



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

November 16, 2018

## **CANENA EXECUTIVE COMMITTEE MEETING MINUTES**

MEETING: CANENA ExCo

PLACE OF MEETING: CANAME  
Enrique Ibsen 13  
Polanco, Miguel Hidalgo  
Ciudad de México, CP 11560  
México

DATE: October 30-31, 2018  
8:00 AM – 5:00 PM

### **VOTING MEMBERS PRESENT:**

Yarza, Julian .....Hubbell de México—Council President  
Letea, Leonard .....CSA—Treasurer  
Benjamin, Guy .....Thomas & Betts—VP Canada  
Steinman, Greg .....Thomas & Betts—VP USA  
Harris, Donald .....Northern Cables—Member-at-Large Canada  
Rosales, Juan .....Mabe México—VP México\*  
Ricárdez Barberá, Jesús .....Nacional de Conductores—Member-at-Large Mexico

### **VOTING MEMBERS ABSENT:**

Mercier, Dave .....Southwire—Past President Canada  
Ulemek, Svetlana .....BURNDY LLC—Member-at-Large USA

### **NON-VOTING MEMBERS PRESENT:**

Davis, Valara .....UL—SDO Representative & Audit Committee Chair  
Hernandez, Luis Ivan .....ANCE—SDO Representative  
Wilson, Michael .....CSA—SDO Representative  
McIntyre, Rob .....EFC—Registrar\*\*  
Nava, Rafael .....Mabe México—Ambassador-at-Large  
Solis, Joel .....NEMA—Secretary General

PRESIDING OFFICER: Julian Yarza

\* -present first day

\*\* -present fist day by conference call

## **1.0 ADMINISTRATION**

### **1.1 Welcome Members and Guest**

Council President Julian Yarza called the meeting to order at approximately 8:00 AM.

### **1.2 Quorum Determination**

The committee consists of nine (9) voting members, requiring at least five (5) members to be present in order to constitute a quorum to conduct business.

**ACTION:** Quorum determination.

Of the nine (9) voting members, seven (7) were present constituting a quorum to conduct business.

### **1.3 Review of Antitrust & Meeting Guidelines**

Secretary General Joel Solis provided an overview of the antitrust & meeting guidelines.

### **1.4 Agenda Review and Approval**

**ACTION:** To review and approve the agenda.

A motion was made by Greg Steinman, seconded by Guy Benjamin, and

**VOTED:** To revise the agenda as follows:

1.7 National CANENA Caucus Meeting Agenda: Discussion of common elements

2.3 IRS Filing Approval Process: Process for approving IRS filings

3.3 Transition of Treasurer Role: Reporting on members-in-good standing

5.9 CANENA THC23A, Cable Ties: Clarification of voting rules

12.1 2018 Annual CANENA Report

15.1 Other Business: NFPA 70E Collaboration

### **1.5 Approval of Minutes**

The draft minutes from the May 31, 2018 ExCo meeting was circulated to members on July 26, 2018 for review and comments by August 16, 2018. If no corrections are received, the minutes will be considered approved as presented.



**Discussion:** The Secretary General reported that no corrections to the May 31, 2018 meeting minutes were submitted and have been approved as originally circulated.

## **1.6 Voting Members Status of the Executive Committee for 2018-2019**

**3.2** The Council shall elect the President, the Treasurer, and the country Members-At-Large (See 4.1). The term of office shall span two successive Ordinary Council meetings. They may be re-elected for not more than two successive terms. Newly elected officers shall take office on the first day of the month following the Council meeting at which they were elected.

**President:** Mr. Julian Yarza will complete the second year of his first term following the conclusion of the 2019 AGM.

**Discussion:** President Yarza indicated his willingness to stand for a second and final term.

**Treasurer:** Mr. Leonard Letea will complete the second year of his first term following the conclusion of the 2019 AGM.

**Discussion:** Treasurer Letea indicated that his willingness to stand for a second and final term would depend on receiving corporate approval which he anticipates will be very soon.

### **Member-at-Large:**

**CANADA:** Mr. Donald Harris will complete the second year of his first term following the conclusion of the 2019 AGM.

**Discussion:** Member-at-Large Don Harris indicated he is willing to stand for a second and final term.

**Mexico:** Mr. Jesus Martin Ricardez Barbera will complete the second year of his first term following the conclusion of the 2019 AGM.

**Discussion:** Member-at-Large Ricardez indicated he is willing to standard for a second and final term.

**United States:** Ms. Svetlana Ulemek will complete the first year of year of her first term following the conclusion of the 2019 AGM.

**ACTION:** To recommend nominations for the 2019-2020 term of office for Counsel approval at the 2019 Council meeting.

A motion was made by President Yarza, seconded by Greg Steinman, and

**VOTED:** To recommend the 2019-2020 slate of candidates at the 2019 Council Business meeting understanding that the Treasurer position will be clarified in the next few days.

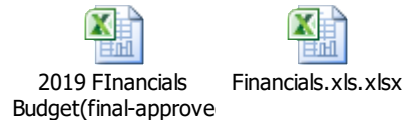
## 1.7 National CANENA Caucus Meeting Agenda

**Discussion:** It was agreed for each National CANENA Caucus to consider the 2019-2020 slate of candidates for approval at the 2019 Council Business meeting.

