**2017 IECEx Executive Meeting**

**Meeting Report + Agenda**

**Held at CSA Group in Hawarden, UK on Friday 12th May 2017**

**(Commencing at 8:30 a.m.)**

**Attendance:**

**Dr Thorsten Arnhold (TA) IECEx Chair**

**Mr Thierry Houeix (TH) IECEx Treasurer**

**Mr Julien Gauthier (JG) ExTAG Secretary**

**Mr Timothy Duffy (TD) ExMarkCo Chair**

**Mr Peter Thurnherr (PT) ExPCC Chair**

**Mr Ralph Wigg (RW) ExPCC Deputy Chair**

**Mr Ron Sinclair (RS) ExSFC Chair**

**Mr Marco Erdhuizen (ME) ExSFC Deputy Chair**

**Mr Chris Agius (CA) IECEx Executive Secretary**

**Mr Mark Amos MA) IECEx Business Manager**

**Apologies**

**Dr Alexander Zalogin (ZA) IECEx Vice Chair**

**Prof XU Jianping (XU) ExTAG Chair**

1. **Opening and Confirmation of Agenda**

Dr Thorsten Arnhold as IECEx Chair opened the meeting welcoming members.

1. **Apologies**

**Noted apologise as above**

1. **Recent IEC CAB meeting outcomes**
	1. **CAB/1581/RM –** Minutes of last CAB meeting Frankfurt 2016
		1. **Status concerning the IEC Harmonised Basic Rules, IEC CA 01**
		2. **Status on the development of the IECEx Supplement**
		3. **Cyber Security Matters**

TD, informed on the update of CAB WG11 and the draft new Edition 2 for the IEC Harmonised Basic Rules, IEC CA 01, highlighting the changes introduced being

* Introduction of voting and non Voting members
* Introduction of document timelines

TD also informed of the additional text introduced that Member Bodies are responsible for nominating experts to WGs

TD also mentioned the preparation of a common policy document regarding CB and TL assessments (Peer Assessment fundamentals).

CA advised that ExMC WG1 met earlier this week and decided to recommend that ExMC move immediately to apply edition 2 of the HBR and therefore conducted work to prepare an IECEx Supplement for Edition 2 of the HBR. This will be presented to the ExMC 2017 Washington meeting.

The meeting touched on Cyber Security noting current work within IECEE and that Mark Amos is the IECEx representative for this work

1. **Status of Actions + Items referred to Executive from 2016 ExMC Meeting**

Consideration of Action Items from the 2016 ExMC meeting – refer ExMC/1197A/RM Annex A

* + 1. **Report on status of Action Items –** Annex A ExMC/1197A/RM

CA gave a report of action items as recorded in Annex A of ExMC/1197A/RM, with the meeting noting that items are either completed or in hand with many of them dealt with during the course of this week’s series of operational meetings.

Concerning Action item 22 – re BR suggesting a reduction in Certificate fees for the CoPCC Scheme, the Executive noted that the Secretariat has just received a proposal from BR and this was presented and discussed among the Executive

The Executive indicated its support for considering a reduction in certificate fees but in doing so feel that there is a need to consider the longer term financial viability and impact to the IECEx Operations. Therefore the Executive proposes that ExMC task the IECEx Treasurer and ExPCC to work further with the Executive to further analyse options.

**ACTION: Chair to report to the ExMC the above position of the Executive concerning the BR proposal to reduce CoPPC Scheme fees**

* + 1. **Tasks and responsibilities of the IECEx Executive**

Update on status of ExMC/872B/CD re Item 6.5 of the ExMC Mins and discussions from WG1 concerning referencing of roles from the IECEx Supplement to IEC CA 01

The meeting noted the action item from the Umhlanga 2016 Minutes and while the decision was to incorporate the roles and responsibilities in the Supplement to the HBR the Executive agreed that mention of them and a reference to a document that is approved by ExMC to be the appropriate way forward.

**ACTION: Secretariat to prepare the ExMC/872B/CD into an OD once the supplement of the HBR is finalised**

* + 1. **Consideration of Converting ExMC WG4 – Assessors WG to a more Permanent Group, re Item 13.5 of the ExMC 2016 Minutes**

The Executive is to receive a proposal from ExMC WG4 following their meeting during the 2017 Ops meetings re Decision 2016/51 from ExMC/1181/DL.

