



**USNC COUNCIL
DRAFT MINUTES**

**Thursday, 13 January 2022
10:00 AM – 2:30 PM (ET)
(Meeting #65)
WebEx Teleconference**

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 |
| Randy Dollar | Siemens |
| Tim Duffy | Rockwell Automation |
| Eric Franca | FDA |
| Elisabeth George | Philips |
| Brent Hartman | CSA |
| Veronica Lancaster | CTA |
| Angus Low | Rockwell Automation |
| Alan Manche | Schneider |
| James Marquedant | FM Approvals |
| Tom McGarry | TIA |
| Edward Mikoski | ECIA |
| Paul Moliski | Intertek |
| Amy Phelps | NIST |
| Peter Pondillo | Corning Incorporated |
| Bob Sherwin | ARESCA |
| Karen Willis | NEMA |

Guests Participating

| | |
|------------------|---------------------------|
| Ron Borowski | Eaton |
| Hae Choe | AAMI |
| Jonathan Colby | Verdant Power |
| Josh Culpepper | Biomerieux |
| Valara Davis | Underwriters Laboratories |
| Vince Ferretti | Corning Incorporated |
| Elaina Finger | Corning Incorporated |
| George Gela | BETC |
| Paul Green | Intel Corp |
| Mitchell Guthrie | Independent |
| Megan Hayes | NEMA |
| Byron Horak | Intertek |
| Timothy Jeffries | Futurewei Technologies |

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|-------------------|----------------------------------|
| Scott Kiddle | ABB |
| Chad Kiger | Analysis and Management Services |
| William Lawrence | FM Approvals |
| Steve Margis | UL |
| Kerry McManama | Retired |
| Dave Osborn | Philips |
| Florence Otieno | TIA |
| Rui Peng | FDA |
| Philip Piqueira | Underwriters Laboratories |
| Charley Robinson | ISA |
| Carrie Schmaus | DoE |
| Joe Tretler | ANSI |
| Varun Verma | Philips |
| Matt Williams | AHAM |
| Wallie Zoller | Rockwell Automation |
| Chynna Anuszewski | USNC/ANSI |
| Betty Barro | USNC/ANSI |
| Megan Pahl | USNC/ANSI |

Members Not Participating

| | |
|------------------|-----------|
| Mazen Chmaytelli | Qualcomm |
| Jennifer Kitchen | GE |
| Amy Marasco | Microsoft |
| Himanshu Patni | US DoD |

Section 1 – Presentation of Awards

USNC President, Mr. Kevin Lippert, acknowledged the following awards and congratulated all recipients (**ATTACHMENT A**).

- 1.1 Thomas A. Edison Award**
 Congratulations to IEC/TC 88 Chair Mr. Jeroen van Dam on being the 2021 recipient of the IEC Thomas A. Edison Award.
- 1.2 IEC 1906 Award Winners**
 Congratulations to the 25 USNC members who are recipients of the 2021 IEC 1906 Award.
- 1.3 USNC Appreciation Awards**
 - 1.3.1 Ms. Elaina Finger, Chair of the USNC Communications Committee**
 Mr. Lippert presented Ms. Finger with a USNC Certificate of Appreciation for her dedication to the USNC and her Leadership of the USNC Communications Committee.
 - 1.3.2 Mr. Steve Rood, USNC VP – Finance**
 Mr. Lippert presented Mr. Rood with a USNC Certificate of Appreciation for his dedication to the USNC and his Leadership of the USNC Finance Committee.

Section 2 – Organizational Matters

2.1 Welcome and Introductions

Mr. Lippert, USNC Council Chair, called the meeting to order at 10:00AM (ET). Mr. Lippert welcomed guests from the USNC.

Mr. Lippert shared that Ms. Ade Gladstein will be returning from maternity leave on 24 January 2022. Mr. Zertuche thanked USNC staff for doing outstanding work in Ms. Gladstein's absence.

Ms. Megan Pahl reviewed WebEx guidelines.

2.2 Approval of Agenda

**VOTE #1 – To Approve the Council Agenda (USNC/Council 812A)
(This motion was approved)**

2.2.1 Approval of Consent Agenda

Mr. Lippert reviewed the consent agenda, including the USNC Council Minutes from the virtual meeting on 2 September 2021. It was moved and seconded.