## 2.0 TREASURER'S REPORT

### 2.1 CANENA Treasurer's Report

**ACTION:** For Treasurer Leonard Letea to report on the status of the 2018 Financials.



**Discussion:** Treasurer Letea reported that the end of year forecast for the 2018 budget is that expenses will exceed \$20,000. It was noted that NEMA Communication Services had not invoiced CANENA for \$10,000 for services rendered.

**ACTION:** For the Secretary to follow up with NEMA regarding the \$10,000.00 for communication services in March 31, 2018 through April 1, 2019.

In reviewing the income statement for 2018 Company memberships, it was noted that ANCE's payment included CANAME and individual memberships. Funds are transferred from ANCE to CANENA's account in a single transaction. When the transfer occurs, an email is sent to EFC's Linda Chen and Philip Lefrancq which itemizes how the funds are to be reported in the CANENA Financials.

**ACTION:** For the Treasurer to follow-up with EFC to have the ANCE's 2018 membership payment itemize in the financial report so that it is accurately reported.

A motion was made by Don Harris, seconded by Leonard Letea, and

**VOTED:** To approve the 2018 financial report up to the month of September as reported with an updated report to be provided with the meeting minutes.

### 2.2 Audit Committee Report

**ACTION:** To receive a report from Audit Committee Chair Valara Davis.

**Note:** Discussion of the Proposed 2019 CANENA Budget to follow discussion of agenda item 3.0, 2019 Controller/Registrar Services.

**Discussion:** Audit Committee Chair Valara Davis reported having reviewed the financials and 2019 proposed budget documents. The next meeting of the committee is scheduled to occur prior to the February 2019 ExCo meeting.

### **2.3 IRS 990 EZ Filing and Approval Process**

**Discussion:** The Secretary reported that NEMA's accounting department has drafted the 2017 CANENA 990EZ form for filing with the IRS by November 15, 2018 using the end of year financial report revised February 14, 2018. The draft 990EZ was circulated to the President, Vice-Presidents, Treasurer and Controller for consideration of approval at this meeting. Regarding approval, he noted that the annual filing is a new obligation placed on the committee and so it needs to establish a process for approving it. As a suggestion, the Secretary asked that the approval body for future IRS filings to be by the President, Past-President, Treasurer, Controller and General Secretary. Regular IRS filings would then be reported to the committee at a regularly scheduled meeting. A motion was made by Guy Benjamin, seconded by Don Harris, and

**VOTED:** To approve the 2017 IRS filing with suggestions to rephrase responses in Section III of the filing to better address CANENA's mission.

Regarding the approval process for regular IRS filings, a motion was made by Guy Benjamin, seconded by Don Harris, and

**VOTED:** For the approval process for regular IRS filings to be by President, Past-President, Treasurer, Controller and General Secretary. Following approval, a concise report will be presented to the full ExCo.

## **3.0 2019 CONTROLLER/REGISTRAR SERVICES**

### **3.1 Proposal to Separate Controller and Registrar Services**

On May 25, 2018, EFC Vice President Robert (Rob) McIntyre wrote to CANENA President, Julian Yarza, proposing to separate the Registrar and Controller function which would allow for Canada, Mexico and United States to contribute to the operation of CANENA, see EFC letter dated May 25, 2018 address to Mr. Julian Yarza, President, in regards to "Controllershship / Registrar Functions within CANENA.": At the May 31, 2018 ExCo meeting, the committee was supportive of the proposal. The committee is therefor asked to consider EFC's proposal to separate the Registrar and Controller

function. If approved, to determine whether the CANENA By-Laws will need to be updated.

**ACTION:** To approve EFC's May 25, 2018 proposal to separate the Registrar and Controller function, allowing for Canada, Mexico and United States to contribute to the day-to-day operation of CANENA.



EFC

Proposal-Separate Se

**Discussion:** The committee agreed to separate the registrar and controller functions, with ANCE to be responsible for the registrar function and EFC to be responsible for the controller function. A motion was made by Guy Benjamin, seconded by Juan Rosales, and

**VOTED:** To move to a balance approach to administering CANENA's three main administrative functions, i.e., Secretariat, Registrar and Controller, where Canada, Mexico and the United States would retain responsibility for one of the administrative functions. The United States would be awarded the Secretariat function, EFC the Controller function and ANCE the Registrar function with implementation to start on January 1, 2019.

### 3.1.1 Review the scope and duties of the CANENA Controller Function



181011 CANENA  
Controller Function.pr

**Discussion:** The committee proceeded to review EFC's proposed scope of duties for the CANENA Controller function, see Section 4 of EFC's letter dated October 11, 2018 to Mr. Julian Yarza addressing the "CANENA Controller Function", to determine if any changes are warranted to the CANENA By-Laws, last revised on March 23, 2018, in regards to clause 4.9, Controller. Following the review, it was decided that the proposed scope of duties being proposed by EFC is consistent with clause 4.9 of the By-Laws and as such did not warrant any changes.

### 3.1.2 Consideration of EFC's Proposed "CANENA Controller Function"

**Discussion:** The committee proceeded to review the remainder of EFC's letter dated October 11, 2018 to Mr. Julian Yarza addressing the "CANENA Controller Function". Regarding proposal 1, the committee agreed that: "EFC will continue until 31 December 2018 performing both the Controller and Registrar functions on behalf of CANENA. The EFC invoice to provide these services for the year 2018 has been presented to CANENA and settled in full."

