



**USNC COUNCIL
DRAFT MINUTES**

**Hosted by Underwriters Laboratories
47173 Benicia Street
Fremont, CA 94538**

**Thursday, 12 May 2022
9:00 AM – 4:00 PM (PDT)
(Meeting #66)**

Members Participating

Kevin Lippert, USNC President	Underwriters Laboratories
Sonya Bird, USNC VP – Technical	Underwriters Laboratories
Joan Sterling, USNC VP – Conformity Assessment	Intertek
Peter Pondillo, USNC VP – Finance	Corning Incorporated
Tony Zertuche, General Secretary	USNC/ANSI
Joe Bhatia	ANSI
Randy Dollar*	Siemens
Tim Duffy	Rockwell Automation
Eric Franca*	FDA
Elisabeth George	Philips
Brent Hartman*	CSA
Jennifer Kitchen*	GE
Veronica Lancaster*	CTA
Angus Low	Intel Corp
Alan Manche*	Schneider
Amy Marasco	Microsoft
Tom McGarry*	TIA
Edward Mikoski*	ECIA
Paul Moliski*	Intertek
Amy Phelps*	NIST
Steven Rood*	Legrand North America
Bob Sherwin*	ARESCA
Karen Willis	NEMA

Guests Participating

Zekarias Bekele*	CSA
Ethan Biery	Lutron Electronics
Ron Borowski*	Eaton
Ladan Bulookbashi*	AAMI
Jonathan Colby*	ARESCA
Jo Cops	IEC
Cassandra Costello*	San Francisco Travel
Chris Cramer*	Underwriters Laboratories
Valara Davis*	Underwriters Laboratories

Vince Ferretti
Elaina Finger
Susanna Flores*
Paul Green
Megan Hayes
Byron Horak
Timothy Jeffries*
Scott Kiddle*
Laura Lindsay*
Steve Margis*
Philippe Metzger
Dave Osborn
Florence Otieno*
Rui Peng*
Philip Piqueira*
Carrie Schmaus*
Joe Tretler
Matt Williams*
Wallie Zoller
Adelana Gladstein
Chynna Anuszewski
Megan Pahl

Corning Incorporated
Corning Incorporated
San Francisco Travel
Intel Corp
NEMA
Intertek
Futurewei Technologies
ABB
Microsoft
UL
IEC
Philips
TIA
FDA
Underwriters Laboratories
DoE
ANSI
AHAM
Rockwell Automation
USNC/ANSI
USNC/ANSI
USNC/ANSI

Members Not Participating

Mazen Chmaytelli
Hae Choe
James Marquedant

Qualcomm
AAMI
FM Approvals

* = *Virtual Participation*

Section 1 – Organizational Matters

1.1 Welcome and Introductions

Mr. Kevin Lippert, USNC Council Chair, called the meeting to order at 9:00AM (PDT). Mr. Lippert thanked IEC Secretary General Mr. Philippe Metzger and IEC Treasurer and President-Elect Mr. Jo Cops for joining and welcomed them to the USNC Council meeting. The group provided introductions in-person and over the phone.

1.2 Approval of Agenda

A USNC Council member requested to add an item for discussion on document distribution. The group agreed to address that topic at the end of the agenda if time permitted.

VOTE #1 – To Approve the USNC Council Agenda (USNC/Council 823A)

(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 13 January 2022. It was moved and seconded.

VOTE #2 – To Approve the Minutes (USNC/COUNCIL 822) from the virtual USNC Council Meeting held on 13 January 2022

(This motion was approved unanimously)

1.2.2 Approval of Balance of Agenda

Section 2 – Introduction to San Francisco

Ms. Susanna Flores and Ms. Cassandra Costello from San Francisco Travel provided an overview on the city of San Francisco in preparation for the 2022 IEC General Meeting. They reviewed a presentation (**ATTACHMENT A**) and [shared a video](#) with USNC Council.

Mr. Lippert thanked Ms. Flores and Ms. Costello for joining the meeting. USNC looks forward to visiting San Francisco this fall.

Section 3 – USNC 2022 Planning Committee Update

Mr. Steve Margis provided an update on the USNC's plans for the 2022 IEC General Meeting in San Francisco, CA. He recognized and thanked all of the 2022 IEC general sponsors and emphasized that the USNC continues to welcome new general and technical sponsors to support the GM. The number of TC/SC/SyC meetings, events, participants, and venues were reviewed.

