



**USNC COUNCIL
DRAFT MINUTES**

**WebEx Teleconference
Thursday, 21 January 2021
10:00 AM – 2:30 PM (EST)
(Meeting #62)**

Members Participating

| | |
|--|---------------------------|
| Kevin Lippert, USNC President | Eaton |
| Steven Rood, USNC VP – Finance | Legrand North America |
| Sonya Bird, USNC VP – Technical | Underwriters Laboratories |
| Joan Sterling, USNC VP – Conformity Assessment | Intertek |
| Tony Zertuche, General Secretary | USNC/ANSI |
| Joe Bhatia | ANSI |
| Dan Brake | ARESCA |
| Randy Dollar | Siemens |
| Tim Duffy | Rockwell Automation |
| Elisabeth George | Philips |
| Jennifer Kitchen | GE |
| Veronica Lancaster | CTA |
| Angus Low | Rockwell Automation |
| Alan Manche | Schneider |
| James Marquedant | FM Approvals |
| Richard McDermott | ECC Corporation |
| Edward Mikoski | ECIA |
| Paul Moliski | Intertek |
| Amy Phelps | NIST |
| Peter Pondillo | Corning Incorporated |
| Jianchao Zeng | FDA |

Guests Participating

| | |
|------------------|------------------------|
| Hae Choe | AAMI |
| Scott Colburn | FDA |
| Elaina Finger | Corning Incorporated |
| Eric Franca | FDA |
| Paul Green | Intel Corp |
| Megan Hayes | NEMA |
| Byron Horak | Intertek |
| Carolyn Hull | MITA |
| Timothy Jeffries | Futurewei Technologies |
| F. Scott Kiddle | ABB |
| William Lawrence | FM Approvals |
| Steve Margis | UL |
| Evans Massey | ABB |
| Tom McGarry | TIA |

Alec McMillan
Joe Musso
Dave Osborn
Florence Otieno
Philip Piqueira
Charley Robinson
Carrie Schmaus
Fran Schrotter
Bob Sherwin
Joel Solis
Nathan Tom
Joe Tretler
Varun Verma
Wallie Zoller
Adelana Gladstein
Megan Pahl

Rockwell Automation
Underwriters Laboratories
Philips
TIA
Underwriters Laboratories
ISA
DoE
ANSI
ARESCA
NEMA
NREL
ANSI
Philips
Rockwell Automation
USNC/ANSI
USNC/ANSI

Members Not Participating

Mazen Chmaytelli
Brent Hartman
Amy Marasco
Himanshu Patni
Karen Willis

Qualcomm
CSA
Microsoft
US DoD
NEMA

Section 1 – Organizational Matters

1.1 Welcome and Introductions

Mr. Kevin Lippert, USNC Council Chair, called the meeting to order at 10:00 AM (EST). He thanked all meeting attendees for joining. Ms. Ade Gladstein reviewed the WebEx Meeting guidelines and virtual meeting protocol.

1.2 Approval of Agenda

Mr. Lippert drew attention to the meeting’s draft agenda, USNC/Council 762A. No changes were suggested or comments offered. It was moved, and seconded.

**VOTE #1 – To Approve the Council Agenda (USNC/Council 762A)
(This motion was approved)**

1.2.1 Approval of Consent Agenda

Mr. Lippert reviewed the consent agenda, including the USNC Council Minutes from the virtual meeting on 8 October 2020. It was moved, and seconded.

**VOTE #2 – To Approve the Minutes (USNC/Council 761) from the
virtual USNC Council Meeting held on 8 October 2020
(This motion was approved)**

1.2.2 Approval of Balance of Agenda

Section 2 – Status of Outstanding Action Items

Mr. Zertuche reviewed the outstanding action items from the previous meeting.

ACTION ITEM #2020-10-1 – USNC staff to follow up within ANSI for advancing the USNC dashboard.

Status: ONGOING

ACTION ITEM #2020-10-2 – Mr. Zertuche to check with IEC CO to see if USNC officers are able to listen in to the NC Secretary Forum meetings.

