



USNC/Council Conformity Assessment Policy Coordination Committee (CAPCC)

TERMS OF REFERENCE

Purpose:

The purpose of this USNC standing committee is to coordinate USNC positions on Electrotechnical Conformity Assessment (CA) issues which are specifically related to, or impact the IEC global agenda. The Conformity Assessment Policy Coordination Committee (CAPCC) has the responsibility to ensure that when such issues are identified, that USNC consensus positions are developed and represented in appropriate National, Regional and International CA groups.

CAPCC Responsibilities:

The Committee is responsible for developing and coordinating USNC positions on IEC CAB issues and other International, Regional or National CA agendas that may impact IEC CA System's activities or interests within the US.

The USNC is responsible for the distribution and representation of the consensus positions to appropriate National, Regional and International CA groups, and for ensuring that the outcomes of these group actions are reported back to the CAPCC for review.

CAPCC has the responsibility to:

Report on their activities to the USNC Council at USNC meetings or more frequently if necessary.

Develop recommendations on USNC CA strategy and implementation plans for USNC Council endorsement. The CAPCC shall operate by consensus. If a consensus position on a particular issue is not reached, then the CAPCC will refer the issue to the USNC Council for resolution.

Recommend USNC CA positions for agenda items at the IEC Council Board and ANSI Executive Board as they arise.

Recommend CA positions that impact technical standards to the USNC Technical Management Committee for action.

Chair:

The Committee shall be chaired by a representative of the USNC membership. The Chair shall not be a current officer, at the international level, in the management committees of the IEC CA systems.

The Chair shall represent the CA community within the USNC and will be invited to all meetings/teleconferences of the USNC Officers.

The Chair will be a voting member of the USNC Council. The Chair shall be nominated by the USNC Nominating Committee and elected by the USNC Council for a period of 3 years. The Chair may be reelected for one further term.

Secretary:

The USNC General Secretary, or a delegated member of USNC staff, shall serve as Secretary to the Committee.

Membership:

The Committee membership shall consist of the Chair, the USNC's CAB Representative and Alternate, the US Officers of the IEC CA Systems (USNC/IECEE, ECCB and USNC/IECEX) and Members-at-large representing USNC stakeholder interests in CA.

ANSI shall be represented on the Committee by its VP Conformity Assessment, or delegated alternate.

Efforts will be made to balance stakeholder interests in the membership at all times.

The USNC CAB Representative and alternate will serve as members of the CAPCC for one additional year after they have concluded their allotted CAB representation terms.

Officers of the USNC CA Systems are members of the Committee for the term of their office, and the Chair of each system is an ex officio member of the USNC Council (without vote).

Members-at-Large may also be nominated by the USNC Nominating Committee and approved by the USNC Council to serve for consecutive periods of 2 years.

Members, with approval of the chair, may designate either a substitute to participate in the activities of the Committee when they are unavailable for a specific meeting and may also designate additional "special experts" to participate in Committee activities that relate to their specific area of expertise.

Members may elect one of their number to serve as a Vice Chair for the Committee to act in the absence of the Chair.

Members may elect one of their number to serve as a liaison on ANSI Conformity Assessment Committees, or other relevant International, Regional or National CA committees or groups as appropriate to the mission of the CAPCC.

Member Responsibilities:

All members should identify issues for Committee consideration which shall be forwarded to the Chair and the CAPCC Secretary for the attention of the Committee. Identified CA issues should include reference to the impacted stakeholders and potential actions/resolutions for Committee consideration. All members shall present USNC CA consensus positions in their respective committee representative roles.

The USNC CAB Representative or alternate are responsible for identifying IEC CAB agenda items needing decisions, and making relevant information materials available to the Committee.

US IEC CA Systems Officers are responsible for identifying issues that potentially impact other CA systems, new stakeholders and participants in their activities and making relevant information materials available to the Committee.

CAPCC Member Liaisons are responsible for identifying issues from their delegated committee activities and making relevant information materials available to the Committee.

Observers:

USNC members may raise CA issues for the Committee and request to attend specific CAPCC meetings or take part in specific activities being undertaken by the Committee.

Meetings:

The Committee shall carry out its activities primarily by email and teleconference.

Meetings will be scheduled at the call of the Chair. When appropriate, meetings will be scheduled prior to meetings of the CAB, and in conjunction with the USNC Council.

All meetings and decisions (email/teleconference) made by the CAPCC will be recorded and circulated to USNC CAPCC and USNC Council Membership.

CAPCC decisions / recommendations require that a quorum be present. A quorum is defined as the Chair (or their designated representative), the US CAB representative (or alternative), and at least one Officer of each of the US CA systems.

Approved by USNC Council, 2 September 2009