



**USNC TECHNICAL MANAGEMENT COMMITTEE
DRAFT MINUTES**

**Wednesday, 25 January 2023
9:00 AM – 4:00 PM (ET)
(Meeting #68)**

**Hosted by American Welding Society
8669 NW 36th Street
Miami, FL 33166**

Members Participating

| | |
|--|-------------------------------|
| Hae Choe, USNC VP – Technical, Chair | AAMI |
| Dave Osborn, Vice Chair | Philips |
| Michael Atlass* | Qualcomm Incorporated |
| Zekarias Bekele* | CSA |
| Ethan Biery | Lutron Electronics |
| Ron Borowski | Eaton |
| Wynn Bowman* | Star Associates International |
| Ladan Bulookbashi* | AAMI |
| Jonathan Colby * | ARESCA |
| Valara Davis | UL Standards & Engagement |
| Vincent Ferretti* | Corning Incorporated |
| William Fiske* | Intertek |
| Toby Gillespie* | GE |
| Paul Green | Intel |
| Megan Hayes | NEMA |
| Emily Hofer | CTA |
| Byron Horak* | Intertek |
| Timothy Jeffries* | Futurewei Technologies |
| William Lawrence | FM Approvals |
| Rui Peng | FDA |
| Cheryl Thibideau* | TIA |
| Matthew Williams* | AHAM |
| Wallie Zoller* | Rockwell Automation |
| Veronica Lancaster, USNC President | CTA |
| Peter Pondillo, USNC VP – Finance | Corning Incorporated |
| Joan Sterling, USNC VP – Conformity Assessment | Intertek |
| Tony Zertuche, USNC General Secretary | USNC/ANSI |

Members Not Participating

| | |
|------------------|-----------|
| Laura Lindsay | Microsoft |
| Calvin Luong | CSA |
| Charley Robinson | ISA |

Guests Participating

| | |
|-------------------|---------------------------------|
| Gabriel Alsenas | ARESCA |
| David Bain | INCITS |
| Sonya Bird | UL Standards & Engagement |
| Steven Cornish* | ANSI |
| Paul Crampton* | NEMA |
| Bruce Desmond | Phoenix Contact |
| Tim Duffy | Rockwell Automation |
| Eric Franca | FDA |
| Robert Friedman* | Siemens Healthineers |
| Elisabeth George* | Elisabeth George Consulting LLC |
| Kerriane Haresign | CTA |
| Ben Johnson* | Thermon |
| George Kelly* | ARESCA |
| Scott Kiddle* | ABB |
| Jennifer Kitchen* | GE |
| Mike Leibowitz* | NEMA |
| Kevin Lippert | UL Standards & Engagement |
| Angus Low | Intel |
| Alan Manche | Schneider Electric |
| Steve Margis | UL Solutions |
| Edward Mikoski | ECIA |
| Paul Moliski | Intertek |
| Scott Neumann* | UISOL |
| Philip Piqueira | UL Standards & Engagement |
| Amy Phelps* | NIST |
| Bob Sherwin | ARESCA |
| Joe Tretler | ANSI |
| Adelana Gladstein | USNC/ANSI |
| Megan Pahl | USNC/ANSI |
| Mackenzie Connors | USNC/ANSI |

* = *Remote Participation*

Section 1 – Organizational Matters

1.1 Welcome, Opening Remarks, Introductions

Ms. Hae Choe, TMC Chair, called the meeting to order at 9:00 AM (ET). She welcomed members and guests in the room and online, and recognized the two new TMC members, Ms. Cheryl Thibideau (TIA) and Ms. Emily Hoefer (CTA), and new USNC Premier Member, Phoenix Contact (Mr. Bruce Desmond). Meeting attendees provided introductions in person and over the phone.

1.2 Approval of the Agenda

Ms. Choe drew attention to the meeting's draft agenda, USNC/TMC 1189A. She proposed an additional item on the ISO SAG on Smart Farming. It was moved and seconded.

VOTE #1 To Approve the Agenda (USNC/TMC 1189A)

(This motion was approved unanimously)

1.2.1 Approval of Consent Agenda

Ms. Choe reviewed the consent agenda, including the TMC Minutes from the meeting on 14 September 2022 in Norwood, MA. It was moved and seconded.

