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

**Circulation to: Members of the IECEx Management Committee, ExMC**

The Twenty Fifth Meeting of the ExMC

held in Edinburgh, Scotland UK

**21st and 22nd September 2023**

*Draft* Formal Minutes

Following on from the issuing of the list of Confirmed Decisions from the 2023 meeting, document ExMC/2002/DL, **issued September 2023,** this document serves as the Draft Formal Minutes of the 2023 Meeting of the IECEx Management Committee.

These draft formal minutes include the respective agenda items from Agenda ExMC/1941B/DA along with the Confirmed Decisions, shown as Decision 2023/XX as contained in document ExMC/2002/DL, with these draft formal minutes being issued for confirmation via correspondence.

Please advise the Secretariat via [info@iecex.com](mailto:info@iecex.com) by **15 January 2024** of any errors or omissions following which the minutes will be considered confirmed.

Please note that the Decisions shown in these minutes were confirmed during the meeting and hence are not subject to any changes.

These confirmed formal minutes contain the following Annex:

Annex A – Consent Agenda Items

Annex B – List of Actions arising from the meeting

Annex C – Recorded Attendance Days 1 + 2

Presentations and tabled documents, referenced in these minutes are available from the 2023 IECEx Meeting webpage <https://www.iecex.com/meeting-and-events/2023-annual-meetings/>

**IECEx Secretariat**

|  |  |
| --- | --- |
| **Visiting address:**  IECEx Secretariat  Level 17, Angel Place 123 Pitt Street Sydney NSW 2000 Australia | **Contact Details:**  Tel: +61 2 4628 4690  Fax: +61 2 4627 5285  E-mail: info@iecex.com  <http://www.iecex.com> |

**Minutes of Meeting**

# OPENING AND WELCOME – Meeting commenced at 0900am on Thursday 21st September 2023 and continued from 0900am on Friday 22nd September 2023.

Mr Paul Meanwell as IECEx Chair opened the meeting at 9.00 am on 21st September welcoming delegates and noting that this was the first face to face meeting since the 2019 meeting in Dubai.

He pointed out that at one time he thought he was going to become the only chair to have never had a face-to-face meeting, and indeed had completed his first three year term that way! He had thought that after the Dubai meetings in 2019 he would see everyone again, but unfortunately that has not happened, with some people having either retired or moved on to other industries since that time.

The Chair thanked the GB National Member Body and the sponsors for the excellent arrangements for the 2023 Annual series of IECEx meetings. A special thanks was given to the Organising Committee, and to Colin and Julia Cameron as well as John Allen.

He extended a warm welcome to each attendee present, especially those attending the meeting for the first time. He acknowledged the IEC and IECEx Officers present along with those representing other groups and organisations.

He noted the attendance of:

* Mr Pierre Selva – IEC Treasurer
* Members of the IEC Conformity Assessment Board:
  + **Marty Cole – also IECEx Vice Chair**
  + **Tim Duffy – Also ExMarkCo Chair**
  + **Thorsten Arnhold – Also IECEx Past Chair**
  + **Raj Vadia – GB Member of CAB**
* Other members of the IECEx Executive with us today:
  + **Prof XU Jianping – IECEx Treasurer**
  + **Dr Frank Lienesch – ExTAG Chair**
  + **Jasmin Omerovic – ExTAG Deputy**
  + **Peter Thurnherr – ExSFC Committee Chair**
  + **John Allen – ExPCC Chair**
  + **Thierry Houeix – ExPCC Deputy Chair**
  + **Dr Jim Munro – ExAG Convener**
  + **Ms Katy Holdredge – ExAG Deputy Convener**
  + **And we note an apology for Ms Erin La Rocco – ExSFC Deputy Chair.**
* **The IEC TC 31 Chair, Dr Martin Thedens, and**
* **The IEC TC 31/IECEx Liaison Officer Dr Tim Krausse**

He welcomed guests:

* Dr Andrei V Tchouvelev, from the Hydrogen Council who is also Chair of the ISO TC 197/SC1 with whom the IECEx recently formed a formal Liaison, who would be reporting TC 197 activities and its SC1
* Paul Dixon from OIML, Legal Metrology, with whom a Joint Working group had been formed with the first meeting in Dubai during the 2019 meetings but then COVID caused a pause in its activities. He looked forward to reactivating this cooperation and hearing from OIML.

And acknowledged the IECEx Secretariat Team of Chris, Mark and Geoff. He noted that Geoff is the latest member to the team in the role of IECEx Compliance Manager

The Chair also noted that Christine Kane from the IECEx Secretariat Team was unable to attend this year but continues to provide a most valuable contribution to the IECEx and asked Chris Agius to please convey his thanks to Christine.

The Chair remarked that the very first meeting of the IECEx was held in May 1996 in London some 27 years ago. He noted that there were three individuals present that attended that very first meeting more than 25 years ago and have consistently supported the development and growth of the IECEx over those years. He gave a special thanks and welcome to:

* Michel Brenon from FR
* Peter Bremer from SE (Sweden)
* Chris Agius Secretary from AU

The Chair also observed the many other people present that have continued to serve in the development and growth of IECEx over many, many years and conveyed a sincere thanks to all of them as well.

The Chair read part of a note he had received from Ralph Wigg

*Hi Chris,*

*I am disappointed that I will not be able to attend a final ExMC meeting as we discussed but I would appreciate if you could pass on my best wishes.    Not sure who is left that participated at the first meeting in London, but I believe the scheme has developed beyond what was envisaged and has become a true global scheme.*

*It has been a privilege and pleasure to have been involved and trust the System will go from strength to strength.*

*Best regards Ralph*

The Chair also acknowledged the service of

* Evans Massey US
* Ron Sinclair UK

who were attending the meeting for their last time.

Lastly the Chair noted the move back to face-to-face meetings since the relaxation of COVID travel restrictions promoted by the IECEx Executive and that has been working quite well.

## Introduction and Address by IECEx Chair – Mr Paul Meanwell

The Chair began his introduction and address by noting the ongoing success of the IECEx Conformity Assessment System. He thanked Chris Agius and the Secretariat team for continuing to do a sterling job in keeping the system fully operational.

He commented that although not many additional countries have joined as members over the last couple of years (the Islamic Republic of Iran being the last) the number of ExCB’s and ExTL’s continues to grow, as does the various scopes of these entities. The certification of personnel competence particularly has shown great growth and there are now over 6000 certificates issued.

He highlighted that Certificates, Licenses and Reports have grown by just over 10% over the last year, and there has been an increase in the number of unit verification certificates too.

He remarked that the only part of IECEx that continually battles to grow is the Conformity Mark Licensing Scheme, and added that his personal view is that this will remain the status quo unless the mark is incorporated as standard practice in the equipment certification scheme.

He reported that in terms of system compliance, the secretariat managed to audit roughly 15% of issued certificates and the results were encouraging, noting that of the sampled certificates, 525 had zero issues, only 29 were found with one issue, and none with multiple issues. This demonstrates the advantages of having the IECEx System, since everyone is clearly on the same page, working to one system, and producing repeatable results which are essential for customer confidence and trust. Ongoing monitoring of certificates can only support continued high compliance levels.

He noted that the proficiency testing programme, has been successful with improved results over time, especially since it was made compulsory.

He recalled that promotional activities continue in various formats, from articles and advertising published in the Hazardex magazine, various articles published on the IEC and IECEx websites, and various presentations done by the secretariat and members of the Executive. He also noted the availability of 3 promotional animated videos on the IECEx website. These have been very popular in African nations learning about the system.

The Chair reported that over the last 12 months working groups have continued to meet either in person or remotely to continue the work of the System and have made good progress. Most participants are reporting that ultimately, face to face meetings are preferred, but there is definitely a place for virtual meetings too.

The Chair noted that financially the system was able to make a contribution to the capital reserve which is quite an achievement given the Covid pandemic, the considerable costs of the IECEx trademark registration, (which is now 90% complete) and the increase in contributions to the IEC to cover their costs in hosting the system, not to mention the new contribution to the Global Impact Fund. With all this on the back of no annual membership fee increases for over 22 years. Travel costs are set to increase post Covid however which will add more pressure to the IECEx finances.

The Chair also noted that involvement in the non-electrical area continues to grow and we now have 55 out of our 65 ExCB’s accredited. This is encouraging growth in a relatively short period of time and demonstrates how technology continues to transform our working environment and speed up things.

In conclusion the Chair spoke about ventures into the hydrogen economy, particularly the use of IEC 60079-46 for hydrogen related assemblies, mainly dispensing equipment which at this point is progressing well, with IECEx OD 290 being implemented, and applications starting from interested ExCB’s and ExTL’s. He can only see this increasing going forward. In the same vein we are engaging with IRENA the International Renewable Energy Association and demonstrating IECEx capabilities in certifications in the hydrogen industry. In fact, next week, there will be a handful of IECEx officers at the IRENA conference and workshop in Bonn, Germany, including the Chair and Thorsen Arnhold who will present on IECEx and it’s work in the hydrogen industry.

The Chair thanked everyone for the support he’d received so far in his capacity as Chair, especially the support received from Chris and his team at the Secretariat.

In completing his address, the Chair moved on to a video presentation from Mr Phillipe Metzger, the IEC Secretary General and CEO.

The presentation from Mr Phillipe Metzger is posted on the IECEx Website in the Presentations section under Meeting Documents. A summary appears below.

Mr Metzger expressed how good it was for delegates to once again meet in person.

He stressed the importance of Conformity Assessment and its symbiotic relationship with Standards and their development.

Application of standards leads to a more sustainable world and the growth in the IECEx system enhances international trade and facilitates broad electricity access.

He encouraged the continued collaboration of the IECEx with IEC TC 31 and more recently ISO TC 197, IRENA, OIML and UNECE.

He thanked everyone for their attendance and contribution to the work of the IECEx and wished delegates a successful meeting.

The meeting appreciated the message from Mr Metzger, IEC Secretary General and CEO and recorded the following decision

**Decision 2023/01**

The meeting appreciated the video address by Mr Metzger, IEC Secretary General and CEO.

# APPROVAL OF THE AGENDA

## Approval of Revised Draft Agenda

**Document considered:**

* **ExMC/1941B/DA** –  **Revised** Draft Agenda, 2023 ExMC Meeting

The Chair called on the meeting to accept the draft agenda and following a brief discussion the agenda was approved with the addition of the documents listed in the decision below, regarding Agenda items 6.6 and 20.

**Decision 2023/02**

The meeting approved the draft agenda as circulated as ExMC/1941B/DA with the following additions:

* Proposal from CN as circulated as ExMC/1999/CD regarding Document Management
* Proposal from CN as circulated as ExMC/2000/CD regarding the 2026 Meetings

## Approval of the Consent Agenda - Annex A

The Chair reminded members that during the 2019 ExMC Dubai meeting a trial was conducted of a consent agenda with the objective of making meetings as efficient as possible. Due to that success this approach has been used again over the last 3 years of remote annual meetings and is to be used again for this meeting.

The Chair highlighted the use of asterix \* against agenda items indicating that the item was listed in the Consent Agenda, contained in Annex A; seeking the meeting’s agreement to accept all documents listed in the Consent Agenda with the one decision.

The Chair then moved for the meeting to accept the consent agenda with the meeting recording the following decision.

**Decision 2023/03**

The meeting approved all items listed in the Consent Agenda circulated as Annex A to ExMC/1941B/DA

# MINUTES OF THE LAST ExMC MEETING

## \*Confirmed Minutes of the last meeting held remotely in September 2022.

**Document noted:**

* **ExMC/1903A/RM** – *Confirmed Minutes of the 2022 ExMC Meeting*

The Chair noted the meeting’s agreement to the consent agenda and referred to Decision 2023/03.

## Matters arising from these minutes

### Report on Actions arising from the 2022 ExMC Meeting

**Document noted:**

* **ExMC/1947/R** – Status of Action Items from the 2022 ExMC Meeting

The Chair asked the Secretary Chris Agius to the actions contained in ExMC/1947/R. The Secretary noted that the document contained details on all the actions from the 2022 ExMC meeting and he highlighted the actions listed below.

**Action item 1** – Stocktake of IEC TC 31 Standards used in IECEx, has been completed. As background, this action originated from the 2021 IECEx Meeting where the Executive reported that it felt that to assist in the collaborative work between IECEx and TC 31 it would be helpful for TC 31 to be aware of what standards of theirs are being used by IECEx. This work has been provided to the IEC TC 31 Liaison Officer Dr Tim Krause for reporting to TC 31.

**Action item 14** – Concerning updates of the IECEx Business Plan to review KPIs. No proposals have been received but we can discuss during the working groups agenda item, as well as carrying this item forward for consideration within ExMC WG13.

**Action item 16** – Regarding the Secretariat working with ExTAG WG1 so that ExTR blank forms to make appropriate references to ISO 19880-2 once published, we will be receiving a report on ISO TC 197 “Hydrogen Technologies” under agenda item 15

The remaining items are either completed or are listed for discussion during the course of this meeting.

Katy Holdredge US raised a question regarding Action item 23 to which the Secretary responded that the Secretariat had consulted with IEC legal regarding publication of national laws and it was considered that this matter was best dealt with by the ExCBs to publish the laws on their own websites.

**Decision 2023/04**

The meeting appreciated and endorsed a report (ExMC/1947/R) from the Secretariat that highlighted various items on the list of actions arising from the 2022 Meeting as circulated as ExMC/1903A/RM, Confirmed Minutes of the 2022 ExMC Meeting.

### Other items

The Chair invited the meeting to raise any additional items arising from the 2022 meeting that they would like addressed. None were raised.

Nil – no decision recorded.

