
Charley Robinson*	ISA
Joe Tretler	ANSI
Kendall Szulewski-Francis	USNC/ANSI
Kristen Palma	USNC/ANSI

**Members Not Participating**

Paul Hearty	Sony
Mark Klerer	Qualcomm
Jennifer Kitchen	GE
Alan Manche	Schneider
Amy Marasco	Microsoft
James Marquedant	FM Approvals
Paul Moliski	Intertek
Jennifer Padberg	AAMI
Peter Pondillo	Corning Incorporated
Stephen Sharples	CSA Group
Jianchao Zeng	FDA

\* = Via Teleconference  
 += Part

**Section 1 – Organizational Matters**

**1.1 Welcome, Opening Remarks and Introductions**

Mr. John Thompson, USNC President, called the USNC Council meeting to order at 1:17 PM (EDT). Mr. Thompson thanked TIA for hosting these USNC meetings and welcomed all the USNC Council members.

**1.2 Approval of Agenda**

Mr. Thompson drew attention to the draft agenda, USNC/Council 718A. No comments were offered. It was moved, seconded and

**VOTE #1 To Approve the Agenda (USNC/TMC 718A)  
 (This motion was approved)**

**1.2.1 Approval of Consent Agenda**

Mr. Thompson drew attention to the consent agenda and the minutes from the USNC Council meeting on 3 May 2018 in Round Rock, TX (USNC/Council 717). No comments were offered. It was moved, seconded and

**VOTE #2 To Approve the Minutes from the Council Meeting in  
Round Rock, TX (USNC/Council 717).  
(This motion was approved)**

**1.2.2 Approval of Balance of Agenda**

No comments were offered regarding the balance of the agenda.

**Section 2 – Status of Outstanding Action Items**

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

**ACTION ITEM #2017 – 5 – 1** – It was requested that the Rules and Procedures Committee review ANSI’s policy on the “one company, one vote” rule and provide a report to Council on how the USNC may address this matter.

**Status: Pending**

*Secretary's Note: This action item was completed after the last meeting of the Rules and Procedure Committee.*

**ACTION ITEM #2018 – 5 – 10** – It was requested that the USNC staff look into updating the USNC’s LinkedIn page for use by the Communications Committee.

**Status: Pending**

*Secretary's Note: This action item was completed after the distribution of the meeting's agenda.*

**ACTION ITEM #2018 – 5 – 11** – Ms. Elaina Finger will send the USNC Professional Mentoring Materials to Mr. Joe Tretler to discuss and determine next steps regarding the program.

**Status: Pending**

*Secretary's Note: This action item was completed after the distribution of the meeting's agenda.*

**Section 3 – For Information – Industry Symposium Wrap-Up Discussion**

Mr. Thompson provided a brief report on the USNC Industry Symposium held on 12 September 2018. He thanked the USNC members and IEC officers who attended the day's events and expressed sincere gratitude to all of the special guests who participated in both the morning and afternoon sessions. In the morning session there were 10 executives who joined the USNC officers, the IEC President, and the IEC General Secretary for an in-depth discussion covering an array of topics. A few topics discussed were:

- Education and training initiatives
- Increasing participation in the standards development process (consortia, academia, start-ups, etc.)
- Rate of technological advancements versus pace of standards development
- Horizontal standards for cybersecurity

Mr. Joe Bhatia congratulated the USNC on the successful event. He noted that ANSI held a similar event earlier in 2018 and he was encouraged by the possibilities for future collaboration between ANSI, the USNC and our member organizations.

It was requested that the USNC staff distribute a discussion summary with action items from the USNC Industry Symposium (**ACTION ITEM #1**).

#### **Section 4 – IEC Council Board Meetings**

Mr. Thompson drew attention to the Council Board decision list (CB/942/DL) and the June 2018 Council Board report of meeting (CB/943/RM) that were distributed with the USNC Council draft agenda. No Comments were offered.

#### **Section 5 – 82<sup>nd</sup> IEC General Meeting – Busan, South Korea**

Mr. Thompson and Mr. Zertuche reviewed the USNC schedule of meetings and events for the upcoming 82<sup>nd</sup> IEC General Meeting in Busan, South Korea.

