

USNC Constituent Training Program

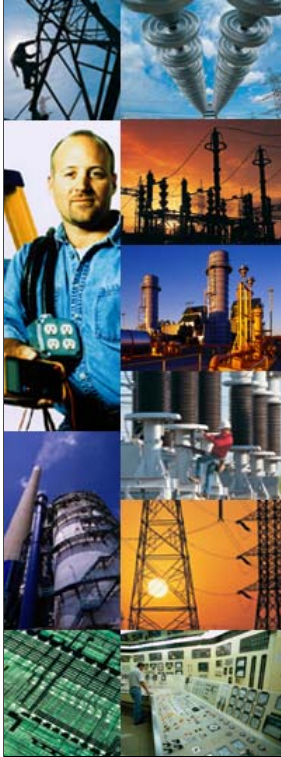
Module II-A

IEC Organizational and Governance Structures

First edition: June 2005

This training material has been developed with content provided by the USNC/IEC Communications and Continuing Education Committee and the ANSI Education and Training Services Team

Notes:



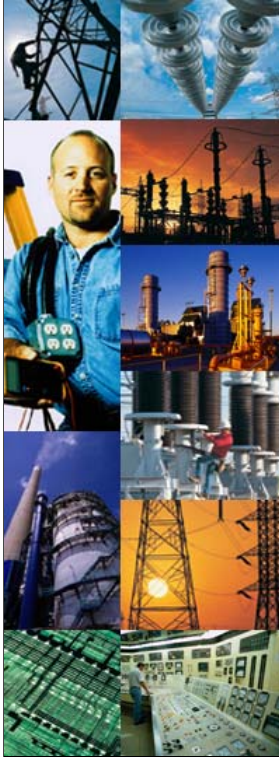
Module II-A: Learning Objectives

- This module provides an overview of the International Electrotechnical Commission:
 - Membership
 - Policy and management groups
 - Technical committee structure
 - Liaison categories

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Notes:



Module II-A: 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.
- The topics that follow are presented in summary format only. For additional information about content addressed in this module, please contact the USNC/IEC staff.
- Additional information is also available via [ANSI Education and Training Services](#).



The “Question Mark” icon indicates that optional supplemental information is available for review. The additional text will only be displayed if the user clicks directly on the “Question Mark” icon.

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Notes:

When reviewing this file in “Slide Show” format, the question mark icon is a cue that more information is available. Clicking on this icon will launch a pop-up box containing the optional information. However, in this “printable” version of the tutorials, the pop-up dialogue text appears in the “Notes” section (as shown here).



Reference Materials and Source Documents



- [ISO/IEC Directives, Part 1:2004](#)
Procedures for the technical work
- [ISO/IEC Directives, Part 2:2004](#)
Rules for the structure and drafting of International Standards
- [ISO/IEC Directives, IEC Supplement:2004](#)
Procedures specific to IEC
- [IEC Statutes and Rules of Procedures](#)
IEC membership and participation procedures
- [USNC Statutes and Rules of Procedure](#)
- [USNC Operating Procedures for USNC/IEC TAGS](#)
- [Guide for U.S. Delegates to meetings of ISO and the IEC](#)



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Notes:



Objectives of the IEC

- Meet the requirements of the global market efficiently
- Ensure primacy and maximum world-wide use of its standards and conformity assessment schemes
- Assess and improve the quality of products and services covered by its standards
- Establish the conditions for the interoperability of complex systems
- Increase the efficiency of industrial processes
- Contribute to the improvement of human health and safety
- Contribute to the protection of the environment



