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**InterNational Committee for Information Technology Standards (INCITS)**

Secretariat: Information Technology Industry Council (ITI)

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To: INCITS Executive Board Members, INCITS/W1, *Office Equipment* Members

Reply To: [Jennifer Garner](#)

**Subject:** **Final Follow-Up to INCITS LB6593 - Appointment of Mr. Paul Jeran as Chairman of INCITS/W1, *Office Equipment* - Training Due July 1, 2020**

**Due Date:** **July 1, 2020**

Action: As required by INCITS procedures, an appointed INCITS Subgroup officer must attend INCITS Subgroup Officer Training within one year of their appointment - not later than the date indicated above.

INCITS LB6593 - Appointment of Chairman of INCITS/W1, *Office Equipment* closed on May 29, 2019. Mr. Paul Jeran received the required level of support (majority) to secure appointment for sixth term as Chairman of INCITS/W1, *Office Equipment*. Mr. Jeran's sixth term begins July 1, 2019 and will expire in July 2022.

As required by INCITS procedures, an appointed INCITS Subgroup officer must attend INCITS Subgroup Officer Training within one year of their appointment. As Mr. Jeran last received training on November 17, 2016, he must receive INCITS Officer Training within one year of his latest appointment - not later than July 1, 2020.