

USNC Constituent Training Program

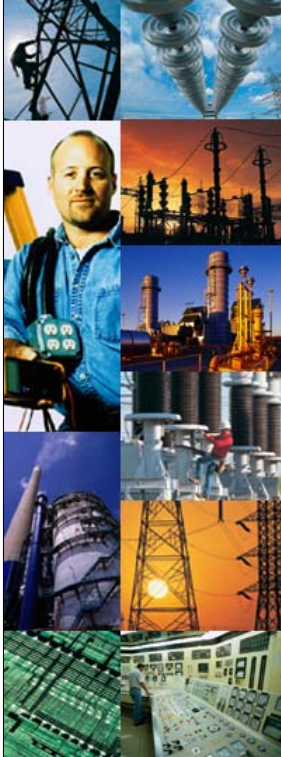
Module III-B

USNC/IEC Personnel Roles and Responsibilities

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:



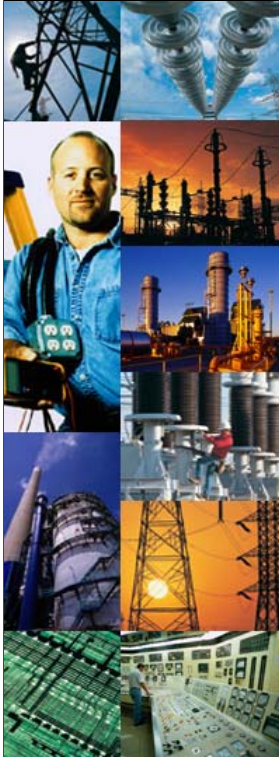
Module III-B: Learning Objectives

- 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

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Notes:



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.
- 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:

DID YOU KNOW

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:



Reference Materials and Source Documents (continued)



- [Guidance for TC/SC Secretaries \(Survival Kit\)](#)
 - 2005 edition
- [Guidance for TC/SC Chairmen \(Survival Kit\)](#)
 - 1997 edition
- [Guidance for Project Leaders and for Convenors of Working Groups, Maintenance Groups and Project Teams](#)
 - 2004 edition



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Notes:



Providing leadership and guidance for USNC Technical Activities



United States
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NOTE:

Click on the officer
title shown at right
and link directly to
that section or you
may simply advance
to the next slide.

- [USNC Members](#)
- [USNC/IEC Officers](#)
- [USNC/IEC Council Members](#)
- [TMC Members \(Group Managers\)](#)
- [Technical Advisors](#)
 - [Deputy Technical Advisors](#)
- [TAG Administrators](#)
- [TAG Members](#)
- [Experts \(WG, PT, MT\)](#)



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Notes:



USNC/IEC Members



- The broad-based USNC/IEC 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



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Notes:



USNC/IEC Members



- ANSI members may become voting members of the USNC upon determination of material interest, provided they are also
 - organizations serving as TAG Administrators and/or TC/SC 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.



■ For more information about membership, please contact the [USNC/IEC staff](#).



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Notes:

DID YOU KNOW . . . ?

Technical Advisors, Deputy Technical Advisors, TAG Administrators, U.S. TC/SC Secretaries, U.S. TC/SC Chairmen, TAG Members, Convenors, Experts and Honorary Life Members are **non-voting members** of the USNC.* These individuals are considered essential parts of the broader USNC constituency.

**See Modules III-A and III-B for more information about these roles and their responsibilities.*



USNC/IEC Officers

- President
- Vice President – Finance
- Vice President – Technical
- General Secretary
- Past-President
- President-Elect (*new position being considered*)



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Notes:

DID YOU KNOW . . . ?

The current (January – December 2005) USNC/IEC Officers are:

President

Steven A. Seeker, P.E.

Vice-President, International Sales and Operations, Cooper Power Systems

Vice President – Finance

James E. Matthews, III

Director, Technical Standards and Standards Policy, Corning
Communications Sector, Corning, Inc.

Vice President – Technical

Robert Williams

Director of Standards, Underwriters Laboratories, Inc.

General Secretary

Charles T. Zegers

Program Director, American National Standards Institute

Past-President

Edward R. Kelly, Kelly Consulting



USNC/IEC 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



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Notes:



USNC/IEC 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



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Notes:



Vice President – Finance Responsibilities

■ National

- Serves as chair of the USNC Council in the absence of the President
- Serves as Chair of the USNC Finance Committee

■ International

- Serves, when possible, on the IEC Finance Committee
- Represents the USNC President at international and regional meetings that he/she cannot attend



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Notes:



Vice President – Finance Term of Office

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



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Notes:



Vice President – Technical Responsibilities

■ National

- Serves as chair of the USNC Council in the absence of the President and the Vice President - Finance
- Serves as Chair of the USNC TMC



■ International

- Serves as the USNC's primary representative to the IEC Standardization Management Board
- Represents the USNC President at international and regional meetings that he/she cannot attend



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Notes:

“The overall goal is ‘test once, certify once and have product accepted everywhere.’ That goal can only be achieved as differences in Standards are minimized. Fostering sound technical requirements through participation in technical committees, promoting the concepts of global relevance, and actively engaging in other technical forums are essential activities toward achieving the goal.”