**VOTE #2 – To Approve the Minutes (USNC/Council 811) from the
virtual USNC Council Meeting held on 2 September 2021
(This motion was approved)**

2.2.2 Approval of Balance of Agenda

USNC/Council 812A

Section 3 – Status of Outstanding Action Items

Mr. Zertuche reviewed the outstanding action items from the previous meeting (USNC/Council 711).

ACTION ITEM #2021 – 10 – 1: USNC policy committees to review the process for identifying future USNC initiatives and programs and begin to identify projects

Status: Ongoing.

ACTION ITEM #2021 – 10 – 2: USNC policy committee members to increase their voting efforts on ballots for their respective committees

Status: Ongoing.

ACTION ITEM #2021 – 10 – 3: Discuss call for candidates for MSB

Status: Completed.

ACTION ITEM #2021 – 10 – 4: USNC policy committee members to send USNC staff ideas for beneficial enhancements to the Dashboard for compilation and future consideration

Status: Completed/Ongoing.

ACTION ITEM #2021 – 10 – 5: Add “CAB input to SPTF” as an agenda item for discussion during bilateral meetings. Add “Candidates for IEC Elections” as an agenda item for discussion during USNC – Mexico bilateral meeting.

Status: Completed.

ACTION ITEM #2021 – 10 – 6: George Gulla to coordinate closely with CAPCC and TMC on SMART Standardization/Conformity Assessment Task Force activities

Status: Completed. USNC Staff will ask that George Gulla present at CAPCC meetings moving forward.

ACTION ITEM #2021 – 10 – 7: USNC staff to schedule a demo for USNC policy committee members on the proposed online voting tool

Status: In-process. The USNC will implement a new online voting platform, Election Buddy. The service contract is currently being reviewed by ANSI Legal; once USNC has the approval to sign the contract, they will move forward with the implementation plan. Since Election Buddy is new platform for many, the USNC intends to host a training for all policy committee members.

ACTION ITEM #2021 – 10 – 8: USNC to host a workshop with CROSQ in conjunction with the April 2022 COPANT meeting in Barbados to culminate the IEC Country Mentoring Program

Status: Pending. COPANT will be virtual this year. If there is not a face-to-face workshop, the USNC could host a virtual workshop with CROSQ. USNC will look at all the possibilities and program that could be put together for CROSQ.

Section 4 – For Information/Discussion – Goodbye 2021 & Welcome 2022

Mr. Zertuche led a discussion on the challenges and achievements of 2021 (**ATTACHMENT B**). He commented on the great work of USNC leadership and staff.

Mr. Zertuche highlighted ANSI board members that have ties to the USNC. Phil Piqueira was re-appointed as ANSI Board Chair.

Mr. Zertuche highlighted key projects from 2021 including the new USNC Dashboard, the soft-launch of the USNC YEP Program and the first full-length USNC Professional Mentoring Program.

Section 5 – IEC General Meeting

5.1 IEC General Meeting Summary

Mr. Lippert reported on the hybrid IEC General Meeting held in Dubai in October 2021, and provide an update on recent bilateral meetings.

The fall 2021 event was the first hybrid General Meeting. The IEC Council meeting was conducted entirely virtual to best foster equitable participation. The USNC did not send an in-person delegation due to travel recommendations at that time.

Several virtual bilateral meetings were held in the weeks surrounding the IEC General Meeting. The USNC met with Australia, Germany, Mexico, and Canada. A USNC Council member commented that they didn’t remember hearing about the scheduling of the bilateral meetings. The member requested greater participation opportunities for

USNC Council members at these important meetings. USNC staff will notify USNC policy committee members of bilateral meetings via email and request input. USNC staff will also distribute meeting minutes from most recent set of bilateral meetings (**ACTION ITEM #1**).

5.2 New Statutes and Rules of Procedure

Mr. Lippert shared that the new IEC Statutes and Rules of Procedures were approved unanimously. These new governance documents will help with better transparency at the IEC.

Included in the changes are three new advisory committees: 1) Business Advisory Committee (BAC), 2) Diversity Advisory Committee (DAC), 3) Governance Review and Audit Committee (GRAC). The USNC submitted nominees for each of these committees, only BAC is guaranteed. Mr. Lippert congratulated Mr. Kerry McManama for his appointment to the BAC. USNC nominees for DAC and GRAC will be reviewed by the IEC Board at a late February 2022 meeting.

Another change to note is that the IEC Council Board (CB) is now called the IEC Board (IB). A USNC Council member asked if the name change also includes makeup changes of the group. Mr. Lippert said this depends on the group. A transition document was circulated to everyone about how these bodies will operate.