Status: COMPLETED

ACTION ITEM #2020-10-3 – USNC staff to circulate the complete USNC mission statement to the three USNC policy committees for comment. All proposed changes will also need to be sent to ANSI Legal.

Status: COMPLETED

ACTION ITEM #2020-10-4 – USNC Officers to identify the dates for the 2021 Management Meetings.

Status: COMPLETED

Section 3 – Goodbye 2020 & Welcome 2021

Mr. Zertuche provided an overview on the challenges and achievements of 2020 and reviewed what lies ahead in 2021 (**ATTACHMENT A**).

He thanked USNC members for their continued participation and leadership in the USNC policy committees and standing committees throughout a tough year. The group remembered their friend and colleague Mr. Don Heirman, and highlighted his significant contributions to USNC and IEC in the field of electromagnetic compatibility. Mr. Phil Piqueira and Mr. Steve Margis were both congratulated as the new ANSI Board Chair and new Chair Elect for IECEE, respectively. Mr. Zertuche reviewed USNC's primary accomplishments in 2020, including:

- Hosted the Forum of IEC National Committees of the Americas (FINCA) meeting
- Bilateral meetings with the IEC Officers, Mexico, France, Germany, and Canada
- Participation in the IEC Governance Review Task Force (IGTF) and the Copyright and Database Rights Ad Hoc Group (CDAHG)
- Two USNC Young and Emerging Professionals webinars
- Developed the first USNC Mentoring Program Pilot
- Finalized three USNC Conformity Assessment Mirror Committee Supplements

He also reviewed what lies ahead for USNC in 2021:

- Establish a National Young and Emerging Professionals Program in the US
- 2022 IEC General Meeting planning efforts in the homestretch
- Reinvigorate IEC Country Mentoring Program with CROSQ and Vietnam
- Host 2021 FINCA Meeting in the US
- Complete review & revisions of all USNC governing documents
- USNC TAG Leadership Workshop
- Actively participate in the development of the new IEC Masterplan

Section 4 – Highlights from 2020 Bilateral Meetings

Mr. Lippert provided an overview on the bilateral meetings held with the IEC Officers, Mexico, France, Germany, and Canada. There was strong USNC participation in each of the bilateral meetings. Topics of discussion included the IEC governance review, continued virtual participation in IEC meetings, HAS Consultants, and the promotion and coordination of young professionals programs.

A few USNC Council members expressed concerns with the Mexican National Committee (MXNC), including tariff codes, the NQI law, World Trade Organization notifications and the ePing system, and other transparency issues. It was noted that during the bilateral meeting with the Mexican National Committee, they invited conformity assessment representatives from the US to participate in WG discussions.

Tony Zertuche to follow up with the MXNC regarding 1) invitation for CA US representatives to participate in MXNC WG discussions, 2) notifications in ePing system, and 3) invite MXNC to USNC Council (**ACTION ITEM #1**).

Section 5 – USNC Budget and USNC/IEC Finances

5.1 USNC Budget

Mr. Kevin Lippert led a discussion on the USNC budget noting that COVID-19 impacted many organizations, and ANSI was no exception. He offered some observations on the 2021 USNC budget, noting that while USNC fees were not increased for 2021, budgeted revenue is lower, due to potential drops in participation levels. In addition, direct expenses have been reduced, as virtual events are anticipated to continue for some time.

Mr. Lippert next addressed some of the concerns identified by the comments from USNC Council ballot on the 2021 budget:

Availability of YTD numbers

- The USNC Finance Committee (FinCo) has requested that YTD data be provided more frequently and more timely throughout the year.
- ANSI President, Mr. Joe Bhatia, responded that he would look into how frequently they can get these numbers to the USNC FinCo, noting ANSI conducts quarterly reviews.

