

## TC-1 Tools Subcommittee Status Report

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This report summarizes the activities of the TC-1 Tools Subcommittee as of 29 July 1999. This report is a compilation of suggestions and ideas for tools to develop for EMC management. Committee members include: Robert Bashford, Robert B. Smith, Diana Montvitt, and Jeffrey Horlick.

### 1. Tools for Organizing Meetings

Kimball Williams provided some templates of the following types of documents that are useful in organizing EMC Society technical meetings:

- a. Meeting Notice (MS Word 97 format);
- b. Meeting Agenda (MS Word 97 format);
- c. Meeting Sign in Sheet (MS Word 97 format);
- d. Meeting Minutes (MS Word 97 format);
- e. Status (MS Word 97 format); and
- f. Action Items Listings (MS Excel 97 format).

#### Recommendations:

- a. Request that these templates be posted for download from the TC-1 website.

### 2. List of EMC Training

David Southworth suggested that the Tools Subcommittee compile a list of EMC training offered by commercial activities. This could be a living list that is posted on the TC-1 web page. This list could identify training available for the new EMC engineer and the established EMC engineer wishing to improve his skills. This task could also be undertaken by the TC-1 Education Subcommittee.

#### Recommendations:

- a. Discuss at TC-1 meeting in Seattle and determine how to proceed. Consider whether there is a danger that this list will turn into a means of providing free advertising for EMC consultants and trainers. Consider posting a disclaimer with this list.

### 3. List of Secretarial Duties

Kimball Williams suggested that the Tools Subcommittee record a list of secretarial duties. In Kimball's words, David Southworth's performance as secretary of TC-1 has been exemplary and has suggested that Dave create such a list to capture his skill set before we find him moving further up the management ladder and we lose it.

#### Recommendations:

- a. Request that Dave Southworth provide a list of his duties as secretary of TC-1.

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### 4. EMC Presentation Materials

Presentation materials exist in the form of projector slides. The intention was to update and to convert these slides into electronic form, such as Microsoft Power Point, but so far I have not had an opportunity to complete or to delegate this task.

I have recently had the opportunity to develop some presentation material compiled from many different sources. I would be willing to share that material in a month or so, when circumstances are such that I would be in a position to do so.

#### Recommendations:

- a. Seek assistance to complete this outstanding task and post the presentation material on the TC-1 website for wider use.
- b. Review my situation and forward the presentation material when circumstances are appropriate to do so.

### 5. Bibliography of EMC Videos

I generated short summaries of four EMC videos that I have in my possession as part of my mandate in the Education Committee. These summaries are posted on the TC-1 website at "<http://www.ewh.ieee.org/soc/emcs/tc-1/>" under "Reports" and "Bibliography of EMC-Related Videos".

The videos are:

- a. "Electromagnetic Interference - A Global Engineering Challenge" by the IEEE EMC Society.
- b. "EMI: The Silent Threat" by R&B Enterprises.
- c. "IBM Standards - The System Works" by IBM.
- d. "Eye to Eye with Connie Chung, 'Haywire'" by ABC.

So far, there have been four requests to borrow the videos and I have been able to fulfill three of these requests from EMC society members. The fourth request recently came from a non-IEEE member. I have been advised not to lend the videos until the loan policy to non-IEEE members has been clarified at the Education Committee meeting in Seattle.

#### Recommendations:

- a. Tie in with Education Committee and TC-1 Education Subcommittee and update the bibliography.
- b. Get clarification on process to distribute videos when request is received.

### 6. Bibliography of TC-1 EMC Management

I generated a bibliography of references from the open literature relating to EMC management issues. This bibliography is posted on the TC-1 website at "<http://www.ewh.ieee.org/soc/emcs/tc-1/>" under "Reports" and "Bibliography of TC-1 EMC

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Management". Kimball Williams forwarded an EMC bibliography that is included in the IEEE EMC Society Education Manual which may give some more useful material this bibliography.

### Recommendations:

- a. Update the bibliography with any recent publications and material from the EMC Society Education Manual.

### **7. Other Topics to Explore for Tools Development**

Kimball Williams has suggested some categories into which we could drop tools for EMC management. Much time can be saved in performing routine documentation tasks if the forms are already available. Some of these categories include:

- a. Estimating;
- b. Planning;
- c. Organizing: see section 1 above.
- d. Training: see section 2 above.
- e. Tracking;
- f. Reporting: see section 1 above.

### Recommendations:

- a. Initiate and sustain discussion on how to develop tools in the above categories.
- b. Focus effort on the development of the above tools.