



*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, 2020

CANENA EXECUTIVE COMMITTEE MEETING MINUTES

MEETING: CANENA ExCo
PLACE OF MEETING: VIRTUAL
DATE: Monday, September 21, 2020
1:30 – 4:00, PM, ET

VOTING MEMBERS PRESENT:

Benjamin, Guy.....ABB Installation Products Ltd.—VP Canada
Desilets, Pierre.....Leviton Mfg. of Canada—Treasurer
Harris, Donald.....Northern Cables—Member-at-Large Canada
Ricárdez Barberá, Jesús.....Nacional de Conductores—Member-at-Large México
Rosales, Juan.....Mabe México—VP México
Steinman, Greg.....ABB Installation Products, Inc.—VP USA
Ulemek, Svetlana.....BURNDY LLC—Member-at-Large USA
Yarza, Julian.....Hubbell de México—Council President

VOTING MEMBERS ABSENT:

None.

NON-VOTING MEMBERS PRESENT:

Davis, Valara.....UL—SDO Representative & Audit Committee Chair
Hernandez, Luis Ivan.....ANCE—SDO Representative & Registrar
Nava, Rafael.....Mabe México—Ambassador-at-Large

GUEST:

Chopra, Gurvinder.....EFC—Controller Representative
Humphries, Mark.....CSA Group—Chair, Operations
Jimenez, Maria de Jesus.....ANCE
Solis, Joel.....NEMA—Secretary General

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 1:30 PM, ET.

1.2 Quorum Determination

The committee consists of eight (8) voting members, requiring at least five (5) to be present to constitute a quorum to conduct business. Of the eight (8) voting members, eight (8) were present constituting a quorum to conduct business.

1.3 Review of Antitrust & Meeting Guidelines

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

1.4 Agenda Review and Approval

ACTION: To approve the agenda.

Discussion: The agenda was approved as circulated.

1.5 Approval of Minutes

The draft minutes from the May 12, 2020 meeting was circulated to members for review and comment. Approval is to be decided by a simple majority of the voting members.

ACTION: To approve the minutes of the May 12, 2020 meeting.

Discussion: A motion was made, seconded, and

VOTED: To approve the May 12, 2020 meeting minutes dated July 7, 2020.

1.6 ExCo Timeline Review

ACTION: Review the ExCo Timeline and revise as necessary.

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

2.0 ACTIONS FROM PREVIOUS MEETINGS

- 2.1 ACTION:** For the Marketing and Communications Committee to use LinkedIn, to expand the size of its committee in order to decrease the workload on existing members and to determine who would respond to questions regarding any CANENA posting.



2020SOW-CANENA
Marketing.pdf



LinkedIn Ad
Campaign Example c

Discussion: NEMA's Mariela Echeverria provided a presentation on the statement of work to develop a CANENA social network site using LinkedIn. The cost is based on the number of hours to support the LinkedIn presents. The expectation is for one hour per quarter, one hour for each additional content item and 25 hours to develop the CANENA landing page. Regarding CANENA Connects, she reported having published 2 in 2020, requiring 10 hours. The remaining hours for the year could be diverted to support the LinkedIn site.

ACTION: To request Marketing and Communications Committee to consider the proposal and report back with a recommendation and to discuss the 2021 CANENA budget to support holding a 2022 annual general meeting.

- 2.2 ACTION:** For the Secretary to reach out to AHRI about association membership.

Discussion: The Secretary reported that AHRI's primary contact, Ladan Bulookbashi, has resigned. In reaching out to Bill McQuade, VP of Industry Sector Services, he reported that Karl Best, Sr. Manager for Standards, had taken over CANENA responsibilities from Ms. Bulookbashi. Earlier in the day, the Secretary was able to meet with Mr. Best to provide an introductory presentation on CANENA, along with an overview of the By-laws, responsibility of a Secretary and a quick overview of the SDO Procedures. Going forward, the Secretary will assist Mr. Best in starting an AHRI harmonization project and about membership.

3.0 2021 AGM PLANNING COMMITTEE REPORT

The Planning Committee held its first meeting on September 3, 2020 to plan for the 2021 Annual General Meeting (AGM) in Mexico. Members in attendance included Luis Ivan Hernandez (Chair), Greg Steinman, Don Harris, Gurvinder Chopra, Valara Davis, Maria Jiménez and Joel Solis. Following are the recommendations from the meeting for consideration by the ExCo:

1. To have a business meeting Feb 25 (Thursday), 2021 as a virtual meeting.

- a. If approved, to hold prior to the Council Meeting a 30 minutes presentation/workshop to about the Quality and Infrastructure Law which has replaced Mexico's Federal Law on Metrology and Standardization. And invitation would be extended to DGN General Director Alfonso Guati ROJO to present.

2. To hold CANENA AGM 2022 in Mexico.



2020-09-03 CANENA
Planning Cmte AGEI

ACTION: To approve Planning Committee recommendations.

