Effective Participation in the IEC

12th Edition: 2025

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This webinar is being recorded.

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Learning Objectives

- Importance of global cooperation and collaboration

- Why should one participate in the development of international standards?

- How to cultivate international relationships and how to conduct oneself at international meetings

- Guiding rules and principles of international meetings

- Organizational Relationships

Involvement Opportunity

- ## USNC YEP Committee
  - The USNC Young and Emerging Professionals (YEP) Committee encourages professionals with 8 years or less related experience to participate in the work of the USNC and IEC and become engaged in their programs, trainings, and events
  - For more information:
    - https://www.ansi.org/usnc-iec/programs-activities/young-and-emerging-professionals
    - Mackenzie Connors (maconnors@ansi.org)

Webinar Prerequisite

- Thank you for reviewing the USNC Constituency Training Modules!

- You can find these modules on the [USNC Education & Training webpage](#).

USNC CONSTITUENT TRAINING MODULES

These training modules provide resources that help standards and conformity assessment professionals within the electrotechnical industry effectively navigate the myriad processes and procedures of international standards development programs, primarily as related to work in the USNC and the IEC. These programs do not include technical training or courses on specific standards.

TARGET AUDIENCE

The training modules are geared toward: corporate standards professionals, members, officers, and administrators of international standards committees, subject matter experts/technical experts and accredited delegates to international meetings, USNC-approved U.S. Technical Advisory Group (TAG) members, Technical Advisors, officers, and administrators.

ESTIMATED COMPLETION TIME FOR EACH MODULE: 20-25 MINUTES

+ MODULE 1: INTERNATIONAL STANDARDIZATION: INTRODUCTION AND OVERVIEW

+ MODULE 2A: IEC AND USNC ORGANIZATIONAL & GOVERNANCE STRUCTURES

+ MODULE 2B: USNC ORGANIZATIONAL & GOVERNANCE STRUCTURES

+ MODULE 3A: IEC PERSONNEL: ROLES & RESPONSIBILITIES

+ MODULE 3B: USNC PERSONNEL: ROLES & RESPONSIBILITIES

+ MODULE 4: STANDARDS DEVELOPMENT & STAGES OF TECHNICAL WORK

Presenters

- **Muhammad Ali, CSP**

  - **USNC Memberships:** USNC TMC, USNC Communications Committee, SCOOP

  - **IEC Memberships:** ISO/IEC JTC 1

  - **Sr. Standards Strategy and Policy Leader, HP Inc.**

- **Wallie Zoller**

  - **USNC Memberships:** USNC Communications Committee

  - **IEC Memberships:** SyC SM

  - **Manager, Global Product Standards and Regulation/Technology and Innovation at Rockwell Automation**

Presenters (Cont.)

■ **Valara Davis**

- **USNC Memberships:** USNC Communications Committee, SCOOP

- **IEC Memberships:** TC 108

- **International Standards Manager - ULSE**

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Overview: USNC and the IEC

The purpose of IEC (founded in 1906)
is to promote international cooperation on all questions of standardization in the fields of **electricity, electronics and related technologies.**

The purpose of ISO (founded in 1947) is to facilitate the internationalization and unification of standards and related activities over almost the **entire range of technology** (*except that covered by IEC*).

The purpose of ITU (founded in 1865), a government organization, is to promote international cooperation on all questions of standardization in the fields of t**elecommunications and radio communications.**

IEC Structure
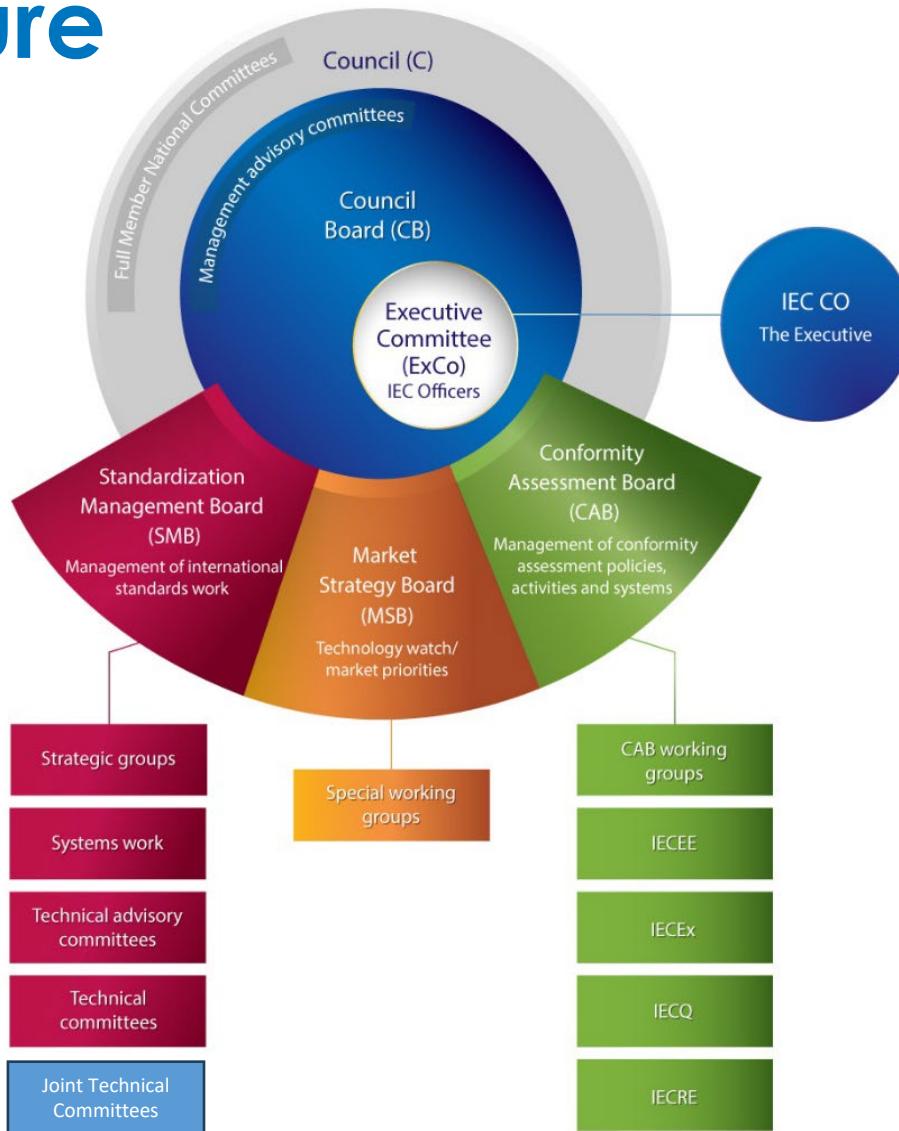
Mission and Values of the IEC

- The mission of the International Electrotechnical Commission is to achieve worldwide use of IEC International Standards and Conformity Assessment systems to ensure the safety, efficiency, reliability and interoperability of electrical, electronic and information technologies, to enhance international trade, facilitate broad electricity access and enable a more sustainable world.