The USNC PlanCo leadership team has had ongoing productive meetings with the IEC Secretariat. USNC and Conference Direct held a successful venue site assessment with IEC staff in San Francisco earlier in the week. Registration on the IEC Meeting Registration System, the hotel room block, and host committee website are expected to go live in a few weeks. *Secretary's note: these items were all launched in June and can be accessed on the [2022 IEC GM website](#).*

The IEC Board approved the 2022 IEC GM to be held in a face-to-face format. Governance meetings will allow a virtual participation option through screen sharing and electronic voting. All technical meetings will be held face-to-face. 82 TCs/SCs/SyCs have officially been invited. There is very limited space and funding left to accommodate any additional meetings.

USNC PlanCo leadership is working with the USNC Young and Emerging Professionals on the concept of the IEC General Meeting Open Session. They are considering a theme along the lines of "Building the IEC of the Future." Mr. Margis thanked Ms. Carrie Schmaus and the YEPs for their work to bring this together.

While the USNC has met its general sponsor goals, the USNC PlanCo leaders and USNC staff are currently working to secure an additional \$250K in sponsorships to support the GM. USNC staff is pursuing sponsorship opportunities through USNC Premier Members, USNC TAGs, and International Sponsors. Mr. Zertuche thanked current sponsors and asked if they would possibly go up a level in sponsorship. USNC Council member organizations who were not a sponsor yet were asked to consider sponsoring.

Mr. Margis thanked the PlanCo leadership team and USNC staff. Mr. Lippert acknowledged Mr. Margis and the USNC PlanCo team for their work to support the 2022 IEC General Meeting.

A USNC Council member requested that the 2022 IEC General Meeting general sponsor graphic with organization logos be adjusted to reflect level of sponsorship.

ACTION ITEM #1: USNC staff to follow up with ANSI Webteam to create an updated General Sponsor graphic, delineating the level of sponsorship for each organization.

Section 4 – Status of Outstanding Action Items

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

ACTION ITEM #2022 – 1 – 1 – USNC staff to notify USNC policy committee members of bilateral meetings via email and request input. USNC staff to distribute meeting minutes from most recent set of bilateral meetings.

Status: Completed

USNC staff scheduled mid-year bilateral meetings with Canada and Germany.

USNC Council members were asked to consider which National Committees they would like to meet with at the IEC General Meeting in San Francisco. If a member recommends any agenda topic, then they are responsible for speaking to that item during the bilateral meeting.

ACTION ITEM #2022 – 1 – 2 – USNC staff to develop a presentation including descriptions, objectives, and SWOT analysis of all regional groups of which the USNC is a member of or participates in.

Status: In Process

ACTION ITEM #2022 – 1 – 3 – Joe Bhatia to share any non-confidential agendas from meetings mentioned during his report.

Status: Completed

The meetings with the German government officials and the European Parliament Members were informal. Digital policy issues, TTC, and the future of bilateral activity in standards were discussed with the Germans. The European Parliament Members were interested in ANSI's view on bilateral discussions with ESO, China program, and emerging issues.

ANSI staff did not attend the meeting between ISO and IEC leadership.

ACTION ITEM #2022 – 1 – 4 – George Gulla to distribute any SMART Standardization/Conformity Assessment Task Force agendas and minutes that are not confidential.

Status: Ongoing

ACTION ITEM #2022 – 1 – 5 – Joan Sterling will coordinate with George Gulla about getting conformity assessment input into the task force meetings. Kevin Lippert and George Gulla to propose

additional conformity assessment representatives be added to the SMART Standardization/Conformity Assessment Task Force.

Status: In Process

During the IEC Board meeting February, they noted the recommendation from the IB TF on SMART Standardization and Conformity Assessment to expand its membership with two additional Conformity Assessment representatives. The IEC Board appointed Mr. Shawn Paulsen (CAB Chair) and Mr. Heribert Schorn (CAB Alternate from Germany).

ACTION ITEM #2022 – 1 – 6 – USNC staff to notify Joel Solis that his nomination for USNC Honorary Life Member has been approved by USNC Council.

Status: Completed

ACTION ITEM #2022 – 1 – 7 – USNC Staff to post updated USNC Statutes and USNC Rules of Procedures to ANSI.org.

Status: Completed

ACTION ITEM #2022 – 1 – 8 – Joe Tretler to contact ANSI Legal to ask about shortening the time frame or alternate approval mechanisms for voting on USNC guidance documents and issues that need to be approved by the ANSI Board.

Status: Completed

Mr. Tretler spoke with ANSI Legal and explained the interests of the USNC. It was confirmed that there are five opportunities throughout the year for the ANSI Board or ANSI Executive Committee (ExCo) to review and approve USNC documents. The ANSI ExCo meets three times a year and the ANSI Board meets two times a year.

