

**IEEE Electromagnetic Compatibility Society
Technical Advisory Committee**

**May 19-20, 2009, Meeting Minutes
Embassy Suites, Philadelphia Airport, Pennsylvania**

Tuesday 19 May 1-5pm

Original Agenda

- 1) Technical papers for Austin 2009
 - assign papers to appropriate sessions for Tuesday - Thursday of symposium week
 - select order of paper within sessions
 - Session chair assignments
- 2) discuss TAC policy concerning Best Symposium Paper and Best Student Paper Awards

Attendees:

Bruce Archambeault
Chuck Bunting
Fred Heather
Elya Joffe
Michael Oliver
Bob Scully

Colin Brench
Jun Fan
Tom Jerse
Mike McInerney
Kermit Phipps
Don Heirman (called in at 4:15PM)

Topic 1: Round-table introduction (ALL)

Topic 2: Welcome message (Bruce)

Topic 3: Technical papers for Austin 2009 (ALL)

1. There are totally 140 regular papers, 31 special session papers, and 98 workshop presentations accepted for the 2009 IEEE International Symposium on EMC in Austin, TX.
2. Poster sessions: 28 regular papers were decided to be poster session papers, according to either TAC chair recommendations or authors' preferences. They were divided into three (3) poster sessions with 9, 9, and 10 papers each.
 - a. Session 1 includes Papers 163, 27, 75, 59, 16, 69, 104, 42, 62, and 105;
 - b. Session 2 includes Papers 181, 45, 106, 110, 33, 107, 92, 112, and 72;
 - c. Session 3 includes Papers 167, 174, 144, 152, 100, 127, 195, 171, and 178.
3. Oral-paper sessions for TC4:
 - a. Paper 120 moved to TC9
 - b. Paper 13 moved to TC2
 - c. The rest of the TC4 papers were divided into six (6) sessions
 - i. Session "PCB Design" includes Papers 29, 38, 39, 43, 198, and 52;
 - ii. Session "PCB2" includes Papers 53, 82, 77, 103, and 99;
 - iii. Session "Shielding" includes Papers 176, 68, 74, 115, 149, 173, and 18;

- iv. Session “EM Special Topics” includes Papers 32, 54, 133, 196, and 91;
 - v. Session “Emissions and Immunity” includes papers 61, 96, 97, 139, and 188;
 - vi. Session “EMC & Modern Power Electronic Systems” includes Papers 30, 135, 142, 197, 185, and 85
- 4. Oral-paper sessions for TCs 5 & 7:
Papers 130 and 157 were moved from TC7, and Paper 221 was moved from TC5 Special session, to form one (1) TC5 session, which includes Papers 40, 85, 116, 130, 157, and 221
- 5. Oral-paper sessions for TCs 3 & 8:
One (1) combined session includes Papers 20, 98, 129, and 138
- 6. Oral-paper sessions for TC2:
 - a. Moved Paper 134 from TC1 to TC2
 - b. Six (6) sessions for TC2 papers:
 - i. Session “Measurement Antennas” includes Papers 113, 25, 141, 189, 36, and 143;
 - ii. Session “Emission Measurements” includes Papers 56, 145, 28, 118, 21, 131, and 13;
 - iii. Session “Test sites, GTEM, and regulations” includes Papers 94, 168, 192, 186, 22, and 14;
 - iv. Session “Immunity Measurements” includes Papers 44, 80, 89, 190, 57, and 134;
 - v. Session “EMC Measurement Test Equipment” includes Papers 71, 132, 124, 15, and 125
 - c. Don’s final agreement needed when he called in
- 7. Oral-paper sessions for TC9:
 - a. Papers in TC9 were divided into three (3) sessions:
 - i. Session “Cavities, reverberation chambers & statistics” includes Papers 26, 83, 140, 202, and 51;
 - ii. Session “Shielding & PCBs” includes Papers 46, 55, 79, 182, 180, and 175;
 - iii. Session “Novel Methods” includes Papers 70, 114, 126, 146, 165, 120, and 150
- 8. Oral-paper sessions for TC10:
 - a. Papers in TC10 were divided into two (2) sessions:
 - i. Session “Power Integrity” includes Papers 193, 122, 187, 11, 19, and 67;
 - ii. Session “Signal Integrity” includes Papers 60, 191, 93, 179, and 184
- 9. Oral-paper sessions for TC11:
One (1) session “Nano-Technology” includes Papers 35, 87, 95, 159, and 164

10. Session and Room Arrangements (75 indicates a smaller room that can have as many as 75 audience; 150 indicates a larger room)

Tuesday Morning	TC2-Measurement Antennas (150)
	TC4-PCB Design (150)
	TC9-Shielding and :PCBs (150)
	TC11-Nano-technology (75)
	Special Session-EMC in Asia (150)
Tuesday Afternoon	TC2-Emission Measurements (150)
	TC4-EM Special Topics (75)
	TC5/7 EM Transients (75)
	Special Session-TC9 Modeling/Simulation Validation Standards and Applying the FSV Technique to Quantify Validation Quality (150)
	Poster Session #1
Wednesday Morning	TC2-Test sites, GTEM, and regulations (150)
	TC4-PCB2 (150)
	TC10-Power Integrity (150)
	Special Session-TC3-Spectrum Engineering, Evolving Trends (75)
	Poster Session #2
Wednesday Afternoon	TC2-Reverberation measurements (75)
	TC4-Shielding (150)
	TC9-Novel Methods (150)
	Special Session-TC10 Multi-Gbps interconnect simulation and measurement for signal integrity (75)
	Poster Session #3
Thursday Morning	TC2-Immunity measurements (75)
	TC4-EMC and Modern Power Electronics Systems (75)
	TC9-Cavities, Reverberation Chambers and Statistics (150)
	Special Session-Automotive EMC (75)
Thursday Afternoon	TC2-EMC Measurement Test Equipment (75)
	TC4- Emissions and Immunity (75)
	TC10-Signal Integrity (150)
	TC3-EM environments (75)
	Special Session-TC5/7-High-Power UWB Interaction with Electronic Systems (75)

11. Session Chair Assignment

To be identified by individual TC chairs later.

12. Workshop Notes

IEEE copyright issue needed to be clarified and resolved. An action item was assigned to Elya Joffe to find out the details.

Topic 4: TAC policy concerning Best Symposium Paper and Best Student Paper Awards (ALL)

1. This year there were seven (7) finalists picked up by TCs. A small committee including TAC officers and symposium chairs made the final decision on the Best Symposium Paper Award. This procedure seemed working well.
2. Jun proposed to have multiple Best Symposium Paper awards, one per area or group. The proposal was discussed without objections. Bruce suggested that this may fit well with the TC re-grouping idea in the proposed agenda on May 20.
3. Regarding the Best Student Paper award, all 28 student papers were handled to EASC and ESAC will make the final decision.

Topic 5: Conference call discussion with Don (ALL)

1. Don called in at approximately 4:15 PM;
2. Best Student Paper Award: should TC recommend Best Student Paper candidates for ESAC? After discussions, a consensus reached that all student papers should go through the normal professional review, and all the student papers that pass through this initial review should be sent to ESAC for final award evaluations.
3. An action item was assigned to Tom to find out the standards or criterions used by ESAC to decide the Best Student Paper Award before the next TAC meeting in August, 2009.
4. Another topic was discussed briefly on whether special-session papers are eligible for the Best Symposium Paper Award since some of these papers were peer reviewed as the regular papers. This topic was decided to be discussed again later.
5. Bruce asked whether a same paper can win both the Best Symposium Paper and the Best Student Paper Awards. The consensus was yes.

Meeting adjourned at 4:45 PM

Wednesday, 20 May 8:30 - 12:00

Original Agenda

- 1) Symposium Paper reviews
 - Experience with 2009 review system (complaints, suggestions, requests)
- 2) Symposium Technical Guidance Document discussion/acceptance
- 3) Technical Co-Sponsorship
 - IP Quality of co-sponsored symposia (Elya Joffe)
- 4) TC Officer responsibilities
- 5) Possible new TCs and possible existing TC changes
- 6) IEEE Technological Roadmap tagging by TCs (Elya Joffe)

Attendees:

Bruce Archambeault	Colin Brench
Chuck Bunting	Jun Fan
Don Heirman	Tom Jerse
Elya Joffe	Mike McInerney
John Norgard	Michael Oliver
Ghery Pettit	Kermit Phipps
Bob Scully	

Topic 1: Round-table introduction (ALL)

Topic 2: Paper review experience (ALL)

1. Second-round instructions needed;
2. It is not obvious if 2nd round scores are required (zero pre-loaded)
3. The current default paper decision is “reject” → should be “accept” or “none”
4. TC chair should be able to add reviewers
5. In review summary, paper number shall be listed at both ends (put names & paper numbers in fixed format while scrolling)
6. reviewers/authors claimed not receiving emails: during paper submission, tell authors they must make sure they can receive emails from system. Email address on website with paper submission instructions. Put paper accept/reject information on website by paper numbers.
7. Need separate letter for each accept, accept w/ suggested changes, and accept w/ required changes.
8. Email to reviewers when they have a paper to review
9. Make sure reviewers know to keep log-on information until final reviews
10. TC chair shall be able to see the review summary with how many reviews are done
11. Easier (more obvious) finalize decisions – cannot submit review until finalized
12. TC chair shall be able to e-blast reviewers within TC
13. TC chair shall be able to view for total number of papers assigned to reviewer from ALL TCs
14. Author instructions shall clearly indicate that non-English native speaker shall get English review or chance for rejection. Need consistent policy to all reviewers

- and TC chairs regarding papers with poor English. Papers cannot be understood at all can be rejected; otherwise they shall be given a second chance.
15. make sure all TCs know and agree that 2nd round reviews may be conducted
 16. reviewer instructions: low scores require comments to chair
 17. Instructions to TC chairs about checking to see reviewers are not on the CCC list
 18. Author instructions concerning automatic legal languages attached to emails

Topic 3: Symposium Technical Guidance Document (Bruce & Bob)

This was postponed to future TAC meetings. The document will be re-sent to TC chairs for comments.

