

LOG OF MEETING

SUBJECT: American National Standards Institute (ANSI)
Executive Committee of the Board of Directors

DATE: November 8, 1994

PLACE: ISA Training Center, Raleigh, NC

LOG SOURCE: Colin B. Church, CPSC CJC

CPSC ATTENDEE: See Minutes of Meeting attached

NON-CPSC ATTENDEES: See Minutes of Meeting attached

MEETING SUMMARY

See Minutes of Meeting attached.

Attachment

**Minutes of the Meeting of the
Executive Committee of the ANSI Board of Directors
November 8, 1994
ISA Training Center
301 Hillsborough Street
Raleigh, North Carolina
10:00 a.m.**

Subject to Confirmation

Present:

Anthony R. O'Neill
Colin Church
Francis L. Criqui
Douglas E. Dutton
Richard A. Hudnut
Nancy A. Kippenhan
Paul W. Mercer
James N. Pearse
Ronald H. Reimer
Max E. Rumbaugh, Jr.
Oliver R. Smoot
Lawrence L. Wills

Absent:

Rueben Autery
J. Hans Kluge

Staff:

Amy A. Marasco
Sergio Mazza
Paul Szymialowicz
George Willingmyre

1. Welcome and Opening

The Chairman opened the meeting at 10:00 a.m. Everyone introduced themselves. Mr. O'Neill introduced Glenn Harvey and thanked ISA for hosting the meeting. Mr. Harvey described ISA's facilities and training programs.

Mr. O'Neill advised the Executive Committee that there were two new items on the agenda under "other business". One is a staff recommendation regarding ANSI's Annual Conference and Annual Meeting. The other is a short video spot on World Standards Day.

Mr. O'Neill asked if there was any other new business. Ms. Kippenhan requested time to discuss a new pilot project of the Consumer Interest Council.

2. Approval of Minutes from the June 30, 1994 Meeting

After certain minor changes were made to the Minutes, it was moved and seconded that the Minutes from the June 30, 1994 meeting be approved. The motion passed unanimously.

3. Review of Management's Response to Consultant's Report (Consensus Management Group), the Board's Strategic Planning Mandate and the Proposed 1995 Budget

D. Dutton gave an overview of the proposed 1995 budget. With certain minor exceptions, the Finance Committee endorsed it at its meeting on November 7, 1994.

S. Mazza gave a presentation regarding the Consensus Management Group's report and recommendations. Copies of Mr. Mazza's overheads are annexed hereto.

S. Mazza explained that he intended to make a similar presentation to the Board at its December 7-8, 1994 meeting. At that meeting, each ANSI Vice-President will then give a presentation on those portions of the strategic plan that have been assigned to him or her to oversee, and describe how those items are reflected in the 1995 budget.

S. Mazza then reviewed the proposed strategic plan and each Vice-President's areas of responsibility at ANSI. Any further comments regarding the strategic plan should be communicated to A. Marasco.

It was moved and seconded that the staff be commended for their efforts in preparing the strategic plan. The motion was approved unanimously.

7. Proposed ANSI Financial Commitment to the 1998 IEC Meeting

Bernard Falk, the IEC President-elect, and R.D. Flanders, Professor J.L. de Kroes and Dr. R. Togeï, the three IEC Vice-Presidents, joined the meeting. They provided some background on IEC General Meetings.

R. Reimer provided the Executive Committee with Revision 1 of a Draft Business Plan for the U.S. Hosting of an IEC General Meeting in 1998 and answered questions.

The Executive Committee then went into executive session.

Two motions were moved and seconded:

1. That the USNC be authorized to host the 1998 IEC General Meeting in the United States provided:

(1) there are sufficient funds to support the meeting obligated by the cut-off date of September 1, 1995 (to be determined by the ANSI Executive Committee after consultation with the USNC),

(2) that the existing USNC fund (approximately \$75,000) be utilized as the initial source of funds to pay for the up-front fund-raising and start-up costs of the planning effort in 1995,

(3) that the ANSI President, working with the USNC program planning committee, be responsible (through his designees) for meeting planning, administration and the financial controls necessary for a successful meeting, and

(4) that the USNC be responsible for fund-raising and coordinating the 1998 IEC program planning committee activities.

2. That the Institute (ANSI) pledge and set aside \$30,000 per year for each of the four years commencing 1995 through 1998 to help support the hosting of the 1998 IEC General Meeting in the United States. Any funds pledged by ANSI shall not be expended unless and until the Executive Committee determines that there are sufficient funds obligated by September 1, 1995. In the event that the Executive Committee does not determine that there are sufficient funds to support the meeting, any funds pledged by ANSI will be retained by ANSI.

Both motions passed unanimously.

4. Agenda for December 7-8 Board Meeting

It was decided that the Board would meet from noon until 6:00 p.m. on December 7, 1994 and from 8:30 a.m. until 2:00 p.m. on December 8, 1994. The principal item on the agenda will be the strategic plan and 1995 budget.

In addition, the Board will elect officers and fill any vacancies, vote on the proposed ANSI ISO/IEC Standards Sales and Exploitation Rights Policy, and receive reports from the Executive Committee and the IAC. A. Marasco will send out a notice to the various Chairs and give them a deadline for providing a written report to the Board at their option. The Board also will vote on extending P. Mercer's position as Chair of the SDSC and approve new SDSC members.

5. Report on Sales & Copyright Policy

S. Mazza led a discussion of proposed ANSI ISO/IEC Standards Sales and Exploitation Rights Policy prepared by the committee led by Hans Kluge. The committee had prepared an earlier draft that was circulated. The OMC prepared a counter-proposal, and the committee then revised the proposed policy to reflect those comments. It was the committee's intention that the policy be revenue-neutral to ANSI.

It was moved and seconded that the Executive Committee support the proposed policy. The motion passed unanimously.

6. Approval of Confidentiality of Information Policy

A. Marasco presented the Confidentiality of Information Policy which was revised to reflect three changes requested by the Board. It was moved and seconded that the policy, as revised, be approved. The motion passed unanimously.

8. Other Business

N. Kippenhan described a new project that the CIC was undertaking to increase usage of ANSI consumer safety standards. The CIC will develop a mechanism to track manufacturers' use of consumer safety standards. They will send out a survey asking manufacturers if they use these types of standards and, if not, why not.

The Executive Committee then reviewed a short video of excerpts from the CEO Roundtable that appeared on Biznet, a television news show. G. Willingmyre reported that there will be two video versions (one short, one long) that will be given to sponsors and others.

S. Mazza then reported that staff was recommending that the ANSI Annual Meeting and the Annual Conference be separated. The Annual Meeting would take place during the second week of October to coincide with World Standards Day. Each member Council will be asked to schedule one of their meetings that day. ANSI will have its Annual Conference in March of this year. After this year, conferences will be scheduled as needed.

It was moved and seconded that this proposal be approved. The motion passed unanimously.

It was then moved and seconded that the meeting be adjourned. The motion passed unanimously. The meeting ended at 2:40 p.m.



AMY A. MARASCO,
Vice President and General Counsel
212.642.4954

M E M O R A N D U M

DATE: November 28, 1994
TO: The ANSI Board of Directors
FROM: Amy A. Marasco
RE: *December 7-8, 1994 Board Meeting*

Please find enclosed the agenda for the ANSI Board meeting on December 7-8, 1994 at the Business Conference Center, Concourse #2, 780 Third Avenue, New York, New York. Please note that the meeting will be held from Noon until 6:00 p.m. on December 7 and from 8:30 a.m. until 2:00 p.m. on December 8.

Also please find enclosed copies of certain exhibits to the agenda which are organized behind numbered tabs that correspond to the related item number on the agenda.

In connection with ANSI's proposed Strategic Plan (Item #4 on the agenda), each ANSI vice-president will make a presentation addressing the strategies for which he or she is responsible. Each presentation will be followed by a question and answer period.

As noted on the agenda, representatives from Netlan will make a presentation regarding ANSI's Worldwide Web during lunch on December 7.

If you have any questions, please do not hesitate to contact me. I look forward to seeing you next week.

AGENDA

**ANSI Board of Directors
December 7-8, 1994
Business Conference Center, Concourse #2
780 Third Avenue
New York, New York
December 7 from Noon - 6:00 p.m.
December 8 from 8:30 a.m. - 2:00 p.m.**

DECEMBER 7:

- | | | |
|-----|--|-----------|
| | <u>Lunch and Presentation On ANSI's Worldwide Web</u> | Noon-1:00 |
| 1. | Welcome and Opening Remarks | 1:00-1:10 |
| 2. | Approval of Minutes from the September 20, 1994 Meeting (Action) | 1:10-1:15 |
| 3. | Consensus Management Report | |
| 3.1 | Staff Report and Recommendations (Information) | 1:15-1:30 |
| 3.2 | Report on and Approval of New Dues
Structure (Information/Action) | 1:30-2:00 |
| 4. | Report on and Approval of ANSI's Strategic Plan (Information/Action) | |
| 4.1 | Presentation by M. Hoynes | 2:00-2:40 |
| | <u>Break</u> | 2:40-3:00 |
| 4.2 | Presentation by B. St. John | 3:00-3:40 |
| 4.3 | Presentation by F. Schrotter | 3:40-4:20 |
| 4.4 | Presentation by G. Kushnier | 4:20-5:00 |
| 4.5 | Presentation by A. Marasco | 5:00-5:40 |

DECEMBER 8:

4.6	Presentation by G. Willingmyre	8:30-9:10
4.7	Presentation by P. Szymialowicz	9:10-9:50
4.8	Approval of the Strategic Plan	9:50-10:00
	<u>Break</u>	10:00-10:20
5.	Report of the Nominating Committee (Information)	10:20-10:30
5.1	Election of Officers (Action)	10:30-10:40
5.2	Approval of Nomination to Fill Board Vacancy (Action)	10:40-10:50
5.3	Approval of Council, Board and Committee New Members (Action)	10:50-11:10
6.	Approval of ANSI ISO/IEC Standards Sales and Exploitation Rights Policy (Action)	11:10-11:40
7.	Report of the Finance Committee and Approval of 1995 Budget (Information/Action)	11:40-12:10
8.	Report of the Executive Committee (Information)	12:10-12:20
9.	Report on International Activities (Information)	12:20-12:40
9.1	Approval of the Closing of the ANSI Brussels Office (Action)	12:40-12:42
10.	Report of Legal Counsel (Information)	12:42-12:45
11.	Other Business	12:45-12:55
11.1	Set 1995 Board of Directors Meeting Dates (Action)	
11.2	Council and Committee Reports (Information)	
	<u>Lunch</u>	1:00-2:00

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ANSI'S STRATEGIC PLAN

I. MISSION

Enhance both the global competitiveness of U.S. business and the U.S. quality of life by promoting and facilitating voluntary consensus standards and conformity assessment systems and safeguarding their integrity.

