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

**To: Members of the IECEx ExMC**

**Title: Report from the IECEx Executive, June 2018 Weimar meeting**

**INTRODUCTION**

This document provides a report from the June 2018 Weimar meeting of the IECEx Executive for noting and consideration during the 2018 ExMC Cannes meeting.

Specific attention is drawn to the following for which ExMC will be requested to note or take a decision:

1. To note publication of IECEx Operational Document OD 002 “Task and Responsibilities of the IECEx Executive”. (4.2.1)
2. Endorse the change in Convenorship of ExMC WG2 to Katy Holdrege of US (4.2.2)
3. Endorse the appointment of Marty Cole of CA as Convenor of ExMC WG13 (4.2.2)
4. Agreement on the proposed new IECEx Assessment Group (4.3)
5. Agreement to re-activate ExMC WG8 “Regulatory Working group” (4.4)
6. Agreement to support the 2017 audited accounts (5.1)
7. Endorse the Preliminary Draft 2020 IECEx budget ExMC/1404/CD
8. Agreement on a revision to OD 019 Scheme fees (ExMC/1280A/CD)
9. Agreement on formation of a Joint WG with OIML (6.3)
10. To Note the 2020 IECEx Operational meetings to be hosted by NEPSI in CN
11. Appreciation of the IECEx Executive for the hosting of the 2018 IECEx Operational Meetings by R.Stahl of Germany

**IECEx Secretariat**

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**2018 IECEx Executive Meeting**

**Agenda + Report of Meeting**

**Held at Weimar, Germany on Friday 22nd June 2018**

**(Commencing at 11:00 AM)**

**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 Timothy Duffy (TD) ExMarkCo Chair

Mr Peter Thurnherr (PT) ExPCC Chair

Mr Ralph Wigg (RW) 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

**Apologies**

Mr Julien Gauthier (JG) ExTAG Secretary

1. **Opening and Confirmation of Agenda**

The IECEx Chair Dr Thorsten Arnhold, opened the meeting welcoming all.

The meeting agreed with the agenda as presented by the Secretary with additional items.

1. **Apologies**

An apology was noted from Julien Gauthier

1. **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

Items 3.1 + 3.2 were handled together with the meeting noting the following:-

* Provision for Voting and Non Voting Member countries
* Requirement for Annual reporting by Member Bodies of stakeholder involvement at national level
* Document timeline table for ExMC Meeting preparations.

The meeting was informed of current work within CAB to update IEC CA 01 to include provision for 5 year re-appointment of Member Bodies where the Member Body is not the National Committee of the IEC.

The meeting also noted the pending Ed 2.2 of the IEC CA 01 HBR, noting that the CA Systems will need to update their Supplements noting that CAB has given approval in advance for the CA Systems to update their Supplements and publish without the need to seek formal CAB approval, on the basis it is only the referencing to IEC CA 01 that is changed.

The meeting also noted that the IECEx 01-S is at Edition 1.0 but will need updating to capture referencing of the new edition of IEC CA 01 but also noted the need for IECEx ExCBs to be aware of the replacement of IECEx 01 by (IEC CA 01 + IECEx 01-S) and agreed that the Secretariat should issue a Circular to ensure all members are informed.

**ACTION: Secretariat to issue a circular to Member Bodies and ExCBs.**

**3.3 Cyber Security.** The Chair then called on Mr Duffy to update the meeting on Cyber Security within CAB. Mr Duffy gave the background of the work in CAB and also the work within IECEE informing of CAB deciding that IECEE should take the lead in the area of Conformity Assessment.

The Chair, noted the significance of industrial automation is of interest to IECEx, with Mr Duffy recalling the CAB Decision that the Cyber Security work done within IECEE should not be repeated by the other IEC CA Systems,(CAB Decision 42/12).

The meeting also noted a workshop on Cyber Security run by Mark Amos of the IECEx Secretariat and recalled its appreciation for this updated information.

The meeting supported the Chair’s suggestion of a watch and see approach to the IECEE work.

1. **Status of Actions + Items referred to Executive from 2017 ExMC Meeting**
   1. **Report on status of Action Items**

The Executive to note/review Marked up version of ExMC Action Table in the 2017 Minutes.

