



**USNC TECHNICAL MANAGEMENT COMMITTEE  
DRAFT MINUTES  
WebEx  
Wednesday, 6 May 2020  
10:00 AM – 2:00 PM (EDT)  
(Meeting #60)**

**Members Participating**

Sonya Bird, USNC VP – Technical, Chair	Underwriters Laboratories
Zekarias Bekele	CSA
Hae Choe, Vice Chair	AAMI
Ethan Biery	Lutron Electronics
Wynn Bowman	Start Associates International
William Fiske	Intertek
Toby Gillespie	GE Energy
Paul Green	Intel
Kerriane Haresign	CTA
Megan Hayes	NEMA
Byron Horak	Intertek
Timothy Jeffries	Futurewei Technologies
William Lawrence	FM Approvals
Calvin Luong	CSA
Joseph Musso	Underwriters Laboratories
David Osborn	Philips
Florence Otieno	TIA
Charley Robinson	ISA
Steven Swanson	Corning Incorporated
Matthew Williams	AHAM
Wallie Zoller	Rockwell Automation
Kevin Lippert, USNC President	Eaton
Joan Sterling, USNC VP – Conformity Assessment	Intertek
Steve Rood, USNC VP – Finance	Legrand North America
Tony Zertuche, USNC General Secretary	USNC/ANSI

**Guests Participating**

Dan Brake	ARESCA
Tim Duffy	Rockwell Automation
Elaina Finger	Corning Incorporated
Kazimier Gawrzyjal	Dell Inc.
Elisabeth George	Philips
Brent Hartman	CSA
Ivan Jovanovic	G&W Electric
George Kelly	Sunset Technology
Scott Kiddle	ABB

Jennifer Kitchen	GE
Veronica Lancaster	CTA
Steve Margis	UL
Evans Massey	ABB
Jim Matthews	Corning Incorporated
Alec McMillan	Rockwell Automation
Edward Mikoski	ECIA
Amy Phelps	NIST
Philip Piqueira	Underwriters Laboratories
Peter Pondillo	Corning Incorporated
Bob Sherwin	EAPC Wind Energy
Joe Tretler	ANSI
Jianchao Zeng	FDA
Chynna Anuszewski	USNC/ANSI
Scott Fogel	USNC/ANSI
Adelana Gladstein	USNC/ANSI
Megan Pahl	USNC/ANSI

**Members Not Participating**

Jonathan Colby	ARESCA
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**Section 1 – Organizational Matters**

**1.1 Welcome, Opening Remarks, Introductions**

Ms. Sonya Bird, TMC Chair, called the meeting to order at 10:00 AM (EDT). She thanked all those in attendance and reminded everyone that the meeting was condensed to four hours given its virtual nature. The list of TMC members participating in the meeting was reviewed and quorum was established.

Ms. Bird also provided an update on Mr. Don Heirman’s health situation and COVID-19 diagnosis. Mr. Heirman’s address was displayed as Ms. Bird encouraged TMC members to send him a note.

Ms. Ade Gladstein reviewed the WebEx Event Guidelines and virtual meeting protocol.

**1.2 Approval of the Agenda**

Ms. Bird drew attention to the meeting's draft agenda, USNC/TMC 1068A. No changes were suggested or comments offered. It was moved, seconded and

**VOTE #1 To Approve the Agenda (USNC/TMC 1068A)  
(This motion was approved unanimously)**

**1.2.1 Approval of Consent Agenda**

Ms. Bird reviewed the consent agenda, including the TMC Minutes from the meeting on 15 January 2020 at Corning Incorporated in Charlotte, NC. It was moved, seconded and

**VOTE #2 To Approve the Minutes from the TMC Meeting  
in Charlotte, NC (USNC/TMC 1067)  
(This motion was approved unanimously)**

**1.2.2 Approval of Balance Agenda**

**Section 2 – Status of Outstanding Action Items**

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

**ACTION ITEM #2020 – 1 - 1** – USNC staff to send In Some Countries Guidelines inputs received from USNC TMC Members to Muhammad Ali for the TF's consideration.

