



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

October 8, 2019

CANENA EXECUTIVE COMMITTEE MEETING MINUTES

MEETING: CANENA ExCo
PLACE OF MEETING: CSA Group
Toronto, ON
DATE: Wednesday, September 4, 2019
PRESIDING OFFICER: Julian Yarza

VOTING MEMBERS PRESENT:

Yarza, JulianServicios y Soporte Regulatorio—Council President
Desilets, PierreLeviton Manufacturing of Canada—Treasurer
Benjamin, GuyABB Installation Products Ltd. —VP Canada
Harris, DonaldNorthern Cables—Member-at-Large Canada
Rosales, JuanMabe México—VP México
Ricárdez Barberá, JesúsNacional de Conductores Electricos—Member-at-
Large México*
Steinman, GregABB Installation Products, Inc.—VP USA
Ulemek, SvetlanaBURNDY LLC—Member-at-Large USA*
Mercier, DaveMercier Electrical Consulting—Past President*

VOTING MEMBERS ABSENT:

None.

NON-VOTING MEMBERS PRESENT:

Chopra, GurvinderEFC—Controller Representative
Davis, ValaraUnderwriters Laboratories Inc.—SDO Representative
& Audit Committee Chair
Hansen, BillIngersoll Rand—Ambassador-at-Large*
Hernandez, Luis IvanANCE—Registrar/SDO Representative
Humpries, MarkCSA—Operations Committee Chair
Solis, JoelNEMA—Secretary General
Wilson, MichaelCSA—SDO Representative

* Participated by conference call.

1.0 **ADMINISTRATION**

1.1 **Welcome Members and Guest**

The meeting started at approximately 9:00 AM. President Julian Yarza welcomed members and guest in the conference room as well as on the phone.

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 present constituting a quorum to conduct business.

Note: Shortly following quorum determination, Juan Rosales and Pierre Desilets joined the meeting in person.

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 discuss the 2020 CANENA Budget under 4.2 and the proposed revision to Mexico's Metrology Law under "Other Business". A motion was made by Greg Steinman, seconded by Guy Benjamin, and

VOTED: To approve the agenda as revised.

1.5 **Approval of Minutes**

The draft minutes from the May 22, 2019 meeting was circulated to members for review and comment on May 23, 2019. Approve is to be decided by a simple majority of the voting members.

ACTION: To approve the minutes of May 22, 2019 meeting as circulated.



2019May22_CANEN
A ExCo MtgMin(23M

Discussion: A motion was made by Donald Harris, seconded by Greg Steinman, and

VOTED: To approve the minutes of the May 22, 2019 meeting.

1.6 ExCo Timeline Review

ACTION: Review the ExCo Timeline and revise as necessary.



CANENA ExCo
Timelines(2019).pdf

Discussion: The Secretary provided an overview of the CANENA timeline.

2.0 ACTIONS FROM PREVIOUS MEETINGS

2.1 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.

STATUS: Done

Discussion: The committee agreed that the objective for having CANENA establish a LinkedIn presence is to complement existing means of communications to the general public and young millennials concerning CANENA. Messaging is to consist of repurposing content for the AGM and CANENA Connects as LinkedIn articles, the aim is to drive traffic to the CANENA website.

ACTION: For the Marketing and Communications Committee to make use of LinkedIn. In addition, to expand the size of the committee in order to decrease the work load on existing members and to determine who would respond to questions regarding any CANENA posting.

2.2 ACTION: For Juan Rosales to prepare the CANENA report for the 2019 IEC Annual Meeting.

STATUS: Done.

The CANENA report to IEC was balloted to ExCo members on 21 July 2019 for approval. Of the nine voting members, 8 voted affirmative, 0 voted negative and 0 voted abstention. The IEC Report was then provided to Antoinette Pitteloud (IEC External Liaisons Officer) and posted to the CANENA website: Download [2019 IEC Report](#).

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

STATUS: Pending.

2.4 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.

ACTION: Discussion move to Section 7, SDO Matters, item 7.2.

