



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

May 22, 2019

## CANENA EXECUTIVE COMMITTEE MEETING MINUTES

MEETING: CANENA ExCo

PLACE OF MEETING: **Maria Isabel Sheraton Hotel**  
Paseo de la Reforma 325  
Col. Cuauhtemoc, CP 06500 (MEX)  
**(Angel B)**

DATE: **Tuesday, February 26, 2019**  
8:00 AM – 3:30 PM

JOINT MEETING – CEM/IEC: 3:30 PM – 5:00 PM  
Secretary Ms. Maria Fernanda Peña Ruiz  
Assistant Secretary Mr. Juan Manuel Hernandez Zarate

VOTING MEMBERS PRESENT:  
Yarza, Julian .....Hubbell de México—Council President  
Letea, Leonard .....CSA—Treasurer  
Benjamin, Guy .....ABB Installation Products Ltd.—VP Canada  
Rosales, Juan .....Mabe México—VP México  
Steinman, Greg .....ABB Installation Products, Inc.—VP USA  
Harris, Donald .....Northern Cables—Member-at-Large Canada  
Ricárdez Barberá, Jesús .....Nacional de Conductores—Member-at-Large México  
Ulemek, Svetlana .....BURNDY LLC—Member-at-Large USA

VOTING MEMBERS ABSENT:  
Mercier, Dave .....Mercier Electrical Consulting—Past President

NON-VOTING MEMBERS PRESENT:  
Chopra, Gurvinder .....EFC—Controller Representative  
Davis, Valara .....UL—SDO Representative & Audit Committee Chair  
Desilets, Pierre .....Leviton Canada  
Hernandez, Luis Ivan .....ANCE—SDO Representative  
Humpries, Mark .....CSA, Program Manager  
Maria de Jesu Jimenez .....ANCE—2019 Planning Committee Chair  
Solis, Joel .....NEMA—Secretary General  
Wilson, Michael .....CSA—SDO Representative

PRESIDING OFFICER:

Julian Yarza, Council President

## 1.0 **ADMINISTRATION**

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

President Julian Yarza called the meeting to order at approximately 8:00 AM. Members and guests introduced themselves.

### 1.2 **Quorum Determination**

Of the nine (9) voting members, eight (8) were present constituting a quorum to conduct business.

**ACTION:** For the Secretary to correspond with Dave Mercier to determine membership status.

**Note:** Dave Mercier reported that he will continue serving as an officer.

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

General Secretary Joel Solis provided a brief overview of the CANENA antitrust and meeting guidelines.

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

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

The Secretary requested to revise the agenda to include items 4.1.1 and 4.1.2. A motion was made by Jesus Ricardez, seconded by Greg Steinman, and

**VOTED:** To approve the agenda as revised.

### 1.5 **Approval of Minutes**

The draft minutes from the October 30-31 and December 17, 2018 meeting is being circulated to members for review and approval at this meeting. Approve is to be decided by a simple majority of the voting members.



2018Dec17\_CANENA 2018Oct30-31\_CANE  
ExCo MtgMin(3Jan).pNA ExCo MtgMin(16N

A motion was made by Guy Benjamin, seconded by Jesus Ricardez, and

**VOTED:** To approve the minutes of October 30-31, 2018 and December 17, 2018 as circulated.

## 1.6 ExCo Timeline Review

**ACTION:** Review the ExCo Timeline and revise as necessary.



CANENA ExCo  
Timelines(2019).docx

The Secretary provided an updated timeline to accommodate holding the annual meeting on every odd year.

## 1.7 CANENA AWARD

The Secretary report that no nominations for the CANENA award have been received and asked if the committee wished to review the program to see if changes are needed to encourage greater participation.

**Discussion:** The committee noted that the CANENA award was not intended to be issued on an annual basis. The concern is that no nominations have been received since the award program was launched in 2016 despite the significant communication efforts. It was suggested to reconstitute the award committee and task it to: (1) changing the name of the award; (2) determine whether the award is to be issued yearly, biannually, or every five years; (3) propose recommendations that would encourage greater participation; and (4) to present its recommendations by the end of the year, with interim reports if possible. Valara Davis volunteered to serve as Chair with Svetlana Ulemek, Greg Steinman, Juan Rosales and Don Harris as members.

