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**IEEE EMC SOCIETY
Standards Development Committee
Policies and Procedures**

Published by the EMC-S Standards Development Committee

EMC-S Standards Development Committee

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1.0 INTRODUCTION

This policies and procedures manual has been prepared with the intent of formalizing the activities of the IEEE EMC Society (IEEE EMC-S) Standards Development Committee (SDCom).

1.1 Purpose

The purpose of this manual is to document formally the policies and procedures of the IEEE EMC-S SDCom. Further, this document will serve to provide the necessary documented relationship of the IEEE EMC-S SDCom to the IEEE.

1.2 Scope

This manual addresses the IEEE EMC-S organization as well as specific policies and procedures adopted by the Standards Development Committee. It will be periodically updated as necessary to reflect new policies and procedures adopted by the committee. Updating will be accomplished by simple majority vote of the IEEE EMC-S Standards Development Committee. The manual will document only those activities of the committee which are an extension or of a more specific nature than the policies and procedures documented in the IEEE-Standards Association Standards Board Operations Manual, referenced in Section 2.0.

1.3 Exceptions

One-time exceptions to these procedures will be considered by simple majority vote of the EMC-S Standards Development Committee. Individual working groups are allowed to have policies and procedures but this document takes precedence.

2.0 REFERENCE DOCUMENTS

The current editions of the following documents apply in the order or precedence given. See the IEEE Standards Association Standards Board Web Site for current dates and editions of these documents. Should there be any conflict between this document and those listed below, the documents listed below will govern. In general the order of preference of the documents will be: IEEE, IEEE Standards Association Standards Board documents, IEEE EMC-S documents, and IEEE EMC-S Standards Development Committee documents.

- 1) IEEE Constitution
- 2) IEEE Bylaws
- 3) IEEE Standards Association Standards Board Bylaws
- 4) IEEE Policy and Procedures Manual
- 5) IEEE Standards Association Standards Board Operations Manual
- 6) IEEE – SA Standards Board Bylaws
- 7) IEEE – SA Standards Board Operations Manual
- 8) IEEE Standards Style Manual
- 9) IEEE – SA Standards Board Working Guide for Submittal of Project Authorization Request (PAR) and PAR Form
- 10) IEEE – SA Standards Board Working Guide and Form for Submittal of Proposed Standards.
- 11) IEEE EMC Society Constitution and Bylaws.
- 12) IEEE Standards Companion

NOTE:

IEEE documents are maintained and are available from the Service Center, the Institute of Electrical and Electronics Engineers, 445 Hoes Lane, PO Box 1331, Piscataway, NJ, 08855- 1331 Tel: 732/981-0060, Fax: 732/562-6380.

The IEEE Standards Web Site home page address is <http://standards.ieee.org> and relevant information on EMC Standards can also be found at the EMC-S home page at <http://www.emcs.org> which provides links to related Web sites.

3.0 ORGANIZATION OF THE COMMITTEE

*The committee **shall** consist of the chair, vice-chair, secretary and its members. The membership **shall** be comprised of IEEE EMC Society members with sufficiently diverse interests to ensure reasonable balance without dominance by a single interest category. This is to ensure and demonstrate the technical diversity of the members, and establish as well as maintain a balanced committee, Working Group (W/G) and member profile that assures balloting procedures, revisions, challenges, appeals, etc. are exercised in a fair, open manner throughout the Standards development process.*

3.1 Standards Development Committee Membership Qualifications

In order to qualify for membership on the IEEE EMC Society Standards Development Committee an individual **shall** meet the following criteria:

