



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

Members of the IECEx Management Committee, ExMC

Confirmed Minutes

OF THE ExMC Brdo MEETING – 13th + 14th OCTOBER 2004

This document contains the Confirmed Formal Minutes of the 2004 Meeting of the IECEx Management Committee, ExMC, held in Brdo 13th and 14th October 2004. These Minutes take account of comment received on the draft minutes, ExMC/217/RM and should be read in conjunction with the “List of Decisions” of the meeting, document ExMC/215/DL.

In line with ExMC decisions, these minutes have been confirmed via correspondence and are therefore submitted for information.

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Secretary ExMC**

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NAME	COUNTRY	POSITION in Delegation Head Delegate/ Delegate
<i>Dr U Klausmeyer Mr C Agius Mr H Berger Ms C Kane</i>	Officers	Chairman Secretary Treasurer Assistant Secretary IECEx
<i>Mr Jim Munro</i>	Chairman TC31	
<i>Mr Ralph Wigg Mr Jose David Mr James Birch Mr David Walker Mr Ronald Collis</i>	(AU) Australia	Head Delegate Observer Delegate Observer Delegate
<i>Mr Joe Gryn Mr David Adams</i>	(CA) Canada	Head Delegate (IECEx V/Chairman) Delegate
<i>Mr Fritz Beglinger</i>	(CH) Switzerland	Head Delegate
<i>Mr Shiyu Xu Mr Jianping Xu Mr Gang Zhang</i>	(CN) People's Republic of China	Head Delegate Delegate Observer
<i>Mr Jaroslav Šindler</i>	(CZ) Czech Republic	Observer
<i>Mr Gerhard Schwarz Mr Karl Heinz Schwedt Mr Gerold Klotz-Engmann Dr Hans Wehinger Dr Ulrich Johannsmeyer Dr Michael Wittler Mr Harald Hofmeister</i>	(DE) Germany	Head Delegate Delegate Delegate Delegate Delegate Delegate Observer
<i>Mr Steen Christensen</i>	(DK) Denmark	Head Delegate
<i>Mr Risto Sulonen</i>	(FI) Finland	Head Delegate
<i>Mr Michel Brenon Mr Alain Czyz</i>	(FR) France	Head Delegate (ExTAG Secretary) Delegate
<i>Mr Allan Ogden Mr Ron Sinclair Mr John Allen Mr Ian Cleare</i>	(GB) United kingdom	Head Delegate Delegate Observer Delegate



NAME	COUNTRY	POSITION in Delegation Head Delegate/ Delegate
<i>Mr Janos Hanko Ms Edit Molnar</i>	(HU) Hungary	Head Delegate Delegate
<i>Mr Mirko Balaz</i>	(IT) Italy	Head Delegate
<i>Mr Isao Fujita Mr Toshi-hiro Hayashi</i>	(JP) Japan	Observer Observer
<i>Mr Dong Hee Shin Mr Jun-Gu Kang Mr Hae Duk Jung Mr Yeong Duk Kim Ms Jeong Rae Koo Mr Chang Woo Lee</i>	(KR) Korea	Head Delegate Observer Delegate Delegate Delegate Delegate
<i>Mr Theo Pijpker</i>	(NL) Netherlands	Head Delegate
<i>Mr Thore Andersen</i>	(NO) Norway	Head Delegate
<i>Mr Sorin Burian Mr Emilian Ghicioi</i>	(RO) Romania	Head Delegate Delegate
<i>Mr Vitaly Grudtsyn Dr Alexander Zalogin Mr Armenak Gevorkyan Ms Anna Salatsinskaya</i>	(RU) Russia	Head Delegate Delegate Delegate Delegate
<i>Mr Peter Bremer</i>	(SE) Sweden	Head Delegate
<i>Mr Igor Likar Dr Zdravko Kramar Mr Vojko Koron Dr Aleš Arnšek Mr Bojan Pečavar Mr Franc Cencelj</i>	(SI) Slovenia	Head Delegate Delegate Observer Observer Observer Observer
<i>Mr Kerry McManama Mr Robert Martell Mr William Fiske Mr David Chirdon Mr L Evans Massey Mr Paul T Kelly</i>	(US) United States of America	Head Delegate (ExTAG Chairman) Delegate Delegate Observer Observer Observer



<i>NAME</i>	<i>COUNTRY</i>	<i>POSITION in Delegation Head Delegate/ Delegate</i>
<i>Mr Jan Pajtas</i>	(YU) Serbia & Montenegro	Head Delegate
<i>Mr Erich Seeger</i>	(ZA) South Africa	Head Delegate



1 Opening

The Chairman declared the meeting open at 9.35 a.m. and welcomed delegates and invited guests. The Chairman thanked Mr Likar and his staff for all the preparatory work regarding the meeting arrangements, in such a delightful setting and said that he was sure that these arrangements would help contribute to a most successful meeting.

Mr Likar welcomed delegates on behalf of SIQ, the host for the 2004 IECEx Meetings, informing delegates of host arrangements

The Chairman then gave a presentation of his vision for IECEx noting the challenges and demands on the Scheme by the international Ex industry it serves.

2 Approval of Agenda

The meeting approved the agenda, Draft Agenda (ExMC/207B) with Item 5 "IECEX Membership" being brought forward to follow item 2.

3 Minutes of the Fifth ExMC Meeting

3.1 Noted the Confirmed Minutes of the last meeting held in Budapest, October 2003. The minutes have been confirmed via correspondence.

Referenced Documentation:

Document for Noting

- **ExMC/181A/RM** – Confirmed Minutes

3.2 Matters arising from these minutes

3.2.1 Report on Actions arising from the 2003 Budapest Meeting

The meeting noted the detailed verbal report from the ExMC Secretary on the actions items detailed in Annex A to ExMC/181A/RM .

4 REPORT ON IEC CAB MATTERS

4.1 **Review of Conformity Assessment Board (CAB) Decisions** from CAB meetings since Budapest 2003 ExMC meeting

Documents noted:

- CAB/484/INF - Report on follow-up of decisions taken and items raised at the Montreal 2003 CAB meeting (2003-10)



- CAB/485/DL – List of decisions from the 8 June 2004 Geneva meeting
- CAB/483/Inf – Cooperation among Schemes Secretariats
- CAB/476/R – Report from CCAF (reference to recognition of IECEX)
- CAB/490/Inf – Report on follow up actions of CAB

The Chairman informed the meeting of CAB's role to oversee the IEC Conformity Assessment Schemes including IECEX, as the Schemes are operating under the IEC name and reputation. Mr Gryn (CA) commented, as a member of CAB, advising that it is CAB's role to deal with policy matters relating to the schemes. Whereas, he continued, matters concerning the day-to-day management of the Scheme are a matter for the Scheme itself. He further commented that CAB should also be seen as a resource that the Scheme may call on to assist in its operations and aims.