ACTION ITEM #2022 – 1 – 9 – USNC Rules and Procedures Committee to add USNC VTAG administration procedures to their assignment to draft text for the US appointments process to IEC groups and USNC Leadership positions (standing committees) into the next edition of the USNC Rules of Procedures.

Status: In Process

Mr. Steve Margis is leading a small task group to draft this text for the R&P Committee's review. They have already met and plan to meet again to develop the proposed language.

ACTION ITEM #2022 – 1 – 10 – Steve Margis to schedule the full 2022 Planning Committee meeting as soon as possible.

Status: Completed

The PlanCo met on March 17. PlanCo leadership meets every couple of weeks.

ACTION ITEM #2022 – 1 – 11 – Send nominations for the USNC Communications Committee Chair to Megan Pahl (USNC staff)

Status: Completed

Mr. Ethan Biery was recently confirmed as the new USNC Communications Committee Chair.

A USNC Council member requested that USNC management meeting resolutions are included with the agendas for future meetings. They also asked to have the USNC policy committee rosters shared on the USNC website and with the USNC management meeting agendas.

ACTION ITEM #2: USNC staff to link the USNC management meeting resolutions spreadsheet to the USNC management meeting agendas going forward.

ACTION ITEM #3: USNC staff to add USNC policy committee rosters to the USNC website and link the rosters to the USNC management meeting agendas.

Section 5 – Update on IEC Governance Items

5.1 New IEC Governance Structure

IEC Secretary-General and CEO Mr. Philippe Metzger provided an update on the new IEC governance structure (**ATTACHMENT B**). The new governance structure has been in place since January 1, 2022. The IEC Board is the sole executive decision-making body of the IEC. Key issues that were addressed as a part of the governance review that led to the new IEC Statutes and Rules of Procedure include leadership and decision-making, inclusivity, organizational consolidation, oversight, and horizontal future-proofing.

From the IEC Secretariat's perspective, they have been impressed with degree of individuals participating in the new governance structure. They hope to have a fully operational structure under the new governance by the end of the year. Mr. Metzger emphasized that a successful transition would not have been possible without strong engagement from the National Committees.

Mr. Lippert noted that the US was fully involved in the process to establish the new IEC governance. The US has representation on the resulting advisory committees: Mr. Lippert is the representative on the Board, Mr. Kerry McManama is the representative on the Business Advisory Committee (BAC), Mr. Lippert is the Board liaison representative on the BAC, Mr. Peter Pondillo is the representative on the Governance Review and Audit Committee (GRAC), and Ms. Megan Hayes is the Chair of the Diversity Advisory Committee (DAC).

5.2 IEC Strategic Plan Task Force

IEC Treasurer and IEC President-Elect Mr. Jo Cops provided an update on the work of the IEC Strategic Plan Task Force (SPTF) (**ATTACHMENT C**). This TF was created to develop the strategic plan, and involved a lot of meetings and activities. The strategic plan uses a top-down approach, while the operational plan uses a bottom-up approach. The National Committees, MSB, SMB, and CAB all provided input. There are three strategic themes in the IEC's new strategy: 1) enhancing a digital and all electric society; 2) fostering a sustainable world; and 3) leading on trust, inclusion, and collaboration. The strategic goals for each of the three strategic themes were reviewed.

The US had significant input on the new IEC strategy. Mr. Lippert served on the SPTF. The USNC and US members of CAB and SMB had the opportunity to provide their input. The leading entities (CAB, MSB, SMB, and National Committees) made their own operational plans to support the strategic plan. Mr. Lippert thanked Mr. Cops for his leadership on the SPTF.

5.3 IEC Board

Mr. Metzger and Mr. Lippert reported on the IEC Board meeting held on February 24-25. The main points discussed during the Board meeting include the strategic plan proposal, Global Impact Fund endorsement, the decision that the GM would be a face-to-face meeting in San Francisco, progress around SMART Standards and Conformity Assessment, and the designation of a Deputy Secretary General (Mr. Gilles Thonet). The IEC Board is not an entirely new body; the Council Board existed before. The Board now has a deeper level of executive decision-making tasks and has been very active. The Board also met in March and April in unplanned additional meetings after the scheduled February meeting. The Board held difficult discussions, especially around the ongoing crisis in Ukraine. They want to ensure that the IEC's operations are not negatively impacted.

5.4 IEC Forum

Mr. Zertuche reported on the IEC Forum meeting held on January 27 (**ATTACHMENT D**). The IF is in the process of finalizing their terms of reference. Input has been received from the National Committees and addressed in the draft. The IEC Forum organizing team continually meet to plan for the IEC General Meeting. Mr. Zertuche serves as the convenor of the IEC Forum since the USNC is hosting the GM this year.