VOTE #2 To Approve the Minutes (USNC/TMC 1188) from the TMC Meeting held on 14 September 2022

(This motion was approved unanimously)

- a) Report on Appointments/Reappointments
- b) US Hosted Meetings
- c) USNC TMC Roster

1.2.2 Approval of Balance Agenda

Section 2 – Status of Outstanding Action Items

Ms. Ade Gladstein reviewed the outstanding action items from the previous meeting.

ACTION ITEM #2022 – 9 – 1 – USNC staff to circulate a list of New Work Item Proposals that the US has submitted.

Status: Completed

ACTION ITEM #2022 – 9 – 2 – OSD pilot program participants from the US to provide Ed Van Vooren, Sonya Bird, Hae Choe, Tony Zertuche, and Ade Gladstein with feedback.

Status: Ongoing

ACTION ITEM #2022 – 9 – 3 – USNC staff to include the names of US representatives to all IEC groups (ahGs, JTFs, SyCs, Advisory Committees, etc.) on TMC agendas going forward.

Status: Completed

ACTION ITEM #2022 – 9 – 4 – Establish USNC VTAG for DMT/JDMT. US DMT representative to hold webinars to review changes to the Directives.

Status: Completed

ACTION ITEM #2022 – 9 – 5 – Invite Steven Cornish to the next TMC meeting to provide an update on the Standardization Program Coordination Group (SPCG).

Status: Completed

Section 3 – TMC Member Engagement

Ms. Choe led a two-part discussion on engaging USNC members in TMC as well as what additional information TMC members would like to receive at TMC meetings. She noted that the TMC and other USNC policy committees do not have all of the expertise around the table, and asked for suggestions from members on which organizations to target for increased engagement and participation at the USNC. There are organizations that pay USNC fees to administer TAGs and TC/SC Secretariats as well as Premier Members that do not participate in the USNC policy committees. A member emphasized that several organizations likely do not understand the importance of sitting at the USNC table and its influence on the IEC, and suggested that awareness raising and training efforts should take place with those organizations.

The USNC Nominations Committee worked on a list of which organizations should be engaged on the policy committees a few years ago. USNC staff will review their files to see how those documents can be updated to begin the development of a recruitment plan.

ACTION ITEM #1: USNC staff to review previous Nominations Committee files to identify organizations to target and engage for participation on the USNC policy committees.

A member suggested that staff pull a list of US experts by company from CRM to identify which companies are eligible (Premier Members, TAG Administrators, Secretariats) that are not USNC policy committee members.

TMC members agreed that a USNC orientation training as well as a one-pager on the USNC and its value would be beneficial for new policy committee members as they come on board. It was also suggested that having an unofficial policy committee buddy or mentor could help orient new members. TMC planned to make two recommendations to the USNC Council: 1) USNC policy committee leaders to hold an informational session on USNC membership, the value of participation, and orientation on the policy committees, and 2) USNC Communications Committee to develop guidance for current USNC members on providing case studies or short video clips on the value of participation on the USNC policy committees.

Finally, Ms. Choe requested that TMC members let her know if there are any items or topics that they would like added to TMC agendas or meetings for discussion.

Section 4 – JSAG on Gender Responsive Standards

Ms. Sonya Bird provided an update on the Joint Strategic Advisory Group (JSAG) on gender responsive standards (GRS) and the new guidance document that was developed and published by IEC/ISO on GRS. In May 2019, IEC and ISO signed the UNECE Declaration on Gender Responsive Standards and Standards Development, pledging to make the standards they develop and the standards development process they use gender responsive. The two organizations formed a JSAG and developed a guidance document that aims to provide standards developers and all technical committee (TC, SC, SyC) and working group participants with important considerations and questions to aid them in ensuring the standards they are developing are gender responsive. The group also worked to draft a definition of a gender responsive standard, which is a standard that reflects an understanding of physical differences and gender roles, and equally addresses the needs of women and men. TCs, SCs, and SyCs are asked to consider these areas within their committees; assess diversity and consider different interests; assume that gender differences will have implications for standards; assess extent/nature of gender differences; and seek out and use gender disaggregated data and/or relevant gender expertise. The assessment form for gender responsive standards is located on page 7 of the JSAG guidance document that was circulated

(USNC/TMC 1206). Ms. Bird requested that TMC members discuss the guidance document and assessment form within their TAGs, MTs, WGs, etc.