Mr Cleare suggested that a short presentation be prepared for the next ExMC meeting to further explain CAB's role and the interface with ExMC. This was agreed. It was also suggested that members, whose countries are represented on CAB, familiarise themselves with CAB and know who their representatives are.

The Secretary then reported on the documents listed for noting, drawing the attention of the meeting to CAB/483/Inf. This document relates to the clarification provided to CAB on the level of co-operation among the Scheme Secretariats. It is intended that co-operation between the Schemes will lead to a minimisation in costs and prevent duplication while at the same time provide dedicated Secretariats to the Schemes thereby enabling prompt responses and actions. Attention was also drawn to CAB/476/R and the reference to an agreement reached within CCAF (CENELEC Conformity Assessment Forum) regarding a proposal for a formal reference to IECEX by the ATEX Directive. The Meeting noted that this is still under consideration.

The meeting noted the various CAB documents and expressed their appreciation for the representation of IECEX at CAB by the Scheme Officers.

4.2 Specific CAB Matters for noting or action by ExMC

4.2.1 CAB WG 7 – IEC Mark of Conformity

Documents considered:

- CAB/477/R - Report from CAB WG 7, IEC Mark, to the CAB June 2004 meeting
- CAB/464/DV - IEC mark(s) of conformity
- CAB decision 15/4 re CAB/485/DL
- CAB/494/Inf – Latest Report from CAB WG7 with draft documents, to be considered at the October 2004 CAB meeting in Seoul

The Chairman introduced this item noting that since the inception of the IECEX Scheme it was always intended that a Mark shall be available to



industry. He then proceeded to provide a background noting that CAB Working Group WG 7, for which the IECEx Secretary is the Convener, is dealing with this matter. He then called on the Secretary to provide an update.

The Secretary drew the meeting's attention to the various CAB documents in particular CAB/494/Inf being the latest report of WG7 referring to an agreed "Blue Print" that calls for access to a Mark via an ISO Type 5 system such as IECEx. The meeting noted that at present it appears that the IECEx Scheme is the only area with a pressing need and support for an IEC Mark. It is the task of CAB WG7 to prepare a framework that enables immediate use, not only by the IECEx Scheme, but also possible use by other Sectors.

In discussions the meeting noted that there were objections for a mark from among some CAB members. The meeting however reconfirmed their need for a mark, and also, the need to ensure that there is a distinctive mark for the Ex field. AU, FR, CA and US gave supporting comments.

Mr Ogden of GB expressed the request by manufactures for IEC to move forward on the introduction of a mark. The Secretary then asked the manufacturers present, from the various countries, whether or not they supported the GB view. There appeared to be full support from all manufacturers present.

4.2.2 CAB/ILAC + IAF Cooperation

Documents noted:

- CAB/470/R - Report on the ILAC/CAB Technical Panel meeting,
29 April 2004 (Geneva, Switzerland)
- CAB/489A/DV – Draft MOU between IEC and ILAC
- CAB/510/Inf – Discussion document concerning possible Cooperation Agreement between IEC and IAF (International Accreditation Forum)
- CAB/514/INF – CAB Chairman's Report to ILAC/IAF General Assembly

The Chairman provided the meeting with background on this co-operation including the establishment of a CAB/ILAC Technical Panel to explore areas of co-operation. The Secretary then referred the meeting to the draft MOU between IEC and ILAC as a means of moving forward to allow for co-operation but not to make it prescriptive.

RU expressed strong concern over the control of IECEx assessments of both applicant ExTLs and ExCBs commenting that this must remain with IECEx in order to maintain a high level of confidence in the scheme. In supporting RU comments, AU questioned the scope of this MOU regarding ExCBs with the Secretary advising that this MOU is limited to cooperation for laboratory



assessments any such cooperation for ExCB assessments would come under the IAF (International Accreditation Forum).

GB commented that they would support the MOU while it remained voluntary.

On this basis the meeting agreed to support the MOU providing that it is voluntary and that IECEX always maintains control over the assessments and appointment of ExTLs under the IECEX Scheme.

4.2.3 Other CAB matters of possible interest to IECEX

4.2.3.1 Proposal to deal with interpretations of IEC Standards. To note report from CAB/SMB ad Hoc Working Group

Documents noted:

- CAB/469/DC - Report and recommendations of the CAB/SMB ad hoc group on Interpretation of standards
- ExMC/209/Inf - Comments from US
- CAB/490/Inf – Follow up actions (refer item 5.2)

The Chairman informed the meeting of this work noting that while there is close cooperation between conformity assessment within IECEX and Standards preparation, TC 31 and its SCs, this has not existed in other schemes largely due to the wide scope of their activities.

Mr Munro as TC31 Chairman remarked that it was disappointing that TC 31 had not been formally consulted and that the only information received on this subject was via IECEX, demonstrating the very effective liaison between IECEX and TC 31.

Mr Gryn, as a member of this AdHoc WG, informed the meeting that there are some elements that are important to IECEX. He noted that while IECEX has an effective mechanism to convey matters of interpretation to TC 31 and its SCs, via ExTAG, the communication must also go from TC 31 and SCs to ExTAG.

The meeting concluded to support the co-operation between IECEX and TC31 and SCs.

4.2.3.2 Other Matters - relating to the work and role of CAB

No other matters concerning CAB were raised.

5 IECEX MEMBERSHIP

5.1 Current Membership

The Secretary informed the meeting that the existing rules concerning voting via correspondence, (12.2 of IECEX 01) specify that a vote via correspondence is considered complete when all votes have been returned or 4 months has passed. With this in mind the meeting noted that voting on the following documents were still outstanding:



ExMC/189/DV – Voting on acceptance of FM Approvals as an ExCB
ExMC/190/DV – Voting on acceptance of FM Approvals as an ExTL
ExMC/191/DV - Voting on acceptance of NANIO-CCVE as an ExCB
ExMC/192/DV - Voting on acceptance of NANIO-CCVE as an ExTL
ExMC/214/DV - Voting on acceptance of Czech Republic as a member of IECEx

The meeting agreed to complete the voting in order for the acceptance of these organisations to be finalised.

