Module III-B

USNC/IEC Roles and Responsibilities

Module III-B: Learning Objectives

- This module provides an overview of committee personnel working within the U.S. National Committee of the International Electrotechnical Commission (USNC/IEC)
  - Responsibilities
  - Appointment
  - Qualifications

Module III-B: Disclaimer

- The information contained in this self-taught learning module is intended as a summary of documents and procedures frequently used within the IEC and the USNC/IEC.

- For additional information about content addressed in this module, please contact the USNC staff (usnc@ansi.org).

- Additional information is also available via USNC/IEC Education & Training.

Reference Materials & Source Documents

- [ISO/IEC Directives, Part 1: 2021](#)
  Procedures for the technical work

- [ISO/IEC Directives, Part 2: 2021](#)
  Rules for the structure and drafting of International Standards

- [ISO/IEC Directives, Part 1:2021 + IEC Supplement:2021](#)
  Procedures specific to IEC

- [IEC Statutes and Rules of Procedures](#)
  IEC membership and participation procedures

- [USNC Statutes: 2018](#)

- [USNC Rules of Procedure: 2005](#)

- [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](#)

Participation in USNC Technical Activities

- USNC Members

- USNC Officers

- USNC Council Members

- Conformity Assessment Policy Coordinating Committee (CAPCC)
  - USNC/IECEE
  - USNC/IECEx
  - USNC/IECQ
  - USNC/IECRE

- Technical Management Committee (TMC)
  - Technical Advisors
  - Deputy Technical Advisors
  - TAG Administrator
  - TAG Secretary
  - TAG Members
  - Experts (WG, PT, MT)

USNC Members

- The broad-based USNC constituency represents the stakeholders in the U.S. electrotechnical community

  - The USNC/IEC includes representatives of academia, consumers, government agencies, manufacturers, professional societies, testing organizations, trade associations and more

- ANSI members may become members of the USNC upon determination of material interest, provided they are also

  - organizations serving as TAG Administrators and/or TC/SC/SyC Administrative Secretariats and having paid the requisite fees.

    or

  - entities which have expressed interest in participating in the USNC and have paid the USNC Organizational fee.

ANSI

USNC Leaders

- President

- Vice President – Technical

- Vice President – Conformity Assessment

- Vice President – Finance

- General Secretary

- Past-President

- President-Elect

USNC President Responsibilities

- National

  - Serves as the principal representative of the USNC and chair meetings of the USNC and the USNC Council

  - Serves as an ex-officio member, without vote, on USNC Standing Committees

  - Serves as spokesperson for the USNC

  - Provides overall guidance and direction to the USNC General Secretary in the administration of USNC activities

  - Serves on the ANSI Board of Directors and Executive Committee

- International / Regional

  - Serves as primary point of contact for IEC Central Office with USNC

  - Serves as USNC point of contact for groups such as CENELEC, COPANT, PASC, etc.

  - Represents the USNC when appointed to groups such as the IEC Council Board and IEC/CENELEC Management Coordination Group

  - Leads the U.S. Delegation to IEC General Meetings and Council Meetings

USNC President Term of Office

- Elected by the USNC Council for a three (3) year term
  - One successive reelection possible
  - This may be in addition to any partial term previously served

Vice President – Technical Responsibilities

- National

  - Serves as Chair of the USNC Technical Management Committee (TMC)

- International

  - Serves as the USNC's primary representative to the IEC Standardization Management Board (SMB)

  - Represents the USNC President at international and regional meetings that he/she cannot attend

Vice President – Conformity Assessment Responsibilities

- **National**

  - Serves as Chair of the USNC Conformity Assessment Policy Coordinating Committee (CAPCC)

- **International**

  - Serves as the USNC's primary representative to the IEC Conformity Assessment Board (CAB)

  - Represents the USNC President at international and regional meetings that he/she cannot attend