II. CORE COMPETENCIES

In pursuing its mission, ANSI:

- Serves as the established forum for the U.S. standardization community.
- Is the established facilitator of the U.S. voluntary consensus system which requires due process and openness to all directly and materially affected interests in the private and public sectors.
- Protects the public's participation and representation in the American national standardization, conformity assessment and related activities.
- Provides a means for assessing the need for new standards activities and conformity assessment programs, and promotes resolution of identified needs.
- Safeguards the integrity and value of the American National Standard designation.
- Serves as the official U.S. representative to non-treaty, regional and international standards organizations and facilitates access to those organizations.
- Provides a central resource of information and education on standards, conformity assessment programs, and related activities in the U.S. and abroad.
- Promotes the value of voluntary consensus standards and conformity assessment.

III. GOALS AND STRATEGIES

GOAL A: COHESION

Greater cohesion among participants in the voluntary standards community resulting in an effective, integrated and cooperative standards community which is private sector-led and government supported.

Strategies:

1. Promote the use and development of voluntary standards and conformity assessment activities as a means of advancing the national economy; benefiting the public health, safety, welfare and environment; enhancing U.S. competitiveness; and facilitating domestic and international trade, commerce and communications. [M. Hoynes] [1995-]
2. Facilitate interaction among the various constituencies to accomplish mutual needs. [M. Hoynes] [1995-]
3. Facilitate a process by which the roles of the various constituencies and the Institute are clearly defined, broadly supported and adequately funded. [A. Marasco] [1995]
4. Determine whether there is a meaningful distinction between safety, health and regulatory-related standards and all others in terms of the requirements of the development process. [A. Marasco] [1995-1996]
5. Provide the opportunity for qualified standards developers to apply the ANS designation replacing BSR review with audits. [A. Marasco] [1995]
6. Develop a proposal to restructure ANSI funding from SDOs and standards sales so as to build a strategic partnership between the Institute and its organizational members. [P. Szymialowicz] [1995-1996]
7. Transition from the physical distribution of a limited number of standards to an order-acceptance service for a broader array of standards developers in an orderly and fiscally responsible manner. [P. Szymialowicz] [1996-1998]
8. Develop future funding plan. What is the appropriate split between government dues, SDO dues and company dues? How much of ANSI's funding should come from dues, fees for services, royalties, sales of standards, grants, etc. [P. Szymialowicz] [1995]

9. Promote the inclusion of or reference to American National Standards in laws and regulations. [G. Willingmyre] [1995-]
10. Seek Government recognition of ANSI's role. [G. Willingmyre] [1995-1996]

Measures:

1. Results of annual survey. [M. Hoynes] [1995-]
2. The total number of standards designated as American National Standards and the extent to which those standards constitute a percentage of all U.S.-originated standards. [A. Marasco] [1995-] Staff will attempt to establish a mechanism to measure this.
3. Development and implementation of transition plan and new funding structure for ANSI. [P. Szymialowicz] [1995]
4. Number of voluntary consensus standards adopted as or referred to in government regulations, and number of instances when government deferred to voluntary consensus standards. [G. Willingmyre] [1995-] Staff will attempt to inventory and track.
5. The number of joint ANSI-government agreements or undertakings. [G. Willingmyre] [1995-] Staff will attempt to inventory and track.

GOAL B: AWARENESS/PARTICIPATION

Increased (a) diversified participation in ANSI, (b) use of American National Standards in the private and public sectors and (c) awareness of the meaning and value of American National Standards and ANSI's role in the national and international standards community.

Strategies:

1. Increase variety and number of business sectors that participate in ANSI and the ANSI community. [M. Hoynes] [1995-]
2. Increase the participation of consumer and public interest groups. [M. Hoynes] [1995-]
3. Market the benefits of the ANS designation and encourage standards developers to seek that designation. [M. Hoynes] [1995-]
4. Increase understanding of the value, meaning and importance of American National Standards. [M. Hoynes] [1995-]
5. Initiate and develop an aggressive marketing and public relations campaign to reach all target audiences. [M. Hoynes] [1995-]
6. Increase funding support for ANSI and broaden participation in ANSI through a re-structuring of the company members' dues schedule. [M. Hoynes] [1995]
7. Define the benefits of the ANS designation to end users and standards developers. [A. Marasco] [1995]
8. Enhance the value of ANSI accreditation for both end users and standards developers through increased government awareness. [A. Marasco/G. Willingmyre] [1995-]
9. Facilitate the inclusion of standards-related training in the business community and educational institutions. [B. St. John] [1995-]
10. Facilitate the inclusion of standards in engineering and business school curricula. [B. St. John] [1995-]
11. Determine "fair share" funding and mechanism for payment from government members [G. Willingmyre] [1995] and obtain Congressional support for same. [G. Willingmyre] [1996]

GOAL C: RESPONSIVENESS

Timely provision of relevant products and services that meet the needs of the voluntary standards community and the general public.

Strategies:

Core Services for Members:

1. Forecast major standardization trends by analyzing relevant national, political, commercial and standards events and synthesizing those trends into a succinct, actionable summary for use by ANSI constituencies. [M. Hoynes/All] [1995-]
2. Enhance the value of the *ANSI Reporter* and *Standards Action*. [M. Hoynes] [1995-]
3. Identify global issues and develop U.S. standards-related strategies and decisions to address these issues. [G. Kushnier] [1995-]
4. Initiate programs responsive to national priorities such as: information infrastructure, healthcare, environment and military specification conversion. [S. Mazza/All] [1995-]
5. Facilitate the development of information technology and project management tools and develop new processes so as to reduce the cost and speed of standards development. [F. Schrotter/P. Szymialowicz] [1995-]
6. Establish and provide base level support to ANSI councils, boards and committees. (Those activities that require support beyond base services are fee services.) [F. Schrotter/All] [1995-]

Fee-Based Services:

1. Develop fax and e-mail based newswire service to provide immediate and relevant information on news in the standards world, regulatory action and conformity assessment. [M. Hoynes] [1995-]
2. Develop Strategic Standardization Management consulting service. [M. Hoynes] [1995-]

Measures:

1. The total number of products and services ANSI offers. [M. Hoynes] [1995-]
2. For each ANSI product or service, we need to establish the basis for four measures: revenue (if appropriate), usage, customer satisfaction and cost-efficiency. [P. Szymialowicz] [1995-]
3. To what degree ANSI has improved standards administration processes. [A. Marasco] [1995-]
4. To what extent is ANSI in the forefront of national and international issues in which standards are or should be involved. [S. Mazza] [1995-]
5. To what degree ANSI has improved its internal processes. [P. Szymialowicz] [1995-]
6. Time from order to delivery (average and range). [P. Szymialowicz] [1995-]

LOG OF MEETING

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Executive Committee of the Board of Directors

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PLACE: ISA Training Center, Raleigh, NC

LOG SOURCE: Colin B. Church, CPSC CJC

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Rueben Autery
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Staff:

Amy A. Marasco
Sergio Mazza
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1. Welcome and Opening

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Mr. O'Neill advised the Executive Committee that there were two new items on the agenda under "other business". One is a staff recommendation regarding ANSI's Annual Conference and Annual Meeting. The other is a short video spot on World Standards Day.

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4. Agenda for December 7-8 Board Meeting

It was decided that the Board would meet from noon until 6:00 p.m. on December 7, 1994 and from 8:30 a.m. until 2:00 p.m. on December 8, 1994. The principal item on the agenda will be the strategic plan and 1995 budget.