A motion was made, seconded, and

**VOTED:** To approve forming the CANENA Awards Task Group as noted above.

## 2.0 ACTIONS FROM PREVIOUS MEETINGS

### 2.1 Voting Members Status of the ExCo for 2019-2020

To vote the following candidates at the 2019 CANENA Council Meeting.

**President:** Julian Yarza.

**Treasurer:** Pierre Desilets.

**Member-at-Large:** **CANADA:** Donald Harris; **Mexico:** Jesus Martin Ricardez Barbera.

**ACTION:** For noting.

## 2.2 Tracking Project Initiation Request

At the last meeting, it was agreed to develop an on-line table for tracking project initiation requests with work to commence following the conclusion of the 2019 AGM.

**ACTION:** For information only.

**Discussion:** Valara Davis reported that at the prior day SDO meeting, the SDO's noted that the current process of using the on-line system to distribute project initiation requests in real time to the SDOs caused new problems. They are looking to create a process which provides visibility on the CANENA website to open project initiation request. The current thinking is to develop a spreadsheet that would be posted on-line and maintained.

## 2.3 NFPA 70E, *Standard for Electrical Safety in the Workplace*, Adoption in Latin America

**ACTION:** For President Julian Yarza to report on having reached out to Antonio Macias to discuss how CANENA could provide assistance with adopting NFPA 70E in Latin America.

**Discussion:** President Yarza reported that Antonio Macias agreed to attend the 2019 AGM. He will ask that he provide a short presentation on the topic of adopting NFPA 70E in Latin America to ensure installation practices are consistent with electrotechnical safety standards thereby ensuring electrical products are accepted in each country.

Pierre Desilets reported that Peru has recognized the Canadian Electrical Code, which is similar to the NEC but contains less content. Canada is considering submitting a proposal to IEC to adopt the Canadian Electrical Code. It was noted that Mexico's NOM 001 has been updated to the 2017 NEC and is expected to be finalized in a few days.

**Note:** Antonio Macias was not present at the 2019 CANENA AGM.

## 3.0 REGISTRAR'S REPORT

**ACTION:** For the Registrar to report on the status of the 2019 membership renewal effort.



2019-02-26 2019  
CANENA REGISTRAR

**Discussion:** Registrar Luis Ivan Hernandez reported on the current status of membership renewals, see attached presentation. He noted that he is coordinating with UL and Goodman to identify employees participating in CANENA. During discussion, it was noted that the committee needed to formalize ANCE's role as registrar by an MOU for consideration at the May ExCo meeting. In closing, the Registrar reported that membership roster would be updated on the CANENA website.

Pierre Desilets reported that his company is changing to an Oracle financial system which requires payments to be associated with an invoice and purchase order number. Valara Davis reported a similar situation regarding UL.

It was noted that CANENA website needed to be updated to change the name and logo for T&B to ABB and update the Registrar contact information.

**ACTION:** For the Secretary to coordinate with ANCE regarding the preparation of an MOU for consideration by the committee at its May meeting.

**ACTION:** For the Registrar to update the on-line membership roster.

**Note:** Action completed on 2/27/2019.

**ACTION:** For the Secretary to update the Registrar contact information on the CANENA website.

**ACTION:** For the Secretary to look into whether Cvent has the capability to issue invoices for corporate and association members.

**ACTION:** For the Secretary to update the CANENA website to reflect the name change and logo from T&B to ABB.

## 4.0 **TREASURER'S REPORT**

### 4.1 **CANENA Treasurer's Report**

**ACTION:** For Treasurer Leonard Letea to report on the status of the 2018 end of year financials closeout and the 2019 budget.



2019 CANENA report  
Treasurer v2.pdf

**Discussion:** Treasurer Leonard Letea presented the 2018 End of Year financial report and the 2019 Budget, see attachment. It was identified that the 2019

budget report did not reflect the increase in membership dues and was revised accordingly.

