



AC/12/2024

Administrative Circular

2024-05-17

To all:

National Committees

Technical committees, subcommittees, systems committees, and technical advisory committees

Officers of the IEC Conformity Assessment Systems

88th IEC General Meeting: Edinburgh, United Kingdom 21-25 October 2024 – Meetings of Technical Committees and Subcommittees starting on 21 October 2024

Programme, online registration, and guide for participants

Dear Sir/Madam,

Further to AC/8/2024, we hereby confirm the opening of registration for the 88th IEC General Meeting on **Tuesday 21 May 2024**.

The 2024 IEC General Meeting will be held as a face-to-face meeting. Remote participation in the form of audio participation and screen sharing will be enabled for all meetings, except for the following: Affiliate Roundtable, Academy & Capacity building, joint CAB/MSB/SMB Strategic Seminar, I-NRG session, OSD open session, IECRE REMC (Renewable Energies Management Committee) meeting and the IEC Young Professional workshop, which will be held in face-to-face format only.

Participation in the 2024 IEC General Meeting in Edinburgh is open to IEC delegates registered in the IEC Expert Management System (EMS) and to representatives of invited organizations.

Registration for the GM will open via MRS (Meeting Registration System) at meetings.iec.ch, in accordance with the modalities set out below. A guide for participants is attached to this AC. Please note that registration will close on Wednesday, 23 October 2024.

1. Username and password

Your personal **IEC username and password** will be required to access the Meeting Registration System (MRS) application. For any question in this respect please contact generalmeeting@iec.ch.

2. NC Accreditor

The NC Accreditor is responsible for the accreditation of the head of delegation¹ and delegates from her/his NC, for TC/SC meetings and for the General Assembly. The NC Accreditor must be an NC staff member.

By default, the NC Accreditor is the NC Secretary/Manager; the NC Accreditor may however be changed by the NC Secretary/Manager, or upon request to generalmeeting@iec.ch.

3. Registration for technical committee, subcommittee and working group meetings

During the General Meeting, participation at **TC/SC plenary meetings** is open to all delegates, subject to approval by their National Committee. The NC Accreditor will approve/disapprove the participation of delegates at plenary meetings and indicate if the person will be a delegate or head of delegation (one head of delegation per P-member). O-members do not have a head of delegation as they have no right of vote during the meeting. TC/SC Officers may not be appointed as a delegate and/or head of delegation in their committee.

IEC WG/PT/MT experts are automatically registered for their working group meetings in accordance with the appointments made by National Committees in the Expert Management System (EMS). Participation at these meetings does not require further approval. They may choose to participate in other WG meetings, but in this case their participation needs to be approved by the TC/SC Secretary.

¹ For the General Assembly, the NC President/Chair/Head of Delegation is automatically listed as the head of delegation.

REGISTRATION TO ATTEND TC/SC/WG TECHNICAL MEETINGS

Your role	Your TC meeting	Your SC meeting	Other TC/SC meeting	Your WG/PT meeting	Other WG/PT meeting
TC Officer	Automatically registered and approved	Automatically registered and approved	Manual registration – subject to approval by NC		
SC Officer	Automatically registered and approved	Automatically registered and approved	Manual registration – subject to approval by NC		
Delegate	Subject to approval by NC	Subject to approval by NC	Subject to approval by NC		
WG/PT/MT expert	Subject to approval by NC	Subject to approval by NC	Subject to approval by NC	Automatically registered and approved if he/she is registered in EMS	Subject to approval by TC/SC Secretary
A-Liaison	Automatically registered and approved	Automatically registered and approved		Subject to approval by the TC/SC Secretary	
C-liaison				Automatically registered and approved	Subject to approval by TC/SC Secretary

If the participation is disapproved, either by the National Committee for a plenary meeting or by the TC/SC Secretary for a working group meeting, the reason should be indicated. The participant will receive a notification with the reason indicated and he/she should contact directly his/her National Committee or TC/SC Secretary for more information.

4. Registration for IEC management meetings

- **General Assembly (GA)**

The President, Chair or Head of Delegation of each Full Member National Committee is automatically recorded in the system (MRS) as the head of delegation unless s/he is unable to attend the meeting, in which case another person from the NC can be nominated as head of delegation for the GA.

In accordance with paragraph 7 of clause 7.1 of the IEC Statutes and Rules of Procedure: “A President, Chair or Head of Delegation may be accompanied by not more than three advisors, unless the national delegation includes an IEC Board member, in which case the total delegation may be increased to five persons.”

Delegates will submit their participation request, which needs to be approved by the NC Accreditor. When processing the request, the NC Accreditor should indicate the role of the participant.

Title	First name	Last name	NC	Role	Status
Ms	Geneve	Kleppe	AU	-- Select --	Pending
Remark:	<input type="text"/>				

-- Select --
 Delegate
 Head of delegation
 Other participation

Once the maximum number of delegates has been registered, it will not be possible to submit any further requests and an error message will be displayed.



However, if a registrant feels that s/he is entitled to attend the General Assembly as part of the national delegation, s/he should contact his/her NC Secretary/Manager who can modify the members of the national delegation.

For any additional information or assistance, please feel free to contact generalmeeting@iec.ch.

- **Registration to attend management and other meetings**

	Members	Observers/Guests	Accreditor
Affiliate Forum	Affiliates	open to other GM participants on first-come-first served basis	IEC Secretariat
Affiliate roundtable	Open to Affiliates	open to other GM participants on first-come-first served basis	IEC Secretariat
Asia-Pacific Cooperation Forum (APCF)	Manual registration	none	IEC Secretariat
Conformity Assessment Board (CAB)	Members and alternates automatically registered and approved	two pre-notified observers per NC* – special guests invited by the Chair. Possibility to register for the morning or afternoon session only	IEC Secretariat
Digital Transformation Sessions	open	open	IEC Secretariat
General Assembly	1 Head of Delegation 3 Advisers = total 4 (total 5 if a country's IB member is included)	observers and guests upon personal invitation by the IEC Secretary-General Affiliates	NC for Member delegation IEC Secretariat for invited persons
IEC Academy & Capacity Building	open	open	IEC Secretariat
IEC Board (IB)	Members automatically registered and approved	on invitation only	IEC Secretariat for invited persons
IEC Community Symposium	open	open	IEC Secretariat
IEC Forum	Secretaries/Managers of NCs and Assistant Secretaries/Managers are automatically registered and approved.	none	IEC Secretariat
IECRE REMC (Renewable Energies Management Committee)	1 Head of Delegation 3 Official Delegates The Chair or designated representative of IEC TC 82, 88 and 114 Convenors of SG/SWG/TF/WG	Two observers per member country, additional observers depending on space availability	IECRE Member Bodies
Innovation & New Revenue Generation (I-NRG)	open	open	IEC Secretariat
Joint CAB/MSB/SMB Strategic Seminar	Members of three boards automatically registered and approved	none	IEC Secretariat
Market Strategy Board (MSB)	Members automatically registered and approved	none	IEC Secretariat
Market Strategy Board (MSB) White Paper Session	open	open	IEC Secretariat
NC Presidents Forum	Presidents/Chairs/Heads of delegation of NCs are automatically registered and approved	none	IEC Secretariat
OSD open session	Open to NC delegates and TC/SC officers	open	IEC Secretariat
President's Committee (PresCom)	Members automatically registered and approved	none	none
Standardization Management Board (SMB)	Members and alternates automatically registered and approved	two pre-notified observers per NC* – special guests invited by the Chair. Possibility to register for the morning or afternoon session only	IEC Secretariat
Young Professionals Workshop	IEC 2024 Young Professionals	none	IEC Secretariat

*IEC SMB and CAB meetings, Monday 21 October 2024

National Committee Secretaries/Managers should submit the names of **two pre-notified observers** to the SMB Secretariat (Ms Joyce Bleeker: smbsecretariat@iec.ch) or the CAB Secretariat (Ms Deborah Plan: cabsecretariat@iec.ch) as appropriate and as soon as possible.

*In addition, National Committee Secretaries/Managers may submit requests for **additional** observers (with the latter's full names) they wish to be present at the SMB and CAB meetings to the Secretary-General's Office (Ms Deborah Plan, dpl@iec.ch) and this shall be allowed, "provided the NC hosting the meeting can provide adequate facilities", in accordance with the IEC Statutes and Rules of Procedure.*

Note to prospective observers: delegates pending registration at the SMB and CAB meetings and not appearing on the lists provided by their respective NCs will not be accredited to attend these meetings. Their registrations will be subsequently disapproved.