**Status: Completed**

**ACTION ITEM #2020 – 1 - 2** – USNC Officers will send the IEC Guide links that require payment to the IEC Officers to address the payment issue.

**Status: Completed**

The IEC CO clarified that anyone with an IEC login can download IEC Guides for free (link in the right column) on the IEC Webstore, but noted that the display is confusing for users. The IEC Communications Department is looking into improving how information is displayed on their website. The USNC staff will follow up with the IEC CO regarding when the IEC Webstore will be updated.

**ACTION ITEM #2020 – 1 - 3** – USNC staff to send out a call for members for VTAG SG 13: Working with consortia.

**Status: Completed**

**ACTION ITEM #2020 – 1 - 4** – USNC TMC requests ANSI Legal and Procedures to review ANSI's language on U.S. National Interested Parties to ensure that the definition is still relevant in today's geopolitical climate and if similar issues have been raised elsewhere in the Institute.

**Status: Completed**

Mr. Zertuche circulated the response from ANSI Procedures and Legal to TMC members regarding the submitted proposal for a revision of the definition of a U.S. National Interested Party. ANSI Procedures and Legal deemed the current definition of “U.S. National Interested Party” relevant and appropriate.

**ACTION ITEM #2019 – 1 - 5** – CENELEC Task Force to compile a list of questions that represent key challenges that the USNC is facing, which will be presented to CENELEC Officers.

**Status: Completed**

CENELEC Officers have not provided a response to the questions they received from the USNC. USNC staff will follow up with the CENELEC Officers.

**ACTION ITEM #2020 – 1 - 6** – USNC staff to distribute ACOS scope and meeting agenda to USNC TMC Members. US Representative to ACOS requests agenda inputs for the next meeting on 24-25 March 2020.

**Status: Completed**

**ACTION ITEM #2020 – 1 - 7** – USNC staff to send out call to IEC TC/SC Chairs and Secretaries from the US to volunteer to implement the Digital Officer pilot project within their TC or SC.

**Status: Completed/Ongoing Project**

**ACTION ITEM #2020 – 1 - 8** – USNC TMC to send any insights or comments on the IEC White Paper: Semantic interoperability: challenges in the digital transformation age to Tony Zertuche before the CAG meeting on 11 February 2020.

**Status: Completed**

**ACTION ITEM #2020 – 1 - 9** – USNC CAPCC Chair Joan Sterling and Vice-Chair Tim Duffy to draft a blurb to address conformity assessment issues with India for Tony Zertuche to discuss with Indian counterparts while at the SMB meeting in Delhi, India in February 2020

**Status: Pending**

**ACTION ITEM #2020 – 1 - 10** – USNC CAPCC and TMC formed a new Joint Task Force to address CAB Decision 46/07 — Guidelines for the selection and approval of non-IEC or non-ISO standards for use in IEC CA schemes. Co-Chairs: Sonya Bird and Steve Margis; Volunteers: Joan Sterling, Paul Green, Bill Fiske, Tim Duffy, Paul Moliski, Steve Swanson, and Wynn Bowman

**Status: Ongoing**

The JTF members were actively engaged on two separate WebEx teleconferences and provided valued insights. This remains an open item as the March IEC CAB WG meetings were canceled due to COVID-19.

Ms. Bird drew attention to an outstanding action item from the TMC meeting held in January 2020, inquiring about the status of the USNC staff handout with staff roles and responsibilities. Now that the USNC office is fully staffed, USNC staff will circulate the updated staff handout with headshots to the policy committees.

### **Section 3 – Review SMBNC Document Voting Procedures**

Mr. Zertuche led a discussion on the USNC review and recommendation process of IEC SMBNC documents. He noted that this is a newer document that is circulated more broadly to the IEC Council as well as the SMB. It was suggested that SMBNC documents should be sent to USNC Council, TMC, and CAPCC for inputs and then Ms. Bird, Mr. Zertuche, and Mr. Lippert will consider recommendations from policy committee members and vote accordingly.

