



**USNC TECHNICAL MANAGEMENT COMMITTEE (TMC)
DRAFT MINUTES**

**Hosted by Dell
2300 Greenlawn Blvd, Building 3
Round Rock, Texas 78682**

**Wednesday, 31 August 2016
9:00 am – 4:00 pm (CDT)
(Meeting #49)**

***NOT YET CIRCULATED**

Members Participating

Alec McMillan (Chair)	Rockwell Automation
Sonya Bird (Vice-Chair)	UL
Wynn Bowman	Star Associates International
Tom Buchal	Intertek
Hae Choe	AAMI
Kenneth Gettman	NEMA
Donald Heirman	Don Heirman Consultants
Robert Kretschmann	Rockwell Automation
Veronica Lancaster	CTA
William Lawrence	FM Approvals
Joseph Musso	UL
Steve Swanson	Corning
John Thompson	UL

Guests Participating

Elisabeth George	Philips
Megan Hayes	MITA
Carol Herman	AAMI
Kevin Lippert	Eaton
Jim Matthews	Corning
George Kelly	Sunset Technology Inc.
Richard McDermott	ECC Corp.
Angus Low	Rockwell Automation
John Leach*†	High Tech Fuses Inc.
Evans Massey	Baldor ABB
James Matthews	Corning
Paul Moliski	Intertek
Peter Pondillo	Corning
Kenneth Rempe	Siemens Industry
Gary Schrempp	Dell
Stephen Sharples	CSA
Edward Mikoski	ECIA
Tim Duffy	Rockwell Automation
Joseph Tretler	ANSI

Steve Rood
*Steve Griffith
*Manyphay Viengkham
Jianchao Zeng

Legrand North America
NEMA
GE
FDA

* = Via Teleconference

† = Part

Section 1 – Opening

1.1 Call to Order

The meeting was called to order at 9:02 AM (local time) by Chair, Alec McMillan.

1.2 Welcome, Opening Remarks, Introductions

Mr. McMillan welcomed everyone to the meeting and extended his appreciation to Dell, and Mr. Gary Schrempp, for hosting these meetings, especially given the late-notice need to change locations.

1.3 Approval of the Agenda

Mr. McMillan drew attention to the day's agenda (USNC TMC 912). The Chair inquired as to if there were any changes to the agenda. None were suggested, it was moved, seconded and

VOTE #1 To Approve the TMC Agenda (USNC/TMC 912)

(This motion was approved unanimously.)

1.3.1 Approval of Consent Agenda

a) Approval of the Minutes

Mr. McMillan drew attention to the minutes of the meeting held on 18 May 2016 (USNC TMC 911). These minutes were approved with no changes.

b) Discussion on Revised Minutes Structure

Mr. Zertuche briefly discussed the possibility of altering the structure and presentation of meeting minutes to resemble. The members of TMC unanimously agreed that the minute structure should not be changed as the current format is informative and easy to follow.

c) Report on Appointments/Reappointments and Invitations to Host Meetings

Mr. Zertuche reminded the Committee that a major responsibility of the USNC staff is to provide support and guidance to our TAG members. In doing so, he stated that the he and/or Kendall as the staff responsible for TAG administration, may attend TAG meetings to offer guidance and direction when needed. This is especially true for those groups who are just starting out or who may need extra assistance or support.

In addition, Mr. Zertuche reviewed the appointments and reappointments of TAG TAs. It was noted that both Jodie Haasz of IEEE and Bill Fiske of Intertek have left the USNC/TMC and, therefore, they should be removed from the list.

d) Recommendations for Certificates of Appreciation

Mr. Zertuche brought attention to the Certificates of Appreciation. It was moved, seconded and

VOTE #2 To Approve Recommendations for Certificates of Appreciation

(This motion was approved unanimously.)

1.3.2 Approval of Balance Agenda

Mr. McMillan called for approval of the balance agenda and receiving no objections, it was approved.

Section 2 – Status of Outstanding Action Items from TMC Meeting 18 May 2016

Action Item #2 – 5/2016 – Mr. Zertuche reported that he will reach out to the TAG Officers for TC 34 and work to schedule a teleconference to discuss the ongoing issues.