Regarding proposal 2, the committee agreed that: “Effective 01 January 2019 the duties of Registrar are relinquished by EFC and turned over to another party as directed by the CANENA Executive Committee.”

Regarding proposal 3, the committee did not agree that: “EFC will retain the responsibility to continue performing the duties of Controller on behalf of CANENA subject to any final revision and acceptance of this proposal. The final terms of this proposal will be contained in a Memorandum of Understanding (MOU) to be duly executed by CANENA and EFC for the year 2019 and thereafter.”

The committee then discussed the need to determine a period for reviewing and revising MOUs for the administrative functions. A suggestion was to review the MOUs annually, around the June timeframe as part of regularly scheduled committee meeting, to decide on whether to continue with the agreement.

A motion was made by Greg Steinman, seconded by Guy Benjamin, and

**VOTED:** To form a Controller/Registrar Task Group to prepare an MOU with EFC (see attached proposed draft) in regards to the Controller function and one with ANCE regarding the Registrar function, to determine if any changes to the By-Laws will be required and report back with its proposed MOUs and By-Laws changes to the ExCo by the end of the year. The Task Group is to consist of Guy Benjamin, Rob McIntyre, Leonard Letea, Luis Ivan Hernandez and Joel Solis with Guy Benjamin serving as Chair.



150224 MOU  
CANENA - EFC.pdf



181009 DRAFT MOU  
CANENA - EFC.pdf

Regarding proposal 5-7, the committee agreed to the following:

- “5. EFC will provide the scope of service for annual fee for service of \$5,000.00 USD for the 2019 Fiscal Year of the CANENA Corporation.
6. The annual fee for service will be reviewed and agreed upon annually by EFC and CANENA Executive Committee.
7. EFC recommends to the CANENA Executive Committee that the bylaws of the Corporation be updated to reflect the final agreed to version of the scope of the CANENA Controller duties.”

### **3.1.3 2019 REGISTER & CONTROLLER SERVICES**

At the February ExCo meeting, a task group was formed consisting of Rafa Nava, Juan Rosales, Louis Ivan Hernandez, Rob McIntyre, Don Harris, Guy Benjamin and Joel Solis to work with ANCE to develop a proposal for providing Registrar and Controller services. The task group convened a meeting on May 25, 2018. An outcome of the meeting was for ANCE to present its proposal in the form of an MOU for providing Registrar, Controller and Secretarial Assistance for an annual fee of \$10,000.00 USD starting on January 1, 2019.

**ACTION:** To consider the ANCE proposal for approval.



2018May17\_CANEN  
A ExCo TF Registrar :

**Discussion:** At the May 31 meeting, it was agreed to table discussion of the ANCE proposal until this meeting where revised proposals from EFC and ANCE are to be considered. With the acceptance of the EFC proposal under item 3.1.2, there is agreement to separate the Registrar and Controller function, allowing for Canada, Mexico and United States to contribute to the day-to-day operation of CANENA rendering further discussion of the ANCE proposal irrelevant.

### **3.2 Transition of the Registrar Role**

**Discussion:** There was general agreement to support a transition period to ensure an orderly transition of the Registrar role from EFC to ANCE. The committee expressed its expectation that the roster of CANEMA members in good standing would to be kept up-to-date on the CANENA website on a quarterly basis, at a minimum.

### **4.0 2019 CANENA Budget and Fee Structure**

**ACTION:** To approve the 2019 CANENA Budget and Fee Structure.



CANENA Operations Activity (Oct. 31, 2018)	2017 Closeout	Budget 2018	2018 EOY Forecast	Proposed 2019 Budget
	\$ US	\$ US	\$ US	\$ US
<b>Reserve Fund - Beginning of Year</b>	<b>97,641</b>	<b>85,098</b>	<b>85,098</b>	<b>64,744</b>
<b>INCOME</b>				
Individual memberships	14,965	15,575	16,905	15,000
Company memberships	1,750		1,750	2,500
	0		1,750	2,500
	2,500		0	0
	2,500		0	0
	1,750		2,500	3,500
	1,735		1,735	2,500
	2,500		2,500	3,500
	<b>12,735</b>	<b>10,000</b>	<b>10,235</b>	<b>14,500</b>
Association memberships	2,500		2,500	3,500
	2,500		2,500	3,500
	2,500		2,500	3,500
	2,500		2,500	3,500
	0		2,500	3,500
	<b>10,000</b>	<b>10,250</b>	<b>12,500</b>	<b>17,500</b>
Total membership	<b>37,700</b>		<b>39,640</b>	<b>47,000</b>
Annual General Meeting	12,950	13,000	17,122	15,760
	6,500	0	7,000	7,000
Total Meeting	<b>19,450</b>		<b>24,122</b>	<b>22,760</b>
<b>Total Income</b>	<b>57,150</b>	<b>48,825</b>	<b>63,762</b>	<b>69,760</b>
<b>EXPENSES</b>				
AGM expenses	40,717	40,000	49,740	25,000
CVENT	2,192	2,100	3,867	4,000
Credit card and bank services charges	1,934	1,700	2,426	2,800
Controller services provided by EFC	8,000	8,000	8,000	5,000
Registrar services provided by ANCE				5,000
Secretariat expenses by NEMA	16,000	7,800	7,800	7,800
Insurance	0		984	984
CANENA ExCo meeting in Mexico	0		1,300	0
NEMA Communication services		10,000	10,000	10,000
Miscellaneous	850		0	0
<b>Total Expenses</b>	<b>69,693</b>	<b>69,600</b>	<b>84,117</b>	<b>60,584</b>
<b>Current year surplus/(deficit)</b>	<b>-12,543</b>	<b>-20,775</b>	<b>-20,354</b>	<b>9,176</b>
<b>Reserve Fund at End of Period</b>	<b>85,098</b>	<b>64,323</b>	<b>64,744</b>	<b>73,920</b>