# OVERVIEW OF IECEx SYSTEM ACTIVITIES

## Annual Report Card

**Documents Noted and Discussed:**

* **ExMC/1965/R** – 2023 IECEx Annual Report Card
* **ExMC/1990/R** - IECEx Chair’s report on Assessment of the IECEx Secretariat office operations in Sydney – now issued

The Secretary presented the annual report card as ExMC/1965/R noting that the report was tabled in advance of the meeting and therefore drew members attention to some of the highlights of the report, noting specifically:

* There are four different IEC conformity assessment systems (IECEE, IECEx, IECQ and IECRE) that serve different market needs and provide very different deliverables.
* The IECEx System provides standardisation of testing processes, rules, operational procedures, templates and reports
* IECEx is considered a brand and operates similar to a franchise model where IEC is the Scheme owner and ExCBs operate as the service providers .
* The management committee currently consists of 36 countries.
* Membership changes in the last twelve months have resulted in a current status of
  + 65 certifying bodies
  + 73 test laboratories
  + 36 RTPS
* Approximate growth in certificates of 10%.
* Growth in the number of draft certificates – which is a good indicator as it shows that ExCBs have received an application
* There is sustained growth in the service facilities area.
* The Personnel Certification Area has an excellent growth rate
* Surveillance is an important part of the system this includes
  + Initial assessments, surveillance audits, reassessments, mid terms
  + Tools in the OCS that aid management and control of certificates
  + Desk top reviews by secretariat to aid assessors
  + Secretariat review of approx. 15% of certificates results in the report
* Operational Meetings as reported
* Promotional activities, advertisements and the animated videos on the website.
* Secretariat has received an increased level of general inquires
* Large number of emails received and dealt with.

The Secretary gave a big thank you for the support of the Executive, the convenors of the working groups, members and contributors all of which make the IECEx a success.

The Chair thanked the Secretary for the report and opened the floor to questions and comments.

The UK thanked the Secretary for the report and requested that some of the graphs contained in it could now focus on year-on-year activities rather than the cumulative graphs that cover longer periods.

The Secretary responded thanking the UK for their comments. He considered that the cumulative graphs still provide valuable information as unlike other Certification schemes in other IEC CA Systems, each certificate showing that it is current, still requires on-going work to be done via surveillance and hence requires operation of the IECEx System. He also advised that year on-year numbers of issued certificates are contained in Table 1A of the report, however confirmed that an additional graph will be provided next year to show year on year new certificates.

This proposal was accepted by the meeting.

The US proposed with Members accepting that next year’s report also show performance of the scheme in relation to number of certificates linked to out of date QARs and out of date QARs.

IECEx Chair’s Audit of the Secretariat, Report ExMC/1990/R

With discussion on the annual report from the Secretariat concluded, the Chair presented his report of the audit conducted on the IECEx Secretariat Operations, presented as ExMC/1990/R, highlighting the following key points:

The audit was conducted in August 2023 using Zoom. It commenced with a video tour of the Secretariat offices.

There is a small office in Sydney, and a bigger more utilized office outside of the city that is more cost effective

Assisting from the Secretariat were Chris Agius, Christine Kane, Mark Amos and Geoff Slater, all of whom contributed with answers where needed.

Noting that the financial matters are overseen by the IECEx treasurer and ultimately the IEC Finance department, along with the IEC external Financial Auditors and the IEC General Secretary and CEO, the emphasis of this audit was on, the following, along with other matters:

* Security of IECEx data assets
* Evidence of procedures being followed
* Retrieval of records
* Operation of the IECEx peer assessment and the independent review of reports

On the security of the IECEx in terms of its data assets, both physical and electronic, the Chair reported that he found that strong 3rd party security and backup systems are in place, along with an extra backup controlled by the secretariat.

He also reported that he drilled into the methodology behind the IECEx data storage and requested a number of documents, some from quite a few years ago. The secretariat staff had no problem explaining how documents were stored and indexed and could quite quickly retrieve them and display them on screen. It was also found that no data is discarded, everything is kept. Every record, every email, everything.

Data is stored both on IEC servers as well as servers belonging to an IT company in Sydney, and both have robust security and methods to restore data even in severe circumstances such as the physical destruction of hardware as may be the case in a fire.

The physical security of the offices was also raised, and even in the event of a fire, IECEx would be able to continue essential operations until destroyed equipment is being replaced.

He also assessed the complaints register and resolutions and again found that all data is kept allowing (if necessary) a person to interrogate the complaint, all communications and decisions made.

He concluded that he is confident that the Secretariat operations are ensuring that the IECEx System and its schemes are operating in line with the Rules and Operational Documents and that the IECEx Secretariat is working to the best interests of the IECEx System.

Additionally, the level of detail and the depth of the Secretariat’s role in the IECEx peer assessment process, from overall management to reviews of the information and reports provided by assessment teams to the maintenance of records provides confidence in the integrity of the IECEx peer assessment process of ExCBs and ExTLs.

The Chair concluded his report and invited questions from the meeting, with none being raised, the meeting agreed to record the following decisions.

**Decision 2023/05**

The meeting accepted the Secretariat’s report that emphasised a number of aspects detailed in ExMC/1965/R as an overview of IECEx System activities. Actions arising from discussions will be recorded in the Meeting Report.

**Decision 2023/06**

The meeting accepted the IECEx Chair’s report (as circulated as ExMC/1990/R) following his auditing of IECEx Secretariat records and activities.

## Appointment of IECEx Treasurer

**Documents Considered:**

* **ExMC/1944/Inf**– IECEx Treasurer

The Chair thanked Professor XU for his work as Treasurer, endorsed his appointment for a further three years and the decision below was discussed and recorded.

The meeting showed its appreciation for the work of Professor Xu.

**Decision 2023/07**

The meeting noted at the time of closing of the call for nominations circulated as ExMC/1944/Inf, all nominations received were for the re-appointment of Prof Xu Jianping for a second term as IECEx Treasurer. The meeting then unanimously agreed on submitting Prof Xu Jianping for IEC CAB approval as IECEx Treasurer to commence a second term of three years on 1st January 2024.

Professor Xu thanked the meeting for its endorsement.

## Nomination of IECEx Vice Chair

**Documents Considered:**

* **ExMC/1945/Inf**– IECEx Vice Chair term of Office
* **ExMC/1978/Inf** – Nomination from US

The Chair thanked outgoing Vice Chair Marty Cole for his service and the meeting indicated its appreciation for his service.

The Chair noted that there had been a call for nominations for the position and there was only one nomination being that for Katy Holdredge from the US.

The Chair indicated his endorsement of Katy Holdredge for the position, acknowledging her competency and contributions to the IECEx over many years.

He invited any comments from the floor. The following members indicated their support for this nomination:

UK

Germany

China

France

With unanimous support the meeting recorded the following decisions.

**Decision 2023/08**

The meeting noted at the time of closing of the call for nominations circulated as ExMC/1945/INF, a nomination from the USNC (as circulated as ExMC/1978/INF) of Ms Katy Holdredge for IECEx Vice Chair was received. The meeting then unanimously agreed on submitting Ms Holdredge for IEC CAB approval as IECEx Vice Chair to commence a first term of three years on 1st January 2024.

Ms Holdredge thanked the US committee and her employer for their support and said she looked forward to working with everyone and the Secretariat.

**Decision 2023/09**

The meeting agreed to record a note of thanks for the work of Mr Cole during two terms as IECEx Vice Chair and the appreciation of the support from his employer, Hubbell.

# REPORT ON IEC CAB (Conformity Assessment Board) MATTERS

## \*Review of Conformity Assessment Board (CAB) Decisions from CAB Meetings since the 2022 ExMC Meeting

**Documents noted:**

* **CAB/2276/DL** -Decision list of CAB meeting #52
* **CAB/2365/DL** - Decision List of CAB Meeting #53
* **CAB/2268/R** – CAB SDG Task Force Report

The Chair noted the meeting’s agreement to the consent agenda and referred to Decision 2023/03

A video presentation from Mr Shawn Paulsen – IEC Vice-President and CAB Chair was played.

The video is available on the IECEx Website under the conference page.

In the video Mr Paulsen, covered the following items;

* IEC Values
* The global reach of the IEC and its office locations worldwide
* The IEC organisational chart and Core Principles
* Role of CAB
* The IEC CAB Seven Strategic Actions
* Major CAB activities
* Key CAB discussions & Decisions
* Strategic Plan Initiatives
* The Four Conformity Assessment Systems
* Challenges for the future

After resuming after the group photo, the Chair commented on the new IECQ Environmental Services namely for the assessment of an organisations carbon footprint claims, advising that during the June 2023 Geneva meeting of CAB, that a report from the IECQ was considered which included a response to CAB’s request on how this service could be made available to all IEC CA Systems, with CAB agreeing to the approach of enabling the IEC Environmental CA services to be offered across areas beyond their current scope of electronic components. Thereby, enabling the IEC to offer to the market a single solution as opposed to offering the same service differently across the different CA Systems. The meeting noted this information, with the Chair inviting any questions or comments. None were raised.

## Specific CAB Matters for noting by ExMC

### \*Noting of Specific Decisions, relating to IECEx from CAB 2022 Meeting #52 (CAB/2276/DL)

The Chair noted the meeting’s agreement to the consent agenda and referred to Decision 2023/03.

### \*Noting of Specific Decisions, relating to IECEx from CAB 2023 Meeting #53 (CAB/2365/DL)

The Chair noted the meeting’s agreement to the consent agenda and referred to Decision 2023/03.

## \*IEC Conformity Assessment System’s Harmonised Basic Rules

The Chair noted the meeting’s agreement to the consent agenda and referred to Decision 2023/03.

.

## Any other CAB Matters

No other CAB matters were raised.

# IECEx MEMBERSHIP AND GENERAL MATTERS

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

The Chair noted the meeting’s agreement to the consent agenda and referred to Decision 2023/03.

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

The Chair invited the Secretary to give an update on these matters.

The Secretary noted that since the last meeting there was a meeting of the IEC in Africa and presentations from these meetings are available. He noted that the Secretary and members of the Executive were available to give presentations on the IECEx at any forum a member may be organising.

## \* Acceptance of New ExCBs / ExTLs accepted, via correspondence, since the 2022 ExMC Meeting.

The Chair noted the meeting’s agreement to the consent agenda and referred to Decision 2023/03

## IECEx Executive

The Chair gave a presentation on the activities of the Executive that included information on;

* Clause 8.2 of IEC CA 01, which defines the Executive Group
* IECEx OD 002, that describes the Tasks and Responsibilities delegated to the IECEx Executive.
* An Overview of the Responsibilities
* Items dealt with by the Executive since last year
* The engagement among the executive being a mixture of zoom meetings and email correspondence.

At the conclusion of his presentation, the Chair invited any comments or questions. None were raised with the meeting agreeing to record the following decision.

**Decision 2023/10**

The meeting accepted the report presentation from the IECEx Chairman on the activities of the IECEx Executive in particular the review of Roles and Responsibilities assigned to the Executive as detailed in IECEx OD 002.

## IECEx Operational Document OD 060 – Extraordinary Circumstances

**Documents Considered:**

* **IECEx OD 060 -** IECEx Guide for Business Continuity – Management of Extraordinary Circumstances or Events Affecting IECEx Certification Schemes and Activities (Ed 2.1)
* **ExMC/1980/CD –** US comments re OD 060

The Chair and Secretary reminded the meeting of the origins behind introduction of IECEx OD 060, at the commencement of the COVID-19 Pandemic travel restrictions, also noting Decision 2022/09 regarding the on-going use of OD 060 under certain situations.

The Chair then invited the US to speak to the US comments circulated as ExMC/1980/CD.

The US stated that their proposed amendments were to close off the existing allowance for remote assessment planned before 1st January 2023 to still be undertaken remotely. The final cut-off date would be 1st January 2024. The meeting noted that ExAG are currently discussing provisions for allowing some remote assessments for mid-term assessments in the future.

The Chair asked the ExAG convenor when any of these proposals might be completed.

The ExAG Convenor Dr Jim Munro stated that there was still work to be done and it should be complete by early 2024. He noted that IECEx OD 233 already allowed for some remote assessment.

The Secretary noted the origins of IECEx OD 060 and its value during the pandemic. He also noted that the allowance in the decision 2022/09 for remote audits gave some flexibility, particularly in circumstances where travel may be difficult or impossible due to local conditions, government sanctions or the like.

The Secretary stressed the requirement for the Secretariat to be involved in making the decision for an audit to be conducted remotely was required but could be strengthened.

The US referred to the decision 2022/09, saying that the US considered there were two possible loopholes in the decision – as some assessments are planned quite far in advance (so remote assessments might still continue for a while) and so there should be a more defined cut-off. The second concern was that it could be understood that the Lead Assessor could determine the need for a remote assessment.

The Chair invited comments from the meeting.

* AU raised a concern from the US document that having a cut-off date as 1st January 2024 might be considered an extension to the 2022/09 decision.
* Germany noted that the latest draft of IECEx OD 025 contained some content that may be appropriate.
* FR supported a review of the decision 2022/09 to strengthen the requirements to be moving towards face to face audits.

The Chair asked the Secretariat if they had any other comments

Mark Amos suggested that rather than revising the decision it may be best to focus on work for IECEx OD 025 to be published.

The Secretary commented that he did not see any loopholes in the 2022 decision but was concerned that the US amendment would eliminate the possibility of remote assessments which he believed were still needed in some circumstances. The possibility of conducting mid-term assessments remotely was something under active discussion by ExAG.

Dr Jim Munro suggested that remote auditing requirements be incorporated into OD 003-2 with the Secretariat making the decision. There are also issues with scheduling of witness testing of manufacturers where remote assessment may be valuable.

UK commented that their recollection of last year’s meeting and decision 2022/09 was that the intent was for the lead assessor to advise the Secretariat about the need for a remote assessment, and the Secretariat made the decision.

The Chair agreed with the UK.

The Chair proposed that the input from the meetings discussion on this point be referred to ExAG for discussion and further development of the appropriate IECEx OD.

The US noted that ExMC WG 5 would also need to be consulted and that IECEx OD 060 may not be required after further work by the ExAG and others.

The meeting also noted the current work of ExMC WG5 concerning IECEx OD 025.

In conclusion the meeting agreed on the need to maintain the availability of remote assessments / audits as a tool under very clear and set circumstances, such as government sanctions etc. but agreed to strengthen the Secretariat’s involvement in the decision to use IECEx OD 060, noting the current work of groups such as ExAG and ExMC WG5, with the following decision being recorded.

