



**American National Standards Institute
Electric Vehicles Standards Panel (ANSI EVSP)**

Draft Work Plan 2014

Objectives

Monitor progress against gaps identified in the *Standardization Roadmap for Electric Vehicles – Version 2.0 (May 2013)* and deliver by year's end a progress report which will also include updates on significant standardization activity and any new gaps identified.

Continue efforts to broaden engagement and participation by reaching out to additional public and private sector stakeholders, including governmental agencies or departments, not involved in this effort to date

Convene workshops to explore issues in greater depth leading to the solutions desired by the private sector community as well as governmental entities (to be funded separately)

Influence policy and technical discussions in other national, regional, and international standards and conformance bodies as needed and appropriate

Deliverables

Monitor Progress

- Produce a progress report describing specific activity that addresses identified gaps and recommendations in the roadmap
- Track the development of new or revised standards, code changes, regulations, and conformance and training programs and note these
- Articulate any new gaps identified
- Maintain the *Standards Compendium*

Broaden Engagement and Participation

- Deliver presentations to external audiences to raise awareness of the panel's activities
- Work to increase the number and range of participating organizations, especially utilities and charging network operators

Convene Workshops

- Convene workshop on standardization and business models related to charging control, communications and grid connectivity of electric vehicles (not covered by EVSP membership fee; contingent on covering costs through sponsorships, registration fees and in-kind contributions)

Influence External Discussions

- Communicate to relevant audiences the EVSP's views and recommendations regarding standardization priorities and efforts to harmonize and align technical standards and regulations



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Benefits of Participation / Participation Fees

Benefits of Participation

Participation in the ANSI EVSP provides your organization with the ability to:

- Inform strategic policy discussions via access to national, regional, and international standards and conformance bodies
- Leverage cross-industry and global networking opportunities and enhance relationships with key business organizations, industry associations, and professional societies
- Access policy leaders in key U.S. federal agencies involved in the rollout of electric vehicles
- Obtain the latest information on key issues affecting market demand and industry events
- Help to promote consumer acceptance of electric vehicles by ensuring that the requisite technologies and infrastructure are safe and effective
- Identify your company, organization, agency as a leader committed to energy independence, reduced carbon emissions and economic growth
- Help determine priorities on standardization issues (design, performance, safety, interoperability, testing, certification, training) affecting your business, organization or agency
- Decrease the economic risk of your R&D activities and better align your products and services with new and existing standards and conformance programs
- Stay ahead of the curve in technical advancement and policy issues and enhance your industry's ability to compete in the U.S. and global markets

Participation Fees

- ANSI members' support of the standardization infrastructure is recognized via a discounted participation fee (25% for full members; 10% for basic members).
- In-kind contribution offers and fee waiver hardship requests are handled on a case by case basis.
- Fee entitles organization to unlimited participants. There is no additional fee to participate on the Steering Committee.

Member Category*	ANSI Full Member Fee	ANSI Basic Member Fee	Non- ANSI Member Fee
Company	\$4,725.00	\$5,670.00	\$6,300.00
Organizational	\$2,362.00	\$2,835.00	\$3,150.00
Government	\$4,725.00	\$5,670.00	\$6,300.00
Educational	\$525.00	\$630.00	\$700.00

* Member categories defined below. Company category includes utilities. Fees are for the calendar-year 2014. An interested party may join ANSI EVSP at any time and pay a prorated fee that is calculated on a quarterly basis.

ANSI EVSP Member Categories

Company

A corporation, partnership, or other entity that is created under the laws of the United States or any State thereof and that is engaged in industrial or commercial enterprise or professional, educational, research, testing, or trade activity.

Organizational

A not-for-profit scientific, technical, professional, labor, consumer, trade, or other association or organization that is involved in standards, certification, or related activities.

Government

A department or agency of the United States government or of any state, interstate, or regional authority or agency, or any local or county subdivision of such entities interested in the work of the Institute.

Educational

A domestic, not-for-profit institution of higher learning, not otherwise eligible for membership, which is interested in the development of voluntary standards.



American National Standards Institute Electric Vehicles Standards Panel (ANSI EVSP)

Mission, Deliverables and Process

Mission

To foster coordination and collaboration on standardization matters among public and private sector stakeholders* to enable the safe, mass deployment of electric vehicles and associated infrastructure in the U.S. with international coordination, adaptability, and engagement.

* Includes industry, government agencies, utilities, standards and conformity assessment organizations, code officials, and others

Deliverables

To produce a strategic roadmap and/or report(s) identifying the standards and conformity assessment programs needed to facilitate the widespread acceptance and deployment of electric vehicles.