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

STATUS: Pending.

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

STATUS: Done.

3.0 REGISTRAR'S REPORT (L.I. Hernandez)

3.1 CANENA – ANCE MOA

At the last meeting, it was reported that the CANENA/ANCE MOA was submitted to ANCE's legal counsel for review.

ACTION: For the Registrar to report on the status of the of the CANENA/ANCE MOA.

Discussion: Registrar Luis Ivan Hernandez reported that the MOA was approved by ANCE's legal counsel and has been signed by Abel Hernandez. The MOA was then signed by the President and Secretary.



2019Feb26-MoA-CA
NENA-ANCE-(Signed)

ACTION: For the Secretary to update the ExCo Timeline to include an annual review of the MOAs.

3.2 2019 Membership Renewal Effort.

ACTION: To be provided an overview of the 2019 membership renewal effort.

Discussion: The Registrar provided a report.



2019Sep04-Registrar Report.pdf

(P. Desilets)

4.0 TREASURER'S REPORT

4.1 2019 FINANCIALS

ACTION: For the Treasurer to report on the status of CANENA's financial position.



CANENA -JAN-JULY 2019 (EOY-31JULY2019)

Discussion: Treasurer Pierre Desilets provided an update of CANENA's financials, to include the month of July. During discussion, it was noted that the financial report did not breakout the cost of the 2019 AGM. The breakdown had been included as part of the 2017 financials, the details of which were used in CANENA's 2017 IRS 990 filing. The committee questioned the necessity for itemizing the cost of the AGM in the financial report which may create an unnecessary burden on the comptroller and Treasurer, asking NEMA weigh in on the matter.

ACTION: For the Secretary to inquiry with NEMA on whether the details of the AGM expenses are necessary for filing the IRS 990 form.

Note: NEMA's response: It is important to keep in mind that if there are any charges for staffing – such as the EFC Staffing charge on the breakout of the 2017 AGM – that those charges DO need to be broken out so that they are accurately reported on the IRS 990.

In reviewing the report, members requested clarification regarding company memberships, ANCE/CANAME membership and the funds collected by ANCE for the 2019 AGM and annual membership renewals.

Regarding the process for approving the 2019 End of Year financial report, it was noted that the Treasurer is schedule a meeting of the Audit Committee to review and question the report in the December/January time frame and make recommendation on approval by the CANENA Council for consideration by the ExCo at its 2020 February meeting.

ACTION: For the Treasurer to address the committee's concerns in the next financial update.

4.2 2020 BUDGET

Treasurer Desilets provided an overview of the proposed 2020 budget.

ACTION: For the Treasurer to revise the report based on today's discussion and then circulate to the Audit committee for approval.



2020 Financials
Budget.pdf

5.0 OPERATIONS COMMITTEE REPORT

(M. Humphries)

On August 5, 2019, Operations Chairman Mark Humphries communicated to committee members about scheduling a conference call to discuss the following topics:

- 1) Suggestions for improvement/ streamlining the CANENA technical committee page, and
- 2) Review project initiation request form, can this be improved?
- 3) Review CANENA initiation log,
- 4) Review NEMA response to the CANENA Tri national Project Request for AFCIs, and
- 5) Review any troubled CANENA harmonization effort the SDOs or members are experiencing

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

Discussion: Chairman Mark Humphries reported that a meeting of the committee has been scheduled for September 20, starting at 1:00 PM, ET.

6.0 MARKETING COMMUNICATIONS COMMITTEE REPORT

Chairman Rood has provided the attached report.

ACTION: Review Marketing Communications Committee Chair report.



Market
Communications Re

Discussion: The President asked members to review the Marketing Communications Committee Chair report.

7.0 SDO MATTERS

7.1 Status of Project Initiation Requests (PIRs)

ACTION: To review and update the CANENA Project Initiation Log.



