



Consejo de Armonización de Normas Electrotécnicas de las Naciones de las Américas
Council for Harmonization of Electrotechnical Standards of the Nations of the Americas

MINUTES: CANENA THC/THSC Secretaries Meeting

PLACE OF MEETING: NEMA Headquarters and by Teleconference

DATE & TIME: Friday, January 4, 2008
10:00 AM - 4:00 PM EST

PARTICIPANTS:

Vince Baclawski	NEMA
Sonya Bird	Underwriters Laboratories Inc.
Alex Boesenberg	NEMA
Bill Buckson	NEMA
Duane Brown	AHRI
John Collins	NEMA
Luis Ivan Hernandez	ANCE
Mike Leibowitz	NEMA
Tim McNeive	Thomas & Betts Corp. and CANENA Council Immediate Past President (Via Teleconference for Agenda Item 6)
Andrei Moldoveanu	NEMA
Paul Orr	NEMA
Eric Schweitzer	NEMA
Joel Solis	NEMA (Via Teleconference)
Gerard Winstanley	NEMA

Presiding Officer : John Collins, CANENA Secretary General

- 1. INTRODUCTION , WELCOME and OPENING ANNOUNCEMENTS** – The meeting commenced at 10:03 AM. Mr. Collins welcomed the participants and explained the purposes of the meeting. The meeting was primarily intended to serve as a preparation for the CANENA Annual General Meetings to be held from March 4-6, 2008.
- 2. ROLE CALL OF PARTICIPANTS** – The Secretary General conducted a role call of both the meeting room participants and those who participated via teleconference.

3. APPROVAL OF MINUTES AND AGENDA

The minutes of the previous meeting held on January 4, 2007 were considered approved since no changes were recommended within 60 days of their publication. The agenda for this meeting was approved as written.

4. OVERVIEW OF THE MEETING – The Secretary General provided a brief overview of the principal meeting topics to be discussed. The principal meeting topics are listed as follows:

CANENA Letter on Council Membership and THC/THSC Annual Reports

Preparations for March 2008 CANENA Annual General Meetings in Cancun, Quintana Roo, Mexico

- 4.3 Plans for 2008 THC/THSC Meetings
- 4.4 Review of CANENA Databases, Project Issues, Reports and Rosters
- 4.5 CANENA THC/THSC Case Studies for Presentation at CANENA AGM
- 4.6 Strategic View for 2008
- 4.7 Fiscal Outlook for 2008 and Beyond
- 4.8 Feedback from THC/THSC Secretaries
- 4.9 SDO Harmonization Procedures, Proposed Changes and Inputs Needed
- 4.10 SDO Training for THC/THSC Secretaries

5. CANENA Letter – Subject: CANENA Membership Requirements and Administrative Support– Review of Principal Issues Relevant to Secretaries – John Collins reviewed several important CANENA issues from a letter that had been sent to the CANENA THC/THSC Secretaries in early 2007, which contained issues of continuing interest and importance.

- 5.1 Council Membership Issues –The long term health of the CANENA harmonization effort necessitates that THC/THSC members be CANENA Council dues-paying members in good standing. Working Groups were established within CANENA as a means of accomplishing short duration projects. Projects that are not of short duration should become assigned to THCs or THSCs, and members of these entities should become CANENA Council dues-paying members. Reliance on the THC/THSC Secretaries for assistance in this area is essential. It was reiterated that the Secretaries should discuss membership in CANENA at their meetings and resolve the true organizational structures within these groups. Efforts are continuing to improve the membership database as well as the project lists and status portrayals of projects.

- 5.2 Value and Importance of THC/THSC Annual Reports – The value and importance of the THC/THSC Annual Reports were once again stressed. These reports provide important elements of measuring forward progress in CANENA’s harmonization efforts and serve as an essential communications tool that provides the CANENA ExCo with a view of the vitality of Council activities and which also identifies specific information regarding areas that might need improvement.