Use of unspent funds

- Point 1: Questions about the revenue/expense process: Operating surpluses and operating deficits are applied to or taken from ANSI reserves. The FinCo will investigate to better forecast the 50% R/E funding target, and determine whether or not adjustments are needed for our constituency fees.
- Point 2: USNC FinCo will review its processes and revise if necessary. The USNC will monitor spending and identify any other needs that can be pursued this year.

There was a question regarding separating the USNC's budget from ANSI's larger budget, and management of the surplus. Mr. Lippert reminded the Council that the surpluses or deficits of the USNC all roll up in and through the general ANSI budget. For the various committees of ANSI, all funding rolls up into ANSI.

There was a request for the USNC to be able to rollover funds from year to year. It was noted that ANSI does not rollover funds for any operational business unit; any operational surplus is applied to reserves.

There was then a request to base the budget on a three-year average rather than the previous year numbers. USNC FinCo is comfortable making recommendations to Council, however they would like to receive data in a timelier manner in order to make recommendations to Council. It was noted that the USNC has provided ANSI this feedback and they are working to get the numbers needed moving forward in a more timely matter.

ANSI Senior Vice President and COO, Ms. Fran Schrotter, provided a brief background presentation on the relationship between ANSI and the USNC. She underscored the important decisions made by the ANSI Finance Committee and the ANSI Executive Committee, as well as ANSI Board of Directors who did not want to put ANSI into a difficult situation regarding deficits and lack of reserves. Ms. Schrotter reported that that ANSI Board recently reconfirmed its policy that the responsibility for management of any surpluses or deficits would remain with ANSI.

She noted that prior to the 2014 formation of the Board Task Group on Funding, the funding levels for the USNC program was approximately 37% cost recovery, similarly, ANSI's ISO program was at a 42% cost recovery. ANSI was supplementing the continuation of both programs to meet the 50% threshold for 10 years. She reminded the USNC Council that ANSI cares deeply about these programs and will do whatever is needed to maintain them with complete transparency.

A question was raised as to the relationship between ANSI and the USNC and if the USNC's finances should stand separate from ANSI – not roll into the ANSI reserve fund. The member further commented that it is tricky to compare USNC's relationship with ANSI to other ANSI committees. Ms. Schrotter replied that the USNC is a part of ANSI which provides the National Committee a level of support and protection. It was noted by USNC members that, in recent years, the USNC has been operating with a surplus with no discussion around how to perhaps utilize these resources and invest in USNC priorities and projects.

Former USNC President and current ANSI Board Chair, Mr. Phil Piqueira, remarked that these issues have been going on for years. He continued, noting that ANSI has supported USNC programs and initiatives over the years, and suggested that the USNC identify projects or programs, not currently addressed, to support using surplus funds.

USNC Finance Committee to meet early in 2021 to look at the budget numbers and adjust recommendations. ANSI staff to provide the USNC Finance Committee with timely YTD numbers (**ACTION ITEM #2**).

5.2 USNC/IEC Finance Update

Mr. Steve Rood, USNC Vice President – Finance, reported on USNC and IEC finances which are outlined in his accompanying presentation (**ATTACHMENT B**). He briefly reviewed the FinCo membership and indicated that there was room for a few more members. He also reviewed the approved 2021 budget indicating that it is the right size

for the present environment with all planned meetings, activities, and events remaining in place. Mr. Rood assured the Council that USNC staff is committed to providing support to all programs despite the reduced 2021 budget. Finally, he informed the members that future considerations might be appropriate for USNC dues and TAG fees for 2022.

Section 6 – IEC Governance and Strategy

Mr. Lippert provided an update on the IEC Governance Review Task Force. The IGTF held two-day meetings in November and December as well as an open session on 18 November during the 2020 IEC General Meeting. He emphasized that no formal text has been agreed upon yet for IEC governance documents, as the IGTF has only discussed basic principles. Mr. Lippert encouraged USNC Council members to read the Open Session on Governance Review summary (**ATTACHMENT C**).