A TMC member recommended that timelines be established for SMBNC document distribution so the USNC has the appropriate amount of time to develop positions on the document. Additional information on what the IEC CO's intent for these documents was requested. The group agreed that the sooner the USNC forms its position on SMBNC documents, the sooner the USNC is able to coordinate with other National Committees.

USNC staff to reach out to IEC CO for clarification on how and when SMBNC documents are distributed. TMC members to recommend a process on how the USNC positions will be formed on SMBNC documents (**ACTION ITEM #1**).

### **Section 4 – Review TAG Administrator Application Process**

Mr. Zertuche reviewed the USNC TAG Administrator Application and the historical process for approving TAG Administrators. First, USNC staff puts out a call in Standards Action, while copying the entire USNC constituency. Usually only one organization comes forward to apply for the TAG Administrator role and submits a completed TAG Administrator Application, which TMC members drafted. The application is circulated to the TMC for their review and approval through a ballot.

Occasionally more than one organization expresses interest in the same TAG Administrator role. Mr. Zertuche explained that the USNC office has no set process to address multiple submissions yet since it happens so infrequently. Ms. Bird emphasized the need to establish a process for when two or more organizations express interest in order to ensure fairness and consistency.

The group agreed that the USNC TAG Administrator Application needs to be updated to include a “justification statement” in order to provide more context and background on the organizations applying for the TMC members casting their vote. USNC staff to update the USNC TAG Administrator Application to include a justification statement section. In addition, TMC Chair and USNC staff to establish a formal process for when multiple organizations submit an application for the same TAG Administrator role (**ACTION ITEM #2**).

A TMC member inquired about TAG Administrator fees and suggested that organizations should specify what the fee is if they plan to charge a fee. It was agreed to by SCOOP to not include specific fees on the application, but it was noted that the application form includes a statement for applicants to indicate if fees would be charged. Organizations are unable to determine what the fees will be when they apply for the TAG Administrator role because they are unable to determine how many TAG participants the TAG would have.

## **Section 5 – CEN/CENELEC Update and IEC NC Commenting Rules Review**

Mr. Steve Swanson provided an update on CEN/CENELEC and reviewed the presentation that was circulated with the agenda (USNC/TMC 1073). CENELEC Task Force members participated on a webinar that IEC/CENELEC hosted in November 2019. In response, the TF held a teleconference on February 2020 to develop a list of follow up questions for CENELEC to address. The final list included a dozen questions that were submitted to CENELEC in March 2020 during a meeting with European Standards Organizations (ESOs) in ANSI’s offices in Washington, DC. Mr. Swanson emphasized that the primary issue is with the EU Commission rather than CENELEC, especially in regards to the HAS Consultants. This issue was raised during bilateral meetings held at the 2019 IEC General Meeting in Shanghai and it was noted that USNC’s European colleagues had the same concerns about the HAS Consultants. Ms. Bird suggested that a Joint Task Force is created with USNC and ANSI (Steve Cornish, ISOT) to address the challenges with the HAS Consultants.

Mr. Swanson addressed a question received from a TMC member concerning IEC NC commenting rules. In a recent CDV document (77A/CDV/1058), one comment was submitted by German NC and a separate comment submitted by their regulator. IEC clarified that the rule is “one country, one vote.” If a regulatory body in a country wishes to add comments, it must be submitted by the National Committee of that country. IEC also explained that Category A and Category B liaisons can submit comments, but cannot vote.

*Secretary’s Note: The Secretariat of SC 77A addressed the commenting issue in the revised RVC (77A/1072A/RVC) that was circulated after USNC flagged the mistake.*

## **Section 6 – IEC Committee Reports**

### **6.1 Advisory Committee on Electromagnetic Compatibility (ACEC) / US Coordinating Committee on EMC**

Mr. Don Heirman provided a written report on ACEC and EMC’s activities that was distributed with the draft agenda (USNC/TMC 1074).

## **6.2 SMB SEG 9 Smart Home/Office Building Systems**

Mr. Mark Duffy provided a written report on SEG 9's activities that was distributed with the draft agenda (USNC/TMC 1075). This was his last report as he resigned from this position in February. The USNC is looking for a replacement in this role. TMC members who serve or have staff serving on SEG 9 to identify a replacement for Mark Duffy as the SEG 9 US Representative (**ACTION ITEM #3**).