Status: Completed

Action Item #3 – 5/2016 – Mr. Zertuche stated that he would communicate with the TA of TC 119, and informed them that complaints have been filed in regards to the TAs lack of communication with the membership. Mr. Zertuche will continue to monitor the problem.

Status: Completed

Action Item #4 – 5/2016 – The USNC TMC must create an agreeable definition of the word “use” for submission to the IEC for the Adoptions Database. Dr. Jianchao Zeng of the FDA volunteered to assist with this project. Mr. Zertuche will coordinate the efforts between all interested parties on this subject matter. It was unanimously agreed that a definition must be ready by the January 2017 USNC Management Meetings for approval of the TMC.

Status: Completed

Section 3 – IEC Public Commenting

Mr. Zertuche discussed this new service which gives IEC National Committees the possibility for increased outreach to domestic stakeholders and potentially allows more national input to certain IEC drafts. However, Mr. Zertuche reported that this new service raised many questions – primarily regarding what ANSI/USNC would be liable for when it came to accepting, and possibly integrating, these comments into its IEC work. While the IEC stated that no National Committee has to accept the comments, the regulations within ANSI may differ. Mr. Zertuche stated that he met with ANSI’s Legal Department to discuss the possible implications of the USNC participating in this new program. It was agreed that the best long term approach is to thank the commenters for their input while making it clear that a USNC TAG is not legally obligated to incorporate these comments. In addition, ANSI stressed the importance of making sure the TAGs decide whether to accept or reject a comment. Ms. Sonya Bird suggested that the Model Operating Procedure Committee review the public commenting process and create basic guidelines to assist TAGs in handling these comments (**ACTION ITEM #1**).

Section 4 – Dresden Agreement Update

Mr. Jim Matthews presented the Dresden Agreement overview (**ATTACHMENT A**) as provided by the German National Committee at our bilateral meeting held in Washington D.C. in June 2016. It was stated

that as these organizations work to maintain their status as global players, the question of value comes into play. In addition, these outside organizations hire consultants to write standards leading to the production of final documents that may not cover all necessary information, or create confusion by having overlap with pre-existing standards. Overall, he stated that all parties participating in global standard development are confronting this cross-organization issue. Mr. Matthews reported that the SMB should be paying even greater attention in the future to the scope and jurisdiction of its TCs/SCs to ensure that overlap between the IEC TCs/SCs and the new committees created by European organizations is limited. Mr. Matthews noted that in some cases the SMB may request that a pre-existing IEC committee take over a specific project if it falls under its jurisdiction.

Secretary's Note: The new Frankfurt Agreement, which replaces the Dresden Agreement, was signed at the IEC Frankfurt GM in October to further increase the harmonization between International and European standards.

Mr. Joe Tretler, ANSI Vice President – International Policy, reported that ANSI opened dialogue between ANSI and ETSI, and has plans to host the next round of discussions in the coming months in DC. Mr. Tretler noted they are currently in the process of building the agenda for this meeting and encouraged members of the USNC to contribute topics for the agenda.

Section 5 – Standardization Management Board (SMB) Issues

5.1 SMB SyC Smart Energy

Mr. Steve Griffith provided a written report (**ATTACHEMNT B**).

5.2 SMB SyC Active Assisted Living

Ms. Gwynn provided a written report on the current activities of SyC AAL.

5.3 SMB SyC Smart Cities

Ms. Manyphay Viengkham provided a report the TMC on the IEC/SyC Smart Cities. Ms. Viengkham stated that the forum held in July 2016 was well attended and provided a great opportunity to address many of the issues facing this committee in a collaborative way. However, Ms. Viengkham did note a few concerns regarding this group and recommended that when a new systems committee is created, the System Resource Group should host a workshop on managing a systems committee with helpful hints. Mr. Zertuche noted that the US does not currently have a TAG Administrator for this system committee and the TMC should encourage greater US participation.