**Decision 2023/11**

The meeting noted the publication of Edition 2.1 of IECEx OD 060 and after consideration of the USNC comments as circulated as ExMC/1980/CD, agreed to

1. not support the new Decision proposed by the USNC to replace Decision 2022/09
2. support the assignment of Actions for the ExAG, the ExSFC and ExMC WG5 proposed in ExMC/1980/CD with results of this work to be provided to the ExMC as draft revisions of the relevant Operational Documents. Depending on this work further considerations on the application of IECEx OD 060 may be required (noting that it is not intended in Decision 2022/09 that the Lead Assessor will decide on whether the assessment can be conducted as a remote assessment)

## IECEx Operational Document OD 099 – Procedures for Document Management.

**Documents Considered:**

* **IECEx OD 099 -** IECEx Operational Document, Procedures for Document Management (Ed 1.0)
* **ExMC/1981/CD -** Comments from US re OD 099
* **ExMC/1999/CD –** CN Proposal regarding ongoing maintenance of IECEx documents

The Chair noted the documents received from China and the US were mostly editorial in nature and that he and the Secretariat agreed with them. He invited US and China for any comments.

The US commented that it found IECEx OD 099 valuable and their comment related to Annex C which they believe requires updating. Additionally, they align with the China comment to have a review cycle for the documents.

The US recommended a 3 year revision cycle - similar to that of the IECEE.

The Chair noted that China had reviewed the publication date of IECEx documents and had found many hadn’t been reviewed for a significant time.

The US also commented that it is a current requirement for a 3 year review cycle in IECEx OD 099 and that perhaps IECEx OD 031 should also have a reference to IECEx OD 099 so that working groups would review the documents under their responsibility.

The US added that the IECEE webpage had a document in it similar to Annexe C of IECEx OD 099 but it also included publication and review dates and this could be something to work towards.

China commented that they had no problems with a 3 year review cycle and some of the older publications may need more work when reviewed.

In conclusion, the meeting agreed to record the following decision..

**Decision 2023/12**

The meeting noted the publication of Edition 1.0 of IECEx OD 099 and after consideration of the USNC comments as circulated as ExMC/1981/CD and CN comments available as ExMC/1999/CD, agreed to task the IECEx Secretariat to prepare a draft revision of IECEx OD 099 to address the comments. The meeting also supported the CN suggestion that all assigned publication ‘owners’ as defined in IECEx OD 099 need to review documents assigned to them.

## Any other membership or general matters

**The Secretariat had no other matters.**

**China suggested that an update of the current IECEx brochure would be appreciated. The Secretariat noted that this work would be under the responsibility of ExMC WG13 but agreed to record a specific action.**

Nil - no decision recorded.

# IECEx ASSESSMENTS OF ExCBs AND ExTLs

## \*IECEx Assessment of ExCBs and ExTLs since 2022 ExMC Meeting

The Chair noted the meeting’s agreement to the consent agenda and referred to Decision 2023/03.

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

### Report from ExAG Convenor

**Documents Considered:**

* **ExMC/1988/R –** Report from ExAG
* **ExMC/1956/DV –** Revision of IECEx 06
* **IECEx OD 003-2 –** Assessment Procedures
* **IECEx OD 032 –** Guidelines & information for IECEx Assessments

The Chair asked ExAG Convenor Dr Munro to present his report.

Dr Munro began by highlighting the two recommendations of the report and noting that membership of the ExAG group has been quite stable over the last few years.

The first recommendation concerned the approval of two new assessors in the last year being Dr Villalan Ramasamy from Malaysia and Mr Kevin Wolf from the US.

The second recommendation was that ExMC approve a revision of IECEx 06 in which most of the changes were of an editorial nature other than small changes to the terms of reference. He requested that the new version now be issued as version 2.0, rather than version 1.1 as originally proposed.

IECEx 06 was displayed, and Dr Munro spoke about some of the proposed changes.

Dr Munro also spoke about progress being made on the latest revisions of IECEx OD 003-2 and IECEx OD 032.

The meeting appreciated the update from Dr Munro with no comments or questions raised. The following decisions were made.

**Decision 2023/13**

The meeting accepted a report from the ExAG Convenor, Dr Munro as circulated as ExMC/1988/R, supported the ExAG Recommendation 1 and also Recommendation 2 (via the following Decision) and noted the update on progress in revising IECEx OD 003-2 and OD 032.

**Decision 2023/14**

The meeting approved the revision of IECEx 06 (to be published as Edition 2.0 instead of Edition 1.1 as proposed) as circulated as ExMC/1956/DV subject to further editorial changes to be provided to the Secretariat.

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, GR, HR, HU, IL, IN, IR, IT, JP, KR, MY, NL, NO, PL, RO, SA, SE, SI, UAE, USA, ZA

**Objections:** Nil

**Absent:** NZ, RU, SG, TR

**Abstaining:** Nil

## Other Matters related to the IECEx Peer Assessment Program

Nil – no decision recorded.

# IECEx CERTIFIED EQUIPMENT SCHEME, IECEx 02

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

The Chair noted the meeting’s agreement to the consent agenda and referred to Decision 2023/03.

## ExTAG MATTERS

### Report from 2023 ExTAG Meeting

The Chair invited Dr Fran Lienesch ExTAG Chair to present his report from the September 2023 meeting that was held earlier in the week.

Dr Lienesch presented his report detailed in Document:

*ExMC (Edinburgh/ExTAG/Chair Report)03 (*available on the IECEx 2023 Meeting Website under Green Papers*)* noting in particular the following;

* ExTAG had received a verbal report from the Secretary on the Equipment Scheme Activities
* In the technical items for discussion Dr Munro gave a status report on progress of ISO/IEC 80079-38 Ed 2.0 by ExMC WG15 and MT 80079-38. When this document reaches FDIS stage ExTAG recommends that ExMC WG15 be tasked with determining its suitability for certification.
* There was a presentation by Mr Karel Neleman about the application of IEC 60079-7 in respect to the definition of equipment vs components. This will be an agenda item for the 2024 meeting.
* Bodies were reminded of obligations under Section 10.1 of IECEx 02 of cooperation.

Dr Lienesch then gave a summary report of the various ExTAG Working Groups noting the following;

* The convenor of WG01 Mr Scott Kiddle presented his report which discussed the current linkage of decision sheets to ExTR blanks.
* The meeting also requested ExTAG WG01 in cooperation with ExMC WG1 and ExMC WG18 to consider revisions of IECEx OD 010-2 and possibly IECEx OD 009 (noting previous work and solutions for Ex ‘s’ independent verifiers in IECEx OD 233) to clarify requirements regarding signatories on ExTR Cover Sheets.
* WG03 Convenor Mr. Ron Webb, gave a report on the ongoing work regarding maintaining IECEx OD 017 *Drawing and Documentation Guidance for IECEx Certification – for use by Manufacturers and ExTLs*.
* WG06 – convenor Mr Chris Agius reported on status of IECEx OD 024 Edition 5.0 and that the WG had not met in the last year but plans to meet later this year.
* WG10 - convenor Mr Tim Krause reported on status of recent proficiency testing program 2021/2022 and the latest cycle program 2023/2024 and that test samples will be sent to participants during the next few weeks.

Other reports noted / discussed during the ExTAG meeting included;

* A report from IEC TC31 Chair, Martin Thedens on Standards development and maintenance matters currently underway within IEC TC 31 that may have impact on the IECEx 02 Certified Equipment Scheme. Mr. Tim Krause was introduced as the new IEC TC 31 IECEx Liaison Officer.
* From the Secretary Chris Agius, gave a report on the collaboration with TC31 AG55 and outlined proposals for ExTAG to consider. ExTAG supported the proposed actions.
* The meeting was informed about the liaison of IECEx with ISO TC 197 SC1 “Hydrogen Technologies” with Thorsten Arnold as the IECEx Liaison Officer.

Dr Lienesch then detailed ExTAG discussions in respect to decision sheets, with the meeting noting the following;

* Some changes were proposed to IECEx OD 035 concerning response times for decision sheets which are to progress as a draft Edition 3.1 for voting by correspondence.
* Some minor editorial changes proposed for Form F-014.
* ExMC WG02 Convenor Katy Holdrege introduced the new DS on “Verification and Operation Climate Chambers”, which the members agreed on publishing.
* A draft DS ExTAG/699/CD about the “Applicability of erosion and non-transmission tests on cable glands and conduit sealing devices sealed with setting compound in case of leakage” was discussed and it was decided that further work was required on it.
* A discussion about testing of the “Thermal conductivity of dust” took place and will need further examination before it proceeds further.
* The introduction and discussion of the use of standards (IEC 60079-0) with respect to non-electrical equipment by NEPSI resulted in an agreement that this matter is more appropriately dealt with by a revision of IECEx OD 280 (instead of an ExTAG DS) and the members requested ExMC to task ExMC WG15 to consider an update to OD 280. The meeting also recorded a decision supporting the principles and approach detailed in the NEPSI preliminary Draft DS, ExTAG (Edinburgh/NEPSI)03.
* A discussion on DS 2014/001 “Treatment of Ex-Components covered by CoC issued to older editions of standards” resulted in tasking ExTAG WG01 to clarify or establish requirements or processes for the certification of equipment comprising certified components. ExTAG recommends to ExMC to task ExMC WG01 to include the work of ExTAG WG01 in a revision of IECEx 02.

Dr Lienesch further advised of other items covered during the ExTAG meeting included

* A report from the Secretary on the collaboration with IRENA
* A presentation from ExTAG Deputy Chair Mr. Omerovic regarding ISO TS 17012 (Guidelines for conducting remote audits of management systems) developments

ExTAG members agreed on the preference to convene the next meeting of ExTAG in conjunction with the next ExMC meeting in Brazil.

The Chair thanked Dr Lienesch for his report and invited the meeting to raise any questions or comments.

The Secretary noted the discussion in the ExTAG report regarding the components/equipment issue and IEC 60079-7. He said there was an IEC TC31 AG58 group that has a role with co-ordinating equipment requirements for IEC 60079 standards and although the IECEx has Tim Krause as liaison officer with TC31 it would be beneficial to have an additional technical representative. He recommended that Mr Karel Neleman be appointed to AG58.

The Chair invited questions or comments from the meeting on the ExTAG Report with an editorial error being identified, the spelling of Ms Katy Holdredge, within the tables report to be corrected.

Dr Munro, as Convener of ExMC WG15, gave additional information on the status of the revision of ISO 80079-38.

In conclusion the meeting recorded the following decision.

**Decision 2023/15**

The meeting noted the report from Dr Frank Lienesch, ExTAG Chairman on the September 2023 ExTAG Meeting. The meeting then endorsed the work of the ExTAG and agreed to the

1. ExTAG’s Recommendation that the ExMC WG1 be tasked by the ExMC to revise IECEx 02 based on the outcomes of the work of ExTAG WG01.
2. ExTAG’s Recommendation that the ExMC WG15 be tasked by the ExMC to revise IECEx OD 280
3. appointment of Mr Neleman to IEC TC31’s AG58

### Any other ExTAG Matters

Nil – no decision recorded.

## Report from ExMC WG2 - Development of Technical Capability Documents

**Documents Considered:**

* **IECEx TCD Edition 9.0 –** New Edition
* **ExMC/1966/DV –** Updated Draft Edition 9.0 of the IECEx Technical Capability Document (TCD)
* **ExMC/1974/R –** WG02 Meeting Report
* **ExMC/1987A/RV –** Result of voting and comments + responses from WG2

The Chair invited the Convenor of ExMC WG2 Ms Katy Holdredge to give her report.

Ms Holdredge reported that:

* A new edition of the TCD – Edition 9.0 had been issued for ballot and had been approved and now published.
* Comments received during the ballot will be considered by WG2 for the next edition.
* A proposal to remove asterisks from the TCD had been rejected but the WG had clarified clause 2.3 of the TCD.
* The WG had a modified Recommendation #3 concerning ExMC allowing the WG to process updates of the TCD for all new editions of existing standards and ODs without the need for ExMC approval.

The following decision was made.

**Decision 2023/16**

The meeting accepted the report from the Convener, Ms Katy Holdredge (as circulated as ExMC/1974/R) on the current and planned work of ExMC WG2. The meeting also accepted and approved ExMC WG2’s Recommendation #3 regarding permission for ExMC WG2 to update and publish TCDs for new Editions of existing Standards and IECEx OD 290 without prior ExMC approval .The meeting also noted the updated edition of the IECEx TCD and ExMC WG2 Convenor responses to comments (refer ExMC/1987A/RV) received during voting on ExMC/1966/DV.

## Report from Working Group ExMC WG5 – Manufacturers Quality System Requirements

Documents considered:

* ExMC/1934/RM – Report on 2023 ExMC WG5 Meeting
* ExMC/1935/DV – Revision of IECEx OD 025
* ExMC/1960/DV – Revision of IECEx F-001
* ExMC/1982/CD – Comments from US
* ExMC/1992/INF – Comments from DE

The Chair noted that the Convenor of ExMC WG5 was not present and asked Mr Mark Amos to present the report instead.

Mr Amos reported that

* The group had not met for a couple of years and there had been a backlog of work.
* One of the first tasks was to complete the revision of IECEx OD 025 which is being presented to this meeting for approval.
* The second recommendation of the working group was to allow for future revisions of F-001 (the form used to record the outcome of manufacturer assessments) without need for a formal ballot prior to publication. The revised form would be notified to ExMC at the following ExMC meeting.

The Chair asked for comments from the meeting regarding the second recommendation

* The UK disagreed with the second recommendation as they want to see changes before implemented.
* The US agreed with the UK

As a result Decision 2023/19 was recorded.

Mr Amos then requested that the latest revision of F-001 be approved.

The US had some comments on F-001. The Secretary noted they were editorial in nature and could be included in F-001 so the revision could be published.

There were no objections and Decision 2023/20 was recorded including the incorporation of US comments.

Mr Amos then presented the proposed changes to IECEx OD 025 noting that comments had been received from the US and Germany.

The US presented their comments which were considered editorial, and it was agreed to incorporate those into IECEx OD025 with a change suggested by AU.

DE presented their comments that raised concerns about Figure 2 and the term ‘production site’.

Mr Amos commented that Figure 2 in IECEx OD 025 was now redundant and could be removed to achieve consistency with Clause 8.3.1 of IECEx 02 that states that audits of production sites may be required ‘as needed’ to confirm implementation of the QMS.

DE agreed that removal of Figure 2 would be significant progress and then would support publication of IECEx OD 025 as tabled.

The US supported DE’s comments.

Decision 2023/18 was then recorded.

Decision 2013/17 was also recorded.

**Decision 2023/17**

The meeting accepted the report from the Secretariat on behalf of the Convener, Mr Geoff Barnier (as circulated as ExMC/1934/R) on the status of work of ExMC WG5.