- The work of the IEC community is guided by four core values:
  - **Trustworthy**: collaboration of the world's top experts through consistent and well-established processes and procedures
  - **Inclusive**: broad participation of all public and private sector stakeholders from developed and developing countries working together as volunteers under a one country, one vote principle
  - **Independent**: not-for-profit and neutral, working through consensus
  - **Progressive**: continuously adapting to evolving needs of society and industry to remain globally relevant and effective

Why should one participate in the development of International Standards?

- To facilitate the adoption of globally-accepted standards that will promote interoperability and commercial acceptance across the electrotechnical industry

- ~~To gain access to foreign markets, to improve safety and health and promote the protection of consumers, to safeguard the environment, etc.~~

- To gain access to international markets and helps to eliminate non-tariff trade barriers; promote the protection of consumers, to safeguard the environment, etc.

- To benefit from unique networking opportunities and learn from international colleagues

- To anticipate emerging standards and their impact on technology and global markets

# What are the consequences of not participating

- Risk of developing standards that are only accepted locally, thus reducing interoperability and commercial acceptance across the global electrotechnical industry

- Limited access to foreign markets, leading to globally inconsistent standards affecting safety, health, consumer interests, etc.

- Putting manufacturers in a delayed and reactive position responding to emerging standards and their impact on technology and global markets

The US National Committee (USNC)

- The US National Committee (USNC) is the official US member body of the IEC and represents the US in the development, promulgation and use of globally-relevant standards for the electrotechnical industry

- Facilitates the assessment of conformance to standards via mechanisms such as testing, certification and accreditation as outlined in the IEC schemes

- Serves as a conduit to the global standards-setting community

- Is a committee of the American National Standards Institute (ANSI)

Organizational Structure of the USNC

USNC ORGANIZATION STRUCTURE
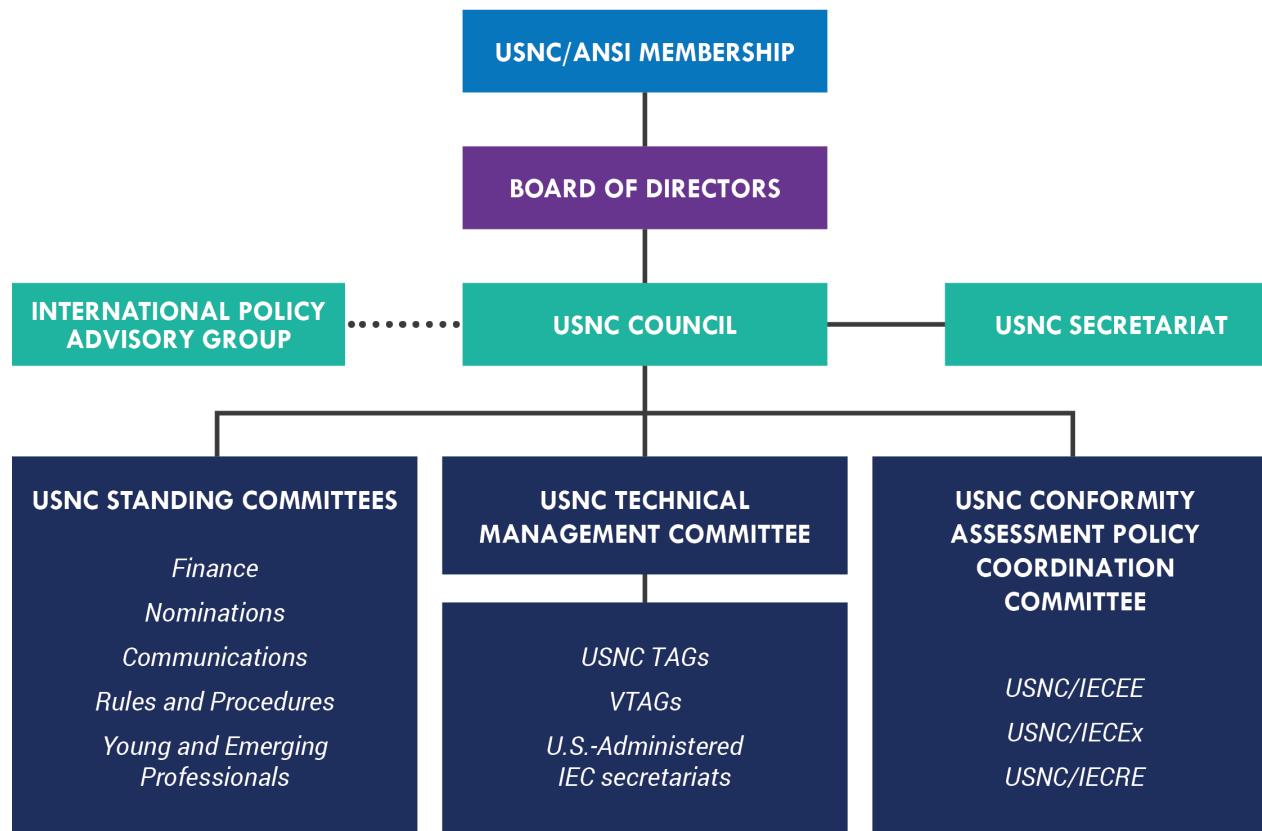
USNC Officers

- **Veronica Lancaster –** USNC President (CTA)
- **Ade Gladstein**– USNC General Secretary (USNC)
- **Joan Sterling –** Vice-President – Conformity Assessment (NEMA)
- **Peter Pondillo –** Vice-President – Finance (Corning)
- **Hae Choe –** Vice-President – Technical (NEMA)
- **Kevin Lippert –** Immediate Past President (UL Standards & Engagement)

Please note the following individuals hold IEC positions:

- *Steven Margis – IEC Vice Chair – Conformity Assessment (UL Solutions)*
- *Sonya Bird – IEC Business Advisory Committee Member (UL Standards & Engagement)*
- *Peter Pondillo – IEC Governance Review & Audit Committee Chair (Corning)*
- *Megan Hayes – IEC Diversity Advisory Committee Chair (NEMA)*
- *Chris Cramer – IEC MSB Member (UL Solutions)*