Ms. Bird noted that the JSAG work continues, and that they recently divided up the work. She leads the WG on training, and is developing a webinar. The JSAG hopes to hold training events in conjunction with ISO General Assembly and IEC General Meeting in 2023.

Section 5 – Frankfurt Agreement/CENELEC Update

Mr. Dave Osborn provided updates on the state of the Frankfurt Agreement and IEC’s relationship with CENELEC and the HAS consultants. Mr. Osborn highlighted the key issues, including divergence of the technical requirements between EN documents and IEC documents, common modifications in ENs, and delays in the development of international standards. The EU standards strategy is a major concern, which was discussed at length during the bilateral meetings held at the 2022 IEC General Meeting. The challenge with the HAS consultants continues. We are receiving negative assessment reports from HAS consultants because definitions are not word-for-word identical to EU legislation and other EU-centric specifications. Some European colleagues have gotten more aggressive in pushing the idea that international standards should follow EU legislation and standards, and that the deviations should be in the international standard from the European requirements. The European Commission signed a contract with Ernst & Young in August 2022 to supervise the HAS Consultants, so assessments have finally begun.

CENELEC held a related webinar on 24 January titled, “Harmonized Healthcare Standards.” For more information on this webinar, see **ATTACHMENT A**.

Section 6 – ISO SAG on Smart Farming Update

Mr. Bob Sherwin, IEC representative to the ISO SAG on Smart Farming provided an update on the group’s activities. The SAG was tasked to develop road map for standards, which was recently completed and culminated with a 172-page road map. A recommendation went to the SMB to form a joint group to divide up the work between IEC and ISO to look at a work product path. If approved, a call for experts will likely go out this year.

Section 7 – IEC Committee Reports

7.1 SG 11 Hot Topic Radar

Mr. Eric Franca and Mr. Bob Sherwin provided a written report, and gave a verbal update on SG 11’s activities. The first SG 11 meeting in over a year was held in December 2022. The group was recently tasked by SMB to collaborate with MSB on emerging issues and opportunities. SG 11 works to identify two to three hot topics in a year for SMB consideration. For additional information, see **ATTACHMENT B** and **ATTACHMENT C**.

7.2 Advisory Committee on Safety (ACOS)

Mr. Bill Fiske provided a written report. He highlighted the joint ISO/IEC TF on risk, and noted that the risk definition had not been voted on by the IEC yet.

Section 8 – IEC SMB Reports

8.1 Report of SMB Groups

- **ahG 91 (T Zertuche)** *IEC Strategic Plan and Operational Plan* – Mr. Vimal Mahendru (India) stepped down as the convenor of ahG 91 given his new role as the SMB Chair. This ahG is now moving into the implementation phase. The next meeting will address the strategic plan and how it impacts the SMB directly.
- **ahG 92 (S Neumann)** *Impact of copyright and licensing on future IEC standardization* – Mr. Scott Neumann provided a brief summary of the issues that ahG 92 is working on. He reviewed the basic problems of requiring only IEC copyright and the issue of inability to leverage non-profit research and industry collaboration using open source licenses. Mr. Neumann also shared use cases to help clarify the challenges being faced. Since the last update to TMC in September, ahG 92 has met twice. He stressed that it is still a problematic that the IEC view is that code components can only utilize the IEC Code Components End User License Agreement (EULA). The restrictions within the IEC EULA related to modifications of code components is still a major issue. The next step is to allow the use of open source materials in IEC standards where experts find value for the industry. The draft recommendations presented to TMC previously relating to open source materials might not be reflected in the final report from ahG 92, as the IEC Secretariat membership and some NCs may prevent a consensus from being achieved on the recommendations within ahG 92.
- **ahG 93 (S Bird)** *Use of Global Relevance Toolbox in technical procedures* – ahG 93 was established a year ago and was convened by Mr. Michael Teigeler (Germany) before it was disbanded. Ms. Bird noted that the In Some Countries clause is not being taken advantage of by TCs/SCs, and is an opportunity for the US to include requirements in IEC standards. The ahG’s final report (SMB/7698/R) is a reminder for TCs/SCs and NCs that In Some Countries requirements need to be considered. TMC members agreed that USNC TAG Administrators and TC/SC leaders from the US should be made aware of the [Global Relevance Toolbox](#) on the IEC website. Information can be provided to members through USNC Items of Interest communications and the *USNC Current*. Ms. Bird volunteered to lead efforts to develop messaging and training around the Global Relevance Toolbox.

