

IEEE ELECTROMAGNETIC COMPATIBILITY SOCIETY TECHNICAL ADVISORY COMMITTEE (TAC)

17-18 May 2010

MEMBERS PRESENT

Bruce Archambeault – Chair
Jun Fan – Vice-Chair

TC-1 – Kimball Williams	TC-2 – Don Heirman
TC-5 – Mike McInerney	TC-6 – Larry Cohen
TC-9 – Chuck Bunting, Alan Roden (Day 2 remote)	TC-10 – (notes from Antonio Orlandi)
TC-11 – Chris Holloway (Day 1 remote)	

TCs Unrepresented

TC-3 and TC-4

OTHERS PRESENT

Robert Scully – VP Technical Services
Fred Heather – 2010 Symposium Chair
Galen Koepke – NIST (Day 2 remote: during smart grid discussion)

MINUTES – Day 1, 17 May 2010 9:30 a.m. to 4:45 p.m.

1.0 Approval of February 2010 TAC Telecon Minutes
Minutes were approved unanimously.

2.0 Review of Previous Action Items and TC Officer Contact Information

Action Item #	Subject	Responsible Person	Status	Deliverable Date
17Aug #01	review and update TAC handbook	Heirman, Phipps	Done	May/2010
17Aug #03	Obtain Historic Information on Co-Sponsored EMC Symposiums	Fan	Done	TBD
17Aug #08	Contact Andy Drozd about ongoing standard projects and Send Information to TC Chairs Don	Archambeault	Done	May/2010
20Aug #1	Review Technical Co-Sponsorship Procedures	Scully	Removed	TBD
20Aug #3	Speak to the VP of Conferences to convey that the responsibility of reviewing papers for conferences is the responsibility of the TAC	Scully	Done	TBD
28Oct #01	Propose committee meeting schedules during the symposium week Monday and Thursday proposed for all meetings of TCs	Archambeault	Done	02/23/2010
28Oct #03	Email out a list of all reviewers currently in the paper review system	Williams	Removed	02/23/2010
23Feb10 #01	To prepare and high light the fact in the instructions for paper submission that Author's name should not be printed on the submitted.	Archambeault	Done	TBD

23Feb10 #02	Inform the BoD that the Symposium Technical Guidance document will be ready	Archambeault	Done	TBD
23Feb10 #03	Post the revised TAC handbook on the new forum and issue an e-mail to the TAC members to let them know that it has been posted for review.	Fan	Done	TBD
23Feb10 #04	Send Password and login information for the New Forum to members	Fan	Done	TBD

Action Item – Bruce to communicate with the software developer of the symposium paper review system to find a way so that authors next year are kind of enforced to understand they have to remove their names in the submitted preliminary paper, maybe through author email confirmation.

Bruce proposed to collect a cell phone number or home phone number from each TC officer for urgent contact. The current officer information was reviewed by the attendees.

3.0 Technical Papers for Ft. Lauderdale 2010 Symposium

Special sessions were arranged first according to the symposium schedule. One special session in each morning and afternoon from Tuesday to Thursday was assigned, except for Tuesday morning when two special sessions will be held.

Regular technical paper sessions were then arranged. Including the special sessions, there are 5 parallel paper sessions from Tuesday to Thursday.

Poster session papers were identified by the TC chairs. Fred briefly talked about the new format of the poster paper session.

Action Item – TC chairs to send a list of session chair names and corresponding email addresses to Bruce before May 24: two per session.

Action Item – Bruce to send the session chair list to Fred before May 27.

Action Item – Bruce to get session chairs a list of the authors/emails for their sessions, and notify them that they need to communicate with their authors to make sure that the authors would attend the authors' breakfast meetings, the presenting authors send a copy of their bios to the session chairs, and the session chairs have a chance to briefly review the slides with the authors.

Action Item – Bruce to create another website for authors to upload their presentation slides.

