



**USNC TECHNICAL MANAGEMENT COMMITTEE
DRAFT MINUTES**

**Wednesday, 12 January 2022
10:00 AM – 2:30 PM (ET)
(Meeting #65)
WebEx Teleconference**

Members Participating

Sonya Bird, USNC VP – Technical, Chair	Underwriters Laboratories
Hae Choe, Vice Chair	AAMI
Ethan Biery	Lutron Electronics
Ron Borowski	Eaton
Wynn Bowman	Star Associates International
Jonathan Colby	ARESCA
Valara Davis	Underwriters Laboratories
Vincent Ferretti	Corning Incorporated
William Fiske	Intertek
Toby Gillespie	GE
Paul Green	Intel
Megan Hayes	NEMA
Byron Horak	Intertek
Timothy Jeffries	Futurewei Technologies
William Lawrence	FM Approvals
David Osborn	Philips
Florence Otieno	TIA
Rui Peng	FDA
Charley Robinson	ISA
Matthew Williams	AHAM
Wallie Zoller	Rockwell Automation
Kevin Lippert, USNC President	Eaton
Steve Rood, USNC VP – Finance	Legrand
Joan Sterling, USNC VP – Conformity Assessment	Intertek
Tony Zertuche, USNC General Secretary	USNC/ANSI

Members Not Participating

Zekarias Bekele	CSA
Kerrienne Haresign	CTA
Laura Lindsay	Microsoft
Calvin Luong	CSA

Guests Participating

Kirk Anderson	NEMA
Thomas Blewitt	Underwriters Laboratories

Ladan Bulookbashi
Steven Cornish
Josh Culpepper
Tim Duffy
Elaina Finger
Erwin Fuentes
Brent Hartman
Emily Hoefler
Amanda Johnson
George Kelly
Scott Kiddle
Jennifer Kitchen
Veronica Lancaster
Mike Leibowitz
Steve Margis
Emily Marshall
Evans Massey
Alec McMillan
Edward Mikoski, Jr.
Paul Moliski
Leighton Paradis
Philip Piqueira
Amy Phelps
Peter Pondillo
Bob Sherwin
Joe Tretler
Chynna Anuszewski
Betty Barro
Megan Pahl

AAMI
ANSI
Biomerieux
Rockwell Automation
Corning Incorporated
Verdant Power
CSA
Consumer Technology Association
Festool USA
Sunset Technology Inc.
ABB Incorporated
General Electric
CTA
NEMA
UL
University of Chicago Medicine
ABB
Retired
ECIA
Intertek
Verdant Power
Underwriters Laboratories
NIST
Corning Incorporated
EAPC Wind Energy
ANSI
USNC/ANSI
USNC/ANSI
USNC/ANSI

Section 1 – Organizational Matters

1.1 Welcome and Introductions

Ms. Sonya Bird, TMC Chair, called the meeting to order at 10:00 AM (ET). Ms. Bird welcomed new TMC member Mr. Ron Borowski (Eaton) and our USNC Mentoring Program Protégés.

1.2 Approval of the Agenda

Ms. Bird drew attention to the meeting's draft agenda, USNC/TMC 1142A. No additional items were proposed. It was moved and seconded.

VOTE #1 To Approve the Agenda (USNC/TMC 1142A)

(This motion was approved unanimously)

1.2.1 Approval of Consent Agenda

Ms. Bird reviewed the consent agenda, including the TMC Minutes from the virtual meeting on 1 September 2021. It was moved and seconded.

**VOTE #2 To Approve the Minutes (USNC/TMC 1141) from the virtual
TMC Meeting held on 1 September 2021**

(This motion was approved unanimously)

Approval of the TMC Minutes from the virtual meeting
on 1 September 2021

- a) Report on Appointments/Reappointments
- b) US Hosted Meetings

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 #2021 – 10 - 1: Include “In Some Countries” clause as a topic in the USNC TAG Leadership Workshop and IEC Effective Participation Course. Recirculate the “In Some Countries” guidance document to USNC TAG leadership.

Status: Completed.