5.5 IEC Business Advisory Committee

Mr. Kerry McManama provided a written report (USNC/Council 828) on the virtual BAC meeting held on March 30. There was a handoff from the Finance Committee, SAG, ITAG, and Copyright groups to the BAC. The challenge is to retain expertise from these groups on the BAC. The BAC agreed on the process and timeline for budget creation and future BAC meetings at the March 30 meeting.

There was another BAC meeting held on May 5-6 in Geneva. The main discussion on the first day was to advance the creation of the budget. The second day focused on the handover and transition of duties from ITAG, SAG, and FinCom to BAC. Maintaining proper expertise of the former groups on the BAC is critical. USNC needs to communicate with experts on these topics within the USNC. It was made clear during the meeting that the BAC is an advisory group. Mr. Lippert stressed the need for USNC to widely communicate and coordinate on BAC issues as its scope of responsibility covers a very broad range of topics.

5.6 IEC Diversity Advisory Committee

Ms. Megan Hayes reported on DAC activities. Mr. Lippert congratulated Ms. Hayes on her new role as DAC Chair. The first DAC meeting was held on May 3 in Geneva. The DAC has a very narrow scope. It provides guidance to the Board on nominations to IEC groups and highlights where the gaps are in diversity. The three areas of focus are gender, geography, and stakeholder diversity. The DAC membership is comprised of six representatives and the Chair. Ms. Hayes emphasized that the IEC's diversity goals will not be met with only seven individuals serving on the DAC. The next scheduled DAC meeting is in December 2023, so the group has requested one additional meeting in 2022.

USNC Council members asked how the USNC can provide input into these groups. A motion was made to create VTAGs to support into the BAC, DAC, and GRAC. It was moved and seconded.

VOTE #3 – To create USNC VTAGs to support the BAC, DAC, and GRAC.

(This motion was approved)

ACTION ITEM #4: USNC staff to set up USNC VTAGs for the BAC, DAC, and GRAC.

It was noted that Oceania, Latin America, and Africa are extremely underrepresented on groups throughout the IEC and that there is underrepresentation of women as well. Most of the DAC meeting discussion was around gender and geographic diversity. There is no data on stakeholder information just yet, so the DAC could not address stakeholder diversity. The IEC Secretariat is updating the Expert Management System to include a stakeholder category. The dashboard would be great tool to convey the IEC diversity information. USNC Council members requested follow up discussions on the IEC dashboard with the IEC Secretariat.

ACTION ITEM #5: Follow up with IEC Secretariat regarding previous requests, geographical balance, and any potential future needs for the IEC dashboard. Include as a topic during IEC Officers meeting at the 2022 IEC General Meeting.

5.7 IEC Governance and Audit Committee

Mr. Peter Pondillo reported on GRAC activities. The group met for the first time on May 4. The first half of the meeting focused on financial aspects, while the second half focused on risk. GRAC is focusing on five related risks for the upcoming years: IT risks, competition, free standards, new opportunities, and speed of the market. The group will assess and take a deep dive into these risk matters of the course of multiple years. During the meeting, GRAC reviewed the Audit report from AudCom, Mr. Jo Cops touched on the Treasurer Memorandum, and the Global Impact Fund was assessed. They are looking at potential considerations and updates to the IEC Statutes and Rules of Procedures. GRAC considered skills and competencies needed for new members, which is a critical point to maintain expertise. Mr. Pondillo shared that GRAC membership will look very different next year since the terms for some of the members end in 2022.

Section 6 – USNC Vice President–Technical Candidates

Mr. Zertuche provided an update on the USNC VP – Technical candidate. Mr. Angus Low has withdrawn his candidacy. Ms. Hae Choe is now the single candidate for USNC VP – Technical. Several USNC Council members voiced their support for Ms. Choe in this role.

ACTION ITEM #6: USNC staff to initiate the USNC Council ballot on Hae Choe’s candidacy for USNC VP – Technical via Election Buddy.

Section 7 – Honoring Don Heirman

Mr. Lippert provided an update on how the USNC plans to honor Mr. Don Heirman. The USNC Communications Committee and YEP Committee Chairs have formed a joint task force to develop an

EMC paper competition in honor of Mr. Heirman. The JTF will determine the audience, timeline, submission criteria, and the review panel. The competition winner will receive a monetary prize, a certificate, and have their paper published in the *USNC Current*.

