

Approved Minutes
 IEEE-EMCS Standards Development Committee
 November 8, 2007
 Ft. Lauderdale, FL

1. Meeting called to order by Chairman Steve Berger at 12:00 PM.

Attendance:

| | Present |
|--------------------------|-----------|
| Committee Members | 11/8/2007 |
| Stephen Berger, Chair | Y |
| Colin Brench, Vice Chair | Y |
| Ed Hare, Secretary | Y |
| Andrew Drozd | Y |
| Dick Ford | Y |
| Fred Heather | Y |
| Donald Heirman | Y |
| Daniel Hoolihan | N |
| Ghery Pettit | N |
| Prof Risaburo Sato | N |
| Werner Schaefer | N |
| Ralph Showers | N |
| Kwok Soohoo | N |
| David Staggs | N |
| Donald Sweeney | Y |
| Kimball Williams | Y |
| Perry F. Wilson | N |
| | |
| Other Attendees | |
| Henry Benitez | Y |
| Bob Davis | Y |
| Bruce Archambeault | Y |
| Takeo Yoshino | Y |
| | |

2. A moment of silence was observed in honor of Mike Hart, who passed away since the last meeting.
3. On a motion by Mr. Drozd, the draft agenda for the meeting was approved.
4. Mr. Hare initiated a discussion about the SDCCom web page. He reported that Natalie Hart had agreed to continue as webmaster. The consensus of the discussion was that SDCCom needs to get its web page up to date and to upload files, such as approved minutes and agendas for upcoming meetings, in a timely fashion.
Action item: The Secretary was directed to provide approved SDCCom minutes to Ms. Hart for the web page as quickly as possible.

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5. **Std. 139¹** : A report was given by the Secretary. There is no active Working Group (WG) for this standard. The standard expires in 2011. SDCom will begin reevaluation for 5-year review in August, 2009.
6. Mr. Ford asked if there is any way to identify how often SDCom standards are used. The ensuing discussion concluded that many of the EMC standards are bundled with the IEEE compendium of standards, so it isn't always possible to know which are used and which are not. Mr. Ford suggested that an ad hoc group be formed to look at the issue and report back to SDCom at the next meeting. The Chairman appointed Mr. Ford to chair the group. Messrs. Hare and Sweeney volunteered to serve.
Action Item: Mr. Ford is to provide the Secretary a report on the conclusions of the ad hoc group in advance of the next meeting.
7. **Std. 187²** : A report was given by the Secretary. There is no active WG for this standard. The Secretary reports that the reaffirmation ballot held for this standard is complete. Negative votes and comments need resolution.
Action item: The Secretary was directed to resolve the comments through the IEEE comment-resolution process by indicating that in a reaffirmation ballot, it is not possible to change the standard and inviting the commenter to participate in the next revision cycle of the standard.
8. **Std. 299³**: A report was given by the Secretary. Ms. Sarto chairs the WG that has responsibility for this standard. The standard expires in 2011. SDCom will begin reevaluation for 5-year review in August, 2009.
9. **P299.1⁴**: A detailed written report on this standard was received from the WG Chair, Sabrina Sarto. The Secretary summarized the report. Sub-groups have been formed. A teleconference was held in September, 2007. The sub-groups will submit draft text to the WG in December and a subsequent teleconference will be held to discuss the drafts and progress on the development of the standard.
Action item: The Secretary was directed to circulate all WG reports to SDCom.
10. **Std. 377⁵**: The WG Chair, Steve Berger, was present at the meeting. A reaffirmation ballot for this standard is in progress. The Secretary reported that the balloting group was unbalanced, but that the problem had been corrected when one balloter changed his category. The reaffirmation ballot is in progress and it will be complete on 5 December 2007.

¹ IEEE 139 – IEEE Recommended Practice for the Measurement of Radio Frequency Emissions from Industrial, Scientific and Medical (ISM) Equipment Installed on User's Premises.

