**INTERNATIONAL ELECTROTECHNICAL COMMISSION SYSTEM FOR CERTIFICATION TO STANDARDS RELATING TO EQUIPMENT FOR USE IN EXPLOSIVE ATMOSPHERES (IECEx SYSTEM)**

**Circulation to: Members of the IECEx Management Committee, ExMC**

The Twenty First Meeting of the ExMC

held in Dubai, UAE on

**26th and 27th September 2019**

Confirmed Formal Minutes

Following on from the issuing of the Draft Formal Minutes of the 2019 Dubai ExMC meeting, ExMC/1567/RM, circulated for confirmation via correspondence with a closing date for comment of 29 February 2020, this updated document, ExMC/1576A/RM is issued as the Confirmed Formal Minutes and incorporates minor editorial corrections and updates arising from comments received. No changes are made to the technical content of the Draft minutes as previously submitted.

The Secretariat acknowledges with thanks positive comments from various Members in support of the Draft minutes as prepared.

On behalf of the IECEx Chair and Executive we express our sincere appreciation for the contribution of all Delegates and to the excellent hosting by the UAE National Member Body of the IECEx and their sponsors that has resulted in a most successful and productive meeting.

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| **ATTENDANCE** |
| --- |
| **Country** | **Name** | **Organisation** |
| IEC | ARNHOLD, Dr Thorsten | IECEx / R.STAHL IECEx Chairman |
| IEC | COLE Marty | IECEx / Hubbell Canada IECEx Vice Chair |
| IEC | PAULSEN, Shawn | IEC IEC Vice-President |
| IEC | COPPLER, Mark | DNVGL IEC TC31 Chairman |
| OIML | DIXON, Paul | OIML |
| IECEx Exec Sec | AGIUS, Chris | IECEx Secretary |
| IECEx | AMOS, Mark | IECEx Secretariat |
| IECEx | KANE, Christine | IECEx Secretariat |
| IECEx | ROY, Mike | IEEx Secretariat |
| CoPC Chair | THURNHERR, Peter | thuba |
|  |  |  |
| AU | BARNIER, Geoff  | Simtars |
| AU | GAVRANICH, Justin | Ex Testing and Certification |
| AU | LOW-WAH, Billy | Testsafe Australia |
| AU | MUNRO, Jim | Jim Munro International Compliance Pty Ltd |
| AU | WIGG, Ralph  | E-x Solutions International Pty LtdExPCC Deputy Chair |
|  |  |  |
| BR | BONATO, Wilson | NCC Certificações do Brasil Ltda. |
| BR | BORGES HUMMEL, Giovanni | HG Inspeçoes |
| BR | GALERA, Eduardo | UL |
| BR | ROEPKE, Ruediger | Consultant  |
|  |  |  |
| CA | BRIERE, David | CAB Member |
| CA | DHILLON, Kavinder | LabTest Certification Inc. |
| CA | MORRISON, Jim  | QPS |
| CA | STOCHITOIU, Dorin | CSA Group |
|  |  |  |
| CH | RELLSTAB, Jürg | Eurofins Electric & Electronic Product Testing AG |
| CH | SCHLEIDER, Mario | Eurofins Electric & Electronic Product Testing AG |
| CH | WEBER, Jorg | Eurofins Electric & Electronic Product Testing AG |
|  |  |  |
| CN | CHUNJING, Du | CNCA |
| CN | MA, Zhenyu | CQM |
| CN | QIAO, Lu | SITIIAS/NEPSI |
| CN | WANG, Jun | CNEx/CQST |
| CN | XU, Jianping | NEPSIExTAG Chair |
| CN | YIN, Hong | PCEC |
| CN | YU Pingwu | EETI |
|  |  |  |
| CZ | MARTINAK, Lukas | FTZU |
|  |  |  |
| DE | AICH Ursula | RP Darmstadt |
| DE | GABRIEL, Guenter | Pepperl+Fuchs GmbH |
| DE | GRAFFI, Klauspeter | TÜV Rheinland Industrie Service GmbH |
| DE | KLOTZ-ENGMANN, Gerold | Endress+Hauser Messtechnik Gmbh+CoGK |
| DE | JACOBS, Ulrich | TÜV SUD product service GmbH |
| DE | LIENESCH, Frank | PTB |
| DE | MARSCHALL Peter | ATEX Engineering GmBH |
|  |  |  |
| DK | OMEROVIC, Jasmin | UL International Demko A/S |
|  |  |  |
| ES | ECHEVERRI, Yohan | Lab. Oficial J.M. Madariaga LOM |
| ES | SANCHO, Juan Carlos | LOM |
|  |  |  |
| FI | HIRVELÄ, Jenni | Eurofins Expert Services Oy |
|  |  |  |
| FR | D'ORNANO, Marie-Elisabeth | LCIEIECQ Chair  |
| FR | HAFID, Baroudi | INERIS |
| FR | HOUEIX, Thierry | INERISIECEx Treasurer |
| FR | MEDDOUR, Amel | Schlumberger |
| FR | PIQUETTE, Bernard | INERIS |
|  |  |  |
| GB | ALLEN, John | Sheppard Engineering |
| GB | BARROWCLIFF, Simon | EMT, CAB Member |
| GB | CAMERON, Colin | Mutech Ltd |
| GB | CLARKE, Sean | ExVERITAS |
| GB | GADSBY, Ewan | EMT |
| GB | LUDLAM, Nicholas | FM Approvals |
| GB | OATES, Phil | SGS Baseefa Ltd. |
| GB | SINCLAIR, Ronald  | SGS Baseefa Ltd.ExSFC Chair |
| GB | SMITH, Andy | EUROFINS CML |
| GB | VAN HILL, Wesley | Intertek |
| GB | WEBB, Ron | Consultant |
|  |  |  |
| GR | KATIFORIS, Nikos | KR HELLAS Ltd. |
|  |  |  |
| HR | KELAVA, Marino | Fiditas Ltd. |
|  |  |  |
| HU | MOLNÁR, Edit | ExVÁ Ltd. (BKI) |
|  |  |  |
| IN | KARANDIKAR, Ajit | Karandikar Laboratories Pvt Ltd |
| IN | PARANJPE, Ravi | Karandikar Laboratories Pvt Ltd. |
|  |  |  |
| IT | BALAZ, Mirko | CESI S.p.A |
| IT  | BUCCCHIERI, Dionisio | Eurofins Product Testing Italy |
| IT | FEDATO, Alessandro | CESI S.p.A |
| IT | PARABOSCHI, Paolo  | IMQ S.p.A |
|  |  |  |
| JP | JUNG, Sungmi | TIIS |
| JP | KOGANE, Minari | TIIS |
| JP | KAJIYA, Toshiyuki | Institute for Global Safety Promotion, CAB Member |
| JP | KUBO, Takuro | TIIS |
|  |  |  |
| KR | JOO, WeonDon | KGS |
| KR | KIM, Dongjin | KTL (Korea Testing Lab.) |
| KR | KIM, Yong-Tae | KOSHA |
| KR | MIN, Yeong-seung | KTL (Korea Testing Lab.) |
| KR | PARK, Inchoon | KGS |
| KR | SON, Dong-hyuk | KOSHA |
|  |  |  |
| MY | SELAMAT, Basori | SIRIM QAS INTERNATIONAL |
| MY | SITI MARIAM BINTI MOHD DIN | Department of Standards Malaysia |
| MY | NUR HIDAYAH AYUB KAMARUDDIN | Department of Standards Malaysia |
|  |  |  |
| NL | ERDHUIZEN, Marco | Royal PBNAExSFC Deputy Chair |
| NL | NELEMAN Karel | BARTEC |
| NL | LANKAMP, Fred | CNEX- Global B.V. |
| NL | SCHULLER, Richard | DEKRA Certification B.V. |
|  |  |  |
| NO | KAASTAD, Asle | DNV GL Presafe AS |
| NO | LARSEN, Geir | Trainor |
| NO | PANCHAL, Manojkumar | DNV GL Presafe AS |
| NO | ROED, Arild | NEK |
|  |  |  |
| PL | GIL, Robert | Urzad Dozoru Technicznego |
| PL | KALINOWSKI, Rafal | ICR  |
|  |  |  |
| RO | COLDA COSMIN, Ioan | INCD- INSEMEX Petrosani |
| RO | MAGYARI, Mihai | INCD- INSEMEX Petrosani |
|  |  |  |
| RU | ZALOGIN, Dr Alexander | NANIO CCVE |
|  |  |  |
| SA | ALGHAMDI, Hussain | SASO |
| SA | ALSHAMMARY, Badr | SASO |
|  |  |  |
| SE | ERIKSSON, Ingvar | SEK Svensk Elstandard |
|  |  |  |
| SI | DEBENC, Matej | SIQ Ljubljana |
|  |  |  |
| TR | KLAUSMEYER, Dr Uwe | SCA Belgelendirme |
| TR | KOCUKLU, Emre | SCA Belgelendirme |
| TR | OGLAKCIOGLU, Ismail | SCA Belgelendirme |
| TR | SEVIM, Umit | Turkish Standards Institution |
| TR | Mandaoglu Ozgur | Turkish Standards Institution  |
|  |  |  |
| UAE | AL MAEENI, Abdulla | ESMA |
| UAE | AL SAADI, Yousef | ESMA |
| UAE | AL KOKHARDI, Hana | ESMA |
| UAE | AL SUWAIDI, Khalid | ESMA |
| UAE | INTALAN, Marco | ESMA |
|  |  |  |
| US | ENGLER, Al | DNVGL |
| US | HOLDREDGE, Katy | UL LLC |
| US | KIDDLE, Scott  | ABB Inc. |
| US | SLOWINSKE, Michael | UL |
| US | TEATHER, Roy | DNV-GL |
| US | WOLF, Kevin | INTERTEK |
|  |  |  |
| ZA | MEANWELL, Paul | Komatsu |
| ZA | ZEELIE regardt  | MASC |
|  |  |  |

**MEETING CHAIR: Dr Thorsten Arnhold**, **Stahl (Germany), Chair IECEx**

***Draft Formal Minutes***

**\*** *Items marked with an Asterisk were dealt with under Annex A “Consent Agenda”*

1. ***OPENING AND WELCOME – Meeting Commenced 9.00am Thursday***

 ***26th September 2019.***

The Chairman declared the meeting open at 0900am and welcomed Members and guests to this the 2019 meeting of the IECEx Management Committee and then invited His Excellency Abdulla Al-Maeeni, Director General of Emirates Authority for Standardisation & Metrology, ESMA, as the IECEx National Member Body of the UAE and host of this 2019 meeting to address the meeting.

His Excellency addressed the meeting, welcoming delegates and guests to Dubai and commenting on the importance of IEC Schemes, like IECEx, to the UAE and noting the previous hosting of the IECEE meetings. He further remarked on the strong active support for IECEx by UAE and the importance of IECEx to UAE. He wished the delegates a most successful meeting.

The IECEx Chair thanked His Excellency for his welcome and for hosting this 2019 series of meetings.

The Chair also extended a special welcome to Greece and the Kingdom of Saudi Arabia as new Member Countries of the IECEx and to the Delegates from Saudi Arabia attending for the first time.

He also extended a special welcome and appreciation to IEC Vice President and CAB Chairman, Mr Shawn Paulsen, thanking him for joining us which is a clear demonstration of their support for the work of the IECEx and also welcomed other members of the IEC Conformity Assessment Board (CAB), David Briere, Simon Barrowcliff, Toshi Kajiya, Marty Cole, and also former CAB Member Ms DU.

The Chair noted and welcomed members of the IECEx Executive and also conveyed the apology of Mr. Tim Duffy, also a CAB Member and Member of the IECEx Executive, who could not be with us but sent his apology and remarks as part of his report as Chairman of the ExMarkCo Committee. He also conveyed the apology of the ExTAG Secretary, Mr. Julian Gauthier who while attending the ExTAG meetings earlier this week could not attend this ExMC meeting.

In acknowledging Members of the IECEx Secretariat the Chair also conveyed his appreciation for their preparatory work for these meetings.

The Chair also welcomed Dr Roman Swartz, President of The International Organisation for Legal Metrology, OIML and the Assistant Director, Mr Paul Dixon, noting that yesterday was the first meeting of the joint Working Group between IECEx and OIML and a good start to our cooperation.

The Chair also thanked Mr Mark Coppler, Chair TC 31 and fellow TC / SC 31 Officers for attending and their ongoing cooperation with IECEx.

The Chair also noted the presence of IECQ Chair, Ms. Marie-Elisabeth d’Ornano, who joined this meeting and commented on the good will and spirit of cooperation that exists among the IEC CA Systems.

The Chair further welcomed Mr Frank Lienesch from PTB in Germany noting his role in the UNECE.

The Chair then welcomed Delegates and Observes from UAE and ESMA extending his appreciation for their hosting and preparatory work.

The Chair then informed that we plan to display each decision taken in order to have the decisions confirmed by the end of the meeting. The meeting agreed.

The meeting was informed that the Secretariat is recording the audio for this meeting purely to assist in preparation of the formal minutes and that copies of the audio are not distributed nor available to anyone. The Chair asked if there were any questions or concerns. None were raised.

The Chair then moved to his opening address; agenda item 1.1

* 1. ***Introduction and Address by IECEx Chair – Dr Arnhold***

The Chair noted that this is his 6th and final year as IECEx Chair and hence his final meeting in this capacity and gave the meeting a recap, via a power point presentation, of where IECEx has come from and the value proposition. His presentation recapped the achievements of the past 6 years, noting in particular, the growth in the number of Certificates and Reports, as well as the new non-electrical standards and introduction of Assemblies issued. He noted the new members joining and the significant growth in the IECEx Certificate of Personal Competence Scheme and the introduction of the IECEx Recognised Training Providers, RTP. Also noting the steady growth in the IECEx Certified Services Scheme.

He commented that he is proud to see how IECEx continues to dominate globally in the Ex field. As part of his final comments as IECEx Chair he proposed a clear focus on Marketing of the IECEx which is something that we have been lacking and would like to see increased efforts in this area.

He also suggested promotion to encourage young persons to participate in IECEx.

He concluded with a special note of thanks to everyone who had both supported and assisted him during his 2 terms as IECEx Chair and gave a commitment to continue supporting IECEx as a member of the IECEx Executive as he takes up the official title of IECEx Immediate Past Chair.

* 1. ***Address by the IEC Vice President - Mr Shawn Paulsen***

The Chair called upon the IEC Vice President Mr Paulsen to address the meeting.

Mr Paulsen gave a ppt presentation, thanking the IECEx Chair for his leadership and great work over the past 6 years and also thanked ESMA and their sponsors for hosting this meeting.

Mr Paulsen (IEC VP) introduced himself and gave an overview of the IEC Conformity Assessment Activities namely within IECEE, IECEx, IECQ, IECRE. He then gave a summary of the key points under the IEC Masterplan and its Implementation Plan, noting in particular:

* The size of IEC membership
* That IEC have offices in 6 continents
* The numbers of member experts and numbers of Standards published
* The number of Certificates issued among the IEC Conformity Assessment Systems
* Further development of the IEC Academy, with e-learning, webinars and other training and educational services
* The structure of IEC and its governance from Council Board, Standards Management Board, Conformity Assessment Board and the Market Strategy Board
* The Sustainable Development Goals (SDGs)

Mr Paulsen also informed the meeting of the plan to appoint a new IEC General Secretary and CEO following the retirement of Mr Vresswijk.

**[Secretariat Note**: A copy of the presentation is available from the IECEx 2019 Meeting Website, as ExMC(Dubai/CAB)08]

Mr Paulsen then focused on the role and activities of the IEC Conformity Assessment Board which has been delegated the role of taking care of the Conformity Assessment Interests of the Commission, with all IEC CA Systems, IECEE, IECEx, IECQ and IECRE reporting to CAB.

He then outlined the work within IEC CAB including the following:

* Maintenance of the Harmonised Basic Rules (HBR), IEC CA 01
* Development of Policy documents, including the Peer Assessment Fundamentals
* Implementation of the IEC Masterplan
* Improved communication between IEC Technical Committees and IEC Conformity Assessment Systems, noting the excellent cooperation between IECEx and TC 31
* Work in Cyber Security with the United Nations UNECE similar to the work done with IECEx and UNECE, also noting the new services of IECEE for Cyber Security
* The work of the IEC CAB Bizl regarding the identification of new IEC Conformity Assessment service offerings
* Increased IEC visibility at key ISO events such as ISO CASCO which is responsible for the ISO/IEC 17000 series of Standards

Mr Paulsen outlined the work of the IEC Finance Committee, FINCOM and noted work within CAB to assist FINCOM.

Mr Paulsen congratulated IECEx on its upholding of the key fundamental principles of IEC including its non-profit operation.

He congratulated IECEx and its leadership on the many and impressive achievements and commented that IECEx continues to have the full support of the IEC in its work.

The Chair thanked Mr Paulsen with the meeting recording the following Decision.

Decision 2019/01

The meeting appreciated an address from the IEC Vice President, Mr Shawn Paulsen and recorded our thanks for his attendance here today and for his ongoing support of the IECEx System.

***2 APPROVAL OF THE AGENDA***

 ***ExMC/1509A/DA Draft Agenda – 2019 ExMC Meeting***

The Chair then referred to the latest version of the Agenda, ExMC/1509A/DA, advising that since issue of the Draft Agenda we have received 2 additional documents relating to existing Agenda items 8.2.3 and 8.2.4

**Agenda Item 8.2.3** – Remarks from CN concerning Testing at Other Locations, document ExMC(Dubai/CN)02

**Agenda 8.2.4** – US remarks concerning Proficiency Testing, document ExMC/1542/CD

The meeting accepted that these be dealt with under the respective agenda items.

