**USNC COUNCIL
DRAFT MINUTES**

**Thursday, January 30, 2025
9:00 AM – 4:00 PM (ET)
(Meeting #74)**

USNC Council Members in Attendance

Veronica Lancaster, USNC President	CTA
Pete Pondillo, USNC VP – Finance	Corning
Steve Margis, IEC VP – Conformity Assessment	UL Solutions
Hae Choe, USNC VP – Technical	NEMA
Joan Sterling, USNC VP – Conformity Assessment	NEMA
Dave Osborn, USNC TMC Vice Chair	Philips
Tim Duffy, USNC CAPCC Vice Chair	Rockwell Automation
Laura Lindsey	INCITS
Randy Dollar	Siemens
Ed Mikoski	ECIA
Ron Borowski	Eaton
Lia Manukyan	CTA
Tim Jeffries	Futuewei
Paul Moliski	Intertek
Karen Willis	NEMA
Bob Sherwin	ARESCA
Joseph McGuire	Legrand
Sonya Bird	UL Standards & Engagement
Amy Phelps*	GE Vernova
Angus Low*	Intel
Brent Hartman*	CSA Group
Bruce Desmond*	Phoenix Contact
Jennifer Kitchen*	GE Vernova
Matt Williams*	AAMI
Randy Cooper*	AHAM
Rob Sloane*	UL Solutions

USNC Council Members Not in Attendance

Ajit Jillavenkatesa	Apple
Alan Manche	Schneider Electric
James Marquedant	FM Approvals
Jennifer Garner	INCITS
Michael Atlass	Qualcomm
Tom McGarry	TIA

Guests in Attendance

Ethan Biery	Lutron Electronics
Valara Davis	UL Standards & Engagement

Michael Dunaway	NIST
Paul Green	HLM
Elisabeth George	HLM
Vince Ferretti	Corning
Mike Leibowitz	NEMA
Tony Zertuche	IEEE-SA
Bill Lawrence	HLM
John Park	AHAM
Jonathan Colby*	Streamwise Development
Kevin Lippert*	UL Standards & Engagement
Megan Hayes*	NEMA
Scott Kiddle*	ABB
Wallie Zoller*	Rockwell Automation
Will Susiene*	Intel
Joe Tretler	ANSI
Megan Pahl*	USNC/ANSI
Betty Barro	USNC/ANSI
Mackenzie Connors	USNC/ANSI
Catherine Pilishvili	USNC/ANSI

Virtual Participant

Section 1 – Organizational Matters

1.1 Welcome and Introductions
Ms. Veronica Lancaster, USNC Council Chair, called the meeting to order at 9:01 AM (ET). She welcomed members and guests in the room and online, and recognized new USNC Council member Lia Manukyan. Meeting attendees provided introductions in person and over the phone.

1.2 Approval of Agenda

1.2.1 Approval of USNC Policy & Standing Committee Rosters

1.2.2 Approval of Balance of Agenda

Ms. Lancaster drew attention to the meeting's draft agenda. No additional items were offered. It was moved and seconded.

VOTE #1 To Approve the Agenda (USNC/COUNCIL 940A)

(This motion was approved unanimously)

1.2.3 2024 Accomplishments

1.3 Approval of the USNC Council Minutes from the meeting on 12 September 2024 held in Norwich, VT

VOTE #2 To Approve the Minutes (USNC/COUNCIL 939)

Section 2 – Status of Outstanding Action Items

Ms. Megan Pahl reviewed the outstanding action item from the 12 September 2024 USNC Council meeting. There was discussion around the formatting of USNC/Council 771. USNC staff to work with Mr. Tim Duffy and Mr. Steve Margis to clean up USNC/Council 771 by removing notes in the follow-up date column and entering results in the Final Resolution column for recently closed action items. Action items for bilateral, leadership, and deep dive meetings should also be added to the spreadsheet **(ACTION ITEM #1)**.

Section 3 – USNC Leadership

Ms. Lancaster highlighted key discussions from the latest USNC Leadership meeting held on 28 January 2025.

ANSI will host a 2025 ISO/IEC joint event on April 20 – 22 in the Phoenix, Arizona area. ANSI has released a save the date for this event, which has also been circulated to USNC, IPAG, ICAC, and IAF. More information, including how to register, will be shared in the coming weeks.