4.0 Paper Review System Comments/Complaints/Suggestions

A few suggestions were made to the possible improvements of the paper review system:

- For the second-round review, reviewers should get an email notification that there are papers waiting for their review;
- For the second-round review, reviewers need to know the final chair comments to the authors. It was suggested that the first page of the second-round submission for the papers with mandatory changes should contain authors' response to reviewer comments.
- The instructions for the 2nd round review for reviewers are not sufficient
- TC chairs should be able to partially save their decisions
- A bug needs to be fixed in the final submission site to correctly check the symposium registration numbers. Clearer instructions for authors are also needed.
- There is a bug in the system that, when one reviewer reviews papers for multiple TCs, he only receives the emails from the first TC. This needs to be fixed.
- There is a bug in the system that, when one reviewer does not review in the first round, the subsequent assignments do not appear in his work load. This needs to be fixed.
- TC chairs need to be able to send direct emails to 1) the reviewers only with papers assigned; 2) individual reviewer; and 3) multiple specified individual reviewers.
- TC chairs need to be able to add and remove reviewers.

[Action Item](#) – Don to come up with detailed instructions for 2nd round review for reviewers.

[Action Item](#) – Bruce to check with MTT Society on whether it is possible to purchase a license of the paper review system so that we can maintain and change the system by ourselves.

5.0 Responsibility of TC Officers

[Action Item](#) – TC chairs to submit a yearly report in the July TAC meeting to 1) explain the plan of officer training; 2) report election/succession practices; 3) include a yearly affidavit signed by each officer to acknowledge their responsibility and commitment.

[Action Item](#) – Bob to compare the TAC handbook and society bylaws for consistency regarding TC officer elections/successions.

TC response time: TC chairs should notify TAC chair, TAC vice chair, and their TC vice chairs, if they are unavailable for an extended period.

6.0 TAC Forum

Jun did a demo of the new TAC forum. A few new features were suggested: 1) in the email confirmation, the original email message shall be included; 2) add an auto notification feature in repository; 3) have a voting feature; 4) clearer status indication for threads.

[Action Item](#) – Bruce to link the forum in the TAC official website.

[Action Item](#) – Bruce to consider how to secure the TAC forum site.

[Action Item](#) – Jun to find out the security features of the current web host server.

7.0 TC Yearly Reports

[Action Item](#) – Bruce to obtain and distribute a TC report template.

8.0 TAC Handbook Update/Approval

It was suggested to change the TC report due date to “every symposium for preliminary ones, and the final BoD meeting of the year for final ones”.

Antonio’s comments were then discussed. This is related to the action item in 5.0 assigned to Bob.

The TAC handbook will not be ready for approval until Bob completes his action item. Thus, the agenda item moves to the July TAC meeting.

[Action Item](#) – Bruce to come up with a yearly affidavit, which will be signed by each TC officer to acknowledge their responsibility and commitment.

9.0 Use of TC Web Site

Kimball raised the question of how to modify TC web sites to make them more useful and friendly for users. Don talked about the TC2 practice: frequent updates with meeting agendas and minutes, and inclusion of hot topics, forcing people to use the site. Bob suggested that the new TAC forum combined with the official IEEE website may be a solution, using the similar format of the new TAC forum for ongoing activities and using the IEEE website for archives/completed items.

[Action Item](#) – TC chairs to review their websites.

[Action Item](#) – Kermit to develop a plan to periodically review TC websites.

10.0 Communication and Coordination between TCs

Action Item – Bruce/Jun to develop a method of assigning papers across TC boundaries to multiple related TCs for review.

Action Item – Bruce to notify Colin Brench to send out a clear statement to special session organizers that the special session papers will be subject to the same review criteria and could potentially be rejected if the quality is found to be poor.

MINUTES – Day 2, 18 May 2010

9:10 a.m. to 11:45 a.m.

11.0 Ft. Lauderdale 2010 Symposium Session/Room Assignments

Room sizes were estimated by Fred. Then TC chairs estimated the attendee numbers for workshop/tutorial and technical paper sessions.

12.0 TC Posters at EMC2010

TCs were invited to have a poster in the poster sessions. A poll was conducted to see the TC interests. TCs 1, 5, 6, and 9 will be present. And TC2 is tentatively yes.

