INTERNATIONAL ELECTROTECHNICAL COMMISSION

CONFORMITY ASSESSMENT BOARD (CAB)	**Meeting 39, Geneva, 2016-06-13**

SUBJECT

List of the decisions from CAB meeting 39, Geneva, 2016-06-13

Decisions by correspondence between meetings

Decision 39/01 — *CAB WG 17 – Cyber Security* **- new scope**
   CAB agreed to the following new scope for WG 17:
   - **To investigate the market need and timeframe for CA services (global certification schemes) for products, services, personnel and integrated systems in the domain of cyber security.**
     - **Excluding the scope of Industrial Automation Applications covered by IECEE PSC WG 3 Task Force on Cyber Security.**
   To communicate to other industry sectors the generic Cyber Security approach taken by IECEE PSC WG 3 Task Force on Cyber Security and how this may apply to those other sectors.

Decision 39/02 — *CAB WG 11 – CA Systems* **- new scope**
   WG 11 has the responsibility to undertake the following activities and make related recommendations for CAB approval on an ongoing basis:

   - **Develop the modifications to the Harmonized Basic Rules (HBR) necessary to ensure consistency among the Systems and with the IEC Statutes and Rules of Procedure and IEC CAB Policy.**
   - **Review IEC CA Systems Supplements to the HBR.**
   - **Identify opportunities for harmonization of documents and programs at the System level.**
   - **Oversee the development of Harmonized Rules of Procedure and principles for standalone schemes.**
   - **Consider issues associated with System membership of suspended IEC NCs.**
   - **To consider the use by the IEC Systems of non-ISO and non-IEC documents.**

Decision 39/03 — *Approval of Harmonized Basic Rules (HBR)*
   CAB approves the HBR as given in Annex B of CAB/1490/DV and encourages the CA Systems to work quickly on their respective supplements in respect of the implementation timeline given in CAB/1476A/DC.

Decision 39/04 — *IECQ Budget 2017*
> Noting the positive ballot reported in CAB/1496A/RV, the CAB approved the IECQ budget for 2017 contained in CAB/1496/DV.

Decision 39/05 — *IECEE Budget 2017*
> Noting the positive ballot reported in CAB/1497A/RV, the CAB approved the IECEE budget for 2017 contained in CAB/1497/DV.

Decision 39/06 — *IECRE Budget 2017*
> Noting the positive ballot reported in CAB/1498A/RV, the CAB approved the IECRE budget for 2017 contained in CAB/1498/DV.

Decision 39/07 — *IECEx Budget 2017*
> Noting the positive ballot reported in CAB/1499A/RV, the CAB approved the IECEx budget for 2017 contained in CAB/1499/DV.

Decisions taken at the meeting

Decision 39/08 — *Approval of the agenda*
> The CAB approved the agenda contained in CAB/1500B/DA with one additional item added to item 10 - Any other business.

Decision 39/09 — *Approval of the consent agenda items*
> Item 9.1.2 and document CAB/1512/R, were moved from the consent agenda to the main agenda then CAB, by consent, noted and approved the 34 documents listed in Annex A to this decision list as consent agenda documents and expressed appreciation to all those concerned with their creation and submission.

Decision 39/10 — *Guidance document on CA in standards*
> The CAB, noting the status of CAB Decision 34/25 in the follow-up document CAB/1473A/R, asked the CAB Chair to request SMB to collaborate with CAB in forming a joint ahg to review existing guidance material for IEC standards writers including at least ISO/IEC 17007, the Directives Part 2 6.7 and related clauses and the guidance document on CA in standards currently used by the IEC editing department. The joint ahg shall then make recommendations about how existing material should be combined, modified, transformed, etc, for e-learning, training and guidance use by TC/SC Chairs, Secretaries and experts, and shall report back to CAB at its next meeting. CA members of this ahg are, Pierre Selva, Mack Hirata, Nickolay Fayzrakhmanov and David Hanlon with Gerhard Imgrund as the ahg convener.

Decision 39/11 — *CAB WG membership*
> The CAB noted documents CAB/1472/INF and CAB/1472A/INF and appointed the new members identified therein to the respective working

groups. Both Nickolay Fayzrakhmanov and Gehard Imgrund volunteered to join WG 11 and were both approved by the working group Convener and CAB.