USNC Participation in the IEC

- The USNC interfaces with IEC TCs, SCs, JTCs and SyCs via "mirror committees" called "US Technical Advisory Groups" or "USNC TAGs"

  - One USNC TAG for each IEC TC/SC/SyC and JTC where the USNC is a "P" (Participating) Member

- Administers over 170 USNC TAGs with over 2,500 experts

- USNC TAGs determine USNC votes/comments on related IEC documents

- Designates delegates to attend IEC TC/SC/SyC and JTC meetings

- Appoints experts to serve on Working Groups (WGs), Maintenance Teams (MTs) and Project Teams (PTs)

- Submits proposals for new work items

Consensus

General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

IMPORTANT NOTE:
Consensus does <u>not</u> imply unanimity

Source: ISO/IEC Guide 2

Project Development

Steps in the IEC project development process include:

- Research

- Gathering viewpoints
  of all interested and materially
  affected parties

- Discussion

- Compromise

- Agreement on content

- Preparation of drafts

- Agreement on drafts

- Publication

The key to standards development is remembering that there are many more aspects to consensus building than just a strong knowledge of the subject matter.

"In Some Countries" Clause

- Informative (not normative) text concerning particular conditions existing in certain countries (exceptions)

  - Any statement of compliance with a standard requires compliance with the *normative* elements of that standard, not the *informative* elements

- Statement is provided by an IEC National Committee to be included in an IS, informing the user of the standard of particular conditions existing in its country

  - Two cases are distinguished

    i. Conditions of a permanent nature, such as main voltages, mains frequencies or climates

    ii. Differing practices of a less permanent nature

"In Some Countries" Clause (cont)

- Final point for submission of the text is on receipt of the voting report of the CDV
  - Submission does not require approval of the relevant TC, SC or SyC, its chair or secretary
    - Submitting National Committee has the final say as to where to place the clause
  - Every effort shall be made to find solutions that would make statements regarding particular conditions unnecessary
    - Inclusion of the clause is *not* a reason for a negative vote by the other National Committees
  - "In Some Countries" Guidance document

Conformity Assessment

IECEE - System for Conformity Testing and Certification of Electrical Equipment

IECQ - System for Quality Assessment of Electronic Components and Associated Materials and Processes

IECEx - System for Certification to Standards for Safety of Electrical Equipment for Explosive Atmospheres

IECRE - System for Certification to Standards relating to Equipment for use in Renewable Energy Applications

Wrap Up – Overview: USNC and the IEC

Questions and Answers

Before the Meeting

Appoint a US Delegation

- The USNC TAG must appoint a US delegation before each meeting of a TC, SC, SyC or JTC.

- The goal of the US delegation to an IEC Meeting is to achieve the objectives and advance the positions established by the US constituency.

Delegates and the Head of Delegation

- Delegates are appointed, official representatives of the USNC

- Delegates present the views and take position on issues as instructed by the USNC at TC/SC/SyC/JTC meetings

- If there are multiple delegates attending the meeting, one individual is designated by the USNC TAG as the Head of Delegation (HoD)

- The HoD:

  - Speaks for the entire US delegation,

  - Designates other delegates as speakers for particular topics or points, and

  - May designate a delegate to serve on the Drafting Committee for Resolutions of the TC/SC/SyC/JTC meeting.

- Observers are not authorized to speak
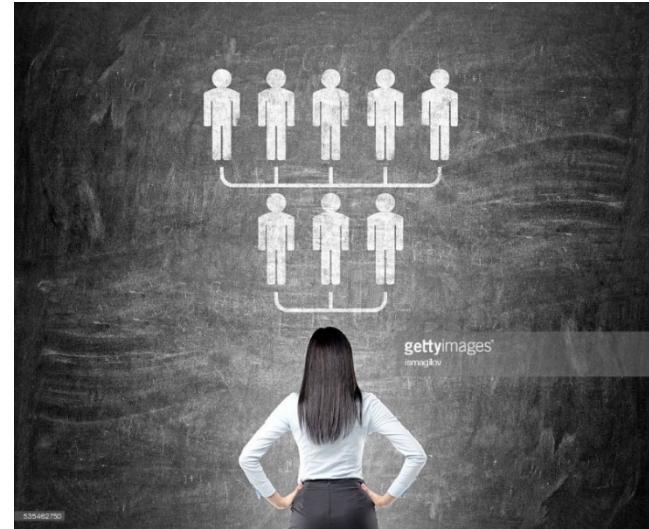
Experts to an IEC WG/PT/MT

- US Experts* appointed to IEC WGs, PTs and MTs normally act on the basis of their own professional expertise, *not* as official representatives of the USNC

However, USNC participants are encouraged to keep the related TAG informed, so that when the time comes for the USNC to vote on the draft standard, a consistent position can be taken. In addition, US Experts are considered Participating Members of the related TAGs and are required to pay the TAG participation fee

Effective Delegates/Experts

- The effective expert will be prepared to:

  - demonstrate competence in the field in which the committee is writing standards,

  - provide input early in the standards development process to optimize results, and

  - participate in formal meetings, informal gatherings and social events.

- The effective delegate will be prepared to:

  - represent US viewpoints in a clear, concise and persuasive manner

IEC TC/SC/SyC Documents

- "Unofficial" documents
  - Internal edits, informational documents, pre-drafts, etc.
  - Visit the IEC's Collaboration page for the specific committee
- "Official" documents
  - NP, DC, CD, CDV, etc..
  - Published by IEC Central Office on IEC Website (www.iec.ch)
  - Obtain an IEC Username/Password from USNC staff*

For an IEC username/password, please contact Suhey Estevez(USNC Program Administrator) at sestevez@ansi.org.

Preparing for an IEC Meeting

- The USNC Technical Advisor and TAG Secretary (and/or the USNC TAG Chair) should call a TAG meeting to review US positions, strategize options, and develop a tactical plan prior to an international meeting

- USNC TAG members should:

  - Research their own organization's views to help develop a consensus-based US position,

  - Have data, information and documentation available to support their positions,

  - Keep up to date on the status of issues within the committee via TAG minutes or communications with/from other members,

  - Be familiar with all related documents well before the meeting,

  - Fully understand critical issues and positions of other delegations, and

  - Decide which US positions are negotiable and which are not.

Preparing for an IEC Meeting (cont.)