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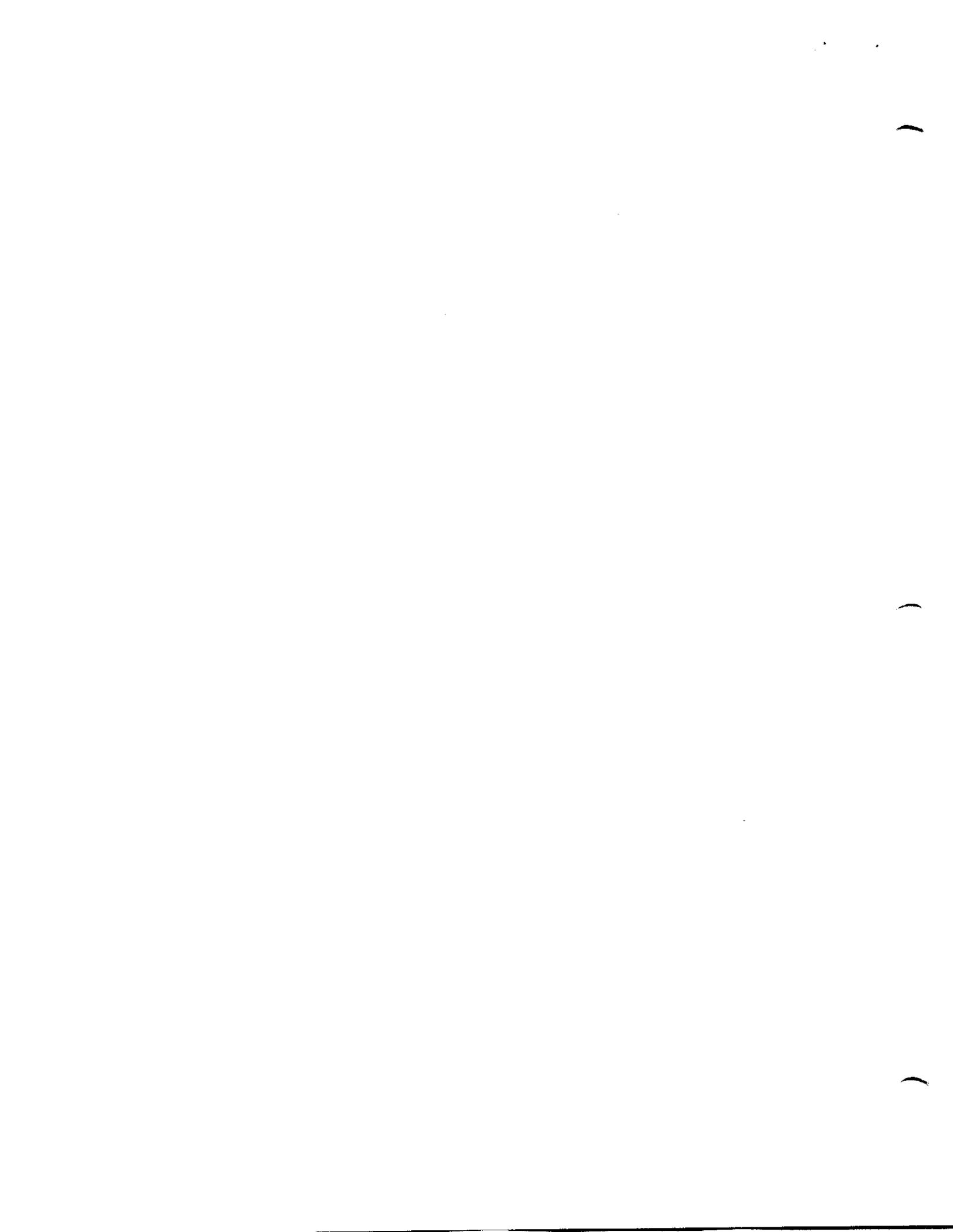
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AMY A. MARASCO,
Vice President and General Counsel
212.642.4954

MEMORANDUM

DATE: November 28, 1994
TO: The ANSI Board of Directors
FROM: Amy A. Marasco
RE: *December 7-8, 1994 Board Meeting*

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December 7-8, 1994
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DECEMBER 7:

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DECEMBER 8:

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| | <u>Break</u> | 10:00-10:20 |
| 5. | Report of the Nominating Committee (Information) | 10:20-10:30 |
| 5.1 | Election of Officers (Action) | 10:30-10:40 |
| 5.2 | Approval of Nomination to Fill Board Vacancy (Action) | 10:40-10:50 |
| 5.3 | Approval of Council, Board and Committee
New Members (Action) | 10:50-11:10 |
| 6. | Approval of ANSI ISO/IEC Standards Sales and
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| 9. | Report on International Activities (Information) | 12:20-12:40 |
| 9.1 | Approval of the Closing of the ANSI Brussels Office (Action) | 12:40-12:42 |
| 10. | Report of Legal Counsel (Information) | 12:42-12:45 |
| 11. | Other Business | 12:45-12:55 |
| 11.1 | Set 1995 Board of Directors Meeting Dates (Action) | |
| 11.2 | Council and Committee Reports (Information) | |
| | <u>Lunch</u> | 1:00-2:00 |

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ANSI'S STRATEGIC PLAN

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II. CORE COMPETENCIES

In pursuing its mission, ANSI:

- Serves as the established forum for the U.S. standardization community.
- Is the established facilitator of the U.S. voluntary consensus system which requires due process and openness to all directly and materially affected interests in the private and public sectors.
- Protects the public's participation and representation in the American national standardization, conformity assessment and related activities.
- Provides a means for assessing the need for new standards activities and conformity assessment programs, and promotes resolution of identified needs.
- Safeguards the integrity and value of the American National Standard designation.
- Serves as the official U.S. representative to non-treaty, regional and international standards organizations and facilitates access to those organizations.
- Provides a central resource of information and education on standards, conformity assessment programs, and related activities in the U.S. and abroad.
- Promotes the value of voluntary consensus standards and conformity assessment.

III. GOALS AND STRATEGIES

GOAL A: COHESION

Greater cohesion among participants in the voluntary standards community resulting in an effective, integrated and cooperative standards community which is private sector-led and government supported.

Strategies:

1. Promote the use and development of voluntary standards and conformity assessment activities as a means of advancing the national economy; benefiting the public health, safety, welfare and environment; enhancing U.S. competitiveness; and facilitating domestic and international trade, commerce and communications. [M. Hoynes] [1995-]
2. Facilitate interaction among the various constituencies to accomplish mutual needs. [M. Hoynes] [1995-]
3. Facilitate a process by which the roles of the various constituencies and the Institute are clearly defined, broadly supported and adequately funded. [A. Marasco] [1995]
4. Determine whether there is a meaningful distinction between safety, health and regulatory-related standards and all others in terms of the requirements of the development process. [A. Marasco] [1995-1996]
5. Provide the opportunity for qualified standards developers to apply the ANS designation replacing BSR review with audits. [A. Marasco] [1995]
6. Develop a proposal to restructure ANSI funding from SDOs and standards sales so as to build a strategic partnership between the Institute and its organizational members. [P. Szymialowicz] [1995-1996]
7. Transition from the physical distribution of a limited number of standards to an order-acceptance service for a broader array of standards developers in an orderly and fiscally responsible manner. [P. Szymialowicz] [1996-1998]
8. Develop future funding plan. What is the appropriate split between government dues, SDO dues and company dues? How much of ANSI's funding should come from dues, fees for services, royalties, sales of standards, grants, etc. [P. Szymialowicz] [1995]

9. Promote the inclusion of or reference to American National Standards in laws and regulations. [G. Willingmyre] [1995-]

10. Seek Government recognition of ANSI's role. [G. Willingmyre] [1995-1996]

Measures:

1. Results of annual survey. [M. Hoynes] [1995-]

2. The total number of standards designated as American National Standards and the extent to which those standards constitute a percentage of all U.S.-originated standards. [A. Marasco] [1995-] Staff will attempt to establish a mechanism to measure this.

3. Development and implementation of transition plan and new funding structure for ANSI. [P. Szymialowicz] [1995]

4. Number of voluntary consensus standards adopted as or referred to in government regulations, and number of instances when government deferred to voluntary consensus standards. [G. Willingmyre] [1995-] Staff will attempt to inventory and track.

5. The number of joint ANSI-government agreements or undertakings. [G. Willingmyre] [1995-] Staff will attempt to inventory and track.

GOAL B: AWARENESS/PARTICIPATION

Increased (a) diversified participation in ANSI, (b) use of American National Standards in the private and public sectors and (c) awareness of the meaning and value of American National Standards and ANSI's role in the national and international standards community.

Strategies:

1. Increase variety and number of business sectors that participate in ANSI and the ANSI community. [M. Hoynes] [1995-]
2. Increase the participation of consumer and public interest groups. [M. Hoynes] [1995-]
3. Market the benefits of the ANS designation and encourage standards developers to seek that designation. [M. Hoynes] [1995-]
4. Increase understanding of the value, meaning and importance of American National Standards. [M. Hoynes] [1995-]
5. Initiate and develop an aggressive marketing and public relations campaign to reach all target audiences. [M. Hoynes] [1995-]
6. Increase funding support for ANSI and broaden participation in ANSI through a re-structuring of the company members' dues schedule. [M. Hoynes] [1995]
7. Define the benefits of the ANS designation to end users and standards developers. [A. Marasco] [1995]
8. Enhance the value of ANSI accreditation for both end users and standards developers through increased government awareness. [A. Marasco/G. Willingmyre] [1995-]
9. Facilitate the inclusion of standards-related training in the business community and educational institutions. [B. St. John] [1995-]
10. Facilitate the inclusion of standards in engineering and business school curricula. [B. St. John] [1995-]
11. Determine "fair share" funding and mechanism for payment from government members [G. Willingmyre] [1995] and obtain Congressional support for same. [G. Willingmyre] [1996]

Measures:

1. Total member revenue value and number of members. [M. Hoynes] [1995-] Staff to calculate.
2. The extent to which members represent different sectors as delineated by SIC numbers. [M. Hoynes] [1995-]
3. The number of feature articles referring to standards-related issues in the press. [M. Hoynes] [1995-] Marketing staff to calculate.
4. The results of an "awareness" study. [M. Hoynes] [1995-] Marketing staff to survey.
5. The participation by consumer interest organizations in ANSI. [M. Hoynes] [1995-] Marketing staff to calculate.
6. The number of ANSI-accredited standards developers as compared with the total number of standards developers, including consortia. [A. Marasco] [1995-] Staff to calculate.
7. The extent to which consortia cooperate with ANSI accredited SDOs or committees. [F. Schrotter] [1995-] Staff to survey accredited standards developers.
8. Attendance at ANSI-sponsored meetings and functions. [F. Schrotter/All] [1995-]
9. The number of American colleges and universities including standards in their curriculum. [B. St. John] [1995-] Staff to survey.

GOAL C: RESPONSIVENESS

Timely provision of relevant products and services that meet the needs of the voluntary standards community and the general public.