Vice President – Finance Responsibilities

- National
  - Serves as Chair of the USNC Finance Committee

- International
  - Serves on the IEC Finance Committee

ANSI

USNC Vice Presidents Terms of Office

- Each of the three Vice Presidents for the USNC
  - Elected by the USNC Council for a three (3) year term
  - One successive reelection possible

General Secretary Responsibilities

- Serve as the USNC point of contact on all administrative matters and the backup point of contact for the USNC President

- Ensures the provision of administrative support, including preparation of the minutes of meetings, to the USNC Management Committees

- Ensures the availability and control of IEC documents to the relevant USNC participants and the processing of ballots and other communications from the USNC to the IEC

- Ensures the collection and disbursement of funds according to the USNC budget

- Alerts the appropriate USNC management committee(s) to any unexpected events or issues that might affect their work

- Manages assigned USNC staff

General Secretary Term of Office

- The USNC General Secretary is an ANSI staff employee who provides support for the USNC.
  - The General Secretary, or ANSI staff designee, participates directly in all USNC Policy and Standing Committee meetings, including Officer Meetings, without vote.
  - The General Secretary is nominated by the ANSI and USNC Presidents and approved by USNC Council.
  - The USNC Council may, by a two-thirds (2/3) vote, request replacement of the General Secretary.
- As the principal ANSI staff person providing support to the USNC, this person also participates directly in USNC management committee meetings as an ex officio member, without vote

Immediate Past President

- The Immediate Past President
  - May be available for special assignments as designed by the President
  - Shall have the privilege of the floor at all meetings
  - Shall serve as an Officer for two years following the conclusion of his or her term of office, *ex-officio*, without vote.

President Elect

- Term of Office
  - One-year term
  - Elected to serve as a voting member of the USNC Council during the outgoing President's last year in office
  - At the end of that year, the President Elect automatically becomes the USNC President

- Responsibilities
  - Serves as Vice Chair of the USNC Council
  - Assists the President and performs other activities as requested
  - Represents the USNC at international, regional and other meetings when the President cannot attend and upon request

Members of the USNC Council

- The Council membership should represent all USNC interests
  - Voting Representatives:
    - The Officers of the USNC
    - Elected representatives of organizations administering TAGs, IEC Secretariats, or from USNC Premier Members
    - Elected Government representatives
    - Elected consumer advocates
  - *Ex-officio* (non-voting) representatives:
    - The Chairs of the Standing Committees not otherwise members of Council
    - The President of ANSI
    - The Chair of the IPC
    - IEC Officers from the US

The terms of reference of the USNC Council are defined in Module 2 of this training program

USNC Council Member Responsibilities

- Representing and coordinating United States involvement in the IEC and other electrotechnical bodies associated with the IEC on behalf of ANSI;

- Overseeing the TMC and CAPCC;

- Reviewing USNC membership;

- Recommending to the ANSI Finance Committee and ANSI Board of Directors an annual budget to cover IEC-related activities;

- Managing programs and adjudicating disputes arising from authorized USNC activities;

- Coordinating USNC activities with appropriate standards boards to promote consistency between those international and national activities that fall within the scope of the IEC;

- Reporting annually to the ANSI Board of Directors on US participation in IEC activities and coordinating with the IPC on issues affecting United States interests on more than one international forum; and

- Establishing, as appropriate, Mirror Committees to cover United States participation in IEC activities.

USNC Council Member Election and Terms of Office

- Prospective Council members are nominated by the USNC Nominations Committee and elected by the membership of the USNC Council.

- Except for *ex-officio* members, the term of office for individuals elected to the USNC Council is three (3) years.

  - Such members may seek reelection to an unlimited number of consecutive three (3) year terms.

  - To the extent possible, terms should be staggered for USNC Council members.

Members of the USNC CAPCC

- USNC Conformity Assessment Policy Coordinating Committee (CAPCC) members are reviewed and recommended by the Nominations Committee and approved by the USNC Council.

