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

### **Title: Report from IECEx Executive**

**To: Members of the IECEx Management Committee, ExMC**

**INTRODUCTION**

This document contains a report from the IECEx Executive including their meeting report from the May 2019 Singapore meeting.

Matters that are for noting or consideration by ExMC and included in the report are:

Item 4.2 – The Executive reconfirmed its acceptance of IECEx OD 002

Item 4.3.1 – CN Proposal, ExMC/1435/CD [Action item 7 from ExMC/1448A/RM]

Item 4.3.2 – Use of IEC 62784 Vacuum Cleaner Standard, [Action item 37 from ExMC/1448A/RM] noting ExTAG/552/Inf issued to ExTAG to convey the Executive’s decision

Item 4.3.3 – ExSFC Membership [Action item 39 from ExMC/1448A/RM]

Item 4.3.4 – CoPC Certificate Fees [Action item 48 from ExMC/1448A/RM]

Item 4.3.5 – Trial of Consent Agenda [Action item 59 from ExMC/1448A/RM]

Item 5 – IECEx Finance

Item 6.1 Officer Position and Proposal to convert ExTAG Secretary to ExTAG Deputy Chair

Item 9.2 – ExMarkCo and proposed new direction for the IECEx Mark

Item 10 – TC 31 matters

Item 12 – Promotional activities and the idea of a dedicated IECEx Marketing WG

This report and items contained are listed for discussion during the 2019 Dubai ExMC Meeting.

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**2019 IECEx Executive Meeting**

**Report + Agenda**

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

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

Blue text **= Minutes**

**Attendance:**

Dr Thorsten Arnhold (TA) IECEx Chair

Mr Martin Cole (MC) IECEx Vice Chair

Mr Thierry Houeix (TH) IECEx Treasurer

Prof Xu Jianping (XJ) ExTAG Chair

Mr Julien Gauthier (JG) ExTAG Secretary

Mr Timothy Duffy (TD) ExMarkCo Chair

Mr Peter Thurnherr (PT) ExPCC Chair

Mr John Allen (JA) ExPCC Deputy Chair

Mr Ron Sinclair (RS) ExSFC Chair

Mr Marco Erdhuizen (ME) ExSFC Deputy Chair

Mr Chris Agius (CA) IECEx Executive Secretary

Mr Mark Amos MA) IECEx Business Manager

Mr Mike Roy (MR) IECEx Compliance Manager

Dr Jim Munro (JM) ExAG Convener

Ms Katy Holdrege (KH) ExAG Deputy Convener

Mr Ralph Wigg (RW) Guest – Former ExPCC Deputy Chair

**Apologies**

**Nil**

1. **OPENING AND CONFIRMATION OF AGENDA**

TA as IECEx Chair Declared the meeting open at 1.30pm, noting that ALL members of the IECEx Executive are present and extended a special welcome to new Members, JA, JM and KH. Also welcoming RW as guest and noting his long standing membership of the Executive.

1. **APOLOGIES**

Nil

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

The meeting noted an update from CA concerning the new Edition 2.3 of the IEC Harmonised Basic Rules (IEC CA 01) and Edition 2.0 of the IECEx Supplement to the Harmonised Basic Rules (IECEx 01-S). Noting that the main changes to IECEx 01-S relate to the IECEx Organisation and introduction of the IECEx Assessment Group, ExAG and that the Convener and Deputy Convener are members of the IECEx Executive.

1. **STATUS OF ACTIONS + ITEMS REFERRED TO EXECUTIVE FROM 2018 EXMC MEETING**
	1. **Report on status of Action Items**

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

CA displayed the a record of the actions list from the ExMC Confirmed Minutes, ExMC/1448A/RM noting many of the actions have been completed via the publication of documents approved during the Cannes ExMC meeting and others as being dealt with during this week of the IECEx Operational Meetings.

The meeting was given the opportunity to raise any questions. None were raised.

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

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

Document to note:

* IECEx OD 002 Ed1.0.

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

The Chair noted publication of the OD 002 and gave the opportunity for the meeting to raise any questions. None were raised.