- USNC TAG members should:

  - Make sure the USNC TAG considers taking on leadership positions, invite the TC/SC to meet in the US, nominate Experts, etc.,

  - Familiarize themselves with ISO/IEC Directives (including the IEC Supplement), and related USNC procedures, particularly guidelines for voting,

  - Learn as much as possible about the other delegates from different National Committees (NCs),

  - Arrive at the meeting location a day or two early to acclimate themselves,

  - Learn the protocol for exchanging business cards, particularly with certain delegations, and

  - Learn as much as possible about the culture of the country visited as well as a bit of the local language.

Preparing for Virtual Participation During In-Person (Hybrid) Meetings

- Virtual participation during in-person meetings (i.e., a hybrid meeting) is at the discretion of the Chair/Secretary of the TC/SC/WG/etc.
    - If no virtual participation is proposed for an upcoming in-person meeting, ask if virtual access is possible.

- Review the IEC's guidelines for virtual participation (https://www.iec.ch/members_experts/refdocs/ac_cl/20147e.pdf)

Preparing for a Hybrid or Virtual Meeting

- For hybrid meetings, USNC TAG members should:
  - Request that the Chair set up rules of engagement, if none exist.
    - Maintain online awareness – designate someone to monitor for questions/comments from virtual participants
    - Defined rules will ensure airtime is shared among all meeting participants

- For exclusively virtual meetings:
  - Exceedingly long meetings are discouraged
  - Suggest maximum meeting lengths of 3 hours
  - Match time zone with hosting site

- For meeting security, meeting passwords should be set for virtual participants

- USNC TAG members should set up a means of communication for discussion during the meeting

Hybrid/Virtual Meeting Times

- USNC TAG members can try to advocate for better meeting times for virtual US participants
  - Appeal to the Committee or Subcommittee for a more favorable meeting time, if most times are favorable for other countries (i.e., the EU)
  - Propose alternating meeting times for fairness to all group members
  - When group members are distributed worldwide, 500 UTC, 1300 UTC, and 2100 UTC would be appropriate times to propose for meetings

- Meetings should not be held over weekends or during national holidays (for any country)

ISO/IEC Guidance on Meetings

- Meeting Guidance <u>Link</u>

- Key Topics in Guidance Doc:

  - Meeting Modes – Virtual, Hybrid, F2F

  - Progressing work without Meetings

  - Guidance on Meetings – Agendas, Working Docs, Scheduling, choosing meeting modes, planning, handling voting and technical problems

  - Guidance for Leaders, participants and hosts

Summary

In order to do my job as a delegate I must:

- Have the support of the USNC, the USNC TAG and my organization

- Be informed of the activities at meetings and any critical outcomes (and share with appropriate people)

- Have available to me the tools necessary to do my work (adequate administration and financial means)

- Have strong communication skills and diplomacy

- Be familiar with the *IEC Statutes and Rules of Procedure*, and with the *ISO/IEC Directives* including the supplements,* particularly the *IEC Supplement. Please* [click here](#) *to view these documents.*

Summary (cont.)

I must also . . .

- Know of any IEC Council and Management Board decisions regarding the activities of my committee

- **Be sensitive to the nuances of politics, negotiation, alliances and cultural differences**

- ~~Understand the realities, economics, and self interest of "winning"~~

- Be in a position to advise the committee and any subsidiary bodies on any point of procedure or drafting

- Carefully review the TC/SC Report and Strategic Business Plan submitted to the SMB after your meeting.

- ~~Propose rules for hybrid meetings and advocate for more favorable hybrid/virtual meeting times for virtual US participants~~

Wrap Up – Before the Meeting

Questions and Answers

During the Meeting

Techniques for Successful Participation

During the Plenary Meeting

- The Head of Delegation is the official representative of a national committee during a Plenary meeting.

- The audience of Plenary meetings is a group of NCs.

- Carefully review the Resolutions, Daily Reports and Chair's Comments of meetings to ensure they reflect the US's understanding of actions taken

- Get your point of view across concisely and quickly

  - However, remember that many delegates are not native English speakers

- Know your allies and your adversaries

During the WG Meeting

- Be affirmative and strong in presenting your positions but willing to compromise

- Consider having an ally make the case if that would more likely accomplish the desired result

- Be aware that some delegates may be expressing their own personal opinion and not that of their NC

  - This can be challenged in TC/SC meetings, but not in WG, PT and MT meetings

- Delegates can be challenged to produce data to justify their positions

- Consider bringing samples of the products involved for illustrative purposes

- If a travel companion is attending any of the social events, encourage him/her to get to know travel companions of other delegates

Timing during Meetings

- Be aware of timing issues:

  - NCs may occasionally use delays to further their goals

  - There are deadlines for contributions to the agenda

    - Other NCs may attempt to add new issues just before the meeting

    - Know the rules and object if appropriate

  - Don't address critical issues too late in the day

    - Suggest carrying items over to the next day

  - Be sensitive to the judicious use of coffee breaks, comfort breaks, etc. for handling impasses during formal meeting discussions

    - These breaks can be advantageous or detrimental

    - Call home during breaks if guidance from others will help

During the Meeting

- Schedule a US delegation meeting before the Committee meeting to review last minute plans
- Establish good relationships with the IEC Committee Officers
- Volunteer to serve on a committee where your influence can be felt
- Carefully review the Resolutions, Daily Reports and Chair's Comments of meetings to ensure they reflect the USNC's understanding of actions taken
- Be sensitive to opportunities to take on leadership positions
- Insist that the business language of IEC, English, be used during meetings
- Ensure that the group is maintaining online awareness during hybrid meetings and following any rules for virtual participation
- Get your point of view across concisely and quickly
  - However, remember that many delegates are not native English speakers
- Know your allies and your adversaries
- Consider the seating arrangements
  - Sitting with those who support your position vs. with those who do not

During the Meeting (cont.)

- Be affirmative and strong in presenting your positions but willing to compromise

- When compromise is not possible, be determined in your position

- Consider having an ally make the case if that would more likely accomplish the desired result

- Be aware that some delegates may be expressing their own personal opinion and not that of their NC

  - This can be challenged in TC/SC meetings, but not in WG, PT and MT meetings

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During the Meeting (cont.)