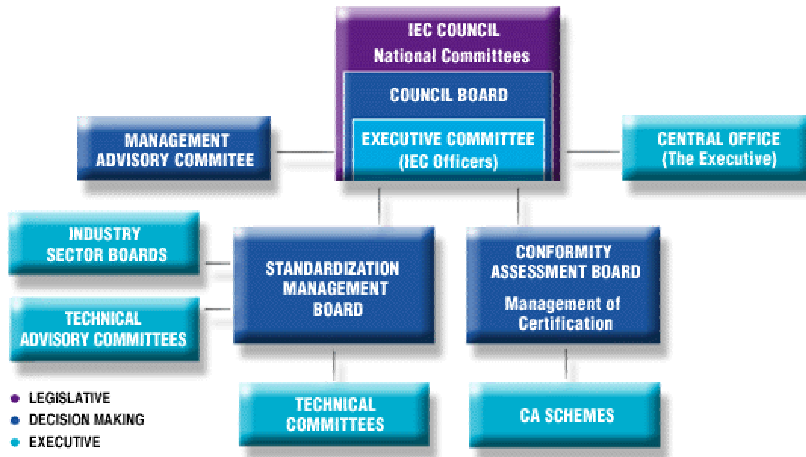
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Notes:



IEC Organizational Structure



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Notes:



Dues and Budget

- IEC derives its income from
 - annual dues paid by its members
 - the sale of publications
 - other sources (as approved by the Council)



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Notes:



Dues and Budget

- The Council determines the annual budget, including the annual dues of its members, which are known as “National Committees”
 - Group A: Those NCs whose individual dues are equal to the maximum fixed percentage of the total dues
 - Group B: Those NCs whose individual dues fall between the maximum and the minimum percentages of total dues
 - Group C: Those NCs whose individual dues are equal to the minimum fixed percentage of the total dues



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DID YOU KNOW ... ?

The U.S. National Committee is one of the “Group A” members of the IEC.



IEC Membership and Participants

■ National Committees (NC)

- A National Committee (NC) is an IEC member body
- Each NC represents a nation's electrotechnical interests in IEC management and standardization work
- NC's are comprised of private and public sector organizations
- Membership structure:
 - Full Member NC – full participation rights
 - Associate Member NC – limited participation
 - Affiliates – nonmembers with limited access to resources



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Notes:

DID YOU KNOW ... ?



The organization and structure of the U.S. National Committee is described in greater detail in Module II-B.



Rights of IEC Participants

Full Member <u>National Committees</u>	Associate Member <u>National Committees</u>	Affiliates
Vote on <i>all</i> TC/SC and Council documents via electronic voting system	Authorized to participate as a P-member and submit votes on documents of four (4) selected TC/SCs via electronic voting system	No voting rights
Comment on all TC/SC and Council documents	Authorized to submit comments only on TC/SC documents but not on the Council documents	Access to IEC technical documents in electronic format
FULL PARTICIPATION RIGHTS	LIMITED PARTICIPATION RIGHTS	NOT A MEMBERSHIP CATEGORY ACCESS TO INFORMATION ONLY



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Notes:



Membership – National Committees

(current as of May 1, 2005)

ARGENTINA
AUSTRALIA
AUSTRIA

BELARUS
BELGIUM
BOSNIA-HERZEGOVINA (AM)
BRAZIL
BULGARIA

CANADA
CHINA
COLOMBIA (AM)
CROATIA
CYPRUS (AM)
CZECH REPUBLIC

DENMARK

EGYPT
ESTONIA (AM)

FINLAND
FRANCE

GERMANY
GREECE

HUNGARY

ICELAND (AM)

INDIA
INDONESIA
IRAN
IRELAND
ISRAEL
ITALY

JAPAN

KAZAKHSTAN (AM)
KENYA (AM)
KOREA, DPR OF (AM)
KOREA, REP OF

LATVIA (AM)
LITHUANIA (AM)
LUXEMBURG

MACEDONIA (AM)
MALAYSIA
MALTA (AM)
MEXICO

NETHERLANDS
NEW ZEALAND
NORWAY

PAKISTAN
POLAND
PORTUGAL

ROMANIA
RUSSIAN FED

SAUDI ARABIA
SERBIA & MONTENEGRO
SINGAPORE
SLOVAKIA
SLOVENIA
SOUTH AFRICA
SPAIN
SWEDEN
SWITZERLAND

THAILAND
TUNISIA (AM)
TURKEY
UKRAINE

UNITED KINGDOM
UNITED STATES of AMERICA

VIETNAM (AM)