ACTION ITEM #2: Sonya Bird to lead efforts on communicating the USNC’s In Some Countries guidelines and the IEC’s Global Relevance Toolbox information to the USNC community.

- **ahG 94 (J Colby)** *Product carbon footprint data for the electrotechnical sector* – ahG 94 has been disbanded, and its final report was issued (SMB/7699/R). Mr. Colby confirmed that ACEA and TC 111 will take on ahG 94’s work going forward. He will provide an update on ACEA’s efforts in this area at future TMC meetings.
- **ahG 95 (S Bird)** *All-electric and connected society* – ahG 95, led by Mr. Michael Teigeler, has had four meetings since the group was formed. The final report to

SMB is due in June 2023. The ahG developed a questionnaire for TCs/SCs to share their view on what the all-electric and connected society is and what it means to their TC/SC (**ATTACHMENT D**).

8.2 SG 12 – Digital Transformation and Systems Approach

Mr. Zertuche provided an update on SG 12 activities, and reviewed the slides from the last meeting on 19 January (**ATTACHMENT E**). SG 12 is growing and is working on several different areas of the IEC. Mr. Ralph Sporer co-convenes SG 12 with Mr. Oliver Hateley (UK). Mr. Sporer is more focused on this group now that he is no longer the SMB Chair.

SG 12 is beginning to work in collaboration with ISO on SMART standards work. A SMART playbook is being developed to help communicate information to the stakeholders. A key take-away from the General Meeting was to increase engagement with the National Committees as many stakeholders still have not heard of SMART standards or IEC digital transformation.

The next SG 12 meeting will be held in late April 2023. TMC members are encouraged to review the SG 12 presentation, and to reach out to Mr. Zertuche with any questions.

8.3 IEC Directives Maintenance Team and Joint Directives Maintenance Team

Ms. Megan Pahl provided an update from the DMT/JDMT meetings held in December 2022 in Vienna. The DMT had two recent meetings, one on 6 December 2022 in Vienna and a second held virtually on 10 January 2023. 12 recommendations have been submitted to the SMB for approval.

The JDMT met on 7-9 December 2022 also in Vienna. 42 recommendations from this meeting have been submitted to the SMB and TMB for approval.

A key item discussed in the DMT and JDMT meetings was the issue of co-convenors. Based on the heavy workload and benefits of formalizing this role, the DMT concluded that there is a need for allowing co-convenors in work groups, maintenance teams, and project teams. This item was brought to the JDMT where they agreed that co-convenors can be nominated any time, and the Directives were revised accordingly. A vice-convenor role was also discussed. JDMT will have future discussion around the role including alignment with the vice-chair role.

The JDMT has a new process to ensure the full alignment of the IEC/ISO versions of the Directives Part 1, and the JDMT is using a new collaboration platform where change request forms (**ATTACHMENT F** and **ATTACHMENT G**) are registered.

Ms. Pahl reviewed DMT's membership noting that the four open seats have now been filled by the US, the Netherlands, India, and Korea.

The next DMT meeting has not yet been scheduled. JDMT will meet again in March, September, and December 2023.

The USNC has a VTAG for the DMT; any policy committee members interested are invited to contact USNC staff.

8.4 IEC SMB/ISO TMB JTFs

Updates were provided on SMB/TMB JTF initiatives.

