



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 23, 2019

## CANENA EXECUTIVE COMMITTEE MEETING MINUTES

MEETING: CANENA ExCo  
PLACE OF MEETING: CONFERENCE CALL  
DATE: Wednesday, May 22, 2019  
10:00 AM – NOON, ET

Join the meeting: [join.me/JoelSolis](https://join.me/JoelSolis)

To dial in by phone:

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Conference ID: 372-293-413 #

### VOTING MEMBERS PRESENT:

Yarza, Julian .....Servicios y Soporte Regulatorio—Council President  
Desilets, Pierre .....Leviton Manufacturing of Canada—Treasurer  
Benjamin, Guy .....ABB Installation Products Ltd. —VP Canada  
Steinman, Greg .....ABB Installation Products, Inc.—VP USA  
Harris, Donald .....Northern Cables—Member-at-Large Canada  
Ricárdez Barberá, Jesús .....Nacional de Conductores Electricos—Member-at-Large México  
Ulemek, Svetlana .....BURNDY LLC—Member-at-Large USA  
Mercier, Dave .....Mercier Electrical Consulting—Past President

### VOTING MEMBERS ABSENT:

Rosales, Juan .....Mabe México—VP México

### NON-VOTING MEMBERS PRESENT:

Davis, Valara .....Underwriters Laboratories Inc.—SDO Representative  
& Audit Committee Chair

Hernandez, Luis Ivan .....ANCE—Registrar/SDO Representative  
Wilson, Michael .....CSA—SDO Representative  
Humpries, Mark .....CSA—Operations Committee Chair  
Solis, Joel .....NEMA—Secretary General  
Chopra, Gurvinder .....EFC—Controller Representative

PRESIDING OFFICER: Julian Yarza, Council President

## 1.0 **ADMINISTRATION**

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

President Julian Yarza welcomed members and guest, thanking them for attending. The President then assigned the Secretary to manage the remainder of the meeting.

### 1.2 **Quorum Determination**

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

**ACTION:** Quorum determination.

**Discussion:** Of the nine (9) voting members, seven (7) were in attendance constituting a quorum to conduct business.

**Note:** Guy Benjamin joined the meeting shortly following quorum determination.

### 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.

**Discussion:** It was agreed to add the invitation to the 2019 IEC General Meeting under Other Business.

### 1.5 **Approval of Minutes**

The draft minutes from the February 26, 2019 meeting was circulated to members for review and approval at this meeting. Approve is to be decided by a simple majority of the voting members.

**ACTION:** To approve the minutes of February 26, 2019 meeting as circulated.

**Discussion:** It was agreed to revise the draft minutes of the February 26, 2019 ExCo meeting to reflect the attendance of Gurvinder Chopra and to revise the company name for Guy Benjamin, Greg Steinman and Dave Mercier. A motion was made by Pierre Desilets, seconded by Greg Steinman, and

**VOTED:** To approve the February 26, 2019, meeting minutes as revised (see Exhibit 1).

## 1.6 ExCo Timeline Review

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

**Discussion:** The Secretary provided a brief review of the activity that has transpired since the February meeting (see Exhibit 2).

## 1.7 CANENA AWARD

At the last meeting, the committee establish the CANENA Award Task Group consisting of Valara Davis (Chair), Svetlana Ulemek, Greg Steinman, Juan Rosales and Don Harris as members. The committee is tasked to: (1) change 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.

**ACTION:** For Chairman Valara Davis to present an interim report if available.

**Discussion:** Chairman Valara Davis reported that she intends to issue a doodle poll to begin scheduling meetings of the task group, beginning in June. Her goal is to complete the work of the task group in time to issue a request for CANENA members to submit nominations for the award. The request is usually sent out around the July/August timeframe on the condition that the task group was in agreement.

## 2.0 ACTIONS FROM PREVIOUS MEETINGS

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

**Discussion:** The Secretary reported having prepared an initial draft of the CANENA/ANCE MOU using the MOU between CANENA & EFC as the model. The draft was then circulated to the President, Treasurer and ANCE for

comment. Comments made were (1) that the MOU should reflect USD as the currency for payment and (2) to state that \$5,000.00 was the agreed amount for the Registrar services in 2019. The comments were incorporated into the revised draft. During discussion, Luis Ivan Hernandez reported that he had submitted the MOU to ANCE's legal counsel for review. Following the resolution of comments resulting from the review, the finalized MOU would be circulated to the committee for approval (see Exhibit 3).