- 1. The member **shall** be a member of the IEEE Standards Association.*
- 2. The member **shall** have sufficient technical breadth and depth to review and pass judgment on standards in all aspects of the discipline of EMC.*
- 3. In the absence of extenuating circumstances, the member **shall** attend at least one meeting of the Committee each year, preferably the one held at the annual EMC Symposium. Attendance at the other meetings is strongly encouraged in order to maintain progress and continuity. The member **shall** also return all ballots in a timely manner.*
- 4. The member **shall be** thoroughly familiar with the standards development process of the IEEE Standards Association Standards Board (SASB) and the Standards Development Committee. Normally to qualify for membership the individual **shall** have been a working group chair and successfully guided a standard to adoption and publication. However, other standards development activities may qualify, such as significant involvement in standards at the SASB level, or in the development of standards of comparable scope in other technical societies or government organizations.*
- 5. The member **shall** make a minimum two-year commitment. Once appointed to membership, the term is open ended, continuing while there is mutual agreement for continuation between the chair of the committee and the member. Continued membership is normally contingent only upon active involvement (see item 2 above) in the work of the committee and reaffirmation of intention to continue membership by 31 January each year.*
- 6. Significant commitment is required. It is required that there be evidence of the nominee's willingness to support their involvement in the Standards Development Committee. The annual letter of reconfirmation due by 31 January of each year*

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shall be used to indicate an individual's continued membership, commitment and active involvement in the work of the Standards Development Committee. The member may indicate sooner via letter or an equivalent correspondence any significant changes in a member's ability to continue their involvement in the SDCom due changes in employment status. Included in the bio shall be the member's IEEE membership number, EMC Society member or affiliate status, and Standards Association membership.

7. The member should make a diligent effort to locate and recruit a qualified replacement when that individual's term of service or desire to continue on comes to a close.
8. *Failure to comply with the above provisions will cause a member to be removed but he/she will have the opportunity of appeal by presenting sufficient evidence for reconsideration at the next normally scheduled meeting.*
9. *Each committee member and Working Group (W/G) Chair shall provide the SDCom Chair or Secretary an updated biography which describes the individual's experience, area of technical expertise, education, and demonstrated relevant or equivalent experience which qualifies the member "for the record"; furthermore, an updated biography shall be provided at least every three (3) years or sooner in the event of a change in the member's job status or work responsibilities.*

3.2 Officers

There shall be a Chair, Vice Chair, and Secretary of the Standards Development Committee. The Chair is elected for a two-year term by the EMC-S Vice President for Standards with the approval of the EMC-S Board of Directors. The Vice Chair and Secretary are also elected bi-annually by majority vote of the Standards Development Committee members.

4.0 STANDARDS DEVELOPMENT ACTIVITIES

Development of IEEE EMC Standards shall be in accordance with the IEEE Standards documentation. EMC-S specific policies as well as related issues are as follows:

4.1 Formation of Standards Working Groups

EMC-S standards development is normally performed by ad hoc Working Groups which are set up under the auspices of the EMC-S technical committees. Group members are selected by the Working Group chair based on their knowledge and experience in the field of interest and their ability to perform. An adequate balance of producers, users, and general interest individuals should be the goal of the Working Group. Working Group Chairs are required to submit P/U/G (Producer/ User/ General Interest) classification lists of all W/G members annually to the EMC-S Standards Development Committee.

Standards Working Group Chairs shall be members of the EMC-S and should be members of the IEEE Standards Association, and shall be approved by the EMC-S Standards Development Committee. No person shall chair two or more concurrently active Working Groups.

Working Groups may define active membership requirements in order to facilitate the orderly progress of the project and define the required distribution for such items as minutes, meeting notices, consensus ballots, etc. Active Working Group membership may include such items as a record of a commitment to attend a required percentage of meetings, return of all consensus ballots within a specified time, and the timely completion of action items. Working Group members need not be EMC-S members.

An appointment or assignment shall be provided to a Working Group (W/G) chair or an associated committee chair by the SDCOM Chair to authorize the W/G or committee chair to perform efforts on behalf of the Standards development process. The formal authorization, approval or assignment of work to the W/G chair is provided through the PAR where the SDCOM Chair is the primary signatory of the PAR document.