Strategies:

Core Services for Members:

1. Forecast major standardization trends by analyzing relevant national, political, commercial and standards events and synthesizing those trends into a succinct, actionable summary for use by ANSI constituencies. [M. Hoynes/All] [1995-]
2. Enhance the value of the *ANSI Reporter* and *Standards Action*. [M. Hoynes] [1995-]
3. Identify global issues and develop U.S. standards-related strategies and decisions to address these issues. [G. Kushnier] [1995-]
4. Initiate programs responsive to national priorities such as: information infrastructure, healthcare, environment and military specification conversion. [S. Mazza/All] [1995-]
5. Facilitate the development of information technology and project management tools and develop new processes so as to reduce the cost and speed of standards development. [F. Schrotter/P. Szymialowicz] [1995-]
6. Establish and provide base level support to ANSI councils, boards and committees. (Those activities that require support beyond base services are fee services.) [F. Schrotter/All] [1995-]

Fee-Based Services:

1. Develop fax and e-mail based newswire service to provide immediate and relevant information on news in the standards world, regulatory action and conformity assessment. [M. Hoynes] [1995-]
2. Develop Strategic Standardization Management consulting service. [M. Hoynes] [1995-]

3. Establish a feasible and cost-effective standards developer audit program. [A. Marasco] [1995-]
4. Provide supporting infrastructure for accreditation of standards developers and standards recognition. [A. Marasco] [1995-]
5. Recognize and approve American National Standards in a timely and cost effective manner. [A. Marasco] [1995-]
6. Define [F. Schrotter] [1995] and provide relevant support beyond the base-level support to ANSI standards boards and panels. [All] [1995-]
8. Implement existing registration programs. [F. Schrotter] [1995-]
9. Provide secretariat administration for international activities when requested and supported by the relevant community. [F. Schrotter] [1995-]
10. Develop Information Central databases, alerting services and research services. [B. St. John] [1995-]
11. Investigate the feasibility of and, if appropriate, develop a MSTQ training program for developing nations. [B. St. John] [1995-]
12. Investigate the feasibility of and, if appropriate, develop ANSI University education and training information and services. [B. St. John] [1995-]
13. Support the development of the National Standards Systems Network (NSSN). [P. Szymialowicz] [1995-]
14. Develop subscription service to ANSI committee, panel, board and council documents. [P. Szymialowicz] [1996-]
15. Devise mechanism for evaluating our acting as an order point for variety of publications and negotiating fees from the publisher for providing that service. [P. Szymialowicz] [1996-]

Internal Improvements:

1. Enhance the Institute's human resources manual and research and implement an improved performance appraisal system which is integrated with the Institute's compensation policies. [P. Szymialowicz/A. Marasco] [1995-]
2. Research and implement enhanced and/or new information systems aimed at improving the productivity of the ANSI staff or the quality and breadth of service to ANSI's customers. [P. Szymialowicz] [1995-]

Measures:

1. The total number of products and services ANSI offers. [M. Hoynes] [1995-]
2. For each ANSI product or service, we need to establish the basis for four measures: revenue (if appropriate), usage, customer satisfaction and cost-efficiency. [P. Szymialowicz] [1995-]
3. To what degree ANSI has improved standards administration processes. [A. Marasco] [1995-]
4. To what extent is ANSI in the forefront of national and international issues in which standards are or should be involved. [S. Mazza] [1995-]
5. To what degree ANSI has improved its internal processes. [P. Szymialowicz] [1995-]
6. Time from order to delivery (average and range). [P. Szymialowicz] [1995-]

GOAL D: INTERNATIONAL POLICY

Global standards that reflect U.S. interests.

Strategies:

1. Work with standards developers to establish an international distribution network for American National Standards. [M. Hoynes] [1996-]
2. Support U.S. standards developers by actively promoting foreign use of American National Standards in international and, where applicable, regional fora. [G. Kushnier] [1995-]
3. Pursue U.S. standards policy objectives in international, regional and foreign national standards fora. [G. Kushnier] [1995-]
4. When appropriate, delegate ISO and IEC secretariat or TAG administration and continue related support. [F. Schrotter] [1995-]
5. Facilitate the participation of United States interests in international standardization efforts. [F. Schrotter] [1995-]
6. Promote the active participation of the United States' representatives in international standardization activities. [F. Schrotter/M. Hoynes] [1995-]

Measures:

1. Number of American National Standards used or adopted nationally abroad. This is an ANSI federation goal and not just an Institute goal. [M. Hoynes] [1996-]
 - (a) The only currently available measure at this time is the sale of American National Standards abroad as supplied by U.S. standards developers. At this point, we have no mechanism for obtaining this information.
2. The extent to which U.S. policy positions [G. Kushnier] and U.S. technical positions [F. Schrotter] are accepted in international, regional and foreign national standards development fora as measured by the number of U.S. positions adopted in whole, in part, and not at all and the annual Institute customer satisfaction survey. This is an ANSI federation goal and not just an Institute goal. [1995-]

(a) Staff will track the status and resolution of those positions addressed by the Institute. [G. Kushnier] [1995-]

(b) Staff will establish a mechanism whereby TAG administrators can provide a similar list for technical positions. [F. Schrotter] [1995-]

(c) Staff will establish a mechanism whereby the number of American National Standards adopted as ISO or IEC standards can be tracked. [F. Schrotter] [1995-]

3. Number of international standards adopted as American National Standards where these meet the needs of the user community. [A. Marasco] [1995-] The PSA will track this number.

Note: The priority of Measures 1, 2 and 3 is industry sector dependent.

4. The extent to which the U.S. participates in ISO and IEC activities, including the number of U.S.-led secretariats, and the number of individuals and companies participating. This is an ANSI federation goal and not just an Institute goal. [F. Schrotter] [1995-]

(a) Staff will publish the information related to U.S.-administered ISO and IEC secretariats, P-memberships and O-memberships.

(b) Staff will improve the existing mechanism for tracking TAG participation and encourage TAG administrators' use of same.

GOAL E: CONFORMITY ASSESSMENT

Global marketplace acceptance of a suppliers' declaration of conformity, a product certification, a quality system registration or a laboratory test result performed one time preferably at the site of choosing of the first party supplier.

Strategies:

1. Promote voluntary standards based supplier's declaration of conformity as the first priority in conformity assessment; independent certification, accreditation and recognition as the second priority; and regulation as the third priority. [G. Willingmyre] [1995-]
2. Increase usage of international and American National Standards in testing, certification and quality assurance. [G. Willingmyre] [1995-]
3. Recognize and accredit conformity assessment and related programs in a timely and cost effective manner and encourage organizations to prepare and submit such programs for accreditation by the Institute. [G. Willingmyre] [1995-]
4. Secure NVCASE recognition for ANSI-related accreditation programs. [G. Willingmyre] [1995-]
5. Actively promote federal, state and local government adoption of ANSI-related accreditations in lieu of their own programs. [G. Willingmyre] [1995-]
6. Actively promote foreign acceptance of conformity assessments conducted under ANSI-related programs (ANSI product certification accreditation, ANSI-RAB quality systems registrar accreditation program, IECEE and IECB schemes, ANSI-related laboratory accreditation programs). [G. Willingmyre] [1995-]
7. Determine ANSI's value-added role in laboratory, personnel certification and environmental management system registrar accreditations. [G. Willingmyre] [1995-]
8. Determine whether to provide and publicize lists of manufacturers who self-declare conformity to American National Standards or ISO and IEC standards in an effort to facilitate market acceptance of suppliers' declarations. [G. Willingmyre] [1995-]

Measures:

1. Where there is a demonstrated marketplace or regulatory need, the number of ANSI-accredited product certification programs and the number of suppliers certified under those programs. [G. Willingmyre] [1995-] Staff to publish the number of ANSI-accredited product certification programs and those accepted by federal, state, local and foreign authorities. Product certifiers are required to publish the name of certified suppliers and their products.

2. Where there is a demonstrated marketplace or regulatory need, the number of ANSI-RAB accredited quality system registrars and the number of suppliers registered under these programs. [G. Willingmyre] [1995-] Staff will arrange for RAB to publish the number of ANSI-RAB accredited quality system registration programs and those accepted by federal, state, local and foreign authorities. Registrars are required to publish the name of registered suppliers' quality systems.

3. The number of U.S. test and certification organizations accepted under the IECEE and IECB scheme and the number of U.S. test reports issued by U.S. organizations accepted by other parties to the system in foreign countries.



international american concrete institute

October 20, 1994

Mr. Sergio Mazza, President
American National Standards Institute
11 West 42nd Street
New York, NY 10036

Re: Report of 1994 ANSI Nominating Committee

Dear Sergio:

As specified in the ANSI Bylaws, the following report summarizing the results of the Nominating Committee's recent letter ballot is being submitted to you as President of ANSI. Unfortunately, one member of our Committee was unable to return his ballot by our deadline date and, therefore, this report summarizes the results of the four other committee members. As I will be out of town for the next week and a half, I thought it best to send you our recommendations without waiting for the return of the fifth ballot. Since at least three of those voting were in agreement for all candidates, the ballot of the one remaining member will not affect the Committee's selections.

Our nominations for the Officers and Board of Directors' slots, which will be vacant upon expiration of the present terms of office are as follows:

I. Officers

The Committee recommends the following candidates for consideration of the Board of Directors:

A. For Chairman

Elect Larry L. Wills, Director of Standards
IBM Corporation
for a one-year term, expiring December 1995

As Larry Wills is currently a Vice Chairman of ANSI, his approval by the Board for the Chairman position will create a vacancy in the Vice Chairman slot. Therefore, the Nominating Committee proceeded to consider a replacement for Larry, in the event that he is chosen as Chairman.

Post-It™ brand fax transmittal memo 7671		# of pages: 5
To: Sergio Mazza	From: Pat Burke	
Co. ANSI	Co. ACI	
Dept.	Phone # 313/532-2600	
Fax # 212/719-0971	Fax # 313/538-0655	

Mr. Sergio Mazza
October 20, 1994

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B. For Vice Chairman

Elect J. Hans Kluge, Chairman
Automatic Switch Company
to fill the term of Larry L. Wills, expiring December 1996

C. For Vice Chairman

Elect C. Reuben Autery, President
Gas Appliance Manufacturers Association
for a three-year term, expiring December 1997

I am pleased to report that these three Officer candidates were approved unanimously by the four members of the Nominating Committee who voted.