**Discussion:** With the committee's approval of a balance approach to administering CANENA's three main administrative functions, Treasure Letea was able to present a proposed 2019 CANENA Budget and Fee Structure during the meeting. After a brief discussion, a motion was made by Leonard Letea, seconded by Juan Rosales, and

**VOTED:** To approve the proposed 2019 CANENA Budget and Fee Structure.



2019 CANENA  
Budget Fee Structure

## 5.0 SECRETARY GENERAL'S REPORT

## 5.1 Timeline Review

**ACTION:** To review the ExCo Timeline and revise as necessary.



CANENA ExCo  
Timelines(2017-18).docx

**Discussion:** The Secretary provided a brief overview of the ExCo timelines.

## 5.2 IRS Update

### a) Request for Tax Exempt Status

As background, the Secretary reported last February meeting, that the request to open a US bank account for CANENA required obtaining an employer identification number (EIN). An EIN is needed to identify CANENA as a business account for filing tax returns and associated reporting and was obtained on April 10, 2017. In obtaining an EIN, it raised the question of whether CANENA continues to hold tax-exempt status. A Form 1024, Application for Recognition of Exemption under Section 501(a), and a Form 8718, User Fee for Exempt Organization Determination Letter Request, were filled out and submitted to the IRS on November 13, 2017. On May 22, 2018, the IRS responded that it has determined that CANENA is exempt from federal income tax under IRC, Section 501 (c) (6) as of November 13, 2017, see attachment. The response requires CANENA to file Form 990-EZ on an annual basis, starting with 2017 returns. An application for automatic extension for filing a 2017 tax return was filed with the IRS, giving CANENA up to November 15<sup>th</sup>, 2018 to file its 2017 990-EZ.



ExCo-1803-INF-IRS  
Determination of Exe

**Discussion:** The Secretary reported that under item 2.3, *IRS 990 EZ Filing and Approval Process*, the committee approved the filing of CANENA's 2017 990-EZ tax return, thereby maintaining tax-exempt status under Internal Revenue Code 501 (c) (6).

### b) OFAC Compliance

Compliance with the Office of Foreign Assets Control (OFAC) concerns the disbursement of funds to organizations designated by the U.S. Department of the Treasury as specially designated nationals and blocked persons. Operationally this means that CANENA agrees to check that the person or organization it is dealing with is not on the OFAC list, that CANENA join the OFAC e-mail subscription service, that CANENA not violate economic sanctions administered by OFAC and to obtain licenses and registrations when necessary with OFAC.

In regards to the issuance of grants, it is not something CANENA has ever engaged in nor has it ever discussed.

CANENA's Comptroller and Treasurer have been advised of the IRS's compliance requirements. Since the Treasurer and Secretary can authorize the Comptroller to make payments, the thought is that the one responsible for assuring OFAC compliance would be the Comptroller. Unknown is whether this is something the Comptroller is already performing. If not, is it something the Comptroller should be tasked to start doing for CANENA? An alternative is for Treasurer and the Secretary to perform OFAC compliance when looking to disperse funds.

**ACTION:** How does the Committee wish to proceed?

**Discussion:** The committee asked the Secretary General to inquire with NEMA regarding its process for OFAC compliance and to determine the level of effort required to search the OFAC database. It was noted that there are few options for executing the task between the Controller, Treasurer and Secretary General.

**ACTION:** For the Secretary to provide an update.

**Discussion:** The Secretary reported having registered to automatically receive the Office of Foreign Assets Control (OFAC) Recent Actions updates for the U.S. Department of the Treasury. On the question of level of effort required, the Secretary noted that updates are issued weekly, requiring 15 minutes to review any changes in regards to the US, Canada and Mexico.

### 5.3 CANENA Procedures and Policies

#### a. Legal Compliance Program

CANENA's Legal Compliance Program is a statement of principles and procedures that govern CANENA's directors, officers and employees in the performance of their duties. Approval shall be by country with each country having one vote which shall be cast by the CANENA country Vice-President, or the designated alternate. A two-thirds affirmative vote shall be required for passage.

**ACTION:** To approve CANENA's Legal Compliance Program.

Once approved, the policy will be posted to the CANENA website, under "About CANENA".

**Discussion:** The committee reviewed the draft Legal Compliance Program line by line. During the review, several edits were made.

**ACTION:** For the Secretary to coordinate the changes with NEMA's legal counsel and then issue a letter ballot to the committee to approve the revised Legal Compliance Program.

**Note:** The revised Legal Compliance Program dated November 2018 was ballot to the voting ExCo members on November 15<sup>th</sup> with a close date of Friday, Nov 30 2018.



2018Nov\_CANENA  
Legal Compliance Pro

## **b. Record Retention Policy**

This policy is intended to guide CANENA staff in making decisions on specific types of documents. Approval shall be by country with each country having one vote which shall be cast by the CANENA country Vice-President, or the designated alternate. A two-thirds affirmative vote shall be required for passage.