AM - Associate Member

Notes:



Membership – Affiliate Members

(current as of May 1, 2005)



Notes:



National Committee Participation on TCs and SCs

- National committees* have the right to participate in the work of every IEC TC and SC
 - May register as a Participating (P) or Observer (O) member
 - Organize efficient and timely votes and comments on all matters coming before the committee(s) in which the National Committee participates
 - Take into account all relevant interests at their national level
 - Provide input at the earliest possible time so as to mitigate duplication, overlap and redundancy

*Associate members may participate, under certain conditions, in a limited number of committees



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Notes:



National Committee Participation on TCs and SCs

■ Participating “P” Members

(adhere to all requirements for active participation in the work)

- Responsible for submitting votes and/or comments on all technical matters coming before the committee
 - Votes are submitted within the given timeframe
 - Failing to vote on questions before the committee will be reported by the Secretariat to the IEC Office
- Sends delegation or accredited experts to meetings
 - Failing to make a contribution to two (2) consecutive meetings, either by direct participation or by correspondence, will be reported by the Secretariat to the IEC Office
- Nominates members in Project Team (PTs), Working Groups (WGs), Maintenance Teams (MTs)
- May host meetings of the committee



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Notes:



National Committee Participation on TCs and SCs

■ Observer “O” Members

(follow the work of the committee as an observer)

- Monitor the technical work, but do not actively participate
 - Have options to attend meetings and to receive and comment on documents
 - Have no power of vote within the committee*
 - May not nominate members in PTs, WGs, MTs

* All national bodies, regardless of their status within a particular technical committee or subcommittee, have the right to vote on enquiry drafts and on final draft International Standards (see Module 4 for additional information)



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Notes:



National Committee Participation on the IEC Council

■ IEC Council

- Sets IEC policy, long-term strategic and financial objectives
- Members are the Presidents of *all* National Committees of the IEC, past presidents, IEC officers, CB members
- Approves financial matters, IEC membership, revisions of *Statutes and Rules of Procedures*
- Elects IEC officers and members of Council Board (CB), Standards Management Board (MB), and Conformity Assessment Board (CAB)



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Notes:



IEC Council Board (CB)

- Works for the good of the whole Commission and its constituency
 - Implements the IEC Council policy and makes policy recommendations
 - Comprised of IEC Officers and 15 voting members elected by Council
 - CB reports all its decisions to Council



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Notes:



IEC Council Board (CB)

- Members are elected on their personal qualifications
 - Some permanent elected members are appointed from those National Committees in financial Group A
 - The other individual members are from the Full Member National Committees



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Notes:

DID YOU KNOW ... ?

Steven Seeker, President of the U.S. National Committee of the IEC (USNC/IEC), is currently a member of the IEC Council Board (as of May 2005)



Management Advisory Committees

- President's Advisory Committee on Future Technology (PACT)
- Sales Policy Committee (SPC)
- Finance Committee (CDF)
- Marketing Committee (MC) (not currently active)



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Notes:

- PACT is designed to provide a direct link with private and public research and development to keep IEC abreast of new technology and relevant standards.
- The SPC is an advisory body to the Council Board on sales policy and product strategy for the IEC.
- The CDF is a consultative committee to the IEC Treasurer on financial issues.
- The MC is an advisory body to the Council Board to raise awareness of IEC's contribution to global trade.



