The Twenty Fourth Meeting of the ExMC

To be held via web conference facilities on

**8th and 9th September 2022**

**Preliminary Draft Agenda**

NOTES RELATING TO THE PRELIMINARY DRAFT AGENDA

Note 1: This document serves as the preliminary Draft Agenda in accordance with the IEC Harmonised Basic Rules, IEC CA 01 and is to be followed by a further draft in due course as required by IEC CA 01, along with the issuing of remaining meeting documents

Note 2: Delegations are asked to note the following concerning participation in the meeting:

 The 2022 meeting will be held remotely. Please refer to [ExMC/1840/INF](https://www.iecex.com/dmsdocument/3962) for details

 It is presumed that all Delegates have the required endorsement of their National IECEx Member Body for participation at the meeting.

 All delegations are encouraged to participate during discussions

Note 3: It is intended that the meeting be conducted in English however allowances will be made for Delegates from non-English speaking countries

Note 4: All ExMC meeting documents referred to are, or will be available from the IECEx 2022 [Meeting Website](https://www.iecex.com/meeting-and-events/2021-remote-annual-meeting-of-the-iecex-system-2/iecex-working-group-meetings-and-iecex-annual-meeting-to-held-remotely-until-international-travel-restrictions-are-lifted-3/exmc/) prior to the meeting.

Note 5: Participants should have all necessary documentation with them during the meeting.

Note 6: This agenda also incorporates a “Consent Agenda”, Annex A, which is a list of Agenda items proposed by the Chair and Secretary for the membership to accept at the commencement of the meeting. Further details are provided in Annex A.

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| --- | --- |
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**REMOTE MEETING CONNECTION DETAILS:**

**DAY 1**: Thursday 8th September 2022 Time 1200 – 1600 UTC

**DAY 1:** Meeting Conference Link: **TBA (provided closer to the event)**

**DAY 2**: Friday 9th September 2021 Time: 1200 – 1600 UTC

**DAY 2** Meeting Conference Link: 2 **TBA (provided closer to the event)**

NOTES:

1. Refer to **ExMC/1840/Inf** for details regarding meeting attendance
2. Each day has its own meeting Conference Link, refer above.

**MEETING CHAIR: Mr Paul Meanwell, Komatsu Mining Corporation (South Africa), Chair IECEx**

***Preliminary Draft Agenda***

**\*** *For Items marked with an Asterisk refer to Annex A “Consent Agenda”*

1. **OPENING AND WELCOME – Meeting to Commence 12 Noon UTC Time zone on Thursday 8th September 2022 and continue from 12 Noon UTC Time Zone on Friday 9th September 2022.**
	1. **Introduction and Address by IECEx Chair – Mr Paul Meanwell**
	2. **Address by the IEC Vice President - Mr Shawn Paulsen**

1. **APPROVAL OF THE AGENDA**

**2.1 Approval of Draft Agenda**

The meeting will be asked to approve the Draft Agenda

 **Document for consideration:**

* **ExMC/1849/DA** – Draft Agenda, 2022 ExMC Meeting

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

The meeting will be asked to approve items contained in the Consent Agenda as listed in Annex A.

**3 MINUTES OF THE LAST ExMC MEETING**

**3.1\*** Members to note the Confirmed Minutes of the last meeting held remotely in September 2021. The minutes have been confirmed via correspondence.

  **Document for noting:**

* **ExMC/1826A/RM** – *Confirmed Minutes of the 2021 ExMC Meeting*

**3.2 Matters arising from these minutes**

**3.2.1** **Report on Actions arising from the 2021 ExMC Meeting**

Members to note a report from the IECEx Secretariat concerning the Actions List as detailed in **ExMC/1826A/RM,** *Confirmed Minutes of the 2021 ExMC Meeting*.

 **Document for noting:**

* **ExMC/XXXX/R** – Status of Action Items from the 2021 ExMC Meeting

**3.2.2** **Other items**

Members to discuss matters arising from the 2021 ExMC Meeting minutes for items that are not already included in this draft agenda.