- **SMB/JTF-HD (S Bird) – Horizontal Deliverables** – There were a number of differences on HD between ISO and IEC. This JTF worked to align the approach between ISO and IEC, and allow HD for standards and technical reports. This work went on for a couple of years, and now the effort has been completed and has issued its final report (SMB/7797/R).
- **SMB/JTF-JDMT (S Cornish, T Zertuche) – JDMT Review Process** – Mr. Steven Cornish worked with Mr. Tony Capel (Canada) as co-convenors of the JTF JDMT. The JTF made changes throughout the course of the year to streamline the operating process. The group’s final report, SMB/7527/R, was circulated to SMB for vote. SMB approved the recommendations from the JTF on the JDMT review process. (**ATTACHMENT H**).
- **SMB/JTF-SP (S Cornish) – Strategic Partnerships** – JTF SP works on how joint TMB/SMB meetings are organized, identifies issues for the joint meeting agenda, and coordinates positions on common issues. The JTF strengthens ways to come to the same decision on mutual issues for the benefit of the end-user.
- **SMB/JTF-NN (S Cornish, T Zertuche) – New Normal** – Mr. Cornish co-convened this JTF with Mr. Vimal Mahendru. The group developed a guidance document on effective virtual and hybrid meetings for SMB and TMB (**ATTACHMENT I**). At the joint SMB/TMB meeting, they agreed that this JTF will be placed in stand-by mode, and can be reactivated at any time to revise the guidance document as needed. Reactivation of the JTF NN may be considered as early as mid-2023 based on the collected feedback, after which consideration of the questions of meeting rotation and the use of the face-to-face meeting mode and the revision of the guidance document can proceed. It was noted that there is not enough input yet from TCs/SCs for the JTF to update the guidance document yet.
- **SMB/JTF-Risk (H Choe, D Osborn, S Cornish) – Concept of risk and associated terms** – Mr. Cornish is the temporary co-convenor of this JTF. The purpose of the JTF is to examine how the concept of risk and associated terms can evolve to meet the needs of standards users. Since August 2022, the JTF has held bi-monthly meetings where committees have shared their work related to risk. This group’s mandate runs through September 2023, where the final report with recommendations will be submitted to SMB and TMB. The co-convenors have prepared a series of draft recommendations for the full JTF to review and discuss at the February meeting.
- **SPCG (S Cornish) – Standardization Program Coordination Group** – The IEC SMB, ISO TMB, and ITU-T TSAG jointly established the SPCG in 2018 to foster coordination and collaboration in new fields of technical activity throughout the three organizations. The new chair of the group is Mr. Christian Gabriel (Austria) from the SMB. Ms. Choe recently joined the group from the SMB side. The SPCG has reviewed 52 proposed new fields in the last year, and

more than 60 fields of common interest have been identified. SPCG developed a landscape document of existing fields within the IEC, ISO, and ITU-T (ATTACHMENT J).

Section 9 – Standardization Management Board (SMB) Issues

9.1 Review of Decisions from SMB Meeting in October 2022

Ms. Choe reviewed the important decisions taken at the SMB meeting held in October 2022. She highlighted the following items from the SMB decision list that was previously distributed with the TMC draft agenda (SMB/7720/DL):

- **SMB Decision 175/6** – *ahG 94 Product carbon footprint data for the electrotechnical sector* – ACEA, in close collaboration with TC 111, is requested to deliver guidance to support the development of product specific rules to assess climate change as well as a list of relevant committees by the SMB meeting in June 2023. It was noted that this is likely not possible as the next ACEA meeting is scheduled after the SMB’s meeting in June.
- **SMB Decision 175/11** – *Proposal from the Chinese NC for a SEG on Metaverse* – It was recommended that IEC, ISO, and ITU are all involved in this group. Dr. Maxime Rosello from the US serves as a co-convenor with China on this SEG. Any expert can sign up to join SEG 15 directly on the IEC website.
- **SMB Decision 175/15** – *IEC Secretariat (SEC) and IEC Board (IB)* – Ms. Sophie Clivio is the IEC’s new Director of the Standardization Division and Mr. David Nix is the new IEC Digital Transformation Officer.
- **SMB Decision 175/17** – *ISO NP on Management System for UN SDGs* – The ISO proposal was highlighted. This proposal passed the ISO membership vote, but will be on TMB agenda for discussion given concerns on how this might be set up and move forward.
- **SMB Decision 175/18** – *CENELEC* – Ms. Choe emphasized the importance of keeping the line of communication open with CENELEC given the issues the US continues to experience with the Frankfurt Agreement and the HAS Consultants.

There were four recipients of the IEC Thomas A. Edison Award in 2022. While the US had multiple candidates for this award, no US experts won last year. It was noted that the US might have nominated too many people, so the votes were split among the US experts. The USNC needs to take a closer look at the candidates and the number of experts the US nominates going forward so that an individual from the US has a better chance of receiving the award.

