



# IECQ 2021 Annual Meetings

## General Information and 'Amended' Program

2021-04-14

### GENERAL INFORMATION ON THE ANNUAL SERIES OF MEETINGS OF THE IECQ SYSTEM

The following information is to facilitate conducting the meetings via remote participation.

**SYDNEY, AUSTRALIA**  
from 19th April to 23rd April 2021

#### MEETING DETAILS:

The 2021 series of meetings includes meetings of various IECQ Working Groups, the IECQ Conformity Assessment Bodies Committee (CABC) and the IECQ Management Committee (MC).

All the programmed meetings will be conducted via remote participation, utilising GoToMeeting facilities. Please refer to each meeting agenda for that meetings GoToMeeting specific login / link details. Note all stated times are AEST Sydney please refer to Time Zone example on page 2.

#### REGISTRATION:

An On-Line Registration Form on the IECQ website is now available, delegates are kindly requested to confirm their participation in the IECQ 2021 Remote Meetings by completing the IECQ On-Line Registration Form.

IECQ Meeting information, schedules and agendas will be available via our usual IECQ website meetings page for 2021 meetings once published.

If you are experiencing any problems, please contact **IECQ Secretariat**.

#### Coordinators of the meetings:

**Donna CROFT & Steve ALLAN**  
**IECQ Secretariat Office**  
Level 33, 264 George Street  
Sydney NSW 2000 Australia  
Tel: +61 2 4628 4690  
E-mail: [info@iecq.org](mailto:info@iecq.org)

#### MEETING DAYS:

The meetings will begin on Monday 19th April and end on Friday 23rd April 2021, based on Sydney AEST Time Zone.

It should be noted that the IECQ Executive and IECQ WG meetings are for Members only.



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### REMOTE PARTICIPATION PROGRAMME:

#### IECQ 2021 Annual Meetings Australia - Schedule/Agenda

Start time (Sydney Time)	End time	Meeting	Location	Meeting Location
Monday, 19th April 2021				
17:00	20:00	IECQ Working Group 11 Nuclear Technologies	Remote	WG11 Meeting Room
21:00	23:00	IECQ Working Group 10 IECQ Generic Scheme Rules + Procedures	Remote	WG10 Meeting Room
Tuesday, 20th April 2021				
<del>18:00</del>	<del>20:00</del>	<del>IECQ Working Group 12 Information Security</del>		<del>Postponed</del>
21:00	01:00 <sup>+</sup>	IECQ Working Group 04 & 06 Combined IECQ ADHP (Previously IECQ ECMP) & IECQ Counterfeit Avoidance Programme	Remote	WG04 Meeting Room
Wednesday, 21 <sup>st</sup> April 2021				
<del>18:00</del>	<del>20:00</del>	<del>IECQ Working Group 14 Green Approach</del>		<del>Postponed</del>
21:00	23:00	IECQ Working Group 15 Obsolescence Management	Remote	WG15 Meeting Room
Thursday, 22nd April 2021				
17:00	20:00	IECQ CABG Meeting (IECQ CBs)	Remote	CABG Meeting Room
21:00	23:00	IECQ Finance + IECQ Executive (Executive members only)	Remote	Exec Meeting Room
Friday, 23rd April 2021				
17:00	23:00	IECQ MC Meeting	Remote	MC Meeting Room

### GoToMeeting best practice:

Please take note that owing to the numbers of participants for some meetings we request that everyone observes the following:

- Please display your full name (use the "Edit Your Name and Email" option)
- Please check you are on mute when joining a session and remain muted while not speaking – this allows all to hear clearly the discussions,
- Please announce yourself each time you talk,
- Please be careful to not talk across others.

The screenshot shows a GoToMeeting session with a participant named Steve Allan. A red arrow points to the three dots menu icon in the top right of the participant's profile box, labeled "1. Click on the 3 dots". Another red arrow points to the "Edit Your Name and Email..." option in the dropdown menu, labeled "2. Click on 'Edit Name'". A third red arrow points to the "Name" field in the "Edit Your Name and Email" dialog box, which contains "Steve Allan - IECQ Business Manager", labeled "3. Change your name". The dialog box also shows the email field with "steve.allan@iec-conformity.org" and a checked "Remember name and email" option.