ACTION ITEM #2021 – 10 – 2: Sonya Bird and Tony Zertuche to reach out to SMB members for support on SMB/7386/QP Horizontal function for OT cybersecurity horizontal publications derived from IEC 62443 to TC 65.

Status: Completed.

ACTION ITEM #2021 – 10 – 3: Sonya Bird to reach out to IEC Central Office to recommend that they send a communication to TCs/SCs regarding timely responses to Decision Sheets.

Status: Completed.

ACTION ITEM #2021 – 10 – 4: Invite IEC General Secretary & CEO Philippe Metzger to January USNC Management Meetings to meet with USNC Officers and present the 2021 Thomas A. Edison Award to IEC/TC 88 Chair Jeroen van Dam.

Status: Completed.

Section 3 – For Information – USNC Online Voting System Update

Ms. Megan Pahl provided an update on the USNC online voting system. The USNC has been looking to upgrade our policy committee voting process and has landed on an online voting system called Election Buddy.

With the help of ANSI IT, the USNC was able to take a deep look into a few online voting systems that fit our requirements. In the end, Election Buddy was the one that worked best for the USNC and our members. Ms. Pahl thanked the USNC Officers for their input and guidance throughout the process.

The USNC is excited to move forward with the implementation of Election Buddy as it will allow us to bring our voting system online in a simple, intuitive, and secure way. In addition, the USNC believes this will help increase voter engagement, save time, and create a better voting experience. The level of ballot customization in Election Buddy is outstanding and is one of the reasons why the platform was chosen.

As for timing, the USNC is waiting on ANSI Legal's approval of the Election Buddy contract. No issues are expected here. As soon as the USNC is able to sign the contract, they will begin implementation. Since this will be a new platform for many, the USNC will plan to host a training on how to use Election Buddy.

Section 4 – For Information – Frankfurt Agreement/CENELEC Update

Mr. Dave Osborn provided a report (USNC/TMC 1143) on the state of the Frankfurt Agreement (FA) and IEC's relationship with CENELEC. TMC members are encouraged to review the report and reach out to Mr. Osborn with any questions.

Ms. Bird noted that the US has raised the issues with the HAS consultants with IEC. There have been meetings to try to resolve these issues. The US have provided specific examples to the IEC including TC 61, TC 116 and others. There was a meeting about this item in October, however meeting participants have not yet received the minutes. This is an item on the next SMB agenda. This does still have traction in IEC and ISO. Ms. Bird encourages TMC members to continue sending examples to Mr. Osborn, Mr. Bird, and Mr. Zertuche.

Secretary's Note: The IEC recently circulated an SMB update on European standardization - HAS consultants. Please see SMB/7556/INF (ATTACHMENT A) for additional details.

Section 5 – For Action/Information – IEC SMB Reports

5.1 Report of SMB Groups

Ms. Bird and Mr. Zertuche provided written reports (**ATTACHMENT B, ATTACHMENT C, and ATTACHMENT D**) and updates on the following SMB groups.

ahG 89 – Review of Standards development process – ahG 89's final report provides the recommendations and insights carried out in the group. Recommendations include: IEC CO to be tasked with developing a best practice guide on project handling and project management, a training program, and raise awareness of fragments to the technical community. They also recommend that SMB ask the DMT to update the directives to ensure that fragments can be used for new projects. Mr. Zertuche commented on the group's discussion around fragments. He noted that this might be an item to include in the TAG Leadership Workshop. USNC Communications Committee will add information about fragments into the USNC TAG Leadership Workshop and the USNC Constituency Training Modules. The topic should also be written about in an article for the *USNC Current*. Mr. Zertuche will send the ahG 89 informational document on fragments to all USNC TC/SC/SyC Officers and USNC Policy Committee Members

(ACTION ITEM #1). SMB requests IEC CO to present the IT Tool Product Roadmap to SMB by June 2022.

ahG 91 – IEC Strategic Plan and Operational Plan – Key issues for ahG 91 are to finalize SMB projects to support IEC Strategy 2022-2030, validation of IEC strategy via stakeholders groups, and review the draft operational plan. The next meeting will take place in Geneva in a hybrid format on February 23, 2022.

ahG 92 – Impact of copyright and licensing on future IEC standardization – This group's last meeting was held in December 2021. Mr. Scott Neumann (USNC TAG Technical Advisor, IEC TC 57) gave a presentation putting the discussion into the context of having the IEC embrace open source technologies, methodologies, and licensing. Mr. Neumann stressed the current licensing clauses which are problematic. His presentation was well received by many. The next meeting will take place on 13 January 2022.

ahG 93 – Use of Global Relevance Toolbox in technical procedures – The kick-off meeting for this group is scheduled for February 2022.