##### **5.1 Meeting Preparations:**

- **Tri-National Meeting and Reception** – Sunday, 21 October 2018 (with Canada and Mexico). For those attending the IEC General Meeting in October, USNC Council, TMC and CAPCC members are strongly encouraged to register for the Tri-National Delegation Meeting and Reception to be held on Sunday, 21 October 2018 due to the limited space available at the event hall (**ACTION ITEM #2**).
- **Bilateral Meetings** – Mr. Zertuche encouraged USNC Council, TMC and CAPCC members to submit agenda topics for the USNC bilateral meetings taking place during the IEC General Meeting (**ACTION ITEM #3**). The USNC will meet with the United Kingdom, Korea, Japan, China, Germany and the IEC Officers. There will also be an unofficial bilateral meeting with the Israeli delegation.

##### **5.2 IEC Council Meeting at GM**

Mr. Thompson reviewed the agenda (C/2127/DA) for the upcoming IEC Council meeting on Friday, 26 October 2018 in Busan, South Korea. He stated that the final Implementation Plan would be voted on and confirmed by the IEC Council. The IEC Council would receive a report from the IEC Treasurer regarding IEC finances and future budgets. Also, the results of the IEC elections would be presented.

##### **5.3 IEC Elections:**

Mr. Thompson reviewed the elections that would take place during the IEC General Meeting:

- The election of the next IEC President. There is only one nominee, Dr. Yinbiao Shu from China. After discussing Dr. Shu's credentials, the USNC Council agreed to support his candidacy.
- The third Vice-President of the IEC will also be elected for a three-year term of office (2019-2021). Dr. Kazuhiko Tsutsumi of Japan is the only candidate for Vice President, MSB. After considering Dr. Tsutsumi's qualifications, the USNC Council agreed to support the candidate.
- The election/re-election by IEC Council of four members of the Council Board (CB) for a three-year term of office (2019-2021). The candidates are Mr. Colin Clark (Canada), Mr. Werner Fischer (Austria), Mr. Peter Weng Kwai Leong (Singapore), and Mr. Carlo

Scarlata (Italy). This would be the second term for both Mr. Legon and Mr. Scarlata. The USNC Council agreed to support all four candidates.

- The election of one financial Group-A Council Board (CB) member by Council for a three-year term of office (2019-2021). Mr. Weijun Liu from China is the only candidate and the Council agreed to support his nomination.
- Mr. Thompson noted that the Council would appoint an “Automatically Appointed Member” of the Standardization Management Board (SMB) for a three-year term of office (2019-2021) as well. This candidate is Mr. Han Xiao from China.
- Two individuals will be elected/reelected by the IEC Council for a three-year term of office (2019-2021) on the IEC’s Standardization Management Board (SMB). The candidates are Mr. Alex Baitch (Australia), Mr. Antony Capel (Canada), Mr. Christian Gabriel (Austria), Mr. Yury Melkov (Russian Federation) and Mr. Gursel Eratak (Turkey). Mr. Capel has already completed one term on the SMB. Ms. Bird recommended on behalf of the TMC that the USNC support Mr. Capel from Canada and Mr. Baitch from Australia.
- Two individuals will be elected/reelected by the IEC Council for a three-year term of office (2019-2021) for the Conformity Assessment Board. The candidates are Prof. Byoung Kuk Lee (Korea), Mr. Fredrik Wennersten (Sweden), and Mr. Cengiz Mehmet Batigun (Turkey). Mr Tim Duffy recommended on behalf of the USNC CAPCC that the USNC support Professor Lee of Korea and Mr. Wennersten of Sweden.
- Mr. Thompson noted that there would also be an appointment by IEC Council of two “Automatically Appointed Members” of the Conformity Assessment Board (CAB) for a three-year term of office (2019-2021), Mrs. Yumin Bo (China) and Mr. Rajeev Vagdia (United Kingdom).

Mr. Thompson drew attention to an additional item the IEC Council Board would be voting on. South Korea has submitted an application to become a Group-A Member of the IEC. A Council member inquired as to when the requirements for Group-A membership were established. Mr. Matthews indicated that the IEC created a task force some time ago to establish requirements for A-membership. It was suggested that these requirements be discussed with the IEC officers during the USNC and IEC officers' bilateral meeting in Busan. It was noted that when considering A-membership applications the USNC must take into consideration the balance of representation on the IEC's boards. A-members are automatically appointed to IEC boards which will limit the number of elected seats available. A-memberships also effect the IEC's dues structure. In this case, if Korea is approved, the dues of A-member countries will decrease and the non-A members will have to pay more to compensate for one less country in their group.

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

### **6.1 ANSI Report**

Mr. Joe Bhatia, President of ANSI, submitted a written report that was distributed with the draft agenda, USNC/Council 717A.