There was also discussion in the USNC Leadership meeting about OSD and the implementation date. Some technical committees are having a difficult time meeting deadlines while using the new format. It was noted that the IEC SMB decision made OSD the default process, and that there is a process for exceptions. To initiate this process, send a note to your committee's technical officer. USNC Staff to email all TAG Administrators and outline the process for using OSD **(ACTION ITEM #2).**

There was some interest in the USNC community to have a Discussion Board for members to access. USNC Staff has begun work with IEC IT to open two Collaboration Platforms, one for USNC TAG officers and another for USNC TAG members It was suggested that subgroups within the USNC TAG member discussion board be created based on interest group to make for a better user experience.

A main item discussed during the recent USNC Leadership meeting was around establishing a new USNC Council task force that would a coordination forum across the USNC Leadership involved with IEC management positions. The important issues to be address in this group include, but is not limited to, IEC long-term sustainability, SMART, digital transformation, IT and budgets **(ATTACHMENT A)**. USNC Council members discussed this proposal at length. Many members supported this type of work and discussion was focused around how to best implement it.

Ms. Sonya Bird, U.S. IEC Business Advisory Committee (BAC) representative, reviewed the proposed Smart Programme governance structure **(ATTACHMENT B)** as it relates to the proposed USNC task group. Ms. Bird confirmed that IEC BAC will still handle all the work related to long-term sustainability, SMART, and the IT budget.

VOTE #3 To Approve the creation of a USNC Council task force to coordinate U.S. strategy in IEC leadership groups.

(This motion was approved unanimously)

The newly established USNC Council task force to continue work on the drafted terms of reference **(ATTACHMENT A) (ACTION ITEM #3).**

Ms. Lancaster proposed Mr. Kevin Lippert as chair of the new task group. Ms. Sonya Bird has nominated Mr. Lippert as a non-voting member of the USNC Council.

VOTE #4 To Approve Mr. Kevin Lippert as the Chair of the newly established USNC Council task force to coordinate U.S. strategy in IEC leadership groups.

(This motion was approved unanimously)

Section 4 – Frankfurt Agreement/CENELEC Update

Mr. Dave Osborn provided an update on recent CENELEC activities. During the 2024 IEC General Meeting, USNC leadership met with CENELEC for a bilateral meeting. CENELEC and the USNC are fairly aligned regarding the European Court Justice case C-588/21. Mr. Osborn shared his concern over the threat this legal ruling poses on the IEC's financial model.

The IEC filed an action for annulment against the European Commission (EC), jointly with ISO in early December 2024. The European Commission's response to the action is due on February 24, ISO/IEC's reply is then due in early May, and the EC's final rejoinder, if any, would be due in mid-July 2025.

ANSI will develop and host the next ESO workshop and is targeting dates in November 2025. More information will be shared with the USNC policy committees as it becomes available.

Section 5 – ANSI Board Advisory Task Group on USNC

Ms. Lancaster provided a brief update on the ANSI Board Advisory Task Group (BATG). The BATG has shared two documents with USNC Council with the request to collaborate with the USNC Rules of Procedure (RoP) on a final draft. USNC Council members who are interested in joining the RoP Committee should contact USNC staff. The ANSI Board has not reviewed or approved any documents, they have only approved BATG to move forward with the next phase of their work. The R&P Committee will have the opportunity to review the current draft and collaborate with the BATG to create a final draft. Once a collaborative review is complete, the USNC Council will take a final look before seeking approval from the ANSI Board Executive Committee. In addition, the BATG will consider other recommendations, such as the need to develop training materials, for its final report to the ANSI Board Executive Committee.

USNC Council members expressed concerns about the FAQ document not including information about all proposed changes. It was also noted that a redline version of the document has not been shared with USNC Council. Mr. Pete Pondillo offered to develop a word comparison between the 2019 USNC Rules of Procedure document and the proposed BATG changes to be circulated to USNC Council. USNC staff will also circulate a redline version of the BATG proposed changes. **(ACTION ITEM #4).**

USNC Council has assigned an initial review of the BATG documents to the USNC Rules of Procedure Committee. The USNC Rules of Procedures Committee is to review the documents and determine if the changes are appropriate and if other changes are needed **(ACTION ITEM #5).**

VOTE #4: The Approval to assign USNC Rules of Procedure Committee with reviewing the ANSI BATG proposal on USNC's Statutes and Rules.

Approved unanimously.

Ms. Lancaster as USNC President, in conjunction with USNC staff, will send a response to the ANSI Exco noting the proposed date of early 2025 for their approval of the proposed revised USNC Statutes and Rules is not feasible due to an inadequate amount of time for the USNC Rules of Procedure Committee to review and provide feedback **(ACTION ITEM #6).**

ANSI Staff to remove the classified status from Council/943 and Council/944 **(ACTION ITEM #7).**

Section 6 – IEC Governance Items

US representatives highlighted issues of importance from their written reports for USNC Council discussion.