**4 OVERVIEW OF IECEx SYSTEM ACTIVITIES**

**4.1 Annual Report Card**

Members to receive a report from the IECEx Secretariat on IECEx Schemes activity and general statistics as the *IECEx System Report Card 2022*.

 **Documents for Noting/Discussion:**

* **ExMC/XXXX/R** – 2022 IECEx Annual Report Card

**4.2\* Appointment of IECEx Executive Secretary**

Members to note that the CAB appointment of Mr Agius for a further five year term as IECEx Executive Secretary commencing 1st January 2022

**4.3 Nomination of IECEx Chair**

 Mr Paul Meanwell will complete his first 3 year term as IECEx Chair at end of 2022. Mr Meanwell has informed of his willingness to stand for a second 3 year term, as provided for in IEC CA 01 Basic Rules. On this basis a call for nominations was issued. The meeting will be asked to agree on a nomination to go forward for approval by the IEC Conformity Assessment Board, CAB.

 **Documents for Noting/Consideration:**

* **ExMC/1825/Inf**– IECEx Chair term of Office

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

**5.1****\*** **Review of Conformity Assessment Board (CAB) Decisions** **from CAB Meetings since the 2021 ExMC Meeting**

 **Documents for noting:**

* **CAB/2146/DL** -Decision list of CAB meeting #50
* **CAB/2224/DL** - Decision List of CAB Meeting #51
	1. **Specific CAB Matters for noting by ExMC**

**5.2.1\* Noting of Specific Decisions, relating to IECEx from CAB 2021 Meeting #50 (CAB/2146/DL)**

**Specific Decisions for noting:**

 Decision 50/05 –Consent Agenda, endorsement of 2020 audited accounts

 Decision 50/07 –Ethically questionable products

 Decision 50/08 –Guidance on hosting CA System MC Meetings

 Decision 50/12 –Data privacy

 Decision 50/20 –IECEx Report

 Decision 50/21 – IECEx Executive Secretary re-appointment

 Decision 50/28 – Approval of IEC CA 01 Edition 2.5

**5.2.2\* Noting of Specific Decisions, relating to IECEx from CAB 2022 Meeting #51 (CAB/2224/DL)**

 **Specific Decisions for noting:**

 Decision 51/03 – IECEx Budget 2023

 Decision 51/07 – Consent Agenda, IECEx 2year financial outlook

 Decision 51/15 – Report from WG14 Promotion

 Decision 51/26 – IECEx Report

**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 2.5 is the current edition. In addition to note Edition 2.2 of IECEx 01-S as the current edition of the IECEx Supplement.

**Documents for noting:**

* **IEC CA 01 Ed 2.5 –** IEC Harmonised Basic Rules Ed 2.5
* **IECEx 01–S Ed 2.2** – IECEx Supplement to IEC CA 01 Ed 2.5

**5.4 Any other CAB Matters**

 To allow Members the opportunity to raise any other CAB Matters

6 IECEx MEMBERSHIP AND GENERAL MATTERS

**6.1\* Current Membership (as noted in the Annual Report Card)**

 Members to note current IECEx membership.

 **Document for noting:**

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

**6.2 Country Membership Matters including New Countries to join - Update from the Secretariat**

Members to receive an update from the Secretariat on 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 and status of membership since the 2021 meeting.

**6.3\* Acceptance of New ExCBs / ExTLs accepted, via correspondence, since the 2021 ExMC Meeting.**

 Since the 2021 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 for endorsement:**

* **ExMC/XXXX/R –** Report listing of new ExCBs/ExTLs accepted since the 2021 ExMC Meeting

### 6.4IECEx Executive

Members to receive 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 for noting/discussion:**

* **OD 002** – Tasks and Responsibilities of the IECEx Executive

**6.5 IECEx Operational Document OD 060 – Extraordinary Circumstances**

Members to note Edition 2.1 of OD 060 with an update report of implementation timetables and provisions from the Secretariat.

**Document for noting:**

* **OD 060** – IECEx Guide for Business Continuity – Management of Extraordinary Circumstances or Events Affecting IECEx Certification Schemes and Activities (Ed 2.1)

**6.6 Any other membership or general matters**

 IECEx Secretary to report.