II. Board of Directors

The Nominating Committee recommends the following Board of Director candidates to the ANSI membership for terms as specified. (The terms are varied so that the Board membership is staggered for rotational purposes, in accordance with the ANSI Bylaws)

A. Company Member Council (Six vacancies)

Avraham
1. Re-elect Samuel D. Cheatham, Vice President, Tape and Library
Technology
Storage Technology Corporation
for a three-year term, expiring 1997

Yes 4, No 0

Trigui
2. Re-elect Fara Faramarzpour, Director, Corp. Strategic Standardization
Polaroid Corporation
for a three-year term, expiring 1997

Yes 4, No 0

Chenla
3. Re-elect Keith B. Termaat, Executive Engineer, Engineering Materials
& Standards, Environmental & Safety Engineering
Ford Motor Company
for a three-year term, expiring 1997

Yes 4, No 0

Mr. Sergio Mazza
October 20, 1994

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4. Elect Francis L. (Tex) Criqui, GM-SE, Engineering Technical Standards,
NAO Engineering Center, SO-S24
General Motors Corporation
for a three-year term, expiring 1997

Yes 4, No 0

5. Elect Stephen P. Oksala, Director, Corporate Standards
Unisys Corporation
for a one-year term, expiring 1995

Yes 3, No 1

6. Re-elect Ronald H. Abrahams, Sr. Vice President, Scientific Affairs,
Ergo Science Incorporated, Bio-Technology
for a one-year term, expiring 1995

Yes 3, No 1

B. Organizational Member Council (Seven vacancies)

State
1. Re-elect Paul E. Borawski, Executive Director
American Society for Quality Control
for a three-year term, expiring 1997

Yes 4, No 0

2. Re-elect Frank M. Coda, Executive Director
American Society of Heating, Refrigerating
& Air-Conditioning Eng., Inc.
for a three-year term, expiring 1997

Yes 4, No 0

3. Re-elect George L. Edwards, President
Alliance for Telecommunications Industry Solutions
for a one-year term, expiring 1995

Yes 4, No 0

4. Re-elect Nina J. McClelland, President
~~National Science Foundation, Int. NSF International~~
for a one-year term, expiring 1995

Yes 4, No 0

Assoc.
5. Re-elect Malcolm E. O'Hagen, President
National Electrical Manufacturers Association
for a two-year term, expiring 1996

Yes 4, No 0

Mr. Sergio Mazza
October 20, 1994

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6. Elect Michael J. Miller, Executive Director
Association for the Advancement of Medical Instrumentation
for a three-year term, expiring 1997

Yes 4, No 0

7. Elect S. Joseph Bhatia, Vice President, Follow-Up
Services Division
Underwriters Laboratory, Inc
for a three-year term, expiring 1997

Yes 4, No 0

C. Government Member Council

1. Elect Kathy Baden, General Services Administration
for a three-year term, expiring 1997

Yes 4, No 0

D. Consumer Interest Council

1. Re-elect Howard Seltzer, Director, *for Policy and International Affairs*
~~Division of Analysis~~
~~Policy~~, United States Office of Consumer Affairs
for a three-year term, expiring 1997

Yes 4, No 0

2. Re-elect F. LeRoy Walsler, Director, Center for Standards
and Quality in Education
University of Oklahoma
for a one-year term, expiring 1995

Yes 4, No 0

~~DIRECTORS-~~
E. Member-at-Large

1. Re-elect George F. Leyh, Executive Vice President
American Concrete Institute
for a two-year term, expiring 1996

Yes 4, No 0

2. Re-elect J. Edward Muns, Director, Corporate Engineering
Hewlett-Packard Company
for a three-year term, expiring 1997

Yes 4, No 0

3. Re-elect Max E. Rumbaugh, Jr., Executive Vice President
Society of Automotive Engineers
for a two-year term, expiring 1996

Yes 4, No 0

FOCUS/PLANNING

STRATEGIC PLANNING

We have defined our mission, goals and strategies. It is an 80/20 plan.

PRIORITIES

Priority # 1: build a committed consensus around ANSI's plan.

Priority # 2: IMPLEMENT!

Priority # 3: build a sound funding program that supports rather than undermines ANSI's mission.

Priority # 4: review governance structure to ensure it supports our mission.

BUDGET

Zero-based budget has shifted spending priorities as a result of the strategic plan.

1996 budget will have explicit links to the strategic plan.

COMPETITION

ELIMINATE INTERNAL COMPETITION BETWEEN ANSI AND ITS MEMBERS BY:

- (1) defining roles**
- (2) identifying situations that generate conflict**
- (3) proposing solutions for resolving those conflicts.**

Linked to the issues of funding.

Part of strategic plan.

WORK AS A UNITED FEDERATION

- Define strategic alliance between ANSI and SDOs**
- Focus our efforts on competition external to the voluntary standards system.**
- Pursue common objectives.**
- Forge value added links with regulators.**
- Forge appropriate links with consortia.**
- Part of strategic plan.**

DUES

- **Impact on 1995 Budget: Tiered schedule for new CMC members and implementation plan.**
- **The other council dues restructuring will be proposed in 1995 to be implemented in 1996.**

IN 1995 WE MUST ANSWER:

- **What is the appropriate split between government member dues, SDO dues and company dues?**
- **How much of our funding should come from:**
 - (1) fees for service**
 - (2) dues**
 - (3) revenues from standards sales?**

FEES FOR SERVICES:

ANSI'S ROLE AS INFORMATION PROVIDER IN 1995 BUDGET:

- **ANSI Reporter**
- **Standards Action**
- **Fastfax (News wire) including International Hot Line**
- **Information Central - Database, Alerting (Standards Action), Research**
- **Subscription Services for ANSI documents**

ANSI UNIVERSITY - STRATEGIC PLAN AND IMPACT ON 1995 BUDGET.

SDO AUDITS - STRATEGIC PLAN AND IMPACT ON 1995 BUDGET.

CONFERENCES - STRATEGIC PLAN AND IMPACT ON 1995 BUDGET.

STANDARDS BOARDS AND PANELS - STRATEGIC PLAN AND 1995 BUDGET FOR HISPP AND IISP.

TAGS (PARTICIPATION) - STRATEGIC PLAN. WE WILL NOT CHANGE THIS IN THE 1995 BUDGET.

TAG ADMINISTRATION - SAME ANSWER.

SUBMISSION OF STANDARDS - SAME ANSWER.

SECRETARIAT FEES (ANSI-ADMINISTERED) - SAME ANSWER.

SECRETARIAT FEES (DELEGATED) - SAME ANSWER.

ANSI POLICY COMMITTEES - SAME ANSWER.

SPEAKERS' BUREAU - STRATEGIC PLANNING ISSUES.

CONSULTING SERVICES - SSM AND MSTQ WILL BE PART OF STRATEGIC PLAN AND 1995 BUDGET.

GRANTS, CONTRACTS AND CONTRIBUTIONS

- **Pursue grants for Consumer Interest Council and Education committee activities**
- **Consider retaining a consultant**
- **Link with ANSI Endowment Fund**
- **In strategic plan**
- **1995 budget impact from**

EPA grant for TC207 Environmental Management Systems standards activity promotion \$200K

NIST contract for National Standards System Network \$2M

EXPLOITATION OF TRADEMARKS

ROYALTIES

- **Royalties on sale of standards in strategic plan**
- **1995 budget impact only with respect to nationally adopted ISO and IEC standards.**

ANS DESIGNATION

On the Standard:

Same as above.

Should it be ANSI, ANS or an American National Standard?

On the Product:

???!!!

INDUSTRY/CONSUMER SHOWS AND CONFERENCES

- **Generating consumer awareness requires more thought in 1995.**
- **Participation in consumer shows may be part of strategic plan implementation, but we do not anticipate managing these types of shows.**
- **We may participate in trade shows with some of our members in order to heighten awareness of value of standards and/or to generate new members.**

CONFORMITY ASSESSMENT

- ANSI will not certify products.
- In Strategic plan.
- Impact on 1995 budget.

DEVELOPMENT OF NEW PRODUCTS AND SERVICES

- In strategic plan
- Impact on 1995 budget.

GOVERNMENT DESIGNATION

- In Strategic plan.
- NIST MOU versus Congressional recognition.

CONSUMERS

Need to develop a CIC strategic plan.

IMPLEMENTATION TIMETABLE

In the strategic plan.

Mr. Sergio Mazza
October 20, 1994

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In addition, the Nominating Committee recommends the following candidate to the ANSI Board, to fill the term of Phillip White:

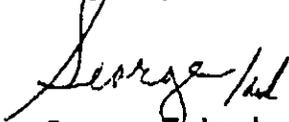
1. Elect Linda Horton, Food and Drug Administration
to fill the term of Phillip White, expiring 1996

Yes 4, No 0

Unless instructed otherwise, I will retain the signed ballots from Nominating Committee members until the Board of Directors or the ANSI membership, respectively, takes action on the candidates.

When the ballot of the fifth member of our Nominating Committee is received, the results will be forwarded to you for the record.

Very truly yours,



George F. Leyh
Executive Vice President

GFL:jak

pc: Anthony O'Neill
Members of ANSI 1994 Nominating Committee
Larry L. Wills
J. Hans Kluge



**American National
Standards Institute** 11 WEST 42ND STREET, NEW YORK, NEW YORK 10036

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D-U-N-S 07-329-4837

MEMORANDUM

Date: November 22, 1994
To: ANSI Board of Directors
From: Beth Somerville, Secretary, Executive Standards Council *Beth*
Subject: Appointment of Members to the Executive Standards Council

The Executive Standards Council (ExSC) respectfully requests the Board of Directors to act on the appointment of members of the ExSC, with terms to expire December 31, 1997. For your information, a biography of the proposed new member is attached.

Reappointments:

C. Rocky Arnold (G)
Andrew Certo (G)
Carolyn Forte (CIC)
William Hanrahan (M@L)
Jim Lapping (M@L)
Glenn Ziegenfuss (O)

New Member:

James E. French

Thank you for your attention to this matter. Please do not hesitate to contact me if you have any questions.

James E. French

James E. French is presently the Director of Standards for the American Institute of Aeronautics and Astronautics. AIAA is accredited by ANSI to use the Organization Method for the development of consensus standards. He is responsible for the complete operation of this standards program, including supporting the secretariat of a corresponding ISO Subcommittee.

