



**IEEE Electromagnetic Compatibility Society
Technical Advisory Committee
Minutes from TAC meetings**

8/23/2011

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

**The Hyatt Regency Hotel
Long Beach, CA
Aug. 13, 18 2011**

Meeting #1

Members present (21)
B. Archambeault (TAC)
T. Jerse (ESAC, SC3)
G. Antonini (TC10)
M. Koledinsteva (TC11)
T. Fagan (TC2)
K. Dyberg (TC6)
C. Hauser (TC2, TC6)
D. Heirman (TC2)
J. Fan (TAC)
C. Bunting (TAC)
B. Scully (VP Tech Serv)
D. Kramer (TC1)
K. Williams (TC1)
P. Keebler (TC4)
V. Rajamani (TC9)
M. McInerney (TC5)
W. Radasky (TC5, SC1)
M. Steffka (SC3)
J. Campbell (SC3)
J. Roden (TC9)
M. Olofsson (SC2)

1. Meeting #1 was to order called at 7:00 a.m, 8/13/2011 with introductions/opening remarks by Archambeault.

2. Preliminary actions

- Consent Agenda Motions were seconded and approved
- 2011 Agenda was approved
- May 2011 meeting minutes seconded and approved
- Future TAC meeting schedule was discussed (more details to come in TAC meeting #2)

6. SC and TC discussion

- A discussion on the roles of Special Committees (SCs) was moved up in the agenda to accommodate scheduling difficulties. Emphasis was on process to become full TCs. Bill Radasky

3. iNARTE discussion

- Bruce commented that a subcommittee had been formed to deal with the iNARTE questions and that due to the MOU between IEEE and iNARTE it was time to commit to the effort or to abandon it altogether. Several commented on the value of supplying quality questions to iNARTE as part of providing a key service to the EMC society as a certifying agency on personnel. NVLAP certifies labs and iNARTE certifies individuals.

4. Roles and responsibilities of TC officers

TC Officer succession, training, and the affidavit were discussed. The affidavit is not completed. ACTION: Archambeault.

5. Requirements for TC reports for Thursday's meeting were discussed. This includes:

- Five year plan
- Status (Officers, membership, meeting schedule)
- Plans for W/T and/or Special sessions for 2011
- Important points from 2010 TC meeting
- Officer progression plans

7. New Business & Agenda for Thursday TAC meeting

New paper evaluation system will be in place for next year's symposium. Key benefits are adaptability and active technical support. There will be some training by November (the beginning of the paper acceptance window).

8. Review action item list.

Meeting #2

Members present (24)

K. Lawrence (iNarte)

B. Lawrence (iNarte)

D. Thomas

K. Dyberg (TC-6)

M. Olofsson (SC-2)

R. Myrehn (TC-3)

C. Hauser (TC-2, TC-6)

T. Fagan (TC-2)

P. Keebler (TC-4)

S. Connor (TC-9)

B. Scully (VP Tech Serv)

K. Phipps

M. McInerney (TC-5)

L. Cohen

W. Radasky (TC-5, SC-1)

J. Fan (TAC)

B. Archambeault (TAC)

C. Bunting (TAC)

D. Heirman (TC-2)

F. Maredei (President)

D. Kramer (TC-1)

V. Rajamani (TC-9)

M. Steffka (SC-3)

K. Williams (TC-1)

Meeting 2 Summary:

Meeting started at 7:02 a.m. with introductions and discussion of meeting schedule for 2011/2012.

Tuesday, 11 Oct 2011, 11am-12:00 eastern

Thursday, 1 March 2012, 11:00-12:00 eastern

Saturday, TBD, May 2012, In person -- MST, Rolla, Mo

Monday/Thursday 7:00-9:00 Pittsburgh EMC2012 symposium

Wednesday, 24 Oct 2012, 11:00-12:00 eastern

TCs presented summary information with selected highlights below:

TC-1:

- Reviewed 5 papers, held 2 tutorials and a special session (well attended).
- iNarte support viewed as critical.