To provide on behalf of ANSI coherent and coordinated U.S. policy and technical input to relevant regional and international audiences on needed standards and conformity assessment programs related to electric vehicles.

To liaise and coordinate as appropriate with other electric vehicle initiatives that are being undertaken.

Process

- Catalog existing standards (published, in development, under revision)
- Define where gaps exist / identify priorities for needed standards, organizations that may be able to perform the work, and target dates
- Identify harmonization / coordination issues of concern and make recommendations for addressing them
- Do the same for related conformance and training programs, codes and regulations, as needed and appropriate
- Idea is to capture what is taking place in various initiatives and compile it in one place to provide greater clarity
- ANSI EVSP will not develop standards
- ANSI EVSP will not “re-invent the wheel” or duplicate the work of others
- Most of the work is carried out electronically via conference calls and webinars, though face-to-face meetings may be held on occasion
- Decision-making is based on the principle of consensus



American National Standards Institute Electric Vehicles Standards Panel (ANSI EVSP)

Structure and Composition / Participation Opportunities

Panel Co-Chair Roles

- Serve as spokespersons regarding panel activities, acting in consultation with panel staff and ANSI's communications team as appropriate
- Plan, schedule and preside over meetings of the Steering Committee in consultation with panel staff
- Assist in identifying co-chairs of the working groups and members of the Steering Committee
- Help with overall promotion of the initiative

Steering Committee Roles

- Provide overall planning and strategic direction for the initiative
- Hear periodic reports on progress from the Working Groups
- Ensure that the project remains on schedule to meet defined timelines
- Identify / recruit panel participants

Steering Committee Composition

- Panel Co-Chairs and Staff
- Co-chairs of the Working Groups
- At-large seats as follows:
 - 7 – 10 companies / organizations from automotive sector
 - 7 – 10 companies / organizations from utilities sector
 - 7 – 10 companies / organizations from electrotechnical sector
 - 5 – 7 standards developing organizations
 - 5 – 7 government agencies

Notes:

- No more than one individual from the same company, organization, or agency shall be eligible for the At-large Steering Committee seats.
- Steering Committee members must commit to financial support for the initiative or to a meaningful in-kind contribution.
- Principle of 1 “vote” per participating organization will be applied to the extent any votes need to be taken
- While panel participation is open to non-U.S. based organizations that have operations in the U.S., Steering Committee representatives must be U.S. based persons.

Working Group Roles (“where the work gets done”)

- Catalog standards and conformity assessment programs that already exist or that are in development for inclusion in the roadmap
- Identify gaps / needed standards and conformity assessment programs for inclusion in the roadmap, including where possible identification of organizations that may be able to perform the work
- Highlight significant issues of concern and, where possible, recommendations for addressing these issues
- Draft their sections of the roadmap, with appropriate support from panel staff, in accordance with established timelines

Working Group Co-Chair Roles

- Convene and preside over WG meetings and conference calls
- Help identify issue leaders to develop roadmap
- Ensure that work proceeds according to schedule
- Serve on the Steering Committee and make periodic reports on progress
- Assist in developing their WG’s section of the roadmap

Notes:

- 2 (or 3) co-chairs per WG desired owing to the likelihood of scheduling conflicts

Working Group Issue Leader Roles

- Provide staff and WG with information for discussion on:
 - Published standards
 - Standards in development / under revision
 - Standards gaps and priorities
 - Standards harmonization / coordination issues of concern
 - Related conformance programs and issues
 - Education and training, certification, accreditation, codes, regulatory
- Develop their issue for the roadmap
- At least 1 subject matter expert per issue is needed

Panel Staff

- Serve as spokesperson regarding panel activities, acting in liaison with co-chairs and ANSI’s communications team as appropriate
- Provide day-to-day administration for project including but not limited to:
 - Maintain panel documentation
 - Maintain participation rosters and e-mail distribution lists
 - Coordinate the scheduling of meetings, conference calls and/or webinars
 - Prepare meeting agendas and reports in consultation with co-chairs (panel and working groups) as appropriate
 - Provide / coordinate onsite meeting support, e.g., registration, logistical coordination
- Marketing and outreach to recruit participants

- Identify promotional opportunities (events and audiences) to provide visibility
- Develop press releases, news items, marketing pieces, and other significant communications relating to the project in consultation with co-chairs / communications team as appropriate
- Respond to inquiries from interested parties / media regarding panel operations
- Compile / edit deliverables for publication / dissemination by ANSI in consultation with ANSI's communications team