Mr. French has been involved with consensus standardization since 1964, having been appointed to be secretary of a committee under the American Standards Association that year. He served as the staff Manager of Standards for the Instrument Society of American from 1964-1968. Later he assumed responsibility for the standards program of the Scientific Apparatus Makers Association, which included operating the secretariat of an IEC Subcommittee and coordinating the US participation. This activity spanned the period of 1968-1977. He has represented SAMA on the Electrical and Electronics Standards Board, the U. S. National Committee for the IEC, and the Federal Advisory Committee for the International Organization for Legal Metrology.

Additional standards management accomplishments include serving as Vice-Chairman of the former ANSI Audit and Accreditation Board and teaching a tailored version of the ANSI/SES Standards Management short course. He also led the preparation of a report on product certification for the American Council of Independent Laboratories which has been cited by other writers. Mr. French has collaborated with numerous professional societies, trade associations, and government agencies on standards issues as both employee and consultant. He is currently Vice-Chairman of the Washington Section of the SES and a Director of the American Association for Laboratory Accreditation.



MEMORANDUM

Date: November 29, 1994
To: ANSI Board of Directors
From: Beth Somerville, Secretary, Board of Standards Review *JSW*
Subject: Membership on the Board of Standards Review

The Board of Standards Review (BSR) respectfully requests the Board of Directors to act on the reappointment of members and appointment of a new member of the BSR, with terms to expire December 31, 1997. For your information a brief biography of Mr. Charles Weill is enclosed. Mr. Weill, an employee of the GSA, was nominated by Mr. Jerry Fattah, a current BSR member who is retiring at the end of 1994.

Reappointment:

Peter Benton
William Marletta
Elliot M. Nesvig
Donald Snyder

New Member

Charles Weill

Thank you for your attention to this matter. Please do not hesitate to contact me if you have any questions.

Qualifications Summary

Charles Weill

- Graduated Herbert H. Lehman College with a BA in economics in 1973
- 1973-79, was a Quality Assurance Specialist for the Defense Logistics Agency
- 1979-86, Chief of the Quality Assurance Branch for the Federal Supply Service in Region 2
- 1986-present, founded the Engineering Division (currently Engineering & Commodity Management Division) and serves as its first Director
- Current responsibilities include:
 1. Supervising the development of technical documents for the Federal Government's purchase of office supplies, paper and packaging products.
 2. Implementing legislated and regulated requirements for environmentally sound procurement.
 3. Determining and implementing method of supply plans for assigned commodities.
 4. Maintaining and revising the catalog system for assigned commodities.
 5. Supervising subordinates participation in voluntary standardization activities.
- Hobbies include computing and collecting rare vocal group records.



MEMORANDUM

Date: November 22, 1994
To: ANSI Board of Directors
From: Beth Somerville, Secretary, ANSI Appeals Board *Beth*
Subject: Appointment of Appeals Board Members

The Appeals Board respectfully requests the Board of Directors to act on the appointment of members of the Appeals Board, with terms to expire December 31, 1997. For your information, a biography of the proposed new member is attached.

Reappointment:

Roger Cook

New Member:

Gerald E. Lingenfelter

Thank you for your attention to this matter. Please do not hesitate to contact me if you have any questions.

GERALD (Jerry) E. LINGENFELTER

**CURRENT
POSITION:**

Vice President
Engineering and Safety Service
American Insurance Services Group, Inc.

EDUCATION:

B. S., Fire Protection Engineering, 1967
University of Maryland

**MILITARY
SERVICE:**

1967 - 1971
U.S. Coast Guard, LTJG
Fire Protection Engineering and Shipboard Safety
Merchant Marine Technical Branch

EMPLOYMENT:

1971 to Present

American Insurance Association/American Insurance Services Group

**ADVANCEMENT
HISTORY:**

1971-1973	Engineer
1973-1976	Coordinator of Fire Protection
1976-1978	Manager, Property Loss Control
1978-1987	Manager, Engineering and Safety
1987-1993	Assistant Vice President
1993-Present	Vice President

ADMINISTRATIVE

DUTIES:

Sole administrator and supervisor of multi-discipline staff of fifteen (15), including 12 safety/loss control professionals.

Identify the product and service needs of subscribers and other customers in both the technical and legislative areas; supervise the development and implementation of those products and services.

Plan and coordinate the advancement and utilization of technological needs of customers.

Plan and administer an annual budget (approximately \$2.5 million).

Develop and provide customers with proof-of-value, utilization and financial documentation.

Develop and foster relationships with existing and potential customers.

PROFESSIONAL MEMBERSHIPS:

American Society of Safety Engineers
American Society of Testing and Materials
Fire Marshals Association of North America
National Fire Protection Association
Society of Fire Protection Engineers
Standards Engineering Society

COMMITTEE MEMBERSHIPS:
(current only)

ASTM Committee on Fire Standards
NFPA Committees:
Contents and Furnishings (Chair)
Fire Tests
Safety to Life Committee on Residential Occupancies
Safety to Life Committee on Contents and Furnishings (Chair)
Electronic Computer Systems (Alternate)
Fire Prevention Code (Alternate)
NFPA Member Advisory Council

COMMUNITY SERVICE:

Construction Board of Appeals (mayoral appointment)
Fire Prevention Advisory Board (mayoral appointment)
Church Committees on Building Construction, Finance,
and Pastor Parish Relations; Administrative
Board; Trustee; Head usher
Christian Day School, Board Member
YWCA Certified Swimming Official

PERSONAL:

Born - December 1944; Health - Excellent
Married, One Child
Current residence: 46 Tall Oaks Drive
East Brunswick, NJ 08816
Phone: 908-238-5735
Business phone: 212-669-0475

ANSI ISO/IEC Standards Sales and Exploitation Rights Policy

1. **Objective:** To maximize distribution of international and nationally adopted international standards through a sales policy that allows equitable sharing of exploitation rights.

2. **Scope:**

2.1 The policy establishes how revenue will be shared on the sale of ISO or IEC standards and nationally-adopted ISO or IEC standards. It shall apply to those standards that are identical to, or derivative from, ISO or IEC standards.

2.2 The policy addresses two scenarios: (a) the sale of ISO or IEC standards and (b) the sale of ISO or IEC standards adopted as American National Standards.

2.3 This policy does not address the issues relating to American National Standards which are adopted in whole or in part into ISO or IEC standards. These issues will be addressed on a case-by-case basis.

3. **Background:**

3.1 ISO or IEC, as a matter of policy, holds the copyright on all ISO or IEC standards. Where ISO or IEC does not hold the copyright, ISO or IEC obtains exploitation rights that it also grants its member bodies.

4. **Scenario A: The Sale of ISO or IEC Standards:**

4.1 As the U.S. member body to ISO and IEC, ANSI may grant exploitation rights in the United States to sales agents.

4.2 In order to be consistent with current ISO/IEC policy, any such license shall be limited to reprinting and sales of hard copy within the United States.

4.3 Sales prices shall be at the discretion of the individual sales agent so licensed.

4.4 ANSI will license any standards developer (“SDO”) operating under any of ANSI’s three accredited methods for standards development (organization, committee or canvass) who so requests. Each SDO so licensed shall pay royalties to

ANSI. Reprint royalties shall be based on ANSI's list price for the ISO or IEC standard at the time of sale. ANSI's list price may change from time to time. ANSI will give all licensed SDOs 60 days notice of this change.

4.5 If the SDO serves as the TAG Administrator or Secretariat for the standard in question, the rate shall be 30%. For all other sales agents, the rate shall be 50% or higher; however, if the sales agent is an SDO, the rate shall be subject to that SDO offering to ANSI reciprocal rights in connection with the sale of the SDO's standards. These terms will be reviewed annually to determine if the royalty percentage is sufficient to help offset any change in ANSI's international expenses and will be adjusted accordingly.

4.6 SDOs shall not be able to transfer or otherwise delegate any rights they receive from ANSI in connection with ISO or IEC standards to one or more third parties without ANSI's prior approval. ANSI will not unreasonably withhold its consent, provided that for each standard sold by such third party, the SDO shall remit to ANSI the same dollar amount the SDO would have had to remit to ANSI if it had sold the ISO or IEC standard itself.

4.7 Requests for reprint rights for excerpts from an ISO or IEC standard shall be submitted to ANSI and will be decided on a case-by-case basis.

4.8 A SDO may purchase international standards from ANSI at the same discount from ANSI's list price as that SDO offers to ANSI.

5. Scenario B: The Sale of ISO or IEC Standards Adopted As American National Standards

5.1 Consistent with ISO/IEC policy, ANSI, as the U.S. member body to ISO and IEC, has exploitation rights in connection with ISO and IEC standards when they are adopted as American National Standards. ANSI will agree to share such rights with one or more SDO operating under any of ANSI's three accredited methods for standards development (organization, committee or canvass).

5.2 Such exploitation rights shall be shared only with those SDOs who continue to provide administrative support for either the U.S. TAG or international Secretariat in connection with the standard in question.

5.3 The individual SDO(s) so permitted shall set their own sales price at their own discretion.

5.4 Any SDO so adopting an ISO or IEC standard as an American National Standard shall remit to ANSI 20% of the its sales revenues (i.e., gross revenues less discounts) derived from the sale of such nationally adopted international standards up to a maximum of \$30 a copy. For standards priced by the SDO anywhere from \$0 to \$15

per standard, the SDO shall remit to ANSI \$3 per standard sold or distributed. These terms will be reviewed annually to determine if the royalty percentage is sufficient to help offset any change in ANSI's international expenses and will be adjusted accordingly.

5.5 Any SDO described in paragraph 5.4 hereof may transfer, license or otherwise delegate any rights in connection with the sale of these types of standards to third parties. The amount such SDO would pay to ANSI as royalties will be determined on a case-by-case basis.

6. Effective Date:

6.1 This policy will become effective as of January 1, 1995 after approval by ANSI's Board of Directors. This policy shall be reviewed annually as part of the budgeting process.