- **IEC Board** – Ms. Lancaster provided an update on recent IEC Board activities, highlighting key decisions made at the October 2024 meeting. The IB supported SMB's recommendation to establish a working group under the Business Advisory Committee (BAC) to look after consortia matters. The IB also confirmed the IEC/ISO joint work on strategic, technical, legal and commercial activities and the proposal for a common digital infrastructure (SMART .X) and approved the additional investment of CHF 1.45 million for 2024 in digital transformation to be taken from the Reserve for Innovation and Digitalization; it was made clear that this decision was made under duress. IB requested that evidence of substantial achievement of the IEC Board 2024 digital transformation deliverables be shared with the IEC Board in October 2024 to reduce uncertainty and risk.

- **IEC Market Strategy Board –** Mr. Margis provided an update on the IEC Market Strategy Board (SMB) activities. Chris Cramer has concluded his term. Kyle Crum (Rockwell Automation) and Robert Slone (UL Solutions) are the two U.S. representatives on the IEC MSB. There is a new Chairman of the MSB, Mr. Ian Opperman. Mr. Margis recommended USNC Council members review section 4 of MSB/401/RM. MSB white papers can be found on Basecamp.

- **IEC Business Advisory Committee** – Ms. Sonya Bird provided a brief update on the recent IEC Business Advisory Committee (BAC) activities. The BAC held a special meeting in November 2024 to discuss Modus Operandi. Another special BAC meeting was held to discuss the joint governance on SMART which was led by Mr. Ian Opperman and Mr. Oliver Hateley. A conversation with David Nix was held in December 2024 to provide feedback on the IEC Smart initiative. There was a joint ISO/IEC conference on Smart that took place in December 2024. Two BAC ad hoc groups are moving forward; one is on the Smart Business Model and the other is focused on Modus Operandi.

- **IEC Governance Review and Audit Committee** – Mr. Pondillo, Chair, provided a brief update on the IEC Governance Review and Audit Committee (GRAC). The IEC General Assembly approved the new statutes and rules of procedure effective beginning in 2025. There were updates made to the IEC internal control systems; some of IT's spend was used for this purpose. GRAC received updates on this spending and work, both of which are progressing as planned. There is work being done to develop a checklist for competencies for candidates of IEC groups; this will be presented for approval at the next IEC Board meeting. The U.S. submitted a proposal on the ISO/IEC Code of Conduct which will be shared with GRAC for their consideration.

- **IEC Diversity Advisory Committee** – Ms. Megan Hayes, Chair, provided a brief update on the IEC Diversity Advisory Committee (DAC). The group provided the IEC Board with an updated gap analysis which showed an improvement across the board. DAC is looking for guidance from the IB on whether chairs and vice-chairs should be included in this analysis moving forward. DAC has developed guidance around best practices for meeting accessibility, which will be reviewed by the IB at their next meeting. Draft guidance on gender diversity will also be shared with the IB for their review. The DAC will continue their discussions with IEC governance boards about current diversity needs, and intends to deepen their engagement with IEC YPs.

- IEC Forum – Ms. Pahl provided an update on recent IEC Forum (IF) activities. The IEC Forum last met in October during the GM in Edinburgh. The focus of their session was sustainability. There was a breakout session on capturing IEC member actions on climate change. We heard from the IECRE chair on the importance of sustainability in the IEC. Bob Sherwin participated in the IF panel, and discussed the impacts of climate change on standards in the power sector. The next IF meeting is scheduled for 12 March 2025.

Section 7 – IEC SMB/USNC TMC & IEC CAB/USNC CAPCC

TMC Chair, Ms. Hae Choe, provided updates from the 28 January 2025 SMB meeting. She reviewed the topics discussed, reports received, and action items taken during the TMC meeting. TMC shared for USNC Council's consideration, the idea of consolidating succession planning information into a centralized location.

USNC staff to take inventory of existing spreadsheets to see what needs to be merged to get a full picture of succession planning. USNC Staff to work with ANSI IT and IEC IT to determine how to best collate information into a centralized location **(ACTION ITEM #8).**

CAPCC Chair, Ms. Joan Sterling, provided updates from their 29 January 2025 meeting. She reviewed the topics discussed, reports received, and action items taken during the CAPCC meeting. CAPCC recommends to USNC Council an endorsement of Mr. Jonathan Colby as IECRE Chair and Ms. Katy Holdredge as IECEx Chair.

Vote #5 USNC Council to supports and endorses the nomination of Katy Holdredge for Chair of IECEx.

Unanimously approved.