The meeting noted the status of action items that have been completed and those that are awaiting action from various members and the need for the Secretariat to send reminders to National Bodies whom have committed to provide proposals for Cannes 2018 meeting.

The meeting sought the availability of an actions status document for all members to access with the Secretariat advising that they have an internal document for internal use within Secretariat with the meeting requesting that a version be made available for all members to access.

**ACTION:**

1. **Secretariat to remind those Members that are yet to submit items according to the recorded actions.**
2. **Secretariat to make available to members a version of the Secretariat’s internal file of table of actions.** 
   1. **Tasks and responsibilities of the IECEx Executive**

**4.2.1 New Operational Document -** The Executive to receive a report from the Secretary on progress with ExMC Decision 2017/27 to include the content of ExMC/872/DV in an IECEx Operational Document regarding the IECEx Executive Tasks and Responsibilities.

Document to note: *IECEx\_OD\_002\_Ed1.0.doc forwarded for publication*

The meeting noted the draft OD 002 Ed 1.0 that details the tasks and responsibilities of the IECEx Executive is awaiting publication with the Secretariat calling for any main concerns with the document prior to releasing it for publication. None were raised therefore the new OD 002 will be proceed to publication.

**ACTION: Secretariat to arrange immediate publication of the new OD 002**

**4.2.2 Matters requiring a Decision from Executive -** The Executive to also note the requirement in ExMC Decision 2017/06 to report decisions taken by the IECEx Executive to the ExMC for endorsement

1. Change of Convenorship of ExMC WG2 from Steve Bentham to Katy Holdrege of US

CA gave the background behind the recent move to replace Mr Bentham with Ms Holdrege as Convener of ExMC WG2 and that he had consulted with the IECEx Chair whom approved this move in order to facilitate the ExMC WG2 meeting held this week.

CA further informed that he had consulted with both Mr Bentham and Ms Holdrege and while Ms Holdrege indicated her agreement for the change, no response hence no objection from Mr Bentham was received.

On this basis CA sought the endorsement of The IECEx Executive, with the meeting agreeing to this action which is to be reported to the ExMC.

ENDORSEMENT FROM ExMC: The ExMC will be requested to endorse the change in Convenorship of ExMC WG2 to Ms Katy Holdrege, with Mr Bentham as Deputy Convener, if still required.

1. Convenorship of ExMC WG13 Others ExMC proposed that this could be a permanent role for the IECEx Vice Chair or Chair (item 13.3 of Mins (ExMC/1330A/RM)?

The IECEx Executive, confirmed its appointment of Mr Marty Cole as new Convener of ExMC WG13 and agreed that this be presented for endorsement at the next ExMC meeting

ENDORSEMENT FROM ExMC: The ExMC will be requested to endorse the change in Convenorship of ExMC WG13 to Mr Marty Cole.

* 1. **Consideration of Converting ExMC WG4 – Assessors WG to a more Permanent Group,**

The Executive to discuss ExMC Decision 2017/75 (in ExMC/1298/DL) regarding this matter and consider Actions 2 and 3 of Decision 2017/75

CA informed the meeting that during the ExMC WG4 yesterday, that the WG4 reviewed in detail document the draft ToR and responsibilities detailed in ExMC(Washington/Executive)08 and made a number of proposed changes.

The IECEx Executive, considered the draft ToR and responsibilities of this new IECEx Assessment Group, IAG and the proposed changes from the ExMC WG4 meeting the prior day and agreed to present an updated version incorporating the changes made at the Executive meeting for approval by ExMC at its Cannes September 2018 meeting, including the proposal to appoint Dr Munro and Ms Holdrege as Convener and Deputy Convener respectively.

During the discussions, RS raised the value in having a dedicated document that details the structure of the IECEx System now that we have Committees and Groups for each of the Scheme and now an additional Group that cuts across all schemes. The meeting agreed and asked the Secretariat to prepare a first draft for review by the Executive but not to hold back the progress of issuing a document for the new IAG.