Topic 4: TC officer responsibilities (ALL)

Some TCs do not respond to TAC requests. Currently TAC will continue the practice of send out emails with status of all TCs for each request, trying to encourage TC responses. Eventually, if things don't get better, possible TC reorganization or TC officer change may be needed. Whether a TC will be eliminated or TC officers be replaced will be judged by the activities of the TC in the community. The process to remove a TC officer will start at TAC by a voting first. If approved, a motion is brought to board by TAC with detailed reasons and evidence for board to make a decision.

Topic 5: Technical Co-Sponsorship (ALL)

Discussions started with the need of a process to ensure the quality of the co-sponsored symposium/conference. TAC needs history when making this kind of decisions. Bruce proposed to have a TAC representative to follow up and report back to the TAC. It was agreed that paper review load would be too much although it was an effective way to ensure the quality of the technical program in the co-sponsored events. Some board-level issues were also discussed such as financial benefits etc. Bob and Ghery proposed to prepare a document to capture everything and bring it to board for further discussions. TAC would be actively involved in this document preparation. Then it was decided to move on until Bob and Ghery finish their work.

Topic 6: IP quality of co-sponsored symposia Presentation (Elya)

1. IP is important as papers will be in Xplore and society members can download them, generating revenues;
2. Peer review is necessary. IEEE will withdraw sponsorship if peer review is not conducted;
3. faked paper cases;
4. PSC recommendations

Kermit raised the issue regarding a potential faked paper. It was agreed that the current policy is that whenever TC chair feels a paper is questionable, it should be passed immediately to TAC officers and they would then pass it along for more investigation.

Regarding computer-generated papers, Ghery will send emails to Don and Elya seeking for some actions from the IEEE officers.

Topic 7: Possible new TCs and possible existing TC changes (Elya)

Elya presented a proposal to group TCs into five clusters:

1. Cluster #1: TCs dedicated to EM phenomena
 - TC-1: Low Freq phenomena (equivalent to TC77A of IEC)
 - TC-2: High Freq phenomena (equivalent to TC77B of IEC)
 - TC-3: High Power EM Effects (equivalent to TC77C of IEC): current TCs 5 and 7
2. Cluster #2: TCs addressing EM Design and Control activities
 - TC-4: EMI control: current TC 4
 - TC-6: Spectrum Engineering: current TC 6
3. Cluster #3: TCs addressing unique aspects of EMC engineering
 - TC-7: Signal Integrity: current TC 10
 - TC-8: Nanotechnology: current TC 11
4. Cluster #4: TCs addressing allied and supportive fields, common to all aspects of EMC design
 - TC-9: EMC management: current TC 1
 - TC-10: Computational EM : current TC9
5. Cluster #5: TCs addressing our environment
 - TC-11 : EM Environnement : current TC 3
 - TC-12 : EMC Measurement : current TC 2

It was decided that this proposal kind of makes sense as the current structure evolves over years, and TAC needs to discuss and make a suggestion to board. TAC chair will make some small changes to the proposal and start email discussions among all current TC officers. A decision and vote are expected in the August TAC meeting. This TC regrouping effort may make it possible to have multiple best symposium paper awards (one per cluster). It was emphasized that poor-performance TCs should be addressed as a different issue.

Topic 8: Tagging and iNarte review (Bruce and Elya)

Bruce reported the current status of the tagging input and iNarte review. Elya talked briefly about the importance of the tagging input for the visibility of the society. A presentation on tagging will be sent to all TCs to encourage more inputs to the website

Topic 9: Old business (ALL)

1. During symposium, posters of TCs are needed, and someone from each TC to present
2. TC meeting rooms need to keep open. Signs outside of the rooms shall indicate that the meetings are open to all.
3. TC booth or presentation during the symposium? Bob will find out more details.
4. In final program, needs to explicitly indicate that anyone interested in a TC is welcome to the committee meeting. This was assigned to Bob.

Topic 10: New business (ALL)

Jun Fan and Kermit Phipps were elected as the TAC vice chair and secretary, respectively. Bob will bring this to board for approval.

Meeting adjourned at 11:50 AM