### 7 IECEx ASSESSMENTS OF ExCBs AND ExTLs

**7.1\* IECEx Assessment of ExCBs and ExTLs since 2021 ExMC Meeting**

Since the 2021 ExMC Meeting, applications from various bodies have been processed to address scope extensions according to both procedures governing declarations (refer F-011) and also site assessments conducted remotely according to IECEx OD 060, including re-assessments.

Members are asked to endorse a report listing both scope extension declarations along with assessment reports accepted by ballot voting of ExMC Members and site assessments conducted since the 2021 ExMC remote meeting

 **Document for endorsement:**

* **ExMC/XXXX/R** – Listing of ExCBs/ExTLs scope extension and assessment reports issued since the 2021 ExMC Meeting.

**7.2** **IECEx Maintenance and Consultative Group for matters relating to the IECEx Assessment of ExCBs and ExTLs across all IECEx Schemes – Report from ExAG**

**7.2.1 Report from ExAG Convenor**

Dr Munro as the ExAG Convener will report on the ExAG activities.

 Documents for noting:

* ExMC/XXXX/R - Report from ExAG

7.3 Other Matters related to the IECEx Peer Assessment Program

This is an opportunity for Members to raise any other matters. Members are invited to raise any matters with the IECEx Secretariat, prior to the meeting.

8 IECEx CERTIFIED EQUIPMENT SCHEME, IECEx 02

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

 **Document for noting:**

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

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

**8.2 ExTAG MATTERS**

**8.2.1 Report from 2022 ExTAG Meeting**

 Members to receive a report on the 2022 ExTAG (Ex Testing and Assessment Group) Meeting from ExTAG Chair, Dr Frank Lienesch.

**8.2.3 Any other ExTAG Matters**

 Members are invited to raise any other matters relating to ExTAG.

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

 Members to receive a report from the WG1 Convener, Mr Marty Cole following the WG1 Meeting held in May 2022.

 Documents for discussion/consideration:

* ExMC/XXXX/RM – Report on 2022 ExMC WG1 Meeting
* ExMC/XXXX/DV – Draft Revision of IECEx 02
* ExMC/XXXX/DV – Draft Revision of IECEx OD 009
* ExMC/XXXX/DV – Draft Revision of IECEx OD 209

8.4 Report from ExMC WG2 - Development of Technical Guidance Documents

Members to receive a report from the ExMC WG2 Convener, Ms Katy Holdredge on matters relating to WG2 since the 2021 ExMC Meeting.

**8.5 IECEx application to the Hydrogen economy**

 Members to receive a report from Dr Arnhold on the activities of ExMC Working Group WG 19, Application of IECEx to the Hydrogen Economy. Members will also be asked to approve new OD 290 *Guide to the Certification of Hydrogen Fuel Dispensing Equipment, Components and Systems*

 **Document for Consideration/Approval:**

* ExMC/XXXX/R – Report from WG19 Convener
* ExMC/XXXX/DV – Draft new OD 290

**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.

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

IECEx Secretary to report

 **Document for noting:**

* List of accepted Conformity Mark License issuing ExCBs <https://www.iecex.com/information/excbs/conformity-mark/>
	1. Report from the IECEx Marks Committee Chair, Mr Timothy Duffy

Members to receive a report from the ExMarkCo Chairman, Mr Timothy Duffy on the activities of the ExMarkCo (IECEx Conformity Mark License Scheme Committee) since the 2021 ExMC Meeting.

 Document for noting/discussion:

* ExMarkCo/01R/Inf – ExMarkCo membership
	1. Current ExMarkCo Membership vacancies

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

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

 According to the previous CAB request to maintain a standing agenda item, Members are invited to raise any matters relating to the misuse of the IECEx Conformity Mark.

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

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

10 CERTIFIED SERVICE FACILITIES SCHEME – IECEx 03 series

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

 **Document for noting:**

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

**10.2 Report from the ExSFC Chairman**

 Members to receive a report from the ExSFC Chairman, Mr Peter Thurnherr, concerning the work of ExSFC since the 2021 ExMC Meeting.