Discussion: The Secretary reported on the steps he has taken to provide greater transparency regarding standards activity. The CANENA website “Published Standards” page was revamped to include a “List of Project Initiation Request (PIR)” and “Project Initiation Request (PIR) Status”. The list of projects identifies whether the request is for binational or trinational harmonization, the standard which is the subject of the request, standard number, the PIR form which was submitted by stakeholders pursuing regional harmonization and any responses received. This includes a downloadable spreadsheet containing much more information providing the status of the PIR. In addition, a graphic showing the number of standards that have been harmonized, including the list of standards which have been harmonized. The Secretary concluded by reporting on the nine project initiation requests that have been submitted for approval since the beginning of the year. The committee then proceeded to revise and update the spreadsheet.

ACTION: For the Secretary to update the CANENA website to correspond with the revised spreadsheet.

7.1.1 NEMA’s 31 July 2019 Letter the Secretary General addressing OBCIs

The NEMA letter concerns EFC’s project request concerning electrotechnical requirements found in UL 1699, Standard for Arc-Fault Circuit Interrupters, UL 1699A, Outlet Branch Circuit Arc Fault Circuit Interrupters, and CSA C22.2 No. 270, Standard for Arc Fault Protective Devices. NEMA is reporting that it is unable to proceed with U.S. industry support for the project because of a lack of consensus, see attachment.

ACTION: Determine the status of EFC’s project request.

Discussion: It was agreed to not proceed with the project initiation request for this project.



7.2 Formation of CANENA THC 61, *Safety of household and similar electrical appliances*

CANENA THC61/WG1 has been responsible for the trinational harmonization of IEC 60335-1, *Safety of household and similar electrical appliances*. At the October 30-31, 2018 ExCo meeting it was reported that the trinational harmonization of IEC 60335 was last published on October 31, 2011 and is

based on IEC 60335-1, Edition 4.2:2006. It was later discovered that only UL and CSA published the standard as a national standard. The next edition of the standard (i.e., 2nd for CSA and 6th for UL) was published as a binational standard between Canada and the US on October 31, 2016, with Mexico deciding to not participate.

At the October 2018 ExCo meeting, Mexico reported that it would likely rejoin the harmonization effort after completing a thorough review of the in-country clauses to determine how they may be implemented at the local level. It was also noted that Mexico's standardization system is overseen by the Secretariat of Economy (SE), through the General Directorate of Standards (Dirección General de Normas, or DGN). DGN policy requires proposed standards for national adoption that are based on an IEC standard will only be considered if they are to the most recent edition of that IEC standard. Furthermore, the DGN imposes a 60-day effective date for the implementation of a standard following publication which can lead to a lack of synchronization with Canada and the US.

Since 2016, there has not been any CANENA activity to maintain IEC 60335-1 as a bi-nationally harmonized standard. IEC 60335-1 has since been amended with the 2010 edition having been issued. There is a desire by Canada and the US mirror committees for IEC TC 61 to keep the CANENA standard up to date with IEC as a binational standard since both countries rely on the standard for issuance of national certification.

The Air-Conditioning, Heating & Refrigeration Institute (AHRI) has submitted two proposals, one for restructuring THC61 and another for THC61C.

1. Proposal to Restructure THC61

AHRI requests that the current THC61 chair, Juan Rosales, disband WG1. A new WG should be formed at the beginning of each new project.

Since the scope of Part 1 is much broader than HVAC&R industry and that it is a bi-national (US-Canada only) standard; AHRI Cooling LLC recommends that CANENA THC 61 should be chaired by a representative within the US or Canada certification bodies or standards development organizations (SDO's).

Scope: To prepare and maintain bi-national safety standards for electrical appliances primarily for household purposes, but also for other equipment and appliances in similar fields where there is no CANENA THC in existence.

Projects: Safety of Household and Similar Electrical Appliances, Part 1: General Requirements

Standards: 60335-1 Household and Similar Electrical Appliances (tri-national)

ACTION: To approve AHRI's proposal to restructure THC 61.

A motion was made by Greg Steinman, seconded by Juan Rosales, and

VOTED: To approve a new structure for THC 61, *Safety of household and similar electrical appliances*, with the chair and secretary to be appointed at a later time, with the following scope: 60335 1, General Requirements.

