



**USNC TECHNICAL MANAGEMENT COMMITTEE
DRAFT MINUTES**

**Hosted by Legrand/Pass & Seymour
4515 Enterprise Drive NW
Concord, NC, 28027**

**Wednesday, 16 January 2019
9:00 am – 4:00 PM (EST)
(Meeting #56)**

Members Participating

Sonya Bird, USNC VP – Technical, Chair
Robert Kretschmann, Vice Chair
Ethan Biery
Wynn Bowman
Hae Choe
William Fiske
Ryan Franks*
Ken Gettman
Toby Gillespie
Paul Green
Kerriane Haresign
Timothy Jeffries
William Lawrence
Joseph Musso
David Osborn
Florence Otieno
Matthew Williams
Tim Duffy, USNC VP – Conformity Assessment
Steve Rood, USNC VP – Finance
Tony Zertuche, USNC General Secretary

Underwriters Laboratories Inc.
Rockwell Automation
Lutron Electronics
Star Associates International
AAMI
Intertek
CSA Group
NEMA
GE
Intel
CTA
Huawei R&D USA
FM Approvals
UL
Philips
TIA
AHAM
Rockwell Automation
Legrand North America
USNC/ANSI

Guests Participating

David Bain
Mark Earley
Elaina Finger
Kazimier Gawezyjal
Elizabeth George
Keith Goshia
Don Heirman
Jennifer Kitchen
Marianna Kramarikova
Veronica Lancaster
Kevin Lippert
Angus Low
Evans Massey
Richard McDermott

TIA
NFPA
Corning Incorporated
Dell
Phillips Healthcare
NEMA
Heirman Consulting (Honorary Life Member)
GE Power
TIA
CTA
Eaton Corp.
Rockwell Automation
Baldor Inc.
ECCC

Alec McMillan*†
Edward Mikoski, Jr.
Paul Moliski
Jennifer Padberg
Peter Pondillo
Bob Sherwin
Karen Willis
Jianchao Zeng*
Yi Zhao
Joe Tretler
Kendall Szulewski-Francis
Scott Fogel

Rockwell Automation
Electronic Components Industry Association
Intertek
AAMI
Corning Incorporated
EAPC Wind Energy Services
NEMA
FDA
Huawei R&D USA
ANSI
USNC/ANSI
USNC/ANSI

Members Not Participating

Jonathan Colby
Byron Horak
Calvin Luong
Charley Robinson
Steve Swanson

ARESCA
Intertek
CSA Group
International Society of Automation
Corning Incorporated

* = Via Teleconference

† = Part-time

Section 1 – Organizational Matters

1.1 Welcome, Opening Remarks, Introductions

Ms. Sonya Bird, TMC Chair, called the meeting to order at 9:03 AM (EST). She thanked all those in attendance and those participating on the phone. She noted the addition of two new members to the TMC roster, Ms. Kerri Haresign from CTA and Mr. Byron Horak from Intertek.

1.2 Approval of the Agenda

Ms. Bird noted that a report on SyC Smart Cities was not included in the agenda and requested to add it. No other changes were suggested. It was moved, seconded and

VOTE #1 To Approve the Agenda with Changes (USNC/TMC 1009A)
(This motion was approved)

1.2.1 Approval of Consent Agenda

Ms. Bird reviewed the consent agenda including the TMC Minutes from the meeting on 12 September 2018 at TIA in Arlington, VA. No comments on the minutes or the consent agenda were received. It was moved, seconded and

VOTE #2 To Approve the Minutes from the TMC Meeting in Arlington, VA (TIA)
(USNC/TMC1008)
(This motion was approved unanimously)

1.2.2 Approval of Balance Agenda

No comments were offered on the balance agenda.

