

**IEEE-EMCS**  
**Technical Activities Committee**

Annual Meeting

# Agenda

- 7:05 Opening (Venue Change)
  - Annual Report in Written Format NLT 12 Sept 03
  - Introductions
- 7:10 What is a TC?
- 7:15 Communication
  - TAC Communication
  - TC Communication
- 7:30 Paper Reviews
- 7:45 NARTE Questions
- 8:10 Membership Drive
- 8:15 Succession
- 8:25 Web Pages
- 8:25 Matrix
- 8:35 Mergers
- 8:36 TAC/BOD Action Items

# What is a TC?

- The scope of the Technical Advisory Committee (TAC) is to promote the technical advancement of the IEEE EMC Society as a whole and in particular:
  - To coordinate the operations of the various Technical Committees,
  - To propose to the Board of Directors (BOD) the formation, and where appropriate, the dissolution of Technical Committees and
  - To monitor technical activities of other organizations with the view of making recommendations to the Board of Directors on any required coordination of those activities and activities within the Society.
- The TCs of the IEEE EMC Society operate under the Vice President for Technical Services of the Board of Directors. The scope of each TC is to promote activities in its area of technical competence by:
  - generating and reviewing papers for the EMC Transactions and Symposiums,
  - organizing and operating special sessions and tutorials at EMC Symposiums,
  - developing standards in its field, and
  - evaluating the "State of the Art" of its field.

# Communication

- Up-to-date contact information (NLT 12 Sept 03)
  - eMail, phone, fax
  - TC chair, vice-chair, and secretary
  - Rosters
- TAC Communication
  - eMail Protocol
  - Teleconferencing (4 1-hr conferences/year)
    - Voting
- Intra-TC communication
  - Tell members what is expected of them

# eMail Protocol

- Subject: **EMCS TAC: Symposium paper reviews**
  - Chair sends e-mail to VC within 5 days
  - Vice-chair action after 5 days
  - Secretary action after 4 days

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# Teleconference Voting Protocol

- A member of the TAC may initiate a “Motion” for any issue that requires resolution between Symposia. The initiating member sends it to the TAC Chairman who automatically seconds the “Motion” and sets up a teleconference.
- The issue on the table will be discussed, and a “Motion” will be brought forward for vote. Simple majority sustains result of vote.
- The TAC Chairman and the Secretary must agree on the count.
- The “Motion” shall be confirmed and reported in the Minutes of the next TAC meeting.

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# Symposium Paper Reviews

- This should not be a surprise
  - Should already have reviewers identified
- e-distribution problems
  - CD ROM alternative
- Go to BOD with
  - Motion – TCs under current conditions will not respond prior to 7 January
  - Motion – Statement from TAC that abstracts are insufficient to assess technical integrity and it is recommended that full paper submittal be the policy for future Symposia

# NARTE Question Review

- Recap Process
  - See word document for details
- Will close out first set at end of symposium
- Second set will be sent out shortly after Symposium
  - Those who have not yet sent in response from first set will be expected to send response for BOTH sets back within 90 days of receipt
- NARTE - Russ

# NARTE Question Review

Batch Number	1
Date Received	11/14/02
Questions Received	138
Rejected w/o prejudice	47
Date Sent to TCs	1/24/03
Date Sent to NARTE	

TC	<u>Questions</u>		<u>Recommendation</u>		Date Received
	Received	Sent	Accepted	Rejected	
TC-1	10	10	10	0	5/7/03
TC-2	52	20	?	?	3/27/03
TC-3	7	7			
TC-4	35	20			
TC-5	14	14			
TC-6	2	2	2	0	7/30/03
TC-7	1	1			
TC-8	4	4	4	0	8/11/03
TC-9	8	8			
TC-10	5	5			
<b>TOTALS</b>	<b>138</b>	<b>91</b>	<b>16</b>	<b>0</b>	

# Membership

- Workshop
  - TAC overview
  - TC presentations
  - Need Driver
- Contact Presenters
  - Coordinate with TC Chairs
- Kudos to Bill Radasky

# Succession

- Succession or vote?
  - TCs decide
  - Succession plan or full officer vote every 3 years or more often
- Turnovers to occur at close of symposium
  - VP Technical Services mandate
  - Must adjust to meet this requirement

# Web Pages

- Minimum Requirements
  - Title page – charter, officers, contact info
  - Meetings, agendas, and minutes
- **ALL INFORMATION ON PAGE MUST BE ACCURATE AND UP TO DATE**
- Update help
  - Thursday 2-4 pm Registration Desk
  - Have charter, minutes, officer names and contact information, anything else

# TAC Matrix

Technical Committee Activities	TC1	
Review Charter	Y	keep
Review 5 Year Plan	Y	keep
Officers Succession Plan	S/V	keep - succession/vote
Update Task List	Y	dump
Validate Membership List	Y	keep
Members	14	keep - #
TC Working on Standards?	N	dump
TC Position Papers?	N	newsletter article
Web TAC Information Current?	Y	should dump
Officers Communicate Via	e	dump
Sponsor Student Activity	N	keep
Symposium Activities - 2002	TC1	
Meeting	Y	keep
Agenda Published	Y	keep
Minutes Published (last year)	Y	keep
Session(s) Sponsored (#)	2	keep
Workshop(s) Sponsored (#)	0	keep
Tutorial(s) Sponsorer (#)	0	keep
Sponsor Student Contest?	N	keep y/n
Papers Reviewed (#)	9	keep
Symposium Plans - 2003	TC1	
<del>Scheduled</del> TC Meeting	Y	planned TC meeting
Session(s) Sponsored (#)	1	keep
Workshop(s) Sponsored (#)	0	keep
Tutorial(s) Sponsorer (#)	0	keep
Coord W/Symp Committee	Y	keep
Sponsor Student Contest?	N	keep

# Mergers

- Drop for now



# TAC/BOD Action Items

- Charter Changes
- Immediate Action Items