ATTACHMENTS

October 13, 1994

BALANCE SHEET

September 30, 1994 (with comparative totals for year end 1993 & September 1993)

ASSETS

<u>Assets</u>	September <u>1994</u>	Year End <u>1993</u>	September <u>1993</u>
1. *Cash	\$ 182,560	\$ 298,041	\$490,708
2. Accounts receivable - Publications	633,478	629,557	812,635
3. Accounts receivable - Other	1,453,511	468,800	1,262,848
4. Publications inventories - Net	1,396,534*	1,356,963	1,789,446*
5. Investments	3,396,508	2,552,883	1,709,243
6. Prepaid expenses	58,053	32,403	48,055
7. Property, plant & equipment - Net	941,228	1,028,611	1,049,150
8. Total Assets	<u>\$8,061,872</u>	<u>\$6,367,258</u>	<u>\$7,162,085</u>

Liabilities and Fund Balances

<u>Liabilities</u>	\$566,698	\$960,051	\$808,272
9. Accounts payable and accrued liabilities	-	-	70,000
10. Short term borrowings	333,528	468,086	481,613
11. Obligations under capital leases	2,898,218	1,684,639	2,646,193
12. Deferred income	<u>377,442</u>	<u>420,441</u>	<u>434,775</u>
13. Deferred rent credit	<u>\$4,175,886</u>	<u>\$3,533,217</u>	<u>\$4,440,853</u>
Total Liabilities			
Fund Balances:			
14. Permanent reserve	1,440,997	1,403,801	1,369,004
15. Operating fund	2,045,125	1,018,462	1,034,424
16. Restricted funds	<u>399,864</u>	<u>411,778</u>	<u>317,804</u>
17. Total Fund Balances	<u>3,885,986</u>	<u>\$2,834,041</u>	<u>\$2,721,232</u>
18. Total Liabilities and Fund Balances	<u>\$8,061,872</u>	<u>\$6,367,258</u>	<u>\$7,162,085</u>

*Does not reflect impact of year end inventory write down.

INCOME AND EXPENSE STATEMENT

SEPTEMBER 30, 1994

YTD (K \$)

	ACTUAL		BUDGETED		ACTUAL		BUDGET		% VARIANCE
	1993	1994	1994	1994	1994	VARIANCE	VARIANCE		
INCOME									
• MEMBERSHIP DUES	2,785	3,020	2,866	(154)	-5.1				
• PUBLICATION SALES	8,551	8,705	8,079	(626)	-7.2				
• PROGRAM SUPPORT & Misc	1,230	1,330	1,210	(120)	-9.0				
• REGISTRATION(S)	126	120	119	(1)	-1.0				
• CERTIFICATION PROGRAMS	115	150	141	(9)	-6.0				
• FUND EARNINGS	50	75	75	-	-				
• NSSN - IN KIND CONTRIBUTION	-	-	82	82	+100.0				
SUBTOTAL	12,857	13,400	12,572	(828)	-6.2				
EXPENSE									
• SALARIES	3,013	3,350	3,082	(268)	-8.0				
• BENEFITS	576	645	517	(128)	-19.8				
• COST OF GOODS SOLD (1)	2,920 (1)	2,960	2,533 (1)	(427)	-14.4				
• FOREIGN DUES	1,793	1,875	1,937	62	+3.3				
• RENT & MAINTENANCE	765	800	764	(36)	-4.5				
• CONSULTANTS & OUTSIDE SERVICES	528	640	411	(229)	-35.8				
• LEGAL & AUDIT	282	245	136	(109)	-44.5				
• OUTSIDE PRINTING	146	155	147	(8)	-5.2				
• POSTAGE	536	575	504	(71)	-12.4				
• TRAVEL & MEETINGS ARRANGEMENTS	351	545	441	(104)	-19.1				
• INSURANCE	134	125	122	(3)	-2.4				
• OTHER	552	615	578	(37)	-6.0				
• NSSN IN-KIND CONTRIBUTION	-	-	82	82	+100.0				
TOTAL BEFORE DEPRECIATION	11,596	12,530	11,254	(1,276)	-10.2				
DEPRECIATION	269	350	266	(84)	-24.0				
TOTAL EXPENSES	11,865	12,880	11,520	(1,360)	-10.6				
NET INCOME/EXPENSE	992	520	1,052						

(1) EXCLUDES YE INVENTORY WRITEDOWN

**REVIEW FINANCIAL PERFORMANCE
THROUGH 9/30/94
AND
FORECAST THROUGH YEAR END
1994**

1994 CAPITAL BUDGET

SYSTEMS ⁽¹⁾

OBJECTIVE

TO PROVIDE STAFF CURRENTLY EQUIPPED WITH PC's/MAC's INTERNAL AND EXTERNAL E-MAIL CAPABILITIES AND THE ABILITY TO READILY EXCHANGE AND SHARE DOCUMENTS AND INFORMATION.

METHOD:

OBTAIN AND INSTALL A LOCAL AREA NETWORK WITH EXPANSION CAPABILITIES INCLUDING THE NECESSARY HARDWARE AND SOFTWARE

PLANNED CAPITAL EXPENDITURES: 200K\$

YTD 9/30 EXPENDITURES 50K\$

OBJECTIVE:

TO UPGRADE SELECTED STAFF FROM OBSOLETE SOFTWARE USING DUMB TERMINALS TO A PC/NETWORK ENVIRONMENT USING A GRAPHICAL USER INTERFACE AND TO PROVIDE SELECTED STAFF PRESENTLY WITHOUT COMPUTER EQUIPMENT WITH NETWORK COMPATIBLE PC's AND SOFTWARE

METHOD:

OBTAIN AND INSTALL IBM COMPATIBLE PC's, POSTSCRIPT PRINTERS, AND SOFTWARE

PLANNED CAPITAL EXPENDITURES: 285K\$

YTD 9/30 EXPENDITURES 89.2K\$

OBJECTIVE:

TO PROVIDE THE INSTITUTE WITH A DEDICATED INTERNET NODE TO FACILITATE THE EXCHANGE OF INFORMATION, DOCUMENTS AND E-MAIL WITH ITS MEMBERSHIP, ISO, IEC AND NATIONAL STANDARDS BODIES

METHOD:

OBTAIN AND INSTALL A DEDICATED INTERNET NODE INCLUDING NECESSARY HARDWARE AND SOFTWARE

PLANNED CAPITAL EXPENDITURES: 75K\$

YTD 9/30 EXPENDITURES 0K\$

OFFICE INFRASTRUCTURE:

ALLOWANCE TO UPGRADE CONFERENCE ROOM FURNITURE AND PURCHASE OTHER MISCELLANEOUS FURNITURE AND OFFICE EQUIPMENT

PLANNED CAPITAL EXPENDITURES: 50K\$

YTD 9/30 EXPENDITURES 11.8K\$

TOTAL PLANNED CAPITAL EXPENDITURES: 610K\$

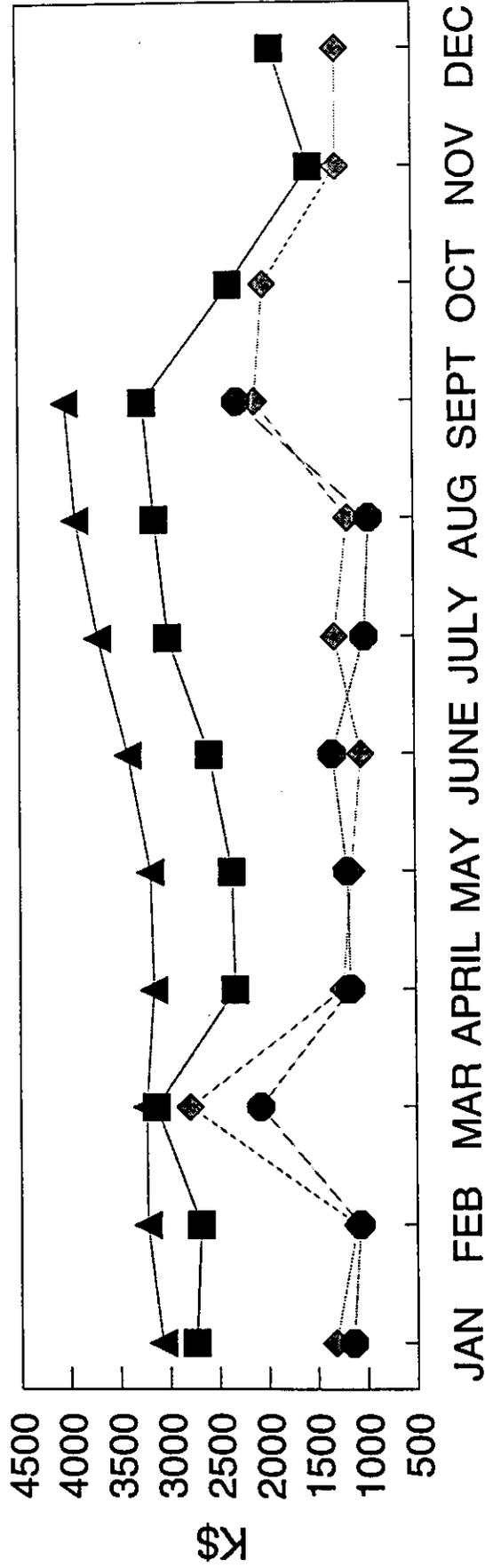
YTD 9/30 EXPENDITURES 151K\$

PLANNED YTD 9/30 CAPITAL EXPENDITURES/420K\$

(1) REFLECTS PURCHASE BASIS...WILL LOOK AT LEASE VS PURCHASE OPTIONS

1994 CASH FLOW PLAN VS ACTUAL

CASH AVAILABLE VS. DISBURSEMENTS



- CASH AVAILABLE PLAN ◆ DISBURSEMENTS PLAN
- ▲ CASH AVAILABLE ACTUAL ● DISBURSEMENTS ACTUAL

**REVIEW PROPOSED
1995 BUDGET**

**Reconciliation
1995 Proposed Budget to 1994 Current Forecast**

	<u>Income</u>	K\$ <u>Expense</u>	<u>Net</u>
<u>Current 1994 Forecast</u>	17200	16732	468
I New and/or Expanded Services			
IISP	200	200	-
Conformity Assessment	150	150	-
Conferences and Seminars	187	177	10
Strategic Standardization Management	113	25	38
ANSI University/MSTQ	10	15	(5)
Information Central	<u>160</u>	<u>194</u>	<u>(34)</u>
	S/T 820	761	9
II Government Funded Programs ¹			
NSSN (including in-kind contributions)	2000	1925	75
EPA Grant	<u>200</u>	<u>122</u>	<u>78</u>
	2200	2047	153
III Publication Sales - Largely attributable to projected sales of updated BPVC anticipated 7/1/95	1650	1600	50
IV Enhanced Membership Development/Public Relations	-	240	(240)

¹ Direct Cost Only

1995 CAPITAL BUDGET

Systems

Objective:

To upgrade selected staff from dumb terminals to a PC network environment using a graphical user interface, provide selected staff presently without computer equipment with network compatible PC's and software, and upgrade low-ended Macintosh equipment in order to allow users to access the network database.