Section 2 – Status of Outstanding Action Items

Ms. Kendall Szulewski-Francis reviewed the action items from the previous meeting. She noted that all action items were completed successfully. She drew attention to action items #2018-9-9 and #2018-9-10 (please see below) regarding the guidance document for the Frankfurt Agreement. The TMC agreed to establish a task force to review the guidance document received from the IEC Central Office, and consider updating the USNC white paper on CENELEC. USNC staff will distribute a call for volunteers for this task force to TMC members and other interested parties (**ACTION ITEM #1**).

Also, The TMC requested that a document containing examples on how to use the "in some countries" clause be updated and distributed to the TMC and the USNC technical constituency for reference (**ACTION ITEM #2**).

**Secretary's Note: the following are the action items referenced above in the new ACTION ITEM #1.*

ACTION ITEM #2018 – 9 – 9 – *The TMC agreed to recommend to the USNC Council that the USNC officers/staff request that a Frankfurt Agreement Guidance document be created by/in conjunction with CENELEC for use by the USNC and other parties.*

Status: Completed

ACTION ITEM #2018 – 9 – 10 – *It was requested that the past USNC whitepaper on the Frankfurt (Dresden) Agreement be distributed to the USNC TMC and Council for the committees' review. Also, that this whitepaper be sent to Mr. Frans Vreeswijk, IEC General Secretary and CEO.*

Status: Completed

Section 3 – Qualification Criteria for Liaisons

Ms. Bird led a discussion on IEC/SMB decision 163/21 regarding the qualification of liaisons and the ISO/TMB suggestion to change the necessary minimum requirements to become a liaison to a technical committee. It was confirmed that at the October 2018 SMB meeting, the SMB did not agree with the ISO/TMB's suggestion to change the scopes or qualifications of liaisons in the ISO/IEC Directives.

A TMC member noted that an ongoing issue between IEC and ISO is access to documents for Joint Working Group (JWG) experts. If the JWG is being administered by ISO, IEC experts (at times) have had difficulty accessing the necessary documents because the documents are only posted on the ISO site, not on the IEC site as well. It was noted that the IEC Central Office (CO) and ISO Central Secretariat (CS) are working on improving their Expert Management Systems.

Section 4 – Review of New TC/SC Proposals

4.1 New Process to Establish IEC TC/SC

Referencing SMB decision 163/6 from the October 2018 SMB meeting, Ms. Bird reviewed the newly established IEC process for proposed new TC/SCs. For purposes of transparency and open communication, the IEC adopted the current ISO/TMB process for establishing new TC/SCs. The IEC CO will now host a web conference to discuss/review proposals for new areas of activities and will invite relevant parties such as SMB members, officers of possibly affected IEC committees, etc. Ms. Bird noted that within the USNC, when she and Ms. Szulewski-Francis are advised of such web conferences, they will continue to contact the relevant USNC TAG officers or other interested parties and encourage them to participate on the web conference (when appropriate).

4.2 ISO International Workshop Agreements (IWA)

Recently, China and Austria submitted to the ISO/TMB a proposal for a new ISO International Workshop Agreement (IWA) on *Technical Guidelines for the Development of Small Hydropower Plants – General Terms and Definitions and Design Principles*. However, a question has been posed as to why this proposal was submitted to the ISO/TMB and not the IEC/SMB given the content of the work.

Ms. Bird inquired as to whether any TMC members were familiar with the IWA process. For more information on what an IWA is, please visit the ISO website by clicking [here](#). For a list of other ISO IWAs, please click [here](#). Mr. Tretler clarified that ISO uses IWAs as a type of "pre-standard" when there is not enough consensus or information on a certain topic to draft an international standard. Once the request for an IWA is approved by the TMB, a committee is formed and individual experts participate (not National Bodies) in a short Workshop to develop the IWA. It was noted that an IWA could be compared to a PAS. However, these two deliverables are different as a PAS is submitted by parties outside the IEC for consideration and not developed by/within the Commission.

No additional comments were offered.