² IEEE 187 - IEEE Standard on Radio Receivers: Open Field Method of Measurement of Spurious Radiation from FM and Television Broadcast Receivers

³ IEEE 299 – IEEE Standard Method for Measuring the Effectiveness of Electromagnetic Shielding Enclosures

⁴ P299.1 - Standard method for Measuring the Shielding Effectiveness of Enclosures and Boxes Having Dimensions Between 0.1 m and 2 m.

⁵ IEEE 377 – IEEE Recommended Practice for Measurement of Spurious Emission from Land-Mobile Communication Transmitters

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- 11. Std. 473⁶:** The Secretary reported that no report was received from the Working Group Chair, Vil Arafles. Several SDCom members were somewhat familiar with the project and they indicated that the draft is approximately 80% complete.
Action item: The Secretary was directed to contact WG Chair and past WG Chair Elya Joffe to obtain a status report, a copy of the draft and a list of WG members. A copy of the status report and draft is to be circulated to SDCom as they are received. If no response is received, the Secretary is to report this to SDCom in advance of the next meeting.
- 12. Std. 475⁷:** A report was given by the Secretary. There is no active WG for this standard. The standard expires in 2011. Mr. Heirman pointed out that there is significant interest in extending the frequency range below 300 MHz. It will be necessary to identify stakeholders and for a Working Group. SDCom will informally begin that process immediately, but in any event, SDCom will begin reevaluation for 5-year review for Std. 475 in August, 2008.
Action item: The Secretary was directed to research industry standards, manufacturers and other stakeholders who may be interested in the work of revising Std. 475 and to contact them, explaining that the standard is up for reaffirmation and indicate that this presents a good opportunity for them to participate in a Working Group to extend the frequency range. Stakeholders could include the manufacturers of anti-theft equipment. A report of the findings of this contact is to be circulated to SDCom in advance of the next meeting.
- 13. Std. 1128⁸:** A report was given by the Secretary. There is no active WG for this standard. The standard expires in 2011. Several SDCom members observed that the frequency range of 5 GHz is rather archaic. It was the general consensus of SDCom that the standard should be revised instead of reaffirmed. It will be necessary to identify stakeholders and for a Working Group. SDCom will informally begin that process immediately, but in any event, SDCom will begin reevaluation for 5-year review for Std. 475 in August, 2008.
Action item: Mr. Berger agreed to contact stakeholders and contact them about participating in the possible revision of the standard. Messrs. Ford, Sweeney and Archambeault contributed to the discussion, so they may serve as a resource for Mr. Berger to prepare a comprehensive list of stakeholders. Mr. Berger is to provide a report of his results to the Secretary in advance of the next meeting.
- 14. Std. 1140⁹:** A report was given by the Secretary. There is no active WG for this standard. The standard expires in 2011. SDCom will begin reevaluation for 5-year review in August, 2009. In the discussion about this standard, the consensus of SDCom members

⁶ IEEE 473 - IEEE Practice for an Electromagnetic Site Survey (10kHz to 10 GHz)

⁷ IEEE 475 - Measurement Procedure for Field-Disturbance Sensors, 300 MHz to 40 GHz

⁸ IEEE Recommended Practice for RF Absorber Evaluation in the Range of 30MHz to 5GHz

⁹ IEEE 1140 - Test Procedures for the Measurement of Electric and Magnetic Fields from Video Display Terminals (VDTs) from 5 Hz to 400 kHz

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was that the standard should be allowed to be retired in 2011. No formal motion and vote was taken on this consensus.