**Decision 2023/18**

In response to ExMC WG5’s Recommendation #1, the meeting noted the comments from DE and USA on the proposed revision of IECEx OD 025 (as circulated as ExMC/1935/DV) and then approved the revision subject to removal of Figure 2, replacement of ‘supplier’ with ‘external provider’, and inclusion of US NC comments and AU NC editorial corrections.

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, GR, HR, HU, IL, IN, IR, IT, JP, KR, MY, NL, NO, PL, RO, SA, SE, SI, UAE, USA, ZA

**Objections:** Nil

**Absent:** NZ, RU, SG, TR

**Abstaining:** Nil

**Decision 2023/19**

In response to ExMC WG5’s Recommendation #2, the meeting did not support the ExMC WG5 request to be permitted to prepare and publish future revisions of F-001 without need of a formal ballot prior to publication.

**Decision 2023/20**

The meeting approved the proposed revision of IECEx F-001 as circulated as ExMC/1960/DV subject to inclusion of the changes proposed by the US NC as

ExMC/1982/CD

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, GR, HR, HU, IL, IN, IR, IT, JP, KR, MY, NL, NO, PL, RO, SA, SE, SI, UAE, USA, ZA

**Objections:** Nil

**Absent:** NZ, RU, SG, TR

**Abstaining:** Nil

## IECEx Bulletin – Proposals for future approach

Documents considered:

* ExMC/1967/R – Introduction of the new IECEx On-Line Bulletin.
* ExMC/1968/CD – Comments from the USNC/IECEx

The Chair asked Mr Geoff Slater from the Secretariat to give his presentation on the proposed on-line Bulletin

Mr Slater thanked Mr Mike Roy from the Secretariat for the work done so far on the Bulletin and gave a presentation that covered the following.

* The background and purpose of the bulletin
* Current edition of the bulletin in Edition 5 published in 2016
* Issues with current bulletin – mainly being the compilation and publishing time
* The solution being an on-line bulletin that members can update themselves in real time.
* A demonstration of the on-line bulletin was then given, showing the main screens and the bulletin matrix.
* Types of access available to the system was described.
* The implementation plan was given with the proposed go live date being December 2023.
* A member body could delegate responsibility for updating their section of the bulletin to a ExCB.

The Chair then asked the US to present their comments.

The US remarked that the on-line system addressed their first point.

The UK asked the question regarding what could be done to encourage member bodies to keep their area up-to-date. Additionally there was the question about who would now manage the EU section of the bulletin.

The Chair of ExAG commented that whilst a CB may not be responsible for their country’s bulletin contribution, the subject could be raised during an assessment.

DE raised the question if access to the Bulletin would require payment of a fee – this was referred to the Secretary for response.

The Secretary said the intent was to follow the IECEE model as previously requested by the membership. The programming was being done by local provider in Sydney. Following the IECEE model – manufacturers could get responses to inquires through their ExCB.

FR said that although there was no EU national committee there were other European committees that could arrange a representative to manage the EU part of the Bulletin.

Canada suggested a mechanism through TC31 for maintaining the Bulletin and did not support ExCBs maintaining the bulletin.

DE agreed that it should be the responsibility of national committee.

The Secretary stressed that the Bulletin is an IECEx activity and as such it is required that the member body is responsible for ensuring their information is provided. The member body are free to delegate the task of providing the information but remain responsible that this is done.

The Secretary also noted that as previously discussed the Bulletin is simply to be seen as a service to the membership – not an income generating service.

AU thanked the Secretariat for the work on the Bulletin so far and looked forward to its implementation.

The US asked if the current bulletin had to be loaded into the Bulletin by the member bodies – this will be loaded by the Secretariat before the system goes live.

The following decisions were made

Decision 2023/21

The meeting considered the US comments as circulated as ExMC/1968/CD and agreed to task the Secretariat to include information on [*Standards » IECEx*](https://www.iecex.com/publications/standards/) how to set up notifications for new Interpretation Sheets (ISH) on the [*IEC News and Resources / Subscribe* page](https://www.iec.ch/subscribe) in further development of the IECEx Bulletin.

**Decision 2023/22**

The meeting accepted the report from the Secretariat on the status of development of an Online IECEx Bulletin and supported

* the implementation of the IECEx Online Bulletin as proposed in ExMC/1967/R,
* the supporting actions listed in ExMC/1967/R, and
* inclusion of the information as per the above decision.

**Decision 2023/23**

The meeting considered the US comments as circulated as ExMC/1968/CD and in addition to the above decision, agreed to task ExMC WG13 to investigate the possibility of a notification system for new or updated ExTAG Decision Sheets and ExTR blanks via a subscription service.

## Other matters relating to the IECEx Certified Equipment Scheme

The UK commented that there was no specified requirement for the recording of protection techniques on QARs. This could make it difficult to link a certificate to a QAR as the QAR may not be clear on the protection techniques that it covered.

# IECEx CONFORMITY MARK LICENSE SYSTEM, IECEx 04

## Current List of IECEx Mark Licenses issuing ExCBs

**Document noted:**

* List of accepted Conformity Mark License issuing ExCBs<https://www.iecex.com/information/excbs/conformity-mark/>

The meeting noted the current list of IECEx ExCB Mark License issuing bodies.

**Decision 2023/24**

The meeting noted and accepted the list of currently accepted IECEx Conformity Mark Licence issuing ExCBs @ <https://www.iecex.com/information/excbs/conformity-mark/>

## Report from the IECEx Marks Committee Chair, Mr Timothy Duffy

The Chair invited Mr Tim Duffy to give his report

Mr Duffy presented the report from the IECEx Marks Committee via a power point presentation, available from the IECEx 2023 meeting website, detailing the following items:

* List of IECEx Mark Licensing ExCBs
* Presently no new applicants
* Number of Conformity Mark Licenses
* Draft Mark licences
* Recap of the Dubai 2019 ExMC Decision – single logo design
* The text ‘IECEx’ is being registered as the IECEx word mark
* List of Revised IECEx Publications to reflect the new approach of the IECEx Conformity Mark Scheme
* Transition arrangements from the previous IECEx dual logo to the single IECEx logo
* When a licence is required/not required as per IECEx Guide 04A & 01B
* Membership vacancies.
* Notifications of Misuse
* Progress in IECEx Trademark Protection via registration

**Decision 2023/25**

The meeting accepted the ExMarkCo report presentation from the ExMarkCo Chair, Mr Duffy.

## Current ExMarkCo Membership vacancies

**The Chair encouraged members to join the ExMark Committee and noted difficulty of getting regulators involved.**

No decision recorded however members are again reminded to consider nomination of experts to these vacancies.

## Notifications of misuse of the IECEx Conformity Mark.

Nil – no decision recorded.

## Other Matters relating to the IECEx Conformity Mark System

Nil – no decision recorded.

# CERTIFIED SERVICE FACILITIES SCHEME – IECEx 03 series

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

**The Chair noted the meeting’s agreement to the consent agenda and referred to Decision 2023/03.**

Refer Decision 2023/03 regarding the Consent Agenda items.

## Report from the ExSFC Chairman

**Documents considered:**

* **ExMC/1958/RM** – Report on the 2023 IECEx ExSFC meeting
* **ExMC/1948/DV** – Revision of IECEx 03-2
* **ExMC/1949/DV** – Revision of IECEx 03-3
* **ExMC/1950/DV** – Revision of IECEx 03-4
* **ExMC/1951/DV** – Revision of IECEx 03-5
* **ExMC/1952/DV** – Revision of IECEx OD 313-5
* **ExMC/1953/DV** – Revision of IECEx OD 314-5
* **ExMC/1954/DV** – Revision of IECEx OD 315-5
* **ExMC/1955/DV** – Revision of IECEx OD 316-5

The Chair invited Mr Peter Thurnherr, ExSFC Chair to give a presentation on their 2023 meeting.

The presentation focused on the highlights of the report. Mr Thurnherr gave a brief description of the document revisions endorsed by ExSFC for publication. These included the following.

* IECEx 03-2
* IECEx 03-3
* IECEx 03-4
* IECEx 03-5
* IECEx OD 313-5
* IECEx OD 314-5
* IECEx OD 315-5
* IECEx OD 315-6

The Chair thanked Mr Thurnherr for the presentation. There was no discussion on the proposals and the following decisions were recorded.

**Decision 2023/26**

The meeting accepted a report from Mr Peter Thurnherr, ExSFC Chairman on the 2023 ExSFC meeting as circulated as ExMC/1958/RM.

**Decision 2023/27**

The meeting approved the revision of IECEx 03-2 as circulated as ExMC/1948/DV subject to replacement of ‘he’ with ‘they’.

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, GR, HR, HU, IL, IN, IR, IT, JP, KR, MY, NL, NO, PL, RO, SA, SE, SI, UAE, USA, ZA

**Objections:** Nil

**Absent:** NZ, RU, SG, TR

**Abstaining:** Nil

**Decision 2023/28**

The meeting approved the revision of IECEx 03-3 as circulated as ExMC/1949/DV subject to replacement of ‘he’ with ‘they’.

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, GR, HR, HU, IL, IN, IR, IT, JP, KR, MY, NL, NO, PL, RO, SA, SE, SI, UAE, USA, ZA

**Objections:** Nil

**Absent:** NZ, RU, SG, TR

**Abstaining:** Nil

**Decision 2023/29**

The meeting approved the revision of IECEx 03-4 as circulated as ExMC/1950/DV subject to replacement of ‘he’ with ‘they’.

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, GR, HR, HU, IL, IN, IR, IT, JP, KR, MY, NL, NO, PL, RO, SA, SE, SI, UAE, USA, ZA

**Objections:** Nil

**Absent:** NZ, RU, SG, TR

**Abstaining:** Nil

**Decision 2023/30**

The meeting approved the revision of IECEx 03-5 as circulated as ExMC/1951/DV subject to replacement of ‘he’ with ‘they’.

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, GR, HR, HU, IL, IN, IR, IT, JP, KR, MY, NL, NO, PL, RO, SA, SE, SI, UAE, USA, ZA

**Objections:** Nil

**Absent:** NZ, RU, SG, TR

**Abstaining:** Nil

**Decision 2023/31**

The meeting approved the revision of IECEx OD 313-5 as circulated as ExMC/1952/DV

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, GR, HR, HU, IL, IN, IR, IT, JP, KR, MY, NL, NO, PL, RO, SA, SE, SI, UAE, USA, ZA

**Objections:** Nil

**Absent:** NZ, RU, SG, TR

**Abstaining:** Nil

**Decision 2023/32**

The meeting approved the revision of IECEx OD 314-5 as circulated as ExMC/1953/DV

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, GR, HR, HU, IL, IN, IR, IT, JP, KR, MY, NL, NO, PL, RO, SA, SE, SI, UAE, USA, ZA

**Objections:** Nil

**Absent:** NZ, RU, SG, TR

**Abstaining:** Nil

**Decision 2023/33**

The meeting approved the revision of IECEx OD 315-5 as circulated as ExMC/1954/DV

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, GR, HR, HU, IL, IN, IR, IT, JP, KR, MY, NL, NO, PL, RO, SA, SE, SI, UAE, USA, ZA

**Objections:** Nil

**Absent:** NZ, RU, SG, TR

**Abstaining:** Nil

**Decision 2023/34**

The meeting approved the revision of IECEx OD 316-5 as circulated as ExMC/1955/DV

**In favour:** AU, BR, CA, CH, CN, CZ, DE, DK, ES, FI, FR, GB, GR, HR, HU, IL, IN, IR, IT, JP, KR, MY, NL, NO, PL, RO, SA, SE, SI, UAE, USA, ZA

**Objections:** Nil

**Absent:** NZ, RU, SG, TR

**Abstaining:** Nil

# IECEx CERTIFICATE OF PERSONNEL COMPETENCE SCHEME, IECEx 05

## Report from the ExPCC Chairman

**Document noted/approved:**

* **ExMC/1957/RM** – Report on the 2023 IECEx ExPCC meeting

The Chair invited Mr John Allen ExPCC Chairman to give his report. Mr Allen gave the following report highlighting;

* **Section 10.3.2 of the report concerning the IECEx Question Bank Software implementation.**
* **In particular noting the requirements for assessments to be conducted in English only using the YouTestMe software from the 1st January 2024.**
* **The diagram showing the use of the software given in the report.**
* **The request to ExMC for the endorsement of the implementation plan as given in 10.3.2**

The US asked about the availability of software to which Mr Amos replied that the software had been available for 2 years and training had been conducted for CBs. Trials had also been available and a draft OD had been circulated along with copies of the training slides. Mr Amos also advised that training can be repeated on request.

Mr Amos advised that the loading of questions for unit Ex 001 to the YouTestMe software is planned and will occur subject to ExMC endorsement of the ExPCC implementation plan mentioned earlier by Mr Allen.

**The Chair asked if there were sufficient questions in the system. Mr Amos replied that all new applicants to the system had to provide questions and the number in bank was sufficient.**

Mr Allen commented that the unit on hydrogen did not have many questions (being the newest). Mr Amos replied that he has been encouraging CBs to provide additional questions for this unit to build up the database and CBs wishing to get accepted for this unit would need to provide questions.

The next meeting for the ExPCC is planned for March in Singapore.

Germany supported the implementation of the system and asked about a timeline for the subsequent units. Mr Amos said further units would come on line as they were ready, with the most popular units to be added first.

Mr Allen also said that the vice Chair position for ExPCC would become vacant next year.

With no further discussion the meeting recorded the following decision.

**Decision 2023/35**

The meeting accepted a report from Mr John Allen, ExPCC Chairman on the 2023 ExPCC meeting as circulated as ExMC/1957/RM. The meeting endorsed the implementation plan and supporting Actions outlined in Section 10.3.2 of ExMC/1957/RM.

## Any other matters relating to the IECEx CoPC Scheme

Nil - no decision recorded.

# IECEx SYSTEM – GENERAL MATTERS

## IEC / ILAC / IAF Cooperation

**Document noted/discussed:**

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

The Chair asked the Secretary to speak to this item.