Section 5 – ISO Task Force on Foundational Standards

Ms. Szulewski-Francis reviewed the concept of Foundational Standards and the creation of the ISO Task Force on Foundational Standards. A question was posed regarding the purpose of defining or establishing "Foundational Standards." Ms. Szulewski-Francis confirmed that a proposal was originally submitted by Microsoft to a variety of entities, including ANSI's International Policy Committee (IPC). However, the initial proposal garnered little interest within the IPC and Microsoft subsequently submitted their suggestion to the British Standards Institution (BSI). Using Microsoft's document as a base, BSI created their own unique proposal on Foundational Standards and submitted it to the ISO TMB.

The ISO TMB established a task force to review BSI's proposal and provide recommendations on Foundational Standards. The TMB invited the SMB to create a joint task on this topic. However, at the October 2018 meeting, the SMB agreed (decision 163/22) "that the concept of Foundational Standards could be largely covered [in the IEC] by Horizontal Publications used in IEC" and did not create a joint task force with ISO. IEC SMB members volunteered to be on the ISO task force as IEC representatives. Thus far, the group has met three times and have debated the appropriate name/definition for "Foundational Standards." To date, the group agreed on naming these types of deliverables as "horizontal deliverables" with the following draft definition:

"A deliverable dealing with a subject relevant to a number of committees or sectors and of crucial importance to ensure the coherence of the corpus of standardization deliverables.

NOTE 1 horizontal deliverables may provide fundamental principles, concepts, graphical symbols, terminology or general characteristics.

NOTE 2 some horizontal deliverables provide the foundations of workable, fair and responsible oversight of new innovative technologies."

It was requested that the report from the last task force meeting be distributed with the TMC minutes (**ACTION ITEM #3**). For more information, please see **ATTACHMENT A**.

Section 6 – IEC Committee Reports

6.1 SMB SyC Smart Energy

Brian Marchionni submitted a report that was distributed with the agenda.

6.2 SMB SyC Active Assisted Living

Mr. Anthony Ciccarello and Ms. Grace Roh submitted a written report that was distributed with the agenda. Ms. Bird noted that this SyC has a WG on Conformity Assessment and inquired as to whether the CAB was aware of this. Mr. Tim Duffy, USNC Vice President, Conformity Assessment, noted that no information on this WG has been shared with CAB to date and that the SMB should share important information with the CAB on this matter.

6.3 SMB SyC Low Voltage Direct Current Applications

Mr. Ken Gettman noted that Brian Patterson, the Technical Advisor for the SyC LVDC USNC TAG, has been absent since almost the formation of the USNC TAG, and because of this absence, the TAG elected a Co-Technical Advisor (Mr. Keith Goshia) to assist with the TA workload. USNC staff will contact Brian Patterson (EMerge) regarding his continued participation on the USNC TAG to SyC LVDC as Technical Advisor. **(ACTION ITEM #4).**

Mr. Gettman stated that the TAG is working on increasing US participation on SyC LVDC. The SyC holds three international meetings a year, mostly in remote locations. While the intent is to hold the SyC meetings in areas and regions that could benefit from the use of LVDC, it does pose a challenge for SyC members as it can be hard to garner company support to travel to a remote location for a one or two day meeting. Mr. Gettman stated that he was unsure if rearranging the meeting schedule would increase participation however.

Mr. Zertuche noted that he had communicated with the chair of SyC LVDC, Mr. Vimal Mahendru (India), who has been trying to coordinate the SyC's work with IEEE so there is no duplication of efforts. However, this has been challenging for him to do given that IEEE is no longer engaged with the USNC. Mr. Gettman added that there has also been limited guidance from the SMB regarding the committee's work program.

6.4 SMB SEG 8 Communication Technologies and Architecture

Clifford Whitehead submitted a written report that was distributed with the agenda.

6.5 SMB SEG 9 Smart Home/Office Building Systems

For more information, please see **ATTACHMENT B**. A TMC member noted that this SEG appears to be conducting work more as a SyC in terms of quality and amount, and it may be necessary for the SMB to discuss the future of this SEG.

6.6 SMB SEG 10 Ethics in Autonomous and Artificial Intelligence Applications

A written report was distributed with the agenda.

