

IEEE EMC Society Standards Development & Education Committee (SDECom)

Meeting Minutes

August 3, 2023

Hybrid (In-person + WebEx)
DeVos Place Convention Center, Grand Rapids, MI

Chair: Alistair Duffy apd@dmu.ac.uk
Vice Chair: Jens Medler jens.medler@rohde-schwarz.com
Secretary: Ross Carlton ross.carlton@gibbscox.com

Vice President (Standards);
Karen Burnham karen.burnham@gmail.com
Standards Association Liaison:
Patricia Roder p.roder@ieee.org

Meeting start: 14:20 CDT (UTC/GMT -6 hours)

1. Call to Order and Roll Call **Chair**

1.1. Chair's Remarks

The Chair called the meeting to order at 14:20 PST.

1.2. Introductions

Members, participants, and guests introduced themselves.

1.3. Voting Membership

Roll call. Attendance is recorded in the Member Attendance Table.

Name	Role	Affiliation
Anderson, Steve	Member	ARRL
Benitez, Henry	Secretary	ElectroMagnetic Investigations
Braxton, Tom	Member	Shure
Burnham, Karen	Member	Electro Magnetic Applications
Carlton, Ross	Chair	ETS-Lindgren
Duffy, Alistair	Member	De Montfort University
Fanning, Craig	Member	Elite Electronic Engineering
Festa, Domenico	Member	IBD
Heather, Fred	Member	US Navy
Hoolihan, Dan	Member	Hoolihan EMC Consulting
Medler, Jens	Vice Chair	Rohde & Schwarz
Morse, Bill	Member	Schweitzer Engineering Labs
Norgard, John	Member	NASA
Pettit, Ghery	Member	Pettit EMC Consulting
Pissoort, Davy	Member	KU Leuven
Podgorski, Andrew	Member	Independent Scientist
Williams, Kimball	Member	Consultant

IEEE EMC Society

Standards Development & Education Committee (SDECom)

1.4. Non-Voting Membership

Roll call. Attendance is recorded in the Member Attendance Table.

Name	Role	Affiliation
Roder, Patricia	Secretariat	IEEE Standards Association
McLellan, Joanna	-	EMC Productivity

1.5. Non-Members

Name	Affiliation
Armstrong, Keith	Cherry Clough Consultants
Ramie, Jerry	ARC Technical Services
Sellergen, Sean	
Vaghela, Jignesh	Ditch Witch

1.6. Quorum

Quorum requires 50% of the voting membership in attendance. With 17 voting members, 9 or more voting members are required to establish a quorum. Quorum was not met with 8 members in attendance.

- Approval of the Agenda** **Secretary**

The agenda was reviewed. A motion to approve was made by Benitez and seconded by Braxton. The motion was unanimously approved.
- IEEE Patent Slides** **Secretary**

The IEEE SA Patent Policy was presented and a call for patents was made. There were no responses.
- Minutes of the Previous Meeting** **Secretary**

The meeting minutes from 28 July 2023 were reviewed but not approved.
- Actions of the Previous Meeting** **Secretary**

The action items were reviewed and updated.
- Membership** **Chair**

No new applications for membership were received.

IEEE EMC Society

Standards Development & Education Committee (SDECom)

STRATEGIC ACTIVITY FOR DISCUSSION

7. Policies and Procedures of SDECom

The SDECom P&Ps have been published on the website.

The draft WG P&Ps, based on the edits and discussion from the last meeting, were issued for review on 8/2/23.

8. Summary of Standards Week 2023

Standards Week 2023 was successful with 3 Standards Committee meetings, 3 Standards Tutorials, and 9 WG/CG meetings. This level programming is typical of the last 3 Symposia.

9. Arrangements for Standards Week 2024

The primary recommendation for 2024 is to include an event to recognize and honor WG members of Standards published in the last period. This could be done at the Awards Lunch but also at a dedicated event in the Exhibit Hall.

10. Continuity Groups

There needs to be more focus on assembling these Groups and getting them active. Discussion topics included changing the name and locating sources of funding to enable proactive engagement.

The current Continuity Groups are as follows:

- Emissions
 - Potential standards: 139, 187, 377
 - Potential chair: David Traver (open to discussion; availability severely limited)
- Shielding
 - Potential standards: 299, 299.1, 1302, 2715, 2716
 - Chair: Davy Pissoort
 - Tracking two other standards 1560 and 2855.
 - Plan to initiate WG to maintain 299 and 299.1.
 - Identified a need for 1560 since it is referenced by other important standards.
- Probes
 - Potential standards: 475, 1309
 - Potential chair: Zhong Chen (open to discussion; availability severely limited)
- Computational Electromagnetics
 - Potential standards: 1597.1, 1597.2
 - Potential chair: Alistair Duffy
- Intentional EMI
 - Potential standards: 1642
 - Potential chair: Bill Radasky (open to discussion; availability severely limited)
- EMI Risk
 - Potential standards: 1848
 - Potential chair: Keith Armstrong
 - Response is more positive than expected. Standard is being referenced by other standards being developed. Had a large on-line attendance. Looking into changes for the next revision.