## **Section 7 – IEC Committee Reports for Discussion**

### **7.1 Report of SMB Groups**

ahG 76 – *Masterplan Implementation* – Ms. Bird reported that there are several initiatives under this plan and changes in ahGs are a specific result of the work of ahG 76. SMB members have raised concerns regarding the amount of time and energy they are spending on the Masterplan. The SMB will continue to press forward, as this work will continue for the next couple of years.

ahG 84 – *Sustainable Development Goals* – Ms. Bird highlighted India's SMB member Mr. Vimal Mahendru's efforts in ahG 84 and noted that he is very passionate about this topic. This group's focus is to get TCs/SCs to consider SDGs throughout the standards development process. TC/SC officers will be encouraged to address SDGs during their meetings and in proposals. TMC members are encouraged to review the report that was distributed with the agenda (SMB/7027/R) and provide comments to Ms. Gladstein for Ms. Bird's consideration.

ahG 85 – *IEC Secretariats* – Mr. Zertuche reported that ahG 85 recommends that the ISO Twinning Program not be implemented in IEC. A request was sent to DMT to formalize the role of Assistant Secretary and include it in the Directives. TMC members are encouraged to review the report that was distributed with the agenda (SMB/7028/R) and provide comments to Ms. Gladstein for Ms. Bird's consideration.

ahG 86 – *Future of Digital Transformation including system approaches* – Mr. Zertuche explained that the work of SG 12 will continue under ahG 86, specifically the ongoing work from TF 1 on development of standards and digitalization and TF 2 on machine interpretable standards. There are a number of groups within the IEC, IEC NCs, and individual organizations that are all going through digital transformation and are at different stages in the process. Currently, there are several groups working on digital transformation within the IEC. In order to avoid duplication of work, the SMB Chair Mr. Ralph Sporer suggested that one all-encompassing IEC group (ahG 86) is established to pull together resources for digital transformation. The strategy document and recommendations will be sent to Council Board for their endorsement in June.

A US IEC SyC Representative raised concerns regarding the need to improve communication between the IEC IT Department and digital transformation and inquired about Systems Resource Group (SRG) activities. No one has volunteered for the SRG Convenor role. SMB members have agreed that the work of leading the SRG should fall under the IEC CO. Ms. Bird suggested that this issue is discussed during the CAG meeting and requested that a teleconference is scheduled with all US IEC SyC

Representatives to discuss each groups' needs, issues, and expectations, especially as they relate to the impact of no SRG.

US SMB Member and Alternate to suggest adding IEC IT resources as an agenda topic for the upcoming CAG meeting under ahG 86 discussion (**ACTION ITEM #4**). USNC staff to schedule a meeting for US Representatives on SyCs to discuss various issues, including the impact of no SRG (**ACTION ITEM #5**).

JTF on JTC 1 – Ms. Bird mentioned that a JTF between ISO TMB and IEC SMB has been established to discuss JTC 1. Ms. Bird and Mr. Steve Cornish are the representatives for SMB and TMB respectively on this group. She reviewed the summary report of the TMB/SMB JTC 1 JTF meeting (**ATTACHMENT A**).

A TMC member noted that it would be helpful for the USNC constituency to have a dedicated place to view all active ahGs and their US participants. Additional information was requested regarding who is able to join ahGs (NC Secretaries, NC members, SMB members, etc.). When these groups are open to the broader IEC constituency, a call is circulated. USNC staff to develop a spreadsheet on current SMB ahGs, including who the US Representatives are and who is eligible to be a member. USNC staff to circulate the spreadsheet to the USNC policy committee members (**ACTION ITEM #6**).

## **7.2 IEC Directives Maintenance Team and Joint Directives Maintenance Team**

Mr. Jim Matthews reported that a series of recommendations were sent to the SMB in regards to updating the Directives. SMB approved the recommendations unanimously. The new version of the Directives should be released within the next week. Mr. Zertuche urged the group to review the updated Directives and DMT meeting reports and to send comments to him and Ms. Bird.