- 4.1.1** CANENA Controller Philip Lefrancq will retire from EFC on April 5, 2019. EFC has named Ekaterina Lutovinova as their next Controller. An update to CANENA's SunTrust business account to reflect the change to the signature card and deposit resolution and authorization for business entities (DURA) is being processed to take effect on March 1, 2019.

**ACTION:** For information.

- 4.1.2** CVENT has invoiced CANENA for \$4,369.71 annual fee on October 30, 2018. On October 31, 2018, EFC corresponded with Cvent, objecting to the invoice amount since it included Canadian GST/HST taxes. At issue is the address on the signed contract which provides EFC's address for mailing invoices. The address is used to calculate applicable taxes per the state's tax policies. On February 15, 2019, the Secretary General provided evidence to Cvent that CANENA is a U.S. legal entity. On February 20, 2019, Cvent's Smarth Bali (Senior Associate – Accounts Receivable) responded that they would need more time and would get back to us with an update.

**ACTION:** For information.

**Note:** On 18 March, the Secretary communicated with Smarth Bali of Cvent. He has agreed to change the address for CANENA from EFC to NEMA's Virginia address. Regarding the sales tax, it will be based on VA tax rate. Cvent regards the service they provide to be taxable.

## **4.2 Audit Committee Report**

**ACTION:** To receive a report from Audit Committee Chair Valara Davis on the 2018 financial year-end closeout for consideration and approval.



CANENA -JAN-DEC  
2018 (EOY).pdf

**Discussion:** Audit Committee Chair Valara Davis reported that the committee met on January 18, 2019 to approve the 2018 end of year financial report. One issue concerned the payment to NEMA for communication services. The Secretary reported that an invoice would be issued around March/April for the amount. A motion was made by Juan Rosales, seconded by Guy Benjamin, and

**VOTED:** To approve the 2018 End of Year Financial statement as presented.

## **5.0 OPERATIONS COMMITTEE REPORT**

**ACTION:** Receive a report from Operations Committee Chair Michael Wilson.

**Discussion:** Operations Committee Chair Michael Wilson reported that the SDO procedures have been updated and a copy provided to the General Secretary. He then reported having accepted a promotion within CSA Global and that he would no longer be able to serve in the capacity of Chairman, proposing Mark Humphries (CSA Global) to succeed him. He noted that he would continue to serve as SDO representative for CSA Global. A motion was made by Guy Benjamin, seconded by Jesus Ricardez, and

**VOTED:** To approved Mark Humphries as Chair of the Operations Committee.

**ACTION:** For the Secretary General to upload the revised SDO procedures to the CANENA website.



2019Mar-CANENA  
Operations Roster.pc

## 6.0 **MARKETING COMMUNICATIONS COMMITTEE REPORT** (S. Rood)

### 6.1 **NEMA Communication Services SOW - Biannual General Meeting**

NEMA's Statement of Work (SOW) (dated December 2018) is to provide communication services from April 1, 2019 to March 31, 2022 based on holding the Biannual General Meetings on odd years. The SOW is to not exceed \$8,100 a year, for three years, with man hours to not exceed 70 annually.

On January 7, 2018, the Communication & Marketing Committee, Chaired by Steve Rood, met by conference call to review the SOW and discussed identifying other providers. The outcome of the meeting was to recommend to the Executive Committee that it approve the NEMA SOW and to report that it did not have the means to identify alternative providers.

**ACTION:** To approve the NEMA Communications Services Statement of Work.



2019SOW-CANENA-  
Biennial-Marketing.12

**Discussion:** It was requested that NEMA revise the SOW for a 2 year period, to include an escape clause that would allow CANENA to terminate the SOW at any time and to align termination date to align with the calendar year. Noting that review and acceptance of a revised SOW would likely occur at the May

committee meeting, the committee is agreeable to postponing preparation of the May CANENA Connects issue until June of 2019.

**ACTION:** For NEMA's Communication Department to consider revising the SOW as noted in the discussion.

Regarding marketing, officers discussed the need to broaden outreach platform to include social media.