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

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

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

**Document to consider:**

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

TA introduced this item with the meeting taking a discussion and noting that some of the recent changes in the way IECEx work and structure does address some of the proposals of CN, with JM suggesting that as we now have the new ExAG included in the IECEX organisation and the rules by which it operates published as IECEx 06, this addresses Category 4 “Approval of Assessors” of the CN proposal.

The meeting agreed that as ExAG now has the task to approve Assessors, rather than voting by ExMC, this is in line with the CN proposal and feels that this has been adressed.

The meeting also noted that the CN proposal for category 3 “Approval of Scope Extensions” by a smaller group other than ExMC and in consideration felt that there is value in having the broader Membership approve these given the regulatory nature of Ex and to prevent any concerns of acceptance being raised from members that may not be involved in the approval process. The meeting further suggested that the recent enhancements to the IECEx Electronic voting system (ie provision for alternates) may assist Members.

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

**Document to consider:**

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

TA introduced this item with CA informing the reminding the meeting of the discussion undertaken during the ExMC Cannes meeting where ExMC requested that the Executive consider the criteria for acceptance of ExCBs and ExTLs to hold new IEC 62784 in their scope.

The meeting considered this and agreed that this new Standard needs to be linked to the IEC 60079-31 and agreed to the following:

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

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

In addition, ExMC WG2 will be requested to expand the TCD and ExTAG WG1 requested to prepare an ExTR Blank for this Standard.

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

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

**Document to consider:**

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

RS as ExSFC Chair reported that ExSFC will be proposing a new Membership structure which will be presented for the ExMC to consider in Dubai. However the Executive have agreed to also consider this new structure via correspondence and advise ExMC of the Executive views.

Action, Executive to consider via correspondence once available from ExSFC.

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

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

**Document to consider:**

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

The meeting discussed the BR proposal in light of the recent ExPCC meeting where alternatives were also canvassed but are yet to be considered. The meeting noted that most countries felt that there not a huge problem with the Certificate fees but that BR and NO were supporting a reduction.

The Executive also noted the results of certificates issued over the time 2015 – 2018 and the financial result and do not feel that they are in a position to consider any changes at this point and await a firm proposal from ExPCC.

On the issue of whether a transfer from one ExCB to another ExCB could be treated as an “up issue” of the certificate for the purposes of CoPC Certificate fees. The Executive noted that this is a new proposal and in discussion resolved not to support this for fear of encouraging “ExCB” shopping.

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

**Document to consider:**

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

The meeting noted the BR recommendations and the decisions from the 2018 Cannes ExMC meeting in particular:

* To record training sessions
* To re-arrange meeting days of the week
* Use of a consent agenda

The Executive noted the ExMC’s support for recording Training Sessions and use of Consent agenda but not the re-arranging of the meeting days.

On the issue of introducing a Consent Agenda, TD gave an explanation of how a consent agenda could work for ExMC meetings and the advantages of using these in making meetings more efficient.

The Executive took a discussion on the practical ways this could work noting the examples of IECEE and CAB and agreed to trial a consent agenda item for the Dubai meetings for items that require ratification but not for items that impact on changes to rules, with an explanation to be provided and proposed expanded use for future meetings.

The Chair did raise a concern over not losing out on valuable discussion.

In accepting the point raised by TA the Executive agreed to review this at the May 2020 Operational meetings.

1. **FINANCE**

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

**Document to consider:**

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

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

**5.2 Status of 2020 Draft Budget**

**Document to consider:**

* ExMC/1468/DV – Draft 2020 IECEx Budget

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

**5.3 Preparation of Three Year Budget Forecast**

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

The above 3 agenda items were dealt with together with TH giving a ppt presentation to summarise the IECEx financial position summarising as follows:

For the 2018 Audited Accounts:

* + Total Income = CHF 1’534’933 (CHF 1’465’304 @ 2017)
	+ Total Expenses = CHF 1’332’340 (CHF 1’302’360 @ 2017)
	+ Contribution to General Reserves = **CHF 199’883** (CHF **162’944** @ 2017 and 11% above budget predictions)
	+ IECEx General Reserve @ Dec 2018 = **CHF 2’275’863**