**ACTION:** To approve CANENA's Record Retention Policy.



ExCo1805dv-Record  
Retention Policy.pdf

Once approved, the policy will be posted to the CANENA website, under "About CANENA".

**Discussion:** The committee reviewed the draft Record Retention Policy line by line. A motion was made by Greg Steinman, seconded by Guy Benjamin, and

**VOTED:** To approve the CANENA Record Retention Policy dated June 2018.

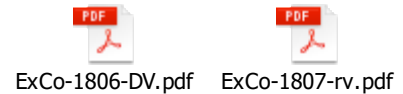
## **c. By-Laws Revision**

**(ExCo/1805/DV & ExCo/1807/RV)**

At the February 2017 ExCo meeting, the committee approved balloting a revision to the November 1, 2017 CANENA By-Laws to incorporate a new 4.9, Controller. The proposal clarifies the delineation between the Registrar and Controllershship/Accounting functions. If approved, the ExCo is asked to revisit and update the MOU between EFC and CANENA.

Voting on amendments to the By-laws, liaisons, major policy issues or such other issues as determined by the Council shall be by country with each country having one vote which shall be cast by the CANENA country Vice-President, or the designated alternate. A two-thirds affirmative vote shall be required for passage. The ballot closed on March 23, 2018 with unanimous approval.

**ACTION:** To note the approval of the March 23, 2018 edition of the CANENA By-Laws and for the President and Secretary General to certify copy.



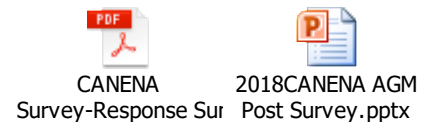
**Note:** The revised by-laws have been posted to the CANENA website, under “About CANENA”.

**Discussion:** The President and Secretary certified the March 23, 2018 edition of the CANENA By-Laws.

#### 5.4 2018 CANENA AGM Post Survey

The 2018 CANENA AGM Post Survey was conducted to obtain feedback from Council members and to receive recommendations for improvement. The Planning Committee devoted its first two meetings to reviewing and discussing the survey results. An outcome was to separate the comments into two buckets, one for the Planning Committee to deal with and the other for the ExCo to deal with.

**ACTION:** Determine how the ExCo would like to proceed and reach a decision on annual versus biannual general meetings.



**Discussion:** The Secretary provided an overview of the 2018 CANENA AGM post survey results. Members then discussed the pros and cons of holding the AGM every other year in Mexico. A motion was made by Juan Rosales, seconded by Greg Steinman, and

**VOTED:** To hold the AGM every odd year in Mexico and for even years, to hold the Council meeting by web conferencing.

#### 5.5 NEMA Communication Services Statement of Work

NEMA’s Senior Director of Communications, Ms. Tracy Cullen, has prepared two statements of works (SOWs) for providing CANENA with communications and marketing support for the period of February 2019 through March 2022. One SOW assumes CANENA will hold annual general meetings while the alternate SOW assumes biannual general meetings. Each SOW is for a three year commitment.

##### SOW - Annual General Meeting

The annual marketing SOW provides 60 hours at the fix NEMA rate and up to 35 comp hours per year over the three year agreement. Deliverables includes quarterly issue of CANENA Connects, annual meeting marketing, website maintenance and press outreach.



2019SOW-CANENA-Annual-Marketing-7.1

**Discussion:** Given the decision to hold the AGM every odd year in Mexico, the committee rejected the annual general meeting SOW.

### **SOW – Biannual General Meeting**

The SOW for biannual marketing is similar to the annual marketing SOW, the exception being the off year in 2020. As the ExCo previously noted, should it agree to move to a holding a face-to-face biannual general meeting, to offset the lack of stakeholder engagement in the region during the off year would need to be offset by additional member outreach. The Biannual General Meeting SOW provides for conducting three webinars in 2020, similar to what NEMA has done for IoT, see attachment.



2019SOW-CANENA-Biennial-Marketing.7.1



IoT NOW Webinars.pdf

**ACTION:** To approve NEMA’s SOW - Biannual General Meeting.

**Discussion:** The committee reviewed the SOW and asked that it be revised to eliminate additional outreach during the off year and to correspondingly reduce hours for meeting marketing.

**ACTION:** For the Secretary to update the committee at its next meeting regarding any changes to the SOW.

### **5.6 SDO’s TIMELINESS TO RESPOND TO PROJECT INITIATION REQUESTS Outlet Branch Circuit Arc Fault Circuit Interrupter (OBC AFCI) (General Requirements) & Outlet Branch Circuit Arc-Fault Circuit-Interrupters (supplement) (UL 1699, UL 1699A and CSA C22.2 No. 270)**

On January 6, 2014, Bill Bryans, VP, EFC Technical Services, submitted a trinational harmonization project request titled: Branch Circuit Arc-Fault Circuit-Interrupters. On July 8, 2014 the project initiation form was updated as follows:

These requirements cover arc-fault circuit-interrupters (AFCIs) of the outlet branch circuit type intended for use in dwelling units. These devices are intended to mitigate the effects of arcing faults that may pose a risk of fire ignition under certain conditions if the arcing persists. The relevant IEC committee is SC23E:

IEC 62606. These devices have a maximum rating of 20 A. and are intended for use in 120-V ac, 60-HZ circuits.

