

**ELECTROMAGNETIC COMPATIBILITY SOCIETY
STANDARDS DEVELOPMENT COMMITTEE CORRESPONDENCE**

Please Reply to:
David L. Traver
SONY Electronics, Inc.
M/Z 5170
16450 West Bernardo Drive
San Diego, CA 92127-1804
Tel: 858 942-2601
Fax: 858 942-9231
Email: david.traver@am.sony.com

October 18, 1999
SUMMARY OF THE IEEE
EMCS STANDARDS DEVELOPMENT COMMITTEE MEETING
August 2 and 4, 1999
Seattle, Washington

The following is a brief summary of the attached minutes:

- The meeting had a total attendance of 27 attendees, all 13 active SDCOM members and 14 guests. The Chair gave a presentation of EMC Standards development process.
- Progress continues on Policy & Procedures and Operations Manuals.
- Elections were held and officers of the SDCOM were selected for two year terms as follows:
Chair – Stephen Berger
Vice-Chair – David Traver
Secretary – Hugh Denny
- IEEE EMCS Standards on-line collection by actual Web access display was demonstrated.
- Standards 139, 140, 187, 376, 377, 473, 1128, 1302 and 1309 are current with no W/G activity.
- Standard 299 has a new PAR approved to extend to smaller enclosures.
- Stephen Berger indicated that TC-3 is willing to re-work Standard 473.
- Standard 475 is ready for ballot with Draft 5.
- Standard 1140 completed the re-affirmation ballot and was ready for submission to REVCOM.
- PAR 1530 is active work led by Bud Hoeft for establishing cable connector shielding measurement guidelines. There was an initial draft document submitted for committee review.
- A new proposed Filter PAR – work proposed by Kermit Phipps was approved.

Respectfully Submitted,

David L. Traver - Secretary EMCS SDCOM

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October 18, 1999

MINUTES OF THE IEEE
EMCS STANDARDS DEVELOPMENT COMMITTEE MEETING
August 11, 1999
Seattle, Washington

MEMBERS PRESENT

Donald N. Heirman	Chair	David Traver	Secretary
Stephen Berger	Vice Chair	Ralph Showers	
Donald Sweeney	Email/Coordination	Andrew Drozd	Policy/Procedures
Joe Butler		Dan Hoolihan	Awards Co-Chair
Risaburo Sato		John Kraemer	
Ed Bronaugh		Hugh Denny	(P1302)
Thurman Ritenour	Awards Co-Chair		

MEMBERS ABSENT

- No absent members -

OTHERS PRESENT

Elya B. Joffe	IEEE Member	John Osburn	
Yoko Watanabe	EMC Labs	Tadahara Akino	EMC Labs
Hiroyasu Ota	EMC Labs	Michael Garretson	RadiSys Corp.
Richard Mohr	TC-4 Chair	Kermit Phipps	TC-4 Secretary
Dale Svetanoff	299 Chair	H.R. Hoffman	Bell Labs
Mark Bushnell	Raytheon	Kimbell Williams	
Mark Arthurs	Sony Electronics Inc.	Benoit Nadeau	Matrox

ADDITIONAL MINUTES DISTRIBUTION

Sue Vogel	IEEE Liaison	Janet O'Neil	EMCS Sec.
Todd Hubing	TAC		

**ELECTROMAGNETIC COMPATIBILITY SOCIETY
STANDARDS DEVELOPMENT COMMITTEE CORRESPONDENCE**

Final Agenda

Part 1 Monday 8 am to 10 am
August 2, 1999 Seattle Convention Center

- | | |
|---------------------------------------|---------|
| 1. Call to Order - Introductions | Heirman |
| 2. Approval of Agenda | Heirman |
| 3. Follow up Audit Report | Drozd |
| 4. Election of Officers for 2000 | Sweeney |
| 5. Policy and Procedures overview | Denny |
| 6. Operations Manual Review | Drozd |
| 7. Demonstration of Standards On-Line | Traver |
| Close of First Meeting | Heirman |

Part 2 Wednesday 7:30am to 8:30 am
August 4, 1999 Seattle Convention Center

- | | |
|---------------------------------|-----------|
| 8. Call to Order | Heirman |
| 9. Installation of New Officers | Heirman |
| 10. Review of Standards Status | Traver |
| STD 139 | |
| STD 140 | |
| STD 187 | |
| STD 213 | |
| STD 299 | Svetanoff |
| STD 376 | |
| STD 377 | |
| STD 473 | Berger |
| P475 | Denny |
| STD 1128 | |
| STD 1140 | Traver |
| STD 1302 | |
| STD1309 | |
| P1530 | Hoelt |
| Coordination | Sweeney |
| 11. New PAR Proposal on Filters | Phipps |
| 12. Action Items | Traver |
| 13. Next Meeting Schedule | Heirman |
| 14. Adjournment | Heirman |

MINUTES – August 2, 1999
IEEE EMCS Standards Development Committee
9 a.m. to 4:30 p.m.