- The Committee membership shall include the Officers of the USNC/IEC CA Systems and individuals proposed by USNC members.
  - Efforts shall be made to balance stakeholder interests in the membership at all times.

USNC CAPCC Member Responsibilities

- Developing US positions for the IEC CAB and other regional/international organizations;

- Supporting the proper and expeditious development of conformity assessment systems;

- Developing recommendations on USNC Conformity Assessment (CA) strategy and implementation plans for USNC Council endorsement;

- Recommending USNC CA positions for agenda items at the IEC Council Board and ANSI's Conformity Assessment Policy Committee as they arise;

- Establishing, as appropriate, mechanisms to address US participation in conformity assessment activities;

- Appointing and approving Secretariats of US conformity assessment mirror committees;

- Coordinating with USNC TMC to resolve any standards technical issues;

- Reporting to USNC Council after each meeting; and

- Approving the USNC CA systems operating procedures.

The Four USNC CA System Mirror Committees

USNC/IECEE
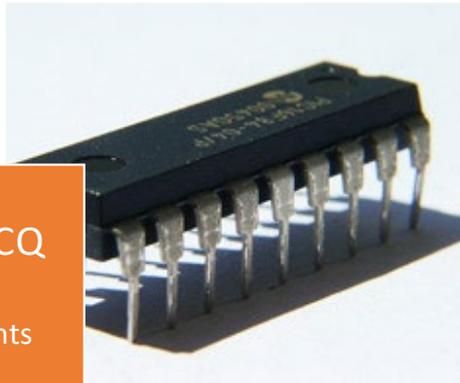- Electrical equipment: safety and performance

USNC/IECEx
- Hazardous environments
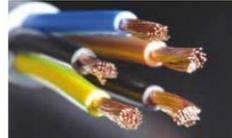
USNC/IECQ
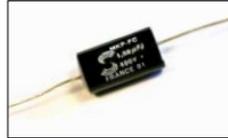- Electronic components

USNC/IECRE
- Renewable energies

ANSI

USNC/IECEE Certification Services

BATT
Batteries

CABL
Cables and cords

CAP
Capacitors as components

INDA
Industrial Automation

INST
Installation accessories & connection devices

LITE
Luminaires

CONT
Switches for appliances and automatic controls for electrical household appliances
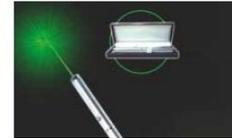
E3
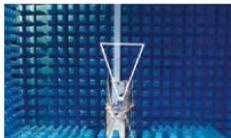Electrical Energy Efficiency

ELVH
Electrical Vehicles

MEAS
Measuring instruments

MED
Electrical equipment for medical use

MISC
Miscellaneous

EMC
Electromagnetic Compatibility

HOUS
Household and similar equipment

HSTS
Hazardous Substances Testing Service

OFF
IT and office equipment

POW
Low voltage, high power switching equipment

PROT
Installation protective equipment

PV
Photovoltaics

SAFE
Safety transformers and similar equipment
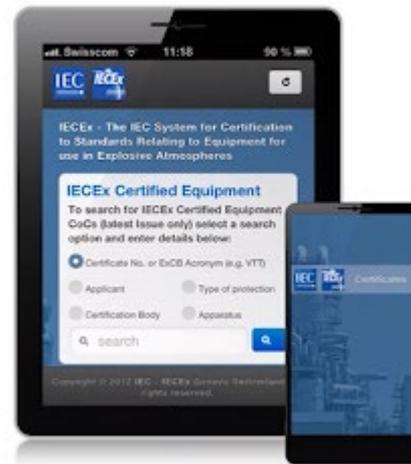
TOOL
Portable tools

TOYS
Electric toys

TRON
Electronics, entertainment

ANSI

USNC/IECEx Certification Services

- IECEx Certified Equipment Scheme

- IECEx Certified Service Facilities Scheme

- IECEx Certification of Personnel Competencies

- IECEx Certified Mark Licensing System

- IECEx Mobile App

IECRE Certification Services

- IECRE System is organized into three Sectors:
  - Marine Energy
  - Wind Energy
  - Solar PV Energy