4.2 Standards Project Authorization Request - PAR

In order to initiate or develop an EMC-S standard, a Project Authorization Request (PAR) shall be submitted. The PAR form is submitted by the proposed W/G chair to the EMC-S Standards Development Committee for approval. Note that the EMC Standards Development Committee is the official sponsor of the proposed standard. (See Section 2.0, Reference Documents.) In addition to the completed PAR form, a complete listing of the W/G members names, addresses, telephone numbers and “PUG” classifications (Producer, User,

General Interest) should be attached to the PAR at the time of submission to the Committee. After review and approval by the committee, the PAR is sent to NESCOM. Updates to the W/G committee roster should be provided, as necessary, to reflect changes in membership profile or status over time.

The current version of the IEEE PAR form can be electronically downloaded from the IEEE Standards Web Page at <http://standards.ieee.org/guides/par/par2000.txt> .

4.3 Working Group Management

In addition to the Chair, each Working Group shall have a Vice-Chair and Secretary. Working Group officers can have combined offices of Vice Chair and Secretary. The position of the Vice-Chair is to allow for back up for the Chair in case of absence at a scheduled meeting or inability to complete the standards development effort. The importance of the Secretary position is underscored by the need to keep detailed minutes of all meetings, process all draft standards and keep membership records for substantiating balloting procedures. The Vice Chair and Secretary functions of the W/G may be combined.

A W/G may have a coordinator assigned by the EMC-S Standards Development Committee who will act as liaison. The assigned coordinator will be a member of the EMC-S Standards Development Committee.

A Working Group may have its own written policies and procedures approved by the Standards Development Committee. *If no such written document exists at the W/G level, then the W/G shall adhere to the SDCom Policies and Procedures Manual (this document). Whether or not written policies and procedures exist at the W/G level, all W/Gs shall follow procedures that are not in conflict with the SDCom Policy and Procedures Manual, the IEEE Standards Development Guide, and other relevant IEEE Standards Association Standards Board (SASB) documented guidelines.* A training module on writing procedures is available and can be accessed at <http://standards.ieee.org/faqs/ltpres.html>.

Adherence to approved policies and procedures for the W/G includes the periodic submission of brief status reports using, as a minimum, a one-page reporting format summarizing W/G progress, technical accomplishments, problem areas and coordination, W/G meeting frequency, and target dates corresponding to important PAR deadlines imposed by the IEEE Standards Association Standards Board (SASB). A sample format is shown in Figure 1. *Such W/G meeting/status reports shall be submitted by the W/G to the SDCom at least three times per year coincident with the scheduled meetings of the SDCom.*

4.3.1 Expenses

Working Group chairs can be reimbursed for reasonable administrative expenses associated with standards development efforts. Requests should be made to the Chair of the Standards Development Committee, in writing (or e-mail) and be pre-approved prior to incurring the expense. The request should include the amount requested, justification for the expenditure, as well as the stated benefit to the standards development process. *It is **necessary** to file a completed IEEE Expense Report with the Chair of the Standards Development Committee to receive reimbursement.*

4.3.2 Working Group Attendance and Reporting

*Working Group chairs or their designees are **required** to attend at least one Standards Development Committee meeting per year in order to present the status of their PAR to the Committee.*

4.4 Reports from Working Groups

*All Working Groups are expected to and **shall** submit a report to the Secretary of the EMC-S Standards Development Committee prior to each scheduled meeting of the SDCom. A sample format is shown in Figure 1.*

4.5 Distribution of Working Group Drafts

Drafts of Standards being developed by Working Groups are IEEE proprietary. Circulation of drafts is restricted to members of the Working Group, members of the sponsoring technical committee, members of standards organizations identified as coordinating groups, and members of the EMC-S Standards Development Committee. *Any distribution beyond these specified groups **shall** be approved in advance by the Chair of the EMC-S Standards Development Committee.*