PART 1: 9 a.m. to 12 noon

1. Call to Order - Introductions

The Chair, Donald Heirman, opened the SCOM meeting at the Seattle Convention Center. The chair invited self-introductions and encouraged everyone attending to sign in. All committee members were in attendance and no proxies were submitted. **See Attachment A.**

2. Approval of Agenda

The Agenda was amended upon request by Andrew Drozd to re-order and combine the Follow-up Audit Report followed by the Policy and Procedures overview. The Agenda was approved as modified.

Donald Heirman made a presentation on the organization, liaisons, membership and activities of the standards committees. Several charts on organization and activities were presented.

3. Follow-up Audit Report

Andy Drozd presented a few charts summarizing the audits. He indicated that he classified four levels of conformance, from complete conformance to several levels of non-conformance. One key area of non-conformance was that there was no file of current standards committee members – a file of their professional activities and qualifications. Andy indicated that there was a very good paper trail kept by the secretary. The difficulty is that the files are ordered by each meeting date and finding summaries of activities across time can be done, but is difficult and time consuming. The secretary submitted two sample support letters submitted by members that completed the 1999 re-affirmation activity. **Attachment B.**

4. EMCS Standards Development Committee Elections

The Chair described the three different Standards Development Committee positions: Chair, Vice Chair and Secretary. Discussion concluded that the term was for two years, with no restriction on the number of terms. In addition, the Chair indicated that there was a proposal to partially fund the travel of the Chair and Secretary to a maximum of \$3000 dollars per year to assure attendance to the non-symposia meetings. The Chair turned the committee over to Donald Sweeny to conduct the elections.

The nominations for Chair were Stephen Berger and Hugh Denny. No nominations from the floor were received and the slate was approved by motion and vote. Both nominees made a brief presentation on their goals and hopes for the committee's future. Both nominees responded positively that they would be able to attend all scheduled meetings of the committees. A simple majority written ballot was completed and Stephen Berger was the newly elected Chair of the Standards Development Committee.

The nominations for Vice Chair were Andrew Drozd and David Traver. No nominations were received from the floor. The motion to close the nominations was approved by voice vote of the committee. A simple majority written ballot was completed and David Traver was the newly elected Vice-chair of the Standards Development Committee.

The nominations for Secretary were Andrew Drozd and Hugh Denny. The motion to close the nominations was approved by voice vote of the committee. A simple majority written ballot was completed and Hugh Denny was the newly elected Secretary of the Standards Development Committee.

The Chair thanked all of the nominees and encouraged their continued support of the new officers.

5. Policy and Procedures

Andrew Drozd handed out a copy of the Policy and Procedures. There were many changes proposed.

There were comprehensive changes to update the Policy and Procedures name of the committee from the "Standards Committee" to the "Standards Development Committee."

The websites for the IEEE EMC Society and the Standards On-Line were added as reference.

Andy suggested modifications to indicate each member submits an updated "resume" to confirm the openness and diversity of the committee.

Membership proof of each committee member in the Standards Association was defined. This is required because the committee members must be a Standards Association member to ballot on the standards. Modification to the terms of the elections of committee officers from one to two year terms was presented. In addition, the clarification that all three positions were elected and not appointed was confirmed.

Working Group Chair responsibilities for PAR submission and requirements for Standards Association were defined. The PAR is the formal approval and assignment of the work to the W/G Chair and no additional document or letter is required. W/G officers can have combined offices of Vice Chair and Secretary. W/G procedures do not have to be documented; they can follow SDCOM Policy and Procedures if they wish. However, written or not, no W/G policy or procedure can conflict with established Standards Development Committee Policies and Procedures and referenced documents (such as IEEE Standards Development Guide).

Due to time limitations the Chair requested that further changes in Section 4.3 be completed by electronic mail.

The committee made a motion to accept all proposed changes discussed up to the clause on page 9.

Minor editorial corrections and clarifications were submitted on pages 10 to 15. The proposed changes to define coordination activities on page 18 was requested to be dropped until the new incoming Chair could confirm the activity with the Standards VP. It was decided to keep the W/G Periodic Report Form.