The Secretary noted:

* This item was placed in the agenda to remind members of the co-operation between the bodies.
* The co-operation was on-going and productive.
* The same standards are used by the bodies for assessing the competence of laboratories, certifying bodies and inspection bodies in the respective schemes and programmes.
* There are memorandum of understanding between the bodies and meet at regular intervals. This stopped during COVID but is now being revamped.
* Work done by the bodies has been beneficial for all of them, for example the creation of checklists for the various standards.
* The noted document details the position of IEC.
* In terms of IECEx, national accreditation is not a requirement, however where this is in place can serve as part of the evidence gathering exercise when a peer assessment is conducted. If national accreditation is not held then a detail assessment is required to cover the full content of the standard on an annual basis.
* The Secretariat monitors the national accreditation of CBs and ExTLs, as used for annual surveillance purposes.

**Decision 2023/36**

The Meeting noted a report from the IECEx Secretariat regarding IEC/ILAC/IAF Cooperation and explaining the document circulated as ExMC/1606/Inf.

## OIML / IECEx Cooperation

The Chair invited Mr Paul Dixon BIML Assistant Director and OIML-CS Executive Secretary to give his presentation. (available on the conference website in the presentation area)

Mr Dixon’s presentation included the following

* A description of the OIML established in 1955.
* The mission of the OIML
* The membership of the OIML – 63 member states & 64 OIML corresponding members.
* The ‘Pillars of the OIML’ being Technical Work (standards), Certification, Countries with emerging metrology systems, international cooperation, digitalisation.
* The Principles of the OIML-CS, aims, its voluntary and signatories to the OIML
* Objectives of the OIML-CS, promoting global harmonisation, avoid unnecessary re-testing and mutual confidence in results.
* Details of the OIML-CS, Type approval, Basic system, schemes, issuing authorities and Test laboratories
  + Launched on 1 January 2018 to replace the OIML Basic System and OIML Mutual Acceptance Arrangement (MAA)
  + Basic System based on self-declaration
  + MAA utilised accreditation or peer assessment for the Test Laboratory (ISO/IEC 17025)
  + OIML B 18:2022 Framework for the OIML Certification System
  + Type approval only - classified to Scheme 1a (ISO/IEC 17067)
  + Scheme B – self-declaration
  + Scheme A – accreditation or peer assessment
  + OIML Issuing Authorities (ISO/IEC 17065 and OIML D 32, or ISO/IEC 17020 (with additional requirements) and OIML D 37)
  + Test Laboratories (ISO/IEC 17025 and OIML D 30)
  + 39 categories of measuring instrument in the OIML-CS, all of which are now in Scheme A
  + 13 OIML Issuing Authorities and 27 Test Laboratories
  + 35 Utilizers and Associates
  + Over 1300 certificates issued
  + Although numbers of OIML IAs and TLs have been fairly constant, scopes have been extended as instrument categories transitioned from Scheme B to Scheme A
  + Manufacturers use OIML certificates and/or type evaluation reports to obtain national or regional type approvals (avoid repeat testing)
  + Utilizers/Associates benefit from not having to invest in test facilities
* IEC/OIML Co-operation and MOU
* The Joint IECEx/OIML working Group – last met 2019 to be reinvigorated.
* Actions and future plans.

The Chair asked the meeting for any comments/questions

Germany asked how many combined certificates there were for IECEx OIML – the Chair responded that there were not combined certificates but manufacturers who were common to both systems.

The Chair thanked Paul Dixon for the presentation.

The Secretary noted that there was information on the IECEx website with details of the working group members including the joint working group between the IECEx and OIML

The following decision was recorded.

**Decision 2023/37**

The meeting accepted a report on an update of the OIML-CS and supported the reactivation of the Joint Working Group (JWG) between IECEx and OIML.

## Any other General Matters

The Chair invited members to raise any other matters.

Brazil raised a concern about competitors using IECEx documents, for example in the service facilities scheme Brazil has only 2 facilities and yet their competitors using IECEx ODs have over 100.

They have the same issue with the personnel competencies with competitors having the same unit names

.

Brazil asked if there was anything the IECEx could do to persuade these competitors to at least join the IECEx. Many competitors do not have the competence to certify people or facilities.

The Secretary said the IECEx was recently made aware of the use of IECEx intellectual property and brand and that the registration of the IECEx letters is to protect the IECEx.

The Secretary said action had been taken in the past and the legal avenue is one available. As well the IECEx relies on the National Committees to provide assistance in this area. The Secretary said they will be in contact with the Brazil National Committee, via the IEC Office in Brazil to discuss this further.

Additionally, the marketing group needs to emphasis the value of the genuine IECEx product.

The Secretary noted that where National Bodies produced translations of IECEx ODs and these documents were published by the IECEx, the copyright resides with the IECEx.

Mr Amos noted that the IEC representative in Brazil has a legal background and he might be able to assist.

The Chair thanked Brazil for identifying and raising this matter.

No decision recorded however members noted the concerns raised by Brazil about use by non-IECEx bodies of IECEx publications for competing certification systems for service facilities and personnel

IRENA Update:

On a separate matter the Secretary noted that the following week the IRENA ((International Renewable Energy Agency) Innovation Week was being held. On of the Streams of the event was the discussion of the use of green Hydrogen noting that IEC and IECEx were well represented and promoting the use of existing quality structure.

He noted that the Chair, Thorsten Arnhold and TC31 Chair would be presenting at the IRENA event.

# WORKING GROUP REPORTS – NOT COVERED ELSEWHERE

## Report from Convener of ExMC WG17, Marketing

The Chair invited Dr Thorsten Arnhold to give his report

Dr Arnhold gave the following information

* There had not been any dedicate working group meeting in the last 12 months
* He noted there is an event archive available on the website.
* However, there has been a great deal of work undertaken to support Marketing efforts done by the Executive including
  + Presentation by Chris Agius at HAZARDEx Conference in the UK
  + Activities in South Africa by the IECEx Chair
  + Presentations at the QPS conference in Canada next week.
  + Regular articles in the HAZARDEx magazine by Mr Arnhold and Mr Sinclair
  + Attendance and contributions to IRENA by the Secretary.
  + Development and production of the 3 animated promotional videos on the IECEx website.

He agreed with comments early in the meeting about updating the IECEx brochure and that was something the working group would commence work on.

The Chair thanked Dr Arnhold for his report.

## Report from Convener of ExMC WG18, Technical Revision of IECEx OD 233

The Chair invited Convenor of ExMC WG 18 Dr Jim Munro to give his report.

Dr Munro reported

* The recent publication of IECEx OD 233 revision has occurred
* Some items had been raised with the TC31 maintenance team (for IEC 60079-33) of which there had been one meeting early in the year and another planned for Melville, USA in November 2023.
* He expects the working group to now be on hold until the standard has progressed further.

The Chair thanked Dr Munro for his report. There was no further discussion nor decisions recorded.

## Matters relating to ExMC Working Groups, not covered in this agenda

The Chair opened the meeting to discuss matters relating to other working groups not already discussed. To commence with he suggested discussing WG 8 (Regulatory Recognition) that hasn’t been active for some time.

The UK noted the need for new people to step up to be convenors and to encourage people to be deputy convenors for working groups (to learn), particularly when a few people are retiring this year.

AU support the reactivation of Working Group 8 however given the difficulty with regulators travelling recommended that be a remote meeting group.

The Chair fully supported AU’s comment.

Convenor of WG 8 Dr Frank Lienesch said the group had had participation through UNECE WG6 and his plan was to hold a meeting of the group within the next 6 months.

The Secretary noted the challenges of travel for regulators and the benefits of UNECE WG6 with its Common Regulatory Arrangement document that recommends systems like the IECEx. A question had been raised about what the IECEx could do about certificates that had issues and he noted the information available on the IECEx website for regulators.

The Secretary also noted the cooperation between the IECEx, IEC and UNECE.

The US raised the question about a new convenor for working group 11 given that Ron Sinclair was retiring and called upon the Secretary to issue a call for nominations of a replacement Convener.

No decision recorded however the Meeting Report will record the member preference for reactivating ExMC WG8 with meetings of this WG to be remote only in order to assist greater involvement of regulators.

## Annual Operational Meetings

**Documents Considered:**

* **ExMC/1969/CD -** Recommendation from USNC/IECEx for return to scheduled annual IECEx Operational Meetings

The Chair asked the US to speak to their proposal for a return to in-person operational meetings.

The US spoke to their proposal noting the planned meetings (for ExPCC & ExSFC) in Singapore 2024 and that perhaps Working Groups could have meetings there.

Mr Amos said that the Singapore meetings were being planned for Q1/Q2 2024 at the Regional IEC Singapore offices and at the present time only the Thursday and Friday of that week had meeting rooms available. He asked convenors to contact him if they wanted to have a meeting there and at the present time was unsure what facilities were available at Singapore for hybrid meetings.

He noted that hybrid meeting could be more difficult to organise, though did encourage participation.

The Chair asked the meeting about their views on hybrid meetings

BR commented that they had a preference for hybrid meetings

Mr Amos noted that while hybrid meetings could be effective it is often the case then when there was a hybrid meeting people would not attend the in-person meeting.

US asked if a deadline could be made for WGs to seek meeting in Singapore so that attendees could plan. Mr Amos advised that there is no deadline and WGs will be accommodated wherever possible on a ‘first come, first served’ basis until meeting facilities are full.

US asked about the possibility of meetings being held at the same time as TC31 meetings. Mr Amos commented that many of the working group members were not members of TC31 so that would probably not assist in improving attendance.

The Secretary supported the return to in-person meetings but said there were advantages for WG convenors to be able to call remote meetings at anytime they needed.

The following decision was recorded.

**Decision 2023/38**

The meeting supported the US proposal as circulated as ExMC/1969/CD and noted that the Secretariat is working with Committee Chairs and WG Convenors in planning IECEx Operational Meetings in Singapore in the week commencing 4th March 2024. The meeting also agreed that the use of remote meeting tools at any time may be appropriate.

## Other Working Groups or Other Matters

Nil - no decision recorded.

# IEC TC 31 MATTERS

## Report from IEC TC 31 Chair

**Document Considered:**

* **ExMC/1994/R** – Report from the IEC TC 31 Chair

The Chair invited IEC TC 31 Chair Dr Martin Thedens to give his report.

Dr Thedens presented his report noting some recent decisions of interest to the IECEx including;

* Appointment of Dr Jim Munro as IEC TC31 Liaison to IECEx ExMC/WG19
* The establishment of an advisory group for hydrogen technologies
* The appointment of Dr Tim Krause as liaison officer to IECEx via JWG50
* Changes of scope to AG55 ‘Specific conditions of use’
* That SC 31J may circulate a call for additional experts for AG55
* That TC31 supported SC 31J recommendation and encourages IECEx to explore options to improve stakeholder, regulators and end user representation.

Dr Thedens noted that TC31 CAG had made resolutions of interest to the IECEx including

* That the scope change to AG55 included a requirement ‘To consult with Ex conformity assessment systems as appropriate’
* A recommendation for harmonized text for use in IECEx applications to show how compliance can be demonstrated.
* A joint meeting between PT 60079-44 and EG52 to resolve ISO/IEC Directive comments raised by EG52.

The next TC 31 meetings will be in Melville, USA in November

Dr Thedens gave a list of documents nearing completion.

Dr Thedens also noted that Bard Johnsen (Norway) will be the new Chair of SC 31J.

Dr Thedens thanked the IECEx for its contributions to TC31 and said it was always a pleasure to work with the IECEx.

The Chair hoped that the relationship with TC31 would be continue to grow.

The US asked about the development of standards for hydrogen equipment certification in 31M. Mr Thedens said that TC 31 are prepared to at what standards were required and it may likely that there would be a joint working group with ISO in this area.

AU added that in the maintenance team for the gas detector standard there was some work to revive requirements for certification for hydrogen equipment.

The Chair thanked Dr Thedens and with no further discussion, the meeting agreed to record the following decision.

**Decision 2023/39**

The Meeting accepted a report by the IEC TC31 Chairman, Dr Martin Thedens on IEC TC 31 activities and work since the 2022 ExMC meeting.

## Report from IEC TC 31 JWG 50 standards coordination with IECEx

The Chair invited JWG 50 Convenor Dr Tim Krause to give his report. (Posted in the presentations area of the conference website)

Dr Krause spoke about the following;

* The objectives of the Joint Working Group
* That the last meeting of the JWG was in 2019 and the next is scheduled for the IEC/TC31 meeting in Melville during November.
* The following subjects will be covered at the next meeting, including
  + **The reference to IECEx documents in TC31 documents**
  + **The interaction between IECEx and TC31 AG55**
  + **ExTAG decision sheets**
* The handling of ExTAG decision sheets
* Location of future JWG meetings, suggesting that they be held alternatively with TC31 and IECEx meetings.

The US supported the idea of alternate meetings to align with TC 31 and then IECEx meetings and there was general agreement to this idea.

**Decision 2023/40**

The Meeting accepted a report by the IEC TC31 / IECEx JWG 50 Convenor. Mr Tim Krause.

# ISO TC 197 MATTERS

## Report from ISO TC 197/SC 1 Hydrogen at scale and horizontal energy systems

The Chair invited Dr Andrei Tchouvelev Chair of ISO/TC197/SC1 to give his report.

Dr Tchouvelev gave a presentation (posted on conference website in presentations) containing the following

* The scope of ISO/TC 197
* The scope of ISO/TC 197/SC 1
* ISO/TC 197 Membership – 34 member countries, established 1990 – 14 observing members.
* The structure of ISO/TC 197 including the Technical Advisory Board, the working groups and SC1.
* The various working group titles and associated ISO standards
* The division of scope between ISO/TC 197 and the SC1 and their primary focus.
* Membership of ISO/TC197/SC1 – 25 member countries and 3 observing members established in 2022
* The scope of ISO Methodology to develop an internal hydrogen market
* The Methodology Boundary and ISO/DTS 19870
* A schematic of the ‘well to consumption gate’ system
* The Hydrogen Product Climate Impact Triangle.
* IECEx-ISO Collaboration on Certification of Hydrogen Equipment
* Focus of IECEx WG 19 Hydrogen Technologies.

Mr Cole asked a question regarding hydrogen in transport, particularly California. Dr Tchouvelev recounted some of the history of hydrogen fuelling stations and cars during 2004 to 2010.

The Secretary mentioned that there was a project in the UAE with the retrofitting of diesel trucks to be powered by hydrogen and it had been identified that they needed assistance with standards and certification in that area.

The Secretary asked when ISO 19880-2 was expected to be published. Dr Tchouvelev said he thought it was still 6 to 7 months away.

