



FORM FOR THE APPOINTMENT OF USNC/IEC EXPERTS

Please use one form for each appointment and complete all fields below

TC/SC	Enter TC/SC
WG, PT, MT	Enter WG, PT, MT, etc.
Name of US Expert	Enter Mr./Ms./Mrs. and Full Name
Title	Enter Title of US Expert
Company Name	Enter Company Name
Company Address	Enter Complete Mailing Address
Representation Type	Enter Organization, Company, or Government Agency
Interest Category	Enter Producer, User, Testing/Certification, Regulatory/Inspection, or Special Expert
Office Number	Enter Phone Number
Mobile Number	Enter Phone Number
Email Address	Enter Email Address

Please Confirm One of the Following:

- ☐ The Appointee has been notified that he/she will be invoiced the USNC TAG Participation Fee
- ☐ The USNC TAG Participation Fee is not applicable; Please explain

Please Confirm All of the Following:

- ☐ The applicant has submitted Curriculum Vitae (CV) highlighting experience in the specific technical area.
- ☐ The applicant has submitted a letter from the applicant's employer confirming support for the participation.
- ☐ The USNC TAG Secretary has circulated a ballot to the USNC TAG with a copy of the CV.
- ☐ USNC TAG members have voted in support of the US Expert appointment.

Proposed by:
Enter your name

Date:
Click or tap to enter today's date

US Expert Ballot and Appointment Procedure – June 2019 USNC TAG MOPs

7.8 U.S. Conveners and Experts

U.S. Conveners and Experts shall be members of their respective USNC TAGs. Such individuals are expected to conduct themselves in a professional manner. A USNC TAG member wishing to be appointed by the U.S. as an expert to a particular MT/PT/WG shall submit a request to the TA or USNC TAG Secretary accompanied by:

- a) A Curriculum Vitae (CV) highlighting experience in the specific technical area
- b) A letter from the applicant's employer confirming support for the participation

The USNC TAG Secretary shall circulate a ballot to the USNC TAG along with a copy of the CV to confirm support for the U.S. appointment. The ballot should highlight the following areas for consideration by USNC TAG members:

- a) Experts should have significant experience in the subject, as technical expertise in the subject of the Maintenance Team, Project Team, or Working Group is critical
- b) Experts should be involved in national standardization for the subject
- c) Experts should represent personal knowledge, not company or national position
- d) Experts should have strong communication skills
- e) Experts should be able to travel and participate in meetings
- f) Experts are expected to actively participate in the development of U.S. comments
- g) Multiple experts from the same company division, product line, or service line should be avoided except when transitioning from one expert to another, such as due to an impending retirement
- h) Balance between interest groups such as those shown below is desirable, but may not be practical:
 - i. **Producer** - Individuals who are involved in the production, manufacture, or distribution of the type of product or system that is included in the Scope of the standard(s) under the purview of the MT/PT/WG. This includes individuals involved in the design, engineering support, manufacturing, testing, and/or marketing of the type of product or system; or who are employed by or represent a producer, manufacturer, or distribution of the type of product or system.
 - ii. **User** - Individuals who are involved in using the type of product or system that is included in the Scope of the standard(s) under the purview of the MT/PT/WG, but who are not involved with the production, manufacture or distribution of that type of product or system.
 - iii. **Testing / Certification** - Individuals who represent organizations that provide testing, assessment and/or certification of the type of product or system that is included in the Scope of the standard(s) under the purview of the MT/PT/WG.
 - iv. **Regulatory / Inspection** - Individuals who represent governmental entities having regulatory or inspection interest in or influence over the type of product or system that is included in the Scope of the standard(s) under the purview of the MT/PT/WG.
 - v. **Special Expert** - Individuals who have expertise in an aspect of the type of product or system that are not covered by another interest group.

After a positive vote of the USNC TAG, the USNC TAG Secretary will notify the USNC Office of the proposed appointment using the designated USNC Expert Appointment form. The USNC Office will then confirm USNC TAG membership or invoice the proposed expert the USNC TAG Individual Participation Fee. Upon receipt of payment, the official appointment will be made in the IEC Expert Management System.