4.6 Copyrights

Drafts of standards developed by the Working Groups are copyrighted by the IEEE. *The copyright statement shown in Figure 2A **shall** appear at the beginning of drafts and each page of the draft should be stamped with the statement shown in Figure 2B.*

4.7 Balloting Draft Standards

*The Working Group **shall** strive to reach consensus in its work regarding the standard. This may include an informal vote on the draft standard. Once the Working Group Chair has concluded that a consensus has been reached, the results are sent to the EMC-S Standards Development Committee.*

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*The Standards Development Committee **shall** form a Sponsor balloting group, which should include as a minimum: the EMC-S Standards Development Committee. The balloting group **shall** strive to include representation by any individual or group that would be materially affected by the standard. Individuals who are considered experts in the field of interest of the standard may be added to the ballot group as well. Working Group members or members of the Standards Development Committee may suggest names of competent personnel to be included in the balloting group.*

The invitation to ballot process for new standards begins with the Working Group (W/G) as shown in Figure 3. The W/G submits the names of its current membership as well as other names of interest/affected individuals. *Both groups **shall** be identified by their affiliation with education, industry, or general interest. This list **shall** also include the names of individuals for coordination.*

The SDCom receives this list and adds the names of current SDCom members as well as any other recommended additions so as to achieve balance, etc.

The IEEE Standards Association receives the proposed balloting group list from the SDCom and reviews it for Standards Association (SA) Membership. Non SA members are referred back to the SDCom. The SDCom can either ask these individuals to join the SA or petition the SA to accept them on the balloting group (for complete information on SA membership requirements and prerequisites for balloting draft standards, see <http://standards.ieee.org/guides/opman/sect5.html#5.4>).

The SA issues the list of individuals in the final balloting group including those individuals added for coordination.

*At least 75% of all ballots sent out **shall** be returned and 75% of those returned **shall** be in the affirmative (75/75 rule). After balloting, an attempt **shall** be made to resolve all negative ballots. Written records of this resolution process **shall** be maintained as one will need this documentation for submittal of the document to the IEEE Standards Association Standards Board REVCOM to substantiate evidence of diligence in attempting to resolve all negative ballots. The Working Group Chair is the key at this stage to aggressively bring the ballot to a successful conclusion.*

The proposed standard, but not the actual ballot is also sent to all groups listed on the PAR as Coordination.

*A letter document is **required** from all Coordinating bodies indicating acceptance, no comments, or negative comments. If negative comments are received from any Coordination group, they **shall** be considered by the Working Group. A letter **shall** be sent to that Coordination group showing that the negative comments were addressed along with the results of that consideration. It*

is not necessary to accept comments from Coordination, but considerations are recommended.

Once the balloting process and comment resolution process is complete, the complete package of responses is sent to the REVCOM for formal IEEE Standards Association Standards Board (SASB) approval.

After the standard is approved by REVCOM, a notification letter and Certificate of appreciation will be sent by the EMC-S Standards Development Committee Secretary and Awards Chair to the W/G Chair.

4.8 Appeals

4.8.1 Purpose

*Persons who have directly and materially affected interests and who have been or will be adversely affected by a standard within the EMC-S Standards Development Committee (SDCom) Working Group jurisdiction, or by the lack thereof, **shall** have the right to appeal procedural action or inaction of the EMC-S SDCom Working Group or primary sponsoring committee. Appeals **shall** first be made to the Chair of the Working Group before escalation to the EMC-S SDCom or sponsoring committee. Every attempt **shall** be made to resolve concerns informally, since it should be recognized that a formal appeals process has a tendency to negatively and sometimes permanently affect the goodwill and cooperative relationships between and among individuals interested in the standard development. The SDCom in conjunction with the Working Group shall consider the appeal, as necessary. If the informal EMC-S SDCom attempts fail to resolve a concern, then the SDCom shall forward the appeal to the IEEE Standards Association Standards Board (SASB) in accordance with the IEEE SASB Operations Manual, Section 5.8 and IEEE SASB Bylaws, Section 4.4. The following formal procedure as outlined in 4.8.2 to 4.8.8 describes this process and **shall** be invoked.*

4.8.2 Complaint

*The appellant **shall** file a written complaint with the Working Group Chair as soon as possible after an action, but not later than ninety (90) days after the appellant knew, or reasonably should have known, of the action to be appealed. The complaint **shall** state: the nature of the objection(s), including any adverse effects with respect to the issue; and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each **shall** be noted, and the official record of all challenged actions **shall** be included.*

4.8.3 W/G Response

*Within thirty (30) days after receipt of the complaint, the respondent (W/G Chair, Vice-chair or Secretary) **shall** respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.*

4.8.4 Hearing

*If the appellant and the respondent are unable to resolve the written complaint in a manner consistent with these procedures, the W/G Chair **shall** schedule a hearing with an appeals panels on a date agreeable to all participants, giving at least ten (10) working days notice.*

4.8.5 Appeals Panel

*The appeals panel **shall** consist of at least three (3) individuals who have not been directly involved in the matter in dispute and who will not be materially or directly affected by any decision made, or to be made, in the dispute. At least two (2) members **shall** be acceptable to the appellant and at least two (2) members **shall** be acceptable to the respondent.*

4.8.6 Conduct of the Hearing

The appellant has the burden of documenting adverse effects, improper actions or inaction, and the reasons for the proposed remedial action. The respondent has the burden of demonstrating that the Working Group and the associated officers took all actions in compliance with these procedures, and that the requested remedial action would be detrimental or ineffective. Each party may address other pertinent arguments, and members of the appeals panel may address questions to individuals.

4.8.7 Appeals Panel Decision

*The appeals panel **shall** render its decision in writing within thirty (30) days, stating findings of fact and conclusions, with reasons therefor, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:*

- a. Finding for the appellant, remanding the action to the Working Group or the EMC-S Standards Development Committee with a specific statement of the issue and the facts in regard to which fair and equitable action was not taken.
- b. Finding for the respondent, with a specific statement of the facts that

demonstrate fair and equitable treatment of the appellant and the appellant's objections.

c. Finding that new, substantive evidence has been introduced, and remanding the entire action to the Working Group or the EMC-S Standards Development Committee for appropriate consideration.

4.8.8 Further Appeal

If the appellant gives notice that further appeal is intended, a full record of the complaint, response, hearing and decision **shall** be submitted by the Working Group Chair to the EMC-S Standards Development Committee. *For Projects which have already been approved by the IEEE Standards Association Standards Board, the appeals process described in the IEEE Standards documentation shall apply, and shall be directed to the IEEE Standards Association Standards Board.*

4.9 Distribution of Information on IEEE EMC-S Standards Development Committee Activities

Pertinent activities of the IEEE EMC Society Standards Development Committee activities will be publicized in the IEEE EMC Society Newsletter and the IEEE Standards Bearer. Back issues and the current copy of the IEEE Standards Bearer can be obtained from the IEEE Standards website at <http://standards.ieee.org/reading/ieee/SB/index.html>.

The EMC-S Standards Development Committee activities may be made available by electronic media. The EMC-S Standards Development Committee Vice Chair is responsible for access, approval, and general administration of the SDCom web site regarding Committee activities.

4.10 Meetings of the IEEE EMC-S Standards Development Committee

The IEEE EMC-S Standards Development Committee meets at the call of the Chair, but typically in conjunction with the IEEE EMC-S Board of Directors Meetings which are held periodically. Committee meetings are open. *All items requiring a vote shall require only a simple majority to pass with exceptions as contained in Robert's Rules of Order.*

4.11 Proxy

Members of the EMC-S Standards Development Committee who are unable to attend a meeting of the SDCom may give their proxy vote to another member of

the Committee. The procedure for giving a proxy to another member is via the RSVP form, which is sent out by the Secretary prior to each meeting.