The Chair called for any other items relating to the agenda and called for the meeting to confirm the agenda, with the meeting recording the following decision.

Decision 2019/02

The meeting approved the draft agenda circulated as ExMC/1509A/DA with no additions

and also agreed that the following changes of order:

* Agenda Item 11 be discussed on Day #1
* ExMC/1541/CD, FR proposal be discussed under agenda item 20

The meeting also agreed for the Report from the ExPCC Chair to be brought forward to earlier in the meeting.

***2.2 Approval of the Consent Agenda - Annex A***

*The meeting was asked to approve items contained in the Consent Agenda as listed in Annex A to ExMC/1509A/DA, along with a proposal from FR concerning future meetings.*

 **Document considered**

* **ExMC/1541/CD** – FR Proposal concerning future meeting dates

The Chair noted one of the decisions from last year’s meeting was for us to trial the use of a consent agenda, noting our agenda document ExMC/1509A/DA included an Annex A detailing the agenda items proposed for dealing with via a single consent/decision. He thanked the Secretariat and members for their effort in preparing this consent agenda, reminding the meeting the idea is that the items listed all be dealt with by a single decision unless any member wishes to remove an item and have it discussed separately.

The Chair did note a comment from FR and called upon FR to present their comment prior to proceeding with consideration of the items listed as Consent Agenda.

FR commented on the need to allow sufficient time by the National Committees to deal with matters before the timing of the IECEx annual meetings by holding the IECEx meetings at a more convenient time suggesting that perhaps an October timeframe could be a solution. NO supported FR. CN commented on problems with national vacations.

AU did not support holding meetings in October as this maybe too close to the IEC General Meeting.

UK expressed concern as the IEC GM does move around and supported to allow for flexibility.

The Secretary suggested to consider this item later in the meeting noting the commitments previously made. The meeting agreed to discuss later.

The Chair then called on the meeting to accept the items listed in Annex A of the agenda as approving the consent agenda and asked if any Member wishes to remove any of the items from the Consent agenda. No requests were raised.

On this basis the meeting recorded the following decision.

Decision 2019/03

The meeting approved all items listed in the Consent Agenda circulated as Annex A to ExMC/1509A/DA

***3 MINUTES OF THE LAST ExMC MEETING***

***3.1\**** *Members noted the Confirmed Minutes of the last meeting held in Cannes, September 2018. The minutes have been confirmed via correspondence.*

  **Document noted:**

* **ExMC/1448A/RM** – *Confirmed Minutes of the 2018 ExMC Meeting*

Decision 2019/03

The meeting approved all items listed in the Consent Agenda circulated as Annex A to ExMC/1509A/DA

***3.2 Matters arising from these minutes***

***3.2.1******Report on Actions arising from the 2018 ExMC Meeting***

*Members noted a report from the IECEx Secretariat concerning the Actions List as detailed in* ***ExMC/1448A/RM,*** *Confirmed Minutes of the 2018 ExMC Meeting.*

 **Document noted:**

* **ExMC/1530/R** – Status of Action Items from the 2018 ExMC Meeting

The Chair called on the Secretary to present a report of action items with the Secretary advising that all actions have been completed or are listed for further discussion at this meeting.

The Secretary informed the meeting of a question from the US regarding the status of the Proficiency Testing Program, and proposed that the question be dealt with during discussion later in this meeting on the PTP. The US and members agreed.

NO raised the matter of action item 7, discussed during the 2018 meeting and raised by CN at that time, calling for greater efficiency, noting that the status is showing as completed, but questioned this status. The Secretary responded, noting the various suggested items contained in the CN proposal, advising these matters had been discussed by the Executive. He further advised that the status is showing as Completed because the action was for the Executive to consider the CN proposal which they did. He advised that the proposal is contained in the report from the Executive, ExMC/1512/R, under Item 6.5 Executive, at which time the members can consider whether or not they agree with the Executive’s position and recommendations. NO agreed to discuss in more detail at that time.

Following presentation of the report of actions from the 2018 meeting the meeting recorded the following decision with AU raising an editorial matter that in some parts of the minutes we are still referring to Technical Guidance Documents and asked that this be corrected for the future. The Secretary took this on board.

Decision 2019/04

The meeting noted a report from the Secretariat on the actions arising from the 2018 Meeting in Cannes as circulated as ExMC/1448A/RM and ExMC/1530/R, Status of Action Items from the 2018 ExMC Meeting

***3.2.2******Other items***

*Members to discuss matters arising from the 2018 ExMC Meeting minutes for items that are not already included in this draft agenda.*

The Chair invited the meeting to raise any other items from the Minutes, and in doing so raised the question of the size of the minutes which is rather large given the level of detail that is being recorded, and asked the meeting if they see value in maintaining the current level of detailed formal minutes.

The Secretary advised of the considerable amount of work required to put such detailed minutes together but saw the value in maintaining the current approach with the meeting agreeing and recording the following decision.

Decision 2019/05

The meeting discussed the matter (not already included in the agenda) of the size of the meeting minutes arising from the 2018 ExMC Meeting and agreed that, in response to a comment from one Member Body, we continue with the minutes in the current format.

***4 OVERVIEW OF IECEx SYSTEM ACTIVITIES AND OFFICER POSITIONS***

***4.1 Annual Report Card***

*Members received a report from the IECEx Secretariat on IECEx Schemes activity and general statistics as the IECEx System Report Card 2019. Members to also receive a report on the updates to the IECEx Website and the IECEx On-Line Certificate System and the status of the IECEx Mid Term Surveillance according to OD 003-2.*

 **Documents noted:**

* **ExMC/1499/R** – 2019 IECEx Annual Report Card

The Chair called on the Secretary to present the IECEx Annual Report Card, ExMC/1499/R.

In presenting the Annual Report Card the Secretary gave a summary of the key statistics and commenced by noting the number of CoPC certificates which had reached almost 3000, as well as the impressive growth across all IECEx Schemes, and acknowledged the support of IECEx including that from the United Nations UNECE and noted a revised edition of the UNECE publication on Ex Equipment and Services is to be published shortly.

The Secretary identified some of the key drivers behind the IECEx growth including:

* The transparent nature of the IECEx Schemes
* Networking of the bodies

The Secretary highlighted the various statistics of issued certificates. He then reported on the Secretariat’s activities to support surveillance of the system with office auditing of issued certificates conducted by the IECEx Secretariat.

The meeting noted the operational activities of the IECEx in terms of numbers of documents issued, assessments conducted, invoices issued and email traffic all of which show sustained growth of the schemes.

In conclusion the Secretariat conveyed his appreciation to the IECEx Leadership, Assessors and Members all of which contribute to the success of IECEx.

The Chair advised of his appreciation for this annual report card and, in noting the impressive figures and information, he highlighted what stands behind the IECEx is hard work, commitment and a solid structure which needs to be maintained for the continued success of the System and its schemes.

The Chair invited questions and comments from members. In the absence of any questions the meeting agreed to record the following decision.

Decision 2019/06

The meeting accepted the Secretariat’s report emphasising a number of the aspects detailed in ExMC/1499/R that contains an overview of the IECEx System activities and sustained year-by-year growth of the IECEx System.

***4.2 Nomination of IECEx Chair***

 *Further to the call for nominations for the position of IECEx Chair, Members were requested to note that at time of closing only one nomination was received, this being for the appointment of Mr Paul MEANWELL from South Africa.*

 *Therefore, in noting no other nominations received, the meeting was asked to ratify the nomination of Mr Meanwell for submitting as the ExMC Nomination for CAB approval.*

 **Documents considered:**

* **ExMC/1462/Inf** – IECEx Chairman – call for nominations
* **ExMC/1467/Inf** – Nomination from South Africa

The Chair reminded the meeting that a call for nominations for the position of IECEx Chair had been issued and that following this call we received a nomination from South Africa, Mr Paul Meanwell, who is well known to the IECEx Community. He then invited the meeting to make any comments or remarks.

NO indicated its full support for the nomination of Mr Meanwell as IECEx Chair to commence his first term from 1 January 2020, along with DE, CN, FR, US, BR, MY, and CA with the meeting agreeing to record the following decision.

Decision 2019/07

The meeting noted at time of closing of call for nominations circulated as ExMC/1462/Inf, one nomination was received (as circulated as ExMC/1467/Inf), this being for Mr Meanwell from South Africa. The meeting then unanimously agreed on submitting Mr Meanwell as the ExMC nomination for IEC CAB approval as IECEx Chair to commence a first term of three years on 1st January 2020.

***4.3 Address from IECEx Chair Elect***

 *The meeting received an address from the Chair Elect on his commitment and vision for the IECEx System*

The Chair invited Mr Meanwell to address the meeting. Mr Meanwell remarked that it is a privilege to accept this nomination, and acknowledged the excellent work of Dr Arnhold as IECEx Chair for the past 6 years. Mr Meanwell gave a background of his professional career in the Mining Industry leading up to his present-day role with his employer KOMASTSU noting their support for his nomination. He also informed of his long-standing role as President of the Flameproof Association which acts as the National Mirror Committee for IECEx, for many years.

Mr Meanwell referred to the annual report card which shows on-going impressive growth and work of the leadership and he commits to keep this momentum going. He referred to advances in technology and noted that IECEx needs to embrace technology and gave examples of how this could be used as part of the assessment and testing part of the IECEx process.

Mr Meanwell also referred to the IECEx Certificate system and how use of the QR Code is already part of this new technology. He also mentioned that in attracting younger people, they will expect use of this technology. He noted the move of IEC and IECEx into the non-electrical standards as an example of IECEx needing to embrace new approaches and that this need will be on-going.

Mr Meanwell informed the meeting of his involvement in AFSEC, a committee in the Africa Region and the Standards and Conformance, and the challenges that Regional organisations like AFSEC face he noted that IECEx can provide real and practical solutions, especially in the area of data preservation.

He also mentioned the need for IECEx to be well aware of Cyber Security issues and the need for IECEx to maintain involvement in this area noting that we have Mark Amos from the Secretariat, leading the IECEx work in this area.

In conclusion, Mr Meanwell raised the need for IECEx to ensure that we invest more in the area of Marketing our IECEx services and the IECEx brand noting the work of the Business Development Group led by our IECEx Vice Chair, Mr. Marty Cole, and sees this as an important area going forward.

In conveying his commitment to serve the IECEx to the best of his ability. The meeting appreciated his address with applause.

### *5 REPORT ON IEC CAB (Conformity Assessment Board) MATTERS*

 *An Address by the IEC Vice-President and CAB Chair – Mr Shawn Paulsen*

The Chair invited the IEC Vice President and CAB Chair, Mr Paulsen, to address the meeting.

Mr Paulsen gave a ppt presentation, ExMC(Dubai/CAB)08, in which he outlined the Governance structure of the IEC and the composition and role of the IEC Conformity Assessment Board, CAB. He also outlined the role of the other IEC Boards, SMB and MSB.

Mr Paulsen advised that the work of CAB includes the oversight of the 4 IEC Conformity Assessment Systems, IECEE, IECEx, IECQ, IECRE. He also mentioned some of the other roles and activities of CAB as it acts as the representative organ of the IEC to other organisations such as ISO CASCO and UNECE.

He also gave examples of recent and current work of the CAB such as implementation of the IEC Master Plan, IEC CA Directives document and the work of its CAB WGs. He highlighted the work of CAB WG17 in Cyber Security and its work with UNECE and the direction given to IECEE to act as lead role in Cyber Security and application of the IEC 62443 series.

Mr Paulsen covered work of the IEC CAB in acting as a radar watch for new CA opportunities. He also covered the new FinComm group and the work of the group, consisting of all Treasurers from the 4 CA Systems and the IEC Treasurer, and their recent work in the planning and management of Finances.

He mentioned that the 3 IEC Boards will conduct a self-assessment concerning their governance and effectiveness.

He also noted the issue of referencing and use of CASCO standards, re the ISO/IEC 17XXX series of standards by the CA Systems. He then covered recent issues surrounding the relationship with the International Accreditation Forum, IAF.

Mr Paulsen covered matters relating to the IT services to IEC CA Systems. He then gave an insight into some of the items coming up for discussion at the upcoming IEC CAB Shanghai meetings, including as possible Radio CB Scheme under the IECEE and use of Bi-Lateral Agreements on use of test results among other items.

Mr Paulsen referred to the list of CAB documents that are available from the IEC main website and concluded that the 3 IEC Boards continue to support activities of the CA Systems.

The meeting appreciated the address from Mr Paulsen and agreed to record the following decision

Decision 2019/08

The meeting appreciated an address from the IEC Vice-President and CAB Chair, Mr Shawn Paulsen and expressed our thanks for his leadership and ongoing support of the IECEx System.

***5.1\*******Review of Conformity Assessment Board (CAB) Decisions******from CAB Meetings since the 2018 ExMC Meeting***

 **Documents noted:**

* **CAB/1803/DL** -Decision list of CAB meeting 44 held in Busan
* **CAB/1877/DL** - Decision List of CAB Meeting 45 held in Geneva

Decision 2019/03

The meeting approved all items listed in the Consent Agenda circulated as Annex A to ExMC/1509A/DA

* 1. ***Specific CAB Matters for noting by ExMC***
		1. ***Noting of Specific Decisions, relating to IECEx from CAB Busan 2018 Meeting (CAB/1803/DL)***

 Decision 44/21 – Budget and two-year forecasts of CA Systems

 Decision 44/24 – IECEx Annual Report

 Decision 44/25 – IECEx 2017 Audited Accounts

 Decision 44/26 – Stakeholder survey reports

 Decision 44/39 – Report from IEC/IAF/ILAC Steering Committee Chair

The Chair referred the meeting to the list of decisions from the 44th meeting of CAB. He noted that the address by the IEC Vice President gave details behind these decisions and invited the meeting to raise any questions or remarks. None were received.

* + 1. ***Noting of Specific Decisions, relating to IECEx from CAB Geneva 2019 Meeting (CAB/1877/DL)***

 Decision 45/05 – Approval of Revised IECEx Supplement

 Decision 45/06 - Approval of the IECEx 2020 Budget

 Decision 45/10 – Endorsement of IECEx 02 Ed 7.0

 Decision 45/11 – Endorsement of IECEx 03-5 edition 1.2

 Decision 45/29 – Report from CAB WG11

 Decision 45/40 – IECEx Mid-year report

 Decision 45/33 – Report from CAB WG18 BizL

 Decision 45/34 – CAB ahG FinCom

 Decision 45/46 – IAF Resolutions impacting on CA Schemes

The Chair referred the meeting to the list of decisions from the 45th meeting of CAB noting once again that the address of the IEC Vice President gave details behind these decisions and invited the meeting to raise any questions or remarks. None were received.

***5.3\* IEC Conformity Assessment System’s Harmonised Basic Rules***

*Members to note that since 1 January 2018 all four IEC Conformity Assessment Systems, IECEE, IECEx, IECQ, IECRE have been operating according to the new IEC CA 01 – Harmonised Basic Rules, noting that Edition 2.3 is the current edition. In addition to note Edition 2.0 of IECEx 01-S as the current edition of the IECEx Supplement.*

**Documents noted:**

* **IEC CA 01 Ed 2.3 –** IEC Harmonised Basic Rules Ed 2.3
* **IECEx 01 –S Ed 2.0** – IECEx Supplement to IEC CA 01 Ed 2.0

Decision 2019/03

The meeting approved all items listed in the Consent Agenda circulated as Annex A to ExMC/1509A/DA

***5.4 Cyber Security***

*Received an update, from Mr Amos of the IECEx Secretariat in his role as the IECEx Liaison concerning the situation of Cyber Security to both CAB and IECEE and also to receive an update of developments within the IECEE, following their 2019 CMC Meeting.*

 **Documents noted:**

* **ExMC/1528/R –** Report from Mr Amos, IECEx Secretariat
* **CAB/1849/R –** Report from CAB WG17 Cyber Security.

The Chair reminded the meeting that IECEE has been assigned the lead role from CAB to address Conformity Assessment matters relating to Cyber Security. He advised that IECEx has input to this work via Mr Mark Amos, IECEx Business Manager from the Secretariat, and called on Mr Amos to give his report.

Mr Amos commenced advising that his report had been previously issued to members and that he had not received remarks from Members. Mr Amos explained the issues of IT versus OT and while we note the work of IEC utilising the IEC 62443 series of standards it may be helpful to note the work of IECQ and their use of the ISO/IEC 27000 series.

With the IECQ Chair, Ms d’Ornano present, Ms d’Ornano advised that the term Cyber Security is very broad with many elements including OT and IT with IECQ dealing with IT via the ISO/IEC 27000 series. Ms d’Ornano advised the meeting of the work of IECQ informing them that they have recently published Operational Documents and Checklists for implementation of the ISO/IEC 27000 standards in the IECQ system via its IECQ Approved Process Scheme.

Ms d’Ornano further explained that the work of IECEE (using IEC 62443) and IECQ (using ISO/IEC 27000) is different but that they work together and it is complementary. She advised that with the IECQ documents now published that IECQ are at the stage of receiving applications from Certification Bodies and the IECQ peer assessment process for those wishing to participate and issue International IECQ Certificates in this area.

The Chair thanked Ms d’Ornano and Mr Amos for this updated information and invited any remarks or questions from the meeting. With none being raised the meeting agreed to record the following decision.