There was some further discussion on use of hydrogen for transport, including some on solid storage and the following decision was recorded.

**Decision 2023/41**

The Meeting accepted a report from the ISO TC 197/SC1 Chair, Andrei Tchouvelev, on both the activities of ISO TC 197 and the collaboration with IECEx noting the formation of a formal liaison between IECEx and ISO/TC 197/SC1 early in 2023 and appointment of Dr Thorsten Arnhold as the IECEx Liaison Officer to ISO TC 197/SC1.

## IECEx application to the Hydrogen economy – Report from ExMC WG19

**Documents Considered:**

* ExMC/1989/R – Report from WG19 Convener (to be issued following the 22 August 2023 WG19 Meeting)
* IECEx OD 290 – IECEx OD 290 IECEx Certified Equipment Scheme - Harmonized procedures for IECEx certification of equipment, components and systems associated with the production, dispensing and use of gaseous hydrogen

The Chair invited Dr Thorsten Arnhold to give a report on ExMC WG19.

Dr Arnhold’s presentation detailed the following

* The working group had been established in 2021
* There had been four meetings since that time.
* To commence it had been decided to concentrate on three major tasks
  + **Integration of ISO TC 197 Standards within the IECEx Equipment Scheme also coverage of H2 Fuel dispensing equipment**
  + **Extension of the IECEx Certificate of Personal Competence Scheme to add a Unit dedicated to Hydrogen safety**
  + **Explore the use of IEC TC 105 standards within the IECEx Equipment Scheme**
* The close relationship with ISO TC 197 and his work as liaison there.
* Attendance at ARENA next week

Dr Arnhold explained the urgent need to harmonise the approach used to test/assess and certify Hydrogen dispensing units and that while IEC 60079-46 was being used while work continued within ISO TC 197 on the new ISO 19880-2, a harmonised approach on the application of IEC 60079-46 when applied to H2 Dispensing units was needed within IECEx. He explained that Annex A of OD 290 was developed in very close cooperation with ISO TC 197 experts and is expected to reflect the final ISO 19880-2 requirements. He also clarified that once ISO 19880-2 is published, then OD 290 will be updated to remove the Annex A and refer to the ISO 19880-2 standard.

Dr Arnhold explained how OD 290 has been used and that during the last WG19 meeting, it was agreed to revise the OD based on feedback with its application and that work had commenced.

Dr Arnhold then outlined the WG19 Recommendations to ExMC

* + **Revision of IECEx OD 290 upon issue of ISO 19880-2**
  + **That ISO 14687 (Hydrogen fuel quality) not be in the IECEx scheme**
  + **That ExTAG WG1 prepare ExTR Blanks for ISO 19880-3 & 5, ISO17268**
  + **Support ExMC WG19 for IECEx coverage of non IEC standards**
  + **Members be reminded the availability of Unit 011 in the CoPC scheme for Hydrogen Safety**

He thanked the members of WG19 and officers of ISO TC 197, IEC TC 31 and IEC TC 105 for their excellent collaboration.

In opening the floor for discussion, the Chair invited Dr Tchouvelev from ISO TC 197 to speak about ISO 14687 (Hydrogen fuel quality), with the meeting agreeing with the WG19 view that this would be a matter best covered by other CA systems such as IECQ.

The US commented that given the number of ISO standards being produced concerning Hydrogen, the working group should consider identifying those used for certification vs those used for reference and have this noted on the IECEx website. Dr Arnhold agreed to raise this with WG19

At the conclusion of discussion, the meeting agreed to record the following decision.

**Decision 2023/42**

The Meeting accepted a report from Dr Arnhold on the activities of ExMC Working Group WG 19, Application of IECEx to the Hydrogen Economy (as circulated as ExMC/1989/R). Members accepted and agreed all five recommendations listed in ExMC/1989/R.

# REGIONAL REPORTS

## Reports

**Documents presented:**

* ExMC/1984/Inf – Report from the US
* ExMC/1985/Inf – Report from BR
* ExMC/1986/Inf – DE request for information
* CN-update of China Compulsory Certification on Ex – product IECEx 2023 – green paper
* 2023 ExNBP report to ExMC – green paper

The Chair invited Brazil to give their report. The report was presented by Giovanni Hummel.

The report contained information on

* Regulation and Brazilian Ordinance
* Advertising and Marketing
* Evolution of IECEx certificates.

The Chair invited the US to give their report. The report was presented by Mr Scott Kiddle.

The report contained information on

* The 2019 revision to the OHSA NRTL Program Directive
* Continued work of the US National committee for gaining acceptance of the IECEx with various US regulators
* Support of WG17
* Support of the IECEx GIF
* US committee receiving guidance regarding US trade-sanctioned countries
* Recent work on US national differences.

The Chair asked China to give their presentation about the China Compulsory Certification (CCC) of Ex product.

The presentation contained information on

* The Scheme regulations of which there are 8 general and 16 product regulations
* Recent revision to the catalogue of products that require certification to the scheme
* Scope of the system for Ex products
* Many of the CBs and TLs for the CCC scheme are also in the IECEx
* Implementation measure and timing
* Auditing
* Changes during the pandemic.
* Work to extend acceptance of IECEx.
* For any further information members were welcome to contact any Chinese ExCB

The Chair confirmed with Germany that the presentation answered the questions raised in their request.

The US thanked China for their report and asked about the timing for the CNCA ruling CNCA 2023/01. China answered that was anticipated to be completed in about 6 months.

The Chair invited Mr Jason Omerovic to report on recent activities of the ExNBG (Notified Bodies equipment for use in potentially explosive atmospheres on Council Directive 2014/34/EU (ATEX))

Mr Omerovic reported

* The last meeting of the group was January 2023
* The group has an IECEx System Liaison and wish continued cooperation with the IECEx system
* Information on Clarification sheets and their relationship to IECEx Decision sheets
* Heat Tracing System requirements will be contained in the next edition of the ATEX Directives.
* The Chair thanked Mr Omerovic for his report and then asked the UK if there was any news on the current state of UK regulations in relation to Brexit.

The UK – Mr Nicholas Ludlam referred to Mr Colin Cameron’s presentation given at the Symposium on Wednesday. There was a change that came in on the 1st August 2023 where the UK announced the definite extension of the CE mark. However there is still some uncertainty in this area. No new legislation is intended until August 2024.

The following decisions were recorded.

**Decision 2023/43**

The Meeting accepted a report from the USA NC as circulated as ExMC/1984/INF.

**Decision 2023/44**

The Meeting accepted a report from the Brazilian NC as circulated as ExMC/1985/INF.

**Decision 2023/45**

The Meeting accepted a report from the China NC via a presentation that will be made available post meeting as a Green Paper. The meeting agreed that the presentation serves as an adequate response to the request from DE as circulated as ExMC/1986/INF.

**Decision 2023/46**

The Meeting accepted a report from Mr Omerovic on recent activities of the ExNBG. The report will be made available post meeting as a Green Paper.

# FINANCE

**Address by the IEC Treasurer, Mr Pierre Selva**

The Chair Invited IEC Treasurer Mr Pierre Selva to give his address.

Mr Selva thanked the ExMC for the invitation to attend and speak. His address covered

* His work history with conformity assessment.
* The growing importance of Conformity Assessment to the IEC
* Although recognition is good, there is more scrutiny of CA and questions get asked like ‘ Why are the CA fees not being increased?’
* He noted that on the long term sustainability of conformity assessment there were various priorities raised including
  + **A review of the current Financial and membership model**
  + **Seeking to improve the provision of services to customers**
* He noted projects associated with the reuse of batteries and how can conformity assessment be undertaken to more than one standard.
* Time schedule for budget preparation and submission and how the budgets are now combined into one document.
* The Treasurers Meeting that enables best practices to be shared

The Chair thanked the Treasurer for his address and opened the floor to any questions

Mr Tim Duffy – US commented about the distribution of membership fees to IEC- how little appears to go to Conformity Assessment. He also thought that the higher levels of the IEC needed to get more feedback from members.

The Treasurer stressed the role of National Committees report back to their members.

The Chair asked the Secretary for his input concerning the Treasurer’s meeting.

The Secretary noted that the Treasurer’s meeting brings together the four conformity assessment system Treasurers enabling consistency across the various budgetary line items and sharing of best practices in financial reporting.

With no further remarks the meeting agreed to record the following decision

**Decision 2023/47**

The meeting appreciated a verbal address from the IEC Treasurer, Mr Pierre Selva and recorded our thanks for his participation today and for his ongoing support of the IECEx System.

## Accounts and Budgets

### Approval of the 2022 Audited Accounts

**Document considered:**

* **ExMC/1936/DV** – 2022 Audited accounts
* **GA/119/DV** – IEC Statutory Financial Statements – For Information
* **CAB/2313/INF** – IEC Treasurers meeting report – For Information
* **ExMC/1983/CD –** US comments
* **ExMC/1996/CD** – GB Comments

The Chair invited Professor Xu to present the IECEx financial report.

The IECEx Treasurer, Professor Xu Jianping gave a detailed Presentation of the Financial situation of the IECEx including the 2022 Audited accounts. He specifically noted the following:

* The Accounts had been positively audited by IEC independent auditors according to Swiss General Accepted Accounting Principle (GAAP) and signed by IEC Treasurer and IEC president.
* Following the “One IEC” requirements, the audited report was issued as GA/119/DV Report of the Statutory Auditor on the IEC Statutory Financial Statements for 2022 for all Business units of the IEC.
* The document ExMC/1936/DV listed in the Agenda is an extract of GA/119/DV with notes added to the 2022 IECEx end of year results
* In 2022, due to the continuous impact from the COVID-19 and its lagged effects, the income and expenditure were generally according to the approved 2022 Budget, with a hard-won surplus of CHF 70,795, which is in line with budget predictions of CHF 79’305.
* This includes the possible CHF 16,452 negative amount for the Net Financial Revenue, which is the non-realised value of the IECEx amounts of the IECEx General Reserve invested in the IEC pool of investments and reflected the state of play in the global financial markets at that time.
* All other financial account items were largely normal as the years’ budget
* IECEx continued to be a solid and healthy financial performance as at end 2022.

In conclusion Prof Xu highlighted the following key data of his report

* Income (Net): Actual = CHF 1,642,363 vs Budget = CHF 1,825,000
* Expenses (Net): Actual = CHF 1,456,533 vs Budget = CHF 1,656,695
* Contribution to General Reserves: Actual = CHF 70,795 vs Budget = CHF 79,305
* IECEx Free Capital@ Dec 2022 = CHF 2,619,260 (2,574,125 @ 2021 actuals) [+1.8%]

Prof Xu then informed the meeting of his detailed review of the IECEx Annual Expenses advising that he was satisfied with the detailed record keeping of the Secretariat which includes quarterly-based records as categorised per the accounting items of the budget with record data, invoices etc as supporting evidence are matched and traceable with the audited 2022 IECEx Account.

Prof Xu then reported on the current status of IECEx General Reserves (GR) @ EY 2022 = CHF2,619,260 (CHF2,574,125 @ EY 2021) [+1.8% increase], noting that the General Reserves (IECEx Free Capital) now sits at 1.80 times the annual operating expenses.

While this is above the previous FinCom’s requirement of 1.5 years x operating expenses, Prof Xu reminded the meeting of the desire to maintain a minimum of 2 x Operating costs for maintaining stability, due to the litigious nature of the IECEx activity.

In conclusion the Treasurer recommended ExMC acceptance of the 2022 accounts

The Treasurer then displayed the 2023 Approved budget and made the following comments

* The budget was approved by CAB in April 2022 (acc to CAB/2326/DV), with initial acceptance of ExMC members
* The Budget takes into account possible improvements in the impact of the COVID-19 in 2023.
* The budget implies confidence in recovery of the impact of the COVID-19, and it also reflects the possible increase in operating costs following with gradual return to normal.

He also commented on the 2023 Forecast results

* There are delayed effects of the COVID-19 on global economic recovery.
* IECEx business growth continues but is slower than expected prior to COVID.
* BUT the op. results seems to be positive acc. last 8 months operation.
* The 2023 EY FORECAST will be around 3.5% below budgeted Income and 5.8% below budgeted Expenses,
* If no special change of circumstances, 2023 EY OP. Result is expected to be around 18% above budgeted

Budget Highlights for 2024 Prof Xu reminded the meeting that Budget 2024 had been approved by both ExMC and CAB as CAB/2326/DV and noted the following:

* The INCOME budgeted with 3.2% increase relative to 2023 budget, mainly from various certification fees and possible membership dues.
* The EXPENSES budgeted with 7.6% increase, due to IEC overhead costs (2%) and meeting/travel cost increase for business operation
* The OPERATIONAL RESULT budgeted at CHF119K, which still remains positive finance performance
* The provision of CHF 30’299 for an allocation to the IECEx Free Capital (General Reserves) for the year 2024 is consistent with the 2Y Outlook 2024-2025 as agreed during the 2022 ExMC Remote meeting.

Prof Xu proceeded to present the 2025-2026 Financial Outlook, with the following key principles and remarks

* The 2-year Outlook to 2026 was drafted according to the new Swiss GAAP, following the development of the 2024 Draft Budget (ExMC/1918/DV) and according to the 2022 actual results.
* Adherence to the principle of seeking progress while maintaining stability
* Assume no changes foreseen in annual dues that represent 22+ consecutive years of no increase in annual dues
* Maintain current funding model of combination of Annual dues + Certificate Fees for a user pay system
* Maintain a dedicated Technical Secretariat to serve IECEx daily operation
* Continue with a conservative approach to financing, with consideration of 18% annual rate on IEC cost contribution after 2024
* No significant negative changes in either Income or Expenditure is foreseen for 2023 & 2024
* There are no extraordinary circumstances or events affecting IECEx daily operation

Other important notes were

* The financial notes were agreed by Executive members
* The Executives also discussed the comment with Norway’s YES Vote on 2024 budget regarding a possible reduced certificate fee of CoPC, which was not agreed due to uncertainty of global economic recovery, coverage of IECEx Trademark Registration maintaining costs and etc, as well as the fact that most of the fees of CoPC are currently paid by employers, the meeting agreed not to seek a reduction in any of the fees.

In conclusion Professor Xu Jianping commented

* Finally, I must make a special mention that under the leadership of IECEx Executives the continuous high-intensity and efficient work of the members of IECEx secretariat has strongly supported the steady operation of IECEx.
* I must also mention that IECEx’s solid financial performance also benefits from the day-to-day efforts and contributions of all members.