5.4 SMB System Resource Group (SRG)

Ms. Manyphay Viengkham also provided a report on the SRG. She stated that the group is a bit behind on, however, progress is being made. Ms. Viengkham also noted that SRG was set to present at the Reinvention Laboratory taking place during the IEC General Meeting in Frankfurt. Mr. McMillian suggested speaking with the IEC about increasing the IEC's IT department's involvement in this project.

5.5 SMB SEG 4 Low Voltage Direct Current Applications

Mr. Matthews briefed the TMC on SEG 4. It was noted that the group was currently working on a very thorough report that would contain high level recommendations for the SMB. He stated that Low Voltage Direct is increasingly gaining attention from companies and should continue to be a focal point of the SMB and TMC.

5.6 SMB SEG 6 Non-traditional Distribution Networks / Microgrids

Mr. Griffith provided a brief update on the work of SEG 6. He noted that the next two-day working meeting will be held at NEMA in the coming months, and the goal will be to finalize the content of the final report to be given to the SMB.

5.7 Advisory Committee on Electromagnetic Compatibility (ACEC) / US Coordinating Committee on EMC (USCCEMC)

Mr. Don Heirman briefed the TMC on ACEC's recent work including the debate on Smart Grid EMC. In order to raise awareness of the work being done by ACEC and USCCEMC, Mr. Heirman suggested hosting a webinar or half day informational session about EMC, possibly in partnership with the C&CEC.

5.8 Advisory Committee on Environmental Aspects (ACEA) and USNC Coordinating Committee on Natural Environmental Aspects (USCCENV)

Mr. Zertuche informed the TMC that Mr. Manole is no longer with Rockwell, and therefore, no report was submitted. Mr. Zertuche stated that a call will go out to find a new USNC Representative to ACEA (**ACTION ITEM #3**).

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

Mr. Zertuche stated similar to ACEA, a call will go out to find a replacement for Mr. Manole as the US representative for this AC.

5.10 Advisory Committee on Safety (ACOS) and US Safety Coordinating Committee (USSCC)

Mr. Mark Earley submitted a written report on ACOS and USSCC.

5.11 Advisory Committee on Electricity Transmission and Distribution (ACTAD) and US Coordinating Committee on Electricity Transmission and Distribution (USCCTAD)

Mr. Zertuche stated that the US representative, Mr. McGranaghan, was invited to provide a report to the TMC. However, no report was submitted. Mr. Zertuche noted that there has been limited communication from, and participation by, the US representative. Mr. Zertuche stated that he will continue to reach out to the representative to better understand the situation and see what the USNC can do to improve its presence in this committee (**ACTION ITEM #4**). The next meeting of ACTAD/USCCTAD will be held in November of 2016.

5.12 Advisory Committee on Security (ACSEC)

Mr. Zertuche informed the TMC that Mr. Brian Fitzgerald was invited to provide a report on the Advisory Committee on Security (ACSEC). However, due to personal issues, Mr. Fitzgerald's participation and attendance at the ACSEC meetings has been limited. Mr. Zertuche stated that he had reached out to Dr. Frances Cleveland, who already participates in the ACSEC Committee, to take over as the US representative. Mr. Jianchao Zeng stated that the issue of cyber security is of great interest to the FDA, and the organization would like to stay involved with this committee. Mr. Zeng volunteered to be Mr. Fitzgerald's alternative for this committee to be sure the US has an active representative. Mr. Zertuche advised Mr. Zeng that he would reach out to the Chair of this committee and request that Mr. Zeng be added as an alternative for the next year. Mr. Zertuche stated that, if allowed, Dr. Cleveland and Mr. Fitzgerald could be co-representatives. Mr. Zeng stated that this would be agreeable solution. It was moved, second, and

VOTE #3 To approve Mr. Brian Fitzgerald and Dr. France Cleveland as co-representatives on ACSEC

(This motion was approved unanimously.)