The project was to get underway on 3/1/2014 and be completed on 1/6/2014, with Bill Bryans serving as Chair. CSA and ANCE have approved moving forward with the project. In recent correspondence with UL, it has indicated that a response will be forthcoming.

**ACTION:** To obtain a better understanding as to the cause for the delay and determine how to best address it.

**Discussion:** Valara Davis attributed the prolong delay to ongoing discussions between UL and CSA to address matters in regards to copy write. She agreed to arrange for a conference call between UL, CSA, NEMA and EFC.

**Update:** A conference call was held on May 24, 2018 between UL, CSA, NEMA and EFC. The result of the call did not prove to be any more informative as to the nature of the delay or when it would be resolved. Attached is briefing which provides greater depth of the subject, see attachment.



CANENA AFCI  
Project Summary(201

On June 28, 2018, NEMA's President and CEO Kevin J. Cosgriff wrote to Mr. David Weinstein (CSA President & CEO) and Mr. Terrence Brady, Underwriters Laboratories President), requesting that they separate the standards related to AFCIs from any legal dispute in order for the harmonization project to proceed.



NEMA ltr\_UL\_AFCI NEMA ltr\_CSA\_AFCI  
and CANENA standarand CANENA standar

**ACTION:** What action does the ExCo wish to pursue?

**Discussion:** The Secretary provided a brief background on the history of the January 6, 2014, trinational harmonization project request titled: Branch Circuit Arc-Fault Circuit-Interrupters, submitted by Bill Bryans (VP, EFC Technical Services) and a June 2018 request from NEMA to UL and CSA asking to separate the harmonization activity from any legal dispute between the SDOs in order to move the effort forward. Both UL and CSA responded favorably to moving forward to act on the request. On October 30, 2018, Bradley Schmidt (UL Standards Program Manager) provided an update following the conclusion of a survey of the arc fault industry stakeholders which indicated a desire to proceed with harmonization project. The survey also revealed a disagreement regarding the harmonization approach to be taken, with one industry segment insisting on a single harmonized standard covering breaker type AFCIs and outlet branch circuit AFCIs and another industry segment insisting upon separate standards with separate consensus bodies. Therefore, UL is not prepared to initiate a harmonization effort until

there is broader industry support for a common approach using a single consensus body and asks that NEMA work with its members to achieve agreement for either a one standard harmonization approach or a two standard harmonization approach, as well as support for a single consensus body approach. Once that is resolved, UL will resurvey its stakeholders to confirm that a harmonization effort can be productively undertaken.

**ACTION:** For the Secretary to forward response from Bradley Schmidt to EFC and inform him that CSA survey result was to move forward with one standard harmonization effort.

**Note:** Action completed on 16 November 2018.

## 5.7 THC 61C Safety Requirements for Household Refrigerators & Freezers

CANENA THC 61C scope is the trilateral harmonization of IEC 60035-2-24 between US, Canada and Mexico. On July 31, 2018, THC 61C Secretary Matt Williams reported that:

“[b]ased on an assessment with our members, AHAM has decided that the binational work / project to harmonize the US and Canadian standards based on IEC 60335-2-24 should be removed from the CANENA umbrella. Please take the necessary steps to execute this action, and update any related CANENA database(s) and systems.”

The Secretary responded to Messrs. Williams and Chairman Chad Strickland that AHAM has relinquished its role as Secretary of THC 61C and that he would remove AHAM as the Secretary from the CANENA website, an action accomplished on 8/2/2018. He then advised Mr. Strickland to let him know if he was relinquishing his role as THC 61C Chairman.

The Secretary also communicated to Mr. Williams that removal of the trilateral harmonization effort regarding IEC 60335-2-24 from the CANENA umbrella would require a combination of UL, CSA and ANCE to acknowledge their intent to leave the harmonization effort. As long as two or more of the SDOs wish to continue supporting the effort, the harmonization project may remain under the CANENA umbrella. By copy, the participating SDOs and likely impacted industry trade associations were made aware of AHAM's position.

On August 3, 2018, AHAM responded on behalf of US and Canadian industry, with the support of UL and CSA, to remove THC61C activity from the CANENA umbrella.

**ACTION:** Prepare a written response to the parties involved regarding AHAM's request to cease further operation of CANENA THC61C.



2018Aug06 AHAM  
THC61C.pdf



**Discussion:** While granting AHAM's request to remove THC61C activity from the CANENA umbrella, it was noted that they would continue to support the 60335-1 harmonization effort.

**ACTION:** For the Secretary to reply to AHAM, to include ANFAD, that the committee approved the dissolution of THC 61C.

**Note:** Correspondence sent to AHAM and ANFAD on 16 November.

## 5.8 Strengthening the CANENA THC/THSC Harmonization Process

Reviewing harmonization efforts dealing with IEC 60335-1 family of standards, i.e., 60035-1, 60335-2-24, 60035-2-34 and 60035-2-40, what is apparent is that national adoption is uneven.

Attached is a chart showing the CANENA standards in scope of the IECEE CB Scheme by SDO. CSA has fully embraced the CANENA harmonization efforts by issuing national certification and accepting test reports from other country for the 60335-1, -2-24, -2-34 and -2-40. UL and ANCE do not issue national certification for the 60335-1, -2-24, -2-34, and -2-40. However, ANCE will accept test results to those standards from IECEE members. Regarding -2-89, neither UL, CSA or ANCE recognize the standard. In regards to the US market, both UL and CSA have OSHA NRTL approval to issue national certification to 60335-1 and -2-34. Only UL may issue national certification to -2-40.