5.2 SG 12 – Digital Transformation and Systems Approach

Mr. Zertuche provided an update and written reports (**ATTACHMENT E**, **ATTACHMENT F**), on SG 12 efforts noting that the group has been very active. This has grown into a much more influential group that when it started. Most work being done is about the online authoring pilot project. Mr. Zertuche is not a member of Task Force 2, which is working with the deliverables and is very technical.

Mr. Zertuche highlighted SMB Decision 171/6 – Digital Transformation and Systems Approach (SMB/7514/R). SG 12 noted the establishment of the IEC Council Board Task Force (CB TF) on SMART Standardization and Conformity Assessment and the request of SMB to ensure adequate representation of SG 12 in the CB TF. SG 12 appointed both convenors as representatives of SG 12 to CB TF SMART Standardization and Conformity Assessment to ensure close cooperation between these two groups.

SG 12 has been very active. Work slowed down a bit with the holiday, but it is ramping up again. SG 12 is becoming a big, all-encompassing group.

5.3 IEC Directives Maintenance Team and Joint Directives Maintenance Team

Mr. Zertuche provided updates from the recent virtual DMT meeting (USNC/TMC 1145). The group met on 7 January 2022. Mr. Zertuche noted that abstentions will be counted when evaluating P-Member participation. What we thought was a pilot has now turned into SMB decision; by default, the Secretariat of Systems Committee is allocated to the IEC Secretariat. Once setup and at any time of its existence, a Systems Committee can seek approval from SMB to start the process to allocate its secretariat to a National Committee.

Another key issue that was discussed is the removal of Annex SJ and the updating of Annex SI. Annex SJ will be removed from the IEC Supplement and make a reference to the list of IEC forms from the website by adding a sentence at the end of Clause SI.1 of Annex SI.

The IEC DMT is also looking at adding co-convenor language into the Directives. This will help to identify whether ISO allows co-convenors, and if so to discuss any needed clarification to the common Directives to make it clear that working groups may have co-convenors.

The majority of this meeting was focused on the ISO/IEC JDMT. There is no processes written down for this group, so was the focus during the meeting. The group met last on 6 January 2022. JTF co-convened by Mr. Tony Capel (IEC) and Mr. Steven Cornish (ISO). The group reviewed and developed workflow and processes of how ISO DMT and IEC DMT receive, review, collect, process suggestions for changes to the ISO/IEC Directives.

Ms. Hae Choe commented that project teams cannot have co-convenors, though she is in support of having them for other groups because it helps with mentoring.

5.4 IEC SMB/ISO TMB JTF

Ms. Bird provided an update on SMB/TMB JTF initiatives including a written report (**ATTACHMENT G**). The SMB/JTF-HD – Horizontal Deliverables has a draft paper for review. Ms. Megan Hayes, Ms. Hae Choe, Mr. George Kelly, Ms. Valara Davis, and Mr. Tim Duffy volunteered to review the paper. Ms. Bird will send the draft paper for JTF-HD to the group for their review (**ACION ITEM #2**).

SMB/JTF-SP – Strategic Partnerships had its first meeting in November 2021. There are 10 members total; 5 from SMB and 5 from TMB. During the first meeting, the group agreed on draft principles supporting collaboration. There is a question of “joint decision” that is still open for discussion within the group.

SMB/JTF-NN – New Normal guidance document has been distributed by the USNC. Mr. Zertuche noted that many people were referring to this document in terms of what the new normal would be, but things are still changing quite a bit. The group has not met since the USNC TMC last met.