Decision 2019/09

The Meeting accepted the report provided by Mr Amos (circulated as ExMC/1528/R) and noted CAB/1849/R as a report from CAB WG17, Cyber Security. The meeting also noted the work underway in the IECQ System.

***5.5 Report from CAB WG18 Business Opportunities (BizL)***

*To consider a report from the CAB WG18 noting the Excel Spreadsheet report of a “Business watch” list as prepared by WG18. It is suggested that this WG18 report and the business watch list be referred to ExMC WG13, Business development for their consideration of items identified as opportunities for IECEx.*

 **Document considered:**

* **CAB/1814B/RV – pdf document –** Report from WG18
* **CAB/1814B/R – Excel Document –** Radar list.

The Chair noted that we have received some details of this new group, CAB WG18, and note that the quality of such WGs is very dependent on the input it receives and called on all members to note this work and provide input.

In noting the details of this group, as covered during the IEC Vice President and CAB Chair report earlier this meeting, he proposed and the members agreed to record the following decision

Decision 2019/10

The meeting accepted the report from CAB WG18 (circulated as CAB/1814B/RV) and the Excel Spreadsheet report of a “Business watch” list as prepared by WG18 (as circulated as CAB/1814B/R). The meeting then agreed that the CAB WG18 report and the business watch list be referred to ExMC WG13, “Business development” for their consideration of items identified as opportunities for IECEx.

***5.6 Any other CAB Matters***

 *To allow Members the opportunity to raise any other CAB Matters*

The Chair invited the meeting to raise any other matters concerning CAB with none being raised.

6 IECEx MEMBERSHIP

***6.1\* Current Membership***

 *Members to note current IECEx membership.*

 **Document noted:**

* **OD 001 –** Scheme Membership: Countries, ExCBs, ExTLs and applicants –

<https://www.iecex.com/members-area/od001/>

Decision 2019/03

The meeting approved all items listed in the Consent Agenda circulated as Annex A to ExMC/1509A/DA

***6.2 Country Membership Matters***

***6.2.1 New Countries to join - Update from the Secretariat***

*Members received an update from the Secretariat noting the Kingdom of Saudi Arabia and Greece as the latest countries submitting an application to join as a participating Member Country of the IECEx, along with possible new Countries interested in joining the IECEx.*

*Delegations from the Kingdom of Saudi Arabia along with Greece are planning to attend the 2019 Dubai meetings.*

The Chair and Secretary were pleased to note that applications from both Greece and the Kingdom of Saudi Arabia have now been finalised and welcomed them as official members of the IECEx.

The Secretary informed the meeting of other countries expressing interest to join the IECEx and invited any questions or remarks. None were received.

***6.2.2 Industry and Stakeholder Involvement + IEC CA 01 Requirements***

*The IEC Harmonised Basic Rules, IEC CA 01, requires Member Bodies to report annually on their representation and engagement of stakeholders at the national level. In July 2019 the IECEx Secretariat issued a follow up questionnaire seeking feedback from Member Bodies. The Secretariat to report on feedback from MBs.*

 **Document noted:**

* **ExMC/1531/R –** Results of the 2019 survey on stakeholder engagement

The Chair invited the Secretary to provide an update. The Secretary reminded the meeting that last year the first stakeholder survey was undertaken, a requirement of the IEC CA 01 Harmonised Basic Rules.

He advised that since conducting the first survey last year that it is noted that a similar survey of National Committees is being conducted concerning standards development plus also conformity assessment and that discussions within CAB and Central Office are suggesting that the one broader survey could satisfy the IEC CA 01 Harmonised Basic Rules. However, for this year, the report presented covers any changes to the survey information that was gathered in 2018.

With no comments or remarks the meeting agreed to record the following decision.

Decision 2019/11

The meeting noted an update from the Secretariat regarding possible new Countries interested in joining the IECEx System membership. The meeting also welcomed the delegates from the Kingdom of Saudi Arabia present at this meeting.

***6.3\* Acceptance of New ExCBs / ExTLs accepted, via correspondence, since the 2018 ExMC Meeting.***

 *Since the 2018 ExMC Meeting, various bodies have been accepted to join the IECEx Schemes using the voting via correspondence provisions of the IEC Harmonised Basic Rules, IEC CA 01. Members are asked to endorse a report listing those bodies that have been accepted via this voting process.*

 **Document noted:**

* **ExMC/1510/R –** Listing of new ExCBs/ExTLs accepted since the 2018 ExMC Meeting

Decision 2019/03

The meeting approved all items listed in the Consent Agenda circulated as Annex A to ExMC/1509A/DA

***6.4\* Applications for Extension of Scope, accepted since the 2018 ExMC Meeting.***

 *Since the 2018 ExMC Meeting, various bodies have had scope extensions accepted according to the respective Rules of Procedures. Members are asked to endorse a report listing those scope extensions accepted since the 2018 ExMC Cannes meeting.*

**Document noted:**

* **ExMC/1511/R** - Extensions of Scope processed since the 2018 ExMC Meeting.

Decision 2019/03

The meeting approved all items listed in the Consent Agenda circulated as Annex A to ExMC/1509A/DA

### *6.5 IECEx Executive*

*Members received a report from the IECEx Chairman on the activities of the IECEx Executive in particular the review of Roles and Responsibilities assigned to the Executive.*

**Documents noted:**

* **OD 002** – Tasks and Responsibilities of the IECEx Executive, for noting
* **ExMC/1512/R –** Report of the May 2019 meeting of the IECEx Executive

The Chair referred to ExMC/1512/R and presented the highlights as listed on page 1 of the ExMC/1512/R report.

The Chair noted item 4.3.1 of the report relating to the CN proposal as raised by NO during item 3.2.1 earlier in the meeting and advised that the Executive considered that, given the regulatory nature of IECEx and the aspects of mutual recognitions these points would be supported better when the full membership is involved in the acceptance process of ExCBs and ExTLs and their scopes. He then asked if the details as recorded in the report and his explanation from the Executive satisfies Members concern?

NO remarked that they supported the Executive’s view for the current approach but that we should also be open to consider future improvements to assist with making our work more efficient.

The Chair invited CN to comment with CN advising that they do accept the view of the Executive and noted the improvements such as electronic voting and a central document management system which could assist with the workload of the Member Bodies in dealing with so many documents. CN also agreed with NO that we should continue to look for improvements as we go forward, noting that there are many documents being circulated and agreed that the introduction of the electronic voting system and other IT improvements may assist in being more efficient. CN agreed with NO that we should always be open to consider improvements.

The Chair then continued with his summary of the various matters dealt with by the Executive noting that most of them are included in separate agenda items with the meeting agreeing to deal with them at the appropriate item.

The Chair and Secretary noted however that Item 12 of the Executive Report “Proposed new dedicated Working Group on Marketing” is not covered by a separate agenda item and therefore was discussed at this point. The Secretary gave some background behind this proposal with DE advising of their support for a dedicated group to promote and market the services of IECEx, with the Chair noting general support.

The Secretary advised that in going forward, and if the meeting agrees with formation of this new Marketing WG, that a call for experts to join will be issued to Member Bodies. However, the Secretary did propose that we should appoint a convener at this meeting to enable the WG to commence its work and proposed that as the current IECEx Chair, Dr Arnhold, completes his term at end of this year that he should be appointed as the Convener of the new Marketing Working Group.

The meeting considered the Secretary’s proposal concerning Item 12 of the Report, as well as other items in the report, noting that remaining items will be addressed by other agenda items and agreed to take the views of the Executive into account during these discussions. The meeting therefore agreed to record the following decisions

Decision 2019/13

The meeting accepted the report (circulated as ExMC/1512/R) from the IECEx Chairman on the activities of the IECEx Executive in particular the review of Roles and Responsibilities assigned to the Executive as detailed in IECEx OD 002.

Decision 2019/14

The meeting agreed that there is a need to conduct more focused marketing of the IECEx System and accepted the proposal from the IECEx Executive to convene a Marketing Working Group (under the convenorship of Prof Dr Arnhold) via a call for experts.

***6.6 Any other changes including applications***

 *IECEx Secretary to report.*

The Secretary reported that there we no other changes to report at this time.

### *7 IECEx ASSESSMENTS OF ExCBs AND ExTLs*

***7.1 Status on surveillance of accepted ExCBs and ExTLs***

# *IECEx Secretary to report.*

The Secretary reminded the meeting of the surveillance activities of the IECEx System and the related Rules and Operational Documents concerning surveillance activities, re-assessment activities and how national accreditation is utilised within this process.

At this point he is pleased to report that with the cooperation of the various ExCBs and ExTLs and Assessors that the schedule of surveillance activities is as scheduled and that there are no matters requiring ExMC attention.

***7.2\* IECEx 5 year Re-Assessment***

 *Members noted and endorsed the IECEx re-assessment reports issued since the 2018 ExMC Meeting*

 ***Document noted:***

* ***ExMC/1513/R –*** *Listing of ExCBs/ExTLs re-assessment reports issued since the 2018 ExMC Meeting.*

Decision 2019/03

The meeting approved all items listed in the Consent Agenda circulated as Annex A to ExMC/1509A/DA

***7.3******New IECEx Assessment Group, ExAG***

 *During the 2018 ExMC Cannes Meeting, new ExAG was formed and held its first meeting in May 2019 as part of the series of IECEx Operational Meetings. Dr Jim Munro as the ExAG Convener will report on the ExAG activities and transformation from previous ExMC WG4.*

 *The meeting is also requested to note new IECEx 06 detailing the rules and responsibilities of the ExAG, along with the latest edition of IECEx OD 032, Ed 3.0.*

 *ExMC will note from the ExAG report current work on further revisions of IECEx documents to reflect the consolidation of Assessment oversight by ExAG including items raised during the 2018 ExMC meeting, eg ExMC/1434/CD, proposal from CN.*

 Documents discussed/considered:

* ExMC/1493/R - Report from ExAG
* IECEx 06 –Membership, Rules and Responsibilities of the IECEx ExAG
* IECEx OD 032 – New Ed 3.0, IECEx Assessment Guidelines
* ExMC/1434/CD – Proposed changes from the Chinese Member Body concerning Draft revision of OD 032 from 2018 ExMC meeting

The Chair introduced this item noting that this new ExAG Group was formed from last year’s decision and that he appreciated the leadership of Dr Munro and Ms Holdrege in commencing the work so quickly.

Dr Munro presented his report, ExMC/1493/R, and started by giving the background to the recommendations prior to presenting the recommendations, advising that the first meeting had been held in Singapore during May 2019. Dr Munro noted that while approved at the last meeting of ExMC this new Group did require approval of the IEC Conformity Assessment Board, this has been obtained with the responsibilities of this group now published in IECEx 06.

He explained the membership arrangements and use of some of the members of the previous ExMC WG4, advising that this had been one of the recommendations to ExMC.

He also advised that at this time the ExAG does not have any suggestions for changes to IECEx 06.

Dr Munro informed the meeting of the item raised during the ExAG meeting for a need to provide efficiency in the voting/approval process when considering IECEx assessors, noting the previous way of working in ExMC WG 4 was via email exchanges. He advised that Mr Mike Roy, of the IECEx Secretariat, had proposed to provide a similar electronic voting system that has been introduced for ExMC. He asked that ExAG’s request to ExMC, to have the Secretariat develop this for ExAG, be agreed.

He also informed the meeting of the remaining actions of ExMC WG4 that have now been taken over by ExAG. He mentioned that one of these is the consideration of use of “Witness assessment during ExCB audits of manufacturers” for both the IECEx 02 “Equipment Scheme” and IECEx 03 “Service Facilities” and that this is being explored within ExAG but would welcome input from the respective areas of ExTAG and ExSFC.

He then outlined the current and future work and activities of ExAG and continued by saying that any input from ExMC would be welcome, noting that the ExAG’s scope of work is across all of the IECEx Schemes and, as such, suggests that each of the Groups have a standing agenda item for their meetings relating to Assessments and feedback to ExAG.

Dr Munro then outlined the issue of cost estimates relating to assessments with ExAG asking the Secretariat to review the OD guide in case of any changes needed. He also advised of the need for the Executive Secretary be included in the approval process prior to commencing any assessment work, as currently required.

He advised the meeting of ExAG’s plan to improve the Assessor Training process, and that, as a first step, the training presentations this year have been recorded and are to be made available on the IECEx website. He also advised of other initiatives under consideration within ExAG.

Dr Munro informed of ExAG’s current discussions relating to new ExCBs and new ExTLs and the time frame of 5 years for the re-assessment for bodies with national accreditation suggesting that this is too long and that there is a need to consider a first one off surveillance assessment visit for all new ExTLs and ExCBs, including those holding national accreditation, in order to ensure that all relevant IECEx procedures and rules are being followed.

He concluded by advising that ExAG plan to hold its next meeting in 2020 in Shanghai as part of the IECEx Operational Meetings.

The Chair thanked Dr Munro for his report and invited the meeting for any questions or comments to the various points

AU supports all recommendations but suggested that there be an interval under recommendation 5 which should be at the recommendation of the Lead Assessor

US supports 1, 2, 3 and 5 but not with recommendation 4 due to difficulties in scheduling and additional costs and questions the value of this.

UK supports all recommendations but questions Recommendation 4 and whether or not national accreditation also performs witness auditing

Dr Munro responded that Recommendation 4 is aimed at ExCBs where they either do not hold accreditation or the Accreditation body itself does not conduct witness audits. At this point feedback on this idea is being sought prior to developing a proposal further.

ExSFC Chair, Mr Sinclair, raised that witness audits under Recommendation 4 is perhaps more important for ExSFC as all the work is done on site by the ExCB and could be considered similar to the witnessing of tests by an ExTL

In conclusion the Secretary suggested that perhaps Recommendation 4 in its current form could be reviewed by ExAG to take account of the US concerns and any other concerns, with Dr Munro advising that at this point feedback concerning Recommendation 4 is being sought as opposed to specific approval.

Following further discussion the meeting agreed to record the following decision, clarifying that voting with ExAG is a vote by experts and not on behalf of countries which addresses the question from CA .

Decision 2019/16

The meeting

* accepted a report from the ExAG Convenor, Dr Munro as circulated as ExMC/1493/R,
* noted the publication of IECEx 06 and Edition 3.0 of IECEx OD 032
* approved ExAG Recommendations #1, #2 and #3
* noted the current work covered by Recommendation #4
* noted current considerations within ExAG regarding Recommendation #5 and supported further development in this direction

*8 IECEx CERTIFIED EQUIPMENT SCHEME, IECEx 02*

***8.1\* Listing of Current IECEx 02 Scheme ExCBs and ExTLs***

*IECEx Secretary to report*

 ***Document noted:***

* ***OD 001 –*** *02**Scheme Membership ExCBs, ExTLs and applicants*

 <https://www.iecex.com/members-area/od001/>

Decision 2019/03

The meeting approved all items listed in the Consent Agenda circulated as Annex A to ExMC/1509A/DA.

***8.2 ExTAG MATTERS***

***8.2.1 Report from 2019 ExTAG Meeting***

 *Members received a report on the 2019 ExTAG (Ex Testing and Assessment Group) Meeting and associated ExTAG Training Workshop from ExTAG Chairman, Prof Xu Jianping.*

Professor Xu Jianping, as ExTAG Chair, presented his report, document ExTAG(Dubai/ExTAG Chairman)06 as published on the IECEx 2019 meeting website, with the meeting noting in particular the items dealt with during the ExTAG Training Workshop on Day1 and the Technical meeting on Day 2. Professor Xu Jianping appreciated that for this year the training presentations were recorded and will be listed on the IECEx website for use by members.

Professor Xu Jianping then explained the recommendations from ExTAG to ExMC contained in his report namely:

1. ExTAG support the alignment of the rules with others IECEx Committees by modifying the position of *ExTAG Secretary* to *ExTAG Deputy Chair*, with IECEx Secretariat handling the position until review of the rules.
2. ExTAG recommend ExMC to assign the task of revision of :
	1. OD 012 regarding uncertainty
	2. OD 033 to include OD 024 and ATF references
	3. OD 207 relative to retention of records
3. ExTAG supports the proposed revised edition of :
	1. IECEx 02 (ExMC/1517/DV)
	2. OD 024 (ExTAG/553/CD)
	3. OD 202 (ExTAG/574/CD) with consideration of US comment
	4. OD 035 (ExMC/1514/DV) with addition during ExTAG meeting
4. ExTAG recommend ExMC to proceed to the publication process for the new OD proposal relative to Modular concept for electrical Ex Equipment (ExTAG/583/R).

As a final point Professor Xu Jianping recommended that ExMC should reach out to make contact with organization IMO/IACS, as there could be common interest with IECEx.

The Chair thanked Professor Xu Jianping, and the ExTAG Members for their excellent work and called on the meeting to accept Professor Xu Jianping’s report, ExTAG(Dubai/ExTAG Chairman)06 and all recommendations contained within. There were no concerns or objections raised with the meeting agreeing to record the following decision

Decision 2019/17

The meeting accepted a report from Prof Xu Jianping, ExTAG Chairman on the 2019 ExTAG (Ex Testing and Assessment Group) Meeting and associated ExTAG Training Workshop as published as *ExTAG(Dubai/ExTAGChairman)06*. The meeting then approved all ExTAG Recommendations to the ExMC as detailed in *ExTAG(Dubai/ExTAGChairman)06*.

