

IEEE EMC Society Standards Development & Education Committee (SDECom)

Meeting Minutes

January 23, 2024

Virtual (WebEx only)

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: 08:00 PDT (UTC/GMT -8 hours)

1. Call to Order and Roll Call Chair

1.1. Chair's Remarks

The Chair called the meeting to order at 08:00 PDT.

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	Gibbs & Cox (Leidos)
Chen, Zhong	Member	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

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1.4. Non-Voting Membership

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

Name	Role	Affiliation
Roder, Patricia	Secretariat	IEEE Standards Association

1.5. Non-Members

Name	Affiliation

1.6. Quorum

Quorum requires 50% of the voting membership in attendance. With 18 voting members, 9 or more voting members are required to establish a quorum. With 8 voting members in attendance, the quorum is not established

- Approval of the Agenda** **Secretary**
The agenda was reviewed and approved by attendees.
- 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**
Review and approval of the meeting minutes from 24 October 2023 was deferred until the next meeting.
- Actions of the Previous Meeting** **Secretary**
The action items were reviewed and updated.
- Membership** **Chair**
No new applications for membership were received.

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STRATEGIC ACTIVITY FOR DISCUSSION

7. Policies and Procedures of SDECom

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

The WG P&Ps still need to be posted per AI 2023-10.

8. Standards Week

This year we are in Phoenix. Karen is the SW Chair per the Symposium website. Need to call for WG meetings among WG Chairs to get room needs.

Monday's meeting: Keep the first meeting virtual in advance of the Symposium? It certainly reduces conflicts. Attendees agreed to hold this meeting in advance of the Symposium.

Thursday meeting: Keep this as WG reports and any needed voting.

Add a coordination meeting on Monday at lunch to address any needs for the week.

Karen will check with SACCom to see if they want to hold their meeting as usual, at another time, or in advance.

Need to make sure Standards events are highlighted. Posters in the reception area? Copies or displayed pdfs of Standards at the EMCS table? Reduced cost for Standards purchased at the Symposium? (Pat will investigate this.) Make sure the events are in the Quick Look guide. Have the SW info included in the Advance Program.

New topics?

- Awards for recently published standards (2655, 1897, 2718 and maybe 473)
- Presentations on newly published standards (1897, 2718 and maybe 473). In a WG meeting or elsewhere?

9. Standards Strategy

The EMCS Strategic Plan will be reviewed in 2025 and will need to address Standards activities. We will need to focus on this in the near future.

Review of Standards organization. Establish TC liaisons.

How do we promote the creation of new standards with new leaders? The situation and the solution are complex. Market needs are being addressed by looking at the usage summary to prioritize development and maintenance.

Can the technical details of methods, procedures, and equipment be addressed?

AI 2024-01: Describe recommendations for SDECom strategic focus. (A.P.)

10. Continuity Groups

Reviewed the current CGs. Shielding CG meet recently and is going well per Karen.

AI 2024-02: Establish study group with existing CG Chairs to review how work is going and what improvements or changes are needed. Review/revise the purpose, scope of a CG. (A.D.)

Standards vs Technical Activities – The CG scope may be outside the scope of SDECom and Standards. That is acceptable.

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11. Technical Committee Engagement

SDECom wants to establish liaisons with each TC to facilitate communication and coordination.

12. Working closer with Other IEEE Societies

No discussion.

13. IEEE Standards Association

No discussion.

14. Nominations for IEEE Fellow or EMCS Awards

Need to nominate where appropriate. The IEEE Fellows committee has added Standards as a pathway to Fellow!

STANDARDS DEVELOPMENT ACTIVITY FOR DISCUSSION

15. 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

16. Standards Actions

To discuss actions to take on standards.

- P3431 “Recommended Practice for Vehicle-Mounted Onboard Units (OBU) with Over the Air Test”
 - Initial review was requested November 6.
 - Five members provided comments to be addressed.
 - Currently pushed to February NESCom.
 - Too premature for SDECom to approve. Comments need to be addressed.

AI 2024-02: Check with P3431 to check status of addressing comments. Also send the comment list to AD. (R.C.)

- 299 & 299.1
 - CG has decided to draft a PAR for maintenance.
 - Development should proceed.
- P2838 has requested a PAR extension.
 - SDECom needs to take action on this request.

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17. **Formation of Maintenance Working Groups for Expiring Standards**
No discussion.
18. **New Work Items**
No discussion.
19. **Reports from SDECom representation on other bodies**
No discussion.
20. **Other IEEE Standards**
No discussion.
21. **VP Standards**
No discussion.

CLOSING ITEMS

22. **Any other business**
SDECom is considering more frequent meetings to enable better progress. Perhaps on a regular schedule. SDECom will move to a bi-monthly meeting schedule. Attendees agreed to more frequent meetings.

Need to improve meeting announcements to comply with the notification requirements of the P&Ps.
23. **Adjournment of meeting (09:58 PDT)**
The next meeting of SDECom will be on July 30, 2024.

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MEMBER ATTENDANCE

Committee Member	Meeting Date										
	230728	230803	231024	240123							
Voting											
Anderson, Steve	-	-	-	X							
Benitez, Henry	X	X	-	-							
Braxton, Tom	-	X	-	X							
Burnham, Karen	X	X	X	X							
Carlton, Ross	X	X	X	X							
Chen, Zhong	-	-	-	-							
Duffy, Alistair	X	-	X	X							
Fanning, Craig	X	-	X	X							
Festa, Domenico	X	X	X	-							
Heather, Fred	-	X	-	-							
Hoolihan, Dan	-	-	-	-							
Medler, Jens	X	-	X	-							
Morse, Bill	-	-	X	-							
Norgard, John	-	-	-	-							
Pettit, Ghery	-	-	X	X							
Pissoort, Davy	X	X	-	-							
Podgorski, Andrew	X	-	-	X							
Williams, Kimball	-	X	X	-							
Non-Voting											
Santulli, Jennifer											
Roder, Patricia	X	X	X	X							

X = Attended