A motion was made to accept the changes as discussed from page 10 to end of the document. The motion passed. The Chair indicated the committee's appreciation to Andy for all of his preparation and work.

6. Operations Manual Review

Due to time limitations, no discussion on this issue occurred. The Chair indicated that the Operations Manual was not ready for review.

7. Demonstration of Standards On-Line

The Andrew Drozd and the secretary demonstrated the Standards On-Line for the Committee and guests.

A motion to close the SDCOM meeting, suspend until Wednesday morning meeting, was made and passed.

8. Call to Order

The Chair called the second SDCOM meeting to order on Wednesday at 7:30 am.

9. Approval of Minutes

The secretary presented the minutes from the May Tokyo meetings for approval. A preliminary copy of the Chairs draft BoD report was circulated to update the committee addresses and standards status. **See Attachment C.**

10. Standards Review

STANDARD 139 The secretary indicated that Standard 139 was re-affirmed and approved by the IEEE-SA Board on June 26, 1999. **See Attachment D.**

STANDARD 187 The secretary indicated that this standard would need review in 2000. It was previously e-affirmed in 1995. There have been some preliminary discussions with the FCC due to digital TV and other developments. **See Attachment E.**

STANDARD 140 Current with no activity.

STANDARD 213 The secretary indicated that Standard 213 was reconfirmed in 1998 and that there was already a motion not to renew the standard when it expires in 2003.

STANDARD 299 Dale Svetanoff a Working Group report indicating that he was proceeding with an extension of the work to include smaller enclosures. There was a W/G meeting planned for the upcoming Friday - August 6, 1999. A new PAR was scheduled to be submitted by the end of August. The draft PAR and the W/G report with meeting agenda are included. A motion was made and the PAR was approved with two abstentions by Kramer and Drozd. [See Attachment F.](#)

STANDARD 473 Stephen Berger indicated that members of TC-3 wished to update 473. There was an action item assigned to Mr. Berger to identify the individual and provide them with the PAR by the November 1999 meeting. This can be done electronically as the PAR is available on-line from the IEEE.

STANDARD 475 Hugh Denny presented two older drafts. The problems with the 3rd and 4th Draft were the inconsistency of measurement methods that conflicted with ANSI C63.4. It was unclear when the problem was corrected. Hugh presented a 5th draft that hopefully would be presented for a final ballot. [See Attachment G.](#)

STANDARD 1128 Current with no activity.

STANDARD 1140 The secretary indicated that 1140 had completed the re-affirmation ballot and he was preparing to submit to REVCOM. [See Attachment H.](#)

STANDARD 1302 Current with no activity.

PAR 1530 The secretary presented the first draft document submitted by W/G Chair Bud Hoefl. Progress is being made on the standard. The committee was asked to review and comment on the draft before the next meeting. [See Attachment I](#)

COORDINATION Donald Sweeney reported on the standard received from the Antenna's and Propagation Society for coordination. It was titled " IEEE Guide for the Measurements of Electromagnetic Properties of Earth Media. Don indicated that he received no response. [See Attachment J.](#)

11. New PAR Proposal on Filters

Kermit Phipps presented information on the proposed PAR. Much of the work is based on actual work performed on filtering power in commercial environments. Kermit presented a case study of interference based on installation in a commercial environment: Victoria's Secret. The power bus was causing interference with the theft detection equipment. Proper filtering was required to eliminate the problem. Kermit indicated that this was a very typical problem that needed improved standards measurement and installation. The Chair reviewed the Scope of the PAR with the Committee. A user of the standard was defined to be the manufacturer that supplies filters to the commercial industry and possibly the US Government. The work was not intended to cover installation of the filter, but that would be a natural extension of this work in the future. Kermit indicated that he could complete the work in the four year period allowed by the PAR. A motion was made to approve the PAR and approved without any negative or abstention. [See Attachment K.](#)

12. ACTION ITEMS

Donald Heirman indicated that he had notified Michael Hart on his unsuccessful application to the SDCOM. [See Attachment L.](#)

The secretary indicated that there was only one action item left open, that was to submit 1140 yellow sheet and that he would complete that activity before the next meeting.

13. Next Meeting Schedule

The Chair indicated that the next meeting would be with the IEEE EMCS Board meetings in Washington DC November 18, 1999 – Thursday noon to 5 pm.

14. Adjournment

The meeting was adjourned at approximately 8:45 am.

Respectfully Submitted

David L. Traver
Secretary – SDCOM

Attachments: A to L