5.13 SMB Strategic Group #8 – Industry 4.0 - Smart Manufacturing

Mr. McMillan provided an update on this Strategic Group. Mr. McMillian informed the TMC that the SMB has yet to authorize a Systems Committee stating that further justification from the Strategic Group is needed. This SG is set to meet in Frankfurt at the General Meeting to better dissect the reasoning for a new committee. In addition, Mr. McMillian informed the TMC that he is operating with the assumption that the work of this SEG can be concluded by June, with a robust report being offered to the SMB in early 2017 with a ballot. The goal is to host the next SEG meeting at NEMA in January or February 2017 to finalize this report.

5.14 IEC SMB Strategic Group #9 - Communication Technologies

The USNC Representatives for this Strategic Group, Cliff Whitehead, Dr. Sergey Ten, and Mr. Ken Modeste, submitted a report.

5.15 SMB Strategic Group #10 – Wearable Smart Devices

The US representative, Mr. Jesse Jur, provided a written report on this Strategic Group (**ATTACHMENT C**).

5.16 IEC Directives Maintenance Team

Mr. Matthews, as the new IEC Chair for the DMT, provided a brief report on the IEC DMT and ISO/IEC JDMT (**ATTACHMENT D**). Mr. Matthews noted the DMT is going to make recommendations regarding the Question of Principles to the SMB. The TMC inquired as to when comments on the suggested changes would be accepted. Mr. Matthews stated that with the submission of this report the commenting process has already begun and he encouraged member to review the suggestions and make comments. Also, Mr. Matthews confirmed that SMB members will be approving any and all changes prior to any official changes being made to the Directives.

5.17 Report of SMB Groups

Mr. Matthews submitted a report on other SMB groups in operation noting:

- ahG 60 Disruptive technologies – meeting with the IEC officers at Frankfurt at General Meeting.
- ahG 64 Review of IEC Deliverables – provided a report for the TMC (**ATTACHMENT E**)
- ahG 65 Electrotechnical Aspects of Asset Management for Power Networks – vote will take place at SMB meeting in Frankfurt at the General Meeting (**ATTACHMENT F**)
- ahG 67 TC/SC Minutes Trial – this trial will be conducted in all TCs

5.18 Consideration of USNC Positions for the 10 October 2016 SMB Meeting in Frankfurt

Mr. McMillan and Mr. Zertuche discussed the various issues on the agenda for the SMB meeting that took place at the IEC GM.

Section 6 – Management and Communication Items

6.1 Reports from TAs, Secretaries, Guests in Attendance

Dr. John G. Leach, Technical Advisor for IEC/SC 32A – *High Voltage Fuses* provided a report for the TMC (**ATTACHMENT G**). Dr. Leach reported that by the end of 2016 IEC/SC 32A will meet two of the necessary criteria to be considered “low activity” – number of experts being greater than 10 (17 are currently on SC 32A) and hosting at least two meetings in the past five years. Dr. Leach stated that in order to successfully meet the remaining criteria, the USA will propose a NP, “Testing for Expulsion Fuses that Use Polymer Insulators.” If approved, this gives the Subcommittee an NP. In addition, SC 32A would introduce this new testing as a free standing document, raising the SC’s publications to six, meeting the “document” requirement set forth by the SMB. Mr. McMillan requested that Mr. Zertuche and the USNC staff follow up with Dr. Leach after the General Meeting to see where the SC stands (**ACTION ITEM #5**).

6.2 Group Manager Assignments & Responsibilities

Mr. Zertuche led a discussion on current Group Manager Assignments. As previously noted, Jodi Hazzs and Bill Fiske will be removed from the list. Mr. Zertuche will send out a call for replacements (**ACTION ITEM #6**).

6.3 TMC Subcommittee on TAG Operating Procedures

Ms. Bird reported that at the Subcommittee’s previous meeting in March the members reviewed the operating procedures of a number of TAGs. Ms. Bird reported that currently TC 100 had been using unique procedures but have now decided to move to the MOPs. This shift is occurring swiftly and this committee expects to receive notification at the end of October that the transition to MOPs is complete. Ms. Bird will follow up at the end of October if no notification has been received.