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

**Discussion:** The Secretary reported that the update had been completed.

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

**Discussion:** The Secretary reported that the Cvent could not be used to issue invoices on behalf of CANENA. Instead the Secretary was able to obtain permission to modify an invoice templated used by NEMA so that it would meet the needs of CANENA. He then reported that the template would be used by the Registrar to in cases where a member wish to pay for their membership renewal by check or wire transfer. It could also be used for invoicing sponsors of CANENA Annual General Meeting. During review of the template, Gurvinder Chopra noted that the address for EFC was incorrect and agreed to provide the Secretary with the correction. The committee then approved the invoice template with the noted correction.

**Note:** The correction to the EFC address was made to the final draft of the invoice template and then provided to both the Registrar and Comptroller for immediate use.

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

**Discussion:** The Secretary reported that the update had been completed.

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

**Discussion:** The Secretary reported having completed the action and then demonstrated where on the CANENA website where the procedures could be downloaded.

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

**Discussion:** The Secretary reported that the action was complete and that review and approval of the SOW would be discussed further in the agenda, see agenda item 8, NEMA Communication Services SOW - Biannual General Meeting.

- 2.7 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.

**Discussion:** None.

- 2.8 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.

**Discussion:** The CANENA report to COPANT has not been prepared. It was noted that COPANT had already held its annual meeting earlier in May. The Secretary noted that the COPANT report serves as the basis for reporting on CANENA activity to IEC. Luis Ivan Hernandez reported that the IEC report must be submitted to IEC prior to the SMB meeting.

**Note:** Juan Rosales corresponded with the Secretary that he would prepare the report.

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

**Discussion:** The Secretary report having provided the CEN/CENELEC meeting registration information to Juan Rosales. He then noted that Juan Rosales was not able to attend meeting.

- 2.10 ACTION:** The officers agreed to assign the Communications and Marketing Committee the task to review and update the cooperation and communication strategy as needed.

**Discussion:** None.

- 2.11** Regarding CANENA THC 61D, Juan Rosales reported looking into whether there is industry support from AHRI/EFC/ANFAD for the trilateral 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 trilateral standards revision cycle.

**Discussion:** The SDO Representatives reported that the action item should have been for the Secretary to contact the leadership at each of Mexico's trade associations (i.e., ANFAD and CANAME) to obtain their support for the project. It was then reported that Mexican industry did not support the adoption of the CANENA harmonized standards because technical regulations which require the adoption of an IEC standard be to the most recent edition as well as concerns with having a 6-month effective date following publication in the official Dario.

**ACTION:** For Valara Davis to draft a letter which the Secretary will submit for consideration by CANAME and ANFAD that asks for their support to revise harmonized standards 60335-1, 2-20 and -2-89.

**2.12** Regarding harmonization request for Surge Protective Devices (SPDs) (UL 1449, C22.2 No. 269.3-14) Valara Davis reported that UL had issued a survey to its STP members with a close date of June 15<sup>th</sup>.

**2.13** Regarding electrical intermediate conduit (IMC) (UL 1242, ANSI C80.6), a request for trinational harmonization had been submitted using the old version of the Project Initiation Request form on January 31, 2019. The work is to be performed un THSC 23A MT1 with Muhammad Ali as the NEMA contact.

**Note:** In speaking with Muhammad Ali on 5/23, he agreed to resubmit his request for harmonization on the updated project initiation form.

**2.14** 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.

**Discussion:** It was reported that the wire and device manufacturers have become entrenched into their position for having a single STP at UL to represent all AFCI devices, including OBCI. It was asked that NEMA respond to the project initiation request that it lacks industry support to pursue harmonization.

**ACTION:** For the Secretary to request NEMA provide closure on the request for project initiation regarding OBCI.

**Note:** Corresponded with Suzanne Alfano to bring the project initiation request to a conclusion.

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

**Discussion:** The Secretary reported that NEMA's legal counsel has agreed that meeting minutes of CANENA THC/THSC meetings belong to CANENA. That being the case, the committee only needs to ask for the meeting minutes. After discussion the matter further, it was thought that it would be onerous undertaking to receive the minutes in order to identify non-dues paying CANENA members.