The Chair invited Mr Jim Munro (Convener of ExMC WG4 – Assessor working group) to join this part of the Executive meeting.

Mr Munro addressed the Executive informing them of the recommendations from the ExMC WG4 meeting held last Wednesday namely:

The formation of an IECEx Assessment Board with the following key roles.

* Scope is to cover assessments for all schemes
* In conjunction with the Secretariat, review of new applications from applicant bodies for all schemes
* Responsibilities in existing scope to continue
* Consultative forum to assist assessors to make decisions related to potential issues found during assessments
* Ongoing review of assessors
* Composition - current WG4 members augmented by others.  Members to be nominated by member bodies.  Lead assessors to be members.  Call for other members to be made once Board established.
* Headed by - a 'Chair'.  Subject to vote - 3 years plus 3.  To be a member of the Executive.

The Executive discussed this with RW suggesting that the concept is good but needs detail and suggesting that the proposed Group/Board could play a role in developing the documents necessary.

TD supported the proposal and agreed with RW that more detail is required.

JG questioned the added value that changing from WG4 to a Board would bring

The meeting noted the initial comments also received from AZ that were opposing this move

RS indicated his support in that this would provide a forum for those doing the assessment work to come together as Lead Assessors are automatically members of this group.

The Chair noted that till now ExMC WG4 has focused its work on the Equipment Scheme but this proposal allows the group to cover other IECEx Schemes and will need to demonstrate how all Schemes are to be integrated.

The Executive concluded that the concept as presented does have merit and should be supported but felt that it is a group that sits between Committee and WG and suggested the term “IECEx Ex Assessment Group” and that a Task Force be appointed by the IECEx Chair to make recommendations using ExMC WG4 proposals to the ExMC regarding:

* Terms of Reference
* Structure
* Membership
* Responsibilities
* Benefits

**ACTION: The IECEx Chair to report the Executive views of the above for consideration at the 2017 ExMC Meeting**

* + 1. **Others**

The Chair raised the issue of the Proficiency Testing Program (PTB) and that some of the ExTLs may not be participating, with the Secretary informing the meeting that they are now reviewing the list with PTB noting that non-participation in the PTP is effectively not complying with the scheme rules.

**ACTION: The Secretary to contact ExTLs not currently participating in the PTP Program and take further action for persistent non-participation**

1. **Finance**
	1. 2016 Accounts – Review of Accounts (ExMC/1220/DV)

TH as Treasurer and CA presented the 2016 Accounts, highlighting the situation concerning the one off legal expense incurred in 2016 regarding the Source IEC company’s missuse of the IEC and IECEx logo

There was discussion in noting the apparent difference in income for different items between 2015 and 2016 noting some of the following:-

* 2015 Income showed income from sponsorship of special event (Poland Conference) where there were no events in 2016
* Significantly higher application fees from bodies joining in 2015 compared to 2016

However the Executive did note that the continued trending of increase in certificate fees plus more bodies joining and an increased number of scope extension applications, provide confidence that the increase in income mainly via certificate fees will continue.

CA and TH agreed that a change in graphical presentation would assist to obviate questions from ExMC members that the actual income to the scheme in 2016 was less than the income in 2015, possibly highlighting trends with the specific in year issues (such as the legal fees for defending the IECEx logo, and the lack of a special conference in the year) removed.

Following further review the Executive concluded to support the 2016 Audited accounts.

* 1. 2017 Forecast

The Executive received a report on the financial forecast for 2017 noting that there are no extra ordinary changes foreseen in 2017 and that there is confidence that the end of year result will provide a contribution to the IECEx General Reserve to make or surpass the budgeted amount of approx. CHF 107K.

* 1. Report on receivables

CA and TH reported that the Secretariat deals with receivables and that there are no negative matters to report at this stage.

