



**Global Technical Interaction Committee
Draft Meeting Minutes
Virtual**

Tuesday, 21 November 2023
8:00 AM – 11:00 AM EST
1:00 PM – 4:00 PM UTC

Meeting Best Practices Reminders

- A. Please turn on your camera when you wish to speak during the meeting. Leave your camera on until called on.
- B. When not talking please turn your camera off.
- C. Please mute your line when not speaking.
- D. If you aren't able to turn on camera and wish to speak, please send a note in the chat.

ATTENDANCE

<u>Voting Members</u>			<u>Voting Members Cont.</u>		
1	Oludare Soluade (Chair)	X	14	Jaap Hogeling (Consultant)	X
2	Ashish Rakheja (Vice Chair/Coordinating Officer)		15	Eleazar Rivera (Consultant)	X
3	Jon Rajala (U.S. TAG to ISO/TC 142 Chair)		16	Henry Yeo (Consultant)	
4	Douglas Fick (Standards Committee Vice Chair)	X		<u>Non-Voting Members/Guests</u>	
5	Kevin Mercer (Technical Activities Committee Vice Chair)			Susanna Hanson (Ex-Officio)	
6	Steven Bushby (U.S. TAG to ISO/TC 205 Chair)	X		Ryan Shanley (Staff Liaison)	X
7	Drake Erbe (U.S. TAG to ISO/TC 163 Chair)	X		Kai Nguyen (Staff Liaison)	X
8	Thiam Leong (T.L.) Chen	X		Stephanie Reiniche (Staff Liaison)	X
9	Hassan Younes	X		Bill Walter (Guest)	X
10	Fabio Clavijo	X		Nadja Tremblay (Guest)	X
11	Cheng Wee Leong				
12	Jyotrimay Mathur	X			
13	George Pantelidis				

1. Call to Order/Code of Ethics – The meeting was called to order at 8:03 AM EST (1:03 PM UTC).

- A. Commitment to the ASHRAE Code of Ethics – *In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests. (See full Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)*
 - B. [ASHRAE Core Values](#) - Please review prior to meeting.
 - C. GTIC Scope and Purpose – The Global Technical Interactions Committee (GTIC) shall be responsible for harnessing the technical resources of ASHRAE to influence international standards and maximize the global impacts of ASHRAE standards, guidelines, and other technical work products on the practice of HVAC&R and the built environment. This includes developing, implementing, and managing processes that enable information flow and coordination between chapters, technical committees, standard project committees, and international technical advisory groups. This committee shall inform the ASHRAE leadership and membership of the potential impacts of the activities and making recommendations on new activities and policies in response.
2. [Welcome](#)
The chair welcomed the GTIC members and guests to the meeting.
 3. [Review of Agenda](#)
Agenda Item 9A (Other Business, Status of ASHRAE Staff Review of Standards Committee and GTIC Rules Changes) was moved up the agenda to accommodate the update from Stephanie Reiniche. The agenda was unanimously adopted as amended.
 4. [Status of ASHRAE Staff Review of Standards Committee and GTIC Rules Changes and Assignment of Responsibilities](#)
Stephanie Reiniche shared that staff has completed a first draft of recommendations for changes to the Standards Committee Manual of Procedure (MOP) and Reference Manual, as well as to the Procedures for ASHRAE Standards Actions (PASA). A document summarizing the proposed revisions was presented and distributed to the GTIC membership. The changes specified above will need to be reviewed by the Planning, Policy and Interpretations Subcommittee (PPIS) before recommendation to Standards Committee. Staff is working on proposed revisions to the GTIC MOP and Reference Manual and will share all draft documents in the coming weeks for review. It was further requested that invitations be extended for GTIC and Standards Committee members to attend each other's meetings during the ASHRAE 2024 Winter Conference in Chicago.
 5. [Approval of Minutes of 17 October 2023 Virtual Meeting](#)
It was moved by Steve Bushby and seconded by Eleazar Rivera that the minutes of the 17 October 2023 virtual meeting be approved as presented. The motion passed unanimously.
 6. [Subcommittees Reports](#)
 - A. Regions and Chapters Interactions Subcommittee – Eleazar Rivera (chair), Hassan Younes (vice chair), Cheng Wee Leong, Jyotirmay Mathur, Fabio Clavijo, T.L. Chen, Ashish Rakheja, Henry Yeo (consultant) – The subcommittee has not held any meetings yet. Eleazar Rivera as subcommittee chair will work with ASHRAE staff to schedule a

virtual meeting at the earliest opportunity. The subcommittee did not have any other items to report.