**ACTION:**

1. To submit draft to ExMC for Approval + Propose Convener + Deputy Convener
2. IECEx Executive and Secretariat to prepare a Document that details the Organisational structure and of the IECEx System.

**4.4 DE Proposal to reactivate ExMC WG8 – Regulatory Issues**

The meeting noted a recent proposal from DE to e-activate ExMC WG8 “Regulatory Recognition” due to some concerns related to market surveillance issues and the need to consider needs of all stakeholders including Regulators, noting the following current Terms of Reference:

Current WG8 ToR: This WG has been formed to provide a consultative forum for discussions to assist Regulatory awareness of the IECEx System and Schemes and cooperation with United Nations, UNECE

In noting the DE proposal The IECEx Executive, indicated its support for this including the proposed new convener mR Frank Leinesch of PTB Germany.

ENDORSEMENT FROM ExMC: The ExMC will be requested to agree to the DE proposal.

**4.5 US Requests for additional features on the IECEx Website**

The IECEx Executive are requested to note work underway/done concerning requests of the USNC/IECEx, including new Meeting Decision Web page [**https://www.iecex.com/members-area/documents/exmc-meeting-decisions/**](https://www.iecex.com/members-area/documents/exmc-meeting-decisions/)

CA gave a report of the status of work done by the Secretariat to address proposals from the US and other Member requests including:-

* Launch of the New IECEx Website late 2017
* Improvements and updates to new website + on-going
* Meeting decisions webpage – New feature
* Introduction of new “Component Certificate” Template – new feature to the CoC site
* Others

The meeting noted the above and while acknowledging the good work done so far did consider the need for greater use of the website for promotion and use that should be made of the IEC Central Office communications resources.

1. **Finance**
   1. **2017 Accounts – Review of Accounts (ExMC/1362/DV)**

The IECEx Treasurer, Mr Thierry Houeix presented the 2017 IECEx accounts in detail along with the current 2018 Forecast and highlighted the following

* **Auditors Report** = IECEx MC/1362/DV (includes Notes)
  + Confirmation that accounts are in order and comply with Swiss Law
  + Requires endorsement from MC to submit to CAB
  + Requires CAB approval during their 2018 Busan meeting

* **Summary**
  + Total Income = CHF 1’465’304
  + Total Expenses = CHF 1’302’360
  + Contribution to General Reserves = CHF 162’944 (CHF 55’269 above budget – 51% above budget predictions)
  + IECEx General Reserve @ Dec 2016 = CHF 2’075’980

(representing approx. 1.6 years operating expenses)

The meeting reviewed the 2017 accounts and noted a pleasing end of year result and support the accounts going forward for ExMC and CAB approval

ENDORSEMENT FROM ExMC: The ExMC will be requested to accept the 2017 IECEx Audited Accounts.

* 1. **2018 Forecast**

The Executive to receive a report on the financial forecast for 2018 noting that there are no extra ordinary changes foreseen in 2018 and that there is confidence that the end of year result will provide a contribution to the IECEx General Reserve to make or surpass the budgeted amount of approx. (estimated CHF 217K.against a budget of CHF 180K)

The meeting noted the current 2018 Forecast specifically noting that there are no major issues or surprises expected but that we seem to be on track to meet or surpass the budgeted Contribution to the IECEx General Reserve

* 1. **Report on receivables**

To provide the Executive with a status of any outstanding invoices and proposed application of surcharge according to OD 019.

The Secretary and Treasure informed the meeting of the on-going weekly monitoring of payment of IECEx issued invoices that may cover:

* Application fees
* Annual fees
* Certificate fees
* Assessment fees

And are pleased to report that in the vast majority of cases prompt payment is made by the Members and Bodies but also reminded of the CHF 1’000 surcharge for late payment as provided for in the OD 019.