Section 8 – Report from American National Standards Institute (ANSI)

8.1 ANSI Report

Mr. Joe Bhatia, President of ANSI, reported on ANSI’s activities. He highlighted the topics below:

- **ANSI Return-to-Office Plan and Related Policies** – On May 1, ANSI initiated “Phase 1” of their formalized return-to-work plan. In this phase, most fully vaccinated employees will work in the office at least one day a week unless their position requires more frequency, or they have been approved for fully remote work. Depending on the circumstances, ANSI may use subsequent phases to increase telecommuting schedules to two or more in-office days per week.
- **In-person Meetings: World Standards Week, 2022 IEC General Meeting** – ANSI’s World Standards Week will be held on May 17-19 in Washington, DC, with a hybrid option for the daytime meetings. The WSW lineup includes a one-day conference on technology and the workforce of the future; a Legal Issues Forum on forensics standardization; a celebration of the 2020-2021 ANSI Awards recipients; the rescheduled 2021 U.S. Celebration of World Standards Day dinner; and the official national launch of the National YEP Program. Additionally, ANSI is looking forward to a successful IEC General Meeting in San Francisco. Mr. Bhatia recognizes the work of the USNC Planning Committee, and thanked all of the USNC members involved for their efforts.
- **USG Focus on U.S. Strength in International Standardization** – In March, ANSI testified at a Congressional hearing on “Setting the Standards: Strengthening U.S. Leadership in Technical Standards,” held by the House Science Committee Subcommittee on Research and Technology. Ms. Mary Saunders, ANSI Vice President of Government Relations and Public Policy, spoke about the critical role of standards in society, innovation, and competitiveness, and how the U.S. system and approach can ensure continued strength and influence in international standardization, particularly in emerging technologies.

ANSI has also been actively engaged with staff in White House offices, including the U.S. Trade Representative’s office on the WTO TBT Committee Triennial Review, and the National Security Council on the role of the U.S. government in supporting standards for critical and emerging technologies. In March, ANSI hosted a well-attended listening session for U.S. government staff to share ANSI member perspectives on the EU Standardization Strategy. USNC members were well represented at this session.

- **USNC and IEC Leadership** – Mr. Bhatia congratulated IEC President-Elect Mr. Jo Cops. Mr. Bhatia met with Secretary General Mr. Phillippe Metzger at

ANSI headquarters earlier in the week, and they had a discussion on the roll-out of the new IEC governance structure, as well as the USNC's plans for the GM. He also thanked Mr. Lippert for his work and dedication as USNC President.

8.2 ANSI International Policy Report

Mr. Joe Tretler, ANSI VP – International Policy, reported on current ongoing activities in his department. He provided updates on the topics below:

- **ISO/IEC JTC 1** – ISO staff is developing a terms of reference for a joint ISO Council and IEC Council task force for the following two purposes: to explore the technical and commercial considerations and criteria for making some ISO/IEC JTC 1 standards freely available; and to conduct a strategic review of ISO/IEC JTC 1.
- **ISO and IEC Cooperation/Collaboration at the Standards Development Level** – ISO and IEC will hold a joint meeting on June 15 in Geneva to discuss key activities including the Standardization Program Coordination Group, JDMT, JTF on Strategic Partnership, JTF on Horizontal Publications, and JTF on New Normal.
- **June 2022 ANSI/ESOs Meeting** – ANSI and the European Standards Organizations, CEN, CENELEC and ETSI, will hold the next in the ongoing series of cooperation meetings on June 29, 2022 at the ETSI offices in southern France.

Secretary's Note: The June 29 ANSI/ESOs meeting was postponed until a later date when it is more conducive to travel again without risk.

- **October 2022 US/German Standards Panel** – ANSI is in discussions with DIN, DKE, and German government representatives on holding a next US/German Standards Panel in Washington, DC on October 17, 18 and 19. Further information on this event will be provided in the future as details are agreed with our German counterparts.

USNC Council members requested that the EU Standardization Strategy is included as a topic for discussion during the ANSI-ESOs meeting in June meeting or the US-German Panel in October.

ACTION ITEM #7: Request that ANSI include EU Standardization Strategy topic for discussion during the ANSI-ESOs meeting in June and the US-German Panel in October.

- **2022 Korea-U.S. Standards Dialogue and Open Forum** – ANSI is working with the Korean Agency for Technology and Standards (KATS) to co-host this year's US-Korea Standards Forum. It will follow the agenda design in the past with keynotes, presentations and technical workshops/seminars by government officials, academia, and industry experts from both countries, with the technological focus on quantum, artificial intelligence, future of mobility, carbon neutrality and decarbonization, and other strategic topics.

- **U.S.-EU Trade and Technology Council** – U.S.-EU TTC Standards Working Group held a hybrid workshop event open to private sector stakeholders on May 6, 2022.
- **Indo-Pacific Economic Framework** – Working with the IPAG, ANSI recently submitted a coordinated response to the Office of the USTR Request for Comments on the Proposed Fair and Resilient Trade Pillar of an Indo-Pacific Economic Framework.

