

**IEEE ELECTROMAGNETIC COMPATIBILITY SOCIETY  
TECHNICAL ADVISORY COMMITTEE (TAC)**

***TUESDAY, 23 February 2010 11am Eastern USA time***

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**IEEE ELECTROMAGNETIC COMPATIBILITY SOCIETY  
TECHNICAL ADVISORY COMMITTEE (TAC)**

**TUESDAY, 23 February 2010 11am (East Coast USA time)  
Telcon**

**MEMBERS PRESENT**

Bruce Archambeault – Chair  
Jun Fan – Vice-Chair  
Kermit Phipps - Secretary

TC-1 – Kimball Williams  
TC-3 – John Archer  
TC-5 – Mike McInerney  
TC-9 – Chuck Bunting, Sam Connor  
TC-11 – Chris Holloway, Marina Koledintseva

TC-2 – Don Heirman  
TC-4 – John Archer  
TC-6 – Tom Fagan, Clifford Hauser  
TC-10 – Antonio Orlandi, Sam Connor

**TCs Unrepresented**

None

**OTHERS PRESENT**

Elya Joffe – Past EMCS President  
Frank Sabath – Global Symposium Coordinator  
Fred Heather – 2010 Symposium Chair

## MINUTES – TUESDAY, 23 February 2010

### IEEE EMCS TECHNICAL ADVISORY COMMITTEE – TAC

11:00 a.m. to 12:15 a.m.

#### 1.0 Call to Order & Introductions

The Chair, Bruce Archambeault, opened the TAC meeting at 11:00 a.m. There were 16 attendees with 14 active members and two guests present.

#### 2.0 Correction/Approval of 2009 October Telcon TAC meeting

Mike McInerney stated that his name is spelled wrong.

All in favor of acceptance with change and with none opposing. Minutes accepted at 11:07 am

#### 3.0 Paper Review Progress 2010

The Chair, Bruce Archambeault, stated that the reviews are closed, and that TC Chairs should be able to accept and finalize reviewer comments for the first round of reviews.

John Archer – expressed the need to look out for advertisement, and should not be accepted that disparity and quality is better.

Don Heirman – reminded the group that the focus topic was only on the existing software being used.

Chuck Bunting – recommended that the software should have an additional feature added for a review page looking at the overall status of each paper and how many papers had been assigned to each reviewer.

Don Heirman – commented that there was a paper review column.

Bruce Archambeault – asked for clarification, that the request was for a total number assigned to reviewers for all TCs since many members review papers from other TCs.

Chuck Bunting – agreed that this was correct.

Chris Holloway – recommended that an e-mail link to the reviewer should be added.

Don Heirman – commented that the software only has a email to all feature.

Bruce Archambeault – stated that was the first year we were able to e-blast but we need to be able also to e-blast to only assigned papers.

Marina Koledintseva. – noticed that some papers had names of authors indicated in the system and that the process should be blind. However, later the names disappeared. She asked if she should delete the names from the papers that were submitted, and she expressed that it should be clearly stated that the authors' names should not be added.

Bruce Archambeault – stated that the authors names did showed up on software list, but was removed. Also about ½ the papers ended up with names on PDF versions. Bruce stated that we did not highlight clearly that the author names should not to be published this year.

**Action Item** – Bruce to communicate that next year and the subsequent years we need to be sure to highlight the fact that the papers should not have author names/affiliations on them.

Chuck Bunting – also stated that there was no e-mail provision to be able to contact reviewers if they were assigned as secondary or as additional reviewers from other TCs, and that the system would not send an e-mail alert to this fact.

Don Heirman – Jeff corrected all of the stuff that disappeared. Jeff Pond is the TPMS programmer and main support person.

John Archer – stated that he could not open the paper with his PDF viewer and had to use a different browser, and that we might need to use different PDF reader or version.

Don Heirman – stated there was no button for second round mandatory corrections.

Bruce Archambeault – said that the Second pull down has the feature.

Don Heirman – then said that he found it but there are three options and then what should he do?

Bruce Archambeault – said to select accept.

Don Heirman – then stated that this should be made note of and that it is in the pull down.

John Archer – commented on the higher quality papers that were submitted for this year's symposium.

#### **4.0 Special Sessions and Workshop/tutorials for 2010 Symposium**

Bruce Archambeault – stated that all of TCs proposals for Special Sessions and Workshops were accepted.

Elya Joffe – inquired as to rather or not if the special session on low frequency was accepted?

Bruce Archambeault – confirmed that it had been.

Bruce Archambeault – stated that special sessions have to be reviewed and suggested that the TC that proposed the special sessions would do the reviews. All special sessions has a related TC so it is clear as to whom should review the papers.

#### **5.0 Symposium Technical Guidance Document**

Bruce Archambeault – stated that since 2007 we needed to remove the material from the Symposium Technical Guidance Document. Jun Fan has updated all of the areas and incorporated material provided by Bill Radasky. Bruce also stated that the document would be circulated one more time to TAC, and in between time, he would [Action Item](#) inform the Board of Directors that we effectively completed the document. Bruce stressed the importance of not delaying performing this review and getting it back right away as we have done enough revisions and it is time to finalize this document.

Frank Sabath – recommended that a final date for comments should be set.

Bruce Archambeault – recommended that the [comments should be back by March 15, 2010](#).

Kimball Williams – asked if Bruce Archambeault could send it out.

[Action Item](#) – Bruce Archambeault will e-mail the Symposium Technical Guidance out to today, (23 February)

## 6.0 New TAC Forum

Bruce Archambeault – stated that Jun Fan had constructed a TAC Forum to handle such issues as what and where and who we co sponsorship, and that the forum also had the ability to enter questions, general comments and statements that can could be addressed.

Jun Fan – indicated that he had hired a student to do it. The site name is:

[ieee.emc-center.org](http://ieee.emc-center.org)

The user name and password is currently: TC#chair TC#chair

**Action Item** Jun-Fan – will send password.

Jun Fan – indicated that Frank Sabath sent the TCS menu item as the first section which was previously approved. There were additional TCS requests to consider.

John Archer – asked who will manage this, and that he could not even open the TC website.

Jun Fan – stated that it was hosted by the TAC server as the IEEE had too many restrictions, and this is effort is a test run. Jun Fan also stated that if this is something the TAC wanted to use, we would then continue to use this new tool.

Don-Heirman – stated that there should be a cutoff to ensure a timely review and, who would coordinate the votes?

Bruce Archambeault – added that with the forum section we can open a discussion, then whatever TC wants to comment could type their comments in for review and eventually a voting scheme would be incorporated in the future and in the meantime, we would make use e-mail for voting.

Don Heirman – commented, “So it is not there”

Jun Fan – replied, it is not there yet, it will be in the current application section. Comments could be added in this section.

Bruce Archambeault – used computational electromagnetic documents as an example and would be able to be reviewed and discussed in a more timely and informative way.

John Archer – just what kind of software is used for computational electromagnetics, it is rather difficult, so what controls do you use to ensure the models are correct. I use MathCAD as an example but I am sure there are more advanced software out there.

Bruce Archambeault – called out of order, and the meeting returned to the current topic.

Kimball Williams – stated that the site looked like a good start.

John Archer – suggested that all of the Board of Directors members should review this.

Elya Joffe – Stated that he needed to leave.

Bruce Archambeault – asked if Elya if he had any comments before he signed off from the meeting.

Elya Joffe – inquired and discussed briefly his support for the formation of a power quality TC and the clustering or reorganization of the TCs where appropriate.

Elya Joffe – addressed co-sponsor initial guidance and discussed the additional complication of how, what, and how many we cosponsor a year that the EMC Society would support.

Bruce Archambeault – stated that TAC has been asking the Board of Directors and to date has not received a response.

Elya Joffe – stated that this issue will need to be addressed.

Frank Sabath – proposed that a scheduled meeting with the task group at the next conference should be arranged to where we can set together and work out the details.

Elya Joffe – stated that this is a great idea, but it would be a decision that would be made by Francesca Maradei, President of the EMC Society. Elya would copy her and will make sure that it is brought up at the next Board of Directors meeting.

**Action Item** Bruce Archambeault, and Frank Sabath to set up call session with Global Symposium Coordinator, past-president, and Vice-president of Technical Services to discuss the Symposium Technical Guidance Document.

#### **7.0 Paper review system for 2010**

This topic was covered during earlier discussion.

#### **8.0 TC Yearly Reports**

Bruce Archambeault – requested the TCs to send 2009 TAC reports to Kermit Phipps, TAC Secretary.

#### **9.0 TAC Handbook Update**

Don – stated that he and Kermit would look closer at the handbook in particular the sections at the end. Also that the meeting section would have to be updated to reflect current practices, it did state before the update that the TAC would meet once a year. Obviously this is not the case.

Bruce Archambeault – suggested that all symposium material should be removed and or directed to refer to the Symposium Technical Guidance Document.

Don Heirman – stated that the list of workshop goes back to 1993 and is considering removing the material and or the Handbook would have to be updated annually to reflect the current workshops. Don then asked for a recommended deadline for completion.

Bruce Archambeault – suggested it should be completed by the TAC May meeting and would circulate for approval so that it could be presented to the Board of Directors in July as completed. Board in July

Don Heirman – suggested that the handbook would be [completed before 1 April](#).

Don Heirman – then recommended that the new forum should be used to post the hand book for review to TAC

**Action Item** Jun Fan – will post and will email to the TAC members the notice that it is ready for review.

#### **10.0 May TAC meeting in person for paper assignments**

Bruce Archambeault – Proposed that the next TAC meeting be in person for the purpose of the arranging and assigning papers to the appropriate session.

Fred Heather – expressed his concern for the April deadline for the final review and that the schedule will make it difficult for the processing the papers in time for the symposium.

Bruce Archambeault – recommend that we would meet in the DC area as one suggestion.

Don Heirman – proposed the meeting to be held at the IEEE headquarters in New Jersey which has webinar capability.

Bruce Archambeault – proposed the [date of 20th of May for the next TAC meeting](#).

Fred Heather offer to host at the Pax River Navy Base.

Bruce Archambeault – will work out the exact details of location and final date for the next TAC meeting.

Chris Holloway – suggested that we meet at the NIST Boulder.

Fred Heather – proposed the following dates of 13 and 14<sup>th</sup>.

Bruce Archambeault – tentative 13 and 14<sup>th</sup> and suggest to take the issue off line.

## **11.0 Old Business**

### **11.1 Possible TC Clusters**

Bruce Archambeault – stated that he did not feel there was a need for clustering of the TC.

Don Heirman – stated that clustering seemed as just another layer of management which is not needed.

These views in general are held by the TAC members present.

Don Heirman – motion to leave the TCs the same and remove the subject of clustering for future agendas, and that the TCs current arrangement and management would remain the same.

Seconded by Jun Fan

Question for discussion

John Archer – why did we raise this issue?

Don Heirman – to align with IEC, but we have an operational system.

Bruce Archambeault – stated that if other TCs were required to be created or removed, there is a process for that, and we will continue to follow that process, and not deviate from this standard practice.

Other discussion

None

All in favor no oppose. 12:02pm

### **11.2 Technical Co-Sponsorship Guidance**

Frank Sabath – stated that he just sent out a request for TCS and suggested that it should be posted on the new TAC forum.

Bruce Archambeault – agreed.

Frank Sabath – said this needs to be sent to the Board of Directors.

Bruce Archambeault – indicated that the call for papers had gone out already.

Frank Sabath – recommended that the Softcom should be put on the forum for review.

## 12.0 New Business

Bruce Archambeault – stated that the Board of Directors are invited to TAC meetings to have a closer relationship

Don Heirman – discussed the procedures for distribution of minutes briefly.

## 13.0 Action Item Review

Action items were reviewed, closed action items were removed.

### ***Open Action Items at End of the Meeting***

Action Item #	Subject	Responsible Person	Status	Deliverable Date
17Aug #01	review and update TAC handbook	Heirman, Phipps	Open	May/2010
17Aug #03	Obtain Historic Information on Co-Sponsored EMC Symposiums	Fan	Open	TBD
17Aug #08	Contact Andy Drozd about ongoing standard projects and Send Information to TC Chairs Don	Archambeault	Open	May/2010
20Aug #1	Review Technical Co-Sponsorship Procedures	Scully	Open	TBD
20Aug #3	Speak to the VP of Conferences to convey that the responsibility of reviewing papers for conferences is the responsibility of the TAC	Scully	Open	TBD
28Oct #01	Propose committee meeting schedules during the symposium week Monday and Thursday proposed for all meetings of TCs	Archambeault	Open	02/23/2010
28Oct #03	Email out a list of all reviewers currently in the paper review system	Williams	Open	02/23/2010
23Feb10 #01	To prepare and high light the fact in the instructions for paper submission that Author's name should not be printed on the submitted.	Archambeault	Open	TBD
23Feb10 #02	Inform the BoD that the Symposium Technical Guidance document will be ready	Archambeault	Open	TBD
23Feb10 #03	Post the revised TAC handbook on the new forum and issue an e-mail to the TAC members to let them know that it ha been posted for review.	Fan	Open	TBD
23Feb10 #04	Send Password and login information for the New Forum to members	Fan	Open	TBD