**2019 IECEx Executive Meeting**

**Draft Agenda**

**Held at Singapore on Friday 10th May 2019**

**(Commencing at 13:30 PM)**

**Expected Attendance:**

Dr Thorsten Arnhold (TA) IECEx Chair

Mr Martin Cole (MC) IECEx Vice Chair

Mr Thierry Houeix (TH) IECEx Treasurer

Prof Xu Jianping (XJ) ExTAG Chair

Mr Julien Gauthier (JG) ExTAG Secretary

Mr Timothy Duffy (TD) ExMarkCo Chair

Mr Peter Thurnherr (PT) ExPCC Chair

Mr John Allen (JA) ExPCC Deputy Chair

Mr Ron Sinclair (RS) ExSFC Chair

Mr Marco Erdhuizen (ME) ExSFC Deputy Chair

Mr Chris Agius (CA) IECEx Executive Secretary

Mr Mark Amos MA) IECEx Business Manager

Mr Mike Roy (MR) IECEx Compliance Manager

Dr Jim Munro (JM) ExAG Convener

Ms Katy Holdrege (KH) ExAG Deputy Convener

**Apologies**

1. **OPENING AND CONFIRMATION OF AGENDA**
2. **APOLOGIES**
3. **RECENT IEC CAB ISSUES**
	1. Status concerning the IEC Harmonised Basic Rules, IEC CA 01
	2. Status on the development of the IECEx Supplement
	3. Cyber Security Matters

*{Secretary’s Narrative: IEC CA 01 is now at Edition 2.3 while CAB have now approved IECEx 01-S Edition 2.0 both available on the IECEx website* [*https://www.iecex.com/publications/iecex-rules/*](https://www.iecex.com/publications/iecex-rules/) *also to note new Rules IECEx 06 for the Rules governing the work of the new IECEx Assessment Group ExAG, which has replaced ExMC WG4}*

1. **STATUS OF ACTIONS + ITEMS REFERRED TO EXECUTIVE FROM 2017 EXMC MEETING**
	1. **Report on status of Action Items**

The Executive to receive a report from the Secretary of ExMC Action Table in the 2018 Minutes.

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

The Executive to note publication of new IECEx Operational Document OD 002 Ed 1.0

Document to note:

* IECEx OD 002 Ed1.0.

*{Secretary’s Narrative: Reminder that all IECEx ODs are located at* <https://www.iecex.com/publications/operational-od/> }

* 1. **Matters requiring a Decision from the Executive**

Items listed under this agenda item are those that have been referred to the IECEx Executive for consideration from the IECEx Management Committee or from the Secretariat arising from day to day operations.

* + 1. **Consideration of CN Proposal ExMC/1435/CD re Action Item 7 from Mins ExMC/1448A/RM**

**Document to consider:**

* ExMC/1448A/RM – Confirmed minutes of 2018 ExMC Cannes meeting
* ExMC/1435/CD – CN Proposal

*{Secretary’s Narrative: This item was discussed under item 4.1 of the mins ExMC/1448A/RM and relates to CN’s proposal to group voting documents into 4 groups and introduce a notification concept for 2 of them. This discussion and proposal seem to arise from the introduction of the electronic voting system which was introduced to improve efficiency and hence the CN proposal attempts to take the efficiency concept further.*

*Secretariat’s Views – we need to be mindful that Ex is a heavily regulated area in most countries and also has the potential to expose IEC to greater risk. Formal voting by the membership both removes doubt and forces the Membership to consider matters and hence significantly reduces exposure to risk. We should work with the new electronic voting and look for efficiencies in that area prior to making major voting changes.*

*It maybe appropriate to include the CN proposal in the overall discussions as initiated by the IECEx Chair in his letter and email of 25 September 2018, included in the meeting pack.}*

* + 1. **Introduction of IEC 62784 Vacuum Cleaner Standard to the IECEx 02 Certified Equipment Scheme Action Item 37 from Mins ExMC/1448A/RM**

**Document to consider:**

* ExMC/1448A/RM – Confirmed minutes of 2018 ExMC Cannes meeting
* IEC 62784 Edition 1.1 – incorporating Amendment 1 published 2019

*{Secretary’s Narrative: This item was discussed under item 8.9 of the mins ExMC/1448A/RM and relates to the fact that at the time the last ExMC meeting the Standard made two mandatory references, IEC 60079-31 (for Ex safety) and IEC 60335-2-69 (for electrical safety). The amendment issued January 2019 has removed the reference to electrical safety and now places the Standard in line with suite of IEC 60079 standards. The task for the Executive was to consider what is required to introduce the new standard in terms:*

* *Scope extensions for ExTLs and ExCBs*
* *Any new documents / amendments required, eg New ExTR Blank, updating TCD*

*The Secretariat suggests that in terms of scope extensions for ExCBs and ExTLs that scope extension be treated in terms of those Bodies with IEC 60079-31 in scope and those without.*

*For those with IEC 60079-31 in scope: completion of the Declaration Form as used for scope extensions involving updated editions according to ExMC/271D/CD procedures can be granted with IEC 62784 being picked up at the next assessment.*

*For those without IEC 60079-31 in scope: they are required to gain IEC 60079-31 in their scope either prior or at the same time but this will require a site assessment visit as usual according to OD 003-2}.*

* + 1. **Executive to undertake a review of the Membership requirements of ExSFC Action Item 39 from Mins ExMC/1448A/RM**

The IECEx Executive are requested to consider if the membership structure of ExSFC needs review and if so any suggestions.