The Chair thanked Professor Xu for his report and then asked the US to present their proposal outlined in ExMC/1983/CD to form a Finance Working Group, with Mr Scott Kiddle presenting the US comment.

The US proposal was supported in principle with comments from AU, UK, Denmark and Germany.

It was noted that the next Treasurer’s meeting was in late November 2023

Further discussion covered various aspects including

* The budget preparation process and timing
* IECEx OD 002
* Terms of Reference for the WG
* Membership of the group
* Convenor of the group
* Timing

With additional contributions from the Secretary and Chair.

Following the above and further discussion, the meeting agreed to record the following decisions.

**Decision 2023/48**

The meeting accepted a presentation (based on ExMC/1936/DV) from the IECEx Treasurer on the 2022 results prior to the submission of these to the IEC CAB.

**Decision 2023/49**

Whilst noting the sound financial management of the IECEx System, the meeting supported the US proposal (as circulated as ExMC/1983/CD) and the UK NC comments (as circulated as ExMC/1996/CD) and then agreed to establish the proposed Working Group to report to the ExMC and to support the IECEx Treasurer. The meeting also agreed to task the Chair, Treasurer and Executive Secretary to prepare, by no later than November 2023, a draft Terms of Reference and membership criteria for the new WG for further discussion and consideration by ExMC.

[Secretariat Note: A copy of the draft agenda for the next IEC Treasurers meeting, planned for November 2023 will be circulated to all ExMC Members for their input ahead of the IEC Treasurers meeting]

### \*Approved 2024 Budget

Refer Decision 2023/03 regarding the Consent Agenda items.

## IECEx 2026 Financial Outlook

**Document considered:**

* **CAB/2356/INF –** Financial Outlook Guide to 2026

The Chair asked the meeting if there were any further comments other than those dealt with in item 17.1.1 discussions.

There being none, the meeting agreed to record the following decision

**Decision 2023/50**

The meeting considered a financial outlook to 2026 prepared by the IECEx Executive (as circulated as CAB/2356/INF) in accordance with the new Swiss GAAP accounting principles and noted that this document has been prepared taking into account the 2022 audited accounts and 2023 and 2024 Approved Budgets. It is intended that this will be used as guidance when preparing the draft formal budget for 2025.

## \* IECEx System Participation Fees

**The Chair noted the meeting’s agreement to the consent agenda and referred to Decision 2023/03.**

Refer Decision 2023/03 regarding the Consent Agenda items.

## Global Impact Fund

The Chair asked the Secretary to present the latest update on the fund. (The presentation is available on the 2024 IECEx meeting website)

The Secretary’s presentation gave the following information on the following.

* The [IEC Global Impact Fund](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.iec.ch%2Fglobal-impact-fund&data=05%7C01%7Cmatthew.doherty%40iec.ch%7C48d8f57c116a4b8a41f408db058a2adb%7Ca7637f093d864148997bedcd40bee856%7C0%7C0%7C638109863263656364%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=gKHS46RsZcGliiO%2FnZgB8Ze98aFLHN04xZ%2Ftp%2B%2FZPUE%3D&reserved=0)  continuing to take shape in advancing the IEC vision of “a safer and more efficient world” and demonstrating the catalytic impact of international standards and conformity assessment systems in addressing many of today’s social, economic and environmental challenges and in ensuring that technology has a positive impact on society.
* As a reflection of this commitment, the IEC launched the fund through a three-year annual contribution of 1% of its capital & reserves over the 2023-2025 pilot phase. This seed funding is helping to build a global public-private partnership for radical collaboration and collective action aligned with the IEC’s values and mission.
* Information on the Inaugural project
* Project Milestones
* 2023 Priorities
* Partnership Network

The Secretary encouraged members to get in contact with Matt Doherty from the IEC via their National Committees for any further details.

The Secretary thought there might be some opportunities for the IECEx through IECEx marketing group or perhaps the business development group.

The US commented that in it’s Regional Report it had a statement supporting the Secretary’s view on marketing and or business opportunities for IECEx.

The Chair, suggested that WG13 consider what opportunities were available to IECEx through the work of the Fund.

# OTHER BUSINESS

Nil - no decision recorded.

# REPORT TO CAB

Nil - no decision recorded.

# NEXT MEETING

The Chair noted an offer by China for hosting of the 2026 meetings which was accepted by ExMC. The Chair then invited Brazil to give their presentation. (Available on the Conference Website)

The presentation from BR included information on

* The location of IGUASSU falls
* Details of airports, flights and airlines
* The city and environ
* Itaipu Dam

The Chair thanked BR for their presentation and hosting of the 2024 Meetings and also to China for their offer of the 2026 meeting, with the meeting agreeing to record the following decision.

**Decision 2023/51**

The meeting noted that the future meeting schedule of:

* 2024: Brazil
* 2025: Japan

appreciated the presentation by Brazil regarding details of the 2024 IECEx Meetings, and accepted the invitation from China for the 2026 meetings.

# CLOSE OF MEETING

The Chair thanked all participants and members, along with the work of the Secretariat for a most successful meeting and wished all a safe journey home.

The Secretary thanked the Chair for his work managing the meeting and the UK Organising Committee for all their work.

## Meeting closed at 15:50 on Friday, 22nd September 2023Annex A

**Consent Agenda Items**

**A1 Introduction**

The use of a Consent Agenda provides for the dealing with the ExMC Agenda in a more efficient manner by identifying matters of a routine nature or where matters have been dealt with, during the year via correspondence.

Agenda items identified with **\*** are proposed to be approved via a single decision under Agenda Item 2.2.

Should any national committee wish to relocate any item(s) from the consent agenda back to the main agenda for discussion during the meeting, please inform the secretariat either prior to the meeting to aid in the meeting planning or when dealing with Agenda item 2.2.

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

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

Therefore during the ExMC 2023 meeting the meeting will be asked to:

1. Accept the items listed in A2 as forming the 2023 Meeting ExMC Consent Agenda;

and

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

**A2 Consent Agenda**

|  |  |  |
| --- | --- | --- |
| **2023 ExMC Meeting Consent Agenda** | | |
| **Agenda** | **Title** | **Documents** |
| 3 | **MINUTES OF THE LAST ExMC MEETING** |  |
| 3.1 | To note the Confirmed Minutes of the 2022 ExMC Online meeting | ExMC/1903A/RM |
| 5 | **REPORT ON IEC CAB Matters** |  |
| 5.1 | To note CAB Decision Lists | CAB/2276/DL  CAB/2365/DL |
| 5.2.1 | Specific CAB Decisions from 52nd Meeting | CAB/2276/DL |
| 5.2.2 | Specific CAB Decisions from 53rd Meeting | CAB/2365/DL |
|  |  |  |
| 5.3 | IEC Conformity Assessment System’s Harmonised Basic Rules | IEC CA 01 Ed 2.7  IECEx 01-S Ed 2.3 |
|  |  |  |
| 6 | IECEx MEMBERSHIP |  |
| 6.1 | Current Membership |  |
| 6.3 | New ExCBs and ExTLs accepted, via correspondence, since the 2022 ExMC Meeting | ExMC/1976/R |
|  |  |  |
| 7 | **IECEx ASSESSMENTS OF ExCBs AND ExTLs** |  |
| 7.1 | IECEx Assessment of ExCBs and ExTLs since 2022 ExMC meeting | ExMC/1975/R |
| 8 | **IECEx CERTIFIED EQUIPMENT SCHEME, IECEx 02** |  |
| 8.1 | Listing of Current IECEx 02 Scheme ExCBs and ExTLs | <https://www.iecex.com/members-area/od001/> |
| 10.1 | Listing of ExCBs – According to IECEx 03 series, Certified Service Facility Scheme | <https://www.iecex.com/information/excbs/service-facilities/> |
| **16** | **FINANCE** |  |
| 16.1.2 | Approved 2024 Budget | CAB/2326/DV |
| 16.3 | IECEx System Participating Fees | OD 019 Ed 7.3 |

**ANNEX B**

**Action Items from the 25th Meeting of the IECEx ExMC 2023**

| **Item** | **Agenda Item** | **Actions Arising from the Meeting** | **By Whom** | **When** |
| --- | --- | --- | --- | --- |
| 1 | 3.2.1 | Secretariat to produce a paper for the membership explaining the need for ExCBs to be making information available on their websites regarding national requirements of their countries concerning approval/regulatory requirements, re in response to Action item 23 from 2022 Meeting Minutes | Secretariat | Following the meeting |
| 2 | 3.2.1 | Action item 14 from 2022 meeting (ExMC/1947/R ) to carry forward. | WG13 | Following the meeting |
| 3 | 4.1 | Secretariat to include graph in next year’s report showing more recent year on year issues of new certificates. | Secretariat | Next year’s meeting |
| 4 | 4.1 | Secretariat to include graph in next year’s report showing the number of certificates linked to out of date QARs. | Secretariat | Next year’s meeting |
| 5 | 4.2 | Nomination of Prof XU as IECEx Treasurer for a second term to be presented to the CAB for Approval | IECEx Chair | Following the meeting |
| 6 | 4.3 | Nomination of Katty Holdredge as IECEx Vice Chair for a first term to be presented to CAB for approval | IECEx Chair | Following the meeting |
| 7 | 6.5 | Regarding the on-going use of OD 060, the meeting called on ExAG and ExMC WG5 to continue their work on the updating of documents to address the use of Remote Assessments (for peer assessments) or Audits (for manufacturer audits) | ExAG and ExMC WG13 | For reporting at 2024 meeting |
| 8 | 6.6 | IECEx OD 099 to be revised taking into account Decision 2023/12, to be prepared by the Secretariat and provided to ExMC for comment then final approval via correspondence | Secretariat | Following the meeting |
| 9 | 6.7 | ExMC WG13 and Secretariat to undertake a revision/update of the IECEx Brochure | Secretariat with ExMC WG13 + WG17 | Following the meeting |
| 10 | 7.2.1 | ExAG work on the revisions of OD 003-2 and OD 032 is supported by ExMC and are requested to continue with these revisions | ExAG | For reporting at 2024 meeting |
| 11 | 7.2.1 | ExMC/1956/DV to Proceed to publication as Edition 2.0 subject to further editorial changes by the Secretariat | Secretariat | Following the meeting |
| 12 | 8.2.1 | IECEx 02 to be revised by ExMC WG1 taking into account the work of ExTAG WG01, once ExTAG WG01 has completed its consideration of testing/assessment of components and how they should be certified and shown on IECEx Certificates of Conformity, arising from the ExTAG discussion on application of DS 2014/001. | ExMC WG1 awaiting input from ExTAG WG01 | For reporting at 2024 meeting |
| 13 | 8.2.1 | ExMC WG15 to revise IECEx OD 280 following the work of IEC TC 31 MT 80079-38 | ExMC WG15 | For reporting at 2024 meeting |
| 14 | 8.4 | Publish IECEx OD 025 per ExMC/1935/DV subject to editorial comments and removal of Figure 2 | Secretariat | Following the meeting |
| 15 | 8.4 | Publish IECEx F-001 per ExMC/1960/DV and inclusion of changes proposed by US in ExMC/1982/CD | Secretariat | Following the meeting |
| 16 | 8.5 | Secretariat to in include information on [Standards » IECEx](https://www.iecex.com/publications/standards/) how to set up notifications for new Interpretation Sheets (ISH) on the [IEC News and Resources / Subscribe page](https://www.iec.ch/subscribe) in further development of the IECEx Bulletin. | Secretariat | Following the meeting |
| 17 | 8.5 | Implement IECEx Bulletin as per ExMC/1967/R | Secretariat | Following the meeting |
| 18 | 8.5 | ExMC WG13 to investigate the possibility of a notification system for new or updated ExTAG Decision Sheets and ExTR blanks via a subscription service. | ExMC WG13 | For Reporting at 2024 meeting |
| 19 | 8.6 | ExMC WG1 to examine/revise OD 011-2 re requirements  for specifying protection techniques and also confer with ExWG5 regarding QAR audits. | ExMC WG1 | For reporting at 2024 meeting |
| 20 | 10.2 | Documents as approved during the meeting, via Decisions 2023/27+28+29+30+31+32+33+34 as revised versions of the following to proceed for publication  IECEx 03-2  IECEx 03-3  IECEx 03-4  IECEx 03-5  IECEx OD 313-5  IECEx OD 314-5  IECEx OD 315-5  IECEx OD 316-5 | Secretariat | Following the meeting |
| 21 | 11.1 | Execute the implementation plan and supporting Actions outlined in Section 10.3.2 of ExMC/1957/RM | Secretariat to manage | Following the meeting |
| 22 | 12.2 | The meeting support the re-activation of the JWG between OIML and IECEx | Secretariat to Manage | For reporting at 2024 meeting |
| 23 | 12.3 | Secretariat to contact Brazil National Committee re protection of IECEx intellectual property | Secretariat in consultation with IEC Legal | Following the meeting |
| 24 | 13.3 | Secretariat to issue a call for new WG11 convenor nominations. | Secretariat | Following the meeting |
| 25 | 13.3 | Working Groups to have a standing agenda item for the appointment of Deputy Convenors | All Working Groups | On-going |
| 26 | 14.2 | To plan to hold TC 31 JWG50 meetings alternatively to align with TC 31 and IECEx meetings | Secretariat to work with TC 31 JWG50 Convener | On-going |
| 27 | 15.2 | ExMC WG19 to proceed with the revision of IECEx OD 290 as outlined in the WG19 report ExMC/1989/R along with other recommendations of the report | ExMC WG19 | For reporting at 2024 meeting |
| 28 | 15.2 | ExMC WG19 to consider identifying the list of International Standards covering Hydrogen that may be suitable for certification versus those that are for information or reference purposes only. | ExMC WG19 | For reporting at 2024 Meeting |
| 29 | 15.2 | ExTAG WG1 prepare ExTR Blanks for ISO 19880-3 & 5, ISO17268 | ExTAG WG1 | Following the meeting |
| 30 | 17.1.1 | Prepare, a draft Terms of Reference and membership criteria for the new Finance WG for further discussion and consideration by ExMC | Chair, Treasurer and Executive Secretary | By November 2023 |
| 31 | 17.1.1 | Circulate copy of draft agenda for next IEC Treasurers meeting for ExMC input ahead of the meeting | Secretariat | Ahead of the Treasurers Meeting |
| 32 | 17.4 | ExMC Working Group 13 to consider opportunities for the IECEx through the Global impact fund | Chair/WG13 | For reporting at 2024 meeting |

