

SDECom Minutes March 26, 2017

**IEEE EMC Society Standards Development and Education Committee
Draft (SDECom) Agenda
March 26, 2017 9:30 AM-14:30 am
Stuttgart, Germany**

Attendance:

Alistair Duffy (Chair and note taker)	Tom Braxton	Joanne Hill
Ed Hare (VP Standards)	John Norgard	Ross Carlton
	Jens Medler	Frank Leferink (guest) Item 8 onwards

1. Call to Order and self introductions

Chair

1.1. Election of new members. The following put forward nominations to formally join SDECom

- Jens Medler. Presented his substantial credentials in international standards and professional credentials working with Rohde and Schwarz. Ballot held – unanimous. Jens was welcomed as a member of SDECom and rejoined the meeting as a full (voting) member.
- Joanna Hill. Gave an overview of her EMC credentials and her plans to contribute to the committee. Ballot held - unanimous. Joanna was welcomed as a member of SDECom and rejoined the meeting as a full (voting) member. Joanna reminded members of the committee to use the following email address: joannaemc@icloud.com
- Ross Carlton. Outline of professional and standardization credentials. Ballot held - unanimous. Ross was welcomed as a member of SDECom and rejoined the meeting as a full (voting) member.

2. Approval of Agenda

Secretary

To agree agenda, modifying if necessary, and to identify any items of other business to be covered in AOB. To note the Standards maintained by SDECom.

- Joanna requested the Committee’s digital footprint be added to AOB or covered elsewhere in the agenda

GENERAL ITEMS TO NOTE

3. Show IEEE Patent slides

Secretary

- These were noted.

ADMINISTRATIVE ITEMS FOR ACTION

4. Minutes of Previous Meeting

November 11 2016

These were approved

5. Actions of the Previous Meeting

It was noted that:

- AR 2016-14 is completed
- AR 2016-15 is outstanding
- AR 2016-16 is Underway

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STANDARDS DEVELOPMENT ACTIVITY FOR DISCUSSION

6. Update on standards

The current standards in development and standards requiring attention were reviewed

(http://www.emcs.org/standards/sdecom/Standards_Matrix.html)

Action: Ed Hare to identify the current status of 473

7. Reports from SDECom representation on other bodies

John Norgard, SDECom representative, noted that he most frequently receives interpretation requests and circulates around SDECom and takes comments, all comments are passed on as part of his report to C63. It was noted that John votes for the committee and not personally. It is further noted that it is important that one vote only is cast on behalf of the Society and this is the responsibility of the Representative, if the representative is not available then the alternate should take responsibility.

Action : It was requested that John and his task group report back to the next meeting with suggestions about how to maximize the value of the Society's membership of ANSI C63.

8. Roles and duties for SDECom members.

Information presented on some of the tasks undertaken in support of the ongoing running of the Committee. A discussion was invited on how members would like to contribute, i.e. how to spread the load.

- Secretary: minutes, roster management, email list serve management, action items.
 - Ross Carlton volunteered. Approved. It was noted that an appointment to an officer position is made for a period of 12 months. It was also noted that the P&Ps were not clear whether at the end of that 12-month period a ballot would be required or whether a further appointment could be made by the Chair.
- Chair: agenda management
- Vice Chair: preparation for Symposium, booth etc.
 - Craig Fanning is the incumbent
- Managing information for website on standards in progress, maintaining WG Chair list server.
 - Volunteer(s) required
- Reports from WGs for SDECom meetings, identifying if WGs want to have meetings at the symposium
 - Tom Braxton volunteered
- Arranging WG meetings at the symposium and completing the forms to book the rooms
 - Volunteer(s) required
- Standards representative: chairs task group of experts who can advise on the process. Each member would look after
 - PAR Preparation
 - Advice during preparation of draft
 - Copyright advice
 - Balloting

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- Ed to lead on this, Ghery to be invited to work with Ed
- Digital footprint
 - Joanna to take the lead on FB (LinkedIn to come later)
 - EMCS Standards FB page
 - Action: The Chair to contact new standards projects chairs to send info to Joanna
 - Forward plan – expand on digital footprint. For discussion at the next meeting.
- It was noted that due to pressures of work, it is likely that the Chair will stand down at the end of the year.
 - This is to be discussed further at meetings to be held at the Symposium

Action: Ed Hare to set up an email reflector (list serve) for WG chairs

9. **Planning for SDECom presence at the International Symposium in Washington DC and other symposia.**

To discuss and agree arrangements for SDECom presence at the International Symposium. In particular:

1. Planning and organizing WG and SG meetings

Actions Tom Braxton to find information, the Chair to help. It was suggested that WG presence at the booth could be in the form of a “Meet and greet WG chairs” e.g 2 -3 on two of the days (e.g. Tuesday and Wednesday)

It was agreed to hold a Pre-symposium webinar to deal with the business, and have a face-to-face two-hour meeting on Monday focused on the symposium, A meeting on Thursday afternoon would receive reports form WGs.

2. Booth activity and setup at Wash DC symposium in August

Action: Craig Fanning to organize shipping of the booth, Ed Hare to take a lead on presence at the meeting. It was suggested that “Come to the Booth to discuss ideas for standards” or similar should be add to the “invitation”

3. Booth needs such as shipping container, etc. (part of the NI that got the booth for us)

Action: Craig to advise.

4. Booth use at other EMC meetings funded by the New Initiative (NI) money

It was questioned whether the current booth is capable of international shipping?

A recommendation was to add a pop up banner to add to the Society generic display

Action: the Chair to ask Janet about R1 – R7 use of the booth.

5. Travel grant money unused and is in jeopardy to be “reassigned” by the IEEE Foundation for actual use.

Action: Tom Braxton to remind WG chairs that the fund exists for the conference F2F

10. **Long term strategy and implementation plan for EMCS Standards**

The following items were raised in the discussion and it was agreed to address these at a next meeting

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- How relevant are our standards?
- We do a good job of responding to people who come to say they want to do a standard. However, we do a poor job in identifying needs for standards.
- Best practice should be an aim. Curating best practice in an area.
- Technical reports, consensus. This might be an area where we can expand
- Developing areas – power electronics (measuring impedance, etc.). TC7, discussion with PES? Ed to look to attend the PES conference in Chicago in July to make contacts.
- What TC meetings are SDECom meetings going to.
- Work more closely with SDOs

11. **Reporting for VP Standards**

This was discussed

CLOSING ITEMS

12. **Any other business**

All items were discussed during the main agenda

13. **Adjournment of meeting**

To note the date and venue of the next SDECom meeting: TBA coincident with the International Symposium on EMC