Section 9 – USNC Communications Committee

Mr. Ethan Biery, Chair, provided a report on the activities of the Communications Committee. Mr. Biery recently transitioned into the Chair role, so the Communications Committee is now looking for a new Vice Chair. Individuals are encouraged to volunteer for the position. The Communications Committee last met on April 28, and the next meeting will be held in the late August/early September timeframe.

The Professional Mentoring Program currently has nine mentor/protégé pairings. There have been regularly scheduled protégé calls and a mid-point check in survey. The survey results were positive overall from the mentors and protégés. Protégés have a desire for increased involvement, including soft introductions to members/leaders of relevant TC/SC/SyC and other ways to get involved.

The USNC TAG Leadership Workshop will be held alongside the September USNC Management Meetings in Norwood, MA. Registration for the workshop will launch soon.

The Communications Committee is working with the YEP Committee on an annual paper competition to honor Mr. Don Heirman. While the criteria are being finalized, the competition winner will receive a monetary prize, certificate, and have their paper published in the *USNC Current*.

Mr. Biery proposed holding a CROSQ workshop in-person in 2023 in the Caribbean region. The USNC could host the workshop in conjunction with the IECEE conference in Jamaica in June 2023. He also suggesting holding a virtual brainstorming session with CROSQ in 2022 to prepare for 2023 workshop. USNC Council members voiced support for hosting workshop to mentor, build awareness, keep CROSQ engaged in the IEC.

ACTION ITEM #8: USNC policy committees to hold a virtual brainstorming session with CROSQ in 2022 to prepare for an in-person workshop in 2023.

Mr. Biery highlighted several volunteer opportunities on the Communications Committee. Interested individuals are encouraged to join.

Mr. Lippert thanked Mr. Biery for his leadership on the Communications Committee.

Section 10 – IEC SMB / TMC Issues

Ms. Sonya Bird, TMC Chair, reported on the TMC meeting held on 11 May 2022. TMC members received an Election Buddy voting platform overview from USNC staff. The group reviewed open USNC TAG positions, specifically available USNC TAG Administrator roles. Mr. Dave Osborn led discussions on the HAS Consultants and the definitions of risk. Ms. Megan Hayes reviewed the

process for submitting USNC program requests. The US representative for ahG 92 *Impact of copyright and licensing on future IEC standardization* will be invited to provide an update at the next TMC meeting. Mr. Zertuche's final term on DMT ends in December 2022. Interested individuals are welcome to contact USNC staff. If no volunteers come forward, USNC staff is ready to take on the role. TMC members received a report from JTC 1/SC 42 Chair Mr. Wael Diab.

TMC discussed in-person, hybrid, and virtual participation at USNC management meetings, and recommended that USNC Council establish a task group comprised of the three USNC policy committees to address the meeting policy at USNC management meetings. It was moved and seconded.

VOTE #4 – For USNC Council to establish a task group comprised of the three USNC policy committees to address the meeting policy at USNC management meetings.

(This motion was approved)

ACTION ITEM #9: USNC Council to establish a task group comprised of the three USNC policy committees to address the meeting policy for USNC management meetings.

Section 11 – IEC CAB / CAPCC Issues

Ms. Joan Sterling, CAPCC Chair, reported on the CAPCC meeting held on 10 May 2022. The meeting opened with a discussion on the use of non-IEC and non-ISO standards within the IECEE system. CAPCC also discussed the issue of financial transparency of contributions by the IEC conformity assessment systems. Mr. Figueiredo provided an update on the CASCO reorganization. A brief update was given on the WTO TBT Ninth Triennial and other USTR activities related to conformity assessment as well as international trade agreements. Ms. Amy Phelps reported on NIST activities related to conformity assessment, including updates on the Executive Order and the OSHA NRTL Program. Mr. Eric Franca reported on the FDA Accreditation Scheme for Conformity Assessment (ASCA) Pilot Program. The ASCA website is constantly being updated to include additional program details and clarifications. CAPCC will form a task group to work on the language and process for dissolution of mirror committee or secretariat and funds, as well as the USNC/IEC CA system secretariat appointment process.

Section 12 – IEC Market Strategy Board (MSB) Report

Mr. Chris Cramer, MSB member, provided a written report (USNC/Council 825) on current issues on the IEC MSB. USNC Council members were asked to review the report and to reach out to Mr. Cramer if they have any questions.