**Document to consider:**

* ExMC/1448A/RM – Confirmed minutes of 2018 ExMC Cannes meeting
* ExSFC/001B/Inf – Constitution and membership

*{Secretary’s Narrative: This item was discussed under item 10.2 of the mins ExMC/1448A/RM and relates to issues raised in the ExSFC Chairman’s report regarding membership and activity of the members. The Executive are asked to consider firstly whether or not there is a need to review the membership structure and if so any suggested changes that should be presented to ExMC or how to handle any such Review. The ExSFC Chair and Deputy Chair will be asked for their ideas as well.}*

* + 1. **Executive to further consider a review of the CoPC certificate fee taking into Recommendation #3 of the ExPCC Report ExMC/1387/RM. Action Item 48 from Mins ExMC/1448A/RM**

In noting that the IECEx Executive already considered a proposal for BR to reduce the CoPC Fee level (currently CHF 250 for new issue and CHF 125 for changes and up issue, re OD 019) the ExMC during Cannes asked the Executive to relook as this in response to further representation from BR

**Document to consider:**

* ExMC/1448A/RM – Confirmed minutes of 2018 ExMC Cannes meeting
* ExMC/1387/RM – Report from the 2018 ExPCC Meeting

*{Secretary’s Narrative: This item was included somewhat as a secondary item related to Recommendation #3 of the ExPCC report for with Rec #3 related to the request to be able issue Decision Sheets similar to ExTAG DS. The Executive are also reminded of the discussions during the 2018 June Executive meeting where it was agreed that a clear business plan needs to be put forward from ExPCC prior to any consideration of reduction of CoPC certificate fee as to how many more CoPC certificates would actually be issued in order to match existing CoPC certificate Scheme income.*

*The Secretariat also draws the Executive’s attention to the 2018 Financial end of year results for the past 4 years which reveal the following growth in income from IECEx CoPC certificate fees, especially noting the 2018 result:*

|  |  |  |
| --- | --- | --- |
|  | ***Budget*** | ***Actual*** |
| *2015* | *60’000* | *71’800* |
| *2016* | *90’000*  | *81’450* |
| *2017* | *85’000* | *65’700* |
| *2018* | *100’000* | *132’150* |

*Secretariat’s recommendation is to retain the CoPC Certificate fee at current levels and that a review only takes place once a clear business case is presented that gives confidence that any proposed reduction will not result in overall lost income for the System.}*

ExPCC Chair and Deputy Chair may be able to provide additional information following the Singapore 2019 ExPCC meeting}

* + 1. **Executive and Secretariat to consider introduction of Consent Agenda for ExMC meetings. Action Item 59 from Mins ExMC/1448A/RM**

**Document to consider:**

* ExMC/1448A/RM – Confirmed minutes of 2018 ExMC Cannes meeting

*{Secretary’s Narrative: Under agenda item 18.2 of the Cannes 2018 ExMC meeting the meeting considered a proposal from BR concerning attempts to increase efficiencies with the annual management meetings including changing of the allocated days for each of the meeting sessions plus the recording of ExTAG Training Workshops and Assessor Training, which the Secretariat is currently reviewing.*

*In discussing the issue of the schedule of annual meetings, the meeting concluded it best to retain the current schedule to have all ExTAG matters (training workshop + technical meeting) together but rather look at reducing the time required for ExMC meetings discussions and consider the concept of a Consent Agenda}*

The Executive are asked to consider the introduction of a consent agenda for the 2019 ExMC meeting as a trial.}

1. **FINANCE**

**5.1 2018 Audited Accounts and current financial position**

**Document to consider:**

* ExMC/1473/DV – Audited report of the 2018 IECEx Accounts

The Treasurer and Secretary to present the audited accounts with the Executive being asked to support the accounts when presented to the ExMC in September and then to CAB in October.

**5.2 Status of 2020 Draft Budget**

**Document to consider:**

* ExMC/1468/DV – Draft 2020 IECEx Budget

The Treasurer and Secretary are pleased to note both ExMC and CAB approval of the IECEx 2020 budget as presented in ExMC/1468/DV.

**5.3 Preparation of Three Year Budget Forecast**

Upon approval of a final 2020 IECEx Budget the Executive will be invited to take a discussion on the 3 year budget forecast as prepared by the IECEx Treasurer and Secretary, with special attention to consider any possible projects that may require forward planning and special allocation of any General Reserve funds.