Mr. Lippert formed a USNC President’s Advisory Group (PAG) to provide advice and support on governance review issues as he participates in the IGTF. The USNC PAG has met twice since the last USNC Council meeting in October.

Mr. Lippert participates on the IGTF task group on Members and Diversity. He provided language to the task group on USNC’s point of view on these issues. The major topic of discussion is “Member” versus “National Committee.” It is important to maintain “National Committee” in the IEC Statutes and IEC Rules of Procedure as National Committees are the members of the IEC. Mr. Lippert is going to continue to push this position and garner support from IGTF members. Regarding diversity, the main issue is to ensure that there are no quotas and to retain the National Committee’s right to self-determination. He reassured USNC Council members that he will continue to be proactive on these issues in the IGTF.

Section 7 – USNC Mission Statement

Mr. Lippert led a discussion on the USNC Mission Statement. USNC staff received three USNC Mission Statement proposals from USNC members. Ms. Sonya Bird, Mr. Joel Solis, Mr. Charley Robinson, and Ms. Joan Sterling met recently to discuss the proposals, but came to an impasse. Mr. Lippert requested that a task force is created to work on the USNC Mission Statement to draft a single proposal. The previous proposers will participate in the group, which Mr. Peter Pondillo will lead.

USNC staff to circulate call to USNC policy committees to join USNC Mission Statement Task Force (**ACTION ITEM #3**).

Section 8 – USNC Dashboard

Mr. Zertuche provided an update on the USNC dashboard. A productive meeting was recently held with Mr. Lippert, ANSI IT, and the ANSI Webteam to fully understand what the USNC is looking for in a dashboard. Mr. Lippert used Eaton’s dashboard to demonstrate the desired functionality and concepts. The next step is to continue to work with ANSI IT until the dashboard project is complete.

ANSI IT to follow up on the request for USNC Dashboard (**ACTION ITEM #4**).

Section 9 – Appointments to IEC Groups

Mr. Zertuche provided an overview on the process for appointments to IEC groups. USNC staff circulates opportunities and calls for positions in the IEC to USNC members with relevant expertise.

A USNC Council member expressed concerns about the procedure for appointing individuals to represent the USNC at the IEC and the process for providing input to those appointees when developing US positions. They emphasized that the USNC Council has a responsibility to coordinate US positions in all of the IEC groups and committees.

Mr. Lippert confirmed that openings for IEC positions should always be circulated to the USNC, taking into consideration who has the skillset to best represent the USNC. He recommended that the R&P Committee formalize the process on the development of US positions and appointments to IEC groups. The USNC Council members agreed.

USNC staff to circulate open positions on IEC groups to USNC constituency as they emerge, along with the qualifications needed. USNC Rules and Procedures Committee to look into formalizing the process for US appointments to IEC groups (**ACTION ITEM #5**).

For additional information, please see Mr. Tim Duffy's comments in **ATTACHMENT D**.

Section 10 – Report from American National Standards Institute (ANSI)

Mr. Joe Bhatia, President of ANSI, provided a verbal report on recent ANSI activities and initiatives. He highlighted the topics below:

- **Key 2020 Accomplishments** – Mr. Bhatia reported that in January 2021, following a year-long review process and robust input from the standardization community, ANSI published the updated United States Standards Strategy (USSS). He thanked Mr. Phil Piqueira, Mr. Jim Matthews, and Ms. Joan Sterling for providing inputs and participating in the USSS task force that guided ANSI in managing the revision. The new edition is available at www.ansi.org/uss. Mr. Bhatia also shared that in June 2020, ANSI's Unmanned Aircraft Systems Standardization Collaborative published Version 2.0 of its standardization roadmap to support the safety, performance, and growth of the drone industry. More than 400 individuals from 250 public and private sector organizations contributed to the roadmap, including representatives from the Federal Aviation Administration, other federal government agencies, SDOS, industry, and academia.
- **ANSI 2021 Priorities** – Mr. Bhatia reviewed the Institute's main priorities in 2021. One of ANSI's top priorities is to continue to strengthen U.S. leadership and engagement in international standardization, and to expand influence globally. In terms of technical leadership within IEC and ISO, the U.S. track record is impressive. Within IEC, the USNC participates in more than 94% of the IEC's total technical activity. In ISO, the U.S. participates in nearly 80% of ISO's technical activity. Enhancing U.S. competitiveness at home and abroad is another major priority for ANSI. The Institute's collaborative activities related to drones and the commercial space industry are a key part of ANSI's ongoing efforts to advance innovation and U.S. competitiveness. In addition to advancing work on these fronts, ANSI will also further explore standardization coordination needs related to AI-enabled systems in health care.
- **New ANSI Board Members and Officers** – Mr. Bhatia congratulated Mr. Phil Piqueira, Underwriters Laboratories, in his new role as ANSI Board Chair. He also recognized the following USNC members who joined the ANSI Board: Mr. Patrick Hughes, NEMA; Ms. Veronica Lancaster, CTA; Mr. Alan Manche, Schneider Electric; Mr. Peter Pondillo, Corning Incorporated; and Mr. David Stehlin, TIA. Two USNC Council members serving on the Board in ex-officio positions were also acknowledged: Ms. Jennifer Kitchen, General Electric, as Chair of the Company

Member Forum, and Mr. Ed Mikoski, Electronic Components Industry Association, as Chair of the ANSI's Organizational Member Forum. Mr. Jim Matthews recently completed his term on the Board at the end of last year. Mr. Bhatia thanked Mr. Matthews for his leadership in countless activities, including his previous roles as President of the USNC and Chair of the ANSI Company Member Forum.

Mr. Joe Tretler, ANSI VP – International Policy, reported on current efforts in his department, including the 2021 international development projects and bilateral activities below:

- **2021 International Development Projects** – Mr. Tretler reported that his team was able to get extensions on five contracts ending in 2020, which will now end in 2021. The International Policy (IP) Department continues to hold virtual activities and hopes to transition back to in-person activities in second half of the year. There are new projects underway in Phase 2 under USAID – Standards Alliance. He provided updates on the U.S. Trade & Development Agency (USTDA) China, India, Africa, and Indo-Pacific programs. Work with the Bill & Melinda Gates Foundation has been ongoing since 2015. The reinvented toilet program is now in its final stages.
- **2021 Bilateral Activities** – In the end of 2019, the IP Department created an action plan with the GCC Standardization Organization (GSO). Due to the pandemic, his team was not able to execute any of the programs or events scheduled. These activities will resume in 2021 and 2022. A meeting was held with the European Standards Organizations (ESOs) right before the pandemic. The next meeting will be tentatively held in August 2021 in France. Anticipated bilateral meetings with other National Standards Bodies (NSBs) include, Australia, Canada, China, Germany, India, Japan, Mexico, South Korea, and UK. A new task force was formed under the IPAG on China. There was a lot of interest in the TF, which will review China's standards strategy 2035. The Certification and Accreditation Administration of the People's Republic of China (CNCA) has proposed to hold an industry roundtable with ANSI on conformity assessment. There has also been an increased focus on India. A webinar was held in December 2020 focused on market access issues faced by ANSI members, including transparency; policies that unfairly promote domestic industry; use of India-unique standards instead of international; and conformity assessment that is unnecessarily burdensome or not risk-based.

For additional information, please see **ATTACHMENT E**.

Section 11 – IEC SMB / TMC Issues

Ms. Sonya Bird, TMC Chair, provided a report on the TMC meeting held on 20 January 2021. She noted that during the Interface with Regional Organizations section on the TMC agenda, that TMC raised the issue about Chile's difficulties with IEC dues payments. Since many candidate countries are in a similar situation, IEC should consider opportunities for these countries to be able to continue their participation. Ms. Bird made a motion for USNC Council to approve discussing the IEC funding model during the 2021 FINCA meeting. It was moved, and seconded.

