Kick-Off Meeting for
NSF 487 - Electronic Common Criteria Standard
<table>
<thead>
<tr>
<th>Time (U.S. Eastern)</th>
<th>Agenda Item</th>
<th>Lead</th>
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</thead>
<tbody>
<tr>
<td>1:00 pm</td>
<td><strong>Meeting Launch:</strong></td>
<td>Jennifer Costley, Chair</td>
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<tr>
<td></td>
<td>&gt; Welcome</td>
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<td></td>
<td>&gt; Review call agenda</td>
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<tr>
<td>1:10 pm</td>
<td><strong>Anti-Trust Statement</strong></td>
<td>Andrea Burr, NSF and</td>
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<td></td>
<td><strong>Joint Committee Introductions:</strong></td>
<td>All</td>
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<tr>
<td></td>
<td>&gt; Governance Team</td>
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<td></td>
<td>&gt; JC Members and Observers</td>
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<td></td>
<td>&gt; <strong>Vice Chair approval</strong></td>
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<tr>
<td>1:25 pm</td>
<td><strong>NSF Standard Development Overview:</strong></td>
<td>Andrea Burr, NSF</td>
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<td></td>
<td>&gt; NSF Standards Development Process</td>
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<td></td>
<td>&gt; NSF Online Workspace</td>
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<tr>
<td>1:55 pm</td>
<td><strong>Project Goals, Scope, and Timeline</strong></td>
<td>Patty Dillon &amp; Andrea Gilders, GEC</td>
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<td></td>
<td>&gt; Project Scope and Goals</td>
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<td></td>
<td>&gt; Performance Categories</td>
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<td></td>
<td>&gt; Timeline and Workplan</td>
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<tr>
<td>2:25 pm</td>
<td><strong>Proposed Task Groups &amp; Call for Volunteers</strong></td>
<td>Patty Dillon, GEC</td>
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<tr>
<td>2:45 pm</td>
<td><strong>Next Steps &amp; Action Items:</strong></td>
<td>Andrea Gilders, GEC</td>
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<td></td>
<td>&gt; Upcoming Meetings</td>
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<td>&gt; Next Steps</td>
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<tr>
<td>3:00 pm</td>
<td><strong>Adjourn</strong></td>
<td>Jennifer Costley, Chair</td>
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Antitrust Statement

> Because this meeting involves representatives of competing businesses, it is important that I get everyone’s agreement before we begin so that the meeting will be conducted in full compliance with the antitrust laws. We must avoid any comment or action that encourages joint action by participating firms to restrict their competition. If any of you have any questions, I refer you to the NSF Antitrust Guide for the conduct of meetings.
Introductions: Governance Team

> NSF 487 Governance Team
  • JC Chair:
    • Jennifer Costley
  • (Proposed) JC Vice Chair:
    • Matthew Realff
  • NSF Staff:
    • Secretariat – Jessica Slomka
  • Green Electronics Council: SPONSOR
    • Patty Dillon
    • Andrea Gilders
Introductions: NSF 487 Roster

Please state the following:

Name
Affiliation
Joint Committee Role
(observer / member)
NSF 487 Standards Development Process
Committee Structure

Drafting and approval of standard content

QC review to ensure there are no public health issues

JC Chair & Vice Chair

Joint Committee

Task Groups

Technical Committee

CPHC

Task Groups

Task Groups

Task Groups

Task Groups
What is the role of NSF?

> Ensure compliance with NSF and ANSI procedural requirements for consensus-based standards development (process, documentation, etc.)

> Meeting and project facilitation support with Joint Committee Chair and Vice-Chair

> Administrative support (meeting logistics, agendas, and summaries, document distribution, roster maintenance, etc.)

**Technical content developed by stakeholders**
NSF Joint Committee

> Stakeholder consensus body responsible for:
  • Supporting the development and maintenance of the NSF Standard;
  • Actively participating in committee teleconferences and providing technical expertise via various communication paths (i.e. online surveys, task groups, electronic balloting, etc).
  • Quorum must be reached for decision making at meetings (greater than 50% of voting members)

> New members considered on an ongoing basis according to committee size and need for specific stakeholder representation. Open to Observers.

