

EMCS STANDARDS COMMITTEES

MINUTES

Sao Paulo, Brazil

November 23, 2002

1 – 5 pm

- 1 Call to Order and Introductions Traver

In the absence of Chairman Berger, Mr. David Traver presided.

Members Present: David Traver, Don Heirman, Hugh Denny, Kimball Williams, Andy Drozd, Elya Joffe, and Dan Hoolihan

Visitors: Richard Ford, Ghery Pettit, Henry Benitez, Fred Heather, Victor Neb, Henry Osgood, Marcus Azevedo, and Luvercy Azevedo

- 2 Overview of the standardization process of the IEEE Heirman

For the benefit of the visitors, Mr. Heirman started the program with an overview of the IEEE standards development process with a highlighting of particular requirements imposed by the IEEE and an identification of development tools that can be used by working groups to assist them in their work. He provided details on how to establish a new project. He emphasized that the IEEE now supports “real-time” processing to include the online submission of forms. Mr. Heirman provided a “walkthrough” of the Standards Association web site and demonstrated the web pages of the EMCS standards committees. For the benefit of the international members, the IEEE Standards Association is in the process of establish a number of “Geoports” (geographically centered ports) providing information and guidance on IEEE standards. Mr. Heirman illustrated the Spanish language port. This site can be viewed by going to www.standardsamerica.net.

- 3 The EMCS Standards Committees Traver

Mr. Traver, Vice Chair, gave an overview of the Standards Development Committee (SDCom) in which he described the organizational structure, identified the members and their areas of responsibilities, highlighted the requirements for membership, listed the current standards, and noted the current efforts underway to revise and update existing standards and to develop new ones. During the discussion of the organizational structure, a member observed that according to the Practices and Procedures, an election of officers needs to be conducted early in the new year. It was suggested that this be done during the winter meeting in Hawaii.

Mr. Denny, SDCom Secretary, gave a brief overview of the process of developing an IEEE EMC standard, starting with the Project Authorization Request (PAR) and continuing to organize the working group, the writing of the standard, the balloting process and the followup support of the standard.

To illustrate the standards revision/update and development process, Mr. Traver reviewed the status of Std 187; Mr. Joffe described the efforts under way to update Std-473; and Mr. Drozd discussed the activities planned under PAR 1597. Mr. Traver announced that Draft 6 of the revision of Std-187 was complete and was ready for balloting. He noted that the PUG matrix developed earlier was not appropriate for the formation of the balloting group for the revised Std-187. For example, he noted that the “Producer” category should include only those persons involved in the manufacture of television equipment. The “User” category should include persons involved in the testing of television equipment using Std-187, and “General” would include everyone else. With this guidance, the **A.I. SDCom Secretary was directed to request the SDCom members to review their categories for inclusion in the Std-187 balloting group. At the same time the Committee members will be asked to revisit their PUG categories using the above guidelines for each of our current standards.**

Next, Mr. Joffe reviewed the organization and planned activities of the working group on update and revision of Std-473. Because the members of his working group reside in many different countries, he is relying on internet communication to support his development efforts. He has received the assistance of the IEEE in setting up a password-protected bulletin board such that each member can contribute to the development effort from anywhere in the world. By utilizing this resource, Mr. Joffe hopes to limit in-person meetings to one to two per year.

Mr. Drozd provided an overview of the efforts being conducted under P1597 to develop a methodology for comparing and evaluating various electromagnetic models. Considerable interest is being shown in this effort by the computational electromagnetics modeling (CEM) community.

The final session before the break consisted of a detailed review of the bylaws, the Practices and Procedures (P&P), of the SDCom by Mr. Drozd. During the discussion, the Secretary noted that the P&P does not specify what constitutes a quorum for the conduct of SDCom business. It was agreed that this definition does not presently exist in the P&P. **A.I. The Secretary was asked to poll the member for their opinions as to an appropriate definition of “quorum” for inclusion in the P&P.**

BREAK

4 The Standards Education Committee (SETCom)

Denny

Mr. Denny, Chair, provided a brief synopsis of the scope and objectives of the SETCom. A listing of the Newsletter articles published and the workshop sessions given was provided to the attendees. Mr. Denny announced that he was stepping down as Chair of the SETCom as of the end of the year and that Mr. John Kraemer of Rockwell Collins had agreed to accept the position of Chair.

5 The Standards Advisory and Coordination Committee (SACCom)

Joffe

The objective, scope and organization of the SACCom were described by the Chair, Mr. Joffe. He reviewed the various coordination efforts that were underway with other IEEE and non-IEEE standards setting bodies. He noted the opportunities existing for cooperation and coordination with South American organizations involved in the development of EMC and EMC-related standards.

6 Other Business

Traver

The minutes of the August 2002 meetings in Minneapolis, MN were reviewed. No additions or changes were suggested to the last version distributed electronically by the Secretary. Mr. Heirman moved their adoption and Mr. Drozd seconded the motion. The minutes were adopted by a voice vote.

Two recent resignations and two new members elected to the SDCCom were announced. Mr. Joe Butler and Mr. Bill Ritenour have announced their resignations and Mr. Kimball Williams and Dr. Perry Wilson have been elected to SDCCom membership for the upcoming year. Welcome and congratulations to the two new members.

Other business: An IEEE standard (Std-291) with potential EMC implications is being withdrawn by its sponsoring organization. A discussion arose as to whether or not the SDCCom might wish to assume responsibility for maintaining the standard? No conclusion was reached.

The new copyright statement adopted by the IEEE Standards Association was reviewed. Mr. Heirman moved that new copyright statement be adopted. Mr. Traver seconded. Accepted by acclamation.

Mr. Heirman indicated that the SDCCom should request for space for May 11, 2003 in Istanbul for a meeting in conjunction with the EMCS Board of Directors. The format for the Istanbul meeting was proposed to be similar to this one.

The next meeting of the Standards Development Committee will be in Honolulu, Hawaii, on March 13, 2003 again in conjunction with the next EMCS Board of Directors meeting.

The meeting adjourned at 5 pm.