Discussion: Following the vote, the committee discussed solicitation of members to populate the committee. It was decided that at the start of each revision cycle of 60335-1 to appoint a chair and secretary and to extend an opportunity to Mexico to participate. The next project of the THC 61 will be to harmonize with the 6th edition of 60335-1.

2. Proposal to Restructure THSC 61C

AHRI requests that the responsibility for maintenance of 2-34 and 2-89 be transferred to CANENA THC 61C.

AHRI Requests that the Secretariat position for THC 61C be transferred to AHRI.

Scope: To prepare and maintain bi-national safety standards for motor compressors, refrigerating appliances and similar appliances for household and commercial use.

Projects: Part 2-34, Particular requirements for motor-compressors; and Part 2-89, Particular requirements for commercial refrigerating appliances with an incorporated or remote refrigerant unit or compressor

Standards: UL/CSA 60335-2-34 (Binational US/Canada)
UL/CSA 60335-2-89 (Binational US/Canada)

ACTION: To approve AHRI's proposal to restructure THC 61C.

Discussion: A motion was made by Juan Rosales, seconded by Guy Benjamin, and

VOTED: To rename THSC61C as THC61C, the scope of which is 60335-2-34 and 60335-2-89, removing them from the scope of THC 61D, with Greg Reule as Chair and AHRI to serve as Secretary.

Discussion: Regarding 60335-2-24, with AHAM having pulled out of further participation, it was decided to not include it in the scope of THC 61C.

ACTION: For the Secretary to update the CANENA Technical Committee page accordingly regarding THC 61, 61C and 61D.

After further discussion THSC61D, a motion was made by Svetlana Ulemek, seconded by Juan Rosales, and

VOTED: To rename THSC61D as THC61D and revise the scope as follows:

THC 61D -Appliances for air-conditioning for household and similar purposes

- Chairman Bill Hansen-Trane (USA)
- Secretary –AHRI
- Responsible for harmonization of the following:
 - 60335-2-40, *Particular requirements for electrical heat pumps, air-conditioners and dehumidifiers* –Bi-national US/Canada
 - UL1995/CAN CSA No. 236 –Binational US and Canada

8.0 CVENT CONTRACT RENEWAL

On July 26, Cvent Account Manager Navdeep Mangat reached out to the Secretary to note that the CANENA renewal window with Cvent was approaching. The account is due to renew on 11/19/2019. Cvent is raising its contract fee by 10% to 15% effective 01/01/2019. In order to void the existing contract, a 60-day prior written notice of termination must be given to Cvent.

Discussion: The Secretary reported that on 8/16/2019 of having held a conference call with Navdeep Mangat to discuss the terms of the renewed agreement. Based on an historical review of the annual number of registrations for both the AGM and membership renewal, we will be pushing to lower the prepayment registration fees from 300 transactions to 130 a year. Also clarified to Cvent is that CANENA is a US non-for-profit legal entity in order to avoid being tax as a Canadian legal entity. Going forward, future taxes should be based off the state of Virginia, the official state of residences for CANENA. The revised contract was then presented to the committee. A motion was made by Julian Yarza, seconded by Donald Harris, and

VOTED: To approve the revised Cvent contract.



2019
CVENT-Contract-CAI

9.0 DEVELOP TRANSPARENT REPORTING SYSTEM TO TRACK PROGRESS ON CANENA HARMONIZATION PROJECTS

The Secretary reported that 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. The request has been advanced into the development of a project plan split into two parts to address (1) tracking new harmonization project request to a final decision and (2) ongoing project monitoring.

Tracking of new harmonization project request has been implemented. The Project Initiation Request Form (PIR) has been revised to incorporate tracking the status of approval and includes instruction on how to fill it out. NEMA technical staff were informed of the change at the July 15 staff meeting resulting in a good exchange. The CANENA homepage has also been updated to provide easy access to the PIR.