Conformity Assessment Board

- The Conformity Assessment Board (CAB) is responsible for the overall management of the IEC's conformity assessment activities
 - Comprises a Chairman, 12 voting members (and alternates) who are elected by Council, one representative from each IEC conformity assessment scheme, the IEC Treasurer and General Secretary
 - It reports all its decisions to the Council Board



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Notes:



Conformity Assessment Board

- Responsible for evaluating and maintaining, as necessary, the IEC conformity assessment schemes



- [IECEE](#) - System for Conformity Testing and Certification of Electrical Equipment



- [IECQ-CECC](#) - System for quality assessment of electronic components and associated materials and processes.



- [IECEx](#) - Scheme for certification to standards for electrical equipment for explosive atmospheres.



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Notes:

The IEC has three multilateral conformity assessment schemes. Using IEC standards for certification at the national level ensures that a certified product has been manufactured and type-tested to well-established international standards. The end user can be sure that the product meets minimum (usually high) quality standards, and need not be concerned with further testing or evaluation of the product.

• **IECEE** system for conformity testing and certification of electrical equipment. The IECEE was recently chosen as the platform for implementing the Global Approval Program for Photovoltaics (PV GAP). The IECEE has two branches:

- **CB Scheme** for mutual recognition of test certificates for electrical equipment
- **CB-FCS Scheme** for mutual recognition of conformity assessment certificates for safety of electrical equipment

IECQ-CECC quality assessment system for electronic components

IECEx Scheme for certification to standards for electrical equipment for explosive atmospheres



Standardization Management Board (SMB)

- Manages the technical work through TC/SC reports/Strategic Policy Statement (SPS) and data prepared by IEC Central Office (CO)
- Reviews the functioning of TC/SCs and proposed changes
- Approves nominations for Chairmen and Secretariats of TC/SC
- Creates/disbands new TCs, ratifies creation/ disbanding of new SCs
- Develops rules for standards development process
 - *ISO/IEC Directives* and the *IEC Supplement*
- Reports to the Council Board



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Standardization Management Board (SMB)

- Responsible for management of the activities of the IEC technical committees

- Oversees operation of Sector Boards
 - Electricity transmission and distribution
 - Industrial automation systems
 - Infrastructure of telecommunications networks

- Oversees operation of Advisory Committees
 - Electronics and telecommunications (ACET)
 - Safety (ACOS)
 - Electromagnetic compatibility (ACEC)
 - Environmental aspects (ACEA)



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Notes:



Standardization Management Board (SMB)

- Comprised of 15 members
 - Chairman Elected by Council
 - Secretariat held by the IEC Central Office (CO)
 - USNC is one of the permanent members of the SMB

- Meets 3 times a year

- Documents, comments and votes normally handled electronically
 - Decisions require a two-thirds majority of those members voting; if less than eight members vote, the decision must be deferred to the next meeting of the SMB



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DID YOU KNOW . . . ?

"One of my goals as a newly elected IEC VP and Chairman of the SMB in 2003 was to help the transformation of the SMB into a dynamic force that leads, manages and acts and a management body that sets clear and strategic objectives. I am pleased with the progress we made thus far. The SMB has developed its own standardization strategy with a set of strategic objectives and an annual implementation plan, initiated examination for new fields of technical activities, some in cooperation with ISO (i.e nanotechnology, security), enhanced closer cooperation with regional bodies such as CENELEC and CANENA and is implementing additional measures to improve efficiency and reduce costs for standards development. But we still have a way to go. The implementation of IEC's Global Relevance Policy, developed almost six years ago must become a reality. The SMB has a responsibility to ensure the development of market relevant IEC standards and to see that the implementation of the Global Relevance (EDR) process is fully embraced by the IEC community."