***8.2.2 ExTAG Officer Positions – ExTAG Secretary***

*In noting that the Current ExTAG Secretary Mr Julian Gauthier from LCIE of FR will complete his current 5 year term. ExTAG are taking this opportunity to reconsider the position and replace this with ExTAG Deputy Chair to be in line with other IECEx Committees. ExMC will be asked to consider this approach.*

The Chair noted the background of the Executive’s proposal to change the role of ExTAG Secretary to ExTAG Vice Chair to align with the structure of other Committees that report to the ExMC. He also noted that, if agreed, then IECEx 01-S, the IECEx Supplement to the Basic Rules would need a small update and that this would require the agreement of the IEC Conformity Assessment Board. He also proposed that given that Mr Gauthier will complete his current term as ExTAG Secretary, that the IECEx Secretariat would take over this role as an interim.

The Chair then asked for any questions or comments, none were received with the meeting agreeing to record the following decision

Decision 2019/18

The meeting noted that the current ExTAG Secretary Mr Julian Gauthier from LCIE of FR will complete his current five year term at the end of 2019. The meeting then supported the ExTAG recommendation that, to be consistent with other IECEx Committees, this role be changed to ExTAG Deputy Chair (noting that this will require a revision of Clause 8 of IECEx 01-S and Clause 4 of IECEx 02).

Decision 2019/19

The meeting then agreed on the IECEx Secretariat assuming the responsibilities of the ExTAG Secretary until the ExTAG Deputy Chair position is finalised.

***8.2.3 Operational Document OD 024 – ExTAG Report to ExMC concerning the***

 ***updating of OD 024 in light of work conducted within the ExTAG WG6***

 ***Working Group.***

 *ExTAG WG6 held a meeting in May 2019 in Singapore and will report to the 2019 ExTAG Meeting in Dubai.*

 *ExMC will be asked to consider any proposals that may arise from the 2019 ExTAG meeting concerning its consideration of the latest draft update to IECEx OD 024. A copy of the latest version of the IECEE equivalent document, IECEE OD 2048 is provided for information.*

 *ExTAG WG6 also took the opportunity to consider a proposed amendment to OD 033 to include use of OD 024 when processing applications for Unit Verification.*

**Documents considered:**

* **ExTAG/553/CD** – Draft amendment to IECEx OD 024, Report of ExTAG WG6
* **IECEE OD 2048** – Latest draft IECEE OD 2048 for testing at client locations
* **ExTAG/556/CD –** Draft Amendment to OD 033, Unit Verification, to enable use of OD 024 for Unit Verification

The Chair introduced this item and called on the Secretary to present the latest draft revision for OD 024, noting that the Secretary also serves as the Convener for the ExTAG WG6, responsible for OD 024 revision.

Mr Agius gave the background to previous revisions and this latest update revision. Professor Xu Jianping informed the meeting that this update was also considered during the ExTAG meeting earlier in the week, including the proposal from China, ExMC(Dubai/CN)02, regarding the OD 024 Register with the ExTAG agreeing to support both documents, Rev OD 024 and Rev OD 033 Amendment going forward for publication.

The Chair then called on the meeting to support both documents going forward for publication with US and DE providing comments supporting the documents going forward.

In conclusion the meeting agreed to record the following decision:

Decision 2019/20

The meeting considered ExTAG/553/CD (as prepared by ExTAG WG6 and endorsed by the 2019 ExTAG Meeting) and then agreed for this to proceed to publication as the revised edition of IECEx OD 024.

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, HR, HU, IN, IT, JP, KR, MY, NL, NO, PL, RO, RU, SA, SI, TR, UAE, USA, ZA

**Objections:** Nil

**Absent:** GR, IL, SE, SG, NZ

**Abstaining:** Nil

*8.2.4 Operational Document OD 202 – ExTAG Report to ExMC concerning the updating of OD 202 IECEx Proficiency Testing Program in light of work conducted within the ExTAG.*

 *The meeting received a status report on the IECEx Proficiency Testing Program and considered proposed amendments to the IECEx OD 202, as an outcome of the ExTAG WG10 work*

**Documents noted/Considered:**

* **OD 202 -** PTP Rules
* **ExTAG/574/CD** – Report from the ExTAG WG10 Convener – Draft rev OD 202

The Chair introduced this item advising that in the absence of Mr Tim Krause, WG10 Convener, Dr. Frank Lienesch, PTB, would address the meeting.

Dr Lienesch gave the status of the IECEx Proficiency Testing Program as operated by PTB of Germany and gave a ppt presentation, available from the Green papers area of the 2019 Meeting website.

He mentioned the new programs being run as well as the older programs such as the 2010 Spark ignition test which has now been closed. He then advised of the following programs which are currently available:

* *Flame Transmission –Test Round 2013*
* *Temperature Classification –Test Round 2013*
* *Electrostatic Charge –Test Round 2015*
* *Intrinsic Safety –Test Round 2015*
* *Explosion Pressure –Test Round 2017*
* *Pressurized Enclosure –Test Round 2017*
* *Tests of Enclosures –Test Round 2019*
* *Battery Testing –Test Round 2019*

Dr Lienesch then explained that, based on experience in applying the PTP, some changes to the Operational Document, OD 202 were required and appreciated the work of Mr Roy of the IECEx Secretariat and Mr Krause that assisted the WG10 to work on the updating of OD 202 as presented in ExTAG/574/CD.

DE commented

* transparency and the ExTLs not participating and
* what to do when unacceptable results are found

DE advised that they feel that the first point has now been covered but the issue of unsatisfactory results needs to be strengthened.

The Chair also noted a remark from US along similar lines, as detailed in ExMC/1542/CD and asked US to comment.

Ms Holdrege from the US gave the background to the US proposal advising that they would like to see a change in clause 28 that currently states “….**may wish to review** the ExTL Quality Management Procedures to have this read “…**shall review the** ExTL Quality Management Procedures” .

NL raised questions over what level of information assessors have concerning results of Proficiency testing, with US noting the information that is provided to the assessors, by the Secretariat, ahead of assessments. The Secretary then informed the meeting of the Desk Top Review document that is prepared by the Secretariat and provided to the Assessors ahead of assessments, advising that this includes information to assist assessors such as PTP activity but reminding the meeting that actual results of PTP programs remain confidential between the PTP provider and the Secretariat.

The Secretary also noted that according to ISO/IEC 17025, ExTLs must operate a management system and as such management reviews of ExTLs must also take into account their PTP results.

Dr Lienesch stressed to the meeting that the PTP is about participation by all ExTLs not just in the programs but also in the workshops as this helps to exchange information and everyone to continue to learn.

The Chair noted that the US proposal was also considered during both the ExTAG WG10 and ExTAG meetings earlier this week.

UK asked the question what defines unacceptable results in PTP with Dr Lienesch mentioning that they identify outliers and that TC 31 is consulted regarding their test procedures to aim for repeatable results.

DE noted the difficulty to clearly identify a good or bad result suggesting that if a result from one ExTL is very different to all other ExTLs then some action must be taken. DE suggested that this would likely include the need to understand why it is so different and this activity needs to be done quickly for the ExTL to be serious. Concluding that it would be unacceptable for the ExTL to do nothing.

Dr Lienesch, advised that our PTP Program is a vehicle for ExTLs to come closer together in their understanding of the test requirements and application of the tests so it is his that the only “black sheep” are the institutes and labs that do not participate. This is why the IECEx rules have a mandatory requirement for ExTLs to participate.

AU noted the DTR report from the Secretary provides general information of action signals if needed but not the actual results and this information is helpful for assessors to understand their situation in the program.

Following some further discussion the Chair noted the various comments and recalled back to the US proposal with the meeting agreeing to record the following decisions, noting that any additional comments from Members to be directed to the ExTAG WG10 Convener.

In conclusion the meeting agreed to record the following decisions

Decision 2019/21

The meeting accepted a report on the IECEx Proficiency Testing Program from Dr Lienesch on behalf of the ExTAG WG10 Convenor, Mr Tim Krause as circulated as ExTAG/574/CD.

Decision 2019/22

The meeting considered and then approved (subject to the inclusion of the US proposal ExMC/1542/CD) the publication of the revision of IECEx OD 202 as circulated as ExTAG/574/CD.

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, HR, HU, IN, IT, JP, KR, MY, NL, NO, PL, RO, RU, SA, SI, TR, UAE, USA, ZA

**Objections:** Nil

**Absent:** GR, IL, SE, SG, NZ

**Abstaining:** Nil

***8.2.5 Revision of OD 035 - Process for the preparation and approval of Decision Sheets.***

*During the May 2019 IECEx Singapore Operational meetings, the Joint Working Group between IEC TC 31 and IECEx, TC31 JWG50, held a meeting where changes to the IECEx OD 035 were considered aimed at improving the liaison process during the development of IECEx ExTAG Decision Sheets.*

*ExMC were asked to consider any proposed changes to OD 035 in light of the 2019 Dubai meeting of ExTAG. The latest draft revision arising from the TC 31 JWG50 meeting is provided.*

**Document noted/Considered:**

* **ExMC/1514/DV** – Proposed changes to OD 035, new edition 2.3

The Chair noted the work of the TC 31 JWG50 with IECEx and the last meeting held in May 2019 as part of the IECEx Operational Meetings and called on the Secretary to explain the changes being proposed to OD 035.

The Secretary, advised that document ExMC/1514/DV is the result of discussions from the TC 31 JWG50 meeting (the Joint WGH between IEC TC 31 and IECEx) and that this document had also recently been discussed during the ExTAG meeting this week at which time some changes were also proposed.

The Secretary then displayed a revised version of ExMC/1514/DV, as prepared during the ExTAG meeting which included the following changes:

* Step 1 should consult with the maintenance team convener change to “Shall consult…”
* An editorial review to change the reference to ExTAG Secretary to ExTAG Officers.

Mr Coppler, TC 31 Chair, advised the meeting that the Officers of TC 31 have reviewed this and agree with the changes as proposed.

AU noted that the term ExTAG Secretary appears in several places and that a full editorial review will be required.

Following the explanations the meeting agreed to record the following decision

Decision 2019/23

The meeting considered and then approved the publication of the revision of IECEx OD 035 as circulated as ExMC/1514/DV subject to the inclusion of the changes recommended by the 2019 ExTAG meeting and supported by IEC TC31, with an editorial review to be undertaken by the Secretariat.

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, HR, HU, IN, IT, JP, KR, MY, NL, NO, PL, RO, RU, SA, SI, TR, UAE, USA, ZA

**Objections:** Nil

**Absent:** GR, IL, SE, SG, NZ

**Abstaining:** Nil

***8.2.6\* Proposed new IECEx Operational Document covering Optical Radiation***

*During the 2018 ExMC Cannes meeting, it was agreed to refer AU proposal (ExMC/1406/CD) to both ExMC WGs WG1 and WG2. This was done with both WGs considering the matter during the May 2019 IECEx Operational meetings held in Singapore. It was agreed that the issue of Optical Radiation can be addressed in the TCD for IEC 60079-0 with ExMC WG2 to present a proposed amendment. On this basis it was felt that the matter raised by AU is now addressed. The AU experts to ExMC WG1 and WG2 agreed with this approach.*

 *ExMC were asked to note this during the 2019 ExMC Dubai meeting.*

Decision 2019/03

The meeting approved all items listed in the Consent Agenda circulated as Annex A to ExMC/1509A/DA

***8.2.7 US proposal calling for a Revision to IECEx Operational Document OD 012 – Measurement Uncertainty***

 *ExMC were asked to consider a request from US calling for a revision to IECEx OD 012 and any other matters related to OD 012 that may arise from the 2019 Dubai meeting of ExTAG.*

**Document noted/Considered:**

* **ExMC/1515/CD** – US proposal

The Chair invited US to present their proposal with Ms Holdrege of US remarking that the current version of OD 012 is rather dated and that it is time to open this for a full review by reactivating ExTAG WG4, based on the experience we have now in running the Certified Equipment Scheme.

This proposal is also based on the new edition of ISO/IEC 17025 and that uncertainty measurement expectations should also be addressed for both internal and external calibrations.

UK supported the US proposal to review OD 012

AU also suggests that perhaps a checklist for assessors could be considered.

DE indicated their support for the US proposal

Dr Lienesch, also gave supporting remarks but also spoke of tolerances and that this should also be addressed.

Mr Dixon from the OIML also provided some additional information relating to ISO/IEC 17025.

In conclusion the meeting agreed to record the following decision

Decision 2019/24

The meeting agreed to a request from US (ExMC/1515/CD) calling for a revision to IECEx OD 012 and any other matters related to OD 012 and to reactivate ExTAG WG4 with additional members invited to assist the Convenor (Mr Stubbings or his replacement). Secretariat to issue a call for membership.

***8.2.8 Any other ExTAG Matters***

 *Members were invited to raise any other matters relating to ExTAG.*

The Chair invited the meeting to raise any other matters for ExTAG, no new matters were raised.

***8.3 Report from Working Group ExMC WG1 – IECEx Rules***

 *Members received a report from the WG1 Convener, Mr Marty Cole following the WG1 Meeting held May 2019 in Singapore and considered the WG1 Recommendations to ExMC contained within the WG1 Report.*

 Documents discussed /considered:

* ExMC/1488/R – Report on 2019 ExMC WG1 Meeting

The Chair noted the work of ExMC WG1 and called on the Convener Mr Marty Cole to present his report.

Mr Cole, noted that the WG1 held its last meeting in May 2019 and presented the following recommendations made by WG1 to ExMC.

 **RECOMMENDATION 1: That WG1 agreed that:** *“Understanding of the application of Clause 6.6.4 Laser, Luminaires and other non-divergent continuous wave optical sources and the scope of IEC 60079-28 sufficiently to know if application of IEC 60079-28 is applicable”* **by adding an additional bullet point in the TCD to address the awareness of IEC 60079-28 and how the Assessors use the TCD for IEC 60079-0**

**RECOMMENDATION 2:** That ExMC support that AdHoc WG review clause 8.1.3 of IECEx 02 regarding content of the Certificate and revise so content captures all Manufacturer locations as listed on the QAR.

**RECOMMENDATION 3:** That ExMC approve amendment to IECEx 02 Rules to reflect changes to clauses 8.1.3 and 8.3.3 that only require manufacturing countries be shown on the certificates and that all sites audited, manufacturing sites and production sites to be listed on the QAR summary. (refer to revision of 02 clauses.)

**RECOMMENDATION 4:** Accept the minor editorial changes to OD 009 Ed 4.2, Section 4, as presented.

**RECOMMENDATION 5:** Updated guide document to go forward for ExMC approval addressing the situation of Acquisitions/Withdrawals of ExCBs from the IECEx Schemes, following a review by ExMC WG1, via correspondence**.**

Mr Cole also noted the review of the ExMC WG1 membership and for the Secretary to contact members who have not been active and ask why they should not be removed.

UK indicated it supports the changes to IECEx 02 but advised confusion over the recommendation but agreed to deal with in agenda 8.3.1

The meeting therefore agreed to record the following decision

Decision 2019/25

The meeting accepted the ExMC WG1 report contained in Document ExMC/1488/R.

*8.3.1 Proposed Amendment to IECEx 02*

 *ExMC WG1 Reviewed requirements of IECEx 02, concerning contents of IECEx Certificates and the listing of manufacturers versus production sites in light of new definitions included in IECEx 02. As a result ExMC WG1 propose amendments to IECEx 02 to clarify the aspect of recording manufacturers and production sites.*

 *ExMC were asked to approve the amendment to IECEx 02 which sets out to clarify this point.*

**Document Considered:**

* **ExMC/1517/DV -** Draft new Amendment to IECEx 02 as Edition 7.1

Mr Cole, then presented the Draft Amendment to IECEx 02 with the UK raising their concern.

NL expressed concern over the terms, manufacturer, manufacturer site, production site and how these differ from Electropedia, with the Chair noting the deeper work required but that at this point the changes as proposed for IECEx 02 are important and should proceed but that WG1 could be asked to further consider the terms as raised by NL.

NL suggested that WG1 review the terms Manufacturer, Manufacturing location(s) Production sites and suppliers for any alignment with other IEC publications.

CN suggest some editorial changes to the flowchart, which currently states “ExCB assigns to any ExTL” but should state “assigns to its ExTL’

In conclusion the meeting agreed to record the following decision.

Decision 2019/26

The meeting approved the amendment to IECEx 02 (circulated as ExMC/1517/DV) incorporating the editorial changes, re change “any” to “assigned” in the tables on page 7, raised by the ExTAG Chairman and requested ExMC WG1 to review definitions for a future amendment.

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, HR, HU, IN, IT, JP, KR, MY, NL, NO, PL, RO, RU, SA, SI, TR, UAE, USA, ZA

**Objections:** Nil

**Absent:** GR, IL, SE, SG, NZ

**Abstaining:** Nil

*8.3.2 Proposed Amendment to Operational Document OD 009*

*ExMC WG1 and WG5 both considered minor changes to Section 4 of OD 009 Operational Document - Procedures for the Issuing of IECEx Certificates of Conformity, IECEx Test Reports and IECEx Quality Assessment Reports and have prepared a draft for submission to ExMC for approval during the 2019 Dubai meeting.*

 **Document Considered:**

* IECEx OD 009 – Current Edition 4.2
* ExMC/1518/DV - Draft Amendment to Section 4 of OD 009 - New Edition 4.3

The Chair noted this amendment as prepared by WG1 and asked the meeting for any comments or remarks before asking for approval to publish.

With no comments received the meeting agreed to record the following decision.

Decision 2019/27

The meeting agreed for the publication of the revision of IECEx OD 009 as circulated as ExMC/1518/DV.