The CANENA "[Published Standards](#)" page has been refreshed and the list of CANENA "Standards List" has been updated. The web page now includes a section titled "List of Project Initiation Request (PIR)" which list active PIRs, allowing anyone to download the form. In addition, a new section titled "Project Initiation Request (PIR) Status" has also been added. The section allows anyone to see where a PIR is in the approval process. In addition, a new section titled "Publication by the Numbers" provides a graphic chart to visually show the number of standards that have been published, whether they are IEC, binational or trinational efforts.

The next step is to address ongoing project monitoring. A spreadsheet is being populated as a means of tracking CANENA projects. That is going to take time to get through the 100 or so standardization projects. As the spreadsheet is compiled, the Secretary will be corresponding with program managers to determine the status of their activity. The redesign of the CANENA Technical Page is to be discussed by the Operations Committee at its next meeting.

ACTION: For Information.

Note: Attached is the status update as 10/8/2019.



2495

ProjectPlan_CANENA

10.0 CANENA AWARD

At the last meeting, CANENA Award TF 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.

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 Davis reported that her goal was to target the presentation of a CANENA award at the 2021 AGM. She intends to have a call before the end of the year with the task group. It was noted that the 2022 AGM will be the 30th anniversary of CANENA.

11.0 CANENA 2017 STRATEGIC PLAN

ACTION: Review and update the CANENA Strategic Plan accordingly.



Strategic%20Plan.pptx

Discussion: President Yarza reported that he was looking to the December conference call to determine which elements of the SWOT analysis to keep and see which needs updating.

12.0 AMBASSADOR-AT-LARGE REPORT

Ambassador-at-Large Rafael Nava was not able to attend the meeting. However, he was able to provide a written report.



2019 CANENA RxCo ambassador's reort

13.0 FUTURE MEETING

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

It was 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.

14.0 OTHER BUSINESS

Mexico's New Draft Law on Quality Infrastructure

On August 23, 2019, Mexico's Secretariat of Economy ("Economia") announced a new proposal for a law on "national quality infrastructure". The new law is intended to replace Mexico's current Federal Metrology and Standardization Law, which governs how the country develops and adopts technical standards and assesses conformity of regulated products with those standards.

According to the announcement, the objective of the new law is to reform the national standardization model to issue new mandatory (NOM) and voluntary (NMX) standards more quickly to generate greater competitiveness and foster development of new technology while keeping the values of transparency, legal certainty and free competition.

On first review, the draft law

- proposes one governing body to manage the standardization and certification system
- appears to open the standardization and certification market to more organizations
- appears to open the government to receive certifications from other countries
- will clarify the standardization and certification system

The new law is of deep interest to the private sector and is a fundamental tool for the Mexican Government, according to Economy Secretary Graciela Marquez.

According to Mexican government officials, the draft law will benefit domestic industry, including small and medium-sized companies, by empowering them to issue standards and raise the quality of their products, processes, services and, consequently, the quality of life of Mexican consumers.

Interested sectors, specialists and general public can provide proposals, comments and observations on the draft law. The initial informal comment period closes this Friday, August 31. Submissions should be directed to lic.comentarios@economia.gob.mx. It is expected that the public comment period will be extended or re-opened later when the draft law is published in the Official Gazette (*Diario Oficial*). After the consultation, the draft will be a law bill and will be introduced in the Mexican Congress for approval. The President's party has governing majorities in both houses of the Mexican Congress.

ACTION: Determine whether to submit comments.

Discussion: It was noted that that on August 23rd, the Mexican Ministry of Economy (SE) under the new administration of Andrés Manuel López Obrador introduce a series of concepts intended to serve as the basis of the "Law on Quality Infrastructure", which is intended to replace the existing Law on Metrology and Standardization. One concept introduce is that the tri-chambers and colleges may develop standards which is in the existing law. In this regard, the new law is likely to be good for CANENA. There is an expectation that the draft law will be circulated soon.

15.0 **ADJOURNMENT**

The meeting adjourned at approximately 4:00 PM.

Legal Approval:

Respectfully submitted,
Joel Solis

Executive Committee Approval: December 10, 2019