Frank Kitzantides (USA)

IEC Vice President and Chairman of the SMB, 2004-2007



IEC Standards Development

- The primary duty of an IEC Technical Committee (TC) or Subcommittee (SC) is to develop and maintain International Standards and other alternative deliverables

- Projects must fall within the overall area of work of the committee
 - projects must be defined and accepted in accordance with relevant procedures
 - projects must be managed through a defined process in accordance with strict target dates
 - Projects are often sub-assigned to Working Groups for development or maintenance



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Notes:



Technical Committees (TC)

- Responsible for conducting technical work of IEC
 - Formed when new area of technical work is identified and if . . .
 - at least two thirds majority of the IEC national committee submitting votes in favor
 - at least five IEC national committees express their intention to actively participate
 - Established by the Standardization Management Board
 - Title and scope determined by SMB



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Notes:

DID YOU KNOW . . . ?

The members of Technical Committees and Subcommittees are National Committees. Individuals serve as delegates representing the NCs.



Technical Committees (TC)

- Examples of the most recently established IEC TCs

TC 105 Fuel cell technologies

TC 106 Methods for the assessment of electric, magnetic and electromagnetic fields associated with human exposure

TC 107 Process management for avionics

TC 108 Safety of electronic equipment within the field of audio/video, information technology and communication technology

TC 109 Insulation co-ordination for low-voltage equipment

TC 110 Flat panel display devices

TC 111 Environmental standardization for electrical and electronic products and systems

Click [here](#) for a complete list of IEC Technical Committees



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Subcommittees (SC)

- Established and dissolved by the parent TC, subject to ratification by the IEC SMB
 - Responsible for progressing the technical activities of a more narrowly defined aspect of the TC's program of work
 - Title and scope defined by the TC
 - Within the scope of the TC
 - At least five members of the TC are willing to participate actively



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Project Teams (PT), Working Groups (WG) and Maintenance Teams (MT)

- Created if necessary by TC or SC for further defined focus
 - WGs are responsible for a grouping of related projects
 - PTs are responsible for a single project
 - MTs work on a revision project
 - New edition
 - Amendment
- Conveners (i.e., the *chair* of the PT, WG or MT) are appointed by the parent TC or SC



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DID YOU KNOW . . . ?

The members of PTs, WGs and MTs are individual technical experts, not National Committees. These experts are appointed by NCs (P-members only) and certain liaisons.



IEC Standards Development

- IEC standards development work is conducted within a technical committee structure
 - To facilitate the most broad participation possible, most development work is undertaken “virtually” (e.g., via e-mail correspondence, online development, video- and teleconferences, etc.)
 - Meetings of IEC technical committees are held only when work cannot be conducted by other means
 - Agenda and documents must be circulated at least four months before a meeting to allow adequate time for review by the National Committee delegates



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DID YOU KNOW ... ?

An invitation for a TC or SC to meet in the U.S. may be extended with prior agreement by the U.S. Technical Advisory Group (see Module IIB for more details). The formal invitation must be issued by the U.S. National Committee.



Internet resources: International



Follow hyperlink
for more information

ISO/IEC Information Center



International Electrotechnical Commission

IEC Technical Information Support and Services



International Organization for Standardization



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Notes:



Internet resources: Regional Organizations



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](#)
- [ETSI - European Telecommunications Standards Institute](#)

Pacific Rim

- [PASC - Pacific Area Standards Congress](#)



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Internet resources: United States



[U.S. National Committee of the IEC](#)



[American National Standards Institute](#)

[ANSI International and Regional Programs](#)

[ANSI Education and Training Programs](#)



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Notes:



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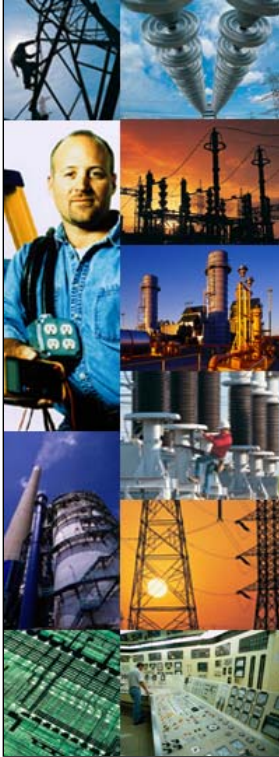
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