IEEE EMC Society

Standards Development & Education Committee (SDECom)

11. IEEE Standards Association

The Committee discussed maintenance issues. The option for reaffirmation no longer exists. Maintenance is much more difficult without the ability to reaffirm. Need to issue a PAR even if maintenance is minimal. The changes can be as simple as updating the dates of references. The need to ballot a maintained standard, while potentially risky, does result in feedback that might be very helpful.

Being in an inactive state is not a real problem.

For the PAR there is no minimum WG membership but less than 10 will result in questions. The ballot group does have a minimum.

When a standard is maintained, the WG participants listed in the forward would be replaced with the names of the participants in the WG at this time of maintenance.

IEEE-SA can send a call for participation if needed to publicize the need to participants.

STANDARDS DEVELOPMENT ACTIVITY FOR DISCUSSION

12. Standards Reports and Status

The list of standards and their status is available on the EMCS web site.

https://s3.us-east-2.amazonaws.com/ieeesdecom/Standards_Matrix.pdf

13. Standards Actions

To discuss actions to take on standards.

- P473 “Recommended Practice for an Electromagnetic Site Survey (10 kHz to 40 GHz)”
 - Chair: Kiger
 - PAR expires at the end of 2023.
 - Maintenance is in progress. Plan to complete draft by end of September.
- P1128 “Recommended Practice for Radio-Frequency (RF) Absorber Evaluation in the Range of 30 MHz to 40 GHz” (Chen)
 - Chair: Chen
 - PAR expires at the end of 2023.
 - Maintenance is in progress. Did not meet at Symposium.
- P1848.1 “IEEE Standard for Techniques and Measures to Manage Risks with Regard to Electromagnetic Disturbances – Machinery sector”
 - A new PAR has been requested. SDECom approval is needed.
 - The PAR is at SA. (Does it need approval? If so, we need a vote.)
- P2665 “Recommended Practice for Statistical Process Control for EMC Test Laboratories”
 - Chair: Williams
 - Published on 27 January 2023.

IEEE EMC Society

Standards Development & Education Committee (SDECom)

- Make sure this excellent work is publicized since they did not get the plaques at the Symposium.
- P2715 “Guide for the Characterization of the Shielding Effectiveness of Planar Materials”
 - Chair: Davy Pissort
 - Published on 05 May 2023.
 - Plaques & certificates have been requested.
- P2716 “Guide for the Characterization of the Effectiveness of Printed Circuit Board Level Shielding”
 - Chair: Davy Pissort
 - Published on 29 May 2023.
 - Plaques & certificates have been requested.
- P2717 “Passive Intermodulation Test Methods for Wireless Systems in Low Noise Environments”
 - Chair: Liu
 - PAR expires at the end of 2023.
 - A 1-year extension has been approved by SDECom. Extension can be submitted after evidence of 2/3 vote by Oct 16.
 - Has a request on the agenda for Sep NESCOM to change from Std to RP. Approve this so that it can proceed.
- P2718 “Guide for Near Field Characterization of Unintentional Stochastic Radiators”
 - Chair: Primiani
 - PAR expires at the end of 2023.
 - Ballot closes 8/4 with 9 comments. Will need to address and reissue a ballot. Might get it done in time. If time goes beyond EOY, extend PAR by Oct 16.
- P2838 “Standard for Aircraft Component Lightning Strike Direct Effects Qualification”
 - Chair: Heather
 - PAR expires at the end of 2023.
 - Held a meeting that was well-attended with about 15 between in-room and online. Planning 2 meetings per month.
 - Has assigned sections to WG members for initial drafts.
 - Working with IEEE-SA to understand the relationship to SAE for incorporating their content, referencing their standards, and/or getting copies of their standards to support the development of this standard.
 - Pat will set up a WebEx account for the WG (i.e., Fred).

IEEE EMC Society

Standards Development & Education Committee (SDECom)

14. Formation of Maintenance Working Groups for Expiring Standards

To discuss the formation of Working Groups for standards requiring maintenance.

- Std. 299-2006 “Standard Method for Measuring the Effectiveness of Shielding Enclosures” (TBD)
 - Expired 12/31/2022. Inactive.
 - Held a dedicated meeting at the Symposium. The meeting was well attended. PAR being developed. Karen will work with Pat to get a Call from SA.
- Std. 299.1-2013 “Standard Method for Measuring the Shielding Effectiveness of Enclosures and Boxes Having Dimensions Between 0.1 and 2m” (TBD)
 - Expires 12/31/2023.
 - Held a dedicated meeting at the Symposium. The meeting was well attended. PAR being developed. Karen will work with Pat to get a Call from SA.
- Std. 1309-2013 “Standard for Calibration of Electromagnetic Field Sensors and Probes, Excluding Antennas, from 9 kHz to 40 GHz” (Chen)
 - Expires 12/31/2023.
 - PAR preparation maintenance is in progress. Ross to get a update from Zhong.
- Std 1560-2013 “Methods of Measurement of Radio Frequency Interference Filter Suppression Capability in the Range of 100 Hz to 10 GHz”. (TBD)
 - Expires 12/31/2023
 - Scully and Kraemer on previous WG.
 - No maintenance is progress.

CLOSING ITEMS

15. Any other business

Williams suggested that our master Secretary – Mr. Ramie - create training or guidance for WG or Committee secretaries. The education of secretaries should be a priority for SDECom.

AI 2023-08: Burnham will investigate a potential training session for the 2024 Symposium.

Monday’s Strategic Review meeting went very well. Several expressed the need to develop new standards.

16. Adjournment of meeting at 16:00 CDT (UTC/GMT -6 hours)

The next meeting of SDECom will be TBD.

IEEE EMC Society Standards Development & Education Committee (SDECom)

ACTION ITEMS

AI #	Action	Owner	Assigned	Due	Status
2021-04	Draft a PAR for Std 1775.	Ed Hare	7/13/21	N/A	Closed as OBE.
2021-09	Contact the Chair of the WG for P2838 for a response on similarity to other standards.	R. Carlton	7/13/21	8/16/21	No recent meeting or update. Will attend next WG.
2022-02	Present continuity group concept to TAC to see if TC's will promote participation or provide the CG membership or Chair.	R. Carlton	1/12/22	8/5/22	Open. Target for TAC at the Symposium.
2022-06	Contact Z. Chen for level of maintenance required on Std. 1309-2013.	R. Carlton	2/24/2022	4/1/2022	Closed. Confirmed that Zhong can lead.
2022-07	Request Std. 1560-2013 from J. Santulli and perform initial review.	R. Carlton	2/24/2022	4/1/2022	Open. Have the std. Review TBD.
2022-15	Update the member list on the website	R. Carlton	8/1/22	9/1/2022	Closed
2022-16	Post the 2022 P&Ps on the website.	R. Carlton	8/1/22	9/1/2022	Closed
2022-17	Assist with new WG P&Ps.	K. Burnham	11/3/22	11/30/22	Closed
2022-18	Motion and vote of PAR extensions and ballot approval.	R. Carlton	11/3/22	11/30/22	Closed
2022-19	Review and connect with TC-4 on maintenance of Std 1560-2013.	R. Carlton	11/3/22	2/28/23	Open
2022-20	Initiate contact with PES on a joint meeting to hear new RP PAR.	R. Carlton	11/3/22	1/30/23	Open
2023-01	Inform Mr. Anderson and Mr. Morse of membership approval at 4/12/23 meeting.	R. Carlton	4/12/23	5/12/23	Closed
2023-02	Review and comment on Hare's draft WG P&Ps.	K. Burnham P. Roder	4/12/23	5/12/23	Closed
2023-03	Email WG Chairs to hold meetings at the Symposium.	K. Burnham R. Carlton	4/12/23	5/12/23	Closed
2023-04	Issue draft WG P&Ps for review.	R. Carlton	7/28/23	7/29/23	Closed
2023-05	Send IEEE-SA presentation to SDECom.	R. Carlton	7/28/23	8/2/23	Closed
2023-06	Send information on the RP for IEDs to SDECom	R. Carlton	7/28/23	8/2/23	Closed
2023-07	Send ASNC C63 report to SDECom.	R. Carlton	7/28/23	8/2/23	Closed
2023-08	Investigate a potential Secretaries training session for the 2024 Symposium.	K. Burnham	8/3/23	2/3/24	Open

IEEE EMC Society
Standards Development & Education Committee (SDECom)

MEMBER ATTENDANCE

Committee Member	Meeting Date											
	210816	220112	220224	220406	220801	220804	221103	230412	230728	230803		
Voting												
Anderson, Steve									-	-		
Benitez, Henry	-	X	-	X	X	X	X	X	X	X		
Braxton, Tom	-	X	-	-	-	-	X	X	-	X		
Burnham, Karen	X	-	X	X	X	-	X	X	X	X		
Carlton, Ross	X	X	X	X	X	X	X	X	X	X		
Duffy, Alistair	-	X	-	X	-	X	-	-	X	-		
Fanning, Craig	X	X	X	X	-	-	-	X	X	-		
Festa, Domenico	-	-	-	-	X	-	-	-	X	X		
Hare, Ed	X	X	X	X	X	X	X	X				
Heather, Fred	-	-	-	-	X	-	-	-	-	X		
Hoolihan, Dan	-	-	-	-	X	-	-	-	-	-		
Medler, Jens	-	X	X	-	-	-	-	X	X	-		
Morse, Bill									-	-		
Norgard, John	X	-	X	X	X	X	-	X	-	-		
Pettit, Ghery	-	X	X	-	X	X	-	X	-	-		
Pissoort, Davy	-	X	-	X	X	X	-	-	X	X		
Podgorski, Andrew	X	X	X	-	X	X	X	X	X	-		
Williams, Kimball	-	X	X	X	X	X	-	X	-	X		
Non-Voting												
Santulli, Jennifer	X	X	X	X	X	X	X	-	-	-	-	-
Roder, Patricia	-	-	-	-	-	-	-	X	X	X		

X = Attended