* 1. **General Finance matters**

The Executive to consider the Actions assigned via ExMC Decision 2017/89 as extracted below:

*Decision 2017/89 (ExMC/1298/DL)*

*The Meeting considered ExMC/1280/DV as a draft revision of IECEx OD 019 and proposed that as an alternative (that would achieve the same objectives in a more manageable way) fees be applied to all new QARs and ExTRs and possibly other forms of certification (eg. ATEX provided via a QAR). It was agreed that the Executive consider the comments from this meeting and prepare a proposal for consideration at the next ExMC Meeting.*

Documents for background:

* *ExMC/1280/DV*
* *Section 18.3 of ExMC/1330A/RM*

The Executive may also wish to consider any recommendations from the June 2018 ExPCC meeting regarding proposals for reduction of IECEx 05 Scheme certificate fees as outlined in the ExPCC Meeting paper referenced below:

Document for background:

* *ExPCC\_102\_CD*

The meeting discussed the proposed changes to OD 019 as presented in ExMC/1280/DV noting the various issues and agreed to propose the changes to ExMC for consideration.

**ACTION:**  Prepare a document for consideration at the 2018 Cannes meeting

The meeting then discussed the BR Proposal concerning the IECEx CoPC Fee level and their request for a reduction in the Certificate Fee, noting that NO submitted a proposal to reduce the CoPC certificate fee when submitting theor vote for the 2019 Budget.

The meeting noted that ExPCC are currently surveying its members to determine an appropriate proposal for submission to ExMC.

At this point the Executive noted this report and also expressed sympathy with the call for dealing with multiple applications at the same time and agreed to await the outcome from the ExPCC survey prior to considering this matter further.

* 1. **Preparation of forecasted Draft 2020 Budget noting approval of the 2019 Budget (CAB/1724/DV)**

The Treasurer and Executive Secretary to present an initial pre Draft 2020 budget.

This item was dealt with under earlier agenda item 5.2 when dealing with the 2018 Forecast with the Treasurer and Secretary presenting the meeting with a pre Draft budget for 2020 based on the current situation at June 2018 but noted that the pre Draft 2020 budget would need to be reviewed in light of the end of year results for 2018. The meeting supported the conservative approach proposed by the Treasurer and Secretary for 2020.

The meeting did however raised the need for more marketing and promotion noting that there is sufficient provisions in the budget for this but must be used.

There was also a discussion on the “Contribution to IEC Central Office” with CA providing an explanation and rationale behind this and the calculation used to derive.

On this basis the meeting supported the pre Draft 2020 Budget going to ExMC members for consideration.

ENDORSEMENT FROM ExMC: The ExMC will be requested to agree with the pre Draft 2020 IECEx Budget being used as a basis for the 2020 Budget that will require ExMC voting.

1. **IECEx Membership Update**

**6.1 General Update**

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

The Executive noted that Austria are being invited to attend the Cannes 2018 meetings and also noted the upcoming IECEx Conference being held in Indonesia and hence are a possible new member country.

No other countries raised at this point.

The Chair noted that if we conduct a successful marketing campaign of our Service Facility and Personnel Schemes this could attract new countries.

**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

No other matters tan those covered in item 6.1 were raised.

**6.3 OIML Possible Cooperation with IEC and IECEx**

To note recent communication between OIML and IECEx resulting from OIML using IEC IP in developing a new Certification Scheme

The Executive noted that the current situation of OIML and informed of recent dialog between IEC and OIML and that the IECEx Chair have extended an invitation for the OIML to attend the Cannes 2018 meetings and supported the formation of a Joint WG between IECEx and OIML to explore areas of possible cooperation, noting the commonality of some of the Ex Equipment covered by both IECEx and OIML.

ENDORSEMENT FROM ExMC: The ExMC will be requested to note the current dialog with OIML and the possibility of forming a Joint WG to explore areas of possible cooperation.

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

Mr Mike Roy of the Secretariat gave a report of the IECEx Complaints and Feedback Register maintained by the IECEx Secretariat and noted both the item closed and explained the status of the few items that remain Open and the actions to try and close them

The meeting appreciated this report and requested that a sample of the register be shared with the ExMC membership during the Cannes meeting in order that they appreciate the work being dne behind the scenes.

The Secretariat indicated that in doing so they would not make public details of names etc.

**ACTION:**  Prepare a document for Information to ExMC at the 2018 Cannes meeting

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

The meeting noted some areas of mis use of the IECEx letters and previous misuse of the IEC and IECEx Logos and were informed by CA the action including legal action taken by IEC Central Office.