5.2 New ExCB and ExTL – FM Approvals US

The meeting noted that, of voting responses received to date concerning ExMC/189/DV and ExMC/190/DV, all have been positive. On this basis the meeting agreed with the appointment of FM Approvals as an IECEx Certification Body (ExCB) and the FM Approvals Laboratory as an IECEx Test Laboratory (ExTL).

5.3 New ExCB and ExTL – NANIO-CCVE, RU.

The meeting noted that, of voting responses received to date concerning ExMC/191/DV and ExMC/192/DV, all have been positive. On this basis the meeting agreed with the appointment of NANIO-CCVE as an IECEx Certification Body (ExCB) and the NANIO-CCVE Laboratory as an IECEx Test Laboratory (ExTL).

5.4 Czech Republic as a new IECEx Member Country

The meeting noted that, of voting responses received to date concerning ExMC/214/DV, all have been positive. On this basis the meeting agreed with the acceptance of Czech Republic as an IECEx Member.

The Chairman congratulated both FM Approvals and NANIO-CCVE for their achievements and also welcomed the Czech Republic as the newest member of the IECEx Scheme. He noted that they had joined the IECEx Scheme at a very exciting time, as it is moving forward with both greater recognition and growth.

Mr Jaroslav Šindler, from the Czech Republic, addressed the meeting expressing the appreciation of the Czech Republic's industry and community and advised that as the work of IECEx is important to them they intend to be an active member and look forward to the Scheme's continuing growth.

5.3 Other Matters concerning IECEx Membership

5.3.1 Notification from Singapore

The meeting noted advice from the Secretary that he had received advance notice from Singapore informing him of their intention to join the Scheme. He continued that Singapore is expected to submit a formal application to join IECEx before the end of the year.



5.3.2 Advice from Brazil

The Secretary further advised that he had also received advice from INMETRO announcing that Brazil intends to forward an application to join the IECEX Scheme during 2005.

5.3.3 Address by Japan

Mr Isao Fujita of Japan expressed their appreciation for the opportunity to attend this meeting of the IECEX Scheme and informed the meeting that Japan has set up a National Committee for IECEX in readiness to participate in the IECEX Scheme. He continued that Japan looks forward to submitting an application to join and then to working as an active contributor to IECEX.

The Chairman conveyed the meetings appreciation to Mr Fujita and the newly formed National Committee in Japan and welcomes the prospect of receiving a formal application to join IECEX Scheme.

The Chairman further commented that the Scheme looks forward to the applications being submitted by Singapore, Brazil and Japan and thereby their active participation within the Scheme.

6. IECEX ASSESSMENTS OF CANDIDATE ExCBS AND ExTLS

6.1 Status on surveillance assessments of accepted ExCBs and ExTLs ExMC Secretary to Report

The Chairman and Secretary reminded the meeting of the Scheme's requirement that 5 yearly re-assessments take place in order to ensure the on-going capabilities of ExTLs and ExCBs. These re-assessments are in addition to surveillance, via accreditation or annual surveillance visits by an IECEX assessor, for bodies without acceptable accreditation.

The Secretary noted the importance of this first round of re-assessments especially given the changes that have taken place within the IECEX Scheme since the first ExCBs and ExTLs were assessed. Citing the new Rules (2nd edition of IECEX 02), the issuing of IECEX Certificates of Conformity and the newly introduced Operational Documents (OD 009, OD 005 etc) as examples of the changes.

Mr Munro, as Chairman of the panel of IECEX Assessors, advised that he has been involved in this first round of re-assessments and endorsed the Secretary's comments. He continued by saying 'that issues have been raised largely due to the new IECEX procedures.'

In general discussion, AU questioned the findings from re-assessments with regard to the completion of ExTRs. Mr Munro agreed that this is an area of prime focus for re-assessments, as during the initial assessments, bodies had not had experience of completing ExTRs.



After further discussion, Mr Munro commented that the inclusion of a random checking of some issued ExTRs might be a useful tool in providing confidence. AU supported such an initiative. The Secretary commented that this is a matter that can be discussed among the Officers with the view of preparing a proposal for consideration by ExMC.

6.2 **WG2 Development of Technical Guidance Documents – Report on progress**

Document noted

- ExMC/208/R - Report from WG2 Convener, Mr Ian Cleare

In noting the appointment of Mr Cleare as the new convenor, the meeting agreed to extend their thanks to Mr Peter Bennett for his work as the former Convenor of ExMC Working Group 2. His involvement from the early days of the scheme has been much appreciated. Also the ExMC extends its thanks to EEMUA, Engineering Equipment and Materials Users Association, for their continued stewardship of Working Group 2.

The Chairman commented on the importance of these documents in ensuring a common and thorough assessment of ExTLs with the Secretary commenting that current Standards such ISO/IEC 17025 are extremely generic in nature and cannot be applied on their own without a set of credible technical requirements. The Secretary also advised that applicant ExTLs are now being asked to complete these as a self check prior to an on site assessment, during which they are then reviewed by the assessment team.

Mr Cleare then commented that if the work on TGDs was to progress further, more members were needed for participation on the WG. The following members volunteered and were accepted by the meeting:

Mr Jim Munro (Chairman TC31)
Mr Dave Adams (CA),
Mr Alain Czyz (FR),
Mr Alan Ogden (GB)

Mr Cleare presented his report with the US seeking clarification over:

- The involvement of EEMUA in the process and how are costs dealt with?
- What is the reason for not having a TGD for Part 0, General Requirements?

Mr Cleare informed the meeting that Engineering Equipment and Materials Users Association (EEMUA) is an industry association for the oil and gas industries to promote confidence in the use of Standards and Processes by the industry. Mr Cleare further advised that the work done is relying on voluntary efforts.



Concerning Part 0, Mr Cleare informed the meeting that to date the approach has been to include the general requirements within the TGD for the particular protection technique.

In noting Mr Cleare's explanations, CA commented that the control of TGDs must be by the Secretariat, perhaps by way of some joint venture. The ExMC Secretary advised that while this may not have been formalised, this has been the practise to date.

The meeting also agreed to make TGDs available to National Accreditation Bodies as part of the IEC/ILAC co-operation.