TMC Chair, Ms. Sonya Bird shared that the TMC members discussed the need for virtual TAGs (VTAGs). There was a suggestion that the same could be true for the BAC/DAC/GRAC. Mr. Lippert responded, sharing that there is a USNC group that is trying to outline what this process would look like; we ask that those recommendations be looked at to see if they would be appropriate for a wider use. Mr. Lippert will ask Mr. Angus Low and the USNC Rules of Procedures Committee to take on this work later in the agenda.

Section 6 – Update on IEC Governance Items

6.1 IEC Strategic Plan Task Force

Mr. Lippert provided an update on the work of the IEC Strategic Plan Task Force (SPTF), referencing the spreadsheet USNC/Council 819. The spreadsheet outlines the three strategic themes which have been established. The themes are: 1) enabling digital and all electric society, 2) fostering a sustainable world, and 3) leading on trust, inclusion and collaboration. Each of those themes have associated strategic goals.

USNC/Council 819 overviews the high level strategic outlook of the IEC. The IEC is currently working on what the operational goals are under each theme. The SMB and CAB provided great feedback on the strategic plan.

6.2 IEC National Committees Secretaries Forum

Mr. Zertuche reported that the NC Secretary meeting was held on 7 September 2021. The main change taking place is that whoever is hosting the assembly will also serve as the moderator for the year. The next meeting will be held on 17 January 2022. USNC

Council members who have input should send it to Mr. Zertuche before the upcoming meeting.

Section 7 – USNC Finance Issues

Mr. Steve Rood, VP Finance, thanked the USNC Council for the opportunity to be able to serve as the Finance Committee Chair for the past two terms. He is looking forward to continuing to participate as a member.

Mr. Rood reported on the USNC's finances and other key items. The USNC is in the process of reviewing strategic value of participation in regional groups. Mr. Zertuche welcomed feedback from Council members. CAPCC and TMC leadership provided their input earlier in the week and will continue to do so. There has been a lot of good input over the last two days. Mr. Sterling mentioned that ASPF and FINCA deal exclusively with IEC issues; these are really important because they directly affect us. COPANT and PASC are more ISO-centric, but still relevant. In addition, anything the U.S. wants to prioritize can be put to the floor during these meetings; it is a platform for all of our goals. It is also a great networking opportunity for our members. TMC suggests that USNC staff develop a presentation including descriptions, objectives, and a SWOT analysis of all regional groups of which the USNC is a member of or a participant in **(ACTION ITEM #2)**.

Mr. Rood reviewed the Finance Committee membership and meeting dates. The committee is required to have three meetings each year, though they met six times this year. The group has been very active. He reviewed 2021 year-to-date actuals through November 30. Mr. Rood noted that the salary/benefits line is tracking close to budget, though once December is added in, we'll see this right at 50%.

Mr. Rood reviewed the approved 2022 USNC budget. Revenue is expected to be within 1% of the 2021 budget. The ANSI and USNC member fee for 2022 has not increased; it has remained the same since 2016. The USNC anticipates having 38 Premier Members in 2022, a significant increase over the 32 Premier Members in 2021.

Mr. Rood also reviewed additional items for consideration. The USNC Finance Committee plans to review the budget process, ballot comments received from Council members, timeline and expectations during their next meeting and before beginning the 2023 budgeting process.

The USNC spent all of our money last year. This was one of Mr. Lippert's goals and we met that goal. Mr. Lippert thanked Mr. Rood for his efforts and his transparency in the work.

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

ANSI President and CEO, Mr. Joe Bhatia, provided a report on ANSI's activities. He outlined operational plans in light of covid-19, ANSI's plans to host foreign delegations and ISO/IEC leadership, World Standards Week, and 2022 key priorities.

With the recent omicron surge ANSI has decided to re-adjust plans and hold the USNC meetings in a virtual format, once again. Additionally, ANSI, ANAB, and Workcred meetings will be held virtually through the end of February. Senior management will continue to meet weekly to monitor fast-changing conditions in all offices locales, as well as CDC, state, and local requirements and guidelines. ANSI offices successfully opened in November 2021 for fully vaccinated employees only who volunteer to return. ANSI senior staff are currently working on a final return-to-office plan and a remote work policy that will likely come into play early this year.