TC-2:

- Reviewed 49 papers, sponsored 5 technical sessions and 1 tutorial.
- Concern over too many workshops and special sessions – better coordination needed.
- Concern over screening of iNarte questions with over 50% rejected

TC-3:

- Restructuring leadership
- Reaffirmed charter
- Developed plan for growing TC activities (2012 symposium plans)

TC-4:

- Reviewed 33 papers for this year's symposium
- Developed strategic plan for sustaining TC growth (additional meetings, focused marketing, etc.)

TC-5:

- Comment that a 3-year succession cycle works better than having a lot of turnover.
- Questions usefulness of 5-year plan info on TC data collection forms

TC-6:

- No iNARTE questions submitted for review, limited participation (8) – might need to redefine and clarify charter.
- One issue is possibility of modifying charter to expand roles of TC, since only had one paper to review this year. Working on how to increase TC effectiveness. Had discussion on notifying members of meetings.

TC-9

- TC participation is good. Brought up issue of session conflict conditions and how to avoid.

TC-10

- Heavy attendance at special sessions (6 special sessions) and tutorials
- Reviewed 34 papers for this year's symposium
- Lots of interest!

TC-11

- Noted that special issue of IEEE Transactions on EMC will have special issue on nanotechnology next year.
- Has concerns with ability to correct TC website information, how/who can make the changes?

SC-1

- Had large turn out for both tutorial and committee meeting this week. Smart meters have potential for committee investigation.
- Issues include moving from SC to full TC.

SC-2

- 53 people in attendance at session.
- Working on moving to full TC.
- Have a number workshops planned at various international EMC events next year.

SC-3:

- Currently, remotely piloted vehicles (military) are not part of charter.
- Can/should collaborate with High Power (TC-5) on lightning as it affects transportation vehicles.

3. New Business

- Suggestion: Reach out to speakers in TC-sponsored sessions to come to TC meeting and participate.
- Suggestion: Propose an Experiment/Demonstration for each TC/SC for 2012
- There are a limited number of special sessions available – prioritize and make sure sessions are “special”

4. TCS Approval Schedule

- Requests for co-sponsorship will be discussed quarterly at the TAC meetings. There still might be some urgent requests, but this should be minimized.

5. Process for promotion of a SC to a TC

- Presentation (B.R.): Low Frequency EMC is not a new subject and there is large interest now surrounding Smart Grid, so an expedited promotion from SC to TC should be considered.
- Comment (D.H.): Document a procedure on how this should work. How much interest should be required? How do you measure interest (e.g. number of papers, number of people attending meetings, etc.)?
- Comment (D.H.): Offered to help draft a procedure. Raised question of the sunset procedure for a TC, as well.
- Motion to create procedure for SC Elevation and TC Sunsetting: carried
 - Bruce, Philip, Magnus, and Don will develop a draft procedure for November TAC meeting.

6. iNARTE Update

- Formally affiliated with RAB-QSA.
- They share offices with ASQ (quality organization with 80,000 members).
- iNARTE brand will remain.

- Association with EMC-S TAC and TCs will remain.
- New question development for EMC Design Engineer certification:
 - Focus on Master- and Senior-level questions now (5+ and 8+ years of relevant experience)

7. Future plans for TCs

2012: Pittsburgh, USA

2013: Denver, USA

2014: Raleigh, USA

2015: Dresden, Germany

2015US: Santa Clara, USA

2016: Ottawa, Canada

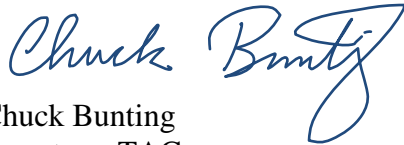
Where will the TAC/TC meetings be in 2015? Must be held in Dresden. Probably will be held at both symposia.

8. Developing Affidavit for TC Officers. Manual states succession is every 2 years, but allows for TC to modify the standard process, at its discretion.

9. After a motion by Bill Radasky, the TAC unanimously decided to recommend to the BoD to establish a new technical committee for low frequency EMC (electromagnetic compatibility). Decision of the BOD was expected in November 2011

The meeting adjourned at 9:05 am.

Submitted by:

A handwritten signature in blue ink that reads "Chuck Bunting". The signature is written in a cursive, flowing style.

Chuck Bunting
Secretary, TAC