- Each of these sectors will be able to operate Schemes that cover
  - products, e.g. components and systems
  - services, e.g. installations and other related offers of the sector
  - personnel, e.g. covering the competence of those working in the sector

USNC/IECQ Certification Services
USNC does not currently participate in this system

- IECQ AP - Approved Process Scheme
  - Certification of sub-processes for component manufacture
- IECQ AC - Approved Components Scheme
  - Certification of components, products, materials, and assemblies
- IECQ AQP - Automotive Qualification Program
- IECQ LED - Scheme for LED Lighting
- IECQ ADHP – Avionic, Defense, & High Performance Scheme
- IECQ CAP – Counterfeit Avoidance Program
- IECQ HSPM – Hazardous Substances Process Mgmt. Scheme

Technical Management Committee (TMC)

- The USNC Technical Management Committee is responsible for ensuring the proper and expeditious development of technical work

- TMC members are proposed by the USNC members and elected by USNC Council

Members of the TMC Responsibilities

- Developing US positions before the IEC SMB and other regional/international bodies;

- Approving designations of Technical Advisors (TAs), Deputy Technical Advisors (DTAs), and TAG Administrators;

- Approving designations of Secretaries and Assistant Secretaries of US Secretariats of IEC Committees;

- Approving nominations of US Chairs for IEC TCs/SCs/Systems Committees (SyCs);

- Authorizing invitations to host TC/SC/SyC meetings in the US;

- Designating TAGs for each IEC technical committee and subcommittee in which the US elects to participate;

- Establishing, as appropriate, committees to cover US participation in SMB activities;

- Reviewing and voting on all recommendations to surrender a Secretariat of an IEC Committee;

- Coordinating with USNC CAPCC to resolve any standards technical issues;

- Approving TAG Operating Procedures;

- Reporting to USNC Council after each meeting.

Technical Advisory Groups (TAGs)

- For each IEC TC, SC, and SyC on which the USNC is a "P" (Participating) there shall be a U.S. Technical Advisory Group or **TAG**.

For additional information on USNC TAGs, please see Module 2-B of this USNC training program

TMC Member – Technical Advisor (TA)

- Single point of technical contact for a USNC TAG appointed by the Technical Management Committee (TMC). The TA often serves as Chair of the TAG.

- A TA shall be nominated by the responsible USNC TAG and the nomination forwarded to the TMC for its approval. TAs shall be eligible for reappointment for a four (4) year term subject to approval by the TMC.

Technical Advisor Qualifications

- The following are essential attributes that make somebody suitable for appointment to a TA or DTA (Deputy Technical Advisor) position:

  - technical expertise in the subject area

  - knowledge of and recognition by the concerned part(s) of the U.S. industry sector

  - negotiating skills

  - financial and administrative support for travel and activities

  - understanding of the IEC standards development process

  - full membership in the TAG

Technical Advisor Responsibilities

- Helps to obtain nominees for U.S. Experts to participate on WGs

- Arranges for existing U.S. national standards to be used as initial discussion drafts (as appropriate and with authorization)

- Advocates the adoption and/or adaptation of IEC standards by U.S. standards developers, when desired by the cognizant industrial sector

- Maintains liaison with other USNC TAs

- Anticipates future programs of TC/SC/SyC and IEC organizational changes that provide opportunities for U.S. leadership or influence

- Provides for the continuity of U.S. participation and an assurance that U.S. consensus positions are developed and well represented

- Informs GMs of TC/SC/SyC work
  - immediately raises any topics of interest or concern
  - provides annual reports

TAG Chair Responsibilities

- The TA may serve as the Chair of a USNC TAG

- A separate Chair may also be appointed by the TA from the individual members of the TAG, subject to approval by a majority vote of the TAG

Deputy Technical Advisor (DTA)

- Upon recommendation of the USNC TAG or TA, one or more Deputy Technical Advisors (DTA) may be appointed by the USNC TMC
  - Works in concurrence with the TA / TAG Administration
  - Term of office concurrent with TA

TAG Administrator

- Organization that is assigned by the Technical Management Committee to provide administrative support for a TAG for a 4 year period.