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, HR, HU, IN, IT, JP, KR, MY, NL, NO, PL, RO, RU, SA, SI, TR, UAE, USA, ZA

**Objections:** Nil

**Absent:** GR, IL, SE, SG, NZ

**Abstaining:** Nil

***8.3.3 Guide for IECEx Certification Bodies when dealing with Significant IECEx Changes to Business continuity***

*As part of its work, WG1 have developed a draft Guide to assist Certification Bodies when dealing with significant changes that may affect IECEx Business Continuity. This draft is now submitted for consideration by ExMC for issuing as either a Guide or an Operational Document.*

 **Document discussed/considered:**

* ExMC/1519A/CD – Draft Guide developed by ExMC WG1

The Chair noted this new Draft Guide as prepared by WG1 and the explanation provided by the WG1 Convener.

The Chair asked the meeting for any comments or remarks before asking for approval to publish.

The Secretariat gave some additional background to this work by WG1 advising that we now have a draft initially prepared by a task Group within WG1 and it is now presented for approval by the meeting.

UK noted that this issue, as addressed by WG1, is possibly an issue for other IEC CA Systems and perhaps should be shared with other Systems.

Taking the UK suggestion the meeting agreed to record the following decision

Decision 2019/28

The meeting approved the publication of the content of ExMC/1519A/CD as an IECEx Operational Document. This matter is to also be raised with IEC CAB for possible use in other IEC CA Systems.

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, HR, HU, IN, IT, JP, KR, MY, NL, NO, PL, RO, RU, SA, SI, TR, UAE, USA, ZA

**Objections:** Nil

**Absent:** GR, IL, SE, SG, NZ

**Abstaining:** Nil

#### ***8.4 ExMC WG2 - Development of Technical Capability Documents***

*Members to receive a report from the ExMC WG2 Convener, Ms Katy Holdredge on progress of work since the 2018 ExMC Meeting.*

*The meeting was asked to approve a revised edition of the IECEx TCD as prepared by ExMC WG2*

 **Document considered:**

* ExMC/1494/R – WG2 Report
* ExMC/1520/DV – Revised edition of the IECEx TCD

The Chair noted the work of WG2 and the important basis it provides for the assessment of ExTLs and called upon the Convener Ms Holdredge to present her report.

Ms Holdredge commenced by informing the meeting of the membership of WG2 and invited Member Bodies to submit any additional experts they may wish to serve on the WG2.

She then informed of the WG2 recommendation to change the terms of reference to:

*“Working Group 2 performs the role of a maintenance team revising TCDs as new Standards and new editions of Standards are issued.”*

Ms Holdredge then gave the background behind a proposal from WG2 that the TCD for IEC 60079-0 be altered to include a requirement for assessors that when checking on staffing competence that the following be covered.

*“Understanding of the application of Clause 6.6.4 Laser, Luminaires and other non-divergent continuous wave optical sources and the scope of IEC 60079-28 sufficiently to know if application of IEC 60079-28 is applicable”*

With these items explained Ms Holdredge sought approval from the meeting for the updated edition of the TCD. Ms Holdredge also noted the previous ExMC decision to allow WG2 to update the TCD when new standards are published and then to inform at the next ExMC meetings.

Ms Holdredge then outlined some of the work associated with ISO 80079-36 and the removal of “\*” as well as some of the other current work being undertaken by of WG2.

The Chair thanked Ms Holdredge for her report and all members of WG2 and called on the meeting to accept the changes in the new TCD for publication.

UK indicated their support for the new edition of the TCD with the meeting agreeing to record the following decisions.

Decision 2019/29

The meeting accepted a report (circulated as ExMC/1494/R) on the work of ExMC WG2 from the Convenor, Ms Katy Holdredge.

Decision 2019/30

The meeting considered and then approved the publication of the revision of IECEx TCD as circulated as ExMC/1520/DV incorporating the change to 8.2.2 of ISO 80079-36 to remove the asterisk. Noting that an editorial review of referenced Standards titles to be conducted.

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, HR, HU, IN, IT, JP, KR, MY, NL, NO, PL, RO, RU, SA, SI, TR, UAE, USA, ZA

**Objections:** Nil

**Absent:** GR, IL, SE, SG, NZ

**Abstaining:** Nil

***8.5 Report from Working Group ExMC WG5 – Quality System Requirements***

 *Members received a report from the WG5 Convener, Mr Roy Teather following the WG5 Meeting held May 2019 in Singapore and considered the WG5 Recommendations to ExMC contained within.*

 Documents discussed/considered:

* ExMC/1487/R – Report on 2019 ExMC WG5 Meeting

The Chair called on Mr Roy Teather to present his report of the ExMC WG5.

Mr Teather advised that ExMC WG5 last met during the May 2019 Operational meeting. He commenced by noting feedback on the new Quality Assessment Report form that was recently updated.

Mr Teather then recapped over the importance of the Quality Assessment component of the IECEx Certification Scheme, noting the surveillance component of the IECEx Certified Equipment Scheme.

He then noted the concerns surrounding use of the new QAR template that needs to be completed and how this new format can be used by the ExCBs.

The meeting noted and appreciated the information and the explanation on use of the QAR form by Mr Teather and sought additional time for a more detailed explanation of the form. Mr Teather offered, and the meeting agreed, for him to run a series of Webinar Training sessions on how to use the audit report and how to best complete it.

Mr Teather then gave his presentation report of the WG5 work.

UK and FR supported the idea of the training webinar and indicated their intention for their experts to participate.

UK noted the discussions within ExTAG in using the QAR form and the idea of perhaps a guidance document on application of the QAR report form and additional work by WG5 on this document by creating an adHoc WG to work on the document.

UK proposed a guidance document on application of the QAR form with US giving supporting comments.

AU supports the comments of UK

The meeting referred back to the WG5 report noting the recommendation included and agreed to record the following decisions.

Decision 2019/31

The meeting accepted a report (circulated as ExMC/1487/R) on the work of ExMC WG5 from the Convenor, Mr Roy Teather and endorsed ExMC WG5 Recommendation #1.

Decision 2019/32

The meeting agreed with the ExMC WG5 Convenor proposal to conduct, in consultation with the Secretariat a webinar to better explain the use of F-001.

***8.6 Other matters relating to the IECEx Certified Equipment Scheme***

 *To enable other matters to be raised including feedback on use of non-electrical Standards*

The Chair invited the meeting to raise any other matters relating to the IECEx Certified Equipment Scheme. None were raised.

1. *IECEx CONFORMITY MARK LICENSE SYSTEM, IECEx 04*
	1. *Current List of IECEx Mark Licenses issuing ExCBs*

*IECEx Secretary to report*

 **Document noted:**

* List of accepted Conformity Mark License issuing ExCBs <https://www.iecex.com/information/excbs/conformity-mark/>

Decision 2019/33

The meeting noted and accepted the list of currently accepted IECEx Conformity Mark Licence issuing ExCBs @ <https://www.iecex.com/information/excbs/conformity-mark/>

* 1. *Report from the IECEx Marks Committee Chairman, Mr Timothy Duffy*

*Members received a report from the ExMarkCo Chairman, Mr Timothy Duffy on the activities of the ExMarkCo (IECEx Conformity Mark License Scheme Committee) since the 2018 ExMC Meeting.*

 Document noted:

* ExMC/1508/R - Report from the 2019 IECEx Mark Committee meeting

The Chair Introduced Section 9 suggesting that items 9.1, 9.2 and 9.3 be handled together.

The Chair informed the meeting that due to health issues Mr Duffy the ExMarkCo Chair could not be with us at this meeting and read out a message from Mr Duffy he then called on the Secretary Mr Agius to present the ExMarkCo report.

Mr Agius commenced by informing the status of the ExMarkCo membership and the list of ExCBs with Licenses to issue the IECEx Conformity Mark Licence.

He then presented the report ExMC/1508/R issued previously and informed that there are some recent events, such as related to item 7 of the report regarding the future of the IECEx Conformity Mark License Scheme, which resulted in considerable discussion and work within ExMC. This work included inputs from AU by way of a letter addressed to the ExMarkCo expressing concerns with the Mark Licensing system in its current state and a further letter from one of the IECEx Past Chairs, Dr Klausmeyer expressing support for the retention of a Mark in some fashion as well as support for a Mark from ExMC WG8 Regulatory Recognition.

He then explained the issue of Marking of Equipment and how IECEx certifications can be marked on products.

He then explained in detail the major changes being proposed by ExMarkCo to better integrate the Mark within the Scheme which included a change of Mark License issuer to the ExCB responsible for issuing the QAR along with other changes.

UK advised that Mr Roger Jones is to be listed as a User not as a manufacturer. The meeting noted this clarification.

Mr Agius requested that at this point, the meeting notes the report from ExMarkCo, ExMC/1508/R and defer any decisions to agenda item 9.3 when discussing ExMC/1521/CD.

The meeting agreed to record the following decision

Decision 2019/34

The meeting accepted the ExMarkCo report contained in Document ExMC/1508/R and the message from the ExMarkCo Chair, as read out by the Chairman. The meeting further noted that there are no current IECEx Conformity Mark misuse matters that require IEC CAB attention.

* 1. *New concepts regarding the IECEx TradeMark and IECEx Conformity Mark.*

*Following the 2018 ExMC meeting, ExMarkCo undertook in-depth work in reviewing the IECEx Conformity Mark, its value and its use in the market under the current regime, rules and mark design.*

*This review included consultation with IEC Legal regarding a number of concepts that arose from the ExMarkCo May 2019 Singapore meeting. Consultations with IEC Legal, during June and July 2019 have led to some fine tuning of the concepts being proposed by ExMarkCo.*

*These proposed concepts also take into account aspects of product marking in light of the requirements of IEC 60079-0. The Secretariat also notes a request from the USNC/IECEx for a revision of IECEx 01B to add further guidance on use of the IECEx Trademark.*

*ExMC were asked to consider the concepts arising from the ExMarkCo May 2019 meeting and follow up work, as adjusted.*

 Document discussed/considered:

* ExMC/1521/CD- Concepts of New Approach for the IECEx Logo/ Trademark and IECEx Conformity Mark plus better integration with the IECEx Certified Equipment Scheme.

Mr Agius continued by presenting the proposal for changes to the IECEx Mark License System as detailed in ExMC/1521/CD.

He noted that the document has been prepared to share concepts for a new Mark System and takes into account extensive discussion within ExMarkCo and detailed legal advice from the IEC Lawyers. He referred to the differences between the IECEx Logo and the IECEx Conformity Mark and their history. He also explained in detail the table listing the Current Approach and Proposed New Approach contained in ExMC/1521/CD and noted that these are all concepts that need to be considered by ExMC before any drafting work on revising Rules or ODs could commence by ExMarkCo.

Mr Agius then explained that based on legal advice and as part of better integration of a Mark scheme with the Certified Equipment Scheme one significant proposal is to remove the two separate Mark designs and to be replaced by the single IECEx logo as shown below to serve both as the IECEx TradeMark and IECEx Conformity Mark.

 Replaces  and

Mr Agius informed the meeting of product Marking as raised previously by Dr Munro and informed that the examples as shown in ExMC/1521/CD are acceptable according to legal advice.

Mr Agius then explained the registration issues relating to the IECEx trademark and informed of work within the IEC General Secretary’s Office to register the IECEx letters “IECEx” and the IECEx logo  among the various jusridictions.

In conclusion Mr Agius asked ExMC for their approval and support for the concepts contained in ExMC/1521/CD to enable ExMarkCo to proceed with the preparation of revised Draft Rules and Operational Documents that will come back to ExMC for final approval. He also noted that the concepts have the support of the IECEx Executive.

Finally, Mr Agius extended his and the ExMarkCo Chair’s appreciation for all the assistance and input provided by ExMarkCo Members noting the great deal of work done to get to this point.

The Chair expressed his appreciation for the work of ExMarkCo and its Chair, Mr Duffy and also to Mr Agius for presenting the ExMarkCo report and recommendations and invited questions and comments from the meetings.

UK raised clarification that in the past the Mark has been considered complicated whereas what appears to be promoted here may be less complicated but sought clarification over the process and chain of events leading to issuing the Mark. Mr Agius gave background information to where we are now but suggested that the redrafting of the rules and ODs to support the proposed new approach will reveal a much simpler structure and arrangement.

UK advised that they support integration of the Mark with the Equipment Scheme but not the current separate arrangements that exist.

UK further questioned the Licence number arrangements noting the approach under the ATEX system which does touch on detail with Mr Agius advising that there will still be a need to maintain some form of traceability noting the value of the centralised On-Line Certificate system.

CA raised that changes in the IECEx logo could present issues for manufacturers with literature and websites and the like, to change the logo design with Mr Agius advising that there will need to be a transition period and this has been discussed with the IEC lawyers.

The Chair noted that what is important is the correct communication between IECEx and Central Office and the community noting that we are now operating beyond Electrotechnology and therefore we need to be making steps to change

US noted the use of the current IECEx logo as used by manufacturers freely with the Secretary noting the current IECEx 01B Guide and the need for clear rules for the new concepts. He also noted that most of the questions will be answered once the ExMarkCo start work on the revised documents.

US advised that they support the new approach but advised that there was some concern over complexity of use of the single logo design for both TradeMark and Conformity Mark and small products and suggests that ExMarkCo will need to consider small products in going forward.

CH indicated that they support the new approach which provides for simplicity

DE supports the simplified approach as presented noting the issues with small products and suggested the need for optional use.

UK raised the issue of fees with the use of the IECEx Mark with Mr Agius advising that at this point there are no royalty fees and no intention of applying such from Central Office.

UK raised the need to make use of this Mark as simple as possible with the Chair raising that we also need to address misuse of the Mark and logo as well.

CAB has a policy document on labels and a clause that the mark shall be voluntary and that we should take this into account in developing our IECEx documents.

During additional discussion Mr Agius suggested that perhaps we are getting into detail that will be addressed during the preparation of revised rules and ODs and that all the excellent points made during this meeting will be taken into account by ExMarkCo and that all draft revised rules and ODs will come back to ExMC for their consideration.

AU extended its appreciation for the work of ExMarkCo to bring these new proposals forward.

In conclusion the meeting agreed to record the following decision noting additional remarks from AU, US and UK related to small products.

Decision 2019/35

The meeting considered the content of the discussion paper circulated as ExMC/1521/CD- *Concepts of New Approach for the IECEx Logo/ Trademark and IECEx Conformity Mark plus better integration with the IECEx Certified Equipment Scheme* and supported Proposal Items 1, 2, 3, 4 and 5 outlined in ExMC/1521/CD and further requests ExMarkCo to continue its work towards streamlining access to the IECEx Conformity Mark and its practical use eg. shading, laser etc and use with small products.

* 1. *Current ExMarkCo Membership vacancies*

*In noting the remaining vacancies below, Members are requested to consider nominating representatives for these positions.*

Following further reporting from ExMarkCo the meeting agreed to record the following decision.

Decision 2019/36

The Meeting noted the vacancies (according to ExMarkCo/010Q/Inf) in ExMarkCo membership as follows:

|  |  |  |
| --- | --- | --- |
| **# of Members** | **Group represented** | **# of Vacancies** |
| 3 | Regulatory interests | 3 |
| 1 | Training Providers | 1 |

* 1. ***Notifications of misuse of the IECEx Conformity Mark.***

 *According to the previous CAB request, Members were invited to raise any matters relating to the misuse of the IECEx Conformity Mark.*

Mr Agius informed the meeting that at this point in time there are no matters of misuse that warrant being raised with IEC CAB.

The Chair called on the meeting to raise any matters that need to be raised with CAB. None were raised.

* 1. *Other Matters relating to the IECEx Conformity Mark System*

*Members were invited to raise any other matters relating to the IECEx Conformity Mark System.*

The Chair called on the meeting to raise any matters relating to the IECEx Mark License scheme. None were raised.

*10 CERTIFIED SERVICE FACILITIES SCHEME – IECEx 03 series*

***10.1 Listing of ExCBs – According to IECEx 03 series, Certified Service Facility Scheme***

*Secretariat to report.*

 **Document noted:**

* **OD 001** – Scheme Membership, ExCBs, ExTLs and applicants <https://www.iecex.com/information/excbs/service-facilities/>

The Chair called on the meeting to note the current list of ExCBs with the Secretary reminding all member ExCBs to keep the Secretariat informed of any changes in contact details in order to keep the website listing up to date. In response the meeting agreed to record the following decision.

Decision 2019/37

The Meeting noted and accepted the current IECEx 03 Scheme ExCBs as listed at <https://www.iecex.com/information/excbs/service-facilities/>

***10.2 Report from the ExSFC Chairman***

*Members received a report from the ExSFC Mr Ron Sinclair, MBE, Chairman, concerning the work of ExSFC since the 2018 ExMC Meeting and considered any recommendations.*

**Document discussed/considered:**

* **ExMC/1495/R** – Report on the 2019 IECEx ExSFC meeting

The Chair invited Mr Sinclair, MBE, to present his report from the IECEx Service Facilities Committee, ExSFC.