Also, AAMI, the TAG Administrator for TC 62 and TC 62A, are currently reworking their TAG procedures. Ms. Bird stated that a draft of new procedures is due to this committee by the end of 2016 in order to have ample time to review it before the January 2017 USNC Management Meetings in Fremont, CA. Ms. Herman, of AAMI, agreed to that timeline. Ms. Bird noted that the committee is presently reviewing the IEEE TAGs as well.

This committee’s additional reports to the TMC are as follows:

1. Reviewed and accepted the unique operating procedures of TC 37 A and B, CISPR I, and PC118. Recommends TMC approves the use of these procedures.
2. Accepted TC 10’s request to use Model Operating Procedures instead of unique procedures. Ms. Bird asks that the TMC endorses the use of MOPs. Also, this committee accepted the requests of TC 8, TC 8A, TC 23K, SC 61B, TC 121, System for Smart Energy, and TAG for AAL to use the MOPs. Ms. Bird asks that the TMC endorses the use of MOPs.

VOTE #4 To approve the use of unique operating procedures for TC 37 A and B, CISPR I, and PC 118, and to endorse the use of MOPs for TC 8, TC 8A, TC 10, TC 23K, SC 61B, TC 121, System for Smart Energy, and TAG for AAL

(This motion was approved unanimously.)

Ms. Bird put forth the suggestion to convert the Subcommittee on TAG Operating Procedures into a rules and procedures committee that would become a standing committee of the USNC Council. The reason for this suggestion was to consolidate the efforts of the USNC as it pertains to guidance, procedures, and governing principles. Mr.

Zertuche agreed with this suggestion. It was then asked if other TMC members would approve this recommended transition. It was moved, seconded and

VOTE #5 To approve the transition of the Subcommittee on TAG Operating Procedures to a Council Standing Committee on Rules and Procedures, and Recommend the creation of this new committee to Council

(This motion was approved unanimously.)

6.4 Call for TAs, IEC Secretaries, TAG Secretaries and USNC Non-Memberships

Mr. Zertuche informed the TMC of the various USNC/IEC positions that need to be filled for upcoming terms, as well as opportunities for new TC/SC membership. Mr. Zertuche noted that a call will go out in Standards Action for new TAG Administrators to replace IEEE (**ACTION ITEM #7**). Eleven TAGs will be affected. Also, it was noted that the USNC should monitor the participation in these TAGs and how, if at all, it will be affected by IEEE departure.

Section 7 – Technical and/or Policy Issues for Consideration

7.1 COPANT TC 151 & TC 152

Mr. Gettman provided a report on COPANT 151 and 152 (**ATTACHMENT H**).

7.2 IEC SMB Elections

Mr. McMillan updated the TMC on the latest information regarding the election of the next IEC VP/SMB Chair to take place at the IEC General Meeting in Frankfurt. At the TMC's previous meeting in Norwood, MA in May it was voted and approved to publically support, and recommend to USNC Council to support, Kim Craig from Australia for the SMB chair position.

A discussion ensued regarding the credentials of the candidates for the open SMB member positions. It was moved, second and

VOTE #6 To support Mr. Jos Remy of the Netherlands, Mr. Carlos Perez Munguia of Mexico, and Mr. Thomas Korsell of Sweden for SMB member positions and Recommend to the USNC President to support these candidates.

(This motion was approved unanimously.)

7.3 Innovation Workshop at 2016 IEC General Meeting Frankfurt

Mr. Zertuche noted that Ms. Viengkham, Ms. Carol Herman, and Mr. McMillan will be presenting at the Reinvention Laboratory in Frankfurt.

Section 8 – For Information – USNC Participation in Regional Groups

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

- **FINCA Meeting & Workshops** – Mr. Piqueira stated that for the sake of time, to postpone this update until the USNC Council Meeting scheduled for Thursday, September 1, 2016.
- **COPANT / PASC Meeting** – These two regional organizations will have meet during the same week in the spring of 2017 in Vancouver, Canada.
- **USNC Mentoring Program** – Mr. Zertuche informed the TMC that the IEC Mentoring Program had recently updated its protocol. If the USNC chooses, it can now customize

its participation in the IEC program to suit its needs and lessen the financial burden with the support of IEC Central Office. Mr. Zertuche stated that this new information would be shared with USNC Council and suggested the USNC Mentoring Program Task Force may not need to continue its evaluation in its current form.