While the trinational harmonization of IEC 60335-1 has been published by all three SDOs, only UL and CSA have adopted the standard as a national standard. At the request of Mexico's industry, ANCE has decided to leave the standard in "stand by". The decision affects the IEC 60335, parts 2s harmonization efforts. In order to publish the trinational 60335-1 standard in Mexico, Mexico is considering a process to thoroughly check all of the in country clauses and review how they may be implemented at the local level. Once Mexico sorts through how it is going to carry out that process, it is likely to rejoin the harmonization efforts. The difficulty of this situation is that the CANENA process was established to deliver the details of all in country clauses, respond to public comments and determine how they would be implemented by industry. The safety net, ensuring nothing is left unaddressed is the National SDO approval and compliant process.

**ACTION:** For discussion.

### **Discussion:**

1. What other CANENA harmonization efforts with Mexico have failed to result in the publication of the harmonized standard at the conclusion of the project? Limited to 60335-1 and 60335-2-24.

2. Why after so long, much effort and good will having been expended in harmonization efforts with Mexico was the issue of needing to coordinate the country clauses with Mexico's industry not previously address and resolved by the harmonization committee? In Mexico, adoption of any IEC standards requires that it be to the latest edition and that the standard would be effective 4-year after publication. The harmonized 60335-1 and 60335-2-24 standard is not o the latest edition of IEC.
3. What does this mean to the future of Mexico's participation in CANENA? Future harmonization efforts will need to take into consideration whether the standard is intended to reference in regulation and whether that will effect industry participation.
4. How should this new understanding be communicated to Council Members? This should be discussed at the THC/THSC level since it will likely have to be a specifically tailored discussion based on the harmonization effort.

### 5.9 CANENA THC23A, Cable Ties

CANENA THC23A, Cable Ties, Chairman Robert Rensa asks the committee for clarification on whether a THC/THSC may establish voting rules by company instead of individual members.

**Discussion:** The committee agreed that no set voting rules apply to THCs, the aim of which is to strive for consensus. Respond that the THC has liberty to adjust on how they reach consensus.

**ACTION:** For the Secretary to respond to the THC23A, Danny Abbate and Muhammad Ali that there are no set voting rules that apply to a CANENA THC/THSC. Technical committees are advised that the aim of the THC/THSC is to achieve consensus. And so the THC/THSC Chair has the liberty to establish voting rules, such as by company instead of individual members.

### 5.10 THC/THSC Oversight

The CANENA Operations Committee has been working to provide minor editorial changes to the CANENA By-laws, bring consistency to the use of the project tracker and develop training modules. For the most part, the work has come to a standstill. One suggestion is to task the Operations Committee to provide guidance to THC/THSC as problems arise and to bring issues to the ExCo as warranted.

**ACTION:** For discussion.



Household  
Standards.docx

**Discussion:** It was noted that this item was resolved at the last meeting. In addition, the SDO procedure will be updated shortly; the expectation is that the publication will occur by the end of the year. In March 2019, the SDOs will provide training on changes.

## **6.0 CANENA 2018 STRATEGIC PLAN**

At the February 20<sup>th</sup> meeting, it was agreed to have a standing agenda item to discuss the ongoing activity concerning the Strategic Plan.

**ACTION:** To assign responsibility to ensure accountability.



**Discussion:** Vice President Guy Benjamin proceeded to review the status of action items identified in the strategic plan and look to finalize a forward looking plan for implementation in last year of the strategic plan.

**ACTION:** For Guy Benjamin to provide his notes the committee for incorporation into a slide deck for the President to be presented at the 2019 AGM. The slide deck should highlight what was accomplished, what remains to be done in the next year and. To avoid doing a slide-by-slide review.

## **7.0 REGISTRAR & CONTROLLER REPORT**

### **7.1 Membership Status Update**

**ACTION:** To receive a report.

**Discussion:** None.

### **7.2 Membership Request to THC/THSC Chairs & Secretaries**

Previously, it was noted that a message should be sent to the Chairs and Secretaries asking that they check their rosters to ensure their members are in good standing. Mr. McIntyre agreed to send the message but would require having the list of the Chairs and Secretaries.

**ACTION:** For Mr. Rob McIntyre to pull the list of THC/THSC Chairs and Secretaries from the CANENA website and send them a request to provide updated rosters. An ad-hoc committee with Juan Rosales acting a Chair and consisting of Valara Davis, Maria Iafano, and Rob McIntyre are to review the rosters to identify the members in good standing, any gaps and to report on its findings at the February 2018 ExCo meeting.

**Discussion:** Rob McIntyre reported that he would go to Linda Chen and Philip Lefrancq to obtain the list of committee members in good-standards and the list of Cvent membership renewals. Valara Davis volunteered to draft an email for the Secretary to circulate to the Secretaries for NEMA, AHRI and AHAM. All of the information will then be provided to ad-hoc committee so that they can conduct a complete review.

**ACTION:** To receive a status update.

**Discussion:** Valara Davis reported that she would circulate a letter targeting the THC/THSC Secretaries for updated rosters shortly.