- The TAG Administrator shall appoint a TAG Secretary, an individual who is responsible for the day-to-day administration of the TAG.

TAG Secretary

- Individual who is assigned by a TAG Administrator to provide day-to-day administrative support for a TAG.

- Neither the TAG Administrator nor the TAG Secretary has veto power over the decisions of the TAG.

TAG Secretary Responsibilities

- Supports Technical Advisor (TA) in management of TAG with TAG meetings, document management and distribution, records, rosters, minutes and voting results
  - Supports the TA in organizing and maintaining the TAG
  - Provides for administrative services, including arrangements for TAG meetings, document distribution and record keeping, preparations of minutes and voting results, etc.
  - Transmits U.S. positions on relevant IEC TC/SC/SyC issues and votes to the USNC Office
  - Works to maintain the viability of the USNC TAG Participation Fee program

TAG Members

- Any U. S. national interested parties directly and materially affected by the work of the TC/SC/SyC may participate as members of a USNC-approved TAG

  - The process for developing USNC positions provide an opportunity for fair and equitable participation without dominance by any single interest

  - At least three (3) voting members are required for viability of the TAG

  - An annual TAG participation fee of $310 is required

  - All appointed USNC Experts are considered participating members of their related TAG

WG, PT or MT Experts Responsibilities

- Working Group (WG), Project Team (PT) or Maintenance Team (MT) experts are individual subject matter experts who are encouraged to promote the position of their respective national committees within the discussions of an IEC group
  - U.S. experts are appointed for their individual expertise, not as representatives of USNC positions
  - These experts are encouraged, however, to work closely with the related USNC TAGs so that consistent positions will be taken when official voting is required

- Delegates differ from experts in that they are appointed, official representatives of the USNC attending plenary meetings

USNC Staff: Roles & Responsibilities

Tony Zertuche
USNC General Secretary
Director, International Policy (ANSI)

Adelana Gladstein
USNC Sr. Program Manager

Megan Pahl
USNC Sr. Program Administrator

Tony is the USNC General Secretary and Head of Department for the USNC team. He works closely with the USNC Officers, USNC Council, and IEC Central Office, as well as spearheads all outreach to USNC's international counterparts.

Ade is the primary administrator for all technical standards activities under the TMC and SMB, including all TAGs. She supports the USNC R&P Committee, 2022 IEC GM Planning Committee, YEP Committee, and TMC SCOOP. Ade also temporarily supports the USNC Nominations Committee and fields requests related to adoptions and copies of standards.

Megan is the primary administrator for all conformity assessment activities under the CAPCC and CAB, including USNC CA Systems. She supports the USNC Communications Committee and its subgroups. Megan also serves as the interim Secretary for USNC TAG to IEC/TC 106.

USNC Staff: Roles & Responsibilities

Betty Barro
USNC Program Administrator

Betty supports the USNC Rules and Procedures and USNC Nominations Committees. Betty also serves as the primary contact for national adoptions.

Mackenzie Connors
USNC Program Administrator

Mack is responsible for USNC budget and invoicing, TAG rosters, IEC Working Group participation, and the IEC Expert Management System. She supports the USNC Finance Committee.

Debbie Negron-Badillo
USNC Meetings Coordinator

Debbie facilitates all aspects of the coordination of USNC-hosted meetings and processes visa letters and delegations to meetings. She is responsible for accrediting delegations in IEC's Meeting Registration System. Debbie also temporarily processes all IEC TC/SC/SyC votes.

USNC Constituent Training Program

Module III-B

Complete

The USNC Team

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Director, International Policy (ANSI)

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Mackenzie Connors
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