Prior to the omicron surge, ANSI had begun meeting in-person with some foreign delegations. In November, Mr. Joe Tretler and Mr. Bhatia met with eight members of the European Parliament who were interested in ANSI's views on standardization as it relates to the U.S. – European Trade and Technology Council activity. The two also met with executives from the German Federal Ministry for Economic Affairs and Energy. In December, ANSI hosted the top leadership from ISO and IEC in Washington, DC. Mr. Bhatia will share any non-confidential agendas from meetings mentioned during his report (**ACTION ITEM #3**).

ANSI continues to plan for in-person World Standards Week events on May 17-20 in Washington DC. The spring events will see the long-awaited return of the ANSI Awards Ceremony honoring 2021 awardees, including 9 members from the USNC. Other high profile events will include an issue-focused conference exploring technology and the workforce, and ANSI Legal Issues Forum focused on forensics standardization, and the national launch of the USNC Young and Emerging Professionals program.

ANSI Board of Directors approved in December 2021, eight key priorities that span many diverse initiatives. Mr. Bhatia highlighted a couple that are most relevant to USNC members. First, ANSI will continue to assert a strong, US leadership role in the regional and international standardization community. Another key priority is focused around digitally transforming and improving operations.

Section 9 – SAG Transition and SMART Standardization/Conformity Assessment Task Force Update

9.1 SAG Transition

Mr. George Gulla provided an update on the Strategic Advisory Group transition. The SAG's last meeting was held on 24/25 November 2021. There is no hard date of the transition into the BAC. The BAC is made up of 15 members, and expects to have member results by March 2022. The SAG members automatically qualify to be included in the BAC as registered experts. SAG members will be spending a lot of time with knowledge transfer. BAC will work on compliance, sales policies, services for national committees and stakeholders, advice to business related activities, and more.

9.2 SMART Standardization/Conformity Assessment Task Force Activities

Mr. Gulla provided an update on the SMART Standardization/Conformity Assessment task force activities. In June 2021, the IEC Board adopted a decision to create a new task force on SMART Standardization and Conformity Assessment Task Force. The new task force will have a total of 13 members. Dr. Ian Opperman (Australia) is the Chair. Some members from SG 12, CAB, and ISO sit on the task force. The group is well diversified and well-rounded. During the last meeting, the group reviewed the task force objectives. Mr. Ralph Spore (Siemens) provided an update on SG 12. There was also a discussion on the structure of the task force.

The ISO SMART strategic group and the IEC SMART Standardization/Conformity Assessment task force decided to create an aligned joint group on use cases. The joint group will work on business models. There are currently two separate technology solution groups with coordination between the two to assure alignment. This is a multi-year project and ISO/IEC is very early on in the process. The next meeting is not yet scheduled, but expected soon.

Mr. Gulla will distribute any SMART Standardization/Conformity Assessment Task Force agendas and minutes that are not confidential (**ACTION ITEM #4**).

USNC CAPCC Chair Ms. Joan Sterling will coordinate with Mr. Gulla about getting conformity assessment input into the task force meetings. Mr. Lippert and Mr. Gulla to propose additional conformity assessment representatives be added to the SMART Standardization/Conformity Assessment Task Force (**ACTION ITEM #5**).

Section 10 – IEC SMB / TMC Issues

Ms. Bird, TMC Chair, reported on the TMC meeting held on 12 January 2022. Ms. Bird welcomed new TMC member, Mr. Ron Borowitz (Eaton). Mr. Thomas Blewitt joined the TMC meeting to provide an update on ACOS activities. His term ends in September and the USNC is looking for something to take his place as a US representative on the ACOS. A call for nominations will go out shortly.

Mr. Bob Sherwin also joined the TMC meeting to provide a report and overview of an ISO group on Smart Farming. The goal of this group is to develop a roadmap on smart farming for ISO to consider for future work. TMC will reach out to ANSI staff to see if they can add more people to the IEC group that does similar work.

Section 11 – IEC CAB / CAPCC Issues

Ms. Joan Sterling, CAPCC Chair, reported on the CAPCC meeting held on 11 January 2022. The Committee discussed the conformity assessment joint task force which is developing two papers at the moment. The Committee heard about the meeting held between ANSI and CNCA. Mr. Figueiredo provided an update on the CASCO reorganization. Ms. Jennifer Stradtman provided an update on the USTR activities; she is expecting a collated paper to be ready for review by the end of January. Ms. Amy Phelps reported on government activities including the OSHA cyber workshops that NIST has been hosting and an update on the ASCA Pilot Program.

CAPCC proposed that USNC Council approved USNC Honorary Life Membership for Mr. Joel Solis who has recently retired from NEMA and was a longtime secretary to our conformity assessment system.