9.2 Overview of Joint TMB/SMB Meeting in December 2022

Ms. Choe provided an overview of the joint TMB/SMB meeting held in December 2022. The next joint TMB/SMB will be held virtually in Q1 2023.

A JTC on Quantum Technologies has been proposed. Several SMB and TMB members have issues with this proposal, including the US. A JTF on JTCs will be formed to establish the rules that would be followed for a new JTC. Several members volunteered to participate on this JTF. This topic will be discussed at the next SMB and CAG meetings. Mr. Cornish will co-convene this JTF. This group will work on policy and oversight issues for JTCs so that IEC and ISO can be comfortable on how JTCs go forward. The work of this JTF will focus on how the ISO and IEC Secretariats can work together on the oversight of the JTC and how the JTCs report to ISO and IEC.

9.3 Review of Agenda for SMB Meeting in February 2023

Ms. Choe reviewed the proposed agenda topics for the upcoming CAG and SMB meetings.

The CAG agenda (**ATTACHMENT K** and **ATTACHMENT L**) includes a report from SMB self-assessment survey; the UK's proposal for a new JTC on Quantum Technologies; transparency of voting process and results – Committee Chairs; cybersecurity for “Operational Technologies” horizontal function; and the TMB Optimized Deliverables project.

A TMC member requested an update on the CAB Decision 51/24 on e-labeling that was discussed at the last SMB CAG meeting. Mr. Gilles Thonet reached out to the CAB Secretariat on this issue, but did not receive any additional information than what was previously given to him. Mr. Thonet is asking the CAB to discuss this issue again and come back to the SMB with more concrete proposals. SMB is putting this item on hold until CAB sends more proposals for their review. Ms. Choe corresponded with Mr. Thonet and asked for this to be added to the CAG meeting agenda. However, the format for the CAG meeting will be changed for February and therefore, this item will be deferred until the next meeting.

Ms. Choe reviewed the SMB agenda, and highlighted the item regarding the proposal from the Austrian National Committee for a new PC on *Rotating electrical machines for the traction of road vehicles* (**ATTACHMENT M**). A TMC member asked that IEC/TC 55 be added as a liaison for this proposal. Ms. Choe was able to contact the Austrian NC and have this item added.

Section 10 – Management and Communication Items

10.1 Report from IEC TC/SC/SyC and USNC TAG Leaders in Attendance

10.1.1 *USNC TAG TC 111 Environmental standardization for electrical and electronic products and systems*

Mr. Robert Friedman, Technical Advisor to USNC TAG TC 111, provided a report on the TAG's activities (**ATTACHMENT N**). The different groups WGs, PTs, MTs, and JWGs currently under TC 111 were reviewed. Mr. Friedman described how they operate the USNC TAG. There are interest groups within the TAG for experts to participate in, which make recommendations to the full USNC TAG to then develop a consensus position.

Mr. Friedman reviewed the projects TC 111 is currently working on, highlighting the active projects: test methods, material declaration, and strategic business plan. He also reviewed anticipated future projects, including ecolabeling and circular economy standards.

The TAG's main challenge is a resource issue. Mr. Friedman emphasized that it is increasingly difficult to find US experts to appoint to various working groups or advisory groups. He noted that this is only going to get more severe as the work of TC 111 is expanding, while the number of US experts has not grown. Sometimes appointed US experts are unable to attend all of the meetings, but the TAG is so limited in candidates that they allow it. Currently, the number of US experts on AG 2, WG 3, WG 15, and WG 17 is extremely low. He shared that TAG members do not have the time to travel or spend on virtual meetings, and some cannot afford TAG fees. USNC staff to circulate a call in Standards Action to expand membership on the USNC TAG TC 111, and include the call in the *USNC Current*.

Ms. Choe thanked Mr. Friedman for his report.

10.1.2 USNC TAG TC 124 *Wearable electronic devices and technologies*

Ms. Kerriane Haresign, USNC TAG TC 124, provided a report on the TAG's activities (**ATTACHMENT O**). TC 124 is a newer TAG, formed in 2018. Ms. Haresign reviewed the TC's scope and provided an overview of the TC's work program, which is divided into four WGs.