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    - These breaks can be advantageous or detrimental
    - Call home during breaks if guidance from others will help

Effective Delegates/Experts

- The effective delegate/expert will:

  - Act in cooperation with representatives from other countries

    - allies can be particularly useful during deliberations at meetings

    - these relationships can be professionally valuable and personally rewarding

  - Review the expected attendance roster to identify allies and/or points of influence represented on other delegations

  - *Keep in mind that today's adversaries may be tomorrow's allies and vice versa!*

Effective Delegate Conduct*

- Show respect to delegates/experts from other countries

- Use worldwide, agreed-upon terminology

- Listen thoroughly to all suggestions and contributions

- Be aware of regional sensitivities

- Remain culturally aware and maintain professionalism, in-person and virtually (i.e., in chat windows of virtual meetings)

- Be careful not to make "blunt" statements regarding the US being the "first," most advanced, experienced, etc.

- Delegates are strongly encouraged to avoid actions that will reflect adversely on themselves, their organization, ANSI, and the USNC

  - Internal delegation disagreements should not be discussed in public

  - USNC delegates should never argue, or even imply, that other countries should accept a position simply because it is "the view of the US."

*Delegates are requited to review the IEC's Code of Conduct for Delegates and Experts*

Talking vs. Hearing vs. Listening

- Listening requires skill and patience

  - *Comprehensive* listening is listening to understand a message

  - *Critical* listening is listening to comprehend and then evaluating the message

- If you don't understand, ask the speaker to repeat in different words

- Pay attention to all communication and cues

- Limit your own talking

- Be concise (don't use unnecessary words)

- ~~Use *Global English*~~

- Colloquialism or Idioms don't translate well

- Be patient and concentrate

Talking vs. Hearing vs. Listening

- Rephrase or paraphrase, in your own words, the essence of the message you have heard from other delegates

- Use feedback to clarify and elaborate

- Avoid jumping to conclusions

- Establish a rapport

- Try to stay "in tune" with each other

- Don't assume that because a person has heard you, she/he has also agreed with you

- For virtual participation

  - Ensure you follow any hybrid meeting rules established ahead of time

  - Be patient and respectful in waiting for your turn to speak

- For additional information check out Ali's article on a [Global Mindset for Standards Development](#) in the Spring 2021 edition of the *USNC Current*.
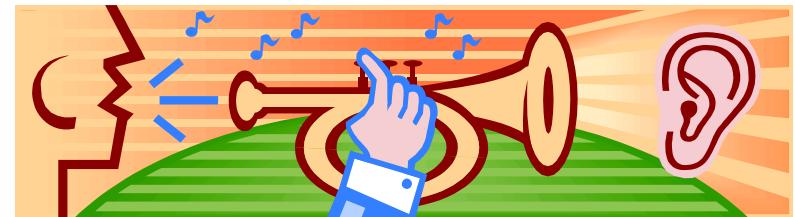
Wrap-Up: During the Meeting

Questions and Answers

After the Meeting

- Carefully review the official Report of Meeting to ensure it reflects your understanding of what happened. If it doesn't, challenge it through official channels.

- Don't vote to extend the term of office of a Chair who fails to carry out his/her responsibility

- Consider maintaining contact with delegates from other countries, e.g. send holiday and birthday emails, thank you notes, etc.

- Help arrange visits to the US by colleagues from other countries and perhaps invite them to meet with you

- Keep tabs on what is supposed to happen and, if it doesn't, submit an official inquiry through the USNC Office.

After the Meeting

- **Review Meeting Reports Thoroughly -** Carefully examine the official meeting reports to ensure they accurately reflect your understanding of the discussions and decisions. If discrepancies are found, raise them promptly through the appropriate official channels.

- **Exercise Accountability in Leadership -** Any concerns regarding officer conduct or performance should be documented and reported through proper channels.

- **Follow Through on Action Items -** Complete all assigned action items within the agreed timelines. Timely execution is essential to maintain momentum and uphold the integrity of the committee's work.

- **Promote the Outcomes** - To gain management, government, and general support for international standardization activities, it's important to communicate the outcomes of meetings to relevant stakeholders.

Reporting Back Home

- The designated HoD must complete the Head of Delegation Report (using HoD Report form*) as soon as possible after the close of meeting for distribution to the USNC TAG and submission to the USNC office.

- The HoD report should summarize the successes and challenges of the IEC TC/SC/SyC/JTC meeting. It should highlight which US positions/opinions were accepted and those that were not. The report should also review the potential effect(s) on US interests. Copies of this report may be of interest to other entities either in its original form or perhaps as a further developed article in the USNC's quarterly newsletter, the *USNC Current*.

All completed HOD forms should be submitted to the USNC office at usnc@ansi.org.

Reporting Back Home (cont.)

- Be sure to review any decision lists and reports from meetings to ensure you have the most current information

- To gain management, government, and general support for international standardization, it's important to communicate the results of meetings to industry, the public, your supervisor, the USNC and ANSI through regular reports. There are usually two types:

  - Public communications – announcements to the trade and technical periodicals and professional journals

  - Private communications – to the USNC TAG, the USNC, ANSI, and your own supervisor at your company

Access to IEC TC/SC/SyC Documents

- "Unofficial" documents
  - Internal edits, informational documents, pre-drafts, etc.
  - Visit the IEC's Collaboration page for the specific committee
- "Official" documents
  - NP, DC, CD, CDV, etc..
  - Published by IEC Central Office on IEC Website (www.iec.ch)
  - Obtain an IEC Username/Password from USNC staff*

For an IEC username/password, please contact Suhey Estevez (USNC Program Administrator) at sestevez@ansi.org

Reference Materials & Source Documents

- ISO/IEC Directives, Part 1 + IEC Supplement: 2024
  Procedures for the technical work

- ISO/IEC Directives, Part 2: 2021
  Rules for the structure and drafting of International Standards

- IEC Statutes and Rules of Procedures
  IEC membership and participation procedures

- USNC Statutes: 2021

- USNC Rules of Procedure: 2021

- Model Operating Procedures for USNC/IEC TAGS: 2019

- Guide for U.S. Delegates to meetings of ISO and the IEC

- IEC Code of Conduct (Patent Policy included)

- IEC Diversity Statement

Wrap-Up: After the Meeting

Questions and Answers

IEC's New Online Standards Development (OSD) Tool

- Beginning January 2025, OSD will be the default tool for all new IEC projects

- IEC offers many resources for you to familiarize yourself with this new platform:

  - [Online Standards Development (Commenting/National Use) Course](#)

  - [Online Standards Development (Authoring) Course](#)

  - [Educational articles on various OSD topics](#)

- Upcoming OSD Webinars

  - [OSD Release 4.0](#) | 9 October 2024, 10 AM ET | [Register Here](#)

  - OSD Training for USNC Members | 7 November 2024, 10 AM ET [Register Here](#)

IEC's New Online Standards Development (OSD) Tool (Cont.)