15. **P1302**¹⁰: The Secretary reported that no report was received from the WG Chair, John Catrysse. The PAR for this standard was given a one year extension on <date>. The consensus of SDCCom is that SDCCom needs to take effective action to get forward motion on this standard. As a fact finding, Mr. Berger agreed to contact Prof. Catrysse and ask for a status report, a copy of the draft and a list of Working Group members.
Action item: Mr. Berger agreed to contact Prof. Catrysse and ask for a status report, a copy of the draft and a list of Working Group members. A copy of the report the draft and the list of members are to be circulated to SDCCom as soon as it is received. If Mr. Berger doesn't receive a response from Prof. Catrysse, he is to report this to SDCCom in advance of the next meeting.
16. **Std. 1309** amd -- (Chen) A report was received. The process of organizing the WG is underway. A more detailed report will be forthcoming at the next meeting.
17. SDCCom discussed the content of Std. 1309. The consensus of the group is that there are possible copyright issues between Std. 1309 and IEC 61000-4-3. |
Action item: Mr. Berger is to contact Judy Gorman of the IEEE and report the concerns raised by SDCCom. Mr. Berger shall report on the results of this contact before or at the next SDCCom meeting.
18. **Std. 1560**: A short report on this standard was received from the Working WG Chair, Kermit Phipps. The Secretary reported that the WG had concluded that no changes appear to be necessary on the standard. The standard expires in 2010. It is expected that the standard can be reaffirmed in its present form at that time.
19. **P1597.1**¹¹: An oral report was given by the WG Chair, Andy Drozd. Mr. Drozd reported that the draft is complete and that it had been through IEEE Mandatory Editorial Coordination (MEC). Several editorial issues were identified by MEC. At the July SDCCom meeting, it was voted to form a balloting group. It was also voted at the July meeting that pending the minor corrections needed after the MEC, the standard could be submitted for sponsor ballot.
Action item: When editorial changes are made, WG Chair or Secretary will upload draft to initiate ballot.
20. **P1597.2**¹²: An oral report was given by the WG Chair, Andy Drozd. Mr. Drozd reported that the draft is 99% complete. On a motion from Mr. Drozd, it was voted to form a balloting group and to direct the WG Chair to submit the draft for IEEE Mandatory Editorial Coordination (MEC) at the earliest opportunity and, pending any editorial

¹⁰ IEEE 1302 - Guide for the Electromagnetic Characterization of Conductive Gaskets in the Frequency Range of DC to 18GHz

¹¹ IEEE P1597.1 - IEEE Standard for Validation of Computational Electromagnetics (CEM) Computer Modeling and Simulation

¹² IEEE P1597.2 - IEEE Recommended Practice for Computational Electromagnetics (CEM) Computer Modeling and Simulation Applications

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changes necessitated by the MEC review, to submit the standard to the IEEE for sponsor ballot.

Action item: Mr. Drozd is to submit the standard for ballot, as outlined in the minutes.

- 21. P1642¹³:** A detailed written report on this standard was received from the WG Chair, Bill Radasky. The draft is 50% complete. Expected to be 70% complete 4/1/2008 and 90% by 12/31/2008. Will need 2009 to complete editing for ballot at end of year. Present PAR expires 12/31/2009. It was the consensus of the committee that this is cutting very close to the expiration date of the PAR and that the Secretary and SDCom must monitor this closely and should encourage the WG to complete this work fast enough that there is no risk of the PAR expiring. SDCom discussed the premise of the standard, and whether “intentional EMI” is a valid engineering concept. Mr. Berger reported that the IEEE had approved a PAR with that term in the title of the standard. Messrs. Ford and Hare offered views on the differences between intentional and unintentional EMI, and how intentional interference could be an EMC issue. The consensus of the committee is that the concepts brought forward in the discussion should be provided to the P1642 Working Group. The Secretary agreed to do so.

Action item: The Secretary is to discuss with Mr. Radasky the fact that the present schedule leaves little room for any delays or problems and to encourage the WG to speed the process up as much as possible.

Action item: The Secretary is directed to obtain a copy of the draft of the standard and a list of WG members from Mr. Radasky and to circulate them to SDCom.

Action item: The Secretary is to communicate with Mr. Radasky about the need for the standard to clearly delineate intentional EMI as an EMC issue and to ensure that the document has good definitions of the different EMC mechanisms that apply to the standard.