 (representing approx. 1.6 years operating expenses)

The meeting considered the Draft Financial Outlook to 2022 as prepared by the Treasurer and Secretary and following discussion and minor adjustment to the Communication and Printing from CHF 20K to CHF 40K for 2022 on the Low side, agreed to the following Table.

|  |
| --- |
| **IECEx Financial Outlook to 2022** |
|   | **2020 ExMC Approved Budget** | **2021 Outlook**  | **2022 Outlook**  |
|   |  |  |  |  |  |
|   |  | **Low** | **High** | **Low** | **High** |
| **Membership dues** | **330,000** | **325,000** | **343,200** | **330,000** | **357,000** |
| **Sales** | **5,000** | **3,000** | **5,000** | **3,000** | **5,000** |
| **CA systems operations** | **1,435,000** | **1,280,000** | **1,488,400** | **1,285,000** | **1,541,856** |
|  |   |   |   |   |   |
| **TOTAL OPERATIONAL INCOME** | **1,770,000** | **1,608,000** | **1,836,600** | **1,618,000** | **1,903,856** |
|   |  |  |  |  |  |
| **Personnel expenses** | **1,008,000** | **1,058,400** | **1,058,400** | **1,090,152** | **1,110,000** |
| **Rent & maintenance** | **110,000** | **115,500** | **115,500** | **120,000** | **120,000** |
| **Office & administration** | **202,600** | **164,060** | **209,560** | **164,108** | **221,268** |
| **Communication & printing** | **80,000** | **40,000** | **80,000** | **40,000** | **80,000** |
| **Meeting and travel** | **190,000** | **145,000** | **190,000** | **120,000** | **200,000** |
|  |  |  |  |  |  |
| **TOTAL OPERATIONAL EXPENDITURE** | **1,590,600** | **1,522,960** | **1,653,460** | **1,534,260** | **1,731,268** |
| **OPERATIONAL RESULT** |  **179,400**  |  **85,040**  |  **183,140**  |  **83,740**  |  **172,588**  |
|   |  |  |  |  |  |
| Net financial revenue | 500 | 100 | 500 | 100 | 500 |
| **ANNUAL RESULT BEFORE ALLOCATIONS**  |  **179,900**  |  **85,140**  |  **183,640**  |  **83,840**  |  **173,088**  |
|   |   |   |   |   |   |
| **ANNUAL RESULT AFTER ALLOCATIONS** | **0** | **0** | **0** | **0** | **0** |

The following principles have been used in compiling this IECEx Financial Outlook:

* Using the Draft IECEx 2020 Budget (MC/1468/DV) being approved by the IEC Conformity Assessment Board, CAB
* Maintain a revenue mix of Membership fees and user pay via Annual dues and Certificate Fees
* Maintain NO increase in annual dues (19 consecutive years of no increase)
* Maintain a dedicated technical Secretariat
* Apply a modest annual increase in both income and expenditure to reflect both growth in existing services and adjustments in resources
* Focus on growth in IECEx existing service deliverables
* No new deliverables foreseen at this time and no extraordinary expenditure planned.

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

**6.1 Officer Positions**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The meeting noted the listed Officer positions and appreciated that the Secretariat had received one nomination for the position of IECEx Chair from ZA for Mr Paul Meanwell and support this going forward for approval at the ExMC Dubai meeting.

CA advised that concerning the ExTAG Secretary position that no nominations had been received and recommended that in order to align with other IECEx Committees that report to the ExMC, that the position of ExTAG Secretary be changed to “ExTAG Deputy Chair. The meeting discussed this option and support this alignment and agreed to recommend to the ExTAG and ExMC this change.

Recommendation to ExTAG and ExMC:

Change the position of “ExTAG Secretary” to “ExTAG Deputy Chair” in line with other Committees that report to the ExMC

The meeting then noted that TA will complete his second and final term as IECEx Chair at the end of 2019 and expressed a special note of appreciation for his dedicated service.

1. **IECEx MEMBERSHIP UPDATE**

**7.1 General Update**

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

CA informed the meeting of current discussions with Greece whom have advised are finalising their application to join IECEx.