*Secretary's Note: The ISO/IEC Directives, Part 1:2020; ISO/IEC Directives, Part 1:2020 + IEC Supplement:2020; and ISO/IEC Directives 2020, Main changes were distributed recently by the IEC. Please see ATTACHMENTS B, C, and D for additional information.*

A TMC guest expressed CAPCC's concerns regarding the ISO/IEC Directives Part 2, Annex A, Clause 33. They shared that the Directives are relative to the standards process only. This is an issue on the CAB agenda and is out for a vote with a 19 June 2020 deadline. Mr. Matthews explained that no updates have been made to the Directives Part 2 over the past couple of years. DMT and JDMT will be reviewing the Directives Part 2 next, so now is the time to submit recommendations and suggestions.

Mr. Matthews is stepping down as DMT Convenor. Mr. Tony Capel (Canada) has been elected by SMB as the next Convenor of the group. Mr. Matthews shared that he and Mr. Capel discussed the transition and ensured that Mr. Capel will do a great job in the role. Ms. Bird and Mr. Zertuche thanked Mr. Matthews for his leadership in DMT and congratulated him on the improvements he made while carrying the group forward.

## **Section 8 – Standardization Management Board (SMB) Issues**

### **8.1 Review of Decisions from SMB Meeting in February 2020**

Ms. Hae Choe reviewed the decisions taken at the SMB meeting held in New Delhi, India in February 2020. Ms. Choe highlighted the following items from the SMB decision list that had previously been distributed with the draft agenda (SMB/6970/DL):

- *SMB Decision 167/5* – Nomination process in Advisory Committees – SMB decided that more than one TC/SC/SyC representative per Advisory Committee should be the exception and will require a justification. The QP will indicate if more than one TC/SC/SyC representative is proposed and provide the justification. SMB further asked Advisory Committees to issue calls for National Committee experts to all National Committees once such a position becomes vacant.
- *SMB Decision 167/6* – Digital Transformation – SMB set up ahG 86, *Future of Digital Transformation including system approaches*. SMB requested ahG 86 to provide an interim report on a draft vision statement at SMB meeting 168 in June 2020 and its final report at SMB meeting 169 in October 2020.
- *SMB Decision 167/9* – Set up new PC on Operation of electrical installations – SMB noted that the proposal for a new PC, *PC 128: Operation of electrical installations*, had been approved by the National Committees. SMB assigned the secretariat of PC 128 to France.
- *SMB Decision 167/10* – TC 8 consultation on new SC on Network management – SMB noted that the P-members of TC 8 had approved the creation of a new SC on Network management. Establishing the new SC was subsequently approved by SMB. SMB therefore ratified the establishment of SC 8C, Network management, and assigned its secretariat to China.
- *SMB Decision 167/11* – SyC Communication Technologies and Architectures – SMB noted that the nomination of Yun Chao Hu as Chair of the new SyC on Communication Technologies and Architectures had been approved.
- *SMB Decision 167/19* – Translation time at CDV stage – Following Decision 158/14, SMB decided to leave the existing process unchanged, allowing 6 weeks for translation at the CDV stage. SMB urged National Committees translating documents to explore further opportunities to add flexibility and reduce translation time and will keep monitoring the status. SMB further noted the importance of reviewing the whole development process with the goal of higher efficiency and timeliness.
- *SMB Decision 167/21* – JDMT Recommendation 19/201912 – Horizontal Deliverables/Publications – SMB noted that JDMT recommendation 19/201912 on horizontal deliverables/publications had been approved. SMB therefore agreed to establish a joint SMB/TMB group with the task to develop a proposal for a common process using IEC Guide 108 as an input.



SMB asked its secretariat to engage with the TMB secretariat to set up this group and include the following SMB representatives in its membership: CA, FR, NL, UK, US. SMB requested the joint SMB/TMB group to report back at SMB meeting 169 in October 2020. Ms. Choe noted that there will be an increase in DMT members from 12 to 14. IEC has not distributed a call yet.