13.0 EMC Society and IEEE Standards under Development Review for TC Involvement

Don gave a brief presentation on the current standard development status. The main objective is to promote TC involvement in standard development: soliciting TC help for current projects, and soliciting new project ideas.

Don then gave another presentation on smart grid EMC. Galen Koepke from NIST joined remotely in the discussion. The message to take away for TCs is to think about the potential roles each TC can play in this important area. Bruce suggests Galen to attend TC meetings during the July symposium to promote TC involvement. Don will serve as a liaison between Galen and the EMC society.

Action Item – Jun to post the slides and NIST website address for smart grid in the TAC forum.

14.0 Old Business – ESAC and TC1

Kimball initiated the discussion about EASC and TC1. There are three similar activities from these two committees in each year's symposium: 1) Global University by ESAC, 2) EMC academy by TC1; and 3) EMC fundamental tutorials by ESAC. Bob added that these three competing activities must be consolidated, and this is his responsibility as the VP Technical Services. He will address this by starting a discussion with ESAC in July.

15.0 New Business

iNARTE questions – new questions should be out soon. Kimball to check with Richard and see if the old TC8 questions can be redirected to the PS society. The old TC7 questions should be redirected to TC5.

Action Item – Kimball to check with Richard and see if the iNARTE questions for old TC8 can be redirected to the PS society.

16.0 New Action Item Review

Action Item #	Subject	Responsible Person	Status	Deliverable Date
17May10 #01	Communicate with the software developer of the symposium paper review system to find a way so that authors next year are kind of enforced to understand they have to remove their names in the submitted preliminary paper, maybe through author email confirmation	Bruce	Open	TBD

17May10 #02	Send a list of session chair names and corresponding email addresses to Bruce before May 24: two per session.	TC chairs	Open	May 24, 2010
17May10 #03	Send the session chair list to Fred before May 27.	Bruce	Open	May 27, 2010
17May10 #04	Get session chairs a list of the authors/emails for their sessions, and notify them that they need to communicate with their authors to make sure that the authors would attend the authors' breakfast meetings, the presenting authors send a copy of their bios to the session chairs, and the session chairs have a chance to briefly review the slides with the authors.	Bruce	Open	TBD
17May10 #05	Create another website for authors to upload their presentation slides.	Bruce	Open	TBD
17May10 #06	Come up with detailed instructions for 2 nd round review for reviewers.	Don	Open	TBD
17May10 #07	Check with MTT Society on whether it is possible to purchase a license of the paper review system so that we can maintain and change the system by ourselves.	Bruce	Open	TBD
17May10 #08	Submit a yearly report in the July TAC meeting to 1) explain the plan of officer training; 2) report election/succession practices; 3) include a yearly affidavit signed by each officer to acknowledge their responsibility and commitment.	TC chairs	Open	July TAC meeting
17May10 #09	Compare the TAC handbook and society bylaws for consistency regarding TC officer elections/successions.	Bob	Open	July TAC meeting
17May10 #10	Link the forum in the TAC official website.	Bruce	Open	TBD
17May10 #11	Consider how to secure the TAC forum site.	Bruce	Open	TBD
17May10 #12	Find out the security features of the current web host server.	Jun	Open	TBD
17May10 #13	Obtain and distribute a TC report template	Bruce	Open	TBD
17May10 #14	Come up with a yearly affidavit, which will be signed by each TC officer to acknowledge their responsibility and commitment	Bruce	Open	TBD
17May10 #15	Review TC websites.	TC chairs	Open	TBD
17May10 #16	Develop a plan to periodically review TC websites.	Kermit	Open	TBD
17May10 #17	Develop a method of assigning papers across TC boundaries to multiple related TCs for review.	Bruce/Jun	Open	TBD
17May10 #18	Notify Colin Brench to send out a clear statement to special session organizers that the special session papers will be subject to the same review criterions and could potentially be rejected if the quality is found to be poor.	Bruce	Open	TBD
18May10 #01	Jun to post the slides and NIST website address for smart grid in the TAC forum.	Fan	Open	TBD
18May10 #02	Kimball to check with Richard and see if the iNARTE questions for old TC8 can be redirected to the PS society.	Fan	Open	TBD