> No stakeholder category can comprise more than 50% of JC voting members.

> Only 1 voting member per organization unless different stakeholder categories.

> Unlimited number of observers, technical experts and public commenters.

> Balloting is based on consensus-based decision making
  • Affirmative ballots from greater than 50% of the JC members AND an affirmative ballot total of at least 2/3 of those voting, excluding abstentions, shall be attained for approval.
Joint Committee

Current roster: **33 Voting Members**
- **15** Manufacturers
- **8** Other Industry
- **7** Public health/regulatory
- **3** Users/Purchasers

 Seeking additional members in the Other Industry, Public health/regulatory and Users/Purchasers category

**33 Voting Members and 19 observers**
NSF 487 Task Groups

- Task Groups (TG) are small groups formed as needed. They are responsible for developing technical content for the standard and making recommendations to the Joint Committee.

- TG Chairs: appointed by the JC Chair and Vice Chair

- TG Members
  - Do not need to be a member of the Joint Committee
  - Membership recommended at up to 10 members
  - New members considered on an ongoing basis according to committee size and need for specific stakeholder representation
  - Open to observers, technical experts, etc
NSF Council of Public Health Consultants (CPHC)

> Advisory body to NSF on standards development

> Not a consensus body, but reflect a segment of NSF Joint Committees

> Members are drawn from the regulatory, institutional and public health community representing regulatory agencies, academia and other public and private institutions

> A CPHC Technical Committee of 3 CPHC members vote on draft standards at the same time as the Joint Committee to provide input on any unresolved public health issues
NSF Process Overview

1. Call for Participation
   - Interested Stakeholders Submit Applications

2. JC Formed
   - JC Forms TGs
   - Observers & Invited Experts

3. TGs Draft Content Recommendations
   - Public review & comment

4. Ongoing Drafting & Balloting by JC
   - Finalize/Publish Standard
   - CPHC Review & Ballot
Development Process

**LAUNCH**
- Seat Joint Committee (JC)
- Organize Task Groups (TGs) to address technical needs

**DEVELOP**
- TGs evaluate reference documents & develop content for recommending to the JC

**REVIEW**
- JC reviews recommendations from TGs and either sends back to TG for further work or approves for ballot
- JC, Technical Committee (TC) ballot draft standard and ANSI public comment period is launched

**PUBLICIZE**
- Council for Public Health Consultants (CPHC) ballots draft standard
- Finalize and publish Standard
NSF Online Workspace
NSF Online Workspace

> NSF process is supported by a web-based standards development system [http://standards.nsf.org]
  - Committee roster
  - Committee email
  - Document posting/comments
  - Calendar/meeting logistics and materials
  - Balloting function

> Face to face meetings are minimized by use of teleconferences with web support
Joint Committee on Electronics Common Criteria

Group Info
Secretariat: Mrs. Jessica Slomka, NSF International
jessica@nsf.org
Joint Committee Chair: Jennifer Costa, New York Academy of Sciences
jcosta@nyas.org

Group Email Addresses
Post message: ecc-chair@standards.nsf.org
Contact chair: ecc-chair@standards.nsf.org

group charter

Documents
quick add
add a document
Roster
My Profile
remove me
add member
documents open for comment

Calendar
this week
add event
Comments

Ballots
add ballot
add approval ballot
closed ballots
manage templates

Action Items
add an action item

Email
send email

Settings
change defaults
date

Activity
Current Activity (7 Days)
No activity in the past week
Recent Activity (45 Days)

Email Message
FW: NSF 487 Update and Call for Volunteers for...
by Mrs. Jessica Slomka on Mon Jun 17, 2019
Joint Committee on Electronics Common Criteria

Dear Stakeholders,
Thank you for taking the time to respond to the Ad Hoc survey and for your thoughtful feedback. After careful consideration of all the responses and comments, we have decided to hold off on the Ad Hoc...
NSF 487 Overview
- Project Scope & Goals
- Performance Categories
- Timeline & Workplan
- Task Groups Formation
Project Scope

> Globally applicable sustainability standard that creates a single set of common **corporate** criteria applicable to all electronic products, resulting in consistency and efficiency across product categories.