SMB-SPCG – Standardization Program Coordination Group is approved but not yet established. USNC can nominate a member to this JTF. USNC staff will distribute the scope and call for participation for the joint task force on risk (**ACTION ITEM #5**). If no one else is available, Ms. Choe has volunteered to represent the US on this group.

5.5 IEC SMB Advisory Committees

Mr. Tom Blewitt presented on the IEC ACOS (Advisory Committee on Safety) activities and provided a written report (**ATTACHMENT H**). This is now an entirely virtual meeting. The ACOS meets once a year. There are task groups and task forces that do meet in the period between ACOS meetings. There were 10-15 of these types of meetings. ACOS Secretary has made some recent accommodations of North American time zones.

Mr. Philippe Juhel’s last term as ACOS Chair will conclude in February 2022. He has done a fantastic job. A solicitation went out for a replacement. There are four candidates

(FR, DE, CN, and NL). It is Mr. Blewitt's intention to vote for Mr. Jos Remy (NL) on the basis of his contributions to ACOS and SMB.

Mr. Blewitt's term for USNC Representative for ACOS concludes in September 2022. The USNC will need to find a replacement. So far, no one has expressed interest. USNC staff will send a call for participation to fill the USNC representative for ACOS position (**ACTION ITEM #3**).

A TMC member asked if USNC staff serve as the administrator to VTAGs. Mr. Zertuche answered that historically, yes, USNC staff are the ones who share these documents with the VTAG. USNC Staff offered to review VTAG participation and administration and determine if a call for participation needs to go out. Ms. Bird will bring this topic to USNC Council and the USNC Rules of Procedure Committee during the 13 January 2022 meeting. USNC staff and the Rules and Procedure Committee will develop administration and leadership procedures for USNC VTAGs (**ACTION ITEM #4**).

Section 6 – USNC Subcommittee on Operating Procedures

Mr. Bill Lawrence, Chair of the Subcommittee on Operating Procedures (SCOOP), provided an update and written report (USNC/TMC 1144) on the Subcommittee's work, including the USNC TAG Model Operating Procedures (MOP) validation process.

In November 2019, SCOOP and USNC staff began work on the revalidation process. There are currently 171 USNC TAGs. Only 169 TAGs existed when we went through the initial revalidation process. Two TAGs were formed last year, and the group is waiting to hear if these TAGs are going to use our default model or develop their own. To date, 158 USNC TAGs have confirmed they have implemented the revised MOP. Four UOPs were reviewed by SCOOP and confirmed that they were at least as stringent as the MOP, and further confirmed by the TMC at the meeting on 2020-05-06. The UOP for the USNC TAG to ISO/IEC JTC1/SC41 was approved by TMC in August 2021. USNC TAG for TC 59 has submitted a draft UOP, and the draft has been reviewed by SCOOP. Several comments have been passed back to the TAG by the USNC Office, and responses are awaited.

Section 7 – ISO Strategic Advisory Group on Smart Farming

Mr. Bob Sherwin provided a report (**ATTACHMENT I**) on TMC related activities of the ISO Strategic Advisory Group on Smart Farming.

Mr. Sherwin reviewed background issues, which have mostly come out of the climate crisis. Challenges are related to climate change, food security, and sustainability. In order to address these issues there will be a need to use data and communication technology. The group is looking at the entire agriculture food chain-production and logistics to consumer. The group develops strategies for UN SDGs throughout the entire food value chain.

This group is established for a duration of 12 months. This is an expansive scope and might take longer to accomplish all of the goals.

A work plan was created. The group will define a set of parameters for the classification of "Smart Farming" for the purpose of the SAG, build a matrix between the UN SDGs and the definition of Smart Farming in order to establish an overview of current and potential future challenges in relation to SDGs.

The group will also recommend actions to address these challenges and list standards and other documents relevant to Smart Farming ISO Technical Committees. Finally, they will analyze any synergies in the current work of existing ISO technical committees relevant to Smart Farming and set up a gap analysis in order to identify areas important to standardization. The SAG on Smart Farming is expected to deliver its summarized findings in the form of a Roadmap of Smart Farming.