- Try it out for yourself! [Sandbox for OSD Members Commenting](#)

- IEC offers monthly training and feedback sessions: [OSD Onboarding Training for TCs and Feedback Sessions](#)

USNC Technical Positions & Contributions

- USNC positions shall be developed in accordance with [USNC's TAG Model Operating Procedures](#) or the TAG's approved Unique Operating Procedures.

- Decisions should **not** be taken on items that were not posted to the agenda in accordance with the prescribed timelines

  - US delegates must follow established procedures for the establishment of consensus positions

  - It is appropriate for a delegation to call for the consideration of items via correspondence if the item was introduced directly at a meeting instead of being circulated in advance

  - Each TAG may have their own definition of a "quorum"

USNC Technical Positions & Contributions

- USNC proposals for the initiation of new work must be approved by the USNC TAG and, where appropriate, publicly announced in ANSI's *Standards Action* for review and comment prior to the meeting.

  - Such proposals are based on:

    - appropriate American National Standards

    - other generally accepted standards

    - a rationale or standard under development

- USNC TAGs shall only use the authorized IEC comment template when submitting comments to the USNC Office

- **Any communication (comments, votes, etc.) from USNC TAGs to the IEC needs to be sent through the USNC Office**

- Copyright and Intellectual Property Rights (IPR) of the standards developer must be respected

IEC TC/SC/JTC Voting

- Formal votes decided by the majority of votes cast by P-member delegations.

  - Only one vote per delegation, cast by the National HoD

  - Special attention must be paid to negative votes and every attempt should be made to achieve consensus
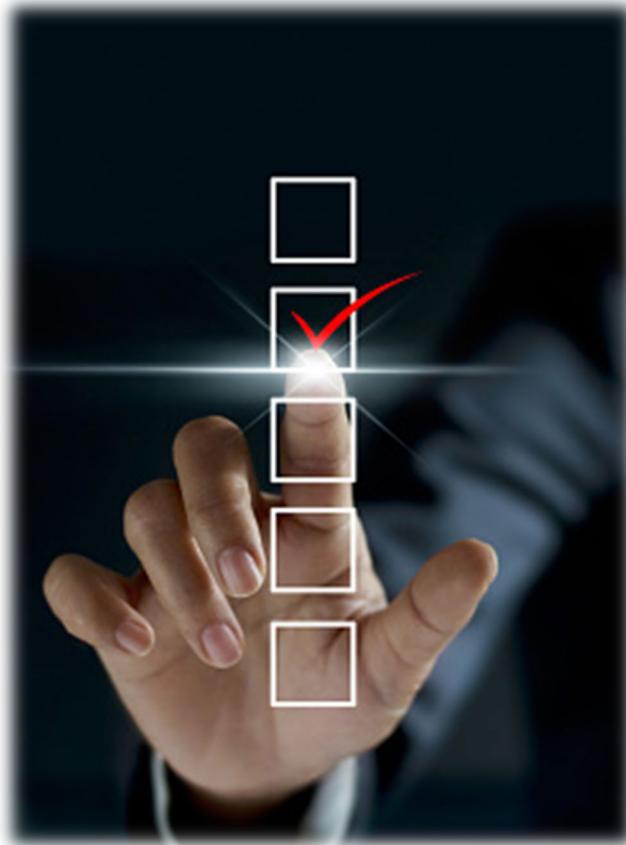
Guidelines for Determining a US Voting Position

General...

- Regardless of whether or not a national standard exists, <u>if no US consensus has been established</u>, **abstain**.

- <u>The US vote, if negative</u>, **must be accompanied by reasons and supporting information such as technical data and logical argument.** Also, any known exceptions and/or additions that will be required to conform to US safety practices or regulations shall be noted.

EXCEPTION TO THE STATED VOTING GUIDELINES ABOVE SHOULD BE CAREFULLY CONSIDERED
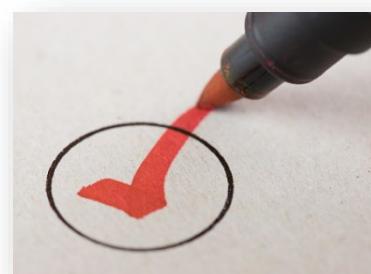
Guidelines for Determining a US Voting Position (cont.)

If a US National Standard Exists:

1. If the national standard can be considered <u>equivalent</u> to the requirements in the international document, **vote affirmative.**

2. If the international document includes <u>different, additional or more stringent requirements than are in the national standard</u> and the US consensus indicates that such requirements are:

    a) **acceptable and should be considered for inclusion in the national standard, vote affirmative**

    b) **not acceptable, vote negative**

3. If the national standard includes <u>different, additional, or more stringent requirements than are in the international document</u> and the US consensus indicates that such requirements:

    a) **should be modified in accordance with the international document, vote affirmative**

    b) **must be maintained, vote negative**

    c) **must be maintained, but the proposed document is considered to represent the best agreement which can be attained at the present time from an international point of view, vote abstain *with a statement that the US cannot modify its national standard for stated reasons***

Guidelines for Determining a US Voting Position (cont.)

If NO US National Standard Exists...

1. If US consensus establishes that the international document is:

   a) Technically acceptable and could be used as the basis for the development of a national standard, **vote affirmative**, or

   b) Not technically acceptable, **vote negative**

2. If the international document is of little or no interest to the US, **abstain**

3. If the international document unnecessarily creates a barrier to domestic or international trade or impedes innovation or technical progress, **vote negative**

IEC Electronic Voting System

- All USNC TAG votes on NPs, CDs, CDVs and FDISs are conducted via IEC's electronic voting system.

- USNC Office officially submits ALL votes/comments via the IEC's electronic voting system on behalf of ALL TAGs.

- **ALL** TAG recommended votes and comments must be submitted to the USNC office at USNC@ansi.org **ONE WEEK** prior to IEC voting deadline. *The USNC may submit an Abstention if no vote/comments are received by the related TAG leadership by the IEC due date.*

  - According to ISO/IEC Directives a National Committee can lose its Participating Member status for 12 months if it fails to vote

- All comments **MUST** be submitted on the IEC Commenting Form. **This form should not be altered or changed in anyway by the USNC TAG.**

If you have questions/comments regarding USNC TAG votes/comments, please contact Betty Barro (USNC Program Administrator) at bbarro@ansi.org.