**VOTE #3 – To Approve raising the IEC funding model issue (Chile)
during the 2021 FINCA meeting
(This motion was approved)**

A formal recommendation was made from TMC to USNC Council for Mr. Alec McMillan's Honorary Life Member (HLM) nomination. Ms. Bird made a motion for USNC Council to approve Mr. McMillan as an HLM candidate. It was moved, and seconded.

VOTE #4 – To Approve Alec McMillan's nomination for

**USNC Honorary Life Member
(This motion was approved)**

The issue with the HAS Consultants is still problematic within the USNC community. Ms. Bird and Mr. Zertuche are raising the topic of the HAS Consultants at SMB and Mr. Steven Cornish are raising the issue with TMB. This topic was also discussed during the bilateral meetings held last fall.

For more information, please see **USNC/TMC 1101 – Draft Minutes and Attachments**.

Section 12 – IEC CAB / CAPCC Issues

Ms. Joan Sterling, CAPCC Chair, provided a report on the CAPCC meeting held on 19 January 2021. A formal recommendation was made from CAPCC to USNC Council for Mr. Kerry McManama's HLM nomination. She noted that USNC staff will follow up with Mr. Richard Pescatore to let him know about his HLM status and to clarify what it entails. Ms. Sterling made a motion for USNC Council to approve Mr. McManama as an HLM candidate. It was moved, and seconded.

**VOTE #5 – To Approve Kerry McManama's nomination for
USNC Honorary Life Member
(This motion was approved)**

Ms. Sterling highlighted several items, including the ANSI IPAG/NPAG joint task force on conformity assessment, ANSI's potential roundtable discussion with China, the discussion on impacts of Brexit, FDA's Accreditation Scheme for Conformity Assessment (ASCA) program, and concerns regarding requirements for peer assessors that operate within the IEC systems.

A USNC Council member recommend that a "Hall of Fame" list of past award winners and Honorary Life Members is included on the website, and that website input should be solicited from USNC members.

USNC policy committee members to review the USNC section on the ANSI website and provide any recommendations to USNC staff. USNC staff to include "Hall of Fame" list of award winners and Honorary Life Members on website (**ACTION ITEM #6**).

For more information, please see **USNC/CAPCC 295 – Draft Minutes and Attachments**.

Section 13 – IEC Market Strategy Board (MSB) Report

Mr. Scott Colburn reviewed current issues discussed at MSB. The group met most recently on 19-20 January 2021. Three presentations were considered by MSB during the meeting: 2030 and IEC; Future society in 2040 – Technology Trends; and Future society in 2040 – Technology & Education. He highlighted a report on digital healthcare, which is an important topic given the pandemic situation.

IEC recently published a new white paper, "Safety in the future", which examines the topic of safety in the new digital environment. It references current social trends and initiatives, such as the UN Sustainable Development Goals, as well as various real-life examples that are pioneering innovative safety solutions for the future. Another white paper, "Quantum Information Technologies", was proposed by Dr. Dong-sub Kim from Korean Electric Power Company (KEPCO). The goal is to publish the paper by summer 2021. USNC Council members are invited to participate in developing the paper.

For additional information, please see **ATTACHMENT F**.

Section 14 – USNC Rules and Procedures Committee Report

Mr. Angus Low, Chair, provided an update on the work of the Rules and Procedures (R&P) Committee. Mr. Low announced the R&P Committee's completion of their review of the USNC Rules of Procedure. The final version will be circulated to USNC Council for review and approval. This document is a complete reworking of the old version. He thanked the R&P Committee members for all of their hard work and efforts.

During a recent R&P Committee meeting, it was pointed out that the other USNC standing committees have Vice Chairs. Given the amount of work required of the R&P Committee, the Chair proposed that a Vice Chair position be created. Ms. Karen Willis, NEMA, now serves as Vice Chair of the group.