Mr Sinclair presented his report, ExMC/1495/R, noting that the report informs of work conducted within ExSFC noting their last meeting held in Singapore as part of the May 2019 IECEx Operational Meetings. In presenting his report he highlighted the following key points from the report

1. Membership of ExSFC noting that ExSFC are suggesting that they should align with ExTAG in focusing membership on those that are active in this scheme and that member Bodies are well represented in ExMC and that the ExSFC membership should be reviewed, noting the limited input from Member Bodies including lack of their attendance at ExSFC meetings.
2. Information for ExMC to note:
3. ExSFC Members reconfirmed their past preference of convening the ExSFC meetings as part of the IECEx Operational Meetings in 2020 AND, if necessary, over a longer week or in evenings to enable ExSFC Working Groups to meet and report to the ExSFC in the same week. {refer Item 13 in the following report}
4. In noting the development of all the Schemes of IECEx 03 noting that the ExSFC feel that priorities should be set and at this point in time ExSFC Members agreed to have the references to publications for 03-2 and 03-3 tagged as *“Under Review – not for use”* or a similar statement depending on space available. {refer Item 8 of the report}
5. **RECOMMENDATION #1** that the ExMC approve the facility for ExSFC to prepare and publish ExSFC Decision Sheets (noting that there will be a consequent need to prepare an IECEx Operational Document for this processes). {refer Item 6}.
6. On the presumption of ExMC approval of Recommendation #1, RECOMMENDATION #2 that the ExMC consider a mechanism for transferring existing ExTAG Decision Sheets related to ExSFC work to ExSFC Decision Sheets. {refer Item 6}.

1. A **request** that the ExMC endorse a proposed update of the membership of the ExSFC as circulated as ExSFC/001C/INF\_DRAFT where the major change is the removal (on the basis of nil past participation) IECEx Member Bodies as voting members of the ExSFC {refer Item 3.1 and Annex A}.

Mr Sinclair also noted that ExSFC became aware of an ExCB issuing a Facilities Assessment Report (FAR) covering more than one location with the ExSFC not supporting this and feeling that the rules are clear that this is not acceptable, noting that the Secretariat is dealing with this item.

He also informed of the Peer assessment and qualification process for ExCBs operating in the IECEx 03 schemes and welcomed work within ExAG to take this scheme into account, noting that the previous system of accepting bodies worked for the initial part of the scheme but now that there are additional schemes in the areas of installation and inspection that a review of the previous approach is required to focus on experience and familiarity with standards used by the IECEx 03 schemes and the need to incorporate “witness audits” noting that all work is done when visiting the site under assessment.

He also noted the following Agenda items, for approval of documents and advised of the background behind the amendments being presented via the next few agenda items, relates to the alignment of Service Facility assessments with QAR assessments for manufacturers that are servicing their own products for which they have a QAR to produce. He advised this would assist in alignment of timing between the 2 schemes.

The Chair thanked Mr Sinclair for his comprehensive report and invited questions or remarks from the meeting.

AU indicated support for all proposals of the ExSFC report and in particular the alignment of the QAR and FAR.

With no further remarks the meeting agreed to record the following decision.

Decision 2019/38

The meeting accepted the ExSFC report as circulated as ExMC/1495/R and agreed with all ExSFC Recommendations.

* 1. ***Proposed Revision to IECEx 03-5 IECEx Certified Service Facilities Scheme - Part 5 – Repair, overhaul and reclamation of Ex equipment –IECEx Certified Service Facilities – Rules of Procedure***

*Members were requested to approve the revision to IECEx 03-5 as proposed by ExSFC.*

 **Document considered:**

* **ExMC/1496/DV –** Draft Revision of IECEx 03-5

The Chair noted the explanation behind this draft revision of IECEx 03-5 by Mr Sinclair in the previous agenda item and called on the meeting to raise any questions or comments. With none raised the meeting agreed to record the following decision

Decision 2019/39

The meeting considered and then approved the publication of the revision of IECEx 03-5 as circulated as ExMC/1496/DV.

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, HR, HU, IN, IT, JP, KR, MY, NL, NO, PL, RO, RU, SA, SI, TR, UAE, USA, ZA

**Objections:** Nil

**Absent:** GR, IL, SE, SG, NZ

**Abstaining:** Nil

* 1. ***Proposed Revision to IECEx OD 314-5, IECEx Certified Service Facilities Scheme Part 5: Repair, overhaul and reclamation of Ex equipment Additional requirements for IECEx Service Facilities involved in the repair, overhaul and reclamation of Ex equipment***

*Members were requested to approve the revision to IECEx OD 314-5 as proposed by ExSFC.*

 **Document considered:**

* **ExMC/1497/DV –** Draft Revision of IECEx OD 314-5

The Chair noted the explanation behind this draft revision of IECEx OD 314-5 by Mr Sinclair in the previous agenda item and called on the meeting to raise any questions or comments. With none raised the meeting agreed to record the following decision.

Decision 2019/40

The meeting considered and then approved the publication of the revision of IECEx OD 314-5 as circulated as ExMC/1497/DV.

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, HR, HU, IN, IT, JP, KR, MY, NL, NO, PL, RO, RU, SA, SI, TR, UAE, USA, ZA

**Objections:** Nil

**Absent:** GR, IL, SE, SG, NZ

**Abstaining:** Nil

* 1. ***Proposed Revision to IECEx OD 313-5, IECEx Certified Service Facilities Scheme – Part 5: Repair, overhaul and reclamation of Ex equipment Assessment and Certification of Service Facilities involved in the repair, overhaul and reclamation of Ex equipment – Procedures***

*Members are requested to approve the revision to IECEx OD 313-5 as proposed by ExSFC.*

 **Document considered:**

* **ExMC/1498/DV –** Draft Revision of IECEx OD 313-5

The Chair noted the explanation behind this draft revision of IECEx OD 313-5 by Mr Sinclair in the previous agenda item and called on the meeting to raise any questions or comments. With none raised the meeting agreed to record the following decision.

Decision 2019/41

The meeting considered and then approved the publication of the revision of IECEx OD 313-5 as circulated as ExMC/1498/DV.

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, HR, HU, IN, IT, JP, KR, MY, NL, NO, PL, RO, RU, SA, SI, TR, UAE, USA, ZA

**Objections:** Nil

**Absent:** GR, IL, SE, SG, NZ

**Abstaining:** Nil

*11 IECEx CERTIFICATE OF PERSONNEL COMPETENCE SCHEME, IECEx 05*

***11.1 Report from the ExPCC Chairman***

*Members received a report from the ExPCC Chair Mr Peter Thurnherr, concerning the work of ExPCC since the 2018 ExMC Meeting.*

**Document discussed/considered:**

* **ExMC/1500/R** – Report on the 2019 IECEx ExPCC meeting

The Chair invited Mr Thurnherr, Chair of the ExPCC to give his report.

Mr Thurnherr presented his report ExMC/1500/R via a ppt presentation covering the last meeting held in Singapore last May 2019. He advised of the following two items dealt with during the Singapore ExPCC meeting that need to be brought to the ExMC attention

1. The first ExPCC Decision sheet dealing with analysis of knowledge assessment results; and
2. Endorsement for implementation of the CoPC Question Bank as proposed by ExPCC WG3, which takes effect 1 January 2020, according to OD 506.

Mr Thurnherr advised that at this stage there is no additional items requiring approval from ExMC.

Mr Thurnherr referred to promotional activities by ExPCC and the development of a dedicated brochure to support promotion. He advised of his own support for the new Marketing WG.

Mr Thurnherr called for any questions.

US raised a concern over where this new ExPCC Decision Sheet is located on the IECEx website with the meeting agreeing that the Secretariat take an action to consider the best location for hosting of ExPCC Decisions on the IECEx website.

DE raised the application of the new CoPC Question Bank and how ExCBs could select questions from the bank to ensure comparable results. Mr Amos from the Secretariat responded that we do have OD 506 to assist ExCBs in the selection of questions and advised that additional work is underway for an IT solution for the random generation of selecting questions.

DE also raised that the IECEx Secretary should take over the task of progressing the IT solution for a tool in random selection of questions.

While support for the DE proposal was indicated from some of the members the Chair called for any further discussion on the ExPCC report. With no further discussion the meeting agreed to record the following decision.

Decision 2019/42

The meeting accepted the report from the ExPCC Chair, Mr Peter Thurnherr (circulated as ExMC/1500/R).

The meeting also agreed to assign the Secretariat the tasks of

1. reviewing the IECEx website with respect to the location of ExPCC Decision Sheets and
2. the investigation of IT tools to support the Question Bank

{Secretariat Note: New provisions for the location of ExPCC Decision Sheets on the IECEx website, according to item 1, were introduced by the end of the meeting}

*11.2 Revised Edition of IECEx OD 502*

*Members were requested to approve the revision of IECEx OD 502 as proposed by ExPCC.*

**Document considered:**

* ExMC/1501/DV – Draft Revision IECEx OD 502

The Chair referred the meeting to document ExMC/1501/DV being a proposed revision for OD 502 *“Application for an IECEx Certificate of Personnel Competence (CoPC) and an IECEx Ex Facility Orientation Certificate (EFOC) - documentation and information requirements”* as prepared by the ExPC and called on the meeting to approve this revision.

The meeting supported the IECEx Chair and agreed to record the following decision.

Decision 2019/43

The meeting considered and then approved the publication of the revision of IECEx OD 502 as circulated as ExMC/1501/DV.

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, HR, HU, IN, IT, JP, KR, MY, NL, NO, PL, RO, RU, SA, SI, TR, UAE, USA, ZA

**Objections:** Nil

**Absent:** GR, IL, SE, SG, NZ

**Abstaining:** Nil

*11.3 Any Other Matters relating to IECEx CoPC Scheme*

 *Members to consider any other matters relating to the IECEx CoPC Scheme*

The Chair invited members to raise any other items relating to the CoPC Scheme.

AU raised the question of seeing the members of ExPCC working Groups and asked if we can see the full list of members for each of the working groups in similar manner as with other WGs. The meeting agreed for the Secretary to take an action to consider better ways of showing the members of the ExPCC WGs

12 IECEx SYSTEM – GENERAL MATTERS

*12.1 IEC / ILAC / IAF Cooperation*

 *To provide for any further discussion in relation to the IEC/ILAC/IAF Cooperation. Secretariat to report.*

The Chair invited the Secretary to provide a report/update to the meeting. The Secretary reminded the meeting of the Cooperation arrangement via a Memorandum of Understanding between IEC / ILAC / IAF and that to support this MoU a steering committee had been previously formed. One of the features of this cooperation is the facilitation of Joint Assessments between IEC CA Systems, such as IECEx and the National Accreditation Body that may be a member of ILAC or IAF. He reminded the meeting that this remains as an option for ExCBs and ExTLs if they wish to take this up.

The Secretary then referred to discussions between IEC and IAF focused on some IAF resolutions, in particular 2018/013 dealing with the issuing of what IAF call as “un accredited” certificates that it appears in some instances has unintended consequences for Certificates issued under IEC CA Systems. He further advised that there is work underway with IAF to issue a Joint Communication advising that Certificates issued according to the IEC CA Schemes are exempt from this resolution.

The Secretary concluded that this issue is still a work in progress and looks forward to a resolution during the next IEC/IAF/ILAC Steering Committee later this year.

The Chair thanked the Secretary and called for any comments or remarks, DK requested that the membership be kept informed. The Secretary undertook to do this.

*12.2 OIML / IECEx Cooperation*

 *The meeting received a report concerning developments since the 2018 ExMC Decision to explore cooperation with OIML noting their OIML-CS Schemes.*

The Chair introduced this item noting the decisions from both the IECEx and OIML to start work on cooperation in areas of mutual interest. He invited Mr Paul Dixon, BIML Assistant Director and OIML-CS Executive Secretary to provide the meeting with a report and update following the first meeting of the Joint Working Group of IECEx and OIML held this past Wednesday.

Mr Dixon presented a report, ExMC(Dubai/OIML)07 commenting that while Dr Schwartz was present for the Joint WG meeting this week, he was not able to stay for the entire Management Committee meeting and offered his apologies.

Mr Dixon explained the background of OIML dating back to 1955 as an intergovernmental treaty organisation, with the aim of enabling economies to put in place effective legal metrology infrastructures that are mutually compatible and internationally recognised. OIML is an International Standards setting organisation recognised under the WTO and produce Recommendations as well as operate an International Conformity Assessment Scheme.

Mr Dixon gave an update of the membership of OIML and Technical activities, which include cooperation with other international organisations.

Mr Dixon explained the new OIML-CS Certification System which commenced 1 January 2018 which replaced two previous schemes. He also explained the Objectives of the OIML-CS Scheme which is similar to that of the IEC CA Schemes, in preventing duplication of testing activities. He also explained that ISO/IEC Standards are used for the qualification of Test Labs and Certifiers.

Mr Dixon outlined the 37 Measurement Instrument Categories used by the OIML-CS Scheme with 5 in Scheme A and the remainder to transition over next 5 years. He also advised that the OIML-CS scheme is based on the Type 1A System according to ISO/IEC 17067 and plan to address Type Approvals, surveillance and Marks into the future.

Mr Dixon referred to the updated Memorandum of Understanding (MoU) agreement between OIML and IEC. He also acknowledged with thanks the support of IEC and IECEx enabling OIML to make use of the established IECEx elements.

Mr Dixon then outlined the IECEx / OIML cooperation also noting the 2019 Decisions from both IECEx and OIML-CS Management Committee that led to the formation of the Joint Working Group.

**IECEx ExMC Decision 2018/65 (ExMC/1436/DL)** The Meeting supported the formation of a Joint Working Group between IECEx and OIML to explore synergies and areas where the two organisations may be able to cooperate with the aim of making use of existing systems and practices in order to reduce cost and time to market for manufacturers of Ex equipment covered by both IECEx and OIML-CS Certification schemes. The terms of reference and proposed membership discussed at this meeting were also endorsed.

**OIML-CS Management Committee Resolution no. 2018/13**

The Committee,

Noting the proposal from the IECEx Management Committee,

Decides to establish a Joint Working Group with the IECEx to explore synergies and opportunities for cooperation.

Requests Dr. Roman Schwartz and Mr Paul Dixon to represent the OIML on the Joint Working Group, and

Requests the OIML representatives to report to the CIML on the activities of the Joint Working Group at the 54th CIML Meeting in 2019

Mr Dixon advised of the following events that have taken place so far.

-Joint IECEx / OIML Working Group (JWG) established

– Telephone meetings between IECEx and OIML-CS Executive Secretaries –Nov ‘18 and Feb ‘19

– Participation of IECEx Executive Secretary in OIML-CS Management Committee Meeting –March ‘19

– First meeting of JWG –25 September 2019

The meeting noted that the aim of this cooperation is centred around exploring opportunities for cooperation between the two organizations for the benefit of manufacturers dealing with measuring instruments used in Ex environment.

Mr Dixon then concluded by thanking IECEx for this opportunity to attend and its willingness to work with OIML in this cooperation.

The Chair thanked Mr Dixon for his report and reiterated the importance to industry for this cooperation between the two organisations, noting that removal of wasteful duplication of testing and certification remains as one of the core values of the IECEx.

The Chair then invited the meeting to raise any questions or remarks, with the meeting agreeing to record the following decision.

Decision 2019/45

The meeting appreciated an address from Mr Paul Dixon on behalf of the OIML President, Dr Roman Schwartz and noted our thanks for the OIML participation in this meeting.

*12.2.1 Address by the OIML President, Dr Roman Schwartz*

 *The meeting to receive an address from the OIML President providing an update of developments of the OIML-CS Certification scheme.*

The Chair noted the report from Mr Dixon which covered the elements of this agenda item.

*12.2.2 Report on formation of a Joint Working Group between IECEx and OIML*

 *To receive a report following the ExMC Decision of 2018 to propose the formation of a Joint Working Group between IECEx and OIML to explore synergies and areas where the two organisations maybe able to cooperate with the aim of making use of existing systems and practices in order to reduce cost and time to market for manufacturers of Ex equipment covered by both IECEx and OIML-CS Certification schemes.*

The Chair noted the report from Mr Dixon which referred to the first meeting of the Joint Working Group JWG IECEx/OIML held last Wednesday and invited Mr Dixon to provide a report of that meeting.

Mr Dixon advised that the first meeting was held on 25 September 2019 to coincide with the 2019 IECEx Dubai meetings. In attendance were Dr Schwartz, Mr Dixon and the IECEx Executive, minus Mr Duffy and Prof Xu Jianping who sent their apologies.

He advised that the meeting reviewed the terms of reference and agreed to put forward a minor change to make reference to the IEC MoU.

Mr Dixon informed of the review of actions to date and the consideration of priorities of areas for developing cooperation where measuring instruments such as those associated with fuel dispensers and electricity meters being identified, especially where there are common manufacturers involved in both IECEx and OIML.

Mr Dixon informed of the possible meeting of manufacturers interested in both IECEx and OIML activities early next year possibly being hosted at PTB.

In conclusion Mr Dixon noted the following action items arising from the JWG meeting.

1. CA to advise on the IECEx representation on the JWG
2. Consideration of mechanisms to assist manufacturers requiring both OIML-CS and IECEx Certifications:

> start a project in 2020
> invite interested manufacturers / associations (e.g. CECIP and CECOD)
> invite interested certification bodies (e.g. PTB and RISE / Sweden)
> CA to provide a spreadsheet (or link) with company names
> PD to provide a list of OIML-CS Certificate holders
> PD will review the lists to identify common manufacturers across both systems
> RS to send out an invitation for a meeting in PTB (during 2020)

1. The activities of the JWG to be fed into the higher level IEC / OIML JWP
2. Standing invitations are to be provided for participation in the respective meetings of each organisation
3. The OIML will review the IECEx online certificate system the possible use of the system to add attachments to certificates
4. The OIML will review the IECEx approach to determining competence through accreditation and peer assessments
 > are there opportunities for OIML to learn?
5. PD to send an invitation to IECEx for representative(s) to participate in OIML-CS MC WG on "assessment requirements"

The Chair thanked Mr Dixon for his report noting the appreciation from the meeting with the meeting agreeing to record the following decision.

