

MINUTES – Wednesday, August 19th, 2009

IEEE EMCS EMI CONTROL TECHNICAL COMMITTEE – TC-4

12:00 p.m. to 2:30 p.m.

1.0 Call to Order, Welcome, Introductions, & Opening Remarks

The Chair, John Archer, opened the TC-4 meeting at 12:00 p.m. There were **26** attendees with **23** members present. Kermit Phipps and Philip Keebler prepared PowerPoint presentations related to TC-4 for the meeting and they were shown on the projector. The following presentations were shown:

- IEEE Intellectual Property and Patents Policy
- Purview of TC-4
- IEEE EMC TAC Reorganization Study

2.0 Approval of Agenda

The day's agenda was presented by the Chairman and was approved by vote with no changes.

3.0 Approval of 2008 Agenda

Officers and members present approved and reviewed the 2009 meeting agenda.

4.0 Approval of 2008 Annual Meeting Minutes

The Chair, John Archer, reviewed the 2008 Annual Meeting Minutes. The Meeting Minutes were approved by vote with no changes. Copies of the final minutes were distributed to all members, by email, within thirty days.

5.0 Review Proposed TC Reorganization

Kermit Phipps presented the results of the study focusing on the possible reorganization of the TC structure. The presentation was prepared and provided by Elya Joffe.

6.0 2009 TECHNICAL PAPERS REVIEW DISCUSSION

There was an open discussion about the submitted papers to TC-4. Several of the members made comments about the papers and the paper reviews. These comments were regarding

- grammar,
- expression of thoughts on paper,
- English being a second language,
- allowing authors additional time for the rectification of language and grammar issues and problems,
- complaints by other TCs with the same problems,
- the need for a standard to govern paper development and submission requirements,
- perception of readers views on IEEE when papers with errors are passed along for publication and copying to the CD-ROM,
- existence of remaining grammar errors on papers even after they had been corrected,
- the possible use of professional editors at local universities to edit papers submitted by professors and students before they are submitted to TC-4 for review,
- recommendation for IEEE to have a paper format to help guide paper reviews and development of language for the paper,
- recommendation to have a tutorial available on development of papers for the foreign authors with the most English language problems,
- affirmation of the difficult review process, the need for papers developed with the usage of good English and grammar practices, and

- the remaining requirement to reject papers with such continuing problems.

Past 2008 paper statistics were also presented. Additional items discussed included:

- New requirement for TC chairs to attend May TAC meeting for paper assignment to sessions
- Reminder of possible rouge papers submissions including showing an example
- 2009 symposium review

7.0 Membership

A review of the membership was presented by Philip Keebler. This included

- Reviewing the membership requirements
- Discussion about a petition for membership
- Discussion of the requirement to provide resume and/or bio prior to membership acceptance
- Review of the present membership and status as of 2008
- Request of resumes from present members

A motion was made to write a short article in the IEEE EMC Newsletter highlighting the purview of TC-4, benefits of joining TC-4, and who to contact regarding membership. This assignment was accepted by Kermit Phipps and Philip Keebler.

8.0 Website Information

John Archer and Philip Keebler provided a demonstration of the TC-4 website and how it can be easily updated. Some discussion took place on additional information to put on the website including papers by Hoeft on shielding, other shielding papers by other authors, and general EMC guide. Specific examples were provided:

- Transfer impedance and shielding artifact white papers by Hoeft
- EMC papers by Temperley (suggested by Alan Fischer)
- Filter white papers (suggested by Kermit Phipps and Philip Keebler)
- General shielding white papers by various authors
- Addition of EMC/EMI guides (by who?) to the TC-4 website

9.0 TC-4 Plans for 2010

- **Standards Development**
 - ✓ **Continue paper review support and other paper-related activities**
 - ✓ **Continue to support TAC activities**
 - ✓ **Continue membership in P299.1 and assisting in its development preparing to submit to SDCOM in 2010 (Keebler and Phipps)**
- **Workshops**
 - ✓ **Develop a proposal for an workshop for the 2010 conference on measuring transfer impedance – John Kraemer, John Archer, and Dan Modi volunteered for this activity**

10.0 TC-4 Five Year Plan

The following items were discussed regarding the five-year plan for TC-4.

- **Continue paper review activities**
- **Continue to support TAC-related activities**
- **Develop and sponsor workshops and demonstrations correlated with present EMC/EMI concerns and standards development work**
- **Develop outreach to members at local IEEE groups to increase interest in symposia attendance and functions**

- **Continue outreach for identification of possible new PARs and support for current and future standards development work related to TC-4**

11.0 Review Officer Responsibilities

Kermit Phipps made a presentation on officer responsibilities.

12.0 Officer Elections and Changes

Election of officers was held. Upon election, John Archer advanced to Chair, Philip Keebler to Vice Chair, and David Larrabee to Secretary.

13.0 Report on Shielding Effectiveness – P299.1 Project

Kermit Phipps and Philip Keebler provided a report on the status of the P299.1 standards project on shielding effectiveness for enclosures having dimensions between 0.1 and 2 meters due to be balloted in 2010.

14.0 Report on Shielding Effectiveness Working Group Meetings

Kermit Phipps reported that the Shielding Effectiveness Working Group has been disbanded.

15.0 Adjourn

The meeting was adjourned by John Archer, Chair.

16.0 Close & Selection of Venue / Time of Next Meeting

The selection of venue for the next meeting was discussed. The group liked the idea of keeping the meeting on Tuesdays or Wednesdays at the regular time of 12:00 pm to 2:00 pm with lunch provided. However, the meeting may be moved to another day (Thursday or Friday) to provide more opportunity for members and conference attendees to attend more TC meetings.

Submitted,

Philip F. Keebler

Philip F. Keebler – Vice Chair
IEEE EMC Society
TC-4: EMI Control