The CAB also noted document CAB/1526/INF and recognizing that Mr James Galloway had stepped down as the CAB liaison to SG 8 thanked him for his service in this role and appointed Mr Bert Nagtegaal as the new liaison to SG 8 (or any future group).

The CAB further noted that Mr Joe Gryn had stepped down as an IEC representative to the IEC/ILAC/IAF Steering Committee, thanked him for his service in this role and appointed Mr Shawn Paulsen as a new IEC representative.

Decision 39/12 — *Gratitude to IEC Head of Communications*

The CAB expresses its gratitude to Mrs Gabriela Ehrlich for her presentation and explanations to the CAB concerning the new IEC website and the IEC Ambassador programme.

Decision 39/13 — *Obtaining more Young Professionals (YPs) with CA experience*

The CAB noting document CAB/1493/DV and the importance of increasing the number of nominees with CA experience and interest to the IEC Young Professionals Programme, encourages the CA Systems Secretariats to work closely with the IEC YP Programme Secretariat to ensure that the annual call for YP nominations is communicated as far down into the IEC CA Systems' hierarchy as possible, in a timely manner.

Decision 39/14 — *creation of a taskforce for YP material (YPTF)*

The CAB noting document CAB/1493/DV and the importance of creating greater awareness of, interest in and enthusiasm for conformity assessment by participants of the IEC YP Programme, established a taskforce to create material for use by the YP Programme at the IEC General Meeting (GM) in Frankfurt in October 2016. (It is also intended that this material could be used at subsequent GMs.) Members of this taskforce are Gerhard Imgrund, Pierre Selva, Marty Cole, Faudzi Yasir, Roy Lee, Mark Amos and David Hanlon with Ian Forte as the TF leader.

The specific tasks of the YPTF are as follows:

- to invent a few "provocative" statements concerning CA and standardization
- create a list of significant CA questions for a 70 mins breakout session
- review, improve and complete a role-play scenario and accompanying material.

Decision 39/15 — *creation of a BizL ad-hoc group*

The CAB noting document CAB/1501/DV created an ad-hoc group to establish an initial future-business master watch-list (BizL). Members to this ahg are Mack Hirata, Shawn Paulsen, Steve Margis, Roy Lee, Weijun Liu, David Hanlon, Ian Forte and Pierre Selva, with Uwe Kampet as Convener with close cooperation with SMB, MSB and the CA Systems.

The specific tasks of the BizL ahg are as follows:

- to establish a list of currently known sectors/applications that will need global CA services now or sometime in the future,

- **estimate the types of services that will be required for those sectors/applications,**
- **prioritize the list (heat map) and**
- **provide a completed initial BizL to CAB for review at its June 2017 meeting.**

Decision 39/16 — *Vademecum*

The CAB thanked Steve Margis for his verbal report and requested this taskforce to submit a final first version document to the October 2016 CAB meeting in Frankfurt.

Decision 39/17 — *Ahg on ITU collaboration*

The CAB thanked Mr Chris Agius for his report, CAB/1492/R, agreed to the proposal that the conformity assessment requirements of the ITU would be best served under the management of the IECEE CB-Scheme, and requested that the IECEE Chair and Executive Secretary quickly establish a dialogue with ITU with the goal of exploring collaboration in an effort to evaluate possible mutual CA solutions. CAB noted IECEE CMC decision to set up a joint Task Force "ITU requirements", to be composed of IECEE and ITU members:

- **To develop a proposal for the CAB, based on the CB Scheme, regarding potential acceptance of inclusion of ITU recommendations under the IECEE scope, by 2016-12-31.**
- **To take into account the IECEE Secretariat ITU specification inquiry results.**

The IECEE Chair and Executive Secretary were further requested to report back progress on this subject to CAB at its next meeting. The CAB disbanded the ahg.

Decision 39/18 — *CAB WG 10 on Policy and Strategy*

The CAB thanked WG 10 for its report, CAB/1505/R, and for the 6 recommendations contained there-in and decided to treat each as follows:

Recommendation A.1: CAB approved the proposed text for clause 4.2, including the modifications proposed in the comment from Germany.

Recommendation A.2: CAB approved the addition of clause 5.6.