CA further informed that monitoring and taking action of misuse is one of the key roles of Mike Roy as IECEx Compliance Manager at the Secretariat.

1. **Committee Reports - Matters for consultation with the Executive. Chairs of the Committees to report**
   1. **ExTAG Report**

The meeting noted a verbal report from Prof XU regarding on-going work of the ExTAG especially in the Decision Sheets, highlighting the process and noting that we are expecting a proposal for a new OD on IEC 60079-28 and follows on from the Decision Sheet and discussions during the last IEC TC 31 CAG Meeting.

No Decisions were required of the Executive

* 1. **ExMarkCo Report**

The meeting received a verbal report from Mr Duffy advising that ExMarkCo met this week and highlighted noted the following:

* Vacancies on the membership
* Problems in securing Regulatory representations
* The need for out reach and targeted marketing
* Noted the survey to be issued to Member Bodies and a suggestion that the survey identify as Active Membership
* Recapped over action items from Washington eg participation by all ExCBs operating in the IECEx 02 scheme to also operate as an IECEx Mark License issuing ExCB and that this is a proposal that will be put before ExMC
* Nomination of Tim Duffy as Chair according to IECEx 02 Cl 4.3.12 to serve an additional term.

No Decisions were required of the Executive

* 1. **ExPCC Report**

Peter Thurnherr as ExPCC Chair gave a verbal report, advising that ExPCC and some its WGs met this week and highlighted the following:-

* A decision made on how to move the Question databank forward and commence its use
* Promotional matters and to make greater use of IEC Central Office and have brochures in multiple languages available
* Discussion ongoing on a possible discount of the IECEx CoPC Certificate fee especially for multiple applications from the one organisation
* Endorsement of Peter Thurnherr to serve a second term as ExPCC Chair and also to address succession planning
* Use of the Decision Sheet concept as used by ExTAG for ExPCC

Mr Wigg informed of the background behind ExPCC deciding to use a Decision Sheet process similar to what is used within ExTAG.

No Decisions were required of the Executive

* 1. **ExSFC Report**

Mr Sinclair gave a verbal report advising that ExSFC met earlier this week but was concerned over the lack of attendance by many of the ExCBs at the meeting.

Mr Sinclair informed of progress of the work of documents for the various Schemes within ExSFC and that the Secretariat will update the drafts based on

IECEx 03-4 Scheme for Inspection, noting that SIRIM is the only ExCB operating in the scheme.

IECEx 03-5 Scheme is progressing well but mentioned that some more targeted marketing would be most helpful in growing them.

One key point raised was the number of clicks needed to access information of the schemes on the website.

Both Ron Sinclair and Marco E. have been nominated to serve a second term.

No Decisions were required of the Executive

1. **Update on Cooperation with IEC TC 31**

To note and discuss attendance by the Chair and Secretariat to the TC 31 CAG meeting held in Split, Croatia in April 2018.

The meeting noted the ongoing cooperation with TC 31 noting that the Chair and Secretariat attended the last TC 31 CAG meeting and took the opportunity to hold a one day IECEx Conference which did prove rather successful in terms of increased networking .

The Executive indicated their support for the on-going cooperation with TC 31

No Decisions were required of the Executive

1. **Update on preparations for 2018 Annual Meetings in Cannes, France**

Secretariat to report.

In considering matters for the Cannes IECEx 2018 meetings, TH informed the meeting that all preparations are according to plan and that the FR National Committee are looking forward to hosting the meetings. TH also advised that there will be some members of the FR Young Professionals in attendance during the IECEx meetings.

The meeting then considered matters and topics for the ExTAG Training Session and agreed to the following:

* ISO/IEC 80079-34 new edition 2.0 – Thierry H. to present
* Others to be determined by the Secretariat

**ACTION:** Secretariat to take the above into account when planning the ExTAG Training Workshop

**10a 2019 IECEx Meetings Dubai**

CA informed the meeting that we now have confirmation from the Hosts, ESMA from the UAE that the 2019 meetings will be held in Dubai during the week 23 -27 September 2019 and that there is to be a 1 day Industry Conference to be held on the Wednesday.