### **6.2 ANSI International Policy Report**

Mr. Joe Tretler, Vice President of ANSI, submitted a written report that was distributed with the draft Council agenda.

### **Section 7 – IEC SMB / TMC Issues**

Ms. Sonya Bird, the TMC chair, was present to answer any question the USNC Council may have on TMC or SMB matters. No questions or comments were offered.

### **Section 8 – For Information – IEC CAB / CAPCC Issues**

Mr. Tim Duffy, CAPCC Chair, and Mr. Steve Margis, CAPCC vice chair, were present to answer any questions regarding the USNC CAPCC or the IEC CAB. Mr. Margis highlighted the next steps for the CAPCC Subcommittee on Operating Procedures. He stated that the group would be meeting for multiple days in December to complete the harmonized Operating Procedures for the US systems. Also, Mr. Margis noted that the CAB's WG 10 will soon start to draft the first ever Directives for IEC Conformity Assessment work.

### **Section 9 – IEC Market Strategy Board (MSB) Report**

Mr. Scott Colburn of the FDA and a US member on the IEC MSB submitted a written report. For more information, please see **ATTACHMENT A**.

A question was posed regarding the composition of the MSB and if there was a limit on how many individuals from the same country could be on the MSB at the same time. It was confirmed that there is no limit as these individuals are appointed on a case-by-case basis by the IEC President.

### **Section 10 – USNC / IEC Finance Issues**

#### **10.1 USNC Finances Update**

Mr. Steve Rood, USNC Vice President Finance, provided a brief update on USNC finances. Mr. Rood, on behalf of the USNC Finance Committee, recommended to the USNC Council that the USNC provide funding, when necessary, for all future US Young Professionals to spend an additional two or three nights at the IEC General Meeting each year. After some discussion, the USNC Council requested that the USNC staff and Young and Emerging Professional Committee draft a proposal for this recommendation and distribute it to the USNC Council for electronic ballot (**ACTION ITEM #4**).

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

#### **10.2 IEC Finance Committee**

Mr. Rood reviewed the IEC's finances. He noted that a report would be provided by the IEC Treasurer at the IEC Council meeting in Busan.

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

### **Section 11 – USNC Technical Areas Task Force**

Ms. Bird and Mr. Rood reported on the Technical Areas task force. Ms. Bird noted that since the IEC DMT has not distributed any updated information regarding the proposal for wider use of Technical Areas by IEC TCs, this task force has not yet finalized a recommendation for Council's consideration. Once more information is distributed by the DMT, this task force will review it and proceed accordingly.

### **Section 12 – Strategic Objectives Implementation Task Force**

On behalf of Mr. Peter Pondillo, Ms. Kendall Szulewski-Francis reviewed the work of the Strategic Objectives Task Force. She noted that the task force is currently working with the USNC Standing

Committees to create implementation plans for the previously approved objectives. The Strategic Objectives Task Force requested that the following USNC Standing Committees submit their draft implementation plans for the strategic objectives that fall under their purview: USNC Rules and Procedures Committee, USNC Finance Committee, USNC Young and Emerging Professionals Committee (**ACTION ITEM #5**).

### **Section 13 – USNC Rules and Procedures Committee Report**

Mr. Angus Low, chair of the Rules and Procedures Committee, notified the USNC Council that the Rules and Procedures Committee meeting that was set to take place on Thursday, 13 September 2018 had been cancelled due to the change in the Management Meeting schedule. This meeting will be rescheduled shortly.

### **Section 14 – USNC 2022 Planning Committee – IEC General Meeting Update**

Mr. Margis provided an update on the USNC's plans to host the IEC General Meeting in 2022 in San Francisco. A few concerns had been expressed regarding cleanliness and the transient population of the host city for this meeting. After looking into the matters on which these concerns were based, and conferring with the USNC officers and ConferenceDirect, Mr. Margis confirmed that there would be no change in the host city of San Francisco. However, ConferenceDirect and the USNC office will continue to monitor all conditions that could affect the 2022 IEC General Meeting and will share all necessary city information with the 2022 IEC General Meeting attendees.

The IEC Central Office had submitted a request that the USNC try to change the timing of the meeting to take place earlier in October in 2022. The USNC office reached out to the venue in San Francisco to see if changing the dates was possible. However, the venue was unable to accommodate a shift in dates due to other commitments.