The R&P Committee drafted the recommendations below for USNC Council's consideration on the following USNC Statutes sections:

- USNC Statutes section 3.1:
 - Which Member organizations are eligible to serve on USNC policy committees?
 - For USNC Council: Premier Members, IEC Secretariats, CA Secretariats, and USNC TAG Administrators
 - In addition to role-based positions (e.g. USNC Officers)
 - For USNC TMC: Premier Members, IEC Secretariats, and USNC TAG Administrators
 - In addition to role-based positions (e.g. USNC Officers)
 - For USNC CAPCC: Premier Members, CA Secretariats, and Mirror Committees
 - In addition to role-based positions (e.g. USNC Officers, Mirror Committee Officers)
 - How many representatives are Member organizations able to nominate to serve on USNC policy committees?
 - Member organizations can nominate multiple representatives, but the Member organization only gets one vote.
- USNC Statutes Section 4.4
 - Does the USNC have a limit on how many consumer advocates are able to serve on the USNC Council?
 - The R&P Committee recommends up to three elected Consumer Advocates.
 - Should consumer advocates be given a non-voting position?
 - No, consumer advocates should be voting positions.

A motion was made to approve the R&P Committee's recommendations on USNC Statutes sections 3.1 and 4.4. It was moved, and seconded.

**VOTE #6 – To Approve USNC Rules and Procedures Committee's
recommendations regarding USNC Statutes sections 3.1 and 4.4
(This motion was approved)**

The final draft of the USNC document naming convention guidelines will be circulated to USNC Council for final review and comment.

Section 15 – USNC 2022 Planning Committee Update

Mr. Steve Margis, Chair, provided an update on the USNC's plans for the 2022 IEC General Meeting in San Francisco, CA. PlanCo is transitioning from preparation to logistics planning. In December 2020, USNC staff reached out to IEC TC/SC/SyC Secretaries and USNC TAG Officers for sponsorship and logistics information. Mr. Margis noted that official TC/SC/SyC invitations will likely stimulate technical sponsorships. PlanCo and the 2022 IEC GM TC/SC/SyC Task Force are meeting soon and will have additional updates to share. PlanCo and USNC staff have been in communication with ConferenceDirect and confirmed that USNC is still on target with the logistical planning timeline. As soon as the opportunity becomes available, PlanCo leadership and USNC staff will do an onsite visit of the 2022 IEC GM venue.

USNC policy committee members are encouraged to volunteer to participate in PlanCo as efforts will be picking up this year.

Section 16 – USNC Nominations Committee Report

Ms. Elisabeth George, Chair, provided an update on the work of the USNC Nominations Committee. The next meeting was scheduled for 2 February to revisit the list of candidates for the 2020-2021 ANSI Awards and review any additional nominations for consideration. The deadline for nominations is 15 February. She emphasized that the USNC Nominations Committee developed a list of highly qualified candidates for almost all of the awards.

Section 17 – USNC Young and Emerging Professionals

Ms. Carrie Schmaus, Chair, provided a report on the Young and Emerging Professionals (YEP) Committee and an overview of the National YEP Program Framework. The YEP Committee was very active in 2020. While holding monthly meetings, the group collectively drafted the National YEP Program Framework, hosted webinars, participated in USNC bilateral meetings, held the first FINCA YP meeting, participated in an IEC YP webinar, and drafted an article for the *USNC Current*.

Ms. Schmaus provided an introduction and an overview of the Framework. The document will serve as the foundation for the National YEP Program in the US, outlining an action plan with strategic objectives. Once the USNC Council approves the Framework, the YEP Committee plans to circulate the document to their YP counterparts in other countries as a starting point for collaboration.

Nine new YEP Committee members joined the group in 2020. Ms. Schmaus emphasized that the YEP Committee is currently welcoming new members and encouraged USNC Council to have their younger and/or emerging colleagues participate.