* 1. General Finance matters
		1. Issue of proposed reduced CoPC Fees proposed by BR during the 2016 ExMC Meeting (re item 11.6 of the ExMC Mins)
		2. Other Matters

This matter was dealt with under Actions from the 2016 ExMC Meeting above (item 4 i)

* 1. Preparation of forecasted Draft 2019 Budget noting approval of the 2018 Budget (CAB/1609/DV)

The Executive considered a preliminary draft for a 2019 Budget prepared by TH and CA (below) and agreed that this be incorporated into a draft budget for presenting to the ExMC

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **A** | **B** | **D** | **E** | **F** |
|   | **INCOME** | 2016End of Year Accounts | 2017 Approved Budget | 2018 Preliminary Budget ExMC/1172/CD Approved in Umhlanga 2015 ExMC Meeting | **2018 Final CAB Approved Budget** (CAB/1609/DV) | **2019 Pre Draft Budget**  |
| **CHF** | **CHF** | **CHF** | **CHF** | **CHF** |
| 6000 | National Dues | 288,000 | 300,000 | 320,000 | 320,000 | **330,000** |
| 6020 | Other Participation Fees (Application Fees) | 16,000 | 20,000 | 25,000 | 25,000 | **25,000** |
| 6030 | RTP Annual Fees | 2,500 | 0 | 5,000 | 5,000 | **5,000** |
| 6110 | Publications (Include IECEx Bulletin) | 8,522 | 7,000 | 7,000 | **15,000** | **15,000** |
| 6200 | Interest, Miscellaneous | 215 | 2,000 | 2,000 | **500** | **500** |
| 6400 | Certificate Fee Equipment Program | 901,925 | 900,000 | 990,000 | 990,000 | **1,100,000** |
| 6010 | Certificate Fee Surcharges | 44,000 | 60,000 | 70,000 | **60,000** | **60,000** |
| 6410 | Certificate Fee Services Program | 60,250 | 85,000 | 85,000 | 85,000 | **85,000** |
| 6420 | Certificate Fee Certified Persons Scheme | 81,450 | 100,000 | 110,000 | **100,000** | **100,000** |
| 6900 | Other Income  | 0 | 60,000 | 60,000 | 60,000 | **60,000** |
| 6950 | Assessment Fees Administration | 1,900 | 2,000 | 2,000 | 2,000 | **2,000** |
|   |   |   |  |   |   |   |
|   | **Total** | **1,404,762** | **1,536,000** | **1,676,000** | **1,662,500** | **1,782,500** |
|  |  |  |  |  |  |  |
|   | **EXPENDITURE** | **CHF** | **CHF** | **CHF** | **CHF** | **CHF** |
| 40000 | Personnel Costs (Salaries, Insurance + Pensions) – Total | 825,000 | 870,000 | 913,500 | 913,500 | **960,000** |
| 47100 | Office Equipment + Stationery | 8,975 | 10,000 | 10,000 | 10,000 | **10,000** |
| 47200 | Serviced Office facilities Rent Equip etc | 68,617 | 110,000 | 100,000 | **95,000** | **100,000** |
| 47900 | Miscellaneous, legal audit | 63,371 | 10,000 | 10,000 | 10,000 | **10,000** |
| 47920 | Website Maintenance and Development | 3,720 | 10,000 | 10,000 | 10,000 | **10,000** |
| 47300 | IEC CO General & Administrative Levy | 85,263 | 98,325 | 118,164 | 118,164 | **136,620** |
| 48000 | Publicity + Promotion | 15,014 | 80,000 | 100,000 | 100,000 | **100,000** |
| 48200 | Special Event | 644 | 50,000 | 50,000 | 50,000 | **50,000** |
| 49000 | Travel + Meeting Expenses | 128,913 | 150,000 | 150,000 | **140,000** | **150,000** |
| 48500 | Special projects  | 20,949 | 40,000 | 40,000 | **35,000** | **35,000** |
| 49500 | Extraordinary Expenses | 0 | 0 | 0 | 0 | 0 |
| **Total Operating Costs** | **1,220,466** | **1,428,325** | **1,501,664** | **1,481,664** | **1,561,620** |
| 50000 | Portion allocated to build IECEx Reserves | 184,296 | **107,675** | 174,336 | 180,836 | 220,880 |
|   | **Total Year Budget: Expenses** | **1,404,762** | **1,536,000** | **1,676,000** | **1,662,500** | **1,782,500** |
|   | End of year surplus | **0** |  |  |  |  |
| **Total end of year contribution to General Reserves** | **184,296** | **107,675** | 174,336 | 180,836 | 220,880 |