- 22. P1643¹⁴:** The PAR for this standard has been withdrawn. No further reporting on P1643 within SDCom will be done.
- 23.** At 2:00 PM, Mr. Berger called for a recess. The Committee resumed conducting business at 2:15 PM.
- 24. P1688¹⁵:** An oral report by the WG Chair, Fred Heather, was given. He reported that a teleconference held at the end August, 2007. 80% of the draft is stable. There are 10-12 active people on the WG. It is expected that the technical content of the standard will be complete by March 2008, but additional time will be needed to put standard into IEEE style.
- Action item: Mr. Heather is to provide a copy of the draft and a WG roster to the Secretary at the earliest opportunity.**

¹³ IEEE 1642 - Recommended Practice for Protecting Public Accessible Computer Systems from Intentional EMI

¹⁴ IEEE 1643 - Recommended Practice for Protecting Voting Equipment and Systems from Intentional EMI

¹⁵ IEEE P1688 - Standard for Module Electromagnetic Interference (EMI) Testing

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25. After a discussion about the need to have documents drafted using IEEE style, the Secretary was instructed to provide the URL for the IEEE Style Guide to the Working Group chairs.
Action item: the Secretary is to provide the URL for the IEEE Style Guide to the WG chairs.
26. After a discussion about the need for all WG to provide a list of WG members to the IEEE, the Secretary was directed to obtain a list of WG members from all WG chairs.
Action item: The Secretary is to obtain a list of WG members from all WG chairs and to provide a report to SDCOM within 60 days.
27. On a motion by Mr. Heirman, it was voted to require that all WG members shall be posted to the IEEE "Manage Committees" web page and that WG Chairs shall ask its members to sign up on the IEEE "My Project" system.
Action item: The Secretary is to obtain a copy of Bill Ash's presentation on how to manage committees and send it to the WG Chairs and to inform the Chairs that its members should be signed up on the My Project page.
Action item: Mr. Berger will work with Ms. Hart to get instructions to this effect on the SDCOM Web page.
28. P1775¹⁶: This standard is sponsored by PES, with EMCS and ComSoc as cosponsors. The WG is chaired by Aron Viner. An oral report on the state of this standard was given by Mr. Hare. The WG had indicated that it believed that the standard was ready for ballot. PES (sponsor), EMCS and ComSoc had previously formed a committee of 12 to determine if the standard is ready for ballot. In September, 2007, the draft was sent to the committee of 12. They determined that the draft was not ready for ballot and sent it back to the Working Group. P1775 formed a new Task Group to address the comments received during this vote and to rebut comments as it deems appropriate. The revisions to the draft are expected to be complete in the first quarter of 2008.
29. P1900 series¹⁷: The 1900 series of standards are being transitioned to SCC-41. This process will be complete when ODCOM approved the SCC-41 Policies and Procedures. An oral report of the progress toward this change and on the status of the P1900 series of standards was given by the SCC-41 Chair, Steve Berger. Mr. Berger reported that until that is complete, SDCOM retains oversight responsibility for the standards. Mr. Berger agreed to serve as a liaison between SDCOM and SCC-41 through this process and continuing after SCC-41 is an independent entity.
30. Mr. Heirman gave presentations on the IEEE patent policy and on a proposal to change the IEEE Standards Association model. He received extensive and varied comments from SDCOM members. He will carry these comments back to the Standards Association. SDCOM was reminded that the details are only a proposal and that because they represent work in progress, the proposal should be treated as confidential.
Action item: The Secretary is to inform all the WG Chairs that they are to show the

¹⁶ IEEE standard on measurement methods for BPL emissions and limits and test methods for BPL immunity

¹⁷ Dynamic allocation and access to spectrum standards.

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IEEE slides and explain them at any WG meeting. The Secretary was also directed to provide the WG Chairs with a copy of the IEEE slides.