Method:

Obtain and install IBM compatible PC's, software and MacIntosh computers.

Planned capital expenditures: 135K\$

Objective:

To provide staff in the Washington Office with PC's, software, a printer, and a wide area network connection to the New York office.

Method:

Obtain and install IBM compatible PC's, software, a printer, and network connection to the New York office.

Planned capital expenditures: 25K\$

Objective:
Add additional capability to the local area network (e.g., CD-ROM, scanner, disk duplicator, etc.)

Method:
Obtain and install CD-ROM juke box, scanner, and diskette duplicator.

Planned capital expenditures: 135K\$

Office Infrastructure

Washington Office Infrastructure
Furniture, telecommunications, and office equipment associated with move to new facility.

Planned capital expenditures: 50K\$

New York Office Infrastructure
Miscellaneous furniture and office equipment.

Planned capital expenditures: 25K\$

TOTAL PLANNED CAPITAL EXPENDITURES: 450K\$

ATTACHMENTS

1995 Budget Basis
General Information

GENERAL

- Economy
 - inflation increases to 4%
 - US dollar continues weak (ie. .75 US\$/CHF)
 - unemployment steady

INCOME

- Reflects phase-in of new company members dues structure for new members in 1995
- Reflects implementation of proposed ANSI Sales policy resulting in no net impact on ANSI bottom line

EXPENSE

- Effective staff level of 120 includes the addition of:
 - Marketing: public relations writer and administrative assistant
 - Systems: programmer/analyst and help desk administrator
 - NSSN: full time program director, project engineer, systems analyst and program administrative assistant
 - Sales: contracts administrator offset by downsizing 1 warehouse and 1 order entry clerk
 - Publishing: freelance "peak shaving" support to offset requirement for artist and 2 full time editors
 - IISP: director + 1/2 administrative assistant
 - Washington Offices: administrative assistant
 - Conformity Assessment: director
 - Legal: VP & general counsel and 1/2 administrative assistant

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**American National
Standards Institute** 11 WEST 42ND STREET, NEW YORK, NEW YORK 10036

TEL. 212.642.4900

FAX. 212.398.0023

Cable: Standards, New York

International Telex: 42 42 96 ANSI UI

D-U-N-S 07-329-4837

TO: ANSI Board of Directors

SUBJECT: IAC Report

DATE: November 29, 1994

ANSI's International Advisory Committee met in New York City on November 3, 1994 and addressed a number of significant items. The attached document highlights the actions taken at that meeting.

The next meeting of IAC is scheduled to be held in New York City on January 10, 1994.

**Frances E. Schrotter
Secretary, ANSI/IAC**

FES:rta

Att.

cc: L. Wills, Chmn, ANSI/IAC
S. Mazza

NATSF

- IAC Chairman is requested to send letter to Suzanne Troje expressing appreciation to her for the great job she did in support of US. interests during the Trilateral Standardization Forum.
- IAC approved the proposal for the IAC Chairman to form an NATSF Advisory Committee of knowledgeable individuals to advise the IAC Chairman and President of ANSI regarding future interactions with Mexico.

US/European Bilaterals

- IAC approved the ANSI delegation to the European Bilateral Meetings.
- Gary Kushnier to obtain more information from the Europeans regarding the following agenda items for the Bilateral Meetings:

US implementation of International Standards -- Are there particular sectors of interest where data is desired?

How to deal with publicly available specifications or so-called "de facto" standards?.

Central/Eastern European Meeting

IAC agreed with the proposed outline (ref. doc. IAC N 691) for the 1995 meeting with Central/Eastern Europeans and requested Sergio Mazza to develop a strategy* for addressing the broader issues associated with ANSI's role in this region of the world. In particular, two concerns were expressed: 1) How do these initiatives differ/relate to the initiatives of the Dept. of Commerce? 2) How do we reach other countries in the region (e.g., Poland, Hungary)? G. Kushnier will follow up with other countries in the region to determine their position on this latter issue.

*Determine a strategy for building business-to-business standards-related communications in the ex-Soviet block countries focusing on: the importance of industry use of international standards and participation in the international standards process. Include what countries to prioritize and how to reach the broadest possible audience in terms of countries.

NIST Standards in Trade Program

- Larry Wills and Sergio Mazza will meet with Peter Heydemann on December 9, 1994 to present ANSI's views on this program. Written contributions from IAC members will be used to guide discussions. The Chairman of IAC will decide whether there is a need for additional representation from IAC.

Trade Promotion Coordinating Committee

- An Ad Hoc Group was appointed to review the Annual Report to US Congress and to prepare comments on behalf of ANSI. The members of the Ad Hoc Group are:

Ollie Smoot, Chairmen
George Edwards
Bob Hermann
Ed Kelly
Steve Oksala

Block Voting

- ANSI staff (FS/GK) will investigate whether or not there exists any evidence of block voting within ISO or IEC. It was noted that the concern over block voting continues to be raised in various materials which are published by DoC.
- An item will be added to the next IAC agenda dealing with the structure of and voting within ISO and IEC.

Standardization In Area Of Occupational Health And Safety Management

- In preparation for an agenda item on this topic at the ISO Technical Management Board Meeting on January 19, 1995, IAC appointed an Ad Hoc Committee to prepare a paper outlining the issues associated with standardization in this field and options for consideration by IAC at its meeting scheduled to be held on January 10, 1995. In the formulation of the paper input should be sought from the broad range of affected interests. The membership of the Group is:

F. Coda, Chairman
R. Autery
R. Hermann
E. Kelly
H. Kluge
O. Smoot

B. St. John will provide staff support for this effort.

ISO/IEC Patent Policy

- IAC affirmed U.S. support for the recommendation of the ISO and IEC Central Office staff, i.e. to delete, in the proposed revision to the ISO/IEC Directives governing reference to patent rights, the text requiring that there be an identification of the patent but retain the text which identifies the holder of the patent right .

PASC/APEC Activities

- IAC requested its Chairman and the President to choose a candidate, if one is available, to backstop our current representative (G.Kushnier) on the PASC Standing Committee.
Note: H. Kluge has offered to support the first meeting. F. Schrotter will confirm and verify his availability once dates are established.
- Further, IAC requested that the BCCA serve to support ANSI's representative to the PASC Standing Committee when issues are conformity assessment related. In other instances, the following IAC members will provide that support:

E. Kelly
H. Kluge
S. Oksala
L. Wills

Brussels Office

- IAC, having reviewed its decision of 8 April 1993 to maintain the operation of the ANSI Brussels Office, recommends to the Board of Directors that the office be formally closed, and that the functions of that office be consolidated with other regional and international activities in the New York office.

ISO Funds-In-Trust

- In view of the Institute's own initiatives to promote and coordinate U.S. MSTQ (Metrology, Standardization, Testing, Quality) expertise and services to developing countries, IAC recommends that the Institute not make a contribution to ISO's Funds-in-Trust at this time.
- F. Schrotter will prepare response to ISO

Representation on International Policy Committees

- IAC reaffirmed the principle that U.S. delegates to International Policy Committees and Councils are expected to represent U.S. positions, not individual positions.
- F. Schrotter will prepare a memo to this effect to all affected Committee Chairmen and staff..

U.S. Adoption Of International Standards

- In line with the Institute's strategic direction, and as a matter of policy, IAC encourages U.S. adoption of International Standards where appropriate.
- F. Schrotter is responsible to work with the various constituency groups to determine whether there exist any impediments, procedural or otherwise, to the national adoption of International Standards and to determine an appropriate mechanism for tracking this information on an on-going basis.

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Accreditation Committee Report

to the

Board of Directors

December 8, 1994

The following items are provided for the Board's information:

1. The Committee is processing applications for accreditation of the following certification programs:
 - a. Plumbing, Manufactured Housing, Swimming Pool-Spas and Hot Tubs, and Solar Products (International Association of Plumbing and Mechanical Officials).
 - b. Wastewater Treatment Unites (C-K Associates).
 - c. Treated Lumber (Florida Lumber Inspection Service).
 - d. Electrical, Gas and Oil Products, Sanitation and Fire/Flammability Certification (Inchcape Testing Services, ETL Testing Laboratories).
 - e. Sanitation - Food Service Equipment (Underwriters Laboratories, Inc.)
2. The following programs are presently accredited:
 - a. Nine sanitation programs (NSF International).
 - b. Gas, Oil and Electric Appliances and Accessories (International Approval Services - American Gas Association Laboratories).
 - c. Drinking Water Additives - Sanitation (Underwriters Laboratories, Inc.).
 - d. Windows and Doors (American Architectural Manufacturers Association).
 - e. Sealed Insulating Glass (Associated Laboratories, Inc.).
 - f. Treated Lumber (Southern Pine Inspection Bureau).
3. A Quality System Manual for the Accreditation Program is under development to support ANSI's mission and conformity assessment objectives including providing a basis for U.S. government recognition and for mutual recognition agreements with foreign accreditation bodies.

4. The Committee, at its October 11, 1994 meeting, selected the following officers for 1995 to be confirmed by a Committee letter ballot:

- Chair - James Roberts, Belcore
- Vice Chair - Steve Roll, ETL Testing Laboratories

James Roberts
Chair
November 23, 1994