Ms. Bird and Mr. Zertuche offered to make an introduction of Mr. Sherwin to the SMB for a discussion on how IEC groups may fit into Smart Farming as it is currently dominated by ISO participation (**ACTION ITEM #6**). USNC staff will determine if more USNC members can be added to the ISO VTAG relating to Smart Farming. If allowed, USNC staff to put out a call for USNC participants to join the VTAG (**ACTION ITEM #7**).

This is a very active group. Meetings are attended by almost everyone that's been allowed to participate. Mr. Andres Ferreyra (ANSI) serves as Co-Convenor for this group. 22 countries participate in this group. Experts are nominated by the IEC SMB. The group has had three meetings to date. SAG and VTAG meet monthly; topic subgroups meet as needed to complete their work plan. The meetings are very structured and very well managed.

Mr. Sherwin reviewed the subgroup structures of Smart Farming. He serves as Chair of Subgroup 4: Climate and Environment. Mr. Sherwin represents us all at the IEC level. TMC members with any questions or inquiries can reach out to Mr. Sherwin directly.

Section 8 – Standardization Management Board (SMB) Issues

8.1 Review of Decisions from SMB Meeting in October 2021

Ms. Bird reviewed the decisions taken at the virtual SMB meeting held in October 2021. She highlighted the following items from the SMB decision list that was previously distributed with the draft agenda (SMB/7425/DL):

- **SMB Decision 172/6 SEG 10 Ethics in Autonomous and Artificial Intelligence Applications** – Ms. Bird and Mr. Zertuche did not support the establishment of an Advisory Committee at this time. The SMB decided not to establish the group.
- **SMB Decision 172/7 SEG 11 Future Sustainable Transportation** – This was not approved by the SMB. SMB determined that additional work is needed, so the lifetime of SEG 11 has been extended. SMB asked for further input from TC 9, TC 18, TC 69, and TC 97.
- **SMB Decision 172/8 Proposal from the Chinese NC for a SEG on standardization for electrical equipment under extreme climate, environmental and disaster conditions** – The SMB agreed to set up a new SEG, SEG 13. The scope is included in SMB/7425/DL). A convenor for this group has not yet been identified.

8.2 Review of Agenda for SMB Meeting in February 2022

Ms. Bird reviewed items to be discussed at the upcoming CAG and SMB virtual meetings in February. Please see **ATTACHMENT J** for the SMB agenda, and **ATTACHMENT K** for the CAG agenda.

Ms. Bird highlighted a few key items on the SMB agenda. ahG 89 is on the agenda and will likely be disbanded at this meeting. There will also be an ACSEC update; this is a carry-over item from the last meeting. The agenda also includes an update from SEG 11. Ms. Bird noted the two new proposals for fields of technical activity. One from Germany for a new PC on decentralized energy trading infrastructure. Many comments were received on this noting that the scope needs some work. The second proposal is from China for a new PC on cold storage equipment for medical use. The last item highlighted on the SMB agenda is TC/SC/SyC monitoring and performance improvement and is also a carry-over item from the last meeting.

Ms. Bird highlighted a few key items on the CAG agenda. She noted there are three new CAG members, Mr. Jim Macfie (CA), Mr. Dongfang Li (CN), and Mr. Pascal Terrien (FR).

There will be four days of CAG meetings, done in advance of the SMB. SMB will be hybrid. Initially proposed CAG topics include: results of the self-assessment survey, coordination with ISO and ITU through SPCG, and SMB/TMB joint task force on strategic partnership. Other key agenda items are the coordination of inclusive terminology and SEG Quantum technologies.

Section 9 – IEC OSD Reference Group

Mr. Mike Dolan provided an update on the activities of the IEC Online Standards Development (OSD) Reference Group.

Dolby supports Mr. Dolan in the work that he does in the IEC. Mr. Dolan does not represent the USNC in this reference group, but there has been a call out to add a representative for the USNC.

An XML format is used for the standards development process. There are many limitations with this format. This group is looking for a better, interactive documentation maintenance platform. Microsoft Word was rejected as an option and Pronto XML was adopted as the solution. Pronto XML is an online tool similar to Google Docs.