6.3 Other matters relating to assessments

No other matters were raised concerning assessments.

7. INTEGRATION OF SERVICE FACILITIES INVOLVED IN REPAIR AND OVERHAUL OF Ex EQUIPMENT INTO THE IECEX SCHEME – REPORT AND RECOMENDATIONS OF WG10

7.1 Report from WG10

Document considered:

- ExMC/193/R – Confirmed report of the WG10 Singapore meeting
- The Secretary, as Convener of WG10, introduced the WG 10 report. He informed the meeting of the considerable amount of work completed by the members of this WG including their efforts during the June 2004 Singapore Meeting. This work enabled progress on preliminary draft rules for consideration by ExMC. The Convener further informed the meeting of a number of important issues covered in the report such as:
- Clarification of common terms to be used, e.g. “Re-birth” “Re-built”, “Repair” and so on;
 - Consideration of the various practises surrounding assessment and certification or approval of repair facilities;
 - The need to ensure that the competency of the staff involved in the repair process is covered;
 - How to deal with situations where there is a lack of, or indeed, no documentation concerning previous certification/approvals;
 - To clearly identify what the output from the repair facility is, e.g. a “Repair Report” as opposed to a “Repair Certificate”; and
 - The difficulty in simply “adding” repair and overhaul to the existing IECEx framework of ‘Rules and procedures’. Particularly noting the WG10 recommendation to keep Repair as a Scheme separate to the existing Scheme for the certification of products.

The meeting discussed the report. CA noted, that while the ExMC had established a need for the inclusion of Repair and Overhaul, there is a concern that the report suggests expansion into areas of services other than repair, and questioned whether this is justified.



Mr Wigg, AU, as member of WG10, advised that the reference in item (f) of the report highlights areas that ExMC may wish to consider in the future and does not propose any immediate action in these areas.

Mr Andersen, NO, as member of WG10 commented on the seriousness of situations where Ex 'e' motors are used and that NO would support moving as quickly as possible to introduce Certification of all Services especially Repair and Overhaul as an IECEx Scheme activity.

Mr Allen, as the EASA representative, supported Mr Andersen, advising that there is work being carried out by Standards committee regarding the revision of IEC 60079-19.

In discussing this further the meeting agreed to accept the Report of WG10 including the proposal to create repair and overhaul as separate activity to the current system of Certification of equipment. The framework is outlined in Figure A1 of ExMC/193/R.

7.2 Proposed new Rules for the Inclusion of Services into IECEx, IECEx 03

Documents considered:

- ExMC/194/CD – Draft new publication IECEx 03
- Comments from RU, CN and GB

In introducing ExMC/194/CD – Draft new publication IECEx 03 as prepared by WG10, RU commented that they did not believe that members had sufficient time to consider the document and propose to allow for more time and not to make a decision at this meeting.

US supported the RU proposal with DE also commenting in support as they have some concerns with the current draft which they believe needs further time for consideration.

AU expressed concern of any delays to the introduction of the scheme noting that the IECEx scheme started in a transitional phase to allow the scheme to commence. However, AU continued, that it would support the extension of the comment period but asks for all National Committees to submit comment in a timely manner.

GB commented in support of the AU concerns relating to any delays to introducing the scheme but also agreed to extend the period for comment. NO supported AU and GB.

The Secretary proposed, with members agreeing, to allow a further period to submit comments, the closing date now being 31 December 2004, following which the next course of action will depend on the nature and type of comments received.



7.3 Proposed new Operational Documents concerning inclusion of Service Facilities

Documents considered:

- Draft OD 013 – Draft Operations manual
- Draft OD 014 – Draft Quality management System Requirements for Service Facilities
- Draft OD 015 – Draft Technical Requirements for Repair and Overhaul of Ex Equipment (aligned with Revision of IEC 60079-19)
- Draft OD 016 – Draft Assessment procedures for the acceptance of ExCBs to issue IECEx Certificates of Conformity to Ex Service Facilities providing Repair and Overhaul Services.
- Comments received from CN, RU

In line with the decision under 7.2 above, the meeting agreed to allow for further comments to be submitted to the IECEx Secretary until 31 December 2004, with further action depending on the nature of the comments received.

8. REVISION OF IECEx 01 – IECEx SCHEME, BASIC RULES

Documents considered:

- ExMC/196/CD – Draft Revised edition of IECEx 01
- ExMC(Brdo/ WG1+WG5) 02 – Report of WG1/WG5 Brdo meeting
Comments received from CN, GB

The Chairman introduced this item advising that a meeting of WG1/WG5 was held Sunday 10/10/2004. The meeting dealt with the revision of the rules in light of the work done within WG10 and also of changes within the IECEx Scheme relating to the introduction of Certificates of Conformity, CoCs.

The Secretary then presented the WG1/WG5 report with particular reference to Item D of the report.

It was noted that the WG1/WG5 meeting indicated support for the format of the draft document ExMC/196/CD particularly in identifying that IECEx will be split into the Scheme for certification of equipment and a separate Scheme for the Certification of Ex Services, with the following additional changes:

<u>Clause Title</u>	<u>Proposed Change</u>
	Reword the title to ensure alignment (Editorial)
Foreword	Indicate that IECEx 03 is currently under development
3	Change last paragraph to read “A list of these <u>Standards and types of protection and services shall be published.</u>”
5.1	Add “as determined by ExMC” to the end of the second paragraph.



In agreeing with these changes the meeting also considered a proposal from GB to change the title to refer to “.....standards for equipment...” with the meeting agreeing to the RU proposed title of:

“IEC Scheme for certification to standards relating to equipment for use in explosive atmospheres (IECEx Scheme) Basic Rules”

The meeting also agreed with the CA suggestion that the document highlight the fact that IECEx 03 is still under preparation.

The meeting then supported the Chairman’s proposal, that in order for the IECEx Scheme to move forward in introducing Repair and Overhaul as well as the possibility of covering non electrical Ex equipment, as standards become available, CAB approval of the revised version of IECEx 01, with above changes, be sought during the Seoul CAB Meeting to be held next week.

9. REVISION OF IECEx 02 – IECEx SCHEME, RULES OF PROCEDURE

Documents considered:

- ExMC/199/CD – Draft Revised edition of IECEx 02
- ExMC(Brdo/ WG1+WG5) 02 – Report of WG1/WG5 Brdo meeting
- Comments from GB and CN

The Secretary then presented the WG1/WG5 report, ExMC(Brdo/ WG1+WG5) 02 with particular reference to Item C of the report noting that the WG1/WG5 meeting indicated support for the format of draft document ExMC/199/CD.