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Wrap Up: Technical Positions, Contributions and Guidelines for Voting

Questions and Answers
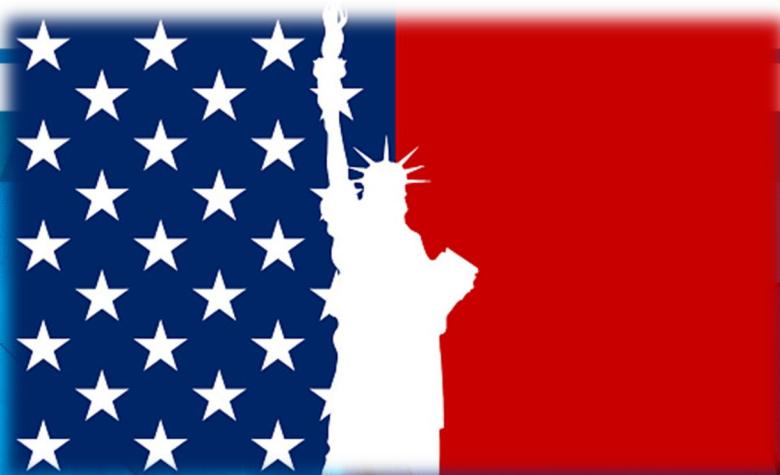
IEC
United States
National Committee
of the IEC

ANSI

Home Field Advantage

Hosting TC/SC/SyC Meetings in the US

- The USNC is the official host for TC, SC and SyC meetings held in the US and is solely responsible for their effective conduct

- The US delegation may extend a conditional invitation if the TAG and its Administrator agree, with the understanding that the USNC will submit an official invitation to the IEC Committee officers subsequently.

- Hosting a meeting in the US allows a larger number of US delegates to participate

- Announce the intention to host as early as possible – delegates from other countries may need to obtain visas that take time to process

- Schedule meetings to your best advantage – choose a time and location that coincides with events that showcase your strengths

Hosting WG Meetings in the US

- Informal responsibility of a host

- NC is not normally the host

  - A WG member, trade association, or interested company is normally the host

- Choose the time and venue to seek advantage

  - Maximize U.S. participation

  - Show examples/exhibits

  - Networking opportunities

Planning for Hosting US Meetings

- Significant advanced planning required for hosting plenary meetings in the US:

  - Begin planning at least 1 year in advance

  - Step 1: Secure date, location, appropriate funding, and administrative support for the meeting

  - Step 2: Send a written email request to host the meeting to USNC General Secretary (Ade Gladstein) including information that Step 1 has been completed

  - Step 3: Once approved, USNC will extend an official invitation to the TCs/SCs Officers for their final approval and acceptance confirmation. All approvals are needed no later than 6 months in advance of the meeting date.

  - ***Note that IEC sets up all virtual meetings within MRS.

- For more information, please contact the USNC team (usnc@ansi.org)

Providing leadership and guidance for IEC technical activities

- **TC/SC/SyC Secretariats** are National Committees assigned responsibility for providing technical and administrative services to their respective Committees

- **TC/SC/SyC Chair** are responsible for the overall management of the Committee, including any of its subcommittees and WGs

- **TC/SC/SyC Secretaries** are individuals who are assigned by Secretariats to provide administrative and technical support to committee activities

- **Convenors** function as the chairs of WGs; they may also function as project leaders

- **Project Leaders** are responsible for developing a standard in a timely fashion

- **Experts (WG, PT, MT)** are subject matter experts

- **Liaison Representatives** from other ISO or IEC committees or other international organizations may attend meetings but cannot vote

Benefits of the USNC Holding an IEC TC/SC/SyC Secretariat
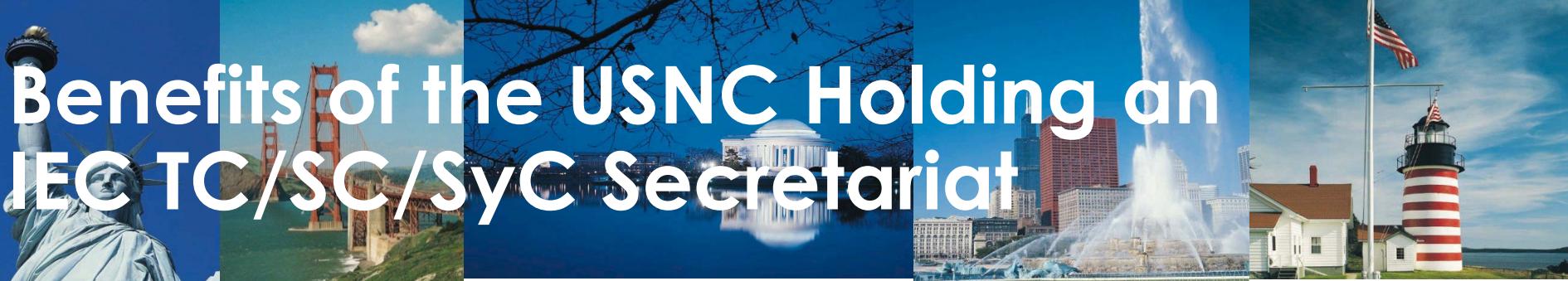
- Establishes USNC leadership in the relevant sector
  - Nominates the Chair of the committee
  - Provides the management and administration of the committee
- Establishes USNC in a position of influence
  - Ensures management of the work program
  - Prepares meeting agendas
  - Provides interpretation of rules and procedures
- Provides easier access to USNC leaders and stakeholders
  - Understands USNC concerns/issues/interests
  - Speaks the same language as USNC participants/constituents
  - Usually the same general time zone
  - Always "just a phone call away"

TC/SC/SyC Secretariats vs. TAG Administrators

Costs Associated with Holding a USNC Secretariat and TAG Administrator

- **International Secretariat**
  - Direct expenses
    - Staff time
    - Office equipment and supplies
    - Travel (international)
  - Nominates the Secretary
  - Education and Training Opportunities
  - Annual International Activity Assessment to ANSI
  - ANSI Membership

- **USNC TAG Administrator**
  - Direct expenses
    - Staff time
    - Office equipment and supplies
    - Travel
  - Education and Training Opportunities
  - Annual International Activity Assessment to ANSI
  - ANSI Membership or equivalent fee

Wrap-Up: Home Field Advantage

Questions and Answers

Questions & Answers

Resources

USNC Resources

- US National Committee of the IEC

- USNC Reference Documents and Toolbox

- USNC Education and Training

- American National Standards Institute

- ANSI International and Regional Programs

- ANSI Education and Training Programs

IEC Resources

[International Electrotechnical Commission](#) (IEC)

