

**IEEE**  
**TAC - Technical Activities Committee**  
**Meeting Minutes**

Place: Convention Centre, Montreal, Canada

Date: Thursday, 16 August 2001

**Welcome & Introductions - Vil Arafiles**

Meeting called to order at 0710 by Vil Arafiles, Chair.

Members and visitors were welcomed and introduced themselves.

Members' addresses/phone/email.

Sign In Sheet: Attendance sheet passed around for signature.

Agenda was approved without change.

**Old Business**

2000 Meeting Minutes - Dave Southworth

Last Meeting's Minutes: Minutes from the last year's meeting at Washington DC were accepted with changes that will be reflected in the minutes that are posted on the TAC web site.

Review TC Activities & Plans - (TC1-TC10 3-5 Min Presentations)

2001 Symposium Paper Review Reports - All

TC1 – EMC Management: Received 7 technical papers reviewed.

TC2 – EMC Measurements: 11 papers were accepted from 103 papers submitted for review.

TC3 – Electromagnetic Environment: No report on paper review.

TC4 – Electromagnetic Interference Control: Reviewed 105 papers with no rejects due to better quality and format.

TC5 – High Power Electromagnetics: Reviewed 21 papers.

TC6 – Spectrum Management: No report on paper review

TC7 – Nonsinusoidal Fields: Reviewed 12 papers.

TC8 - Electromagnetic Product Safety: No representative at meeting, no report.

TC9 - Computational Electromagnetics: 62 papers reviewed.

TC10 - Signal Integrity: New committee, first meeting this Tuesday.

Five Year Plan Update - All

TC1 – EMC Management: Five year plan will be updated by the end of the year.

TC2 – EMC Measurements: No report on 5 year plan.

TC3 – Electromagnetic Environment: To revisit plan.

TC4 – Electromagnetic Interference Control: 5 year plan under review.

TC5 – High Power Electromagnetics: No report on 5 year plan.

TC6 – Spectrum Management: Reviewed charter and reviewed 5 year plan out to 2 years and will continue to work on these.

TC7 – Nonsinusoidal Fields: No report on 5 year plan.

TC8 - Electromagnetic Product Safety: No representative at meeting, no report.

TC9 - Computational Electromagnetics: No report on 5 year plan.

TC10 - Signal Integrity: New committee, plan to start small and grow.

Five Year Budget Update - All

No discussions on budget were held.

Membership Drive - All

TC1 – EMC Management: Asked each member to bring a member to the next meeting.

TC2 – EMC Measurements: Two potential new members showed up to add to the core of 12 people.

TC3 – Electromagnetic Environment: Eight attendees at meeting.

TC4 – Electromagnetic Interference Control: Meeting on Tuesday had every member show along with 3 new members. Vil is new member

TC5 – High Power Electromagnetics: Meeting on Wednesday had seven core and four new members

TC6 – Spectrum Management: Six plus Vil showed for the meeting. All officer positions filled and added three new members. Plan to validate membership.

TC7 – Nonsinusoidal Fields: Usual core group did not make due to foreign travel restrictions, so had a meeting with two members.

TC8 - Electromagnetic Product Safety: No representative at meeting, no report.

TC9 - Computational Electromagnetics: There were 36 members at the meeting, which was larger than usual group that show.

TC10 - Signal Integrity: 15 people attended the first meeting of this new committee.

Individual TCs Web Pages - All

TC1 – EMC Management: Web site is in good shape. Workshop tutorial on web pages planned in 2002.

TC2 – EMC Measurements: no comments.

TC3 – Electromagnetic Environment: Plan to update web site.

TC4 – Electromagnetic Interference Control: Web to be updated based upon quick one-on-one tutorial with Southworth at the internet café on the expo floor yesterday.

TC5 – High Power Electromagnetics: Danny Joust is the new web master.

TC6 – Spectrum Management: Plan to upload minutes to web site.

TC7 – Nonsinusoidal Fields: Need assistance to update web site.

TC8 - Electromagnetic Product Safety: No representative at meeting, no report.

TC9 - Computational Electromagnetics: Assigned a competent web master. A portion of their EMI modeling web site, linked to the TC9 web site, had problems downloading the experiment and modeling results.

TC10 - Signal Integrity: New committee to develop their web site.

TAC Home Page - Dave Southworth

Vil mentioned that he would like to see each of the TCs keep their web pages updated within 3 months of the meeting. The TAC web page is current as of the meeting.

Automation of Paper Review Process - Kimball, Southworth

No progress to discuss.

## New Business

Greet 2002 Symposium Committee Officers - Vil Arafles

Proposed 2002 Symposium Activities - All

TC1 – EMC Management: Special session planned on Management of 10 meter chambers – involving industry and Government. Workshop tutorial on web pages planned in 2002.

Encouraged the idea of having a “TC membership drive” poster session as was done several years ago.

TC2 – EMC Measurements: 2002 workshop on standards of measurement including measurements above 1 GHz and measurement uncertainty.

TC3 – Electromagnetic Environment: No sessions planned.