*{Secretary’s Narrative: During the Cannes 2018 ExMC meeting the ExMC were informed of the Swiss GAAP Accounting standards that are being implemented by IEC across the board. Part of these standards is the preparation of 3 year rolling forecasts, noting that this is reviewed each year and by nominating forecasts for 2021 and 2022 does not mean that these are locked in. Rather it is an opportunity for forward planning, which really in looking back we at the IEC CA Systems have been doing this for some time. The issue is that the rest of the IEC may not have so an opportunity to bring the entire IEC into line with forward planning}*

**6 OTHER MATTERS FOR CONSIDERATION BY THE EXECUTIVE**

**6.1 Officer Positions**

The Executive are asked to note the following terms for the Office Positions of the Executive

Dr Thorsten Arnhold (TA) IECEx Chair 2nd Term 2019

Mr Martin Cole (MC) IECEx Vice Chair 1st Term end 2020

Mr Thierry Houeix (TH) IECEx Treasurer 2nd Term end 2020

Prof Xu Jianping (XJ) ExTAG Chair 2nd Term end 2020

Mr Julien Gauthier (JG) ExTAG Secretary Current Term end 2019

Mr Timothy Duffy (TD) ExMarkCo Chair Current Term end 2021

Mr Peter Thurnherr (PT) ExPCC Chair 2nd Term end 2021

Mr John Allen (JA) ExPCC Deputy Chair 1st Term end 2021

Mr Ron Sinclair (RS) ExSFC Chair 2nd Term end 2021

Mr Marco Erdhuizen (ME) ExSFC Deputy Chair 2nd Term end 2021

Mr Chris Agius (CA) IECEx Executive Secretary current term end 2021

Dr Jim Munro (JM) ExAG Convener 1st Term end 2021

Ms Katy Holdrege (KH) ExAG Deputy Convener 1st Term end 2021

The Executive are asked to note that for 2019 the following two calls for nominations have been issued:

1. IECEx Chair:- ExMC/1462/INF
2. ExTAG Secretary:- ExTAG/542/INF

*{Secretary’s Narrative: The Secretariat informs the Executive that as at 25 March 2019 one nomination has been received from ZA for the position of IECEx Chair, being that of Mr Paul Meanwell. A circular to ExMC informing of this was issued as ExMC/1467/INF.*

*However, concerning the position of ExTAG Secretary, to date no nominations have been received. While the origins of the role, ExTAG Secretary was intended to provide a split between the Secretariat duties associated with the management Committee, ExMC and the technical committee of ExTAG (which dates back to origins of IECEx in 1996) the reality in today’s world is that all Secretariat work associated will ExMC and all IECEx committees falls under the IECEx Secretariat with the IECEx Executive Secretary responsible for all such activities and support.*

*With this in mind and in the case of no nominations for ExTAG Secretary coming forward, the IECEx Executive Secretary seeks a “back up plan” and proposes that the IECEx Executive supports a proposal to change the role and title of ExTAG Secretary to “****ExTAG Deputy Chair****” to align with ExSFC and ExPCC}*.

1. **IECEx MEMBERSHIP UPDATE**

**6.1 General Update**

To update the Executive on any matters relating to Membership, including current discussions with Greece to join IECEx. Secretariat to report

**6.2 Any other matters relating to membership and operational matters**

Secretariat to raise any other matters relating to membership and operational matters, eg noting the new and recent applicant bodies seeking to join IECEx CoPC are new to certification

**6.3 OIML Cooperation with IEC and IECEx**

To note recent developments regarding the formation of the Joint Working Group between OIML and IECEx and to consider possible opportunities and to note the planned first meeting of the JWG to be held during the September 2019 IECEx Dubai meetings.

1. **VIOLATION OF IECEx RULES / COMPLAINTS / FEEDBACK**

**7.1 Report on Complaints and Feedback**

Secretariat to report on complaints and feedback and the status of open complaints and issues

**7.2 Any other matters including misuse of Certificates/Marks/Logos**

1. **COMMITTEE REPORTS - MATTERS FOR CONSULTATION WITH THE EXECUTIVE. CHAIRS OF THE COMMITTEES TO REPORT**

This is an opportunity for the Officers of each of the Committees that report to the IECEx Management Committee to share or air any concerns or matters occurring within their respective Committees and Groups

* 1. **ExTAG Report**

ExTAG Chair to raise any matters with the Executive

* 1. **ExMarkCo Report**

ExMarkCo Chair to raise any matters with the Executive

* 1. **ExPCC Report**

ExPCC Chair to raise any matters with the Executive

* 1. **ExSFC Report**

ExSFC Chair to raise any matters with the Executive

* 1. **ExAG Assessment Group**

ExAG Convener to raise any matters with the Executive

1. **UPDATE ON COOPERATION WITH IEC TC 31**

To note and discuss any issues concerning cooperation with IEC TC 31.

1. **UPDATE ON PREPARATIONS FOR 2019 ANNUAL MEETINGS IN DUBAI**

Secretariat to report.

1. **IECEx PROMOTIONAL ACTIVITIES UPDATE**

Secretariat to report.

1. **OTHER BUSINESS**
2. **NEXT MEETING**
3. **CLOSE.** Expected close 17.00 pm