Mr. Zertuche emphasized that Ms. Choe did a great job during the SMB meeting and represented the TMC well.

## **8.2 Review of Agenda for SMB Meeting in June 2020**

Ms. Bird reviewed items to be discussed at the upcoming CAG and SMB remote meetings in May and June. Please see **ATTACHMENT E** for the updated version of the CAG topics. The SMB draft agenda (SMB/7025/DA) was distributed to the TMC prior to the TMC meeting.

Ms. Bird highlighted the CAG agenda topic on SMB self-assessment and clarified that a questionnaire was circulated in December 2019 to each SMB member. Ms. Bird and Mr. Zertuche provided their feedback and identified challenges. She noted that they just received the results of the questionnaire, which will be reviewed during the CAG meeting. The bulk of questionnaire comments provided by SMB members included, the issue around improving collaboration and coordination between SMB and other IEC boards (CB, CAB, and MSB); the need for better strategic direction from SMB in order to remain competitive within global market and new technology; and issues regarding the Chair's leadership style. Ms. Bird also mentioned the CAG agenda topic on how to follow up on recommendations and put them into action. SMB makes recommendations and does not hear from other IEC boards. CAG will discuss the impact of those recommendations, especially regarding finance and IT resources, and ensure that responses are received. Finally, she drew attention to the CAG agenda topic on the update and enforcement of the Code of Conduct. If any TMC members have issues with the behavior of participants in their groups, please raise these issues with Ms. Bird and Mr. Zertuche.

Ms. Bird reviewed the following items on the SMB agenda:

- 7.1 – Proposal from the Chinese NC on Robotics for electricity generation, transmission, and distribution systems

IEC recently distributed the SMB/7031/DC document for comment (**ATTACHMENT F**). Ms. Bird requested that inputs be sent to Ms. Gladstein by 15 May as the SMB deadline for votes/comments is 22 May. The group agreed to schedule a webinar with the USNC constituency and interested parties to discuss the proposal in order to help coordinate the USNC position. USNC staff to distribute a call for the TC proposal on Robotics webinar. USNC staff to begin holding webinars for all new TC/SC/SyC proposals to provide US national interested parties the opportunity to help coordinate the USNC positions (**ACTION ITEM #7**).

- 8.3 – Standardization Programme Coordination Group (SPCG) SMB Decision 162/22

The SPCG was established to ensure efforts between ISO, IEC, and ITU are coordinated and that there is no overlap. Mr. Steve Cornish is a member of this group and provides updates to Ms. Bird and Mr. Zertuche. It was noted that there is great coordination between ISO and IEC, while ITU has not been as active.

### **8.3 IEC SMB Elections at the General Meeting**

Ms. Bird reviewed the elections that would take place during the IEC General Meeting.

It was noted that the terms of three existing members of the SMB will expire end of 2020. These include India, Korea, and Spain. Nominations are open.

## **Section 9 – USNC Subcommittee on Operating Procedures**

Mr. Bill Lawrence, Chair of the Subcommittee on Operating Procedures (SCOOP), provided an update on the Subcommittee's work, including the USNC TAG Model Operating Procedures (MOPs) validation process. He noted that only five TAGs were outstanding in this process and that SCOOP members reviewed the Unique Operating Procedures received from USNC TAGs. The Unique Operating Procedures from SC 37A, SC 37B, TC 82, CISPR/I, and JTC 1/SC 41 are still under SCOOP's review, and the intent is that these will be completed by the September TMC meeting. Mr. Lawrence drew attention to the Unique Operating Procedures for TC 29, TC 62, SC 62A, SC 62B, and SC 62D. SCOOP approved these documents and offered them for TMC's consideration. It was moved, seconded and

### **VOTE #3 To Approve the USNC TAG Unique Operating Procedures for TC 29, TC 62, SC 62A, SC 62B, and SC 62D (This motion was approved unanimously)**

Mr. Lawrence shared SCOOP's vision for a five year revision cycle for the MOPs with the group and requested that TMC confirm this approach. He explained that this would be an intended approach, not be a formal cycle. SCOOP will reconvene to address any issues with the MOPs that may come up in the interim during the five year cycle.