Section 13 – USNC Rules and Procedures Committee Report

Mr. Angus Low provided an update on the work of the Rules and Procedures Committee. The R&P Committee last met on April 8. The group reviewed and began updating USNC documents, including: *USNC Policy on Adoption of IEC Standards as American National Standards* and *USNC Policy in Distribution of Free Copies of IEC Standards and Working Documents for use in USNC Standards Development Activities*.

Mr. Low announced that he has stepped down from the R&P Committee Chair role. Ms. Karen Willis volunteered to serve as the Chair on the R&P Committee. Ms. Willis previously served as R&P Committee Vice Chair, so the group will need a new Vice Chair.

A USNC Council member suggested that YEP Committee members become more involved in the other USNC standing committees.

ACTION ITEM #10: USNC staff to send a call to the YEP Committee members to solicit participation on the USNC standing committees.

Mr. Low thanked the R&P Committee for their tremendous work. Mr. Lippert thanked Mr. Low for his leadership on the group.

Section 14 – USNC Nominations Committee

14.1 USNC Nominations Committee Report

Ms. Elisabeth George, Nominations Committee Chair, provided an update on the work of the USNC Nominations Committee. The Nominations Committee last met on April 18. The group focused on succession planning for USNC and IEC roles as well as identifying candidates for ANSI and IEC awards. The Nominations Committee also discussed different possibilities on how to honor Mr. Don Heirman.

Ms. George congratulated Mr. Kerry McManama, Ms. Megan Hayes, and Mr. Peter Pondillo on their election to the IEC BAC, DAC, and GRAC respectively.

Ms. George shared that she is stepping down as the Nominations Committee Chair. Mr. Lippert thanked Ms. George for her leadership.

ACTION ITEM #11: USNC staff to circulate a call to the USNC policy committees for the Nominations Committee Chair role.

14.2 USNC Honorary Life Membership Nomination

The USNC Council considered a USNC Honorary Life Membership nomination for Mr. Lee Luft. Mr. Luft was nominated by the Technical Advisor of the USNC TAG to TC 80. He has been involved with the USNC and IEC since 1980s, and currently serves as the Deputy Technical Advisor to the USNC TAG to TC 80 TAG. Mr. Luft recently retired from the US Coast Guard, which is a USNC Premier Member.

Given that USNC Honorary Life Membership status is typically awarded to USNC policy committee members, USNC Council did not approve of this nomination. It was recommended that Mr. Luft is nominated for the ANSI Meritorious Service Award instead.

ACTION ITEM #12: USNC Council to recommend that Nominations Committee nominate Lee Luft (TC 80) for the ANSI Meritorious Service Award.

Section 15 – USNC Young and Emerging Professionals

Ms. Carrie Schmaus, Chair of the Young and Emerging Professionals (YEP) Committee, provided a

report on the YEP Committee. The YEP Committee last met on March 22. Since the group's previous report to USNC Council in January, the YEP Committee and IEC Academy hosted a trilateral Standard in a Day training with Canada and Mexico.

Following the virtual soft launch of the US National YEP Program at World Standards Week in October 2021, the YEP Committee will hold the official launch of the program at World Standards Week in DC on May 17. The YEP Committee would love to get feedback from USNC members on how YEPs in standards and conformity assessment can be involved in the future to represent the US and engage the global community. Additionally, the YEP Committee has been working with Planning Committee leadership on developing YP-related sessions at the 2022 IEC General Meeting.

The YEP Committee is always welcoming new members. Ms. Schmaus encouraged USNC Council members to put forth individuals from their organizations to join the YEP Committee.

Mr. Lippert thanked Ms. Schmaus for her leadership Carrie and applauded the YEP Committee for the enthusiasm they bring to the table.

Section 16 – USNC Finance Issues

Mr. Peter Pondillo, USNC VP – Finance, will report on the USNC's finances. The USNC Finance Committee (FinCo) last met on April 27. FinCo provided recommendations on three USNC TAG fee waivers, which the USNC Council affirmed. All funding requests for 2023 USNC programs were asked be submitted to FinCo for evaluation no later than June 17, 2022. Ms. Megan Hayes reviewed the process to submit USNC program requests. FinCo is seeking clarification/guidance from the USNC Council regarding USNC travel request process and budget. The goal is to have a clear policy and process with respect to USNC financial support for USNC member travel.

A USNC Council member made a motion to fund meeting travel up to \$2,500 to the US representative to BAC in 2022. It was seconded, however quorum was not met. USNC Council agreed to pursue the motion via letter ballot instead.

ACTION ITEM #13: USNC staff will circulate a ballot to USNC Council in regards to funding meeting travel up to \$2,500 for the US representative to BAC in 2022.