**ANNEX C**

**ATTENDANCE LIST Days 1 + 2**

**C1 Attendance List Day 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Country** | **Name** | **Organisation** | **Type** |
| AU | Justin Gavranich | Ex Testing and Certification | Body |
| AU | Jim Munro | Jim Munro | Exec |
| AU | Sarah Wynn | JAS\_ANZ | MB |
| BR | Christian Duarte | WEG | Mfr |
| BR | Vitor Marcon | WEG | Mfr |
| BR | Wilson Bonato | NCC | Body |
| BR | Giovanni Hummel Borges | HG INSPEÇÃO E ANÁLISE | Consultant |
| BR | Eduardo Augusto Di Marzo | TÜV Rheinland do Brasil Ltda | Consultant |
| CA | Marty Cole | Hubbell | Exec |
| CA | Marco Erdhuizen | QPS | Body |
| CA | Dorin Stochitoiu | CSA Group | Body |
| CA | Kavinder Dhillon | Labtest | Body |
| CH | Mario Schleider | Electrosuisse | Body |
| CH | Peter Thurnherr | Thuba | Exec |
| CN | Aihua Guo | NEPSI | Body |
| CN | Jianping Xu | NEPSI | Exec |
| CN | Lei Qiu | SMAR / CNCA | NMB |
| CN | Xuejing Guo | CQC | Body |
| CN | Lifeng Wang | CMAC | Body |
| CZ | Lukas Martinak | FTZU | Body |
| CZ | Martin Zamrsky | FTZU | Body |
| DE | Maria Brodel | PTB | Body |
| DE | Thorsten Arnhold | R-Stahl | Exec |
| DE | Martin Thedens | PTB TC31 | Body |
| DE | Guenter Gabriel | Pepperl+Fuchs SE | Mfr |
| DE | Klauspeter Graffi | TUVR | Body |
| DE | Tim Krause | PTB | Body |
| DE | Detlev Markus | PTB | Body |
| DE | Peter Marschall | Atex Engineering GmbH | Consultant |
| DE | Frank Lienesch | PTB | Exec |
| DK | Jasmin Omerovic | UL International Demko A/S | Exec |
| DK | Søren Storm | Danish Standard | MB |
| ESP | Yohan Echeverri | LOM | Body |
| FI | Jenni Hirvelä | Eurofins Electrics and Electronics | Body |
| FR | Thierry Houeix | INERIS | Exec |
| FR | Julien Gauthier | LCIE - Bureau Veritas | Body |
| GR | Seung Hyun Lee | KR Hellas Ltd | Body |
| HR | Marino Kelava | Fiditas Ltd | Body |
| HU | Nagy Botond | ExVA Ltd | Body |
| HU | Anges Balint | ExVA Ltd | Body |
| HU | Kristof Kaszas | ExVA Ltd | Body |
| IEC | Pierre Selva | IEC Treasurer | GUEST |
| IN | Ajit Karandikar | Karandikar Labs | Body |
| IN | Mohit Janoiya | Bureau of Indian Standards | NMB |
| Iran | Zahra Shadravanan | ISIRI | NMB |
| Israel | Aleksey Kogan | ITL | Body |
| IT | Dionisio Bucchieri | Eurofins Product Testing Italy | Body |
| IT | Alessandro Fedato | CESI | Body |
| IT | Mauro Casari | IMQ Spa | Body |
| IT | Paolo Luigi Paraboschi | IMQ Spa | Body |
| JP | Minari Kogane | TIIS | Body |
| JP | Toru Hinouchi | TIIS | Body |
| JP | Takuro Kubo | TIIS | Body |
| JP | Sungmi Jung | TIIS | Body |
| JP | Hiroshi Takahashi | Fuji Electric Co, Ltd. | Mfr |
| KR | Dongjin Kim | KTL | Body |
| KR | Sang-Cheol Lee | KTL | Body |
| KR | Jeong Il Kang | KOSHA | Body |
| KR | Gyeong-Jin Oh | KOSHA | Body |
| KR | Yunghwa Lee | KGS | Body |
| KR | Taeho Nam | KGS | Body |
| KSA | Nasser Almaslet | SASO | NMB |
| KSA | Rose Mahen | SASO | NMB |
| MY | Villalan Ramasamy | Emerald Windfall Sdn Bhd | Consultant |
| MY | Muhamad Kamal Bin Sabran | SIRIM | Body |
| MY | Salmey Abdul Halim | PETRONAS | End-user |
| MY | Mohamad Faizal Hamdan | PETRONAS | End-user |
| MY | Fauziah Binti Fadzil | SIRIM | Body |
| NL | Gert Hofs | PBNA | Body |
| NL | Karel Neleman | BARTEC | Mfr |
| NL | Richard Schuller | DEKRA Certification B.V. | Body |
| NL | Fred Lankamp | CNEX-Global BV | Body |
| NO | Ståle Sandstad | DNV Product Assurance | Body |
| NO | Asle Kaastad | DNV Product Assurance AS | Body |
| NO | Kenneth Narvestad | NEK | MB |
| NO | Einar Thorén | Exert Certification AS | Body |
| PL | Damian Wróbel | J.S. Hamilton | Body |
| PL | Piotr Tarnawski | OBAC Sp. z o.o. | Body |
| RO | Sorin Burian | INCD- INSEMEX Petrosani | MB |
| RO | Lucian Moldovan | INCD- INSEMEX Petrosani | MB |
| SE | Hussni Al Farra | RISE | Body |
| Sect | Mark Amos | IECEx Secretariat | Sect |
| Sect | Geoff Slater | IECEx Secretariat | Sect |
| Sect | Chris Agius | IECEx Secretariat | Sect / Exec |
| SI | Matej Debenc | SIQ Ljubljana | Body |
| UAE | Ms. Ahlam AlMarzooqi | Director – CA Department, MOIAT | NMB |
| UK | Colin Cameron | Mutech | Mfr |
| UK | Nicholas Ludlam | FM Approvals | Body |
| UK | Simon Barrowcliff | Element Materials Technology | Body |
| UK | John Allen | Sheppard Engineering | Exec |
| UK | Ron Sinclair | SGS Baseefa Ltd. | Body |
| UK | Ron Webb |  | Consultant |
| UK | Adrian Smart | Intertek | Body |
| UK | Bryn Spencer | CSA Group Testing UK Ltd | Body |
| UK | Scott Harding | Woodcock & Wilson Ltd | Mfr |
| UK | Richard Emery | SULZER | Mfr |
| UK | Julia Cameron | Mutech Ltd | Mfr |
| USA | Katy Holdredge | UL LLC | Exec |
| USA | Scott Kiddle | ABB | Mfr |
| USA | Timothy Duffy | Rockwell Automation | Exec |
| USA | Kevin Wolf | Intertek Testing Services NA | Body |
| USA | Evans Massey |  |  |
| USA | Igor Rakonjac | Eurofins E&E North America | Body |
| ZA | Paul Meanwell | Komatsu Mining Corporation | Exec |
| ZA | Regardt Zeelie | Mining And Surface Certification | Body |
|  | Andrei V Tchouvelev | Hydrogen Council | GUEST |
|  | Paul Dixon | OIML | GUEST |

**C2 Attendance List Day 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Country** | **Name** | **Organisation** | **Type** |
| AU | Justin Gavranich | Ex Testing and Certification | Body |
| AU | Jim Munro | Jim Munro | Exec |
| AU | Sarah Wynn | JAS\_ANZ | MB |
| BR | Christian Duarte | WEG | Mfr |
| BR | Vitor Marcon | WEG | Mfr |
| BR | Wilson Bonato | NCC | Body |
| BR | Giovanni Hummel Borges | HG INSPEÇÃO E ANÁLISE | Consultant |
| BR | Eduardo Augusto Di Marzo | TÜV Rheinland do Brasil Ltda | Consultant |
| CA | Marty Cole | Hubbell | Exec |
| CA | Marco Erdhuizen | QPS | Body |
| CA | Dorin Stochitoiu | CSA Group | Body |
| CA | Kavinder Dhillon | Labtest | Body |
| CH | Mario Schleider | Electrosuisse | Body |
| CH | Peter Thurnherr | thuba | Exec |
| CN | Aihua Guo | NEPSI | Body |
| CN | Jianping Xu | NEPSI | Exec |
| CN | Lei Qiu | SMAR / CNCA | NMB |
| CN | Xuejing Guo | CQC | Body |
| CN | Lifeng Wang | CMAC | Body |
| CZ | Lukas Martinak | FTZU | Body |
| CZ | Martin Zamrsky | FTZU | Body |
| DE | Maria Brodel | PTB | Body |
| DE | Thorsten Arnhold | R-Stahl | Exec |
| DE | Martin Thedens | PTB | Body |
| DE | Guenter Gabriel | Pepperl+Fuchs SE | Mfr |
| DE | Klauspeter Graffi | TUVR | Body |
| DE | Tim Krause | PTB | Body |
| DE | Detlev Markus | PTB | Body |
| DE | Peter Marschall | Atex Engineering GmbH | Consultant |
| DE | Frank Lienesch | PTB | Exec |
| DK | Jasmin Omerovic | UL International Demko A/S | Exec |
| DK | Søren Storm | Danish Standard | MB |
| ESP | Yohan Echeverri | LOM | Body |
| FI | Jenni Hirvelä | Eurofins Electrics and Electronics | Body |
| FR | Thierry Houeix | INERIS | Exec |
| FR | Julien Gauthier | LCIE - Bureau Veritas | Body |
| GR | Seung Hyun Lee | KR Hellas Ltd | Body |
| HR | Marino Kelava | Fiditas Ltd | Body |
| HU | Nagy Botond | ExVA Ltd | Body |
| HU | Anges Balint | ExVA Ltd | Body |
| HU | Kristof Kaszas | ExVA Ltd | Body |
| IEC | Pierre Selva | IEC Treasurer | GUEST |
| IN | Ajit Karandikar | Karandikar Labs | Body |
| IN | Mohit Janoiya | Bureau of Indian Standards | NMB |
| Iran | Zahra Shadravanan | ISIRI | NMB |
| Israel | Aleksey Kogan | ITL | Body |
| IT | Dionisio Bucchieri | Eurofins Product Testing Italy | Body |
| IT | Alessandro Fedato | CESI | Body |
| IT | Mauro Casari | IMQ Spa | Body |
| IT | Paolo Luigi Paraboschi | IMQ Spa | Body |
| JP | Minari Kogane | TIIS | Body |
| JP | Toru Hinouchi | TIIS | Body |
| JP | Takuro Kubo | TIIS | Body |
| JP | Sungmi Jung | TIIS | Body |
| JP | Hiroshi Takahashi | Fuji Electric co,Ltd. | Mfr |
| KR | Dongjin Kim | KTL | Body |
| KR | Sang-Cheol Lee | KTL | Body |
| KR | Jeong Il Kang | KOSHA | Body |
| KR | Gyeong-Jin Oh | KOSHA | Body |
| KR | Yunghwa Lee | KGS | Body |
| KR | Taeho Nam | KGS | Body |
| KSA | Nasser Almaslet | SASO | NMB |
| KSA | Rose Mahen | SASO | NMB |
| MY | Villalan Ramasamy | Emerald Windfall Sdn Bhd | Consultant |
| MY | Muhamad Kamal Bin Sabran | SIRIM | Body |
| MY | Salmey Abdul Halim | PETRONAS | End-user |
| MY | Mohamad Faizal Hamdan | PETRONAS | End-user |
| MY | Fauziah Binti Fadzil | SIRIM | Body |
| NL | Gert Hofs | PBNA | Body |
| NL | Karel Neleman | BARTEC | Mfr |
| NL | Richard Schuller | DEKRA Certification B.V. | Body |
| NL | Fred Lankamp | CNEX-Global BV | Body |
| NO | Ståle Sandstad | DNV Product Assurance | Body |
| NO | Asle Kaastad | DNV Product Assurance AS | Body |
| NO | Kenneth Narvestad | NEK | MB |
| NO | Einar Thorén | Exert Certification AS | Body |
| PL | Damian Wróbel | J.S. Hamilton | Body |
| PL | Piotr Tarnawski | OBAC Sp. z o.o. | Body |
| RO | Sorin Burian | INCD- INSEMEX Petrosani | MB |
| RO | Lucian Moldovan | INCD- INSEMEX Petrosani | MB |
| SE | Hussni Al Farra | RISE | Body |
| Sect | Mark Amos | IECEx Secretariat | Sect |
| Sect | Geoff Slater | IECEx Secretariat | Sect |
| Sect | Chris Agius | IECEx Secretariat | Sect / Exec |
| SI | Matej Debenc | SIQ Ljubljana | Body |
| UAE | Ms. Ahlam AlMarzooqi | Director – CA Department, MOIAT | NMB |
| UK | Colin Cameron | Mutech | Mfr |
| UK | Nicholas Ludlam | FM Approvals | Body |
| UK | Simon Barrowcliff | Element Materials Technology | Body |
| UK | John Allen | Sheppard Engineering | Exec |
| UK | Ron Sinclair | SGS Baseefa Ltd. | Body |
| UK | Ron Webb |  | Consultant |
| UK | Adrian Smart | Intertek | Body |
| UK | Bryn Spencer | CSA Group Testing UK Ltd | Body |
| UK | Scott Harding | Woodcock & Wilson Ltd | Mfr |
| UK | Richard Emery | SULZER | Mfr |
| UK | Julia Cameron | Mutech Ltd | Mfr |
| USA | Katy Holdredge | UL LLC | Exec |
| USA | Scott Kiddle | ABB | Mfr |
| USA | Timothy Duffy | Rockwell Automation | Exec |
| USA | Kevin Wolf | Intertek Testing Services NA | Body |
| USA | Evans Massey |  |  |
| USA | Igor Rakonjac | Eurofins E&E North America | Body |
| ZA | Paul Meanwell | Komatsu Mining Corporation | Exec |
| ZA | Regardt Zeelie | Mining And Surface Certification | Body |
|  | Andrei V Tchouvelev | Hydrogen Council | GUEST |
|  | Paul Dixon | OIML | GUEST |