Section 18 – USNC Communications Committee

Ms. Elaina Finger, Chair, provided a report on the activities of the Communications Committee. Ms. Finger gave an overview of the Mentoring Program Pilot, which began on 27 January and will be a six month long program. Eleven mentors and protégés were matched for the initial pilot. Workshops and courses to expect in 2021 include, the IEC Effective Participation Course, Conformity Assessment 201 Webinar, and the USNC TAG Leadership Workshop. Ms. Finger issued a call for volunteer instructors for the IEC Effective Meeting Participation Course.

The final 2020 edition of the *USNC Current* focused on the “Decade in Review.” The next edition will focus on, “Why we participate in standards and conformity assessment.” Ideas for future themes of the *USNC Current* are always welcome.

Section 19 – Outreach to Other Organizations

Mr. Zertuche provided an update on the USNC’s regional outreach initiatives.

- **APCF**

An APCF task force has been created to define the Asia-Pacific region and identify who can join the APCF. This TF will address the concern on whether or not India and other nearby countries would be allowed to attend the APCF.

- **FINCA/COPANT**

Mr. Lippert will remain as the FINCA Chair in 2021. USNC plans to host this meeting in-person (tentatively) in the fall.

- **USNC Country Mentoring**

USNC will reinvigorate mentorship activities in 2021 with Vietnam and CROSQ. USNC plans to get both groups engaged to participate in meetings, trainings, and workshops. USNC will invite Vietnam and CROSQ virtually observe the USNC Management Meetings in May, and hopefully observe in-person in September.

Section 20 – Future Meeting Dates

The following future meeting dates were reviewed:

2021

SMB Meeting
23 February 2021
Remote

Joint SMB/TMB Meeting
15 March 2021
Remote

USNC Management Meetings
18 – 20 May 2021
UL – Fremont, CA

USNC Officers will make a decision six weeks out from the May USNC Management Meetings on whether they will be held in-person or virtually. If the meetings are held virtually, a group from USNC will travel to San Francisco sometime in 2021 for a venue visit.

CAB Meeting
15 June 2021
Geneva, Switzerland

Council Board Meeting
17 June 2021
Geneva, Switzerland

SMB Meeting
8 July 2021
Frankfurt, Germany

USNC Management Meetings
31 August – 2 September 2021
FM Approvals – Norwood, MA

85th IEC General Meeting
3 – 7 October 2021
Dubai, United Arab Emirates (UAE)

2022

CAB Meeting
13 June 2021
Geneva, Switzerland

SMB Meeting
14 June 2022
Geneva, Switzerland

Council Board Meeting
16 June 2022
Geneva, Switzerland

86th IEC General Meeting
31 October – 4 November 2022
San Francisco, USA

2023

87th IEC General Meeting
22 – 26 October 2023
Sharm-el Sheik, Egypt

Section 21 – Review of Action Items

- **ACTION ITEM #1** – Tony Zertuche to follow up with the Mexican National Committee (MXNC) regarding 1) invitation for CA US representatives to participate in MXNC WG discussions, 2) notifications in ePing system, and 3) invite MXNC to USNC Council.
- **ACTION ITEM #2** – USNC Finance Committee to meet early in 2021 to look at the budget numbers and adjust recommendations. ANSI staff to provide the USNC Finance Committee with timely YTD numbers.

- **ACTION ITEM #3** – USNC staff to circulate call to USNC policy committees to join USNC Mission Statement Task Force.
- **ACTION ITEM #4** – ANSI IT to follow up on the request for USNC Dashboard
- **ACTION ITEM #5** – USNC staff to circulate open positions on IEC groups to USNC constituency as they emerge, along with the qualifications needed. USNC Rules and Procedures Committee to look into formalizing the process for US appointments to IEC groups
- **ACTION ITEM #6** – USNC policy committee members to review the USNC section on the ANSI website and provide any recommendations to USNC staff. USNC staff to include “Hall of Fame” list of award winners and Honorary Life Members on website.

Section 22 – Adjournment

Mr. Lippert thanked USNC staff for hosting the virtual Management Meetings and thanked everyone who participated. Mr. Lippert adjourned the meeting at 2:32 PM (EST).