> Covers performance areas including:
  - Manufacturing Chemicals
  - Energy Management & Renewable Energy
  - Environmental Management Systems
  - Water Management
  - Responsible End of Life Management
  - Life cycle Assessments & Carbon foot printing
  - Corporate Reporting & Public Disclosure
  - Corporate Social Responsibility
  - Responsible Mineral Sourcing

> Build on existing criteria (e.g., server, computer, mobile phones, imaging), but JC can decide to add new criteria

> Anticipate development of common **product** criteria following this process
Project Goals

Develop sustainability leadership criteria:

- address lifecycle environmental and social impacts
- focus on high priority impacts
- developed through ~12 month voluntary consensus process with subsequent continuous maintenance
- encourage and reward innovation
# Project Timeline

<table>
<thead>
<tr>
<th>2019</th>
<th>2020</th>
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<tbody>
<tr>
<td>May</td>
<td>Jun</td>
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<td></td>
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<tr>
<td><strong>1) Pre-Launch Tasks</strong></td>
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<tr>
<td>Call for Participation</td>
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<td>Form JC &amp; announce kickoff call</td>
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<td><strong>2) Criteria Development</strong></td>
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<tr>
<td>JC and Task Group work</td>
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<tr>
<td>Ballots &amp; criteria refinement</td>
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<tr>
<td><strong>3) NSF approval and Publishing</strong></td>
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<tr>
<td>CPHC review and approval</td>
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<tr>
<td>NSF Publishing</td>
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## Timeline/Work Plan

<table>
<thead>
<tr>
<th>SCHEDULE</th>
<th>TASKS/MILESTONES</th>
<th>STATUS</th>
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<tbody>
<tr>
<td><strong>May/June 2019</strong></td>
<td>Joint Committee (JC) Call for Participation and Seating</td>
<td>Completed</td>
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<tr>
<td><strong>July 16, 2019</strong></td>
<td>JC Kick-Off Meeting – Recorded Conference Call</td>
<td>Today</td>
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<tr>
<td><strong>July-August 2019</strong></td>
<td>Launch Task Groups (TG):</td>
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<tr>
<td></td>
<td>&gt; Call for volunteers</td>
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<tr>
<td></td>
<td>&gt; Recruit additional TG participants as needed to fill gaps in expertise or representation</td>
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<tr>
<td><strong>July – November 2019</strong></td>
<td>Task Group Work</td>
<td></td>
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<td></td>
<td>&gt; Bi-weekly calls</td>
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<tr>
<td><strong>August - November 2019</strong></td>
<td>JC Conference Calls:</td>
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<td></td>
<td>&gt; Discuss scoping issues</td>
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<td></td>
<td>&gt; Review draft criteria, as available</td>
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<td><strong>November 8th, 2019</strong></td>
<td>TG “pencils down” -- reports and recommendations due</td>
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<td>&gt; TG Chairs send recommended draft criteria to the NSF secretariat</td>
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<td><strong>December 3-4 (or 4-5), 2019</strong></td>
<td>JC Face-to-face meeting – seeking volunteer host</td>
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<td></td>
<td>&gt; Meeting materials distributed by November 19</td>
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<td></td>
<td>&gt; TGs present criteria package to JC for consideration, modification and approval</td>
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<tr>
<td><strong>January – March 2020</strong></td>
<td>JC Conference Calls &amp; TG Work Continued as needed</td>
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<td></td>
<td>&gt; JC monthly calls to continue to review TG work providing feedback or modify and approve</td>
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<td></td>
<td>&gt; TGs continue to work on modifications and submit recommendations to JC</td>
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<td><strong>March 2020</strong> (tentative)</td>
<td>Tentative: JC Face-to-face meeting (2 days)</td>
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<td></td>
<td>Final modification to criteria for ballot (if needed)</td>
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## Timeline/Work Plan