**ACTION:** To request Communications and Marketing Chair Steve Rood to see what would be required to open and maintain an official CANENA page on the LinkedIn platform.

## 6.2 Affiliated Organizations

In order to strengthen bilateral standardization cooperation between CANENA and regions outside of North America, CANENA has Memoranda of Understanding (MoUs) with other regional standardization bodies. The MoUs CANENA has signed are developed on an ad hoc basis in order to fulfil the specific expectations of CANENA and those of their counterparts, based on the reciprocity principle. They usually derive from a shared objective to use technical alignment as a pillar of global trade flows. These MoUs cover a broad range of activities, e.g. the organization of regular meetings, exchange of strategic and technical information, as well as the possibility to organize technical dialogues in relevant areas of work.

### 6.2.1 COPANT

COPANT General Assembly Meeting 2019  
Cartagena de Indias, Colombia  
5-8 May 2019

**ACTION:** Appoint delegate and assigned preparation of a written report due by March 28, 2019.



SE-C-55-19 - programa\_semana\_c  
Invitation to GA 2019opant\_2019\_rev2 (1)

**Discussion:** The officers agreed to appoint Juan Rosales as the CANENA representative to COPANT.

**ACTION:** For Juan Rosales to prepare the CANENA report for the COPANT meeting and provide to the Communications and Marketing Committee. The Communications and Marketing Committee is to review/revise the report for ExCo approval.

### 6.2.2 CEN and CENELEC

15<sup>TH</sup> CEN and CENELEC Annual Meeting 2019  
Late June

**Discussion:** Juan Rosales reported that he will be visiting the European Union during the first week of June and may be able to attend the meeting.

**ACTION:** For the Secretary to provide CEN/CENELEC meeting information and provide notice to CEN/CENELEC that he will attend on behalf of CANENA.

### 6.2.3 IEC ANNUAL MEETING

83rd IEC General Meeting  
Shanghai, China  
21-25 October 2019  
Report due 4-6 weeks prior to meeting.

**Discussion:** The officers approved of Luis Ivan Hernandez and Rafa Nava to represent CANENA at the 2019 IEC General Meeting.

### 6.3 Cooperation & Communication Strategy

The [Cooperation & Communication Strategy](#) page on the CANENA website, under the “About CANENA” menu tab is in need of being reviewed and revised.

**ACTION:** To assign the Marketing Communications Committee to review and update the cooperation and communication strategy as needed. Agreed to have Steve R look at the strategy.

**Discussion:** The officers agreed to assigned the Communications and Marketing Committee the task to review and update the cooperation and communication strategy as needed.

### 7.0 AMBASSADOR REPORT

**ACTION:** Receive the Ambassador’s report.

**Discussion:** Ambassador-at-Large Rafael Nava provided an update regarding the current status for trade agreements under review in the Americas, see attachment. He noted that 400 organizations have engaged in the US to help push the USMCA to ratification.



## 8.0 **SDO MATTERS**

### 8.1 **SDO Meeting**

The SDO's are scheduled to meet on Monday, February 25 to discuss issues of mutual concern and to review the status of project initiation request.

**ACTION:** To receive a report for the SDOs.

**Discussion:** The SDOs reported having developed a 12 month publication schedule for CANTNA THC 34, *Lighting Products*, chaired by Ernesto Mendoza. A threat to the publication schedule is the time needed to address any industry comments by the SDOs during their national approval process.

Regarding CANENA THC 61D, Juan Rosales reported looking into whether there is industry support from AHRI/EFC/ANFAD for the trinational harmonization of IEC 60335-1, 2-20 and -2-89. He noted that the next edition of the IEC 60335-1 will be released shortly.

**ACTION:** For the SDOs to provide the Secretary with a questionnaire to be circulated to the participating trade association regarding support to start a trinational standards revision cycle.

Regarding electrical intermediate conduit (IMC) (UL 1242, ANSI C80.6), a request for trinational harmonization is being processed by each of the SDOs.

Regarding Outlet Branch Circuit AFCIs, Underwriters Laboratories is waiting on NEMA for an industry response concerning process questions raised by its associated standard technical panel members.