## 8.0 2019 AGM AND MEMBERSHIP RENEWAL

### 8.1 2019 AGM Planning Committee Report

**ACTION:** For Planning Chair Maria Jimenez to provide an update.

**Discussion:** Planning Committee Chair Maria Jimenez reported that the 2019 AGM meeting dates to be February 26-28, 2019. She then provided a cost proposal for selecting a meeting venue from three options, each below \$25,000 USD budget ceiling for the 2019 CANENA AGM. A motion was made by Greg Steinman, seconded by Leonard Letea, and

**VOTED:** To approve the Maria Isabel Sheraton, Mexico City, as the meeting venue for 2019 AGM. A suggestion for the hotel contract is to raise the nightly stay by \$20USD and to uses any generated funds to offset meeting cost to CANENA.



2019 CANENA AGM  
Venues.pdf



2019 CANENA AGM  
Budget(25Sep).xlsx

**ACTION:** For the next ExCo meeting to discuss how to handle planning for the Council web conference on even years.

**ACTION:** For the Secretary to provide ANCE with C-Vent discount codes for 2019 registration.

### 8.2 2019 AGM Registration and Membership Renewal

**ACTION:** For Secretary General to provide an update.

**Discussion:** The Secretary reported that following the publication of the meeting minutes, that he would then be focusing on developing the 2019 AGM and Membership Renewal C-Vent website.

## **9.0 OPERATIONS COMMITTEE REPORT**

**ACTION:** For Operations Chair Michael Wilson to provide an update.

**Discussion:** Chairman Wilson reported to be developing a THC/THSC Chairs/Secretary training session for March 26-27, 2019 at NEMA Head Quarters in Arlington, VA. Following the session, attendees will be provided a survey asking to identify other subject areas for training. The results will then be used as the basis for follow up training, to be provided scheduled eight months later. In addition, he is looking at developing on-line self-pace training modules. He is also updating the SDO Procedure which is expected to be published in November. He then presented a proposal for tracking harmonization request using the CANENA website.

## **10.0 MARKETING COMMUNICATIONS COMMITTEE REPORT**

Marketing Communications Chair Steve Rood will provide an update.

**Discussion:** The committee discussed the need to conduct an outreach effort to repopulate the marketing communications committee using CANENA Connects.

**ACTION:** For the Secretary to correspond with Chairman Rood to determine if he wishes to continue in his role as marketing communications chair.

**Note:** Action completed on 11/16/2018.

## **11.0 CANENA AWARD**

At the February 20<sup>th</sup> meeting, the Secretary reported that a strong marketing effort in 2017 to seek award nominations failed to achieve any success.

**ACTION:** To review the CANENA award program and suggest improvements.



CANENA Awards.pdf

**Discussion:** The committee initially discussed creating a task group to review the awards program and provide recommendations. Instead, committee members are asked to provide nominations for the CANENA award.

## **12.0 AMBASSADOR REPORT**

**Discussion:** Ambassador-at-Large Rafael Nava provided a report.



2018Oct31 CANENA  
Ambassador Report.p

## 12.1 Distribution of the 2018 Annual CANENA Report

**Discussion:** The Secretary reported that the 2018 Annual CANENA Report was provided to the IEC Secretariat on August 9<sup>th</sup> for reporting to SMB and Council members. He noted that the report was not circulated to SMB members as part of the committee's meeting minutes. Ambassador Nava reported that time was not permitted at the SMB meeting or at Council for reports from regional organizations. The Secretary then reported having corresponded about the matter with Antoinette Pittleoud, IEC External Liaisons Officer, she reported that the CANENA report would be published on November 9<sup>th</sup> as part of the Council documents.

**Note:** Attached is the Council Document C/2163/INF containing the CANENA report as well as AFSEC, ASEAN, COPANT, FINCA, GSO, PASC and SARSO.



2018-IEC Report  
Regional Organizator

## 13.0 SDO MATTERS

**Discussion:** The SDOs discussed the need to track project initiation request on-line. It was noted that SDO's spam filters have been known to capture emails sent from the CANENA website. It was asked to have a simple table on the CANENA website that provides the status of project request.

**ACTION:** For the Secretary to look at creating a simple table for tracking project initiation request and to resolve spam filter issue by sharing CANENA's server IP address with the SDO.

## 14.0 FUTURE MEETING

**Discussion:** The committee agreed to hold a conference call to receive updates on the AGM planning as well as the status of action items.

**ACTION:** For the Secretary to issue a Doodle poll to schedule a 1 hour conference call. Range of meeting dates: December 10, 11, 14 and 17 with a start time of 10:00 AM, ET.

**Note:** Doodle poll issued on 11/16/2018.

## 15.0 OTHER BUSINESS

### 15.1 NFPA 70E Collaboration

**Discussion:** The committee discussed collaborating with NFPA regarding Mexico and Latin America adoption of NFPA 70E, Standard for Electrical Safety in the Workplace.

**ACTION:** For President Yarza to reach out to Antonio Macias (NFPA Representative in Latin America) to see how CANENA can help with NFPA 70E adoption in Latin America and to offer doing a presentation on the topic at the 2019 AGM.

## 16.0 ADJOURNMENT

The meeting adjourned at 2:00 PM on October 31, 2018.

Respectfully submitted,

Joel Solis  
November 16, 2018

Executive Committee Approval: