



**IEEE Electromagnetic Compatibility Society
Technical Advisory Committee**

Meeting 2 Draft Minutes

Thursday, 12 July 2007

Convention Center, Rm 323A, Honolulu, Hawaii
0700 to 0900 (2 hours)

Original Agenda

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|----|--|--------|
| 1. | (5 min) Call to Order, Introductions/Opening Remarks | Scully |
| 2. | (30 - 50 min) TC1-TC10 3-5 Min Presentations | All |
| | 2.1. Activities/Plans/Status Changes | |
| | 2.2. TC Officers, Web sites, Charter | |
| 3. | (45 min) 2007 Technical Paper Peer Review Discussion | All |
| 4. | (10 min) New Business | All |
| 5. | Adjourn | All |

Topic #1 Call to Order, Introductions/Opening Remarks

The meeting was called to order at 7:15am by Bob Scully. Everyone Present introduced themselves

Attendees:

- | | |
|--------------------|--------------------|
| Bob Scully | Frank Sabath |
| Kermit Phipps | Don Heirman |
| Elya Joffe | Bill Radasky |
| Bruce Archambeault | Chris Holloway |
| Arto Chubukjian | M. D'Amore |
| Kimball Williams | Tom Fagan |
| John Norgard | Richard Georgerian |
| Kathy Lawrence | Jun Fan |
| Brian Lawrence | Andy Drozd |
| Doug Kramer | Giulio Antonini |
| Jim Nadolny | Tom Jerse |
| Bill Strauss | |
| Dave Southworth | |
| Larry Chen | |

Remaining from TAC meeting #1
2006 meeting minutes were accepted.

The meeting agenda was approved.

NARTE

- Brian Lawrence thanked the TAC for reviewing the questions and stated that the questions come into NARTE at random times. He asked for suggestions on how to improve the review process
 - Bill Strauss commented that most categories of questions map to a TC
 - Bill Radasky was not keen to place this burden on the TC chairs
 - Bob Scully suggested to use the charters of the TCs as initial guidance and to map NARTE categories to TCs
 - Bill Radasky asked to review the mapping of TC assignments
 - Don Heirman asked what happens when the mapping does not work
 - Brian will distribute the TC mapping to the TC chairs. Bruce Archambeault will send Brian the email list for TC chairs.
- Brian stated that this was the 25th year of NARTE, and is now called INARTE (international), and needs a database of questions from around the world and request help from the TCs
 - Don Heirman commented that they should make the questions generic and not 'European' or 'Asian', or 'American'. Should use international standards.
 - Bill Strauss stated that the TAC just gives advice and that he thinks this internationalization expansion is too much for the TCs
 - Brian stated that he would continue to do normal reviews with small groups
- Bob Scully thanked Brian for coming and told him we would be waiting for his questions for review.

Item #2 TC Reports

TC1 Dave Southworth

- Presentation to the TAC
- Wednesday TC meeting had 11 people
- 2008 Officers
 - Chair: Bob Scully
 - Vice Chair: Doug Kramer
 - Sect: Kimball Williams
- TC1 Charter remains unchanged
- They have a five year plan
- TC1 web site is up to date
- for the 2007 Conference
 - 20 paper reviews
 - Technical Session
 - Workshop on 'Managing Regulatory Access to Asia Pacific Markets' (Kwok Soohoo was chair)
- completed update TAC manual
- Propose special session on 'Leadership in the EMCS'

- Don Heirman offered a canned presentation from the IEEE on 'Ethics'. Don offered to assist

TC2 Don Heirman

- Tuesday meeting had 6 attendees
- new Secretary is Cliff Hauser
- NARTE questions are held off until October and three reviewers have been identified
 - they have a pool of about 15 reviewers
- Membership – only attendance for first meeting, and if a person comes a 2nd year they become a full member of the TC
- They plan a 2nd meeting midterm at another IEEE function.
- they reviewed about 60 papers
- New activities
 - testing for reverb chambers
 - advance workshop on test methods
 - uncertainty in test methods
 - training for new engineer
 - focus > 1 GHz

TC3 Bill Strauss

- New officers
 - Chair: Bill Strauss
 - Vice Chair: Dave Southworth
 - Sect: John Archer
- Five people attended their meeting
- Three other members could not attend
- Developed a two year plan
 - 2007 Newsletter article "What's your EM Environment?"
 - 2008 Workshop on the State of EM Environments
 - 2009 technical session or workshop on "Measurement of Modern Urban EM Environments"

TC4 Bob Scully

- Shielding artifact group on hold, but starting again
 - Some volunteers to make measurements
 - Three areas of focus:
 - to identify where there is confusion in terminology
 - areas of meaningful experiments
 - address areas where far field assumptions are used correctly in the near field
- New Officers:
 - Chair: Kermit Phipps
 - Vice Chair: John Archer
 - Sect: Philip Keebler

TC5 Bill Radasky

- 25 papers to review
 - reject 5, accept 18
- web site efforts should be back to normal
- 2007 they held a tutorial on Lightening

- 19 members attend the TC meeting
 - they have 91 members on the books, and Bill plans a review to see if they are still active
- Officers:
 - chair: Bill Radasky
 - vice chair: Mike?
 - Sect: Bill Price
- For 2008, they plan a half-day tutorial on lightening. Fred Heather will organize
- For 2009, they plan a joint session with TC9
- Perry Wilson suggested a possible special session in the Transaction on lightening
- upcoming activities include seven conference in coming year.