Section 8 – 2024 IEC General Meeting

8.1   IEC General Meeting

Ms. Lancaster provided an update on the bilateral meetings held during the 2024 IEC General Meeting in Edinburgh, UK. USNC staff is scheduling follow-up meetings with Germany, Canada & Mexico (trinational), Australia, and Japan.

ACTION ITEM #9: USNC staff to contact the USNC TAG to IEC JTC-3 to discuss the U.S. strategy and position to ensure alignment, and also discuss how to best partner with France and Australia on moving the committee forward.

8.2 MSB/CAB/SMB Joint Meeting

Ms. Choe, US SMB Member, and Ms. Sterling, US CAB Member, provided an update on the first ever joint MSB/CAB/SMB meeting held during the 2024 IEC General Meeting. A MSB/CAB/SMB joint session will also be held at the 2025 IEC General Meeting. There is benefit in continuing this practice moving forward; however, it will be important that appropriate topics are identified to ensure fruitful conversation and meaningful action.

Section 9 – Regional Organizations

Ms. Lancaster answered any questions regarding the following regional outreach initiative updates.

- **APCF:** The APCF last met in October 2024, during the IEC General Meeting. Mr. Jonathan Colby presented on increasing APCF member participation in the IECRE CA System and RE-related IEC technical committees.

- **PASC:** The last PASC meeting was held virtually on 9 July 2024. Ms. Lancaster, Mr. Jim Matthews, and Ms. Ade Gladstein participated. In person meetings will be held every other year; the next face-to-face meeting will be held 19 – 20 May 2025 in Tokyo, Japan.

- **FINCA**: The last FINCA meeting was held on 18 – 19 September 2024 in Lima, Peru. The in-person delegation from the U.S. included Ms. Lancaster, Ms. Choe, Mr. Kevin Lippert, Mr. Steven Margis, and Ms. Pahl. Minutes from this meeting have just become available **(ATTACHMENT C).**

- **COPANT:** The next COPANT meeting will be held in Cuba the week of 5 May 2025. The workshop will focus on strategic planning. The COPANT agenda and program have been circulated via USNC Items of Interest email.

Section 10 – USNC Standing Committees

USNC Standing Committee Chairs highlighted items from their written reports for USNC Council discussion.

- **Communications Committee** – Mr. Ethan Biery, Chair, provided an update on the USNC Communications Committee's recent efforts. Key items reviewed included task force updates, training material updates, USNC strategic objectives messaging, *USNC Current* plans, and upcoming activities.

- **Nominations Committee** – Mr. Ed Mikoski, Chair, provided an update on the work of the USNC Nominations Committee, including a review of USNC and IEC Leadership. It was noted that Ms. Sterling's final term as USNC VP – Conformity Assessment will conclude at the end of 2025; anyone interested in this role should contact USNC staff. Additionally, Ms. Choe's first term as USNC VP – Technical concludes at the end of 2025; Ms. Choe is interested in continue in this role for a second term.

Vote #6
USNC Council to approve Ed Mikoski as USNC Nominations Committee Chair and Sonya Bird as USNC Nominations Committee Vice Chair

Unanimously approved.

- **Young and Emerging Committee** – Ms. Carrie Schmaus, Chair, and Ms. Mariah Dixon provided a report on the Young and Emerging Professionals Committee and reviewed the group's latest activities including the recently successful YEP World Standards Week workshop. Ms. Schmaus reviewed the anticipated transitions in YEP Committee leadership.

- **Finance Committee –** Mr. Pete Pondillo, USNC VP – Finance, provided an update on the USNC Finance Committee activity **(ATTACHMENT D).** In 2024, more money was collected and less money was spent. There are multiple facets including staff transitions and modifications to travel plans. The ANSI Board approved 2025 budget was displayed and reviewed. The 2025 USNC Finance Committee meeting dates were reviewed.

- **Rules and Procedures Committee** – No updates at this time.

Section 11 – Future Meeting Dates

Ms. Veronica Lancaster reviewed the future meeting dates below.