One of the main challenges is the different definitions of medical and wellness. Other challenges include the narrow scope of standards as well as a limited number of US experts.

TMC members are encouraged to reach out to Ms. Haresign, CTA, and USNC staff if they are interested in learning more about the TC 124 or joining the TAG.

Ms. Choe thanked Ms. Haresign for her report.

10.2 USNC Subcommittee on Operating Procedures

Mr. Bill Lawrence, Chair of the Subcommittee on Operating Procedures (SCOOP), provided an update and written report on the Subcommittee's work, including the USNC TAG Model Operating Procedures (MOP) validation process. The latest revision of the MOP was published in June 2019, and the revalidation process for the USNC TAGs began in November 2019. Later this year around the September 2023 USNC Management Meetings, SCOOP will begin the process of the next revision of the MOP. A TMC member suggested that SCOOP considers aligning the USNC's stakeholder categories with the IEC's, which the SCOOP Chair noted. If anyone has any input for the next revision, please reach out to Mr. Lawrence and USNC staff.

SCOOP is looking for additional members; interested individuals are encouraged to reach out to Mr. Lawrence and USNC staff. Mr. Vince Ferretti will replace Mr. Jim Matthews on SCOOP.

Section 11 – Interface with Regional Organizations

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

- **APCF/PASC**

The last APCF meeting was held during the 2022 IEC General Meeting. USNC staff will circulate the meeting minutes as soon as they are confirmed.

The next PASC meeting will be held in New Caledonia from 31 May – 2 June 2023 (tentative dates).

- **FINCA**

The next meeting will be held in September 2023. The meeting format (in-person or virtual) and dates have not been confirmed yet. Mr. Zertuche will touch base at the COPANT meeting with FINCA members.

- **COPANT**

The COPANT meeting will be held in Barbados from 23 – 26 April 2023. The former President of COPANT was Mr. Osvaldo Petroni (Argentina) has stepped down from this role and has been succeeded by Mr. Mauricio Cespedes (Costa Rica).

- **USNC Country Mentoring**

A formal call has gone out from IEC Affiliate Coordinator for IEC Protégé candidate NECs for the IEC Country Mentoring Program. Those NECs will go through an application process after which a call for IEC Mentor candidate NCs will go out. Then there will be a partnering process whereby all players will be consulted. For more information on the IEC mentoring program visit <https://www.iec.ch/mentoring-programme> and see **ATTACHMENT P**.

- **CROSQ Workshop**

While the USNC is still working to hold an in-person workshop with CROSQ, a virtual workshop is being considered as an option.

Section 12 – Meeting Schedule 2023 and Beyond

The following future meeting dates were reviewed. The May and September 2023 USNC Management Meetings dates and locations were confirmed (see below).

2023

SMB Meeting
12-15 February 2023
Jeju Island, South Korea

USNC Management Meetings
16 – 18 May 2023
Corning, NY (hosted by Corning)

SMB Meeting
10 - 12 June 2023
Geneva, Switzerland

USNC Management Meetings
26 – 28 September 2023
Arlington, NY (hosted by CTA)

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

Some TMC members raised security concerns about the location of the 2024 IEC General Meeting.

*Secretary's note: The IEC has informed its constituency via the Administrative Circular (AC/4/2023 – **ATTACHMENT Q**) that the National Committee of Egypt has submitted an official request to the IEC Secretariat to change the venue of the next General Meeting from Sharm El-Sheik to Cairo.*

2024

SMB Meeting
26 - 27 February 2024
Sydney, Australia

SMB Meeting
18 June 2024
Geneva, Switzerland

88th IEC General Meeting
21 – 25 October 2024
Edinburgh, UK

Section 13 – Review of Action Items

Ms. Gladstein reviewed the action items captured during the 25 January TMC meeting.

ACTION ITEM #1: USNC staff to review previous Nominations Committee files to identify organizations to target and engage for participation on the USNC policy committees.

ACTION ITEM #2: Sonya Bird to lead efforts on communicating the USNC's In Some Countries guidelines and the IEC's Global Relevance Toolbox information to the USNC community.

Section 14 – Adjournment

Ms. Choe thanked everyone who participated in-person and remotely. She closed the meeting at 3:59PM (ET).