5. IECRE REMC (Renewable Energies Management Committee) meeting registration

IECRE members' participation is endorsed by the IECRE Member Body (MB) Administrators as per the usual practice.

Non-IECRE members cannot view the meeting in MRS and therefore cannot register for the REMC directly. If you would like to attend as an observer, you will require your Member Body's approval (see: <https://www.iecre.org/members/member-bodies> for a listing and contact details) before your Member Body can submit a request to the IECRE Secretariat (secretariat@iecre.org) for additional observers. Additional observers will be allowed depending on space availability and in accordance with IEC CA 01.

6. Confirmation of registration:

Submitted registrations will be immediately acknowledged by email.

7. Hotel bookings are to be secured individually by each delegate. A link to recommended hotels with preferential IEC rates (as indication only) will be available on MRS and on the GM website.

Once again, we would like to emphasize the consequences of no-shows in terms of logistics and costs for the Host Committee and urge delegates to unsubscribe from meetings/events/visits that they no longer plan to attend.

Yours faithfully,

Philippe Metzger
IEC Secretary-General & CEO

Annex: Meeting registration guide for participants (2024 IEC General Meeting)

DPL



Meeting registration guide for participants (2024 IEC General Meeting)

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Quick Start

1. Essentials

All users must have an IEC username and password to access the IEC online meeting registration system (MRS) at meetings.iec.ch

If you do not have a username and a password, please send a request to your National Committee.

For any other requests regarding your personal settings, contact generalmeeting@iec.ch

2. How to register

1. Login to meetings.iec.ch using your username and password.
2. Under "MEETINGS OPEN FOR REGISTRATION", select **88th IEC GENERAL MEETING**.

The screenshot shows the IEC meetings registration system interface. On the left, there is a sidebar with a dropdown menu labeled 'MEETINGS I AM REGISTERED FOR' and another labeled 'MEETINGS OPEN FOR REGISTRATION'. The 'MEETINGS OPEN FOR REGISTRATION' list includes various technical committees (TC) and plenary meetings for different years (2024-05-27 to 2024-10-21). The main content area shows a note: 'Note title, name and username in parentheses.' and a user profile for 'Test joe (us-test)'.

3. Choose your registration to activate your profile and registration process

The screenshot shows the IEC registration page for the 88th IEC General Meeting (2024-10-21). The page features the IEC logo, the meeting title '88th IEC_GENERAL_MEETING (2024-10-21)', and a location icon. A privacy notice is displayed, followed by two buttons: 'Start remote only registration' and 'Start registration'.

IEC 88th IEC_GENERAL_MEETING (2024-10-21)
Face-to-face and Virtual

Any data submitted by you as part of the registration process will be held on a database solely for the purpose of assisting IEC and IEC Host Committees with the organisation of this event. Except where we are required by law to disclose your information, we will only pass your information to other parties with your consent. Furthermore, your data will be held in compliance with the [IEC privacy policy](#). By completing and submitting this registration, you consent to us holding and using your personal information in accordance with this notice.

Please note that if available, some parts of your registration may be pre-filled with data from your previous registration in order to speed up your registration.

[Start remote only registration](#) [Start registration](#)

Please note this meeting will be a "Face-to-face and Virtual" meeting.

Location : Edinburgh (GB)
Edinburgh International Conference Centre (EICC)
The Exchange, 150 Morrison St

For any changes please send an email to generalmeeting@iec.ch.

3. Summary tab

88th IEC_GENERAL_MEETING (2024-10-21)

Face-to-face and Virtual

Summary
Security/Visa
Timetable
Meetings
Events
Hotels
Lists

Cancel registration
On Hold

Location
Edinburgh (GB)

Registration status
Submitted

Registration Status

Participation
In person. Please contact the meeting organizer (generalmeeting@iec.ch) if you'd like to change your participation to 'Remote'.

Personal details
 joe Test (United States of America)
 United States of America
 Email: joe.test@ansi.org

Please, the full address (also postcode and town) and a phone or mobile number are mandatory, click [here](#) to complete your personal details and refresh the page after your changes.

Personal photo Upload/Update

Take the opportunity to modify your personal details in Expert Management System

Arrival/Departure dates to/from Edinburgh

Arrival date: 2024-10-10
 Departure date: 2024-10-25
 Click [here](#) to modify

Dates are mandatory for in person participation only

Emergency contact information
N/A

Click [here](#) to modify. Please note that these contact details will be used only in case of emergency concerning your participation in this meeting.