TC4 – Electromagnetic Interference Control: Workshop planned that will be half on filter measurement with practical demo/video and on cable shielding.

TC5 – High Power Electromagnetics: No sessions planned, but reviewing the area of immunity.

TC6 – Spectrum Management: A workshop with two special sessions planned.

TC7 – Nonsinusoidal Fields: May have a special session, co-sponsored with TC5, after papers are received and reviewed.

TC8 - Electromagnetic Product Safety: No representative at meeting, no report.

TC9 - Computational Electromagnetics: Had about 100 people for the computational electromagnetics tutorial and will plan a challenge problem for 2002 tutorial session.

TC10 - Signal Integrity: Planning a half-day workshop in 2002.

Special Symposium Sessions - All

TC1 – EMC Management: No session.

TC2 – EMC Measurements: Workshop on uncertainty in the certification process and reverberation chamber design, characterization, basic EMC Measurements and EMC Issues in Wireless Communications. Special sessions on *Near-Field Techniques for EMC Applications and EMC in Healthcare: EMI Risk and Dealing with It.*

TC3 – Electromagnetic Environment: No session.

TC4 – Electromagnetic Interference Control: Workshop on *Advances in EM Shielding of Plastic and Composite Material Enclosures for Industrial Applications.*

TC5 – High Power Electromagnetics: No session.

TC6 – Spectrum Management: Co-sponsored *EMC Issues in Wireless Communications* with TC2.

TC7 – Nonsinusoidal Fields: No session.

TC8 - Electromagnetic Product Safety: Workshop on *Product Safety.*

TC9 - Computational Electromagnetics: Workshop on *Non-Fullwave Modeling for EMC Applications.* Special sessions on *Numerical Modeling of Depressive and Non-linear Effects and Challenging Modeling Problems.*

TC10 - Signal Integrity: No session.

Technical Activities Integration - Kimball Williams

3.3.1 IEEE/NARTE MOU and TCs - Russ Carstensen

Following presentation by Russ, it was mentioned that the MOU would be placed on the EMCS web site. IEEE legal department had urged caution about entering into an accreditation program

due to tax liabilities. So, IEEE TCs would just review questions for technical content. NARTE would continue to use the current set of questions until IEEE had finished its review of the questions. The current 30,000 questions are in three layers of usefulness but IEEE won't have to review them all. The first layer of questions are the current test file in WordPerfect format, the second layer has been reviewed by volunteers and are already in Word format, the third layer are raw, unreviewed questions which may not be suitable for tests. New questions coming in are required to be in electronic format. The review task elements are: Technical accuracy, suitability for engineer/technician/both, time to complete and current with technology. Questions to be distributed to TCs, not to Standards Committee. Need to keep questions out of public domain and don't want to lose control of them. Need metrics to track progress of reviews to ensure all questions are covered. Questions with answers will be provided to IEEE for review. At issue is the depth of question between engineer and technician. Design/analysis verses implementation type of questions needs to be included in the protocol between IEEE and NARTE. Regarding a timeline, the process will be unending. TC reviewers will see only one segment of the exam.

### 3.3.2 EMCS Special NARTE MOU Committee - Vil Arafiles

Sunday, briefed the BOD on the NARTE MOU and the proposed structure of the committee on NARTE questions that will need a chair and vice-chair. Education Committee Chair to lead on how to distribute NARTE questions to TCs. The TAC Chair will be the Vice-chair on this NARTE committee. {A motion was approved to form an EMC-S special committee for the EMC-S/NARTE MOU to be chaired by the TAC Vice Chair, with two co-vice chairs from representatives to be named by the Chairs of the EMC-S Education Committee and the EMC-S RAC. The EMC-S RAC representative will be the EMC-S interface/POC with NARTE. }

### Membership Drive and Succession Plan - All

Agreed that members to serve in officer positions for two years and three years maximum. It was agreed that the succession plan of the rotation of officers was working ok.

### Awards and recognition proposal

The group discussed awards criteria and a motion was approved to recommend TC members and Officers who have completed 3 years of active membership (annual meeting attendance, paper reviews, or service as officer). For officers, completion of term until planned succession is the minimum criteria. Current TC chairs will forward names of members to be recognized to the TAC Chair by April 15, 2002.

### Newsletter TC Reports / Articles - Vil Arafiles

Andy Drozd noted that the newsletter would be put on the web site soon.

### Assignment of Responsibilities - Vil Arafiles

#### Action Items:

- TCs will strive to update web sites within a reasonable amount of time (approximately 90 days). Minimum data to be updated: current officers, 2001 meeting agenda and minutes, TC charter if it has changed.
- EMC-S Education and RAC Chairs will identify Special Committee representatives. Suggested deadline was not discussed, but recommend completion by the next EMC-S BOD meeting.

- TC Chairs to provide TAC Chair a list of TC members for awards and recognition by April 15, 2002.
- TAC Chair to call a Webmaster meeting to discuss web update problems. Meeting was scheduled for 1400-1500, 16 August 2001.

Adjourn - Vil Arafiles

## **ATTENDEES**

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