Some USNC Council members expressed concern in regards to setting a precedent for similar funding requests in the future. It was noted that the past strategic representation fund was for unplanned, unbudgeted, unexpected travel. It had been used three times in the past for unbudgeted travel. It was noted that per the USNC Statutes, any disbursement of available USNC funds, not previously budgeted, shall require the approval of the USNC Council and the ANSI Board Finance Committee.

Mr. Lippert proposed that USNC Council form a task group to discuss funding requests and to look at the process. This task group would make recommendations on the process for USNC Council consideration. USNC Council members agreed to circulate a USNC Council letter ballot to establish a task force to consider clarifying guidance on travel requests for budgeting processes. If approved, a call for participants will be circulated to USNC Council.

ACTION ITEM #14: USNC staff will circulate a ballot to USNC Council to establish a task force to consider guidance on funding travel requests and budgeting processes. A call will be circulated to USNC Council to establish membership.

Section 17 – Outreach to Regional Organizations

Mr. Zertuche provided an update on the USNC’s regional outreach initiatives. He reviewed the first draft of the SWOT analysis that USNC staff developed. The SWOT analysis focuses on USNC’s participation in regional groups, including FINCA, COPANT, CANENA, PASC, and APCF. USNC staff will hold a workshop session with USNC policy committee members to continue to develop the SWOT analysis.

Section 18 – Future Meeting Dates

The following future meeting dates were reviewed:

Mr. Lippert emphasized that USNC is seeking hosts for the USNC Management Meetings in 2023. USNC policy committee members are encouraged to let USNC staff know soon if they are able to host meetings next year.

2022

IEC Forum Meeting
25 May 2022
Geneva, Switzerland

CAB Meeting
13 June 2022
Geneva, Switzerland

SMB Meeting
14 June 2022
Geneva, Switzerland

IEC Board Meeting
16 June 2022
Geneva, Switzerland

USNC Management Meetings
13-15 September 2022
Norwood, MA

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

BAC Meeting
13 December 2022
Geneva, Switzerland

2023

BAC Meeting
27 April 2023
Geneva, Switzerland

IEC Forum Meeting
10 May 2023
Geneva, Switzerland

IEC Board Meeting
15 June 2023
Geneva, Switzerland

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

Section 19 – Review of Action Items

Ms. Gladstein reviewed the action items captured during the 12 May USNC Council meeting.

- **ACTION ITEM #1:** USNC staff to follow up with ANSI Webteam to create an updated General Sponsor graphic, delineating the level of sponsorship for each organization.
- **ACTION ITEM #2:** USNC staff to link the USNC management meeting resolutions spreadsheet to the USNC management meeting agendas going forward.
- **ACTION ITEM #3:** USNC staff to add USNC policy committee rosters to the USNC website and link the rosters to the USNC management meeting agendas.
- **ACTION ITEM #4:** USNC staff to set up USNC VTAGs for the BAC, DAC, and GRAC.
- **ACTION ITEM #5:** Follow up with IEC Secretariat regarding previous requests, geographical balance, and any potential future needs for the IEC dashboard. Include as a topic during IEC Officers meeting at the 2022 IEC General Meeting.
- **ACTION ITEM #6:** USNC staff to initiate the USNC Council ballot on Hae Choe's candidacy for USNC VP – Technical via Election Buddy.
- **ACTION ITEM #7:** Request that ANSI include EU Standardization Strategy topic for discussion during the ANSI-ESOs meeting in June and the US-German Panel in October.
- **ACTION ITEM #8:** USNC policy committees to hold a virtual brainstorming session with CROSQ in 2022 to prepare for an in-person workshop in 2023.
- **ACTION ITEM #9:** USNC Council to establish a task group comprised of the three USNC policy committees to address the meeting policy for USNC management meetings.

- **ACTION ITEM #10:** USNC staff to send a call to the YEP Committee members to solicit participation on the USNC standing committees.
- **ACTION ITEM #11:** USNC staff to circulate a call to the USNC policy committees for the Nominations Committee Chair role.
- **ACTION ITEM #12:** USNC Council to recommend that Nominations Committee nominate Lee Luft (TC 80) for the ANSI Meritorious Service Award.
- **ACTION ITEM #13:** USNC staff will circulate a ballot to USNC Council in regards to funding meeting travel up to \$2,500 for the US representative to BAC in 2022.
- **ACTION ITEM #14:** USNC staff will circulate a ballot to USNC Council to establish a task force to consider guidance on funding travel requests and budgeting processes. A call will be circulated to USNC Council to establish membership.

Section 20 – Adjournment

Mr. Lippert thanked the meeting host and everyone who participated. He adjourned the meeting at 4:39PM (PDT).