**Document for noting/discussion:**

* **ExMC/XXXX/R** – Report on the 2022 IECEx ExSFC meeting

11 IECEx CERTIFICATE OF PERSONNEL COMPETENCE SCHEME, IECEx 05

**11.1 Report from the ExPCC Chairman**

Members to receive a report from the ExPCC Chairman, Mr John Allen, concerning the work of ExPCC since the 2021 ExMC Meeting. Members will also be asked to approve the updated editions of OD 503 and OD 504 to take into account the proposed new Unit 011 “Hydrogen Safety”.

**Document for noting/approval:**

* **ExMC/XXXX/R** – Report on the 2022 IECEx ExPCC meeting
* **ExMC/XXXX/DV** – IECEx OD 503, Edition 5.0 *IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres - ExCB Procedures for issuing and maintaining IECEx Certificates of Personnel Competencies*
* **ExMC/XXXX/DV** – IECEx OD 504, Edition 5.0 *IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Specification for Units of Competence Assessment Outcomes*
	1. **Any other matters relating to the IECEx CoPC Scheme**

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

12 IECEx SYSTEM – GENERAL MATTERS

12.1 IEC / ILAC / IAF Cooperation

 To provide an opportunity for any discussion in relation to the IEC/ILAC/IAF Cooperation, noting the issue of IEC Administrative Circular, AC/23/2020. Secretariat to report.

 **Document for noting:**

* ExMC/1606/Inf – IEC Admin Circular AC 23/2020

12.2 OIML / IECEx Cooperation

 In noting the impact of the COVID-19 situation, no real progress has been made regarding cooperation with OIML. This item enables the opportunity to provide any updates and any comments from Members, concerning the cooperation with OIML noting their OIML-CS (Schemes).

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.

13 WORKING GROUP REPORTS – *NOT COVERED ELSEWHERE*

#### **13.1**  **Report from ExMC WG8, Regulatory Recognition**

Members to receive a report from the ExMC WG8 Convener, Dr Frank Lienesch on the activities of this WG.

13.2 Report from Convener of ExMC WG17, Marketing

Members to receive a report from the ExMC WG17 Convener, Dr Thorsten Arnhold on the activities of this WG.

13.3 Report from Convener of ExMC WG18, Technical Revision of OD 233

Members to receive a report from the ExMC WG18 Convener, Dr Jim Munro on progress with activities since the 2021 ExMC Meeting.

 **Document for noting:**

* ExMC/XXXX/RM – ExMC WG18 Meeting Report

**14 IEC TC 31 MATTERS**

**14.1 Report from IEC TC 31 Chair**

Members to receive a report on IEC TC 31 activities from the TC 31 Chair, Dr Martin Thedens.

**14.2 Report from IEC TC 31 JWG 50 standards coordination with IECEx**

 Members to receive a report and update from the TC 31 JWG 50 Convener, Mr Mark Coppler.

**15 REGIONAL REPORTS**

**15.1 Reports**

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

* GB regarding Brexit
* EU ExNB Group for ATEX
* Brazil
* US
* Canada
* Asia
* UK
* Customs Union EURASIA
* Others

To aid in meeting efficiency, Members are invited to submit information to the Secretariat ahead of the meeting by 1st August 2022.

16 FINANCE

**16.1 Accounts and Budgets**

**16.1.1****Approval of the 2021 Audited Accounts**

 Members will receive a report from the IECEx Treasurer and be requested to approve the audited 2021 Accounts for submission to CAB.

 **Document for consideration:**

* **ExMC/1833/DV** – 2021 Audited accounts

**16.1.2\* Approved 2023 Budget**

 Members to note the previously approved 2023 IECEx Budget, approved by both ExMC and CAB, earlier in 2022. This budget was approved by ExMC during February 2022.

 **Document for noting:**

* **CAB/2175A/DV -** IECEx Budget for 2023, as previously approved by CAB

**16.2 IECEx 2025 Financial Outlook**

In line with the new Swiss GAAP accounting principles, the Executive have prepared a Budget Outlook to 2025. This document has been prepared taking into account the 2021 audited accounts and 2022 and 2023 Approved Budgets and is provided for ExMC consideration and guidance when preparing the formal budget for 2024.

