



USNC/IEC Guidance Bulletin 3

USNC GB 3- Process for Appointing USNC Experts to IEC Working Groups (WGs), Maintenance Teams (MTs), Project Teams (PTs), etc.

Introduction

The USNC Office has direct access to the online IEC Expert Management System (EMS) and can appoint USNC Experts upon the authorization of the related TAG's leadership (i.e. Technical Advisor, Deputy Technical Advisor or TAG Secretary).

- 1) Appointment of a USNC Expert must be requested by the TA, DTA, TAG Secretary or an authorized person of the related USNC Technical Advisory Group (TAG) via E-Mail to the USNC Expert Coordinator (Lisa Pomales Tel: 212 642 4964- E-Mail: epomales@ansi.org)
- 2) A completed Expert Appointment Form is required to appoint a USNC Expert via the Expert Management System. This form (Attached) requires the submitter to provide full coordinates of the individual being appointed including Mailing Address, Telephone, Fax and E-Mail numbers. The completed form is to be sent to the USNC Expert Coordinator.
- 3) The individual is added to the related USNC TAG roster and a USNC invoice is produced and circulated to the individual. Once payment has been received the individual is then entered in the IEC Expert Management System.
- 4) Under the Expert Management System (EMS) the person is added with his/her full coordinates to the designed TC/SC and WG, PT or MT and given a User Name and Password, if not already assigned, for access to documents related to that specific technical area.
- 5) The USNC Expert Coordinator then prepares an official appointment E-Mail with the Expert's name and full contact information along with the TC/SC and WG/PT/MT in which he/she has been officially appointed. This E-Mail is sent to the appointed Expert, to Other US Experts on the related group, Secretary of the related committee with a copy to the Chair, Technical Officer, Technical Advisor, TAG Secretary, and USNC General Secretary.

6) Be advised, that when USNC Experts are appointed in the New Work Item Proposal process, these Experts are NOT posted in the Expert Management System until and if the NWIP is approved. At that point, the IEC Central Office automatically posts the names of the Experts that have been submitted as part of the USNC's vote. If the proposal is NOT APPROVED the names of the Experts are not added to EMS.

7) Also, be aware that the appointment and withdrawal of US Convenors is the responsibility of the related TC/SC Secretary. The USNC Office can and does submit nominations for the position of Convenor to the related TC/SC Secretary, but the USNC Expert Coordinator cannot personally enter such nominations in EMS.

About the USNC/IEC

The U.S. National Committee of the International Electrotechnical Commission (USNC/IEC) serves as the focal point for U.S. parties who are interested in the development, promulgation and use of globally-relevant standards for the electrotechnical industry. The Committee is also engaged in the assessment of conformance to standards, undertaking work in areas such as testing, certification and accreditation.

As the United States' representative to the IEC and many related regional standardization bodies, the USNC/IEC serves as a conduit to the global standards-setting community for technical and policy positions arising in the U.S. and brings issues from the global arena to the U.S. for review, consideration, and response.

The USNC/IEC is a totally integrated committee of the American National Standards Institute (ANSI). For more information, contact usnc@ansi.org or visit www.ansi.org/usnc.

FORM FOR THE APPOINTMENT OF USNC/IEC EXPERTS

(Please use one form for each appointment)

TC/SC	
WG, PT, MT – <i>and Title</i>	
Name of US Expert	
Title	
Company Name	
Company Address	
Representation Type	
Interest Category	
Office Number	
Mobile Number	
Email Address	

Please Confirm One of the Following:

- The Appointee has been notified that he/she will be invoiced the USNC USTAG Participation Fee
- The USNC USTAG Participation Fee is not applicable;

Proposed by:

Date:

A committee of the
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