Recommendation A.3: CAB approved the proposed website location and document format and the need for a document issuing date.

Recommendation A.4: CAB approved the proposed path forward for Annexes B and C of CAB/1315/DV.

Recommendation A.5: CAB approved the proposed new format for the CAB Policy document.

Recommendation A.6: CAB agreed to the value of a SWOT analysis.

CAB tasked the CAB Secretariat with completing the recommendations A.1 to A.5, took a separate decision concerning recommendation A.6 (see Decision 39/19).

Decision 39/19 — *WG 10 tasked with creation of a SWOT analysis*

CAB, following the report given in CAB/1505/R, tasked WG 10 with forming an ad-hoc group to perform a SWOT analysis on both the CAB

and IEC CA Systems. This ahg is encouraged to consider the information given in Part B of CAB/1505/R which was created during an informal SWOT brainstorming session. WG 10 is requested to provide a final SWOT analysis report to CAB at its June 2017 meeting.

Decision 39/20 — *CAB WG 11 on CA Systems issues*

The CAB thanked WG 11 for its report, CAB/1507/R, and for the 9 recommendations contained there-in and decided to treat each as follows:

A.1: CAB approved the recommendation recognizing that it was aligned with the task of Decision 34/10.

A.2: CAB approved the proposed ToR including the German comments, the removal of the text "on an ongoing basis", the addition of "when appropriate" in bullet 3 and the addition of "and act as the coordinator of the Subject Matter Experts from the Systems in an effort to harmonize or align aspects" in bullet point 4.

A.3: CAB approved the timeline given in CAB/1476/DC.

A.4: CAB approved the proposed formatting of the HBR. CA Systems are requested to work in this direction.

A.5: CAB agreed that operational information concerning subgroups to the CA Systems' Management Committees should be covered in the respective 02 Rules of Procedure documents.

A.6: CAB agreed that WG 11 should pursue the notion of Voting and Non-Voting status for Member Bodies, with the CA Systems.

A.7: CAB agreed that WG 11 should discuss a harmonised document distribution timeline with the CA Systems for inclusion in the HBR.

A.8: Given the task of Decision 34/10, CAB approved as priorities the three areas of work indicated, namely Personnel Competencies, Peer Assessment, and Testing at Customer Facilities.

A.9: Given the outstanding task of Decision 37/9, CAB requested WG 11 give priority to Peer Assessment and Personnel Competencies.

Decision 39/21 — *CAB WG 14 on Promotion*

The CAB thanked the WG 14 Convener, Mr Ian Forte, for the report, CAB/1506/R, and for the 3 recommendations contained there-in and decided to treat each as follows:

A.1: 1) The Promotional Matrix shall be edited into a separate brochure-type document and made accessible on the IEC website.

2) The IEC Communications department has agreed to report annually.

3) CAB modified the proposed CA Vision and Mission statements into a "statement of strategic direction", approved them and requested that they be added to the CAB Policy document.

4) The CAB Secretariat shall create a library of promotional material.

5) The IEC Communications department has agreed to ensure that CA promotion is prominent in the new IEC and CA Systems' website.

6) The IEC Style Guide issue is tasked to the CAB Secretariat.

7) The IEC Communications department has agreed focus E-tech articles about CA in general at TC/SCs.

8) **The CAB Secretariat shall coordinate the promotion of CA to YPs with the YP Programme Coordinator.**

9) **The CAB Secretariat and IEC Communications department will collaborate to create the required brochure.**

10) **CA promotional opportunities will be sought on an ongoing task by all, including coordinated campaigns.**

A.2: **The IEC CA Systems shall use the Promotional Matrix as a guide for promotional messages to the identified target audiences, and shall report annually to the CAB on any promotional activities.**

The IEC Communications department shall use the Promotional Matrix as a guide for CA promotional messages to the identified target audiences, and shall report annually to the CAB on any promotional activities (as agreed in Recommendation A.1: 2), above).

A.3: **CAB tasked WG 14 with ensuring that points A.1 1, 3, 4, 6 and 9 are completed by the June 2017 meeting and monitoring and providing recommendations to the assigned parties on the remaining points.**

Decision 39/22 — *Social Media Risk Management Grid (RMG)*

The CAB thanked WG 14 for the document CAB/1525/INF describing the current IEC social media activities including a proposed social media RMG and agreed that this RMG should be added to the CAB RMG by WG 10.