A final draft budget for 2024 will be prepared following the end of year results for 2022, taking into account ExMC Members decisions during the 2022 ExMC meeting and issued for ExMC approval early in 2023.

 **Document for noting/consideration:**

* **CAB/2194/DV –** Financial Outlook Guide to 2025

**16.3\* IECEx System Participation Fees**

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

**Document for noting**

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

### 17 OTHER BUSINESS

## 18 REPORT TO CAB

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

**19 NEXT MEETING**

The meeting to receive a report from the IECEx Secretariat on the schedule for future IECEx annual meetings.

**2023:** UK -

**2024:** Brazil

**2025:** Japan

### 20 CLOSE OF MEETING

### Annex A

**Consent Agenda Items**

**A1 Introduction**

In noting the annual growth of the IECEx System and the increasing Meeting Agenda for the IECEx Management Committee, ExMC, during recent meetings the Membership agreed to explore attempts to dealing with the Agenda in an efficient manner.

The use of a Consent Agenda was trialled at the 2019 Dubai meeting and found to be a great success. This was again used at the 2020 and 2021 virtual meetings and it is proposed that it is used again for the 2022 virtual meeting.

Should any national committee wish to relocate any item(s) from the consent agenda back to the main agenda for discussion during the meeting, please inform the secretariat prior to the meeting to aid in the meeting planning.

The Table under A2 is a list of those Agenda items that are considered by the IECEx Chair and Executive Secretary as being appropriate to be considered as Consent Agenda Items.

The process during the ExMC meeting is to record a single decision that agrees with the recommendations made or items for noting listed in A2 below.

Therefore during the ExMC 2022 Remote meeting the meeting will be asked to:

1. Accept the items listed in A2 as forming the 2022 Remote Meeting ExMC Consent Agenda;

and

1. Accept the recommendations and items for noting contained within those Consent Agenda items.

**A2 Consent Agenda**

|  |
| --- |
| **2022 ExMC Remote Meeting Consent Agenda** |
| **Agenda** | **Title** | **Documents** |
| 3 | **MINUTES OF THE LAST ExMC MEETING** |  |
| 3.1 | To note the Confirmed Minutes of the 2021 ExMC Online meeting | ExMC/1826A/RM |
| 4 | **OVERVIEW OF IECEx SYSTEM ACTIVITIES** |  |
| 4.2 | Appointment of IECEx Executive Secretary |  |
| 5 | **REPORT ON IEC CAB Matters** |  |
| 5.1 | To note CAB Decision Lists |  |
| 5.2.1 | Specific CAB Decisions from 50th Meeting | CAB/2146/DL |
| 5.2.2 | Specific CAB Decisions from 51st Meeting | CAB/2224/DL |
|  |  |  |
| 5.3 | IEC Conformity Assessment System’s Harmonised Basic Rules | IEC CA 01 Ed 2.5IECEx 01-S Ed 2.2 |
|  |  |  |
| 6 | IECEx MEMBERSHIP |  |
| 6.1 | Current Membership |  |
| 6.3 | New ExCBs and ExTLs accepted, via correspondence, since the 2021 ExMC Meeting | ExMC/XXXX/R |
|  |  |  |
| 7 | **IECEx ASSESSMENTS OF ExCBs AND ExTLs** |  |
| 7.1 | IECEx Assessment of ExCBs and ExTLs since 2021 ExMC meeting | ExMC/XXXX/R |
| 8 | **IECEx CERTIFIED EQUIPMENT SCHEME, IECEx 02** |  |
| 8.1 | Listing of Current IECEx 02 Scheme ExCBs and ExTLs | <https://www.iecex.com/members-area/od001/>  |
| 10.1 | Listing of ExCBs – According to IECEx 03 series, Certified Service Facility Scheme | <https://www.iecex.com/information/excbs/service-facilities/>  |
| **16** | **FINANCE** |  |
| 16.1.2 | Approved 2023 Budget | CAB/2175A/DV  |
| 16.3 | IECEx System Participating Fees | OD 019 Ed 7.3 |