The Executive did take a discussion and sought clarity over the composition of the IEC CO Levy noting that while there is a Sydney Office of the Secretariat the Secretariat also makes use of the Geneva Office and other IEC CO services, including IT, publishing, marketing etc

1. **IECEx membership update**

6.1 General Update

Secretariat to report

This matter was withdrawn on the basis no significant matters to address

6.2 Transfer of TUV Rheinland Australia to ExT&C in Australia

 Secretary to update the Executive on the withdrawal of TUV Rheinland Australia and take over of TUV Rheinland Australia activities by new entity ExT&C

CA gave the background to the situation of TUV Rheinland Australia divesting itself of Ex testing and certification services to a newly formed entity “Ex Testing and Certification Australia (ExT&C). CA further informed that the Secretariat had conducted an assessment of the corporate structure and operations of the new entity ExT&C and presented a comprehensive report of the Secretariat’s assessment and review and its findings.

CA advised that the exiting of Ex Testing and certification Services by TUV Rheinland has resulted in the new entity ExT&C buying the business from TUV Rheinland not just the assets and that same staff, same location and same equipment remain. Further that ExT&C are accepting the responsibility for issued certificates and their on-going maintenance.

There was discussion concerning the next step with confirmation that the endorsement of the AU Member Body was to be sought (at the request of the Secretariat) and this has now been obtained but informed that the AU Member Body is expecting to see a report of assessment and the report to specifically detail how management of impartiality is to be achieved.

Following further discussion, the Executive agreed to the following:

* 1. The Executive endorsed the approach taken by the Secretariat and its assessment and review of the Corporate procedures and structure and the report as presented;
	2. The Secretariat issue a vote to ExMC on the acceptance of this new body to take over the ExCB and ExTL function of TUV Rheinland Australia

The vote can take place now while the body is undergoing accreditation by JAS-ANZ, but that the acceptance can only become valid once the JAS-ANZ accreditation is in place and national certificates can be issued. The Executive then took a discussion on the wider issue of ExCBs exiting a scheme and agreed to raise this with the other IEC CA Systems via a report to CAB – IECEx Chairman to raise at June CAB meeting

**ACTION:**

1. **Secretariat to arrange voting via correspondence of the acceptance of ExT&C as an ExCB and ExTL noting the successful re-assessment of the former TUV Rheinland Australia that addresses the operational aspects of the new ExT&C**
2. **Chair and Secretary to raise at the June CAB meeting the need to consider the exiting from a scheme by a CB or TL**
3. **Violation of IECEx Rules / Complaints / Feedback**

7.1 Process for dealing with ExCBs/ExTLs that violate IECEx Scheme Rules

To note the changes to IECEx 02 re Clause 11.1.14 and 11.2.10 and consider if there is need for any further work to ensure the reputation of IECEx remains protected.

7.2 Report on Complaints and Feedback

Secretariat to report on feedback and complaints register.

Items 7.1 and 7.2 were dealt with together, with CA advising the Executive of the complaint received from *{Name Withheld*} ‘Albarubens’ regarding the negative findings of the IECEx Assessment Team. The Executive noted and endorsed the approach by the Secretariat to focus on the technical issued raised by the assessment team and the provision for ‘{*Name Withheld*}Albarubens’ to respond.