6.7 Advisory Committee on Energy Efficiency (ACEE) and US Coordinating Committee on Energy Efficiency (USCCEE)

Kirk Anderson submitted a written report that was distributed with the agenda.

- 6.8 Advisory Committee on Safety (ACOS) and US Safety Coordinating Committee (USSCC)**
Ms. Bird highlighted that Mr. Mark Ealey's term as the US representative on ACOS will end in September 2019. A call for a new US Representative on ACOS will be distributed in ANSI's Standards Action. For more information, please see **ATTACHMENT C**.
- 6.9 Advisory Committee on Environmental Aspects (ACEA) and USNC Coordinating Committee on Natural Environmental Aspects (USCCENV)**
A written report was distributed with the agenda.
- 6.10 Advisory Committee on Electricity Transmission and Distribution (ACTAD) and US Coordinating Committee on Electricity Transmission and Distribution**
A report was submitted after the TMC meeting. For more information, please see **ATTACHMENT D**.
- 6.11 Advisory Committee on Security (ACSEC)**
A written report was submitted after the TMC meeting. For more information, please see **ATTACHMENT E**.
- 6.12 SMB System Resource Group (SRG)**
The USNC staff will distribute a call for a new US representative on the SRG given Manyphay Viengkham's recent resignation as the convener, and the USNC staff will request that Ms. Viengkham submit a summary of the SRG's work to date (**ACTION ITEM #5**).
- 6.13 SMB SG 13 Working with Consortia**
Ms. Hae Choe provided a written report on the work of SG 13. Ms. Choe noted that a goal of this group was to establish a list of "consortia" for reference for the IEC constituency. Currently, not enough interest was expressed by members of the TMC or other USNC constituents to form a VTAG for this SG.

The next meeting of this SG will take place the week of 18 February 2019 in Montreux, Switzerland, and Ms. Bird will be attending that meeting on behalf of the US. It was requested that the latest SG 13 documents be distributed to the TMC for comments. Comments should be submitted directly to Hae Choe (HChoe@aami.org) and Sonya Bird (Sonya.M.Bird@ul.com) (**ACTION ITEM #6**).
- 6.14 SyC Smart Cities**
Ms. Florence Otieno provided a written report (**ATTACHMENT F**). She briefly highlighted the work being done to consolidate the definitions of "smart cities" between IEC and ISO.

Section 7 – IEC Committee Reports for Discussion

- 7.1 Advisory Committee on Electromagnetic Compatibility (ACEC) / US Coordinating Committee on EMC**
Mr. Don Heirman provided a report. Mr. Heirman also noted that he has an EMC webinar prepared. Ms. Finger, as the Communications Committee chair, agreed to work with Mr. Heirman to attempt to schedule a time to host this webinar in 2019.

7.2 **SG 11 – Hot Topic Radar**

For more information, please see **SMB/6520/R**.

7.3 **SMB SyC Smart Manufacturing**

Mr. Alec McMillan provided a report on SyC Smart Manufacturing (SM). SyC's first plenary meeting was held in the fall of 2018 in Germany. The TMC requested that SMB/6633/R (SyC Smart Manufacturing report) be distributed with the TMC Resolutions. SyC SM agreed to endorse and use the definition of Smart Manufacturing as recommended by SEG 7. Currently, the SyC has four ahGs working on (1) marketing, communication and outreach, (2) review of use cases and supporting IT tools, (3) terminology, and (4) navigation tools for SyC SM deliverables. Mr. McMillan also noted that the SyC SM, requested that he (as the SyC Secretary) reach out to SG 13, *Working with Consortia*, regarding the SG's work. Ms. Hae Choe, the US representative on SG 13, volunteered to discuss SG 13 with Mr. McMillan.

Mr. McMillan stated that the USNC TAG to SyC SM needs more members and requested that USNC staff distribute a call in Standards Actions for membership.