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### Time Zones - Example given for Friday 23rd April 2021

Sydney AEST	Beijing CST	Seattle PDT	Detroit EDT	London BST	Paris CEST	Moscow MSK/RUB
Fri 9:00 am	Fri 7:00 am	Thu 4:00 pm *	Thu 7:00 pm *	Fri 12:00 midnight *	Fri 1:00 am *	Fri 2:00 am
Fri 10:00 am	Fri 8:00 am	Thu 5:00 pm *	Thu 8:00 pm *	Fri 1:00 am *	Fri 2:00 am *	Fri 3:00 am
Fri 11:00 noon	Fri 9:00 am	Thu 6:00 pm *	Thu 9:00 pm *	Fri 2:00 am *	Fri 3:00 am *	Fri 4:00 am
Fri 12:00 noon	Fri 10:00 am	Thu 7:00 pm *	Thu 10:00 pm *	Fri 3:00 am *	Fri 4:00 am *	Fri 5:00 am
Fri 1:00 pm	Fri 11:00 am	Thu 8:00 pm *	Thu 11:00 pm *	Fri 4:00 am *	Fri 5:00 am *	Fri 6:00 am
Fri 2:00 pm	Fri 12:00 noon	Thu 9:00 pm *	Fri 12:00 midnight *	Fri 5:00 am *	Fri 6:00 am *	Fri 7:00 am
Fri 3:00 pm	Fri 1:00 pm	Thu 10:00 pm *	Fri 1:00 am *	Fri 6:00 am *	Fri 7:00 am *	Fri 8:00 am
Fri 4:00 pm	Fri 2:00 pm	Thu 11:00 pm *	Fri 2:00 am *	Fri 7:00 am *	Fri 8:00 am *	Fri 9:00 am
Fri 5:00 pm	Fri 3:00 pm	Fri 12:00 midnight *	Fri 3:00 am *	Fri 8:00 am *	Fri 9:00 am *	Fri 10:00 am
Fri 6:00 pm	Fri 4:00 pm	Fri 1:00 am *	Fri 4:00 am *	Fri 9:00 am *	Fri 10:00 am *	Fri 11:00 am
Fri 7:00 pm	Fri 5:00 pm	Fri 2:00 am *	Fri 5:00 am *	Fri 10:00 am *	Fri 11:00 am *	Fri 12:00 noon
Fri 8:00 pm	Fri 6:00 pm	Fri 3:00 am *	Fri 6:00 am *	Fri 11:00 am *	Fri 12:00 noon *	Fri 1:00 pm
Fri 9:00 pm	Fri 7:00 pm	Fri 4:00 am *	Fri 7:00 am *	Fri 12:00 noon *	Fri 1:00 pm *	Fri 2:00 pm
Fri 10:00 pm	Fri 8:00 pm	Fri 5:00 am *	Fri 8:00 am *	Fri 1:00 pm *	Fri 2:00 pm *	Fri 3:00 pm
Fri 11:00 pm	Fri 9:00 pm	Fri 6:00 am *	Fri 9:00 am *	Fri 2:00 pm *	Fri 3:00 pm *	Fri 4:00 pm
Sat 12:00 midnight	Fri 10:00 pm	Fri 7:00 am *	Fri 10:00 am *	Fri 3:00 pm *	Fri 4:00 pm *	Fri 5:00 pm
Sat 01:00 am	Fri 11:00 pm	Fri 8:00 am *	Fri 11:00 am *	Fri 4:00 pm *	Fri 5:00 pm *	Fri 6:00 pm

### Symbols and colours

- Midnight                      Midnight here means "The start of the day" rather than "end of day" (00:00 in 24-hour format)
- Noon                            The middle of the day
- \*                                 means the place/city is observing daylight saving time (DST) at time shown
- Normal sleeping hours
- General working hours
- General non-working hours