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<tr>
<th>SCHEDULE</th>
<th>TASKS/MILESTONES</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>April/May 2020</td>
<td>JC motions to ballot:</td>
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<td>&gt; JC &amp; NSF TC electronic ballots open (21 days)</td>
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<td></td>
<td>&gt; ANSI public comment opens (45 days)</td>
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<td></td>
<td>&gt; Response to negative votes and public comments</td>
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<tr>
<td>May/June 2020</td>
<td>Tentative: JC Final Face-to-face meeting (2 days)</td>
<td>Placeholder to address ballot comments</td>
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<tr>
<td>(Tentative)</td>
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<tr>
<td>July 2020</td>
<td>Adjudication/Revision Ballots:</td>
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<tr>
<td></td>
<td>&gt; JC &amp; NSF TC electronic ballots open (21 days)</td>
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<tr>
<td></td>
<td>&gt; ANSI public comment opens (45 days)</td>
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<td></td>
<td>&gt; CPHC approval (21 days)</td>
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<tr>
<td>August 2020</td>
<td>Standard approved via balloting</td>
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<tr>
<td>Sept/Oct 2020</td>
<td>Publish Standard</td>
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Proposed Task Groups & Call for Volunteers
## Proposed Task Groups

<table>
<thead>
<tr>
<th>Task Groups Formation in July 2019</th>
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<tbody>
<tr>
<td>1. Energy Management</td>
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<tr>
<td>2. Renewable Energy</td>
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<td>3. Environmental Management Systems</td>
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<tr>
<td>4. Corporate Reporting &amp; Public Disclosure</td>
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<td>5. Corporate Social Responsibility</td>
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<tr>
<td>6. Responsible Mineral Sourcing</td>
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<tr>
<td>7. Responsible End of Life Management</td>
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<table>
<thead>
<tr>
<th>Additional Potential Task Groups Following JC Scoping Decisions</th>
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<tbody>
<tr>
<td>8. Water Management</td>
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<td>9. Manufacturing Chemicals</td>
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<tr>
<td>10. Life cycle Assessment and Carbon Foot printing</td>
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<tr>
<td><strong>11. Supplier scoping (explore developing consistent approach across applicable criteria/performance categories)</strong></td>
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Task Group Launch

> Call for volunteers – Please respond using SurveyMonkey
  https://www.surveymonkey.com/r/QRMMML2J - responses due July 26
  - JC members and observers & subject matter experts
  - Prefer to keep TGs under 10 participants
  - Seek representation from different stakeholder categories

> Recruit Chair for each TG
  - Volunteers gladly accepted! (Please note in your SurveyMonkey response)

> Convene call of Chairs week of July 29 to review process, timeline & resources

> Biweekly calls starting week of August 5
**Task Group Process**

> Each TG will be provided with a compilation of existing criteria for the performance category
  * Includes a high-level comparison of similarities & differences for redundant/overlapping criteria

> Develop **recommendations** for JC consideration with priority given to existing criteria
  * Draft language for criteria or options, if TG cannot reach consensus
  * Can adopt existing criteria – with or without modifications, harmonize across criteria or redraft
  * Give consideration to copyright
    * NSF server criteria can be freely used, while copyright permission is needed for any other source
    * NSF is seeking copyright permission for use of relevant IEEE criteria

> New criteria may be considered
  * Criterion language should be drafted by proposer(s) for consideration by TG
  * Use NSF Issue Paper format (rationale + draft language)

> “Pencil down” date for recommendations to JC – November 8th
  * Any recommendations submitted after this date will be considered as time permits
WRAP UP

> Upcoming Meetings:
  • Next Conference Call: Week of August 13, 2019 - Doodle Poll to follow
    • Recurring meeting schedule to be determined
    • In person meeting tentatively scheduled December 3-4 or 4-5
    • If interested in hosting, contact Jessica Slomka (jslomka@nsf.org)

> Next Steps/Actions Items:
  • Please respond via Survey Monkey to volunteer for Task Groups