In addition, Mr. McMillan discussed the ISO SM meeting which took place in November 2018 in the US. The Chair of IEC/TC 65 gave a presentation on the work of TC 65. However, there were concerns expressed by many members of the ISO SM committee that the IEC/TC 65 chair's presentation did not accurately represent the views of TC 65 members. Mr. Kretschmann highlighted other ongoing issues with the TC 65 Chair including communication and information sharing difficulties. At the IEC/TC 65 plenary meeting in the fall of 2018, a TC 65 WG created a presentation with the Chair, to clarify some of the misunderstandings surrounding TC 65's work. However, this document was never distributed and had to be recreated during the official plenary meeting due to the IEC TC officers misplacement of the first presentation. The second presentation was also lost and never distributed to the members of TC 65. The USNC Staff will schedule a teleconference between Sonya Bird, Angus Low, Tony Zertuche, Tim Duffy, Bob Kretschmann, Alec McMillan and Kendall Szulewski-Francis to discuss the ongoing issues with the IEC/TC 65 leadership (**ACTION ITEM #7**).

7.4 **SMB SG 12 Digital Transformation**

Mr. Zertuche reported on the latest work being done by SG 12. The group met in Busan in October 2018 and started to review the use cases submitted by IEC NCs. Additional topics of conversation for SG 12 are virtual collaboration tools (online writing, discussions, voting), visual tools in standards, machine-readable standards, automatic translations, and AI in terms of understanding the content of standards.

7.5 **Report of SMB Groups**

- **ahG 76** – Masterplan Implementation – Ms. Bird confirmed that during the CAG meeting in February 2019, breakout sessions will be held for SMB members to discuss IEC Masterplan items that have been assigned to the SMB.
- **ahG 78** – Revision of IEC Guide 108 – For more information, please see **ATTACHMENT G**.

- **ahG 80** – For more information, please see **SMB/6623/R**.
- **ahG 81** – Electrical Vehicle and Infrastructure Landscaping – For more information, please see **SMB/6639/R**. Please note that this is the final report from this ahG.
- **ahG 82** – TC/SC leadership and regional balance – Ms. Szulewski-Francis reported on the second meeting of this task force held during the IEC General Meeting in October 2018. A TMC member noted that while including other elements, like gender, in the discussion is important, the focus for the time being should be on regional balance as this item affects a greater number of IEC members, whereas gender balance in representation can differ greatly from one member country to another. For more information, please see **AhG82/013/INF**.
- **ahG 83** – Financial input from SMB – Ms. Bird noted that the first meeting of this ahG will be held in February 2019 in conjunction with the SMB meeting.

7.6 IEC Directives Maintenance Team and Joint Directives Maintenance Team

Mr. Zertuche reported on the DMT/JDMT meetings that were held in November 2018. He led a discuss on an item up for consideration by the JDMT – changing the title of IEC TC/SC/SyC "Secretary" to "Committee Manager" in the IEC/ISO Directives. The USNC office distributed a call for comments regarding this matter and the majority of comments received from the USNC technical constituency support this change. However, concerns were expressed regarding any change to the Secretary's duties. The IEC should be cautious about adding too many duties to the Sectary's responsibilities given that many individuals who hold these positions are volunteers and have full-time roles elsewhere – overloading them could result in individuals not wanting to take on the Secretary role. Ms. Szulewski-Francis noted that this topic will be discussed by the SMB in February 2019.

Section 8 – Standardization Management Board (SMB) Issues

8.1 Review of Decisions from the SMB Meeting in October 2018

Ms. Bird reviewed the important decisions taken at the CAG and SMB meetings held at the IEC General Meeting in October 2018 in Busan, South Korea. She highlighted the joint meeting the IEC/SMB and ISO/TMB will be having in June 2019. The USNC staff distributed a call for comments regarding "pain points" and general collaboration between IEC and ISO. USNC staff will send out a final reminder to the USNC Council and TMC to submit comments on IEC and ISO's cooperation and collaboration (**ACTION ITEM #8**).