TMC members and guests requested clarity on the USNC voting process for new TAG membership. It was noted that some USNC TAG members found this process tedious. Mr. Lawrence listed the various ways TAGs may hold their votes. He agreed to draft interpretation of USNC MOPs Section 7.4 regarding the USNC TAG vote on the acceptance of new members (**ACTION ITEM # 8**).

For additional information on Mr. Lawrence's report, please see **ATTACHMENT G**.

## **Section 10 – Interface with Regional Organizations**

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

- **USNC Country Mentoring Program**

Vietnamese NC to observe a future USNC Management Meeting at a later date. IEC will fund the VNC's travel and accommodations in order to observe. The CROSQ Workshop originally

scheduled for June 2020 in Jamaica has been postponed. Given the uncertainties with the pandemic, Mr. Zertuche suggested that the USNC Country Mentoring Program is extended by another year into 2021.

*Secretary's Note: The extension of the USNC Country Mentoring Program into 2021 was officially approved by vote during the USNC Council meeting.*

- **APCF/PASC**

PASC was canceled this year and will be held in Vladivostok, Russia in May 2021. APCF will meet during the 2020 IEC General Meeting in Geneva. APCF may hold a teleconference this summer to review and address outstanding items.

- **FINCA**

USNC plans to host the FINCA meeting in October. USNC staff has been in discussions with Texas Instruments in Dallas, TX who may host. Given the current pandemic situation, this meeting could be held virtually.

*Secretary's Note: The FINCA 2020 meeting will be held as a virtual meeting at a date in October which has yet to be determined. The normal rotation of the Chair and host of the FINCA be suspended for this year, and USNC will remain as the host and Chair for the FINCA meeting in 2021.*

- **Germany Bilateral in June 2020**

The bilateral meeting with the German National Committee in June has been canceled. The USNC plans to meet with German counterparts in Geneva during the 2020 IEC General Meeting.

- **Bilaterals at the IEC General Meeting**

It was noted that the USNC typically always meets with China, Japan, and Germany. In 2019, the USNC met with Australia, CENELEC, and South Korea as well. In the past, USNC has held meetings with France and the UK. TMC members discussed items to address during the upcoming bilateral meetings and agreed on three topics. USNC staff will add TMC's three suggested topics to the list of agenda topics for bilateral meetings during the 2020 IEC General Meetings: HAS consultant issue; IEC dashboard; and IEC IT resources (**ACTION ITEM #9**).

## **Section 11 – Meeting Schedule 2020 and Beyond**

The following future meeting dates were reviewed:

### **2020**

IEC NC Secretaries Forum – REMOTE MEETING  
12-13 May 2020

Please see **ATTACHMENT H** for additional information.

APCF Meeting – REMOTE MEETING  
Date TBD

USNC/CROSQ Workshop – POSTPONED  
Date TBD  
Location TBD

SMB Meetings – REMOTE MEETING  
8-10 June 2020

USNC Management Meetings  
TBD - October 2020  
TBD - Norwood, Massachusetts (hosted by FM Approvals)

*Secretary's Note: The fall USNC Management Meetings are tentatively scheduled for 6 – 8 October 2020 in Norwood, MA in the Four Points by Sheraton Norwood. The situation will continue to be monitored regarding travel, COVID-19, and virtual participation.*

84<sup>th</sup> IEC General Meeting  
9 – 13 November 2020  
Geneva, Switzerland

**2021**  
85<sup>th</sup> IEC General Meeting  
17 – 21 October 2021  
Dubai, United Arab Emirates (UAE)

**2022**  
86<sup>th</sup> IEC General Meeting  
31 October – 4 November 2022  
San Francisco, USA

**2023**  
87<sup>th</sup> IEC General Meeting  
Egypt

## **Section 12 – Adjournment**

Ms. Bird thanked USNC staff for hosting the virtual Management Meetings and thanked everyone who participated. She adjourned the meeting at 1:57 PM (EDT).