The location for the 2019 IECEx meetings is to be Dubai with specific venue and further details to follow.

No Decisions were required of the Executive

1. **IECEx Promotional activities update**
   1. **IECEx International Conference 2018 – Split, Croatia**
      1. Report on the Conference – Those members that attended to report
      2. Chair and Secretary’s view

The Executive noted a report from CA on the recent 1 day conference held in Split with TA advising that this was held in conjunction with the TC 31 CAG meeting and provide an excellent networking opportunity.

* 1. **IECEx International Conference 2018 – Jakarta, Indonesia**
     1. Report on planning for the Conference

The Executive received an updated report from CA on current planning and preparations with MA explaining the involvement of the Indonesian National Committee.

No significant issues were raised during discussions with the Executive looking forward to a final positive result.

* 1. **IECEx International Conference 2019 – Istanbul ,Turkey**
     1. Report on planning for the Conference

In considering future conferences Peter Thurnherr raised that we need to be selective with our targeting of the audiences as running conferences where there is little or no manufacturing and only talking about equipment certification does not make sense. There should be a focus on other IECEx Schemes and a highlight on the issue of “Product Marking” and how to understand the marking label and reading a certificate as his experience is that understanding of this is very poor.

The Executive expressed concern over the huge investment to hold a 2 day conference in Turkey versus the expected return noting that Turkey utilise ATEX and questioned the value.

Following some detailed discussion the Executive concluded that rather than a 2 day International conference, they prefer to leave to the Secretary to arrange an Industry workshop session, noting that our IECEx Past Chairman, Dr Klausmeyer now resides in Turkey and felt that conducting an industry session should be done first and then a 2 day International Conference could follow.

The meeting therefore recorded the following decision

**DECISION:**  To conduct an industry session organised by the Secretariat and then later consider running a 2 Day International Conference

**ACTION:**  IECEx Secretariat to communicate the decision to Turkey and offer to conduct an industry workshop

The meeting then considered other regions for future conferences and highlighted areas in the RU region and asked the Secretary to investigate.

**ACTION:**  IECEx Secretariat to investigate the possibility of running IECEx Conferences in the region near RU

* 1. **Other Promotional Opportunities**
     1. Note PCIC ME and PCIC Europe + Nth America
     2. To discuss Promotion in the Gulf region
     3. To discuss Promotion in SE Asia
     4. Other events to support Member Bodies
     5. Active and up to date marketing on the IECEx homepage and active work in LinkedIn and other media.

The meeting discussed various other opportunities for events and noted discussions earlier today during the ExMC WG13 meeting on Promotion and supported the idea of IECEx participating in trade events and asked the Secretariat to investigate this further.

Prof XU informed that that NEPSI will be holding a seminar this year as part of the bi-annual seminar program.

**ACTION:**  IECEx Secretariat to investigate the possibility of IECEx participating in Trade shows

1. **Other Business**

**No Other business raised**

1. **Next meeting**

ULdo Brazil have invited IECEx to Sao Paulo (Brazil) for the 2018 IECEx Operational Meeting and suggest either of the following periods:

* 13th -17th May 2019

or

* 20th – 24th May 2019.

so as to avoid local national holidays and events. The Executive are requested to select one of the above date period options (in which meetings of the Executive, Committees and relevant Working Groups will be scheduled to run in parallel where necessary) so that Secretariat and our hosts can commence planning.

Update information: Confirmed by BR that the next Operational Meetings will be held 6 – 10 May 2019 in Sao Paulo

The meeting accepted the kind offer of Prof XU for China to host the IECEx 2020 Operational meetings, with NEPSI to manage.

**ACTION:**  Secretariat to plan the 2019 IECEx Operational meetings with BR for the dates 6 – 10 May 2019 in Sao Paulo

1. **Close.** Expected close 5:30pm

The Chair closed the meeting at 4.15pm thanking everyone for attending and the meeting expressed it thanks to both Dr Arnhold and R Stahl for the excellent hosting of the 2018 series of IECEx Operational meetings.