Decision 2019/46

The Meeting noted a report from Mr Dixon on the recent activities of the Joint Working Group between IECEx and OIML that was established to explore synergies and areas where the two organisations maybe able to cooperate with the aim of making use of existing systems and practices in order to reduce cost and time to market for manufacturers of Ex equipment covered by both IECEx and OIML-CS Certification schemes. The meeting supports the continued work of this JWG.

*12.3 Any other General Matters*

 *Members are invited to raise any other items of a general nature that may impact on the IECEx System.*

The Chair invited the meeting to raise any other general matters, with none being raised.

*13 WORKING GROUP REPORTS – NOT COVERED ELSEWHERE*

#### ***13.1*** ***ExMC WG8 Regulatory Recognition***

*Members received a report from the WG8 meeting held during May 2019 in Singapore*

 Document considered:

* ExMC/1491/R - Report on 2019 ExMC WG8 meeting
* ExMC/1540/Inf – Informative Guide to Regulators

The Chair noted the reactivation of this Working Group and thanked Dr Lienesch for taking over as Convener and invited him to present his report but prior to doing so the Chair informed the meeting of the next edition of the UNECE CRO being ready for approval for publication.

Dr Lienesch commenced by referring to the UNECE Sector initiative and now the revision of the Common Regulatory Objective (CRO) noting this will be referred to as Common Regulatory Arrangements (CRA) but will be very similar to the previous CRO and continues to recommend use of the IECEx.

Dr Lienesch informed of the meeting of WG8 held in Singapore during May 2019. He advised of the two recommendations arising from the WG8 meeting as follows

Recommendation 1: That ExMC agree that in re-activating this WG8 those attending the May 2019 meeting become Members of WG8 with the Secretary to issue a follow up call to ExMC Member Bodies for nominations of Regulatory experts to join WG8, noting that remote participation in the WG8 work is available.

Recommendation 2: That ExMC supports WG8 work to explore the provision of a dedicated Regulatory User Platform for communication among Ex Regulators, noting the IECQ Avionics User Forum https://www.iecqhub.org/ as an example.

Regarding Recommendation 2 Dr Lienesch presented draft document ExMC/1540/Inf which he explained is intended as an informative guide for regulators and gave further background as to the development of this draft guide.

The Chair thanked Dr Lienesch for his report and invited the meeting to raise any questions or remarks with the meeting agreeing to record the following decisions

Decision 2019/47

The meeting accepted a report (as circulated as ExMC/1491/R) on the work of ExMC WG8 and endorsed ExMC WG8’s Recommendations #1 and #2.

Decision 2019/48

The meeting approved the publication of an informative guide based on the content of ExMC/1540/Inf.

*13.2 ExMC WG 13 - Business Development*

*Members received a report from the ExMC WG 13 Convener and IECEx Vice Chair, Mr Marty Cole, regarding the Meeting held May 2019 in Singapore.* ExMC Members were asked to approve the recommendations contained within the report.

 Documents noting/considered:

* ExMC/1490/R - Report on 2019 ExMC WG13 meeting
* Current IECEx Business Plan.

The Chair noted the work of WG13 and called on the Convener Mr Cole to present his report. Mr Cole advised that the WG13 last met in Singapore during May this year and that there a total of 3 recommendations.

**Recommendation 1.** That ExMC support that the Immediate Past IECEx Chair serve as WG13 Co Convener {Secretariat Note: During the IECEx Executive meeting, held later in the same week, the Executive resolved to propose formation of a new ExMC WG dedicated to marketing and propose this be led by the Immediate Past Chair of IECEx}

**Recommendation 2**. That ExMC takes note of the results of the website survey and supports the agreed action of WG13 concerning IECEx promotion by ExCBs and RTPs

**Recommendation 3**. That ExMC agrees to initiate an exploratory meeting between the Chairs and Secretaries of IECEx, IECEE, TC 18 and TC 31 to consider improved cooperation that may better serve the market needs,

Mr Cole gave the background to a survey of ExCBs’ Websites to determine the level of promotion of IECEx being done by the ExCBs themselves, noting the results were somewhat disappointing and seeks the ExMC support of Recommendation 2.

Mr Cole informed of new areas of business that may be present and included a discussion on holding an exploratory meeting between IECEx, IECEE, TC 18 and TC 31 to look at areas where we can cooperate to assist industry with their Conformity Assessment needs.

In conclusion Mr Cole sought agreement from ExMC for the recommendations put forward.

The Chair thanked Mr Cole and invited questions or comments.

UK raised

1. Questioned the need for creating a principle for the immediate past Chair to serve as Convener
2. On recommendation 2 that the Secretariat issue a formal notice to ExCBs and questioned whether this should be encouragement rather than formal instruction

Mr Cole advised that the intent is strong encouragement of the ExCBs to be promoting IECEx as at the end of the day they are the ones that deliver the IECEx service.

On the matter of the role of past chair, Mr Cole informed that the issue of Marketing versus Business development is moving in different directions.

The Secretary noted that the results of the survey of ExCB websites show that in many instances there was no mention of IECEx at all and it is felt that there is an expectation that ExCBs would mention the IECEx on their websites.

The Chair, noted the question of UK on the role of past Chair and the role of Marketing WG and Business development and suggested that there should be some alignment of their work.

The Secretary also informed the meeting of the appointment of our IECEx Chair as the new Convener for the CAB WG14 “Promotion” of IEC CA activities.

The Chair called for any additional remarks

NO raised that there is already a requirement of ISO/IEC 17065 to make publicly available information about the certification activities of a Certification Body and we should not forget this.

NO also advised of their support for a joint meeting as indicated by the Recommendation 3.

With no further comments the meeting agreed to record the following decision

Decision 2019/49

The meeting

* accepted a report (as circulated as ExMC/1490/R) on the work of ExMC WG13
* endorsed ExMC WG13’s Recommendations #1, #2 and #3 and
* noted that there is a need for the Secretariat to explain the expectation of ExCBs with respect to the promotion of the IECEx System (noting the requirements of ISO/IEC 17065).

***14 REPORT FROM IEC TC 31***

*Members to receive a report on IEC TC 31 activities and work of the TC 31 AHG 50, on joint cooperation between IECEx and TC 31, since the last ExMC Meeting, from the IEC TC 31 Chairman, Mr Mark Coppler*

The Chair noted the excellent cooperation we have between IECEx and IEC TC 31 noting that the tremendous support from the TC 31 Chairs both current and past have been a driving force behind this and appreciates Mr Coppler’s attendance at our meetings.

Mr Coppler then introduced his report, issued as ExMC(Dubai/TC31)03. Covering

* Activities of the past year
* Future TC 31 Meetings
* Standards and Associated Documents Issued Recently
* Documents Nearing Completion
* Matters likely to be of Interest to IECEx

In noting the various items as reported by Mr Coppler, including the issue of entry threads, the meeting took particular interest in the items “*Matters likely to be of Interest to IECEx*”:

1. The NWIP submitted by the USNC on portable and personal equipment has now been moved to SC 31J/WG 2. The plan is to proceed as a CD.
2. Publication of IEC 62990-1 might offer an opportunity in the area of toxic gas detector assessment. Work on the O2 gas detectors is on hold for other priorities.
3. Use of higher voltages in Ex applications may create a need for new assessment considerations by IECEx.
4. The CD of 60079-44 on Personal Competence has been circulated and closes November 22 2019. The convenor indicates it is still close to the original draft aimed at developing a document identifying the minimum level of knowledge and skills required to work in hazardous areas and the specific competence required for work associated with equipment for explosive atmospheres.
5. The current TC 31 Chair’s term ends July 31, 2020. The call for nominations ends in December. The TC 31 Vice Chair has agreed to be nominated.

The Chair thanked Mr Coppler for this report as well as TC 31 for the continued cooperation and invited the meeting to raise any questions or comments.

US raised that the IEC 60079-16 standard being withdrawn has an impact on issued IECEx Certificates. The Secretary advised that with IECEx CoCs already issued they may remain but this would prevent any new CoCs to be issued, noting that such items would now be covered by IEC 60079-13.

AU raised a question concerning the amendment to IEC 60079-6 in relation to high voltage being covered and raised questions over the current scope of ExCBs and ExTLs for the higher voltages. The Secretary suggested, with the meeting agreeing, that this could be a matter for ExMC WG2 and the ExAG group.

The Secretary also suggested that perhaps AU may consider a proposal and then to come back to the IECEx. AU agreedto consider compiling a proposal which they would then bring back to ExMC.

The Secretary noted that the TC 31 Chair raised the matter of Ex Threads and noted that as a certification scheme IECEx Certificates shall only be issued where compliance to the relevant standards has been established and suggested that monitoring of this is part of the overall surveillance activities of ExCBs and ExTLs built into the IECEx system. The meeting agreed.

The ExTAG Chair took the opportunity to express his appreciation of the cooperation between TC 31 and ExTAG in the development of Ex TAG Decision Sheets.

UK asked that the meeting note the recent passing of Mr Riddleston a past TC 31 Chair.

Decision 2019/50

The Meeting accepted, with thanks, the IEC TC 31 report on IEC TC 31 activities and work since the last ExMC Meeting contained in Document ExMC(Dubai/TC31 Chair)03 as presented by the IEC TC 31 Chairman, Mr Mark Coppler.

Decision 2019/51

The AU delegation agreed to prepare a proposal regarding their concerns with the future revision of IEC 60079-6 with respect to voltage ranges.

***15 REGIONAL REPORTS***

 *Members to note + Discuss Regional Reports concerning activities in the Ex field that may impact on IECEx, including:*

* *EU ExNB Group for ATEX*
* *Brazil*
* *US*
* *Canada*
* *Asia*
* *Customs Union URASIA*
* *Others*

The Chair invited reports from the various Regions and countries on changes to their local systems that may impact on IECEx operations.

Mr Houeix gave a report of the European Notified Bodies Group, ExNB, issued as ExMC(Dubai/ExNB)04. He highlighted the items of the last Meeting of the ExNB, informing the appointment of Officers, issues surrounding Brexit and impact to the Notified Bodies of the UK. He also advised of discussions surrounding cooperation between IECEx and ExNB and use of ExTAG Decision Sheets for ATEX purposes.

Mr Houeix also informed the meeting of ExNB discussions concerning their use of the ExTAG Decision Sheets. He concluded by advising that the next meeting of the ExNB Group is planned for February 2020.

The Chair thanked Mr Houeix for his report and invited the meeting to raise any questions or comments, as none were raised the meeting agreed to record the following decision.

Decision 2019/52

The Meeting accepted a report from Mr Thierry Houeix, the Vice Chairman of the European Notified Bodies Group for ATEX, ExNB provided as ExMC(Dubai/ExNB)04 and noted his comment about their commitment to continue to cooperate with the IECEx System.

Mr Borges Hummel of BR gave a verbal report advising of some changes in the regulatory approach by the Regulator in BR, INMETRO by creating safety and performance rules which includes market surveillance, accident and risk reports and complaints handling. He clarified that the changes still recognise the IECEx reports of ExTRs and QARs and align with the IECEx Equipment, Services and Personnel Schemes.

The Chair requested BR to provide a document outlining his report for inclusion on the IECEx website.

UK sought clarification as to whether QARs can be used in BR either in part or whole, with BR advising that to obtain BR approval and certification the factory audit must be done by the Certification Body in BR or, via some bilateral arrangement between the Certification Body based in BR and another overseas Certification Body.

The Secretary sought clarification from BR and suggested that an IECEx QAR can be used to satisfy BR regulations provided that the ExCB conducting the audit and issuing the QAR has a bilateral agreement with one of the BR based Certification Bodies. BR confirmed the Secretary’s understanding to be correct. It was also noted that ExCBs located in BR could also issue the IECEx QAR satisfying both IECEx and BR requirements.

BR agreed to include this aspect in their documented report.

The Chair invited further questions or comments with none received the meeting agreed to record the following decision

Decision 2019/53

The Meeting accepted a verbal report from Brazil regarding changes to regulations, the details of which will be outlined in a document to be posted as a Green Paper from this meeting.

{Secretariat Note: Document “ExMC(Dubai/BR)06” , issued on the IECEx 2019 Meeting website under “Green Paper Documents” contains the BR report}

US, Ms Holdredge gave a verbal report concerning the US, referring the meeting to the Industry Workshop session held as part of the 2017 IECEx Washington meetings, noting the updating from OSHA and the pending publication of the new NRTL rules which include use of Testing conducted within the IECEx and use of IECEx ExTRs. Ms Holdredge also advised that quarterly inspections are to remain rather than following the ISO/IEC 80079-34 approach.

The Chair thanked Ms Holdredge for this verbal report and invited the meeting to raise any questions or remarks, with none raised the meeting agreed to record the following decision.

Decision 2019/54

The Meeting accepted a verbal report from the US delegation covering regulatory, Standards and Certification aspects and concerning changes in new OSHA Regulations.

Ms DU of CN gave a presentation, ExMC(Dubai/CN)05, outlining the changes in China where the sale of Ex products will be brought under the existing China CCC Conformity System. Ms DU gave the background to the China Compulsory Certification System and the Technical Regulations.

She outlined the various product categories covered by the China CCC System and the rules governing the System and the requirements and process to designate Bodies to participate in the CCC System. Ms DU informed the meeting of China’s notification to the WTO (World Trade Organisation) of these changes affecting Ex products.

Ms Du also noted that among the CCC System designated Bodies, includes those bodies participating in the IECEx Scheme.

Ms Du informed of the transition period and how IECEx is to be used within the CCC System, where ExTRs are accepted for use in the CCC System.

In conclusion Ms Du suggested that further information could be obtained from the CCC System Designated Bodies or from her office.

The Chair thanked Ms Du and invited questions or comments from the meeting.

DE raised a question concerning future testing of Ex products under CCC System if they are required to be also tested for electrical safety and performance? CN advised this is not the case.

AU were pleased that ExTRs are accepted under the CCC System but asked if QARs can be accepted. CN responded that they, and the Secretariat, are in discussions on this aspect but referred to existing CCC System requirements for auditing to be conducted by CN Designated Bodies but advised that as this is new for Ex products and that the IECEx System covers both testing and factory auditing, that CN are in discussions with the Secretariat in a bid to see how both IECEx and CCC System rules can be both respected.

NL asked if the factory audits under CCC are similar to IECEx or on a quarterly basis? CN advised that the interval between follow-up depends on the classification of the factory, e.g. Level A, Level B.

AU suggested as there is a great deal of information being discussed that a document on this CCC System for Ex products be prepared.

CN advised that while the official language in CN is Chinese a document has been published in Chinese but each designated Body may have English translations.

FR raised that there appears to be many elements from the different countries and it would be helpful to have a register or other mechanism with all the information. FR suggested that it appears that while the use of ExTRs seems understandable the use of QARs is not and we need to be careful not to be undermining the IECEx. FR further remarked that clear communication is important to help clarify key points.

DE asked for some translations of the CN requirements.

The Secretary noted the requests for information on use of QARs and confirmed the current good dialog between the Secretary and CN on the application of CCC to Ex products.

The Secretary further suggested that a survey should be conducted to see how IECEx is being used within the various countries with the plan to prepare a report for the next meeting. The meeting agreed.

In conclusion the meeting agreed to record the following decision.

Decision 2019/55

The Meeting appreciated a report provided as ExMC(Dubai/CN)05 regarding regulations in the Peoples’ Republic of China for certification and accreditation.

The Chair called on RU to provide any updated information on the Eurasian Customs Union with Dr Zalogin advising that new rules were published this year and that discussions are still underway among members of the Eurasian Customs Union to make use of the IECEx. The Chair thanked Dr Zalogin and advised that it is important for the Secretary to be involved in such discussions.

The Secretary reminded the meeting of one of the core fundamental elements of the IECEx and for all IEC CA Schemes of mutual recognition among the membership, with this in mind the meeting agreed to record the following decision.

Decision 2019/56

The Meeting noted the various reports concerning some of the changes to national scheme requirements and agreed to the following:

1. Secretariat to conduct a general survey of Member country scheme requirements
2. The continued dialogue between the IECEx Secretariat and Member Bodies regarding the alignment of IECEx and national scheme requirements

*16 FINANCE*

***16.1 Accounts and Budgets***

***16.1.1******Approval of the 2018 Audited Accounts***

 *Following review by the IECEx Executive during its May 2019 Singapore meeting, Members were requested to approve the audited 2018 Accounts for submission to CAB.*

 **Document considered:**

* **ExMC/1473/DV** – 2018 Audited accounts

The Chair invited Mr Thierry Houeix as IECEx Treasurer to present the 2018 audited accounts. Mr Houeix presented his report noting that the IEC and IECEx are working to the Swiss GAAP accounting system. He then referred to the report ExMC/1473/DV providing an overview of the details in the report.

Mr Houeix noted another positive year for IECEx finances with an end of year contribution to the General Reserves being around 11% above budget predictions.

Mr Houeix then explained the various budgeted items and their results.

Mr Houeix then presented the trend in finances between 2011 and 2018 showing steady sustained growth and the approaches and outlook to 2022 which includes a proposal for no increase in annual dues, being the 19th year with no increase in annual dues, with the sustained growth of IECEx covering operational expenses.

Mr Houeix also advised that in line with the new Swiss GAAP accounting standards that the Treasurers of all IEC CA Systems, IECEx, IECEE, IECQ and IECRE met with the IEC Treasurer in August 2019 in Geneva to review the format of the budget for the CA Systems and other matters common to all IEC CA Systems.

The Treasurer concluded his report seeking the meeting’s agreement to endorse the 2018 audited accounts for submission to CAB.

The Chair thanked Mr Houeix for his report and his role as IECEx Treasurer and called on the meeting to raise any questions or remarks. With none raised, the meeting agreed to record the following decision.