The meeting agreed with the draft taking account of the recommendations of WG1/WG5 and also agreed that future revised documents are to have all changes highlighted, both deletions as well as additions to show changes.

A revised draft will be prepared and issued to ExMC for voting.

10 Report from ExTAG

10.1 Report from ExTAG Brdo Meeting

The ExTAG Chairman, Mr McManama informed the meeting that ExTAG held two very important events over the past two days:-

- ExTAG Training Workshop
- ExTAG Technical Meeting



Mr McManama further informed that this is the second year that ExTAG has conducted a 1 day training workshop and have found these extremely valuable as a means of ensuring an understanding by the ExTLs and ExCBs of latest IECEx Rules and Procedures. He advised that this year, the focus was on “Assessment and Auditing of Manufacturers Quality System to OD 005”. He advised that he was very pleased with the large attendance and also the attendance and participation in discussions by representatives from industry and regulators.

He concluded that the Training Workshop also generated some valuable discussion items that were feed into the ExTAG technical discussions.

Mr McManama then informed the meeting of the ExTAG Technical Meeting during which a number of IECEx Technical Decisions Sheets (ExTAG Decision Sheets) were discussed and that these sheets are becoming of increasing importance as a means of facilitating a common approach to testing and certification by all IECEx bodies.

Mr McManama then proceeded to inform the ExMC meeting of the following outcomes and recommendations from ExTAG to ExMC:

- Recommendation that the ExMC give high priority to the marketing and promotion of the IECEx Scheme.
- The ExMC to look towards an IT solution to assist in the compilation and issuing of ExTRs with IEC 60079-0 and IEC 60079-7 to be used in the pilot project.
- Guidance for testing at other locations to be included in the revision of the TGDs
- Acceptance of ExTAG recommendations to form a new ExMC Working Group, WG to deal with preparing an Operational Document (OD) concerning Certificates of Conformity issued to distributors of Ex equipment-
Members of the Working Group as follows-
Mr Ron Sinclair (Convenor)
Mr Thorn (GB)
Mr Karl Heinz Schwedt (DE)
- Identification of National Differences related to quality system requirements is to be identified.

ExMC agreed to the ExTAG recommendations, with the officers to prioritise, and the ExMC Secretariat to manage.

10.2 Appointment of ExTAG Secretary.

The Chairman called upon the ExTAG Chairman to report on the situation concerning the nomination of ExTAG Secretary.

Mr McManama, ExTAG Chairman, informed the meeting that Mr Brenon has completed his first term as Secretary of ExTAG. The ExTAG noted the valuable contribution made by Mr Brenon to both the work of ExTAG and also the IECEx Scheme proper. Mr McManama then informed the meeting that Mr



Brenon had confirmed his availability to stand for nomination for a second term as ExTAG Secretary. A general call for nominations from amongst ExTAG members was made however no other nominations were received. Mr McManama concluded that during the ExTAG meeting discussions Mr Brenon was asked to leave the room and during the discussions ExTAG unanimously agreed to request ExMC to appoint Mr Brenon for a second term as ExTAG Secretary.

The ExMC meeting accepted the ExTAG nomination and agreed to appoint Mr Brenon for a subsequent term as ExTAG Secretary. In thanking both Mr Brenon and LCIE for the good work done to date the Chairman commented that he along with IECEx Officers and Members look forward to the continuation of Mr Brenon's good work.

11 REPORT FROM IEC TC 31

The IEC TC31 Chairman, Mr Jim Munro, gave a verbal report on the TC 31 Plenary Meeting held 6-7 October 2004 of Braunschweig, Germany, noting the following significant decisions-

- Ad Hoc Group formed: Good working practice document for TC31 and its SCs
- Central Office: Pierre Amiguet retiring and hence leaving TC31 – successor Mr Peter Langford in USA, Boxborough Mass.
- SC31A and SC31L were disbanded and their MTs will come under TC31.
- Agreed to change to title and scope to change 'electrical apparatus' to 'equipment'.
- Agreed to permit a risk assessment approach as an alternative to directly linking zones. To facilitate this it was agreed to introduce a system of Equipment Protection Levels. These will be incorporated initially into the General Requirements. The title of the Zone 0 document will also be changed to reflect the use of equipment protection level Ga.
- Agreed to commence the process of amalgamating where appropriate the standards for gas and dust. Hopefully this will provide consistency.
- Schedule of Ex meetings developed and maintained by Secretary of TC31 and resides on the IECEx Scheme website.
- The next plenary meeting will be held in Capetown South Africa in the week commencing 17 October 2005.

Mr Munro reminded members that a Schedule of, TC 31 and IECEx, Meetings is available on the IECEx Scheme Web site.



12 IECEx INTERNET BASED “ON-LINE” CERTIFICATE OF CONFORMITY SYSTEM

The Secretary gave a verbal report on the IECEx “On-Line” Certificate of Conformity system. He informed the meeting that he had received very positive feedback from industry and Regulators who appreciated the “immediate” nature of issuing certificates and the fact that the full certificate is displayed. He further informed the meeting that previous inquiries seeking confirmation of the authenticity of some certificates, which had been presented as IECEx Certificates, had almost disappeared since the “On-Line” system became available.

The Secretary further advised that following feedback from some ExCBs, the Secretariat in conjunction with the IEC Central Office IT Department, introduced a “2 Tier Password” system for the entering of data and issuing of CoCs. This has just recently been introduced and means that the first level password can be used by all ExCB staff to “create” a CoC but only the 2nd level password, held by the ExCBs Certification Authority, is able to change the status of the CoC from “Draft” to “Current”. The second tier acting as the formal issuing stage thereby releases the CoC to the public domain.

The Secretary further informed the meeting that the same “On-Line” concept is to be used as the IECEx Scheme moves to Certification of Services, Repair and Overhaul.

The meeting noted the high value of this On-Line system and expressed its appreciation for this important Scheme feature and of the work carried out by both the Secretariat and the IEC IT Department.

13 IECEx BULLETIN

The Secretary informed the meeting that the current version (Version 2) of the Bulletin is under revision by the IECEx Secretariat. He advised the meeting that ExMC Members would shortly receive a Draft revision for the 3rd Version for their comment and updating. While thanking Members for their past assistance in the compiling of the 1st and 2nd Versions he requested their further assistance in providing requested information in a timely manner for Version 3. Thereby keeping pace with changes in TC 31 Standards and also the introduction of new Standards into the Scheme.