2025		
Date	Meeting	Location
28 – 30 January 2025	USNC Management Meetings	Miami, FL (AWS)
10-21 February 2025	IECEE WGs	Lake Forest
18 - 19 February 2025	IEC Board	Geneva, Switzerland
24 - 26 February 2025	IEC SMB	Mexico City, Mexico
5 March 2025	BAC	Virtual
12 March 2025	IEC Forum	Virtual
17-18 March 2025	IEC CAB	Mexico
7 - 11 April 2025	CASCO Plenary	Berlin, Germany
Week of 14 April 2025	MSB	Nanjing, China
5 – 10 May 2025	COPANT	Cuba
5 – 6 May 2025	GRAC	Geneva, Switzerland
5 - 9 May 2025	IECEx WG Meetings	Northbrook, IL
7 - 8 May 2025	BAC	Geneva, Switzerland
19 – 20 May 2025	PASC	Tokyo, Japan
19 – 21 May 2025	USNC Management Meetings	Evanston, IL UL S&E
10 - 13 June 2025	IEC SMB (including joint SMB/TMB meeting)	Geneva, Switzerland
9 - 13 June 2025 (TBC)	IEC CAB WG Meetings	Geneva, Switzerland
16 - 17 June 2025 (TBC)	IEC CAB	Geneva, Switzerland

19 June 2025	IEC Board	Sydney, Australia
Week of 23 June 2025	IECEE CMC	Finland
25 June 2025	BAC	Virtual
26 June 2025	IEC Forum	Virtual
23 July 2025	IEC Board	Virtual
12 – 14 August 2025	USNC Management Meetings	Pittsburgh, PA (Eaton)
15 -19 September 2025	IECEx MC Meetings	Kyoto, Japan
15 -19 September 2025	89th IEC General Meeting	New Delhi, India
29 September – 3 October 2025	ISO General Assembly	Kigali, Rwanda
25 - 26 November 2025	BAC	Virtual
1 - 5 December 2025	IEC CAB WG Meetings	Seoul, Republic of Korea
3 December 2025	GRAC	Virtual
10 December 2025	DAC	Geneva, Switzerland

2026		
Date	Meeting	Location
3 – 4 March 2026	IEC Board	Geneva, Switzerland
11 March 2026	BAC	Virtual
13 March 2026	IEC Forum	Virtual
26 – 27 May 2026	BAC	Geneva, Switzerland
28 – 29 May 2026	GRAC	Geneva, Switzerland
26 June 2026	IEC Forum	Virtual
5 August 2026	BAC	Virtual
2 September 2026	IEC Board	Virtual
13 October 2026	GRAC	Virtual
14 October 2026	DAC	Geneva, Switzerland
16 – 20 November 2026	90th IEC General Meeting	Hamburg, Germany
15 – 16 December 2026	BAC	Virtual

Section 12 – Review of Action Items

Ms. Mackenzie Connors reviewed the action items captured during the 30 January USNC Council meeting.

- **ACTION ITEM #2025-01-01:** USNC staff, Tim Duffy, and Steve Margis to clean up USNC/Council 771 by removing notes in the follow-up date column and entering results in the Final Resolution column for recently closed action items. Add bilateral, leadership, and deep dive meeting action items into the spreadsheet as well.

- **ACTION ITEM #2025-01-02:** USNC Staff to email all TAG Administrators and outline the process for using OSD

- **ACTION ITEM #2025-01-03**: The newly established USNC Council task force to continue work on the drafted terms of reference **(ATTACHMENT A).**

- **ACTION ITEM #2025-01-04:** Pete Pondillo to develop a word comparison between the 2019 USNC Rules of Procedure document and the proposed BATG changes to be circulated to USNC Council. USNC staff will also circulate a redline version of the BATG proposed changes.

- **ACTION ITEM #2025-01-05:** USNC Council has assigned an initial review of the BATG documents to the USNC Rules of Procedure Committee. The USNC Rules of Procedures Committee is to review the documents and determine if the changes are appropriate and if other changes are needed. The Rules of Procedure Committee will share their recommendation with USNC Council for their review.

- **ACTION ITEM #2025-01-06:** Veronica as USNC President, in conjunction with USNC staff will send a response to the ANSI Exco noting the proposed date of early 2025 for their approval of the proposed revised USNC Statutes and Rules is not feasible due to an inadequate amount of time for the USNC Rules and Procedure Committee to review and provide feedback.

- **ACTION ITEM #2025-01-07:** ANSI Staff to remove the classified status from Council/943 and Council/944

- **ACTION ITEM #2025-01-08:** Take inventory of existing spreadsheets to see what needs to be merged to get a full picture of succession planning. USNC Staff to work with ANSI IT and IEC IT to determine how to best collate information into a centralized location.

- **ACTION ITEM #2025-01-09:** USNC staff to contact the USNC TAG to IEC JTC-3 to discuss the U.S. strategy and position to ensure alignment, and also discuss how to best partner with France and Australia on moving the committee forward.

- **ACTION ITEM #2025-01-10:** Joe Tretler to confirm a replacement for Joe Bhatia on IB/TF 6.

Section 13 – Adjournment

Ms. Lancaster thanked everyone for attending and closed the meeting at 4:04 PM ET.