



**IEEE Electromagnetic Compatibility Society
Technical Advisory Committee**

**TAC officers: Bruce Archambeault (Chair)
Jun Fan (Vice-Chair)
Chuck Bunting (Secretary)**

Meeting 1 Minutes (Draft)

Monday, 5 August 2013

Denver Convention Center Rm 401

1. Review Agenda
2. Review Minutes from May TAC meeting
3. Motion for Most Improved TC Jun Fan
4. RABQSA/iNARTE discussion (15 min) Mary Rhem
5. TCS Requirements Frank Sabath
6. Roles and responsibilities of TC officers
7. Requirements for TC reports for Thursday's meeting were discussed.
 - Three/Five year plan
 - Status (Officers, membership, meeting schedule)
 - Plans for W/T and/or Special sessions for 2014
 - Important points from 2013 TC meeting
 - Officer progression plans
8. Special committee activity
 - Power Electronics Djilali Hamza
 - Unmanned Aircraft Systems EMC Chuck Bunting
9. New Business & Agenda for Thursday TAC meeting
10. Review action item list.

8/5/2013, 7 a.m.

Attendees:

Chuck Bunting, TAC Secretary
Djilali Hamza, SC proposer
Ross Carlton, TC4 secretary
Bill Radasky, TC5 Chair
Xiaoning Ye, TC10 Chair
Bob Scully, President Elect
Vignesh Rajamani, TC9 Vice Chair
Daryl Beetner, ESAC
Phil Berger, TC4 Chair
Colin Brench, VP Technical Services
Jun Fan, TAC Vice Chair, SC4 Vice Chair
Bruce Archambeault, TAC Chair
Doug Kramer, TC1 Chair
Karen Dyberg, TC6 Chair
Clifford Hauser, TC6 Vice Chair
Tom Fagan, TC2 Vice Chair
David Thomas, TC7 Vice Chair
Marina Koledintseva, TC11 Chair
Alessio Tamburrano, TC11 Secretary
Antonio Ciccomancini, TC10 Vice Chair
Don Heirman, TC2 and SC1 Chair
Frank Sabath, GSC
Sam Connor, TC9 Chair
Fred Heather, TC3 Chair
Michael Hoffman, TC1/TC3 Chair
Yihong Qi, SC4 Vice Chair

1. Review Agenda

2. Review Minutes from May TAC meeting. No additions, minutes approved

3. Motion for Most Improved TC

- Jun discussed scoring system. B. Radasky mentioned concern over whether a TC on probation could be most improved in a following year. Bruce commented on the goal to serve as a carrot. Jun accepted a friendly amendment to modify for once in a 5 year period. Fred had a negative comment regarding the point system, as being too focused on academic metrics.

Motion to create “most improved TC of the year” award

Move to create a “most improved TC of the year” award based on the TC’s performance as shown by the highest score improvement using the currently approved TC scoring criterion, compared to the last year’s score. The winning TC will receive a certificate and will be announced at the yearly Awards Banquet during the IEEE/EMCS International Symposium. Each TC may only receive this award once within a 5 year period.

Action: Update the TAC handbook to require annual reporting during the TAC meetings by the TAC Chair to the TAC and the EMCS Board of Directors (through VP Technical Services)

Implementation time line: August 2014

All TCs (Y) except TC3 (abstain), TC5 (no)

4. RABQSA/iNARTE discussion (15 min), Mary Rhem made a presentation on the new iNARTE certification process.

Don - want to clear out old questions

Mary - want to know how often we want questions coming to the TCs. Reference list on the website needs updating. The general feeling from the TCs was once a year for question coming to the TCs for review, best after conference (certainly not before). A process needs to be developed for TC engagement.

5. TCS Requirements

- Frank Sabath – Recommended that a liaison officer be assigned for each technical co-sponsorship that is approved.

- Radasky: Problem with IEEE headquarters - copyrights, etc; our ability to provide review support is stressed (we can barely execute our own). One conference that he is involved with will not seek IEEE participation in the future. Burdening our TAC officers with direct participation on boards of other conferences a potential issue. Bruce: identify an individual already associated with the conference that will report back to TAC. Part of application process - TAC identifies the liaison and that person reports back. This person will be selected on a case-by-case.

6. Roles and responsibilities of TC officers

- Bruce provided the annual reminder of general responsibilities (absence of chair, vice chair will take over immediate actions etc.)

7. Requirements for TC reports for Thursday's meeting were discussed.

- Three or Five year plan
- Status (Officers, membership, meeting schedule)
- Plans for W/T and/or Special sessions for 2013
- Important points from 2013 TC meeting
- Officer progression plans

8. Special committee activity

- Power Electronics (Djilali Hamza) a presentation was made and more info to come in TAC meeting #2. , He will collect proposed officer information and report back. Ross asked what connection there would be to TC4 (how different from TC4's charter), the response was that it has a focus on only power electronics EMC issues and not more general as TC4's charter, Phil - supports, Fan - encourage experimental; need to collect more participants

- Unmanned Aircraft Systems EMC (Chuck Bunting) proposal for a Special Committee will be made for next meeting on Friday.

9. New Business & Agenda for Friday TAC meeting

- Name change for TC6 motion to accept – deferred to future meeting for a vote

10. Review action item list.

- ACTION: May 2013. TC6 will send in a proposal for the name change (justification) and update charter for approval.

- ACTION: May 2013. Develop a motion to create a most improved TC. Jun will present a motion for Most Improved TC at the August TAC meeting. DONE during this meeting

- ACTION: May 2013. Bruce to develop a motion for accepting a 2/3 majority requirement for TCS approval.

- ACTION: May 2013. TC6 needs to decide on whether to meet on Thursday or not to manage their schedule conflict. Done immediately following May meeting.

- ACTION: May 2013. Chuck to make sure that Paper Review Software is on the agenda for October. Done October 2013.
- ACTION: May 2013. Bruce to recommend that TC1 invite TC chairs to a special topic meeting to deal with paper review issues.
- ACTION: May 2013. Don to develop two sets of instructions for reviewers and TC chairs that will be displayed for Round 2. This has been done. Will be shown in October meeting and retained in the October meeting minutes.
- ACTION: May 2013. Bruce to work with Tori to implement a simplified version of email contact system. Done between May and August meeting.
- ACTION: May 2013. Jun will recirculate a document and initiate the formalization of the "Best Paper" process by the symposium technical program committee.
- ACTION: May 2013. TAC (Bruce) will request a summary report from Tori. Paper number, number of reviewers who recommended best paper and average scoring (this expands the ESAC request mentioned earlier). DONE.
- ACTION: August 2013. Chuck to make sure that RABQSA process discussion on agenda for future TAC meeting.