Ms. Elaina Finger commented on her experience using Pronto XML for a SC 86C project. She noted that getting the document from this format to a Word document is very difficult. Ms. Finger highly encourages anyone with revisions or new work items to get involved with Pronto. The USNC will send a second call for participation for the IEC Online Standards Development (OSD) Reference Group (**ACTION ITEM #8**).

Section 10 – For Information – Interface with Regional Organizations

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

- **APCF/PASC:** The minutes from the fall 2021 hybrid meeting in Dubai have just been distributed. During this meeting, the group solidified procedures for attendance of observers.

APCF members were encouraged to nominate members to the BAC, GRAC, and DAC. SPTF members were asked to provide feedback to APCF/PASC and to contribute when possible. During the meeting, the group voted on the DAC to be added as a standing agenda item for all APCF meetings moving forward.

- **FINCA/COPANT:** USNC had planned to host the meeting in person, however it ended up being held virtually. The Secretariat for FINCA is now Mexico. Colombia is the new Chair of FINCA. The USNC is happy with both of these appointments.
- **USNC Country Mentoring:** Mr. Zertuche noted that there is still interest in hosting a workshop in the CROSQ region. The mentoring relationship with CROSQ was very active. They attended meetings, workshops, and overall were very engaged. COPANT will be in Barbados this spring. It would make sense that if some USNC members will be in Barbados for COPANT that the USNC combine COPANT with a workshop for CROSQ. USNC will consider a CROSQ workshop (**ACTION ITEM #9**).

Secretary's Note: The COPANT meeting will now be held in virtual format.

The group had a discussion on the benefits of participation and the deterrents of not participating. Mr. Zertuche offered to put together a report or description of all regional groups for TMC members to reference (**ACTION ITEM #10**).

Section 11 – Meeting Schedule 2022 and Beyond

The following future meeting dates were reviewed:

2022

SMB Meeting
21-22 February 2022
Switzerland

USNC Management Meetings
10-12 May 2022
Fremont, CA

CAB Meeting
13 June 2022
Geneva, Switzerland

SMB Meeting
14 June 2022
Geneva, Switzerland

Council Board Meeting
16 June 2022
Geneva, Switzerland

USNC Management Meetings
13-15 September 2022

Norwood, MA

86th IEC General Meeting
31 October – 4 November 2022
San Francisco, USA

2023

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

Section 12 – Review of Action Items

Tony Zertuche reviewed the action items captured during the 12 January TMC meeting.

- **ACTION ITEM #1:** USNC Communications Committee to add information about fragments into the USNC TAG Leadership Workshop and the USNC Constituency Training Modules. The topic should also be written about in an article for the *USNC Current*. Tony Zertuche to send the ahG 89 informational document on fragments to all USNC TC/SC/SyC Officers and USNC Policy Committee Members.
- **ACTION ITEM #2:** Sonya Bird to send draft paper for JTF-HD to Megan Hayes, Hae Choe, George Kelly, Valara Davis, and Tim Duffy who have volunteered to review the document.
- **ACTION ITEM #3:** USNC will send a call for participation to fill the USNC representative for ACOS position.
- **ACTION ITEM #4:** Rules and Procedure Committee to develop administration and leadership procedures for USNC VTAGs
- **ACTION ITEM #5:** USNC staff to distribute the scope and a call for participation for the Joint Task Force on Risk.
- **ACTION ITEM #6:** Sonya Bird and Tony Zertuche to make an introduction of Bob Sherwin to the SMB for a discussion on how IEC groups may fit into Smart Farming as it is currently dominated by ISO participation.
- **ACTION ITEM #7:** USNC to find out if we can add more USNC members to the ISO VTAG relating to Smart Farming. If allowed, USNC to put out a call for USNC participants to join the VTAG.
- **ACTION ITEM #8:** USNC to send a second call for participation for the IEC Online Standards Development (OSD) Reference Group.

- **ACTION ITEM #9:** Consider a virtual CROSQ workshop.
- **ACTION ITEM #10:** Tony Zertuche to put together a report or description of all regional groups.

Section 13 – Adjournment

Ms. Bird thanked USNC staff for their support of the virtual Management Meetings and thanked everyone who participated. She adjourned the meeting at 2:35 PM (ET).