TA also noted the recent communication with Saudi Arabia whom are also planning to join IECEx.

While discussing membership, TD reminded the Secretariat of opportunities under IEC CA 01 concerning Non-Voting membership.

**7.2 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

Mr Sinclair raised the issue of Brexit regarding UK based ExCBs once Brexit takes effect and informed that ExCBs based in the UK will be accepted as UK approved bodies and hence continuation as ExCBs under the IECEx Scheme is not in question.

**7.3 OIML Cooperation with IEC and IECEx**

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

CA informed the meeting of the status of the newly formed JWG between IECEx and OIML and that the first meeting of this JWG is being planned to coordinate with the 2019 IECEx Dubai meetings.

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

**8.1 Report on Complaints and Feedback**

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

CA informed the meeting of the system within the Secretariat for recording and monitoring complaints outlining examples of such complaints handled by the Secretariat and advised that there are no matters that require to be brought to the Executive attention at this stage.

**8.2 Any other matters including feedback or misuse of Certificates/Marks/Logos**

In discussing feedback on use of the IECEx system the meeting noted national regulations such as those for the UAE with the Secretariat advising that use should be made of the IECEx scheme and peer assessment evaluations.

The meeting undertook a general discussion on the status of various national regulations including RU and Customs Union as well as China CCC.

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

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

* 1. **ExTAG Report**

ExTAG Chair to raise any matters with the Executive

Prof XU reported on the discussions on development of DS and use of OD 035 and the good cooperation with TC 31 and SCs and he highlighted the aspects of the meeting of the TC 31 AHG held this week. Prof XU expressed his appreciation for this work and the excellent work done by Christine Kane of the Secretariat.

Participation at the IECEx annual meetings and is striving to continuously improve the meeting and seeks to implement the ExTAG decision that for 2 consecutive years missing from ExTAG meetings that this should give rise to the Secretariat conducting a special investigation and likely require a special assessment.

Katy raised the benefits of using the similar On-Line voting system for the commenting on Decision Sheets and the Secretariat informed this is under investigation.

Julien advised that the ExNB Group have published and accepted most of the ExTAG Decision Sheets. The meeting appreciated this cooperation noting the benefits to industry.

* 1. **ExMarkCo Report**

ExMarkCo Chair to raise any matters with the Executive

TD informed of the ExMarkCo meeting held in Singapore noting the following

* New members in Jim and Katy
* Review of the new Brochure
* Review of the Justification for retaining the Mark License Scheme
* A letter from AU
* Email Communication from Turkey
* Reviewed the previous Survey results
* Remarks from WG8

TD outlined the proposals to go to ExMC that a Mark be available and that access to the mark be streamlined and integrated into the IECEx 02 Equipment Scheme. One of the main options being canvassed was the issuing of the License possibly by the QAR provider.

Looking at more efficiencies in holding meetings and use of teleconferencing etc.

The meeting indicated its support for this new direction as being proposed by ExMarkCo and the value in retaining a Mark within the IECEx System

* 1. **ExPCC Report**

ExPCC Chair to raise any matters with the Executive

PT advised of the WGs that met in Singapore this week that progressed its work and changes in WG3 to move the question bank along.

The meeting took a discussion on the question bank and the tools. The meeting noted that from 1 January 2020 the Question Bank will be used by all bodies.

* 1. **ExSFC Report**

ExSFC Chair to raise any matters with the Executive

RS reported that the ExSFC and its WGs that met this week noting the following points:

* Membership
* Nature of Assessments of ExCBs joining the Scheme – noting some discussion over use of witness auditing as part of the assessment process and suggestions that this form part of the IECEx peer assessment process

The meeting discussed this aspect with Katy advising that this was also discussed within the ExAG and felt that witness auditing can be used as a tool for qualifying ExCBs and agreed to support use of Witness auditing in the peer assessment process and asked ExSFC to provide ExAG with the criteria they feel necessary.