An alternative is to ask the THC/THSC Secretaries to rename their committee rosters in NEMA Link to include “CANENA” so that a simple query could be run to gather the names of those participating in CANENA harmonization activities.

**ACTION:** For the Secretary to work with NEMA to revise THC/THSC rosters to include “CANENA” as part of the file naming convention in order for the roster to be readily identified.

**3.0 REGISTRAR’S REPORT** (L.I. Hernandez)

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

**Discussion:** Registrar Luis Ivan Hernandez provided an overview of the 2019 membership renewal effort (see Exhibit 4).

**4.0 TREASURER’S REPORT** (P. Desilets)

**ACTION:** For the Treasurer to report on the status of the 2019 financials if available.

**Discussion:** Treasurer Pierre Desilets provide an overview of the 2018 financial closeout and the status of the financials in 2019 (see Exhibit 5). He also reported that he working on scheduling a time to introduce himself to the CANENA Controller, Ekaterina Lutovinova (EFC).

**5.0 OPERATIONS COMMITTEE REPORT** (M. Humphries)

**ACTION:** For the Operations Committee Chair to provide a report if available.

**Discussion:** Mark Humphries reported that the committee has not held any meetings.

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

**ACTION:** For the Marketing Communications Committee Chair to provide a report if available.

**Discussion:** None.

**7.0 SDO MATTERS**

**ACTION:** For the SDO Representatives to provide a report if available.

Already discussed.

**Discussion:** Valara Davis reported that regarding the Project Initiation request concerning (UL 498, NMX-J-412, CSA C No. 42 – IEC 62986), that Underwriters Laboratories intends to hold an internal meeting on 5/23 to further discuss.

Regarding the Project Initiation request concerning (UL 1489, CSA 269 Series of standards, NMX-J-681.1 & .2, Low voltage surge protectors), Underwriters Laboratories intends to issue a survey to its STP members shortly in order to obtain industry feedback.

**ACTION:** For the Secretary to add Mark Humphries to the committee roster.

## 8.0 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.

**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.

**Discussion:** It was asked that the committee be made aware of when NEMA was approaching the 15 hour mark for web services and for an itemized breakdown of how the time was utilized. A motion was made, seconded, and

**VOTED:** To approve the revised SOW (see Exhibit 6).

## 9.0 **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.

**Discussion:** It was recently reported that Antonio Macias has moved to part-time status. Regarding the adoption of the NEC in the Americas, Bureau of Standards Jamaica (BSJ), reported at the May COPANT meetings that they were looking to adopt the NEC.

**ACTION:** For discussion.

**Discussion:** President Yarza reported that Antonio Macias was working part time and has been difficult to reach.

## 10.0 **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.

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.

In addition, EFC is asking that CANENA provide a bigger picture tracking ability – to show:

1. What standards are in the pipeline for harmonization
2. What standards have been or are being harmonized
3. What is the status of each of the active projects

**ACTION:** For discussion.

**Discussion:** Previously discussed.

## **11.0 FUTURE MEETING**

### **2019 September 04, CSA Group Headquarters in Toronto, Canada.**

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.

### **2019 December 10, Conference Call**

The December meeting will be a 2-hour conference call starting at 10:00 AM, EST.

### **2020 February 26, NEMA HQ**

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.

## **12.0 OTHER BUSINESS**

### **83th IEC General Meeting to be held in Shanghai from 21-25 October 2019.**

The Secretary reported having just received an invitation to attend the 83th IEC General Meeting in Shanghai from the IEC General Secretary & CEO Frans Vreeswijk. He reminded members that at the February ExCo meeting, the committee agreed to appoint Juan Rosales and Rafa Nava to represent CANENA at the SMB meeting and deliver the CANENA report. He then noted that Juan Rosales had volunteered to prepare the 2019 CANENA report to COPANT which would then serve as the CANENA report to IEC. In conclusion, he noted having forward the invitation to both Juan Rosales and Rafa Nava.

**13.0 ADJOURNMENT**

The meeting adjourned at 11:50 AM.

Respectfully submitted,

Joel Solis  
May 23, 2019

Executive Committee Approval: September 5, 2019