TC6 Tom Fagan

- New officers:
 - Chair: Larry Cohen
 - Vice Chair: Cliff Hauser
 - Sect: Karen??
- 2008 activities:
 - workshop on spectrum management
 - sponsor a poster session
- TC6 had 15 papers to review

TC7 Frank Sabath

- New officers:
 - Chair: Frank Sabath
 - Vice Chair: Michael K. McInerney
 - Sect: open
- 2008 plans: special session
- 2009 plans: possible workshop

TC8 Richard Georgerian

- they had five attendees at their meeting
- 18 papers reviewed
- they have a list server with 900 names
- PSES conference 22-23 Oct in Longmont, Co
- plan a workshop in 2008

TC9 Jun Fan

- Reviewed 60 papers
- in 2007, held two tutorials and one special session
- TC9 meeting had 33 attendees, and they had to send for more food!
- Plans for 2008
 - Two workshops
 - Two special sessions
 - Possible joint session with TC11
- Model validation subcommittee reported they are nearly finished
- plan for officer succession in 2008

TC10 Jim Nadonly

- Reviewed 35 papers
 - rejected 4 or 5
- 2007 activities
 - 2 special sessions
 - no workshops/tutorials
- 2008 plans
 - 1 special session
 - 1 workshop/tutorial
 - possible subcommittee on standardization of SPICE language
- new officers:
 - Chair: Antonio Orlandi
 - Vice Chair: Giulio Antonini
 - Sect: ??
- working on five year plan

-- Bob Scully reminded all TC web sites should have the officers listed and minutes from meetings

Item #3 2007 Technical Paper Peer Review Discussion

- Bill Radasky commented that he has little time
 - does not need to see papers re-submitted unless mandatory changes
 - the web site confused him as reviewer and as chair
 - MTT software has better system for final scores
- Don Heirman noted that we have the attention of the IEEE manager for the web paper submission s/w
- Both "MTT" software and an updated IEEE s/w will be evaluated
- Andy Drozd noted that the MTT software is a fall back safety net
 - cost is not an issue
 - free for one year, then \$1-3k per year
- Bill Strauss noted that it needs to be decided if mandatory paper review will be allowed before the s/w evaluated
- Andy commented that mandatory changes to the s/w were requested
- Bob Scully showed the schedule for paper review software analysis and recommendations
- Andy commented that he expects a decision that evening on the mandatory review issue
 - Bill Radaski supports mandatory changes

Item #4 New Business

- Bill Strauss presented a proposal for a subcommittee to create a guidance document for the local symposium Technical Chair
 - Don Heirman reported that he has some procedures written for 2007
 - Andy Drozd suggested starting with the draft symposium manual
- Bill Radasky made a motion to add someone to this committee from the 2007 local committee
- Bob Scully moved to nominate Dave Southworth as leader of this sub-committee
 - Dave asked to pass due to other commitments
 - Bob withdrew his motion
- John Norgard and Barry Wallen were suggested, but since they are BoD and not TAC, it was generally approved.
- Bob Scully assigned Bruce Archambeault as the administrative leader of the subcommittee.

Other new Business

- Bob Scully reported that he would present the TAC report to the BoD during the next Board meeting
- Bill Radasky asked who is the contact for the Technical Program in 2008? Answer: Mark Steffka
- Arto Chubukjian, after many years of service, must retire his vice Chair position. Bob Scully commented that due to the normal process for succession of officers, Bruce Archambeault moves to the Vice Chair position.
 - Jun Fan is nominated and seconded for TAC secretary
 - Bill Strauss feels there should be a process to give more time so others can be nominated.
 - Bill Radasky agreed and suggested resumes or some paragraph on the person could be sent to all TCs
 - Don Heirman commented that job descriptions were needed. Bruce has sent these to all TCs
 - Kimball offered to help write a new job description for secretary
 - Bruce moved that the following schedule apply for this position
 - within 1 month, announcement goes to all TC Chairs
 - within 2 months nominations are closed
 - within 3 months a vote is taken by email or other means as decided by the TAC Chair.
 - Motion seconded and approved.

Meeting was adjourned at 9:45am