Discussion: 2021 Planning Chair Luis Ivan Hernandez reported that the committee was proposing holding a virtual business meeting following a DGN presentation to share their thoughts of the revised regulation implementing the 2020 Quality Infrastructure Law. Regarding 2022, the committee recommended holding the meeting in Mexico, likely in Puerto Vallarta, in order to celebrate CANENA's 30th anniversary. The meeting venue would be conducive for spouses to attend, boosting attendance. A motion was made by Guy Benjamin, seconded by Pierre Desilets, and

VOTED: To approve the Planning Committee report and recommendation of 2021 and 2022.

4.0 TREASURER'S REPORT

P. Desilets

ACTION: To receive the Treasurer's report.

Discussion: Treasurer Pierre Desilets reported that nothing extraordinary has taken place since the last meeting. For the next meeting, he intends to provide a full report, to include a draft 2021 budget for consideration.

5.0 OPERATIONS COMMITTEE

M. Humphries

Attending online IECEX International Meeting and holding a simultaneous teams meeting with USNC/IECEX on Oct 1-2. Will return this Friday afternoon.

ACTION: To receive a report from the Operations Committee Chair regarding the timeline for updating Project Initiation Request online, whether guidance is needed to address in sum-countries clauses and procedure for handling de-harmonization requests.



Operations
committee report_ E

Discussion: Chairman Mark Humphries provided the attached report. Regarding the update to the CANENA Project Harmonization Request Form, it was asked that it be circulated to the committee for comment.

ACTION: For the Secretary to circulate for comment the revised Project Harmonization Request Form and corresponding changes to the CANENA website for a 30 review.

Note: The form and changes to the website were circulated for comment on September 30th for a 30-day review and comment period closing on Friday, October 30, 2020.

6.0 2020 REGISTRAR REPORT

L.I. Hernandez

ACTION: To be provided an overview of the 2020 membership renewal effort.

Discussion: Registrar Luis Ivan Hernandez reported CANENA membership to be 311, of which 125 having registered as General Member. Individual companies with multiple General Members are ABB, ANCE, CANAME, CSA, Eaton, Goodman, Hubbell, Rockwell and UL. Valara Davis agreed to provide the Registrar the roster of a newly formed THC. Regarding THC 34, Lighting Products, the Secretary was asked to contact the Secretary, asking for confirmation that THC members are in good standing.

ACTION: For the Secretary to contact David Richmond to confirm membership of THC 34 members.



2020-09-21 CANENA
REGISTRAR REPORT.

7.0 MARKETING COMMUNICATIONS COMMITTEE REPORT

S. Rood

ACTION: For the Marketing Communications Committee Chair Steve Rood to report.

Discussion: The Secretary reported Chairman Rood apologized for not being able to attend due to a rescheduled company meeting which was out of his control and required his attendance. It was asked for Chairman Rood to provide a report for the next meeting.

8.0 AMBASSADOR-AT-LARGE REPORT

R. Nava

ACTION: For the Ambassador-at-Large Mr. Nava to report.

Discussion: Ambassador-at-Large Rafa Nava reported that the USMCA was effective as of July 1. Following implementation, it was noted that a few points in the agreement would require clarification. The existing Metrology Law has been replaced by the Quality Infrastructure Law, having an effective date of September 1, 2020. The new law will necessitate an update to the Nuevo Reglamento, issued on January 14, 1999. The update is anticipated to be published in the Diario Oficial as soon as February/March 2021 and no later than September 2021.

Regarding an agreement with Ecuador, it is expected to be completed by the end of the year. Regarding an agreement with Australia and Canada, talks remain on hold.

Regarding the IEC Council Board, it was noted that Vice President Juan Rosales nomination has been submitted for consideration. It was noted that Juan Rosales was recently appointed as President of the Mexican Council for Standardization and Evaluation of Conformity (COMENOR). COMENOR is undertaking a review of the conformity assessment procedures in NOM-003-SCFI-2014.

In closing, it was noted that Mexico's Energy and Telecom agencies have moved headquarters from Mexico City, with Energy being located in Tabasco.

ACTION: For the Secretary to inform the IEC that CANENA would be sending a representative.



2020 CANENA
ExxCo ambassador's

9.0 **CANENA 2017 STRATEGIC PLAN**

ACTION: Review and update the CANENA Strategic Plan accordingly.

Discussion: President Yarza provided an update to the Key Performance Indicators (KPI) of the strategic plan which tracks on-going progress.



Strategic Plan
CANENA KPI.pdf

10.0 FUTURE MEETING

ACTION: Schedule the next meeting.

Discussion: The next meeting of the committee is scheduled for December 1, 2020 starting at 1:30 PM to 4:00 pm.

ACTION: For the Secretary to issue an Outlook invite for the next meeting.

Note: Outlook calendar invitation sent to members on 21 September.

11.0 OTHER BUSINESS

NEED FOR MEETING GUIDANCE

Discussion: It was noted that CANENA THCs/THSCs have taken it upon themselves to hold meetings exclusively as virtual meetings. It was asked whether there is a need for CANENA to develop guidance for returning to face-to-face meetings. It was agreed that providing guidance was unnecessary as THC/THSC members, participating SDOs and Secretaries ability to attend face-to-face meeting is driven by employer policies.

12.0 ADJOURNMENT

The meeting adjourned at 4:00, PM.