Lastly, Mr. Margis requested that the sponsorship brochure for 2022 be distributed with the summary of the USNC Industry Symposium in order to promote sponsorships and encourage corporate involvement in the US hosted IEC General Meeting from the organizations that attended the Symposium (**ACTION ITEM #6**). He recommended that 30 November 2018 be the next teleconference of the Planning Committee to discuss next steps.

### **Section 15 – USNC Nominations Committee Report**

Mr. Kevin Lippert, Nominations Committee Chair, presented the individuals who were up for reappointment on the USNC Council, TMC and CAPCC. The Council reviewed the list of individuals. Mr. Lippert confirmed that the Nominations Committee endorsed all of these candidates and, on behalf of the Nominations Committee, recommended that Council endorse the listed individuals for new three-year terms on their respective committees. It was moved, seconded and

**VOTE #3 To Approve All Term Renewals for Eligible  
Individuals on USNC Council, TMC and CAPCC as  
listed in ATTACHMENT A, USNC/Council 722 - Resolutions.  
(This motion was approved)**

### **Section 16 – USNC Young and Emerging Professionals (YEPs)**

Ms. Szulewski-Francis reported on the Young and Emerging Professionals Committee. The YEPs recently discussed the possibility of shifting the timeline of the USNC Young Professionals Competition so that the USNC selects its three Young Professional (YP) winners earlier in year. The YEPs believe that by changing the timeline of the program it will provide more opportunities to the newly selected YPs to become familiar with the USNC and IEC prior to attending the IEC General Meeting. The YEP

Committee recommends that the USNC change the timeline for the USNC Young Professionals Competition so that it starts earlier each year. It was moved, seconded and

**VOTE #4 To Approve a Change in Timeline for the USNC Young Professionals Competition so the Competition Starts Earlier Each Year.  
(This motion was approved)**

**Section 17 – USNC Communications Committee**

Elaina Finger, Communications Committee chair, provided a written report on the activities of the committee. She confirmed that the USNC Professional Mentoring Program was approved and that a new survey would be distributed soon to the USNC constituency to gauge interest. For more information, please see ATTACHMENT C.

**Section 18 – USNC in the IEC Country Mentoring Program**

Mr. Zertuche offered to answer any questions regarding the USNC’s participation in the IEC Mentoring Program. The US is officially mentoring the national committees of Vietnam and the CROSQ countries. The USNC is currently focusing its efforts on Vietnam as they are more advanced in their standardization activities. However, the USNC office is communicating with CROSQ and inviting them to participate in relevant events like webinars and online trainings.

**Section 19 – Interface with International Organizations**

Mr. Zertuche reviewed the following:

- **FINCA – The next meeting** will be held in Mexico City, Mexico, 10 – 12 October 2018. Currently Argentina holds the Secretary role in FINCA and Mexico holds the Chair. However, Argentina’s term is ending soon and the next country to take on the Secretary role is Brazil. FINCA members have expressed concerns with this succession plan, as there have been issues in the past in terms of communication. The transition of roles will be discussed at this FINCA meeting in more detail.
- **APCF** – The APCF will have its second meeting of the year in Busan during the IEC General Meeting. The committee will review the work being done by its Succession Planning working group.
- **COPANT** – COPANT is scheduled to have its next meeting in Cartagena, Colombia, 5 – 10 May 2019. More information to follow.

**Section 20 – Future Meeting Dates**

The 2019 dates for the USNC Management Meetings were discussed. It was stated that the USNC would host the TAG Leadership and IEC Procedures workshops in 2019 and that the host for the spring or fall meetings would need to be able to accommodate the workshops and USNC Management Meeting attendees.

The following meeting hosts and dates were confirmed:

- 15 – 17 January 2019 – Concord, NC at Legrand
- 30 April – 2 May 2019 – Milwaukee, WI at Rockwell
- (TDB) September 2019 – Arlington, VA at AAMI

**Section 21 – Other Matters**



Mr. Thompson called on Ms. Trudie Williams (DOD) who joined the meeting telephonically. Ms. Williams will be retiring at the end of this year. On behalf of the USNC, Mr. Thompson thanked her for her years of service and dedication to the USNC, and presented Ms. Williams with a USNC Certificate of Appreciation. Ms. Williams thanked the USNC Council and wished everyone the best of luck with their future endeavors.

**Section 22 – Summary of Action Items**

Please see *USNC/Council 722 – Resolutions – September 2018*.

**Section 23 – Adjournment**

Mr. Thompson thanked all those in attendance and offered the USNC's sincere appreciation to TIA for hosting these meetings. Mr. Thompson adjourned the Council meeting at 3:24 PM (EDT)