[IEC Reference Documents](#)

[IEC News and Views](#)

[IEC Academy](#)

European Standards Organizations (CEN, **CENELEC**, ETSI)

(**CANENA**)

The Americas (**COPANT**)

(**FINCA**)

The Middle East (**AIDMO, GSO, GCC**)

Africa (**ARSO, SADC**)

Pacific Rim (**APCF**)
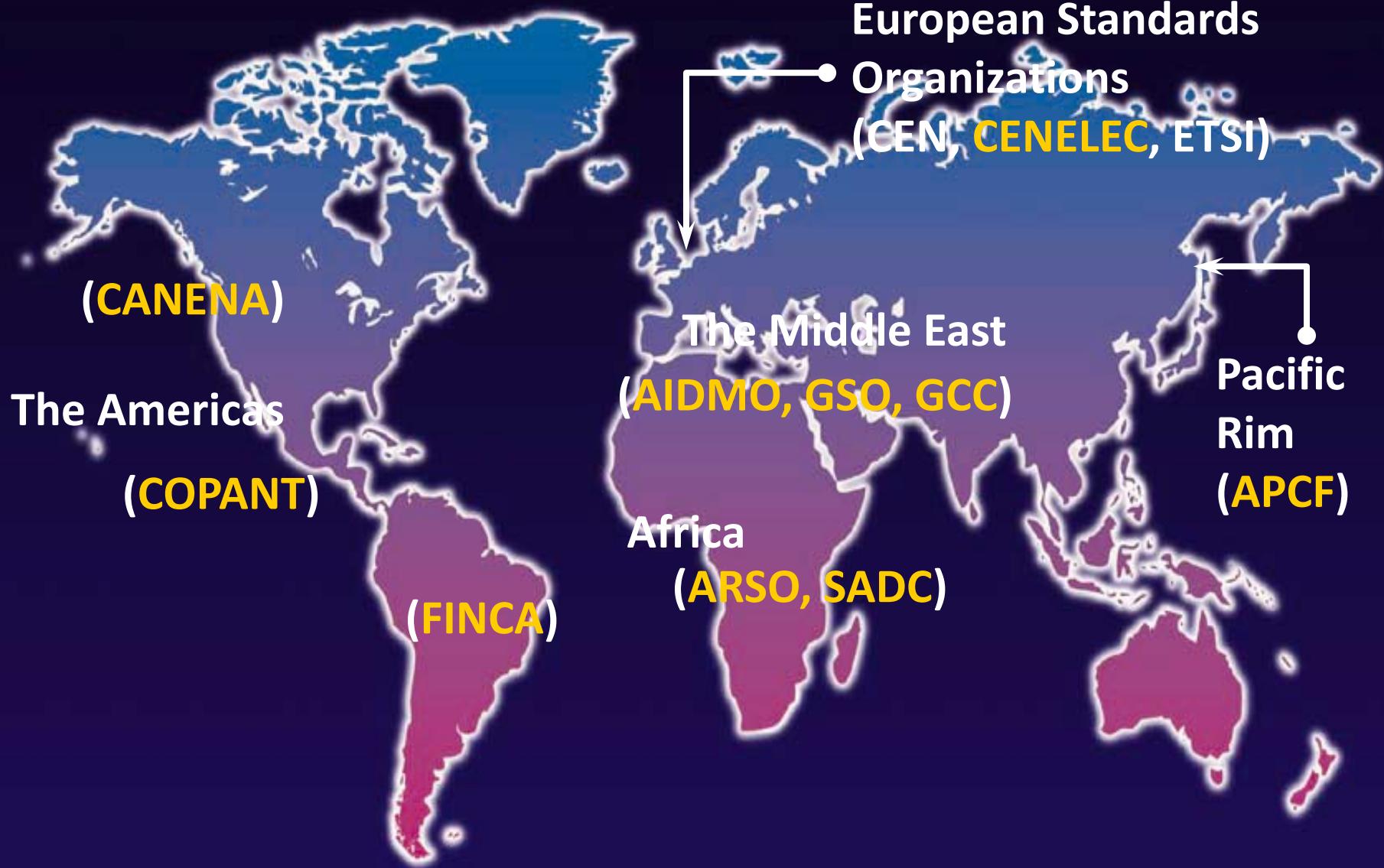
Standards Coordination on a **Regional** Basis

Regional Organizations & Resources

Americas

🖱️ [CANENA - Council for Harmonization of Electrotechnical Standards of the Nations of the Americas](#)

🖱️ [COPANT - Pan American Standards Commission](#)

Europe

🖱️ [CENELEC - European Committee for Electrotechnical Standardization](#)

Pacific Rim

🖱️ [PASC – Pacific Area Standards Congress](#)

Text Resources
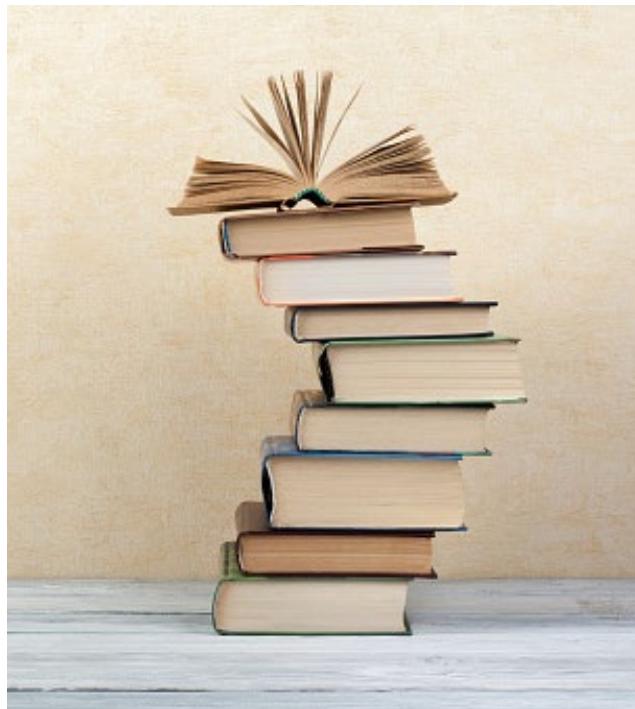
- ➢ *Kiss, Bow, or Shake Hands: How to do Business in Sixty Countries* by Morrison, Conway, and Borden

- ➢ *When Cultures Collide: Leading Across Cultures* by Richard Lewis

USNC of the IEC

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