- B. Technical Committees Interactions Subcommittee – Kevin Mercer (chair), Drake Erbe, Jon Rajala, Olu Soluade – The subcommittee has not held any meetings yet. An action item was assigned to Olu Soluade, Ashish Rakheja, and Ryan Shanley to reach out to Kevin Mercer and Jamie Bennett (as TAC chair) to request an update on when the subcommittee can begin meeting and working. It is desired to have specific asks to be conveyed to the technical committees at the Chicago conference (e.g., recruitment of subject matter experts from ASHRAE TC 6.5, “Radiant Heating and Cooling” for the U.S. TAG to ISO/TC 205). An action item was assigned to Steve Bushby, Drake Erbe, and Jaap Hogeling to prepare a draft of needs from the U.S. TAGs to ISO/TC 163 and ISO/TC 205 to be shared with the ASHRAE TC memberships.
- C. Project Committees Interactions Subcommittee – Doug Fick (chair), Steve Bushby, Drake Erbe, George Pantelidis – The subcommittee will hold its first virtual meeting on 6 December 2023. The agenda will include discussion of the staff recommendations for changes to the procedures of the Standards Committee and GTIC. The subcommittee will also review its MBOs and discuss content which can be provided for training at the PC Chairs’ breakfast in Chicago. It will further be discussed if there should be outreach to other groups in Chicago (e.g., Eleazar Rivera can liaise with the ASHRAE Associate Society Alliance).

7. Liaison Reports

George Pantelidis is the liaison officer for the Government Affairs Committee (GAC). There is a need to identify liaisons between the subcommittees and relevant other committees.

8. Status of MBOs

- A. Establishment of GTIC Subcommittee MBOs – MBOs for the Regions and Chapters Interactions Subcommittee (RCIS) and Project Committees Interactions Subcommittee (PCIS) have been completed. MBOs for the Technical Committees Interactions Subcommittee (TCIS) are still to be developed by the subcommittee.

9. International/Region Updates – Members were asked to share miscellaneous items which they wished to bring to the committee’s attention, as outlined below.

- Oludare Soluade asked for feedback from the members on the following issue: There is a great deal of excitement when a new chapter is formed, but the interest quickly wanes. How can ASHRAE keep members engaged and excited to participate?
 - Bill Walter noted that within a chapter there is usually a small, engaged core group of members; ASHRAE needs to impress upon members how participation in ASHRAE will impact them and their careers.
 - Drake Erbe emphasized the importance of maintaining consistency of message in communications, and to be able to show tangible results of participation.
 - Steve Bushby suggested that chapter meetings need to promote programs and speakers that are relevant to and of interest to members, as well as facilitate opportunities for networking and socialization.
 - Doug Fick suggested that the relevance of standards (inclusion in codes, adoption) is what gets people most engaged in standards development and generates interest.