VOTE #3 To Approve Mr. Joel Solis for USNC Honorary Life Membership

(This motion was approved unanimously)

USNC staff will notify Mr. Solis that USNC Council has approved his Honorary Life Membership (**ACTION ITEM # 6**).

Section 12 – IEC Market Strategy Board (MSB) Report

Mr. Zertuche provided a very brief update on USNC participation in the IEC MSB. He noted that Mr. Scott Colburn is no longer on the MSB. A new representative from Underwriters Laboratories will join the MSB in his place.

Section 13 – Identifying Future USNC Initiatives and Projects

Mr. Lippert will led a discussion around future USNC initiatives and projects. He referenced USNC/Council 803, which outlines the process for vetting potential new projects or initiatives. Mr. Lippert noted that the challenge stands for CAPCC, TMC, Council and the Standing Committees to identify any additional USNC needs. Unspent USNC funds will be used for the 2022 IEC General Meeting.

Section 14 – USNC Rules and Procedures Committee Report

Mr. Angus Low, Chair, provided a briefing on the USNC Rules and Procedures activities (USNC/Council 818). The last meeting for the USNC R&P Committee was held on 7 January 2022. The group reviewed the list of governance documents and prioritized them in order to be reviewed or updated. The next document this group will focus on is the USNC National Adoption Guidance document.

The 2021 versions of the USNC Statutes and USNC Rules of Procedures have been approved by USNC and the ANSI Executive Board. USNC staff will post these updated guidance documents to the USNC webpage (**ACTION ITEM #7**). The approval process was delayed a bit as the R&P Committee worked around the meeting schedule of the ANSI Executive Board, which meets just twice per year. Mr. Low asked that USNC or ANSI staff request that the ANSI Executive Board review items like this at an ad-hoc basis, rather than waiting for their scheduled meeting. Mr. 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 (**ACTION ITEM #8**).

The USNC TMC has asked that language be developed around rules and roles for VTAGs. 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 (**ACTION ITEM #9**).

The next R&P meeting is scheduled for March 2022.

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 (USNC/Council 816). There are 291 days until the big event! Mr. Margis thanked all the sponsors who have already pledged to support the 2022 IEC General Meeting.

Mr. Margis shared some updates since the last Council meeting in September 2021. A small group of USNC Staff and Planning Committee leadership visited the venue. The host video has been developed and is up on the website for those interested in viewing.

The Planning committee has been focused on securing additional sponsorships, and organizing meeting rooms and schedules. To date, over 50 TC/SC/SyC/TAs have been invited. The USNC is expecting over 1,500 participants and over 200 meeting events. Mr. Margis thanked the USNC 2022 Planning Committee and USNC staff for their work.

The next meeting is not yet set, though Mr. Margis will schedule the full 2022 Planning Committee meeting as soon as possible (**ACTION ITEM #10**).

Section 16 – USNC Nominations Committee Report

Ms. Elisabeth George, Chair, will provide an update and written report (USNC/Council 813) on the work of the USNC Nominations Committee. The group continues to focus on succession planning preparing for anticipated and potential unanticipated departures.

Ms. Elaina Finger, USNC Communications Committee Chair, has communicated her intent to retire. The next steps for the Nominations Committee are to review potential candidates against criteria for the position, confirm Vice-Chair's interest in continuing in the role, and to schedule a meeting to address the next steps.

In addition, three new IEC Committees were approved by the IEC Council in October. These committees are the Business Advisory Committee (BAC), Diversity Advisory Committee (DAC), and the Government Review and Audit Committee (GRAC). Candidates must submit their interest to be considered for these committees.

The next meeting is not yet scheduled, but will focus on a review of USNC leadership interested successors and work to define a plan for 2022 elections and beyond.

Section 17 – USNC Communications Committee

Ms. Elaina Finger, Chair, provided her final report on the activities of the USNC Communications Committee (USNC/Council 815). The last USNC Communications Committee meeting was held on 15 December 2021. Main topics discussed included the USNC Professional Mentoring Program, the 2022 workshop plans, and the USNC Current 2022 themes.

The USNC professional mentoring task force is led by Ms. Grace Roh (Underwriters Laboratories). The Kick-off event was held on 29 September 2021. This cohort includes 9 mentor/protégé pairings. Participants are asked to have monthly calls with their partner. Based on feedback from the pilot program, regularly scheduled protégé calls have been included in this year's programming. Additionally, new resources including a toolkit were developed to provide additional support to participants. The mid-point check-in is scheduled for February 2022.