6. Preparations for March 2008 CANENA Annual General Meetings

- 6.1 An overview of currently scheduled meetings and events was presented as listed below:

- 6.1.1 CANENA ExCo Meeting: Tuesday, March 4, 2008, 1:30-4:30 PM Local Time
 - 6.1.2 CANENA Members Forum: Wednesday, March 5, 2008, 9:00 AM – 1:00 PM Local Time
 - 6.1.3 CANENA Council Meeting: Thursday, March 6, 2008, 9:00 AM – 5:00 PM Local Time
 - 6.1.4 CANENA THC/THSC Meetings: Four THC/THSCs are planning to hold meetings.
 - 6.1.5 CANENA THC/THSC Meetings: The Secretary General also requested information from the THC/THSC secretaries regarding any other planned THC or THSC meetings to be held in Cancun during the CANENA AGM week.
- 6.2 Meeting Facilities at the Omni Hotel in Cancun: Information regarding meeting facilities can be obtained either from the website identified below or through direct contact with the hotel as detailed in the e-mail from Deborah Preston of EFC, the CANENA Registrar, of Friday, 12/18/07 at 10:10 AM, which contains Meeting Notice, Pre-Registration and Room Reservation Information. Note: Room reservation cutoff has been extended from January 31, 2008 until February 7, 2008.

6.2.1 Information Website at:
<http://www.omnihotels.com/FindAHotel/CancunHotelAndVillas.aspx>

6.2.2 THC or THSC Meeting arrangements should be made by respective secretaries directly with Luis Ivan Hernandez at ANCE, with cc to Secretary General. Note: THCs and THSCs are responsible for paying their own support bills to the hotel when invoiced for meeting costs associated with

THC/THSC meetings at the hotel that are not otherwise covered in the all-inclusive arrangements for meals.

6.2.3 CANENA AGM Registration Rules – Individuals are responsible for making their own lodging reservations and paying their own out-of-pocket expenses. Pre-Meeting advance registration is available using the pre-registration form posted on the CANENA website at <http://www.canena.org/canena/meetings.html> and follow the instructions on the form. Mexican members should send their advance registration forms to Luis Ivan Hernandez at ANCE . Onsite meeting registration services will also be available.

6.3 Other issues from THC/THSC Chairs – None raised.

7. Review of CANENA Databases, Project Lists and Annual Reports

The Secretary General then reviewed with the Secretaries the list of items that may need updating in each of their areas of responsibility. These included:

- 7.1 The CANENA Website: <http://www.canena.org>
 - 7.1.1 **Committee Directory:** Is the list of Committees up to date?
 - 7.1.2 Committee Directory Data: Are the identified **Chairs/Secretaries/Scopes/Referenced Standards** up to date?
 - 7.1.3 **CANENA Projects:** Are project titles, scopes and descriptions current? Are projects listed hotlinked into the CSA website data base, and is the project status info in the CSA database current?
 - 7.1.4 **CANENA Project Initiation:** Procedures for starting a project and Secretary General's review of projects approved for start up in 2007-2008. Secretaries were reminded about the use of the interactive CANENA Project Initiation Form found on the CANENA website at <http://www.canena.org/canena/canenaprojectrequest.html> This form should be used when requesting the start of a new CANENA project. Liaison with the SDOs involved is also strongly recommended. Industry support from participating countries is also an essential element. The Secretary General reminded the Secretaries that the CANENA ExCo had empowered him in 2006 to approve the commencement of a new project once documentation had been submitted and evidence of industry support and SDO participation has

been obtained. The Secretary General identified the projects requested in 2007 that were approved and several other projects which are pending approval:

- 7.1.5 **CANENA Projects Involving IEC Harmonization:** Items to consider. These items are being addressed in a THC 17 Working Group supported by Bill Buckson. The Working Group is nearing completion of its efforts and will be making final recommendations in this area to the ExCo for consideration and approval for future CANENA projects involving IEC harmonization.
- 7.1.6 **CANENA Database:** The link to enter the CANENA database is found in the center of the globe on the CANENA website. The Secretary General reported that the database formerly maintained by NEMA had been removed from the website and that the remaining database information, which is more current and complete, is reachable by hotlinks from the CANENA website to the CANENA Corner database maintained by the Canadian Standards Association. There still remains some outdated information in this database, however. Secretaries were asked to update the items for which they are individually responsible via liaison with their CSA counterparts associated with each harmonization project.
- 7.1.7 **Annual Reports:** Reminder about the submission of annual THC/THSC reports.
Action: THC/THSC Annual Reports will be due on Friday, February 15, 2008. Secretaries should submit their THC/THSC Annual Reports by close of business on that date.
- 7.1.8 **THC/THSC Rosters:** It was requested that all Secretaries provide the Secretary General with up-to-date rosters so that the NEMALINK database can be made current.
Actions: THC and THSC Secretaries are requested to complete the above reviews and provide changes/updates on each of these items by Friday, February 15, 2008. Particular attention should be given to the submission of Annual THC/THSC reports and updated THC/THSC rosters.