1. **Committee Reports - Matters for consultation with the Executive**
	1. ExTAG Report

JG gave a report on ExTAG in the absence of XJ, noting in particular:

* In preparation for the new Standard for Assemblies, ExTAG plan to include an item for discussion at ExTAG Washington to have a presentation during the Training session and a technical discussion during ExTAG Day 2
* Progress on ExTAG WG6 re Rev of OD 024 and the meeting held yesterday.
	1. ExMarkCo Report

TD gave a report on ExMarkCo, following the meeting held yesterday noting in particular:-

* Need to fill vacancies
* Reviewed list of ExCBs and those up for renewal
* Discussed the results of the survey and concluded that the Mark license system as operated today is not viable for the future with the Chair and Secretary to explore some changes with IEC Legal
	+ Include CoC number on the Mark
	+ Allow for ExCBs doing the QAR managing the Mark
	+ Possibly make all ExCBs in the IECEx 02 scheme also participate in the Mark License scheme
* Discussed the need for promotion and material – to send a reminder to Members
* Seek assistance from WG13 on promotion and preparation of brochures
	1. ExPCC Report

**ExPCC Chair PT gave a report of the meetings held earlier this week**

* Discussion on the price of Certificate Fee
* Change in pass mark to go from 80% to 70% and also the issue of variable pass mark
* Discussion also held on the question bank and hopefully to have for end of this year
* Reporting from RTPs back to IECEx has to be improved

The Executive were then informed of the following proposal that will be presented by ExPCC to ExMC concerning the proposed reduction in pass mark:

**Proposal from ExPCC Meeting to ExMC for approval**

Temporary revision (via revision of OD 503 for approval by ExMC at an ExMC Meeting) of pass mark (currently specified in OD 503 as 80%) to 70% for the knowledge assessment of all Units (in English only) to be used in parallel with further work by ExPCC WG3 to replace this with a facility for a variable or adaptive ‘pass mark’ facility within the Question Bank Management Software.

*Outcomes of ExPCC Discussions on above alternative proposal to ExPCC Meeting during discussion of recommendations from ExMC WG1 =*

1. Majority of members (4 objected) supported proposal for temporary revision of the pass mark
2. Majority of members also supported the provision of an adaptive/variable pass mark after the Question Bank and associated Software is available along with data from ExCBs on pass rates, specific questions etc etc.

Comment from the IECEx Executive:

The Executive discussed the outcome of the ExPCC discussions concerning the move from 80% pass mark to 70% and expressed concern with this decision and recommends to ExMC that the IECEx Question Bank be fully implemented and introduction of a variable pass mark as quickly as possible.

**ACTION**

**The above position is to be conveyed to the ExMC**

Further the Executive instructs the Secretariat to apply pressure to those involved in the work that is required to progress the Question Bank forward.

* 1. ExSFC Report

RS gave a report of the ExSFC meetings held this week noting:

* Noted a problem with the Convener of WG4 and that the Secretariat has stepped in to progress the documents for the Inspection and Maintenance Scheme – these docs are ready to go forward to ExMC
* ExSFC had set itself priorities noting that WG5 has been awaiting the work done by WG4 in order to prevent duplication
* Questions were raised in terms of update but noted that to date there has been no real promotion until the Scheme is ready.
* Noted the potential though once the scheme is up and running
* Next priorities, in order, are
	+ Installation
	+ Design
	+ Area Classification
* Roberval Bulgarelli from BR agreed to lead a small group to start looking at the new scheme for installation
1. **Update on Cooperation with IEC TC 31**

To note and discuss the report of the TC 31 AHG 50 meeting held in Sydney 18 March 2017.

**Document to review/note**

* Report issued by Mark Coppler

The Executive noted the report from Mark Coppler and expressed its appreciation for the formal liaison between IEC TC 31 and IECEx, with the Chair giving examples of excellent cooperation between the 2.

Julien G also echoed the good results in cooperation with TC 31

1. **Update on preparations for 2017 Annual Meetings in Washington**

Secretariat to report.

The Secretary informed that all planning is in order by the host, noting that for this year we will be trialling “Electronic Voting”

1. **New Matters for Discussion**
	1. Strategy for interactions with CompEx

Chair advised that he and the Secretary met with the new JTL financial Executive and Martin Jones this week while in Chester and this was a very cordial meeting and agreed to keep the lines of communication open.

* + 1. Any updates?
	1. Follow up discussions with NOV – follow up on discussions with NOV re discussions from last Executive meeting and consideration of Training matters.

Mark A informed on continued discussions with NOV thru Roger Jones of the UK, noting his role in the UK National Committee

* 1. National Accreditation of IEC 60079-33 – EU Bodies – do we plan for annual surveillance visits or rely on ExNB acceptance/accreditation to ATEX?