8.2 Review of SMB Meeting Agenda for February 2019

Ms. Bird drew attention to the SMB agenda for the meeting in Montreux, Switzerland in February 2019.

Section 9 – Management and Communication Items

9.1 Reports from TAs, Secretaries, Guests in Attendance

Mr. Keith Goshia, Technical Advisor for the USNC TAG to IEC/TC 22, gave an update on this committee's work (the presentation was distributed with the draft agenda). Mr. Goshia stated that the IEC committee has been working to encourage Canada to join IEC/TC 22 as a P-member.

9.2 Call for USTAG and IEC TC/SC/SyC Leadership Positions, P-Memberships, and SMB Roles

Ms. Szulewski-Francis reviewed the vacant USNC and IEC leadership positions, as well as opportunities for new IEC P-membership and changes in USTAG Administrators. No additional comments were offered.

9.3 USNC Subcommittee on Operating Procedures

Mr. Bill Lawrence, Chair of the Subcommittee on Operating Procedures (SCOOP), provided a brief update on the committee's work. He noted that the group is completing its latest review of the USNC TAG Model Operating Procedures. The goal is for the SCOOP to complete this review in quarter one of 2019 so the final MOPs can be distributed to the TMC for ballot in early spring. For more information, please see **ATTACHMENT H**.

9.4 Update from the IEC General Secretary

Ms. Bird reviewed the IEC General Secretary update distributed on 13 November 2018 to the USNC constituency. She highlighted the section regarding IEC's new focus on IP protections in the era of GDPR. No additional comments were offered.

Section 10 – Interface with Regional Organizations

Mr. Zertuche updated the TMC on the USNC's ongoing regional outreach initiatives:

- **CENELEC** – Mr. Zertuche drew attention to the letter the USNC recently received regarding CEN/CENELEC's relationship with the UK National Committee in light of Brexit becoming official on 29 March 2019. For more information, please see **ATTACHMENT I**.
- **PASC** – April 2019 meeting in Wellington, New Zealand
- **APCF** – Report on the Forum with an update on Working Group 1's proposal on succession planning.

Mr. Zertuche requested that individuals interested in attending PASC should contact him.

- **COPANT** – May 2019 meeting in Cartagena, Colombia
- **FINCA** – September 2019 meeting in Lima, Peru (hosted by the Canadian National Committee). Mr. Zertuche stated that FINCA was having difficulty finding a Secretary for this forum. However, the group has now established a long-term secretary to provide consistency to the role and the forum.
- **CANENA** – 26 – 28 February 2019. Mr. Steve Rood encouraged folks from the USNC to attend.

Section 11 – Meeting Schedule 2019 and Beyond

Ms. Zertuche led a discussion regarding the upcoming IEC General Meetings being held in China (2019) and Egypt (2023). USNC members expressed concerns regarding personal safety and security when

traveling to these two countries. A TMC member stated that there have been recent incidences where individuals with dual-citizenship in China and the USA have been detained in China and not permitted to leave. A TMC member confirmed that CSA Group imposed a travel ban and CSA employees are currently not permitted to travel to China.

The TMC discussed and agreed that while there are security concerns about traveling to Egypt, stability is rather fluid. Egypt offered to host the 2023 IEC General Meeting and multiple things can change, for better or worse, over the next five years. Therefore, no firm judgement can be made on Egypt hosting an IEC General Meeting. Mr. Zertuche noted these concerns to share with the IEC CO and confirmed that the USNC (and IEC) will continue to monitor these situations. He also stated that he would discuss both China and Egypt with his Canadian counterpart.

Mr. Zertuche confirmed that the USNC will be hosting the TAG Leadership Workshop and IEC Processes and Procedures training in April in conjunction with the USNC Management Meetings being hosted by Rockwell Automation.

Section 12 – Adjournment

Ms. Bird thanked Legrand/Pass & Seymour for hosting these meetings and those who participated. She adjourned the meeting at 3:33 PM (EST).