Special diet needs
Please click [here](#) to complete your special diet needs. (optional).

Meetings [Select the section Meetings above to modify your participation.]

Note: All indicated meeting times are UTC.

Role: Other participation	TC 14/MT 60076-1	Pending
Wednesday 23 October 08:00-12:00	Face-to-face	

Complete your registration within the different tabs.

1. You may wish to add additional persons under the **Accompanying persons** tab. ONLY wife/husband/partner/family may be added in this section, NOT colleagues/delegates who would like to attend some meeting.
2. **Security/Visa** tab, is provided in order to check the list of the countries requiring a VISA for United Kingdom. A link is provided under the **Practical Info** tab to apply for the invitation letters <https://gm2024.iec.ch/travel/>
3. Select meeting session(s) you wish to attend under the **Meetings (F for Face-to-face or V for Virtual)** , as shown below.

Meetings Information
Meetings will be held at the following venue(s):

[Edinburgh International Conference Centre \(EICC\) – Governance and Management meetings](#)
[Sheraton Grand Hotel and Spa – Young Professional meetings](#)

Technical Committee Meeting Hubs
[University of Edinburgh, Pollock Estate \(John McIntyre Conference Centre, South Hall & St Leonard's Hall\)](#)
[COSLA Conference Centre](#)
[Edinburgh Training and Conference Venue](#)

Note: All indicated meeting times are UTC.

Codes in the timetable: F (Face-to-face), V (Virtual)

	Sat 19 Oct		Sun 20 Oct		Mon 21 Oct		Tue 22 Oct		Wed 23 Oct		Thu 24 Oct		Fri 25 Oct		Sat 26 Oct	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
SG 14 All Electric and Connected Society			08:00 12:00	14:00												
TC 14					F Face-to-face V Virtual											

4. Sign up for **Events**
5. **Hotels:**
Links to Hotels websites are provided in case accommodation is needed.
6. Review the **Practical Info** tab which may contain useful information such as VISA information(<https://gm2024.iec.ch/travel/>), Documents, etc.
7. Under the **Lists** tab you will find the following: *Overview of current status of registrations, All participants, Participants by meeting and Participants by event.*
8. Prior to submitting, return to the **Summary** tab and check that the information is accurate.
9. Finally, **Submit** your registration once all the fields are filled in and checked. Submitted registrations will be immediately acknowledged by e-mail.

Location
Edinburgh (GB)

Registration status
Not submitted

You must **SUBMIT** your registration to start the accreditation process! [Submit registration](#)

4. Registration submitted

Your registration has been submitted. Delegates who are not automatically registered and approved for relevant meetings require specific approval. In this case, the meeting attendance status will be listed as **"Pending"**.

In the example below, the participant is listed as **"Approved"** for the TC 23/AG 10 Meeting due to his/her active role.

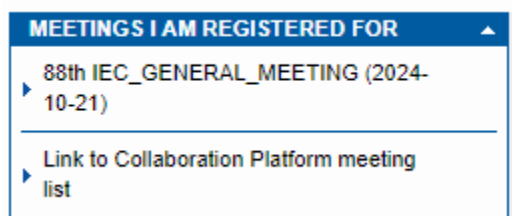
However, participation in other meetings requires accreditation and therefore is noted as **"Pending"**. The relevant accrediting parties will be notified by email of such requests. The participant's meeting status will be automatically updated once the accrediting party has approved or disapproved the request.

Meetings [Select the section Meetings above to modify your participation.]

Note: All indicated meeting times are UTC.

Role: Member	Friday 25 October 08:00-12:00	TC 23 Face-to-face	Pending	
	Friday 25 October 14:00-18:00	Face-to-face		
	Thursday 24 October 08:00-12:00	TC 23/AG 10 Face-to-face	Approved	
	Thursday 24 October 14:00-18:00	Face-to-face		

As soon as you have submitted your registration, it will no longer be displayed in the "Meetings open for registration" menu but will appear under "My meetings".



An email with a summary of your details will be sent to you two weeks prior to the opening of the meeting. You will also be notified by email of any modifications in the timetable, such as rescheduled or cancelled meetings.

5. Change or modify registration

You can modify meetings and events participation at any time.

Please send all other requests to generalmeeting@iec.ch