### 8.2 **CANENA THC Chairs and Secretaries Training**

The training is scheduled for April 2-3, 2019 at NEMA's HQ, starting at 9:00 AM and finishing at 3:00 PM.

**ACTION:** To consider the production of a webinar training module as well as a web conference for those unable to attend in person.

**Discussion:** The Secretary reported that 14 individuals have signed up to receive the training.

**ACTION:** The Secretary was asked to reach out to NEMA's leadership asking that the CANENA training be made mandatory for NEMA staff and to reach out to Dave Richman specifically.

**Note:** Secretary sent correspondence to NEMA's Vice President of Operations John Caskey to request NEMA staff attendance at the training session on 18 March.

## 9.0 STRATEGIC PLAN

**ACTION:** Review and update strategic plan accordingly.



**Discussion:** The officers asked if NEMA could provide a list of THC/THSC attendees on a regular basis. The officers consider the minutes of CANENA THC/THSC meetings to belong to CANENA. The Secretary injected that the minutes of THC/THSC meetings belong to the meeting Secretary. In the case where NEMA employees the secretary, that NEMA would be responsible for keeping meeting records as part of how they maintain records generated in the ordinary course of business. Request to obtain copies of the minutes would pose an unfunded burden on NEMA and would raise confusion as to who is the official records custodian of the minutes. He then noted that in the case of litigation, the records custodian is responsible for verifying the completeness and accuracy of the minutes. This responsibility should not be placed in doubt or place onto the CANENA officers. In lieu of receiving meeting minutes, the officers would accept receiving a copy of the meeting attendance on a regular basis. The thought is that the officers would review this information on a regular basis for the express purpose of identify participating attendees that are not CANENA members in good standing. The intent would be to reach out to those identified and ask that they join CANENA.

**ACTION:** For the Secretary to request NEMA provide a list of THC/THSC attendees on a regular basis.

**Note:** Request issued on 18 March to John Caskey, NEMA's VP-Operations.

## 10.0 COUNCIL REPORT

**ACTION:** Review the 2018 Council meeting agenda and finalize.



**Discussion:** The officers reviewed and approved that 2018 Council agenda.

## **11.0 FUTURE MEETING**

### **11.1 May Meeting**

The next meeting of the committee is normally a 1-2 hour conference call scheduled for May time frame.

**ACTION:** Schedule the May conference call.

**Discussion:** The next conference call of the officers is scheduled for 22 May, starting at 10:00 AM, EDT, for two hours.

### **11.2 September Meeting**

The September meeting is normally a full day, face-to-face meeting. An objective of the meeting is to approve the next year's budget.

**ACTION:** Schedule the September meeting.

**Discussion:** It was agreed to meeting on 4 September at CSA Group Headquarters in Toronto, Canada.

### **11.3 November/December Meeting**

The November/December meeting is normally a full day, conference call meeting.

**ACTION:** Schedule the November/December meeting.

**Discussion:** It was agreed to meet on 10 December for two hours starting at 10:00 AM, EST.

## **12.0 2022 COUNCIL WEB CONFERENCE PLANNING**

**ACTION:** Develop a process for planning the 2020 Council Web Conference.

**Discussion:** The officers agreed to hold the 2020 Council Meeting by web conference on 26 February 2020 from 3:00 – 5:00 PM, ET in conjunction with the ExCo meeting. The officers agreed to tentatively meet at NEMA.

## **13.0 OTHER BUSINESS**

None.

#### **14.0 JOINT MEETING – IEC CEM**

The officers welcomed IEC CEM Secretary Ms. Maria Fernanda Peña Ruiz and Assistant Secretary Mr. Juan Manuel Hernandez Zarate. Following introductions, President Yarza then proceeded to provide an overview of CANENA, see attached presentation.



CANENA  
Overview(2019).pdf

#### **15.0 ADJOURNMENT**

The meeting ended at approximately 5:00 pm.

Respectfully submitted,

Joel Solis  
March 18, 2019

Executive Committee Approval: