



STANDARDS DEVELOPMENT COMMITTEE

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SUBJECT: Minutes of the 18 November 1999 Meeting
Washington Hilton and Towers, Washington, DC

MEMBERS PRESENT: Donald N. Heirman, Chair
Stephen Berger, Chair-Elect
Hugh Denny, Secretary-Elect
Don Sweeney
Andy Drozd
Ralph Showers
Dan Hoolihan
Joe Butler

MEMBERS ABSENT: Dave Traver - Secretary/Vice Chair-elect (Proxy provided)
Risabouro Sato (Proxy provided)
Ed Bronaugh (Proxy provided)
John Kraemer
T. J. Ritenour

VISITORS: Sue Vogel
Ghery Pettit
Elya Joffe
Kimball Williams

STANDARDS DEVELOPMENT COMMITTEE

FINAL AGENDA

1 - 5 pm, 18 November 1999

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| 1. Call to Order | Heirman |
| 2. Introductions and Approval of Agenda | Heirman |
| 3. Recording of Attendance | Denny |
| 4. Review of VP for Standards presentation to EMCS BoD | Heirman |
| 4. Presentation on IEEE Standards Association | Vogel |
| 5. Follow up on Audit | Drozd |
| 6. Status of SDCom Web Site | Berger |
| 7. Review of Standards | Heirman |
| Std 139 | |
| Std 140 | |
| Std 187 | |
| Std 213 | |
| Std 299 | |
| Std 376 | |
| Std 377 | |
| Std 473 | |
| P475 | Denny |
| Std 1128 | |
| Std 1140 | |
| Std 1302 | |
| Std 1309 | |
| P1530 | Hoeft |
| 8. Status of Filter PAR | Heirman |
| 9. Potential Work Topic: 2.4 GHz ISM Band | Berger |
| 10. Review of Action Items | Denny |
| 11. Presentation of Award | Berger |
| 12. Next Meeting | Heirman |
| 13. Adjournment | Heirman |

MINUTES OF MEETING

- 1. Call to Order/Introductions/Recording of Attendance.** The meeting was called to order at 1:05 p.m. by the Chair, Donald Heirman. Each member and visitor introduced themselves. Attendance was recorded.
- 2. Approval of the Agenda.** The previously proposed agenda was modified to add two items: A presentation by Sue Vogel of IEEE Piscataway on the IEEE Standards Association and a status report by Heirman on the EMCS audit. The agenda as modified was approved.
- 3. Review of Report on Standards Activities to BoD.** The organization of the new

- Standards Committees was presented along with a status report on current standards.
4. **Presentation on “Tools and Tips to Speed Up the IEEE Standards Process” by Sue Vogel.** Ms. Vogel highlighted the following points: a. As of March 1999, all PARs are to be submitted to NesCom in electronic format. b. Electronic balloting is to be implemented in 2000. c. Electronic bulletin boards with messaging threading is now available for use by working groups. d. Templates are now available to assist working groups in the development of drafts. e. PDF formats are recommended for all submittals. NesCom/RevCom are moving toward “continuous processing” of PARs and document approvals, i.e., they are moving away from only considering submittals four times a year. f. Other initiatives underway are polling of potential users/purchasers of standards to determine market needs; videoconferencing capabilities for working groups; and the development of leadership training modules for sponsors of working groups. For further information contact Sue at *s.vogel@ieee.org* or at 732-562-3817.
 5. **Status Report on SDCom Internal Audit.** Andy Drozd reported on the internal audits conducted over the past two years. In general, the goals of the audits are to (1) foster continuous process improvement, (2) ensure compliance with IEEE Standards Association Standards Board policy and procedures, (3) affirm compliance with EMCS policies and procedures, (4) critique internal processes to improve where necessary and eliminate those which do not add value, and (5) harmonize activities with the EMCS 5-year plan. (A copy of the report is on file.)
 6. **Web Site Status.** Steve Berger gave an update on the development of the web site for SDCom. The development is following the model used by the Technical Activity Committees as presented in Seattle in August. (An overview of the site development efforts was also given by Don Heirman at the BoD meeting the next day.)
 7. **Review of Standards.** All standards are current. 213 will be allowed to “die” at the end of the current use period. Draft 5 of P475 was reported as being out for ballot with a due date of mid-December. P1530 is under active development.
 8. **Filter Par.** Don Heirman reported that the Project Authorization Request for a Standard for Methods of Measurement of Radio Frequency Interference Filter Suppression Capability in the Range of 100 Hz to 40 GHz was in progress.
 9. **Potential Work Topic - 2.4 Ghz ISM Band.** Currently there is an increasing interference problem in the 2.4 GHz ISM band, which allows operation of unlicensed equipment such as wireless LANs. Several parties have requested that the Spectrum Management Committee under TC-6 study the issues involved and determine if improvements can be recommended to reduce the mutual interference between equipment types operating in this, and other similarly regulated bands. If consensus solutions are identified then there is the potential that the SDCom will be requested to develop standards to implement these solutions. Accordingly the SDCom will remain in communication with the study of 2.4 GHz ISM band interference under TC-6 and, if requested, consider suggested standards projects.
 10. **Action Items.**
 1. Don Heirman requests that members of SDCom provide suggested “contacts” for publicizing the EMC Standards Collection.
 2. Secretary was requested to email latest version of Operations Manual to SDCom members prior to the next meeting.
 3. Berger to check status of Filter PAR.

4. Andy to work with Steve to assure that SDCom web site is compatible with those of the TCs.
5. SDCom members provide suggestions to Don Sweeney as to items appropriate for archives.
- 11. Award Presentation.** Steve Berger presented an award to Don Heirman for his 20 years of service to the development of EMC Standards.
- 12. Next Meeting.** The next meeting of the Standards Development Committee will be held Thursday, March 23 in Phoenix, AZ in connection with the EMCS Board of Directors meeting.