* ExSFC noted DS 2012/002 DS 2013/006 as ExTAG but suggest they should now fall under ExSFC and propose that that ExSFC also be able to issue Decision Sheets
* Liaison between ExSFC and TC 31 noting the standards used by ExSFC are from SC 31M, SC 31J and asked whether or not ExSFC can have a direct connection with these SCs. The Executive felt that at this stage the communication should be from ExSFC should be via the TC 31 Liaison Mark Coppler
* The IECEx 03-4 scheme is starting but expressed concern over moving ahead with the IECEx 03-1, IECEx 03-2 and IECEx 03-3.

The Executive discussed this and resolved to support that these are parked but also to develop a business case document based on the IECEE document OD G 2062.

* 80079-36 , 80079-37 noted there are no Repair requirements covering these products associated with non electrical re SC31M WG1. IECEx Executive support ExSFC working on a solution until SC 31M address this.
	1. **ExAG Assessment Group**

ExAG Convener to raise any matters with the Executive

JM reported of the first meeting of the new ExAG this week and noted some concerns over clash with other meetings and given that the Group needs input from other schemes and we should therefore avoid a clash for future meetings.

The ExAG reviewed its membership and will seek final sign off from ExMC

One item of process change noted with the creation of ExAG is that now the responsibility for approving of Assessor Applications sits with ExAG but noted that this would still require final ratification by ExMC The Executive supported this approach.

A number of documents and website matters have been identified as requiring update to reflect the ExAG work with ExAG agreeing to undertake a review but requires input from all schemes and invited any input that may arise from the respective groups.

Katy, advised that ExAG requests that all the scheme have a standing agenda item to flag up any matters that may relate back to ExAG.

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

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

The Executive Noted the meeting of TC 31 JWG 50 held this week, noting the main topic of discussion was the OD 035 process for developing decisions sheets and that from the TC 31 side, all Draft Decision Sheets are to go thru the TC 31 Chair The Executive supported this approach.

IEC TS 60079-42 “Electrical safety devices for the control of potential ignition sources for Ex-Equipment” - Katy has been asked as an assessor whether or not can this Technical Specification be included as a scope extension. The meeting discussed this noting that the Publication itself has been largely presented as a guide noting the email sent by the Secretary and some responses advising against this from Peter, Julien, and Jim for certification purposes.

In discussing this further the Executive identified possible uses of the publication but only via an ExTR and not an IECEx Certificate.

The Executive Resolved:

That this TS cannot be used for issuing of an IECEx Certificate but can be used for the issuing of an ExTR. ExTLs wishing to include this require a site assessment visit with ExAG to review the competence required for assessors and the level of functional safety expertise required or not. Also require ExMC WG2 to update the TCD and ExTAG WG1 to prepare a ExTR Blank

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

Secretariat to report.

The meeting noted the updated information on the IECEx website and the current advice from the Secretariat that we are chasing room rates from our hosts but if anyone wishes to book now to contact the hotel direct.

1. **IECEx PROMOTIONAL ACTIVITIES UPDATE**

Secretariat to report.

The meeting appreciated the involvement of TA and RS in the HazardEx Conference along with their on-going news articles all aimed at promoting the IECEx

The meeting further noted the new IECEx Brochures and the work of WG13 for their updating and the planned meeting of both TA and CA with the IEC Comms department.

The meeting then noted the upcoming events being planned

* IECEx Presentation at the APEC Conference in July
* Industry discussion event in Vietnam for August
* ½ Day seminar being organised to coordinate with the 2019 Sep Dubai IECEx meetings

The meeting further noted that in light of the 2 x IECEx Conferences run in 2018 that for 2019 the focus in on the above events and then possibly running a 2 day conference during 2020.

1. **OTHER BUSINESS**

None raised

1. **NEXT MEETING**

The meeting noted the kind invitation from China for the Operational meetings in 2020 and agreed to set the dates as 11 -16 May 2020 with the Executive to meet on Saturday 16 May thereby extending this to 6 days of meetings to avoid some overlapping of meetings.

The meeting also supported a get together during the Dubai 2019 IECEx meetings and the Joint meeting with OIML.

1. **CLOSE.** Expected close 17.00 pm

Chairman closed the meeting at 17.15pm thanking all.