Secretary circular to Executive on this. And suggested that bodies that do not have accreditation for this standard may not require a site visit but a call from the Secretariat for samples of reports issued on an “as produced” basis with the review conducted by the ExTAG when implemented

* 1. Future Operational Meetings to be conducted in parallel OR over longer period OR over longer days?

In noting the concerns expressed during the Operational meetings, it is planned that the 2018 meetings be held over a 6 day week. The Executive noted that while there were a few overlaps the concept of parallel meetings did work well and agreed to leave the schedule for the 2018 operational meeting to the Secretariat and Chair and while ideally seek to complete over a 5 day week allow up to 6 days if needed.

1. **IECEx Promotional activities update**
	1. IECEx International Conference 2017
		1. Report on the Conference – Those members that attended to report
		2. Chair and Secretary’s view
		3. 2018 IECEx Conference in Split
	2. Other Promotional Opportunities
		1. Note PCIC ME and PCIC Europe + Nth America
		2. To discuss Promotion in the Gulf region
		3. To discuss Promotion in SE Asia
		4. Other events to support Member Bodies
		5. Active and up to date marketing on the IECEx homepage and active work in LinkedIn and other media.

The Above items were dealt with together

PT addressed the meeting expressing concern that while the Shanghai 2017 IECEx Conference was a huge success and excellently run, there were some presentations that contained far too much advertising for the company and that this cannot be allowed.

There was considerable discussion on this with some of the Executive indicating acceptance for identifying the company that is paying for the speaker to present but agreed that aggressive advertising is not to be tolerated.

RS advised that he was given a Speakers Notes and tried to follow this as best he could.

The meeting then concluded that the Executive should have published guidelines for presenting on behalf of IECEx and agreed to have the Secretary prepare a draft based on the Speakers Notes issued for the 2017 Conference.

**ACTION**

**Secretary to prepare a draft OD on presentation guidelines and circulate this for the Executive to comment**

The Executive undertook further discussions on the issue of promotion noting the various presentations done by the Officers and Secretariat.

Questions were raised concerning the planned 2018 conference in Split noting that the idea behind this was that TC 31 experts would be in the area and this could be an excellent opportunity to run an event that was probably not as large as the one in Shanghai

In discussion the Executive agreed that we should change this to a 1 day event but still look for another 2 day event elsewhere with PT suggesting that we need to focus outside Europe. The Executive agreed.

**ACTION**

1. **Secretariat to change the Split conference to a 1 day event**
2. **Secretariat to explore the opportunity of a 2 day event in the Gulf region**

The Executive also highlighted other areas such as SE Asia with focus on Indonesia, India and Africa also as other locations we should also target.

1. **Other Business**
	1. Young Professionals – Opportunity for IECEx to promote??

TD advised that in the IECEE they include in their budgeting provision for bringing up to 2 YPs with the IECEE covering airfare and hotel to attend IECEE meetings.

The Executive discussed this concept noting the need to budget for this and also understand the topics dealt with annual IECEx annual meetings.

It was agreed that in preparing the draft 2019 Budget provision be made in the promotion account to cover up 2 YPs economy airfare and hotel accommodation to attend the annual (ExMC+ExTAG) meetings. In addition, use a similar approach to IECEE in having the Executive to decide on the final selection of candidates.

**ACTION**

**In preparing for the 2019 Budget, TH and CA are to include provision for catering up to 2 YPs as indicated above.**

* 1. Mentors

The Executive noted the value of mentorship along with succession planning within the System and that this occurs on many levels e.g. mentoring of Assessors to progress to lead assessor status and include this on the ExMC WG13 agenda for 2018 meeting under the leadership of the IECEx Vice Chair.

**ACTION**

**Include the issue of Mentor and Succession planning on the next WG13 agenda**

1. **Next meeting**

**18 – 23th June 2018 Weimar, Germany for the IECEx Operational Meetings**

**Noting the 2018 ExMC and ExTAG Meetings as 17 – 21 September 2018, France**

1. **Close.** Expected close 3.30pm

**Meeting closed 3.05pm.**