Decision 39/23 — *CAB WG 17 – Cyber Security*

The CAB thanked WG 17 for its report, CAB/1504A/R, and the CAB Secretary, Mr David Hanlon, for his role as interim Convener and accepted the offer by Pierre Selva to send a proposal for how to manage the convenership. CAB also urged the WG to move forward quickly on its outstanding actions, and approved a modification to the current scope replacing "IECEE PSC WG 3 Task Force on Cyber Security" with simply "IECEE CMC WG cybersecurity".

Decision 39/24 — *CAB WG 17 liaison to SMB ACSEC*

The CAB noting document CAB/1504A/R, approves Mr Ken Modeste as the liaison officer between CAB WG 17 and SMB ACSEC.

Decision 39/25 —*feedback loop from CA to SD*

The CAB, noting document CAB/1508/R, approved the text given in Appendix A, requested the CA Systems to adopt the best practices indicated in section (4) and recommends to SMB, firstly, that the procedure indicated in section (3) of the text be integrated into the IEC Directives, secondly, that the best practices indicated in section (4) be adopted by the TC/SCs concerned and, lastly, that SMB should inform CAB of its actions in this respect and indicate a timeline where appropriate.

Decision 39/26 — *IECRE report*

The CAB, noting document CAB/1503/R, and recognizing that there were no matters for discussion or action by CAB, thanked the IECRE Chair for his additional verbal report.

Decision 39/27 — *IECEx report*

The CAB, noting document CAB/1521/R, and recognizing that there were no matters for discussion or action by CAB, thanked the IECEx Executive Secretary who gave an additional verbal report on behalf of the IECEx Chair, who could not be present.

Decision 39/28 — *IECQ report*

The CAB, noting document CAB/1515/R, thanked the Chair for this report noting IECQ's consideration of a Mark and coverage of non-electrical components, and treated the two matters for action by CAB, being the re-appointments of the Chair and Vice-Chair, in two separate decisions.

Decision 39/29 — *IECQ Chair re-appointment*

The CAB, noting the document CAB/1515/R, accepts the nomination of Ms Marie-Elisabeth d'Ornano as the IECQ Chair and re-appoints her to this position for a new 3 years term from 1 January 2017 to 31 December 2019.

Decision 39/30 — *IECQ Vice-Chair re-appointment*

The CAB, noting document CAB/1515/R, accepts the nomination of Dr Young-kwon Chang as the IECQ Vice-Chair and re-appoints him to this position for a new 3 years term from 1 January 2017 to 31 December 2019.

Decision 39/31 — *IECEE report*

The CAB, noting document CAB/1502/R in which no matters for discussion or action by CAB were indicated, and recognizing that IECEE CMC meeting had been held only two weeks before this CAB meeting, thanked the IECEE Chair for this additional verbal report.

Decision 39/32 — *IEC Coordinators in ISO/CASCO WGs*

The CAB, noting document CAB/1524A/INF, thanked the IEC Coordinators in ISO/CASCO WGs for their important contribution to the representation of IEC in these working group meetings and their reporting to the CAB. In particular the CAB thanks Mr Heribert Schorn, Mr Robert Sitzmann, Mr Chris Agius and Mr David Hanlon, and strongly encourages them to continue in this important work.

