



AC/8/2020

Administrative Circular

2020-03-13

**TO ALL NATIONAL COMMITTEES
TO ALL TECHNICAL COMMITTEES, SUBCOMMITTEES, SYSTEMS COMMITTEES AND
TECHNICAL ADVISORY COMMITTEES
TO THE OFFICERS OF THE CONFORMITY ASSESSMENT SYSTEMS**

Information related to IEC TC/SC/SyC and CA Systems meetings in the context of Coronavirus

1. Background

With the widening spread of the Coronavirus, the extension of meeting limitations enforced by some countries, as well as the decision of more and more companies/organizations to limit or ban travel of their staff, the IEC Central Office has developed recommendations regarding upcoming meetings.

2. Standardisation work of IEC

Despite these difficult times, TC/SC Secretaries, working group conveners and experts should make any effort to continue the development of standards within the project plans established and reduce the delays to a minimum. The extended use of ZOOM online meetings is recommended in order to resolve comments on CDs and CDVs and to circulate CDs, CDVs, and FDISs. The Technical department is ready to provide continuing support and to process the documents as received.

3. TC/SC/SyC and CA Systems meetings

Decisions to cancel or postpone meetings are the remit of the host (NC or industry, etc.) and the secretary or the convenor. Decisions will be taken on a case by case basis. The following points should be taken into account:

- The meeting host is in the best position to provide input about the local situation
- In addition to the local situation at the meeting venue, travel route as well as potential restrictions due to certain countries participating in the meeting should be considered
- The group leader (secretary, convenor, chair) should verify that all people initially registered are still planning to attend
- Receptions and related events where many people gather closely together are to be avoided
- The decision to cancel or postpone a meeting should be confirmed at least 7 days before the meeting is scheduled to start
- If the meeting is maintained, the host should provide hand sanitizers and face masks for all participants, to be used at their own discretion

This applies for all IEC meetings registered or not in MRS.

Whenever possible, the IEC recommends converting physical TC/SC/SyC and CA Systems meetings into online meetings.

4. Decision to convert a TC/SC/SyC plenary and CA Systems meetings into an online meeting

Following SMB/6825/R and SMB/6825A/RV, SMB approved remote participation to plenary meetings. The SMB decision states the following:

- P-member obligation: Remote participation at TC/SC meeting is counted as meeting NC obligation to maintain P-member status at the discretion of TC/SC Officers and the IEC CO Technical Officer

- Voting rights: Remote participants can vote and comment on any agenda item
- Number of remote participants: The number of remote participants is not limited
- Provided on best effort basis: Remote participation will be conducted on “best effort” basis and remote participants will have no right to require that agenda items be revisited, for example, in case of a faulty connection
- When a TC/SC/SyC plenary meeting is converted into an online meeting, the announcement should be made by circulation of an administrative circular in the TC/SC/SyC
- For CA System Management meetings, conducted as an online meeting, participation and voting rights will remain the same as defined in the IEC CA01 Ed.2.4
- Duration of meetings should be considered if online meeting is used. Depending on the time zones of participants its very likely that a considerable number of participants would attend an online meeting during night hours, which could cause logistical issues and limited attention of participants if the meeting duration is too long.

5. Process to cancel or postpone TC/SC/SyC and CA Systems meetings

5.1 TC/SC/SyC and CA Committee plenary meeting

- The host gathers local information about Covid-19 situation
- In addition to the local situation at the meeting venue, travel route as well as potential restrictions due to certain countries participating in the meeting should be considered
- The TC/SC/SyC secretary enquires about confirmed and cancelled registrations
- Discussion and agreement between the host, the committee secretary and the chair about cancelling or postponing the meeting
- Formal announcement by circulating an Administrative Circular to the P-members, or in case of the CA Systems a formal announcement to the Member Bodies
- Inform all registered participants and the Technical Officer by individual email

5.2 Other group meetings (working groups, advisory groups, etc.)

- The host gathers local information about Covid-19 situation
- In addition to the local situation at the meeting venue, travel route as well as potential restrictions due to certain countries participating in the meeting should be considered
- The convenor enquires about confirmed and cancelled registrations or the continued commitment to attend the meeting for groups with no official registration system.
- Discussion and agreement between the host and the convenor about cancelling or postponing the meeting
- Formal announcement by posting the information on the group workspace in IEC Collaboration Platform
- Inform by individual email all registered participants and the Technical Officer

Useful link: <https://www.who.int/health-topics/coronavirus>

Yours sincerely,

Philippe Metzger
General Secretary & CEO

PSE