- Jyotirmay Mathur recommended that content and communications be tailored to the specific interests of the most engaged members when a chapter is founded, in order to keep the most active members engaged.
- Hassan Younes reiterated that having live events (only in-person) helps to keep members interested (such as technical activities followed by a dinner); such events can usually be sponsored so that there is no cost for attendees.
- Nadja Tremblay also supported the goals of maintaining consistent communications across different groups, and identifying topics of global interest that can encourage participation in different regions and countries.
- Fabio Clavijo reported that he has given presentations as a designated lecturer in six countries in the prior month; a slide mentioning GTIC and its major objectives has been included in each presentation. Fabio suggested sending a message to chapter programs to support the promotion of GTIC and suggested that decarbonization can be a key topic. Jaap Hogeling also suggested that distinguished lecturers could include material in their presentations to convey specific messages from GTIC.
- T.L. Chen noted that ASHRAE has a lot of standing committees, and it is not always clear which chapter members can participate in and how to do so. He emphasized that good leaders in chapters need to be mentored and supported by ASHRAE. As an example of how the right technical topics with the most interest can encourage a lot of engagement, he noted that a recent Malaysian chapter dinner had around 800 attendees, with many sponsors. He has further begun to collate lists of issues and standards needs/usage for Region 13.
- Drake Erbe reported that ISO/TC 86 is moving to provide information and data from manufacturers relevant to refrigerants to support the assessment of buildings in ISO/TC 163 and ISO/TC 205. There will be a need to share technical information with the ASHRAE community in the future.

10. Next Meetings – Virtual meetings scheduled for third Tuesday of every month, 8:00 AM to 11:00 AM Eastern Time

- A. Tuesday, 19 December 2023, 8:00 AM to 11:00 AM EST (1:00 PM to 4:00 PM UTC) – Virtual
- B. Sunday, 21 January 2024, 9:00 AM to 12:00 PM CST (3:00 PM to 6:00 PM UTC) – Chicago, IL, USA/Virtual

11. Adjournment – The meeting was adjourned at 9:18 AM EST (2:18 PM UTC).

GTIC Action Items
As of 21 November 2023
Updated Items Noted in Red

Commented [RS1]: Update

OPEN ACTION ITEMS				
AI#	Open Action Item	Assigned	Estimated Completion Date	Status
1	An action item was assigned to ASHRAE staff to review the Standards Committee and GTIC MOPs (Manuals of Procedures) to develop recommendations for rules changes and assignment of responsibilities for different areas/items; these recommendations will be provided to GTIC and Standards Committee (via PPIS) for review and comment once they are available. This will be reported on at future GTIC and Standards Committee meetings. Ongoing. ASHRAE staff has performed a review of the Standards Committee procedural documents to develop recommendations for rules changes and assignment of responsibilities for different areas/items between Standards Committee and GTIC. Drafts of the marked-up documents will be provided for Standards Committee and GTIC review in the near future. Corresponding recommended revisions to the GTIC MOP and Reference Manual will also be forthcoming.	ASHRAE Staff		Open
2	An action item was assigned to all subcommittees to develop their own MBOs to establish precedents for future work. Subcommittee chairs are expected to provide reports at future meetings. RCIS and PCIS have developed draft MBOs; these have been posted on the GTIC Basecamp. MBOs for TCIS still need to be developed.	TCIS		Open
3	An action item was assigned to the Regions and Chapters Interactions Subcommittee to develop a presentation/document to introduce GTIC to regions and chapters; a roadmap for standards development bodies in each region/country will also be assembled. Ongoing.	RCIS		Open
4	An action item was assigned to the Project Committees Interactions Subcommittee to review the ASHRAE Strategic Plan and provide feedback on behalf of GTIC. No update was provided during the 21 November 2023 meeting.	PCIS		Open

OPEN ACTION ITEMS				
AI#	Open Action Item	Assigned	Estimated Completion Date	Status
5	An action item was assigned to all subcommittees to schedule virtual meetings at the earliest opportunity.	RCIS, TCIS, PCIS		Open
6	An action item was assigned to Olu Soluade, Ashish Rakheja, and Ryan Shanley to reach out to Kevin Mercer and Jamie Bennett (as TAC chair) to request an update on when the subcommittee can begin meeting and working	Olu Soluade Ashish Rakheja Ryan Shanley		Open
7	An action item was assigned to Steve Bushby, Drake Erbe, and Jaap Hogeling to prepare a draft of needs from the U.S. TAGs to ISO/TC 163 and ISO/TC 205 to be shared with the ASHRAE TC memberships.	Steve Bushby Drake Erbe Jaap Hogeling	10 Dec. 2023	Open