The meeting noted the Secretary’s report.

14 PROMOTION OF THE SCHEME

14.1 Action to raise profile of the IECEx Scheme

In noting recent events and initiatives by the IECEx Officers to hold, or to participate in, Seminars in areas such as Singapore, Czech Republic, the meeting held a general discussion on the issue of marketing and scheme promotion. The meeting noted the enormous work done by IECEx to date that



has focussed on developing a product for the market, i.e. the ExTR and now the CoC and agreed that more effort and resources need to be directed to the area of promotion.

AU suggested that in addition to seminars for industry, forums should be held for Regulators and Universities, noting one significant outcome from the recent Singapore Seminar was a call for further education in this area.

In supporting the AU comment the meeting further discussed the issue of promotion among regulators under item 14.3.

14.2 **Report from the IECEx Asia Pacific Industry Seminar.**

The Secretary reported that in conjunction with a 2-day meeting of WG10, Repair and Overhaul, a one day IEC Asia Pacific Industry Seminar was held with WG10 members and the TC 31 Chairman giving excellent presentations to an audience of around 90 attendees. WG10 experts also participated as Panellists during the "Open Session". In expressing his thanks to all WG10 members for their support and work on the Seminar, the Secretary reported that this seminar was seen as a huge success. Almost all seminar attendees were present right up to the end of the day and had participated in very active discussions with panellists during the open session.

The meeting were also informed of the request for further sessions like this to be held in the Asia Pacific Region. The Secretary advised that a concept is being explored to run a series of 2-day IECEx Workshops that will provide technical information on various Ex subjects, as well as promotion of IEC Standards and Certification, in the Ex field.

In supporting such initiatives the meeting agreed to wait for further information on such workshops.

14.3 **Report from WG 8**

To receive a report from the WG8 Convener Dr U. Klausmeyer, concerning work on Regulatory recognition of IECEx.

The Chairman, acting as Convener of WG8 gave a verbal report with document ExMC/202/R to be issued following the meeting.

Dr Klausmeyer advised that a survey of WG 8 members revealed that in various parts of the world attention is now being directed towards IECEx. He continued that some real and positive reviews are being conducted to explore the possibility of adopting IECEx Certificates of Conformity at the National and Regional levels. Dr Klausmeyer also informed the meeting that due to Mr Rennie's retirement, Mr Bob Martell of FM is the US member on WG 8 and thanked Mr Rennie for his work to date and also Mr Martell for agreeing to take over.

The meeting then heard from various WG8 members as well as delegates as follows:



US, Mr Martell advised that OSHA is progressing forward with their consideration of accepting the IECEx Scheme with a final decision due to be mid 2005. Mr Martell further informed that MSHA has also progressed forward with their review of IEC Standards 60079-0 60079-1 and 60079-11. The results are to be published in the US Federal Register When the Standards comparison has been completed.

CN, Mr Shiyu Xu informed the meeting of the new Regulations that came into effect during 2003 covering Training, Bodies and Marking. This new Regulation defines that CNCA is the government agency in charge of certification and accreditation field in China. The new regulations refer to a new management request for competent bodies undertaking CCC Mark, certificate and certificate mark, certification training and a consultation person in China.

Mr Shiyu Xu further informed the meeting that as China's representative Member Body to IECEx, CNCA will contribute not only to the development of IECEx but as well as to all international trade. He further informed the Meeting that within the coming year CQM and its cooperation Laboratories will apply for IECEx assessment.

Dr Klausmeyer then informed the Meeting of the European situation. He noted that parallel voting on IEC and CENELEC Standards in the Ex field is contributing to greater cooperation via the IECEx Scheme as both, IECEx and ATEX, move towards using common standards. He further commented that this provides an excellent basis for possible future recognition of IECEx Certificates of Conformity as satisfying the "Product Conformity Assessment" requirements of ATEX. He further advised that ExNB are planning to hold their 2004 meeting on 25 and 26 November next and that IECEx will be represented.

The meeting then engaged in general discussion with CA, Mr Gryn Vice Chairman, suggesting that it would be most useful for a survey of all IECEx Member Countries to be carried out to determine the level of recognition of IECEx within each country as this information is vital to both manufactures and industry worldwide.

The Secretary then informed members that there are many countries that do not have National Standards, Ex Certification or approval schemes and that both IEC Standards and IECEx Certification provide a ready "Off-the-shelf" solution to such countries.

The meeting discussed Mr Gryn's proposal with DE suggesting that the results of such a survey need first to be reviewed by the ExMC members before any results are made public.

The meeting then agreed to conduct this survey and to review the results at the next ExMC meeting, where a decision will be taken concerning the publication of the information.



14.4 Report from the Chairman of the European Notified Bodies Group for ATEX, ExNB, Mr Mike Shearman.

Mr Sinclair (GB), as Vice-Chairman of ExNB, informed the meeting that Mr Shearman, formerly the ExNB Chairman, has recently resigned the role due to a change in his employment status. Mr Sinclair said that he was happy to report that the ExNB are planning to hold their next meeting on 25th and 26th November when a new Chairman will be elected.

Mr Sinclair noted the comments from the WG 8 Convener concerning the support for IECEX, and was particularly pleased to hear of the parallel voting on CENELEC and IEC Standards. Mr Sinclair offered to report back to ExMC the outcomes of the ExNB meeting.

15. FINANCE

15.1 2003 Accounts

Documents Considered

- ExMC/203/CD – Draft 2003 Accounts
- ExMC/188/Inf – 2003 Audited accounts

Mr Berger, as IECEX Treasurer, introduced the IECEX Accounts and Auditor's report noting that in general income and expenditure were in line with the budget. He drew members attention to the CHF 1'500.55 deficit for the year. He then explained that this was due to the Secretary being given the opportunity to give a presentation on IECEX at the 2003 meeting of the International Industry Forum, ICSCA, held in Tokyo. He further commented that as this had not been foreseen when preparing the 2003 budget and that the Secretary had sought, and had obtained, the approval from the Chairman and Officers. This small short fall is to be taken from the general reserve that currently stands at around CHF 40'000. The Treasurer then invited the meeting to approve the 2003 accounts.