Annex A to CAB/1530/DL

Consent Agenda documents (from agenda CAB/1420B/DA)		Agenda item N°
Document number	**Subject**	
C/1946/INF	Appointment of two "Automatically Appointed Members" of the Conformity Assessment Board (CAB) by Council in Frankfurt for a three-year term of office (2017-2019).	4.10
C/1947/DC	Nominations for the election by Council in Frankfurt of two members of the Conformity Assessment Board (CAB) for a three-year term of office (2017-2019).	4.10
CAB/1414A/INF	CAB Policies document.	4.8
CAB/1424/INF	MoU between IEC and NECA.	9.3
CAB/1465/INF	Report to the Council Board by the CAB Chairman following the CAB meeting held in Minsk on 2015-10-12.	8.1
CAB/1467/INF	Summary of the Standardization Management Board (SMB) decisions of interest to the CAB taken at SMB Meeting held on 12 October 2015 in Minsk.	8.2.2
CAB/1468/R	Liaison report of ACEE (Advisory Committee on Energy Efficiency) meeting.	6.8
CAB/1470/INF	Council Board (CB) matters and decisions of interest to CAB, arising from the CB meeting held in Minsk, Belarus, on 14 October 2015.	8.1
CAB/1471A/RM	Confirmed report of CAB meeting 38 held in Minsk on 2015-10-12	4.2
CAB/1474A/RV	Report of voting on document CAB/1474A/DV: CAB WG 17 new scope.	4.5
CAB/1477A/RV	Report of voting on document CAB/1477/DV: CAB WG 11 new scope.	4.5
CAB/1483A/INF	List of members of CAB as of 2016-04.	4.9
CAB/1484/INF	Report to the Council Board by the SMB Chairman following the SMB meeting held in Geneva on 2016-02-23.	8.2.2
CAB/1485/INF	Summary of the Standardization Management Board (SMB) decisions of interest to the CAB taken at SMB Meeting 155 held on 23 February 2016 in Geneva.	8.2.2
CAB/1486/INF	Report from the CAB Chair to the Plenary meeting of ISO/CASCO to be held in Dubai on 3 to 5 May 2016.	9.1.1
CAB/1487/INF	ISO Technical Management Board (TMB) resolutions taken at its recent meetings, of interest to the CAB.	9.1.5
CAB/1490A/RV	Report of voting on document CAB/1490/DV: CAB WG 11 Harmonized Basic Rules.	4.5
CAB/1494/R	IEC Coordinator report of activities of ISO CASCO WG 44, Revision of ISO/IEC 17025, meeting held on 2016-02-16 to 19 in Pretoria and, in Annex, the attendance list.	9.1.3
CAB/1496A/RV	Report of voting on document CAB/1496/DV: Budget of the IECQ for 2017.	4.5
CAB/1497A/RV	Report of voting on document CAB/1497/DV: Budget of the IECEE for 2017.	4.5
CAB/1498A/RV	Report of voting on document CAB/1498/DV: Budget of the IECRE for 2017.	4.5
CAB/1499A/RV	Report of voting on document CAB/1499/DV: Budget of the IECEx for 2017.	4.5
CAB/1513/R	Liaison report of ACEE (Advisory Committee on Energy Efficiency) meeting.	6.8

CAB/1514/R	IEC Coordinator report of activities of ISO CASCO WG 46 – Validation and Verification. Meetings held on 2015-11-27 in Geneva (ANNEX A) and 2016-03-17 & 18 in London (ANNEX B).	9.1.3
CAB/1518/R	IEC Coordinator report of activities of ISO CASCO WG 45 – Example of a certification scheme for services. Meeting held on 2016-03-21 to 23 in Geneva.	9.1.3
CAB/1519/R	Report of activities of ISO CASCO CPC, Chairman's Policy and Coordination Group, meeting held 2 May 2016 in Dubai.	9.1.2
CAB/1520/R	Report of ISO CASCO Plenary meeting held on 3 to 5 May 2016, in Dubai.	9.1.2
CAB/1523A/INF	CASCO road map, publications and meetings calendar, May 2016.	9.1.2
CAB/1527/INF	2016 and 2017 deadlines for CAB documents and comments. Deadlines for submission and approval of CA Systems' budgets and for submission of audited accounts. Dates for "1906" Awards and "Thomas Edison" Awards nominations.	4.7
CAB/1528/R	Report of IAF-ILAC-ISO JSG, following its meeting on May 2 in Dubai.	9.1.2
SMB/5690A/DL	List of decisions taken at SMB meeting 154, held on 2015-10-12, in Minsk, Belarus.	8.2.2
SMB/5710A/RM	Confirmed report of SMB meeting 154, held in Minsk, Belarus, on 2015-10-12.	8.2.2
SMB/5800/DL	List of decisions taken at SMB meeting 155, held on 2016-02-23, in Geneva, Switzerland.	8.2.2
SMB/5852A/RM	Confirmed report of SMB meeting 155, held in Geneva, Switzerland, on 2016-02-23.	8.2.2