Ms. Finger reviewed the 2022 plan for workshops and courses. There is a task force working on the organization of the TAG leadership workshop; this task force is led by Ms. Roh and Ms. Grace Valara (Underwriter's Laboratories). The Committee is also planning to schedule an IEC Rules and Responsibilities workshop hosted by Jan-Henrik Tiedemann of IEC Central Office.

The Committee determined themes for the remaining 2022 USNC Current editions. Anyone interested in contributing the USNC Current should reach out to Ms. Finger or Ms. Pahl.

Ms. Finger will be retiring in spring 2022; the Committee is currently in the process of finding a replacement Chair. A call for participation went out for anyone interested in the Chair position. A Council ballot will be going out soon to confirm a replacement. USNC Communications Chair nominations should be sent to Ms. Pahl (**ACTION ITEM #11**).

The next meeting is not yet scheduled, but will be held in mid-late April 2022.

Section 18 – USNC Young and Emerging Professionals

Ms. Carrie Schmaus, Chair, provided a report (USNC/Council 814) on the Young and Emerging Professionals Committee. Ms. Schmaus reviewed the timeline of activities. In October 2022 the YEP Committee hosted a virtual soft-launch of the US YEP Program during ANSI's World Standards Week.

Elections for a new Executive Committee took place in December 2022. Ms. Schmaus introduced new YEP Committee leadership: Mr. Eric Franca (FDA) as Vice-Chair and Mr. Samuel Lum (FDA) as Secretary. Ms. Schmaus will remain on the Executive Committee as Chair.

The YEP Committee outlook and future goals were reviewed. Ms. Schmaus and the rest of the Committee are excited to host an event at ANSI's Spring 2022 World Standards Week.

Section 19 – Outreach to Other Organizations

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

- **APCF/PASC:** The minutes from the fall 2021 hybrid meeting in Dubai have just been distributed. During this meeting, the group solidified procedures for attendance of observers. APCF members were encouraged to nominate members to the BAC, GRAC, and DAC. SPTF members were asked to provide feedback to APCF/PASC and to contribute when possible. During the meeting, the group voted on the DAC to be added as a standing agenda item for all APCF meetings moving forward.
- **FINCA/COPANT:** USNC had planned to host the meeting in person, however it ended up being held virtually. The Secretariat for FINCA is now Mexico. Colombia is the new Chair of FINCA. The USNC is happy with both of these appointments.

USNC Country Mentoring: Mr. Zertuche noted that there is still interest in hosting a workshop in the CROSQ region. The mentoring relationship with CROSQ was very active. They attended meetings, workshops, and overall were very engaged. COPANT will be in Barbados this spring. It would make sense that if some USNC members will be in Barbados for COPANT that the USNC combine COPANT with a workshop for CROSQ.

Section 20 – Future Meeting Dates

Mr. Lippert will confirm meeting dates and locations for all USNC management meetings and reviewed all other dates for the USNC.

2022

SMB Meeting
21-22 February 2022
Geneva, Switzerland

IB (formerly Council Board) Meeting
24-25 February 2022
Geneva, Switzerland

USNC Management Meetings
10-12 May 2022
Fremont, CA

CAB Meeting
13 June 2021
Geneva, Switzerland

SMB Meeting
14 June 2022
Geneva, Switzerland

IB (formerly Council 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

2023

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

Section 21 – Review of Action Items

Tony Zertuche reviewed the action items captured during the 13 January USNC Council meeting.

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

- **ACTION ITEM #4:** George Gulla to distribute any SMART Standardization/Conformity Assessment Task Force agendas and minutes that are not confidential.
- **ACTION ITEM #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.
- **ACTION ITEM #6:** USNC staff to notify Joel Solis that his nomination for USNC Honorary Life Member has been approved by USNC Council.
- **ACTION ITEM #7:** USNC Staff to post updated USNC Statutes and USNC Rules of Procedures to ANSI.org.
- **ACTION ITEM #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.
- **ACTION ITEM #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.
- **ACTION ITEM #10:** Steve Margis to schedule the full 2022 Planning Committee meeting as soon as possible.
- **ACTION ITEM #11** Send nominations for the USNC Communications Committee Chair to Megan Pahl (USNC staff)

Section 22 – Adjournment

Mr. Lippert thanked USNC policy committee members for participating in today's call. He thanked USNC staff for their support. The meeting was adjourned at 2:33 PM ET.