GB proposed, and members agreed, to accept the 2003 accounts. The Meeting thanked Mr Berger for his ongoing efforts and his excellent fiscal management in keeping the IECEX finances in order.

15.2 IECEX Scheme Participation Fees

Document considered:

- ExMC/204/CD – Discussion document

Mr Berger introduced document ExMC/204/CD noting that this document provides a single location for all participation fees of the scheme. He explained that the document contains some proposed changes to the level and application of Surcharges in order to provide clarity as well not to discourage use of the Scheme.



The meeting discussed the document with DE questioning sub-clause 3.1.5.2 as to what is meant by 'any manufacturing site'? CA and AU commented noting the definition contained in Operational Document OD 005.

During further discussion CA proposed, and the meeting agreed, that sub-clause 3.1.5.1 should include that "where the application is successful" the charges shall apply.

GB suggested that there maybe confusion concerning the cumulative affect of a surcharge for an ExTR, QAR and then CoC with the meeting agreeing that where a CoC is applied for there is no surcharge for the ExTR or QAR.

AU then proposed to change the title of 3.1.5.2 to "Application of Fees"

The meeting then agreed to accept the document, along with proposals from the Officers, with the above changes.

GB then requested that work to be done by the WG, dealing with the preparation of an Operational Document on Distributors, may result in a need to review this document in light of their outcome.

In addition, GB requested that the system for the collection of surcharges or fees, as indicated in 3.1.4 should allow for flexibility. ExCBs in a particular country may wish to adopt a different method of collection and then payment to the IEC Accounts Department to that suggested. They may not wish to receive individual invoices from the IECEx Secretary.

The meeting further agreed to the above 2 issues raised by GB.

In reviewing the scheme participation fees the ExMC agreed upon the following-

- 1) to retain application fees for ExCBs and ExTLs as detailed in ExMC/204/CD
- 2) surcharges for manufacturers from non IECEx member countries. ExMC agreed to replace the existing 2000 CHF surcharge with the following-
 - CHF 500 for Certificate of Conformity CoC (No ExTR fee)
 - CHF 300 for ExTR or QAR (where a CoC is not issued)
Where both ExTR + QAR are issued and no CoC then Surcharge is CHF 300

These new surcharges apply to applications received by ExCBs as from 2005/01/01.



15.3 Certificate Fee

Document considered:

- ExMC/205/CD – Discussion document

The Chairman introduced this item noting that to date the IECEX has been developed on the basis of a heavy reliance on volunteer work and a very modest budget that did not reflect the full workload required. This, plus the fact that annual budgets did not cater for the building of a sufficient reserve to cover unexpected events or expenditure that might be encountered by the Scheme, like any business need these issues to be addressed.

The Chairman and the Treasurer also noted that this item was first raised during last year's meeting where it was agreed for the Officers to prepare a document to outline various options and a business case.

In considering ExMC/205/CD the Meeting noted comments from RU and GB

The meeting were advised of comments received from GB calling for a business plan as to where the Income for the Certificate Fee would be used. The Meeting was then presented with the following outline of annual expenditure above current levels such as:

ITEM	AMOUNT (CHF)
Build up of a IECEX Scheme Reserve	20'000
Increased Secretariat Resources	40'000
Special Projects	15'000
Information Technology Issues	
• QAR/CoC Linkage via website	10'000
• Improved ExTR form Generation	10'000
Marketing and Promotion	15'000
TOTAL	110'000

A full budget to include these items will be prepared for consideration by ExMC Members.

The Meeting was then informed of possible predictions by Officers in terms of number of CoCs that may be issued on an annual basis. The Officers applied a conservative approach estimating about 160 CoCs per year and 80 applications for CoC changes per year. With these estimates the Officers proposed a CoC fee as follows:

- CHF 500 for new CoCs
- CHF 250 for CoC changes

The meeting discussed this proposal at length noting the following comments:

AU suggesting a "one-off" charge for CoCs as proposed but also a reduced charge for the issuing of ExTRs and QARs where no CoC is issued.

US indicating full support for the CoC fee as a "One-Off" fee.



CA supported both the AU and US comments for a “one-off” fee at the level of CHF 500 per CoC, noting that the IECEx Scheme is a true “Full Certification Scheme with real value to industry”. Continuing that as recognition of CoCs becomes wider and that this is only possible if the good work done to date including that of the Secretariat is continued in a timely manner.

DE agreed that the financial situation needs to be addressed and while supporting a Certificate fee does not agree that this be based on a annual charge and support the moves towards a “one-off” fee.

CN and SE indicated support for the CA comments and for the model 2 as detailed in ExMC/205/CD.

SE also indicated support for the AU proposal to include a fee for the ExTR and QAR.

CA further commented that we need guidelines concerning the number and type of changes permitted for CoCs with GB commenting that this is best addressed in OD 009.

GB raised concern over the level of the CoC fee and suggested that with the best of intentions the Officers had grossly underestimated the number of CoCs to be issued on annual basis. GB suggested that there would be at least twice as many as had been foreshadowed and proposed that the CoC fee be applied as followed:

- CHF 250 for new CoCs
- CHF 125 for CoC changes

Furthermore, GB requested that the method of collecting the Certificate Fee allow for flexibility to enable the collection to be made by the Member Body in countries where more than 1 ExCB resides.

The meeting further discussed the GB comments in detail and agreed to apply the CoC fee as follows:

- CHF 250 for new CoCs
- CHF 125 for CoC changes
- To apply to applications received by ExCBs from 1 January 2005. Therefore does not apply to projects currently underway
- CAB be asked to approve an Interim budget to allow the Scheme to continue from 1 Jan 2005 while a revised budget is prepared and considered by ExMC



15.4 Proposed 2005 Budget

Document to be Considered

- ExMC/206/CD – Draft 2005 Budget

The Treasurer presented document ExMC/206/CD with changes to include the new member body, Czech Republic and in light of the discussions and decision under item 15.3 proposed with the meeting agreeing to request CAB approval for the amended version of ExMC/206/CD as an Interim Budget to enable the Scheme to continue operation from 1 January 2005 while a revised budget is prepared for ExMC approval. Following ExMC approval the revised budget will be submitted to CAB for final approval.

The Chairman expressed his thanks on behalf of the members to Mr Berger for his excellent work in preparing all the financial documents and his presentation of them.