Decision 2019/57

The meeting, in noting the 2018 Audited Accounts in Document ExMC/1473/DV, approved that they be referred to IEC CAB for acceptance.

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, HR, HU, IN, IT, JP, KR, MY, NL, NO, PL, RO, RU, SA, SI, TR, UAE, USA, ZA

**Objections:** Nil

**Absent:** GR, IL, SE, SG, NZ

**Abstaining:** Nil

***16.1.2\* Approved 2020 Budget***

 *Members to note the previously approved 2020 IECEx Budget, approved by both ExMC and CAB, earlier in 2019. This budget was approved by ExMC during February 2019 (refer to ExMC/1468/DV and result of voting ExMC/1478/RV).*

 **Document noted:**

* **CAB/1832/DV -**  IECEx Budget for 2020, as previously approved by CAB

Decision 2019/03

The meeting approved all items listed in the Consent Agenda circulated as Annex A to ExMC/1509A/DA

***16.2 IECEx 2022 Outlook Draft Budget Guide***

*In line with the new Swiss GAAP accounting principles, the Executive have prepared a Budget Outlook to 2022. This document has been prepared taking into account the 2018 audited accounts and 2019 and 2020 Approved Budgets and is provided for ExMC consideration and guidance when preparing the formal budget for 2021.*

*A final draft budget for 2021 will be prepared following the end of year results for 2019, taking into account ExMC Members decisions during the 2019 Dubai meeting and issued for ExMC approval early in 2020.*

 **Document considered:**

* **ExMC/1481/Inf** - Forecasted Budget Outlook Guide

The Chair invited Mr Thierry Houeix as IECEx Treasurer to present the 2022 outlook with Mr Houeix referring to ExMC/1482/Inf which is to be used as a guide when developing the future Draft Budget with the ExMC to review and give final approval at the appropriate time.

Mr Houeix informed the meeting that this draft ExMC/1481/Inf was prepared with the assistance of the IECEx Executive and that at this point is only an outlook. The Chair thanked the Treasurer and called for any questions or remarks, with none received the meeting agreed to record the following decision.

Decision 2019/58

Members, in noting that a final draft budget for 2021 will be prepared following the end of year results for 2019, taking into account ExMC Members decisions during the 2019 Dubai meeting and issued for ExMC approval early in 2020 and considering the 2021 / 2022 Outlook contained in Document ExMC/1481/Inf, agreed that it can be used as guidance when preparing the draft formal budget for 2021 for approval by ExMC and IEC CAB.

***16.3\* IECEx System Participation Fees***

*ExMC Members were requested to note the current edition of IECEx OD 019 (Edition 7.3), Scheme participation fees.*

**Document noted**

* **OD 019 Edition 7.3 -**  IECEx Participation and System Fees

Decision 2019/03

The meeting approved all items listed in the Consent Agenda circulated as Annex A to ExMC/1509A/DA

### *17 REVIEW OF CURRENT ExMC WORKING GROUPS (ExMC WGs)*

*This provided the opportunity to review the work and constitution of all WGs especially those ExMC WGs not already considered during the course of the meeting.* [*https://www.iecex.com/members-area/working-groups/*](https://www.iecex.com/members-area/working-groups/)

The Chair invited any remarks or questions concerning Working Group activities with Dr Munro informing the meeting that as it has been a while since WG15 “Non Electrical” has met that he plans for the WG to meet as part of the 2020 Operational meetings in Shanghai.

[Secretariat Note: Due to a lack of agenda items to consider, it has been decided NOT to hold a meeting of WG15 at the 2020 operational meetings.]

The Chair thanked Dr Munro and called for any other items to be raised. None were raised with the Chair closing this agenda item.

### *18 OTHER BUSINESS*

The Chair invited any other business with none raised.

## *19 REPORT TO CAB*

 *To provide for any further discussion regarding items to be reported to the IEC CAB.*

The Secretary noted that as is usual practise he will assist the IECEx Chair in his presenting the IECEx report to CAB and called on the meeting to raise any other items that they may seek to have raised. None were raised.

***20 NEXT MEETING***

*The meeting received a presentation from Canada concerning the 2020 meetings.*

*Members also noted the acceptance of the kind invitations from the following ExMC Members and to consider future venues beyond 2023 for Annual Meetings.*

**2020:** Canada

**2021:** Tokyo

**2022:** UK

**2023:** BR

The Secretary noted the current list of confirmed invitations and also noted the next meeting, 2020 as 28 September to 2nd October 2020

The Secretary informed the meeting that the planned 2020 meetings, in Niagara Falls, are scheduled to be held on the week just prior to the IEC General Meeting in Stockholm.

The meeting then noted the dates for the following meetings as below

**2020 Niagara Falls:** 28th September – 2nd October 2020

**2021 Tokyo**: 30th August – 3rd September 2021

**2022 UK**: 11th – 16th September 2022

In noting the forward meeting dates the meeting discussed the FR request concerning meeting dates with FR raising the main issue as being the document timelines and sought assistance from the Secretariat to make documents available in due time to allow meetings at the national level.

The Secretary then proposed with the meeting agreeing that we should establish a planned timeframe for the holding of future meetings, beyond those already planned with the meeting agreeing to record the following decision.

Decision 2019/59

The meeting noted the confirmed invitations from the following ExMC Members and considered future venues beyond 2023 for Annual Meetings.

2020: Canada (Niagara Falls) with dates to be finalised

2021: Japan (30 August – 3rd September)

2022: United Kingdom (12-16th September in Edinburgh)

2023: Brazil

Decision 2019/60

The meeting agreed that the scheduling of IECEx Annual Meetings should be in middle to late September of each year.

### 21 CLOSE OF MEETING

Prior to closing the meeting, the Secretary addressed the meeting, noting that this as the last meeting for Dr Arnhold as IECEx Chair. He then gave a brief presentation of slides recapping various photos from past meetings and noted the significant contribution to the IECEx of Dr Arnhold in his role as IECEx Chair. The Secretary included a comparison of statistics both in terms of membership and activity as well as in finances, since Dr. Arnhold’s commencement as IECEx Chair, and now at the end of his term, 2019.

The Secretary also noted that Dr Arnhold has received the prestigious Thomas A Edison Award in 2018 in recognition from the IEC Community of his leadership and contribution.

The IEC Vice President, Mr Paulsen then presented Dr Arnhold with an IECEx Certificate of Appreciation.

Dr Arnhold appreciated this acknowledgement and extended his appreciation to all members and colleagues for their support during his time as IECEx Chair, noting that he will serve as the DE member of IEC Conformity Assessment Board, CAB, as well as a member of the IECEx Executive as IECEx Immediate Past Chair.

The Secretary proposed, with the meeting agreeing, to record a decision to thank our host and sponsors for the most excellent meeting and host facilities.

Decision 2019/61

The meeting thanked his Excellency, the Director General and the ESMA team for their excellent hosting of this meeting.

The generosity of the sponsors that have made the success of our meetings possible are also acknowledged with our thanks.

The Chair declared the meeting closed at 14.45 on Day 2.

**Annex A**

**Consent Agenda Items**

**Consent Agenda Items accepted as per Decision 2019/03.**

|  |
| --- |
| **2019 ExMC Dubai Consent Agenda** |
| **Agenda** | **Title** | **Documents** |
| 3 | **MINUTES OF THE LAST ExMC MEETING** |  |
| 3.1 | To note the Confirmed Minutes of the 2018 ExMC Cannes meeting | ExMC/1448A/RM |
|  |  |  |
| 5 | **REPORT ON IEC CAB Matters** |  |
| 5.1 | To note CAB Decision Lists | CAB/1803/DLCAB/1877/DL |
| 5.3 | IEC Conformity Assessment System’s Harmonised Basic Rules | IEC CA 01 Ed 2.3IECEx 01-S Ed 2.0 |
|  |  |  |
| 6 | IECEx MEMBERSHIP |  |
| 6.1 | Current Membership |  |
| 6.3 | New ExCBs and ExTLs accepted, via correspondence, since the 2018 ExMC Meeting | ExMC/1510/R |
| 6.4 | Applications for Extension of Scope, accepted since the 2018 ExMC Meeting | ExMC/1511/R |
|  |  |  |
| 7 | **IECEx ASSESSMENTS OF ExCBs AND ExTLs** |  |
| 7.2 | IECEx 5 year Re-Assessment | ExMC/1513/R |
| 8 | **IECEx CERTIFIED EQUIPMENT SCHEME, IECEx 02** |  |
| 8.1 | Listing of Current IECEx 02 Scheme ExCBs and ExTLs |  |
| 8.2.6 | Proposed new IECEx Operational Document covering Optical Radiation |  |
| **16** | **FINANCE** |  |
| 16.1.2 | Approved 2020 Budget | CAB/1832/DV |
| 16.3 | IECEx System Participating Fees | OD 019 Ed 7.3 |

**ANNEX B**

**Action Items from the 21st Meeting of the IECEx ExMC in Dubai, UAE September 2019**

| **Item** | **Mins Item** | **Actions Arising from the Meeting** | **By Whom** | **Completion Date** |
| --- | --- | --- | --- | --- |
| 1 | 3.2.1 | Ensure that old terminology such as TGD is corrected for future reports and minutes | Secretariat | ongoing |
| 2 | 4.1 | Secretariat to inform the Membership once the new edition of the UNECE CRA has been published | Secretariat | Following the meeting |
| 3 | 4.2 | Report to CAB on the ExMC Nomination of Mr Meanwell as IECEx Chair  | IECEx Chair | At next CAB meeting |
| 4 | 5.4 | Mr Amos, IECEx Business manager to continue to lead IECEx interests in the area of Cyber Security and maintain liaison with IECEE | Mr Amos | On-going |
| 5 | 5.5 | Business Watch List, CAB/1841B/R be referred to ExMC WG13 “Business Development” for consideration of the items raised that impact on IECEx  | ExMC WG13 | To report at next meeting |
| 6 | 6.5 | Support for the recommendations of the Executive in ExMC/1512/R including Formation of a new ExMC WG “Marketing” with Dr Arnhold, to serve as Convener, with a Member Bodies to nominate experts. | Secretariat+ Member Bodies | Following the meeting |
| 7 | 7.3 | In agreeing with the recommendations and proposed actions contained in ExMC/1493/R ExAG to continue with its work and the development of a proposal concerning witness assessments, with an immediate focus on the IECEx 03 Services Scheme | ExAG +Secretariat | For next meeting |
| 8 | 8.2.1 | Issue an amended version of OD 033 to include OD 024 reference  | Secretariat | Following the meeting |
| 9 | 8.2.1 | To commence the revision of OD 012, OD 207 as recommended by ExTAG | Secretariat | Following the meeting |
| 10 | 8.2.1 | Prepare ExTAG/583/R “Modular Concepts” for approval via correspondence by ExMC | Secretariat | Following the meeting |
| 11 | 8.2.1 | IECEx to reach out to IMO / IACS to establish contact and explore opportunities for cooperation  | Executive | Prior to next meeting |
| 12 | 8.2.3 | Proceed to publication with the revised edition of OD 024 (ExTAG/553/CD) and to develop an OD 024 register as proposed by CN in ExMC(Dubai/CN)02 | Secretariat | Following the meeting |
| 13 | 8.2.4 | Members to direct any additional comments concerning the Proficiency Testing Program to the ExTAG WG10 Convener, Mr Tim Krause of PTB | All members | On-going |
| 14 | 8.2.4 | Document ExMC/1542/CD to proceed to publication with the inclusion of the US proposed change in Clause 28  | Secretariat | Following the meeting |
| 15 | 8.2.5 | Document ExMC/1514/DV to proceed to publication incorporating the additional changes as outline during the ExMC Dubai meeting and following an editorial review. | Secretariat | Following the meeting |
| 16 | 8.2.7 | Reactivate ExTAG WG4 to commence the revision of OD 012 and Check with the current Convener of ExTAG WG4 Mr Stubbings if he is prepared to continue as Convener and then issue a call for nominations | Secretariat | Following the meeting |
| 17 | 8.3.1 | Proceed to publication with revised IECEx 02 (ExMC/1517/DV) incorporating the editorial corrections raised by the ExTAG Chair changes to the flowchart, which currently states “*ExCB assigns to any ExTL*” but should state “*assigns to its ExTL’* | Secretary | Following the meeting |
| 18 | 8.3.1 | WG1 to review the definitions as suggested by NL of Manufacturer, Manufacturing location(s) Production sites, suppliers for any alignment with other IEC publications. | WG1 | Following the meeting |
| 19 | 8.3.2 | Proceed to publication with ExMC/1518/DV | Secretary | Following the meeting |
| 20 | 8.3.3 | Proceed to publication with ExMC/1519A/CD and suggest to CAB that this guide could be useful for other CA Systems | Secretary | Following the meeting |
| 21 | 8.4 | Change the terms of reference for ExMC WG2  | Secretary | Following the meeting |
| 22 | 8.4 | Proceed to publication with ExMC/1520/DV (Rev TCD) following an editorial review of the listed standards and change as agreed during the meeting. | Secretary | Following the meeting |
| 23 | 8.5 | WG5 Convener Mr Teather to arrange for webinars to provide detailed training session on how to use the QAR standard report form. Also to consider a special training session on this during the ExTAG Training session | WG5 Convener |  |
| 24 | 8.5 | Prepare an updated version of F-001 as proposed by WG5 with additional note to Section 3 of Document F001 QAR Report Form (to be Edition 3.2) to allow flexibility in using the Standard QAR Report Form | Secretariat | Following the meeting |
| 25 | 8.5 | Additional work by WG5 via an adHoc WG to further review the QAR report form and the possible idea of developing a guidance document on the application of the F001 QAR report form | ExMC WG1 | Next WG1 meeting |
| 26 | 9.2 | Amend the membership of ExMarkCo to show Mr Roger Jones as representing User Interests. | Secretariat | Following the meeting |
| 27 | 9.3 | With the ExMC agreeing to the concepts for a new IECEx Mark Licensing system, as detailed in ExMC/1521/CD, ExMarkCo is to proceed with the drafting of revised rules and Operational Documents that encompass these while taking note of issue raised during the ExMC Dubai meeting including issues related to small products | ExMarkCo | Following the meeting |
| 28 | 10.2 | In agreeing with the recommendations from the ExSFC report action is required on the recommendations contained in ExMC1495/R | Secretariat and ExSFC  | Following the meeting |
| 29 | 10.3 | Document ExMC/1496/DV to proceed for publication | Secretariat | Following the meeting |
| 30 | 10.4 | Document ExMC/1497/DV to proceed for publication | Secretariat | Following the meeting |
| 31 | 10.5 | Document ExMC/1498/DV to proceed for publication | Secretariat | Following the meeting |
| 32 | 11.1 | A review of the location for ExPCC Decision Sheets and Secretary to investigate availability of IT tools to support the Question bank | Secretariat | Following the meeting |
| 33 | 11.2 | ExMC/1501/DV to proceed for publication | Secretariat | Following the meeting |
| 34 | 12.1 | Secretariat to keep membership informed on developments concerning discussions over the IAF Resolution 2018/013 | Secretary | Ongoing |
| 35 | 12.2 | Revise the IECEx representation to the JWG with OIML | Secretary | Following the meeting |
| 36 | 13.1 | Secretary to assist UNECE in finalising publication of the new UNECE CRA | Secretary | Following the meeting |
| 37 | 13.1 | Issue a call for ExMC Member Bodies to nominate experts for the reactivated ExMC WG8 Regulatory Recognition | Secretariat | Following the meeting |
| 38 | 13.1 | Explore the provision of a dedicated Regulators User Platform | WG8 | Following the meeting |
| 39 | 13.1 | Proceed to publication with ExMC/1540/Inf as an informative guide | Secretariat | Following the meeting |
| 40 | 13.2 | Secretariat to contact ExCBs regarding the expectation of their promoting IECEx noting the NO remark concerning requirements of ISO/IEC 17065 | Secretariat | Following the meeting |
| 41 | 13.2 | Seek an exploratory meeting between Officers of IECEE, IECEx, TC 18, TC 31 to explore opportunities for cooperation  | Secretary | Prior to next meeting |
| 42 | 14 | AU to consider areas and items to address regarding the coverage of High Voltage by IEC 60079-7 and its possible impact on the scope of ExTL acceptance and report back to ExMC. ExMC WG2 and ExAG may also consider this issue. | Secretary | By next meeting |
| 43 | 15 | BR to provide a document copy of the verbal report given during the Dubai 2019 meeting | BR | Completed |
| 44 | 15 | Secretariat to conduct a survey of member countries regarding their national scheme requirements and how IECEx is used / integrated | Secretariat | Prior to next ExMC Meeting |
| 45 | 15 | Secretary to continue to hold dialogue with individual member Countries regarding the alignment of IECEx and national scheme requirements  | Secretary | On-going and to report annually at ExMC |
| 46 | 16.1.1 | 2018 Audited accounts to be presented to CAB for final approval | Secretary | Completed |
| 47 | 16.2 | Document ExMC/1481/Inf 2022 Budget outlook is to be used as a basis for developing the 2021 Draft budget following receipt of 2019 end of year accounts  | Treasurer | During Q1 2020 |
| 48 | 17 | ExMC WG15 to hold a meeting as part of the May 2020 IECEx Operational meetings | Secretary | Following the meeting |
| 49 | 20 | When planning future meetings, the ExMC agreed that the timeframe should be middle to late September of each year, noting the commitments already made for the 2020, 2021 and 2022 meetings | Secretary | Ongoing |