



**IEEE Electromagnetic Compatibility Society
Technical Advisory Committee**

Meeting Agenda
Saturday, 5 October 2013

1. Call to Order, Introductions/Opening Remarks

Cliff Hauser TC2, TC6
Vignesh Rajamani TC9
Tom Fagan TC2
Karen Dyberg TC6
Bill Radasky TC5, SC1
Mike McInerney TC5
Xiaonong Ye TC10
Bill Chen TC10
Don Heirman TC2, SC1
Phil Berger TC4
Doug Kramer TC1
Irina Kasperovich SC6
Dave Thomas TC7
Alessio Tamburrano TC11
Bruce Archambeault TAC Chair
Chuck Bunting TAC Sec

It was noted that there was no representation by TC3 at this meeting.

2. Action item review from August

TAC reviewed the action items from the August meeting and clarified minutes.

3. TC6 name change

A motion for a TC name and charter change was made with the goal of increasing participation and to emphasize engineering aspects (and decrease management emphasis in the earlier charter). Some discussion of keywords was made with particular attention drawn towards the notions of "analysis, design, and measurement".

(See Appendix for full text of the motion)

Don moved, Bill R seconded, TCs (1,2,4,5,6,7,9,10,and 11) all voted yes. TC 3 not present.

4. TC10 name change

The inclusion of Power Integrity was desired. There was a discussion of the meaning of "high speed" in the language of the charter and some changes made.

(See Appendix for full text of the motion)

Don moved, Bill R seconded, TCs (1,2,4,5,6,7,9,10,and 11) all voted yes. TC 3 not present.

5. Technical Co-sponsorship (CEEM 2015)

(See Appendix for full text of the motion)

Don moved with noted conditions, Bill R seconded, TCs (1,2,4,5,6,7,9,10,and 11) all voted yes. TC 3 not present.

6. Paper review software

- not discussed

7. TC scoring (most improved TC)

- ACTION: Jun to develop motion to present at future TAC meeting.

8. Guidance document from TC1

It was noted by TC1 that this is in draft form and not ready yet for the full TAC to review.

(See Appendix for current draft version)

9. 3/5 year plan (Excel spreadsheet discussion)

Chuck will be revising the Excel spreadsheet for REMOVAL of 3/5 year plan to the Power Point template (one page) report. Solicited updated information for "TAB1" TC officer contact information.

10. New Business

none

11. Future meeting schedule

Bruce requested formal "Blackout dates for March, May, and October meetings

Extra meeting in January: black out dates requested.

12. action item list

1. NEW ACTION: TC9 - Combined session: Address: If there is a combined session, who takes the lead in reviewing those papers.

It is hard to do on the website and we want a procedure established.

2. NEW ACTION: SC5 and SC6 charters should have been included in minutes from August 2013 TAC meeting #2. Chuck will make sure this is done. Done following October meeting.

3. NEW ACTION: Bruce to present name change to VP Tech Services for TC6 for approval by the BoD at the November meeting.

4. NEW ACTION: Bruce to present name change to VP Tech Services for TC10 for approval by the BoD at the November meeting.

5. NEW ACTION: All TCs to send "black out days" for March, May, and October 2014. Bruce to plan a January meeting.

6. NEW ACTION: ALL TC Chairs/Officers: Make sure that updated information present on contact spreadsheet.

Adjourn

Appendix:

Motion TC 6 Name/Charter Change

- Current Charter:
- Title - Spectrum Management
- This committee is concerned with frequency coordination, equipment design and management procedures for efficient spectrum use, band occupancy and congestion, interference resolution, federal/international regulations and their adequacy.
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- Proposed Charter:
- Title – Spectrum Engineering
- This committee is concerned with the analysis, design, and measurement techniques for intentional RF transmitting and receiving equipment to prevent interference and promote efficient spectrum use through technology and operational based approaches, such as software design, dynamic spectral allocation, waveform control, as well as frequency coordination and management procedures.

Motion TC 10 Name/Charter Change

- **TC10 name change:** from “Signal Integrity” to “Signal and Power Integrity”
- **TC10 charter change:**

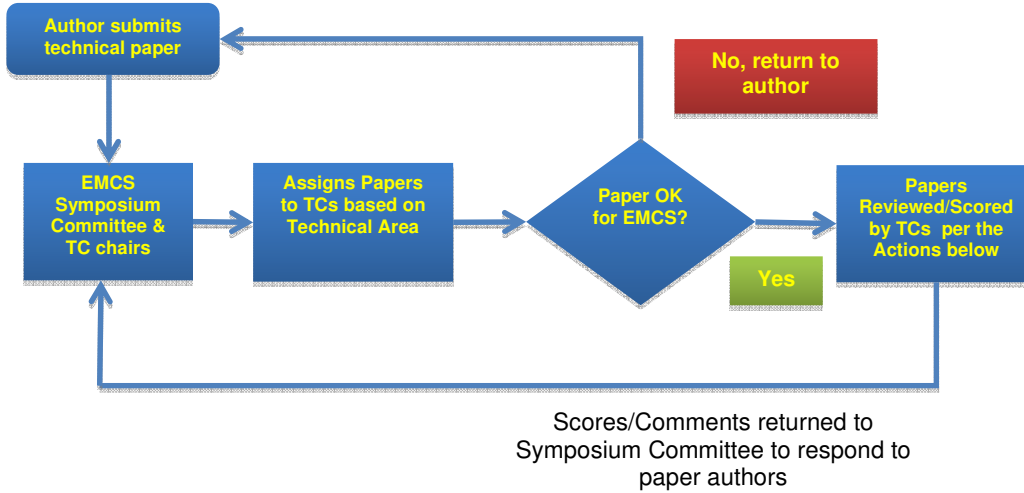
Charter Change – This committee is concerned with the design, analysis, simulation, modeling and measurement techniques useful in maintaining the quality of electrical signals and power distribution network in printed circuit boards, ICs and within systems. These activities encompass all aspects of signal and power integrity from the integrated circuit level to the system level.

TCS for CEEM 2015

- Don Heirman
 - 1. The Section told of the symposium
 - 2. Date the submission
 - 3. I note that Bill Radasky is a paper reviewer.
 - 4. I would want to hear from Bill his opinion on the past conferences that were held as to their depth and technical merit.
 - **Move to recommend TCS approval with the condition that the local IEEE section is informed and the submission updated to include submission date.**

Process Owner: Technical Committee TC-1: EMC Management	
Purpose: This process establishes a method for assessing, and selecting best technical papers for presentation at Institute of Electrical and Electronic Engineers (IEEE) Electromagnetic Compatibility Society (EMCS) symposiums.	
Scope: This process begins when engineering papers are submitted to the symposium committee by authors who wish to present them during the EMCS symposium. The EMCS Technical Committees (TC) gather volunteer reviewers, distribute papers assigned to the TC to those reviewers, and then collect the paper review scores which are submitted by the reviewers via an online scoring system. The symposium committee then decides which papers are to be accepted for symposium presentation and notifies the authors.	
Entry Criteria: <ul style="list-style-type: none"> • The paper review process is defined by the symposium committee • Technical papers are received by the symposium committee • TCs have volunteers to review papers 	Exit Criteria: <ul style="list-style-type: none"> • Following this best practice, papers are reviewed and scored by TC reviewers • Symposium committee has notified authors of disposition of their papers
Inputs: <ul style="list-style-type: none"> • Papers to be reviewed • Paper review scoring process (Internet online program) 	Outputs: <ul style="list-style-type: none"> • Paper reviews completed and scored • Notification of approval or rejection of papers for symposium
Governing Policy	
Assumption: <ul style="list-style-type: none"> • Technical papers will be reviewed by TC's paper reviewers for value to EMCS symposium as part of scoring process. • Online forms, tools, and other review aids associated with implementing best practice have been previously developed and ready for TC reviewers. 	Business Rules: <ul style="list-style-type: none"> • Best practices cannot be in violation with laws, policies, associated process, and other directives and are meet general requirements of TAC Handbook • Best practices are not required or mandated. They are intended to augment established processes.
Roles: <ul style="list-style-type: none"> • TC-1: Completes and submits best practice to TAC for review, posts on TC-1 web site and online community for TC-1. • Technical Activities Committee (TAC): Reviews best practice and monitors and tracks usage. Notifies TC-1 of any recommendations for improvement obtained from TCs or symposium committee. • Authors: Submit paper that is a technical manuscript, appropriate for EMCS, that provides a printed narrative of approximately 5500 words with up to 6 pages including diagrams, figures or charts, can re-submit paper after review to improve paper per TC review comments/score • Symposium committee: Responds to authors of candidate papers after reviews with accept notice or if reject notice providing another opportunity for author to revise paper to ensure they meet established policies of EMCS and are appropriate for the EMCS symposium. • TCs: Gather volunteers to review papers for technical content, assign papers to reviewers, collect paper review scores and pass accept/reject recommendation to EMCS Symposium Committee. • TC members: Review papers in a timely manner and provide scores in a technically competent and professional manner. 	

**Process
Diagram:**



Actions:

1. Author submits technical paper to EMCS Symposium Committee for consideration
2. Author assigns paper to TC based upon technical area that paper addresses in their best estimation.
3. TC chairs assess the initial topic of the paper to determine if the paper is in the correct committee for review.
4. TC volunteers review papers for the following:
 - a. Technical content
 - i. Assess the technical content of the paper, does it advances the state of the art?
 - b. Layout, readability
 - i. In reading the document, does it follow proper English grammar?
 - ii. Is the reviewer able to follow the point that the paper makes to draw it to a conclusion?
 - iii. Are graphs and figures labeled such that they add value to the paper?
 - iv. Is the document formatted according to the requirements of the EMCS Symposium Committee?
 - c. Interest to EMCS
 - i. Does the material have sufficient relevance to the EMCS?
 - ii. Does the topic of the paper add to the knowledge base of the EMS?
5. TC volunteers score papers via web based scoring system in a timely manner within the constraints identified when assigned.
6. TC Chair assesses the volunteer scores and does one of the following:
 - a. Accept the paper out right
 - b. Accept the paper with required changes and sends a list of specific requirements back to the author
 - c. Accepts the paper with suggested changes. This differs from the previous step in that the changes are not mandatory for acceptance.
 - d. Rejects. Reasons for rejection should be clear and objective statements of facts (i.e. the document lacks references, contains inaccuracies, is plagiarized, does not meet the requirements

for technical content, layout, readability or interest)

7. EMCS Symposium Committee collects scores and respond to authors on disposition of papers
8. The above actions, 4-5, may be repeated as needed based on the disposition of a given paper.

External Interfaces:

1. Customers:

- a. Process Users (TC volunteers) – Download this best practice from TC-1 website and implement
- b. TC-1 Process Administrator – Maintains best practice to post on TC-1 website

2. Other Processes:

- a. EMCS Symposium Committee paper review procedures
- b. Web based scoring system for technical papers

3. Process-Related Assets:

- a. Reference Assets:
- b. TC-1 best practice format and guidance

4. Implementation Assets:

TC-1 web based resources at <http://www.emcs.org/committees/tc01/index.html>

Process Institutionalization:

- a. **Institutionalization areas:** TAC monitoring of the best practice paper review process and approved best practices posted on the TC-1 website
- b. **Verifications:** This process will be tested and reviewed on an annual basis, to ensure adherence
- c. **Feedback:** Feedback and lessons learned will be collected using comments on this best practice should be submitted directly to TC-1 (see <http://www.emcs.org/committees/tc01/tc01-officers.html>)

Tailoring: This procedure should not be tailored without informing TC-1.

Measures:

- Number of successfully reviewed technical papers
- Number of authors satisfied with the disposition of their papers as being fair and technically sound
- Time required to effectively complete reviews.

Actions:

1. Submit best practice (TC-1)

Develop a best practice for paper review and post on TC-1 web site (resource page: <http://www.emcs.org/committees/tc01/tc01-resources.html>)

2. Review best practice for adherence to EMCS process (TAC)

TAC review the candidate best practice to ensure that it does not violate established policy, instructions, or other EMCS mission-driven activities, or directives.

If the best practice is not in-keeping with established policy, instruction, etc., TAC provides review comments and returns the form to TC-1 for notification and tracking.

3. Assess best practice against selection criterion (EMCS Symposium Committee)

The EMCS Symposium Committee review this Best Practice for Paper Review to determine if the candidate best practice should be accepted. The criterion is also used to help down-select from possible multiple best practice ideas.

4. Assess best practice during use (TCs)

When this paper review best practice is used, the TCs will monitor the process and provide comments back to the TC-1 of suggested improvements in the practice.

5. Use best practice for paper reviews (TC Volunteer Reviewers)

This best practice process should be used by TC volunteer paper reviewers to ensure consistency and professionalism of paper reviews.

5. Author submits paper (Technical Paper Authors)

- Submit paper that is a technical manuscript that provides a printed narrative of approximately 5500 words with up to 6 pages including diagrams, figures or charts. Author acknowledges that the Paper will be published in the Symposium CD Digest that will be provided to all attendees, and also in the final published Symposium Record (retained by IEEE Xplore and Library of Congress). At the symposium the Paper will be presented in a 20 minute oral briefing with charts from a digital projector & computer (using MS Power Point or Adobe PDF).