-- Robert A. Williams,
Director of Standards
Underwriters Laboratories Inc.
and USNC Vice President – Technical (2005)



Vice President – Technical Term of Office

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



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Notes:



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



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Notes:



General Secretary Term of Office

- The American National Standards Institute (ANSI) provides the staff support for the USNC
 - The General Secretary is nominated by the ANSI President and, if the USNC President concurs, approved by the USNC Council
 - The USNC Council may, by a 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, and is the USNC alternate to the Standardization Management Board



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Notes:



Past-President

- The Immediate Past President
 - may be available for special assignments as designed by the President
 - has the privilege of the floor at all meetings
 - has no vote



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Notes:



President-Elect

- New USNC/IEC officer position (2005)
 - 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



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Notes:



Members of the USNC/IEC Council*

- The Council membership represents all USNC entities
 - Voting Representatives
 - Officers of the USNC
 - Sixteen (16) representatives proportioned in relation to the total dues revenue from representatives of organizations administering TAGs and/or Secretariats and other funding members
 - Two (2) government representatives
 - Ex-officio (non-voting) representatives
 - Chairs of the Standing Committees
 - President of ANSI
 - Chair of the ANSI International Policy Committee (IPC)



* The terms of reference of the USNC Council are defined in Module II-B of this training program



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Notes:

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More information on the USNC/IEC Council can be found online at the USNC's website (www.ansi.org/usnc).



Members of the USNC/IEC Council Responsibilities

- Develops U.S. positions for the IEC Council and the Council Board
- Sets the policies and monitor the work of the USNC
- Oversees the work of the TMC and other management committees
- Coordinates related conformity assessment issues
- Reviews USNC membership to determine adequate representation and effective participation; recommend changes as necessary
- Appoints officers of the USNC
- Manages programs and adjudicate disputes
- Participates in general activities of the USNC and ensure appropriate U.S. participation in same
- Manages the funds of the USNC and recommend annual budgets to the ANSI Board of Directors
- Coordinates USNC activities with the ANSI International Policy Committee and related groups
- Provides regular reports to the ANSI Board and its Executive Committee and keep all relevant ANSI groups informed of USNC viewpoints on topics of interest



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Notes:



Members of the USNC/IEC Council Election and Terms of Office

- Prospective Council members are nominated by the USNC Nominations Committee and elected by the voting membership of the USNC
 - Submitted for consent by the ANSI Board

- Except for ex-officio members, Individuals elected to the USNC Council serve for a three (3) year term
 - One successive reelection is possible




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Notes:



Members of the Technical Management Committee*

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

- The TMC is comprised of not more than fifteen (15) individuals
 - TMC members are proposed by the USNC voting members
 - Elected by USNC Council

* The terms of reference of the USNC TMC are defined in Module II-B of this training program



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Notes:

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More information on the USNC/IEC Technical Management Committee can be found online at the USNC's website (www.ansi.org/usnc).



Members of the TMC Responsibilities

- Develops U.S. positions for matters before the IEC Standardization Management Board and other regional/international bodies
- Designates Technical Advisors, Deputy Technical Advisors and Technical Advisory Group (TAG) Administrators
- Approves designation or surrender of USNC Secretaries and Assistant Secretaries of IEC Committees
- Concurs with nomination of U.S. chairs for IEC TCs/SCs
- Authorizes invitations to host IEC TC/SC meetings in the U.S.
- Designates TAGs for each IEC technical committee and subcommittee in which the US elects to participate
- Coordinates with USNC conformity assessment committees, as appropriate
- Reports to USNC Council



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Notes:



TMC Member Group Manager

- The TMC designates its members as Group Managers (GMs) for the TAGs of assigned TCs and SCs
 - Technical Advisory Groups (TAGs), TAG Administrators and Technical Advisors (TA) look to their respective GMs for guidance and assistance in the conduct of business



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Notes:



Group Manager Responsibilities

- Serves as a liaison between TCs/SC TAGs and the TMC
- Provides general direction for USNC participation in assigned TAGs
- Provides overall guidance and assistance to the assigned TAs/DTAs, TAG Administrators and TAGs
- Monitors and give assistance for all assigned USNC Secretariats
- Offers recommendations for TAs, U.S. Chairs and Secretaries of IEC committees
- Helps to resolve problems, conflicts and appeals that may arise
- Provides coordination contact for other GMs and their assigned TAGs



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Notes:



Technical Advisor (TA)

- **NOTE:** TA/TAG Administrator responsibilities may vary from TAG to TAG
 - Responsibilities shall be stipulated in the TAG's procedures

- If a TAG does not already exist, recommend an appropriate TAG (subject to approval by the USNC TMC)
 - Provide guidance on the selection of delegates to IEC TCs/SCs
 - Arrange for distribution of IEC documents for use by TAG members
 - Compile comments received from U.S. experts on policy or technical issues coming before the TAG
 - Provide timely distribution of TAG voting position recommendations to the USNC
 - Distribute/post Working Group documents



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Notes:



Technical Advisor Responsibilities (continued)

- 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 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 work
 - immediately raise any topics of interest or concern
 - provide annual reports



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Notes:



Technical Advisor Appointment Process and Term of Office

- Appointed by the USNC TMC
 - Four-year term for each IEC TC/SC on which the USNC elects to be a “P” Member
 - Eligible for reappointment
 - Two-year term for newly formed TC/SC
 - Eligible for reappointment as a four-year term



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Notes:



Deputy Technical Advisor (DTA)

- One or more Deputy Technical Advisors (DTA) may be appointed by the USNC TMC
 - Responsibilities
 - Works in concurrence with the TA / TAG Administrator
 - May attend meetings of the USNC TMC and participate as appropriate
 - Appointment Process and Term of Office
 - Term of office concurrent with TA



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Notes:



Technical Advisory Groups

- For each IEC TC and SC on which the USNC is a “P” (Participating) or “O” (Observer) member, there shall be a U.S. Technical Advisory Group*

* U.S. Technical Advisory Groups (TAGs) are defined in Module II-B of this training program



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Notes:



TAG Chairman Responsibilities

- The TA may serve as the chairman of a U.S. TAG
- A chairman may also be appointed by the TA from the individual members of the TAG, subject to approval by a majority vote of the TAG



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Notes:



TAG Administrators

- TAG Administrators are designated by the USNC TMC
 - Support Technical Advisor (TA) in management of TAG
 - TAG meetings, document management and distribution, records, rosters, minutes and voting results
 - In general, a TAG Administrator is designated to
 - Support the TA in organizing and maintaining the TAG
 - Provide for administrative services, including arrangements for TAG meetings, document distribution and record keeping, preparations of minutes and voting results, etc.
 - Transmit U.S. positions on relevant IEC TC/SC issues and votes to the USNC Office
 - Work to maintain the viability of the USNC TAG Participation Fee program



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Notes:

DID YOU KNOW . . . ?

TA/TAG Administrator responsibilities may vary from TAG to TAG, but the responsibilities shall always be clearly stipulated in the TAG's procedures.



TAG Administrators Appointment Process and Terms of Office

- TAG Administrators are designated by the USNC TMC
 - No term of office is defined



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Notes:



TAG Member

- Any U. S. national interested parties directly and materially affected by the work of the TC/SC 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 \$275 is required 



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DID YOU KNOW . . . ?

Additional information about the USNC TAG fees and funding program can be found in Module II-B.



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 U.S. TAGs so that consistent positions will be taken when official voting is required



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Notes:



Internet resources: International



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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Notes:



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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 - Program Director and USNC General Secretary
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- **Elizabeth Pomales**
 - Appointment of USNC Experts on IEC Working Groups
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Contact Information



United States
National Committee
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USNC of the IEC

American National Standards Institute

25 West 43rd Street

Fourth Floor

New York, NY 10036

Tel: 212.642.4900

Fax: 212.398.0023

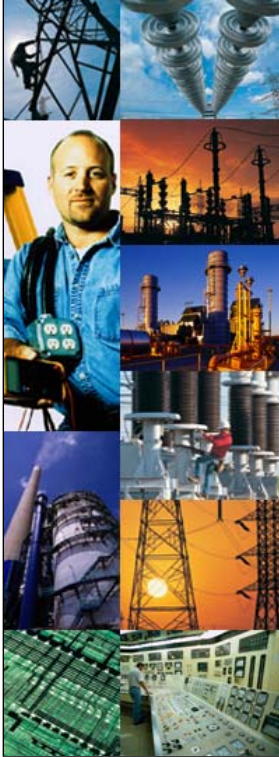
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Module III-B Complete.

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