16. IECEX INTERNET WEBSITE

The Secretary informed members of some of the changes to the IECEX website, regarding clarifying terminology, i.e. ExCB replaced with “Ex Certification Bodies”. Other changes to the website include

- Upgrade of “IECEX Directory”
- New Web page covering Working Groups

17 OTHER BUSINESS

17.1 AU Proposal

Mr Wigg of AU advised the meeting of discussions held among the AU IECEX National Committee concerning the on-going confidence in the Scheme and presented the AU proposal to introduce “Random Surveillance” of issued CoC and their supporting ExTRs and QARs as part of the on-going surveillance of ExTLs and ExCBs. He further commented that this would be seen initially as a paperwork exercise involving a review of issued documentation with any further action be dependent on the outcome of such a review.

ExMC noted the AU proposal with the Secretariat to prepare a proposal for consideration by ExMC.

17.2 CA Proposal

Mr Gryn, raised that given the increasing level of interest in IECEX and its deliverables, ExMC should consider other forms of Membership to allow other Stakeholders to participate in the overall management of the Scheme including access to Scheme documentation.

In considering the CA proposal the meeting agreed to assign the task of considering other forms of Membership to the IECEX Officers and to report back to ExMC for a discussion to take place during the 2005 ExMC meeting.



18 REPORT TO CAB

The meeting noted that both the IECEX Chairman and Secretary are to attend the CAB next week in Seoul where they will be expected to give a full account and report of the weeks meetings. Along with the presentation of 2003 accounts and 2004 Interim budget a new edition of IECEX 01 will be put forward for approval by CAB.

The Secretary will then report back to ExMC members on the outcome of the CAB decisions.

[Secretariat note: CAB/517 /DL containing Decisions from the CAB Meeting held 19th October 2004 in Seoul was circulated, via E-mail, to the ExMC 4th November 2004]

19 NEXT MEETING - Confirmation of next meeting, year and place

The next ExMC meeting, is to be held in Buxton (United Kingdom) commencing 2nd – 7th October 2005

The host, Mr Ron Sinclair of BASEEFA, has made the following suggestions-

Sunday - WG1 and 5 Meetings
Monday – Industry Seminar
Tuesday/Wednesday- Training Workshop and ExTAG Meeting
Thursday/Friday- ExMC Meeting

In agreeing with Mr Sinclair's proposal the Chairman thanked Mr Sinclair and GB for their kind offer to host the 2005 series of meetings.

The ExMC also agreed to the following future meetings-

2006 People's Republic of China
2007 United States
2008 France

20 CLOSE OF MEETING

Prior to the closing of the meeting Mr Likar addressed the meeting thanking members for accepting SIQ's invitation to host the meeting and hope that members have enjoyed their stay in Slovenia. He also hoped that the members had enjoyed the interaction with the SIQ staff as much as the SIQ staff had enjoyed working with the Officers and Delegates. Mr Likar then introduced the SIQ team and management of the Hotel expressing his own thanks to both his staff and the hotel staff and management for their efforts. Mr Likar then wished all delegates a safe trip back home.



The Chairman thanked Mr Likar and SIQ for such a high standard in meeting organisation commenting that it had provided the IECEx with the perfect environment for a successful and productive series of meetings. The Chairman then thanked the Secretariat for their efforts in preparing the meeting agenda, programme and documentation.

The Chairman thanked all delegates for their attendance and active participation noting that with 23 countries represented this had been the biggest meeting held by IECEx and serves as a milestone in the history of the scheme. Finally the Chairman commented that this community is a “consensus based” community and congratulates the members for being part of a co-operative group of experts.

GB then thanked the Chairman for his excellent work in ensuring that the meeting completed its work in a most professional and efficient manner.

The Chairman declared the meeting closed at approx 3.50 p.m. on 14 October 2004.



Action No.	Mins Item	Action	By Whom	Completion Date
1	4.1	Prepare a presentation on role and operation of CAB for information of IECEX Members at the 2005 ExMC Meeting	Secretary	Prior to 2005 meeting
2	4.2.1	Covey IECEX strong support for the introduction of an IEC Mark for the Ex field, to CAB	Chairman and Secretary	At next CAB Meeting
3	6.1 + 17.1	IECEX Officers are requested to consider the introduction of "random surveillance of ExTR" and to report back to ExMC	IECEX Officers	Prior to next ExMC meeting
4	6.2	Formal note of thanks to be sent to Mr Bennett for his work and stewardship in the development of the TGDs	Secretary	Following the meeting
5	6.2	Formal thanks to EMUA for their stewardship regarding the on-going development of TGDs	Secretary	Following the meeting
6	7.2	ExMC Members have an extended period to submit comments on ExMC/194/CD up till 31 December 2004	ExMC Members	31 December 2004
7	7.3	ExMC Members have an extended period to submit comments on Draft Operational Documents OD 013, OD 014, OD 015, OD 016 up till 31 December 2004	ExMC Members	31 December 2004
8	8	IECEX Chairman, Vice Chairman and Secretary to request CAB approval of ExMC/196/CD as the new edition of IECEX 01 during the next CAB Meeting	IECEX Officers	Following the meeting
9	9	A revised draft of the revision for IECEX 02 is to be prepared for voting by ExMC, incorporating the changes as proposed from the WG1/WG5 Brdo meeting	Secretary in conjunction with WG1 Members	Following the meeting
10	9	In future revised drafts submitted for comment shall have changes indicted to show both additions and deletions	Secretary	On-going
11	10.1	Implementation of the ExTAG recommendations to ExMC	Secretary in consultation with Officers	Following the meeting
12	10.2	The ExMC Secretary to formalise the appointment of Mr Brenon as ExTAG Secretary for a second term	Secretary	From 1 Jan 2005
13	15.1	2003 Accounts approved by ExMC is to be presented to CAB for approval	Chairman and Secretary	At the CAB 2004 Seoul meeting
14	15.2	Draft ExMC/204/CD is to be issued as a new Operation Document "IECEX Scheme	Secretary	Following the



Action No.	Mins Item	Action	By Whom	Completion Date
		Participation Fees" incorporating the agreed changes in item 15.2		meeting
15	15.3 15.4	Prepare an Interim Budget for approval by CAB with a further budget, incorporating the certificate fee, to be prepared for approval via correspondence by ExMC.	Secretary	Following the meeting
16	17.2	Officers to consider other forms of IECEX Membership for consideration by ExMC at the 2005 meeting	IECEX Officers	Prior to 2005 ExMC meeting