- 31.** The Secretary announced that he had forgotten to ask earlier in the meeting that the minutes from the July SDCOM meeting be approved. He pointed out that he had added a paragraph to the draft emailed prior to the November meeting. This paragraph summarized an SDCOM email vote on appointing Werner Schaefer to serve as one of the four EMC Society representatives on the panel of 12 empanelled to determine if P1775 was ready for ballot. (The vote was to appoint Mr. Schaefer to so serve.) On a motion by Mr. Drozd, the draft minutes as amended were approved.
- 32.** SDCOM discussed the upcoming EMC Symposium, and some of the problems encountered getting meals properly arranged.
Action item: Messrs. Berger and Hare agreed to discuss the best ways to manage SDCOM participation in the symposium and to report the results and recommendations to SDCOM before the next meeting. Mr. Hare is to get the meals form from Mr. Heirman.
- 33.** Under new business, Mr. Berger opened a discussion on the usefulness of holding interim full SDCOM teleconferences between meetings and of holding one of the three or four SDCOM meetings held each year by teleconference. It was the consensus of the committee that interim teleconferences were desirable. There was no support for holding one of the meetings by teleconference.
Action item: The Secretary was directed to work with the Chair and Vice Chair to arrange for teleconferences in between scheduled in-person meetings.
- 34.** A discussion was held on future meeting dates. The consensus of the committee is to continue to hold meetings in conjunction with meetings of the EMCS Board of Directors. At this time, the dates and locations of the next meetings are March 12, 2008 in Greenville, SC; May 16, 2008 in Salt Lake City, UT; August 18 and 20, 2008 at the EMC Symposium in Detroit, MI and November 12, 2008 in Mexico City.

Secretary's note: Although the dates described above were as discussed in the meeting, the dates are not finalized until the EMC-S Board of Directors finalizes its dates. Committee members should not rely on the dates in the Minutes for precise planning, but should wait until the dates are announced by the SDCOM and/or EMCS Board of Directors. The future meetings as determined by the EMCS Board of Directors are:

| | |
|-------------------------------|---------------------------|
| March 13, 2008 | Greenville, SC |
| May 30, 2008 | Salt Lake City, UT |
| August 18 and 20, 2008 | Detroit, MI |
| November 19, 2008 | Long Beach, CA |

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Action item: The Secretary is to inform SDCom about the dates for the upcoming meetings.

- 35.** The committee discussed the need for SDCom to have more than 4 hours for its meetings. It was the consensus of the committee that the meetings start at 9 AM, have a working lunch and recess in the afternoon, at a time to be determined by the amount of business before the committee.

Action item: The Secretary was directed to inform Janet O’neill about the need to start SDCom meetings at 9 AM.

- 36.** The meeting was adjourned at 4:30 PM.

- 37.** Teleconferences and email votes:

Teleconferences will be treated the same as regular meetings, with a separate set of minutes maintained and distributed. Any email votes held in between regular meetings or teleconferences will be included in the draft of these minutes sent out a few weeks ahead of the next meeting. The email-vote section of the minutes will be completed a few weeks before the next meeting, summarizing any email votes that may have occurred in between meetings.

- 38.** Vote to determine if Std. 1302 is ready for ballot. A motion was made by Ed Hare that Std. 1302 be submitted to the IEEE as being ready for ballot. The motion was seconded by Dan Hoolihan. Ten responses were received, so a quorum of members voted. The motion passed with nine affirmative votes, one negative vote.

The voting was as follows:

| Committee Members | Vote |
|--------------------------|------------------------|
| Stephen Berger, Chair | Abstain as Chair |
| Colin Brench, Vice Chair | Abstain by no response |
| Ed Hare, Secretary | Yes |
| Andrew Drozd | Abstain by no response |
| Dick Ford | Abstain by no response |
| Fred Heather | Yes |
| Donald Heirman | Abstain by no response |
| Daniel Hoolihan | Yes |
| Ghery Pettit | Yes |
| Prof Risaburo Sato | Abstain by no response |
| Werner Schaefer | No |

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| Ralph Showers | Yes |
| Kwok Soohoo | Yes |
| David Staggs | Yes |
| Donald Sweeney | Yes |
| Kimball Williams | Abstain by no response |
| Perry F. Wilson | Abstain by no response |