- 8. **STRATEGIC VIEW FOR 2008** – Tim McNeive provided an update via teleconference which focused on member survey results, the upcoming 2008 AGM and their value and significance to CANENA, and also discussed opportunities for CANENA via the NEMA Outreach Program to various nations of Central America, South America and the Caribbean (**Exhibit 1**). John Collins, CANENA Secretary General, provided a strategic overview

summary presentation which included benefits of CANENA Council membership, discussion of CANENA the 2008 CANENA AGM Theme: the Cooperation and Communications effort, work being accomplished by CANENA Task Forces, etc., (**Exhibit 2**).

9. CANENA NEW PROJECTS APPROVED AND PENDING APPROVAL –

John Collins provided a list of new CANENA harmonization projects that have been either approved for processing via THCs or THSCs, or are otherwise pending approval. A listing of these projects is contained in (**Exhibit 3**).

Actions: THC and THSC Secretaries are requested to complete actions necessary for projects that are pending approval on each of these items in (**Exhibit 3**) and provide updated information in their annual THC/THSC reports by Friday, February 15, 2008. Particular attention should be given to the coverage of current THC/THSC activities in these annual THC/THSC reports as well as to provide updated THC/THSC rosters to the CANENA Secretary General and to the Registrar.

10. SDO Matters – SDO representatives were provided an opportunity to discuss any further items of interest and importance to the Secretaries

- 10.1 Re ANCE – No additional items to discuss.
- 10.2 Re CSA – No additional items to discuss.
- 10.3 Re UL – No additional items to discuss.

The majority of questions raised for SDOs were covered later in the meeting during the SDO Training which was conducted during the afternoon session. The following were several items which the SDOs requested information from the THC/THSC Secretaries.

11. THC Case Studies – Mr. Collins reviewed what is needed for the case studies to be presented at the CANENA AGM in Cancun. These case studies are to be presented at the CANENA Members Forum meeting on March 5, 2008. The basic requirements for the case studies include a report of significant developments, a description of how the committees or subcommittees have been reconstituted or organized, and a summary of any significant lessons learned or best practices that have been gleaned from their harmonization experiences.

12. SDO Training -- SDO Training was conducted during the afternoon session by Sonya Bird of UL and Luis Ivan Hernandez of ANCE. This training provided a valuable supplement to the meeting content and was designed to inform the CANENA Secretaries with the latest information on the harmonization process within CANENA and how the revision cycles of the three principal SDOs fit together when either binational or trinational standards are processed or revised.

A. SDO Training Topics – Harmonization Procedures and Training for Secretaries –Topics covered included:

- Harmonization Procedures
- Comparison Document
- Revision Cycle Document
- Ongoing Role of THC/THSC for Standards Maintenance
- Resources Available Online
- Separation of NEMA Technical Committee and CANENA THC/THSC
- Role of THC/THSC Secretary – responsibilities for editing and cleaning up the draft and to use the proper format.

Sonya Bird and Luis Ivan Hernandez reviewed each of these items, encouraging input from the attendees so that improvements can be made where necessary in areas that require further attention.

13. OTHER BUSINESS

13.1 Items from THC/THSC Secretaries not otherwise covered – Timetables for harmonized standards maintenance work were discussed with the SDOs. These timetables may vary somewhat, depending on the nature and extent of standards maintenance work to be undertaken.

14. ADJOURNMENT – There being no further business, the meeting was adjourned at 3:45 PM. No firm date was established for a follow on meeting. However, the next annual CANENA Secretaries Meeting will likely take place on Thursday, January 8, 2009 at NEMA Headquarters, if circumstances permit. The need for further similar meetings will be determined on an annual basis.

Reported by,

John P. Collins, Jr.
January 18, 2008

EXHIBITS: 1-3

Reviewed by Counsel