Section 9 – Other Information and Future Meeting Schedule

9.1 ANSI Awards

Mr. Zertuche noted that this year the USNC has the following award winners:

- Ken Gettman, Finegan Standards Medal
- Timothy Duffy, Gerald H. Ritterbusch Conformity Assessment Medal
- Alec McMillan, Elihu Thomson Electrotechnology Medal
- Joseph Spossey, Next Generation Award
- Elaina Finger, Meritorious Service Award
- Megan Hayes, Meritorious Service Award
- Joan Sterling, Meritorious Service Award
- Trudie Williams, Meritorious Service Award

9.2 Thank You

With this being Mr. McMillan's last TMC meeting as Chair, Mr. Zertuche gave a heartfelt "thank you" to Mr. McMillan for his years of leadership and service to the USNC. Mr. McMillan will continue to participate in the work of the IEC through SEG 8 *Smart Manufacturing/Industry 4.0*. Mr. McMillan graciously thanked everyone for their support and efforts over the years, and noted that Ms. Sonya Bird, Chair-Elect TMC, USNC SMB Representative, will do a wonderful job.

Section 10 – Summary of Votes

- **VOTE #1 To Approve the TMC Agenda (USNC/TMC 912)**
(This motion was approved unanimously.)
- **VOTE #2 To Approve Recommendations for Certificates of Appreciation**
(This motion was approved unanimously.)
- **VOTE #3 To approve Mr. Brian Fitzgerald and Dr. Frances Cleveland as co-representatives on ACSEC**
(This motion was approved unanimously.)
- **VOTE #4 To approve the use of unique operating procedures for TC 37 A and B, CISPR I, and PC 118, and to endorse the use of MOPs for TC 8, TC 8A, TC 10 TC 23K, SC 61B, TC 121, System for Smart Energy, and TAG for AAL**
(This motion was approved unanimously.)
- **VOTE #5 To approve the transition to of the Subcommittee on TAG Operating Procedures to a Council Standing Committee on Rules and Procedures, and Recommend the creation of this new committee to Council**
(This motion was approved unanimously.)
- **VOTE #6 To support Mr. Jos Remy of the Netherlands, Mr. Carlos Perez Munguia of Mexico, and Mr. Thomas Korssell of Sweden for SMB member positions and Recommend to the USNC President to support these candidates.**

(This motion was approved unanimously.)

Section 11 – Summary of Action Items

ACTION ITEM #1 – Subcommittee on Model Operating Procedures

The Subcommittee will review the new IEC public commenting process and create basic guidelines / Q&A sheet to assist TAGs in handling these comments.

ACTION ITEM #2 – Mr. Zertuche

A call will go out in Standard Action for a new USNC Representative to ACEA.

ACTION ITEM #3 – Mr. Zertuche

Mr. Zertuche will schedule a call with the US Representative to ACTAD/USCCTAD to discuss the ongoing communication issues.

ACTION ITEM #4– Mr. Zertuche

Mr. Zertuche, and USNC staff, will follow up with Dr. Leach after SC 32's meeting at the IEC General Meeting to see where the work of the SC stands.

ACTION ITEM #5 – Ms. Bird and Mr. Zertuche

TC 100 is currently shifting from Unique Operating Procedures to the MOPs. TC 100 is set to notify the Subcommittee on the completion of this shift by the end of October. Ms. Bird will follow up at the end of October if no notification has been given by the TC.

ACTION ITEM #6 – Mr. Zertuche

A call will go out for Jodi Hazzs' and Bill Fiske's replacements as Group Managers.

ACTION ITEM #7 – Mr. Zertuche

A call will go out in Standard Action for new TAG Administrators to replace IEEE (noting that this will be a slow and smooth transition process).

Section 12 – Adjournment

Mr. McMillan again thanked Dell and Mr. Gary Schrempp for hosting these meetings. Mr. McMillan shared his appreciation for all those in attendance and adjourned the TMC meeting at 4:05 PM (CDT).