4.12 Interpretations

Written inquiries requesting interpretation of the IEEE approved EMC-S standards shall be responded to by an ad hoc Interpretations subcommittee. This subcommittee(s) will be appointed as necessary by the Chair of the Standards Development Committee.

4.13 Standards Awards

Recommendations for recognition of individuals who have contributed significantly to EMC Standards development efforts should be made to the Awards Committee Chair for the EMC-S Standards Development Committee. *The Awards Committee Chair shall be appointed by the EMC-S Standards Development Committee Chair. Recommendations for awards shall be made directly to the Awards Committee Chair. The Awards Committee Chair shall present recommendations to the SDCom for discussion and approval at the meeting that immediately precedes the annual symposium meeting of the SDCom.*

The awards categories available are: The Richard R. Stoddard Award for outstanding performance; the Lawrence G. Cumming Award for outstanding services; the Standards Medallion; the Certificate of Appreciation, the Certificate of Achievement, and the Certificate of Acknowledgment.

4.14 Additional Considerations Following the Publication of a Standard

4.14.1 Changes in the Working Group

Just as the PAR and standards have a life cycle, so do the working groups that create them. When the SDCom's working group has completed all of its projects, then it is appropriate for the SDCom to consider terminating that working group. The reasons for this consideration are that the working group has no active PARs (everything has either been published, or withdrawn or superseded), and no new PARs or projects will be under consideration in the foreseeable future. However, the issues of maintenance for possible revisions or withdrawal of existing standards still remain, along with responding to interpretation requests. The working group chair should identify people early on in the standards development process who could maintain the standard after approval. The W/G chair should relay these names to the SDCom Secretary, and the SDCom Secretary should update this list annually. If the standard needs to be revised eventually, then the SDCom can reactivate the working group.

Consequently, there is a need for a maintenance group i.e., a core of the working group that can be reached to deal with issues of interpretation, possible errata or supplements, and whether or not a revision will be needed. These kinds of issues should be addressed while the working group is still active (since it can be difficult to come up with a maintenance group when the working group has already disbanded).

Another concern is how to handle any changes in working group leadership. Working groups are fluid i.e., their membership changes as new people become involved or as previous supporters move out into other areas of work. Sometimes the movement affects the leadership of the working group - the chair, vice chair, technical editor, etc. As such, working groups should set up plans for electing chairs if needed (keeping in mind the rules of the SDCOM) and for interim chairs during that time (for instance, the vice chair may run the group until nominations and an election can be held). It is always wise to have these contingency plans prepared in case they are needed. *Also, if the chair of a working group changes, then the corresponding PAR shall be revised to reflect the new chair's signature on the copyright agreement.*

4.14.2 Dissolution of Working Groups and Termination of W/G Chairs

Technically, the life of a working group is tied to the life of the PAR or PARs they are developing. The life of a PAR is four (4) years. When a PAR results in an approved standard, the working group usually stops having its regular meetings. However, it is the responsibility of the SDCOM to dissolve the working group.

A standard has a validity period of five (5) years from the date of publication. Amendments or corrigenda can be developed and balloted that offer minor revisions to the standard or extensions to it, but the amendment does not affect the five-year validity rule. *At the end of the period, one of three things shall happen: revision, reaffirmation, or withdrawal.*

The SDCOM Chair and the committee in conjunction with W/G chairs shall periodically determine the need to either continue, maintain, or terminate certain working groups, particularly examining those that have fulfilled their duties on behalf of standards development processes.

A decision shall be made whether to maintain or terminate a working group that is responsible for developing a new or updated standard. This shall occur following the formal approval of a standard by REVCOM and the IEEE Standards Association Standards Board (SASB), and after both a notification letter has been sent by the EMC-S Standards Development Committee Secretary and a Certificate of appreciation has been presented

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by the Awards Chair to the W/G Chair. A W/G can be kept active if it is in the best interests of the SDCom, IEEE SASB and the overall standards development processes, in particular between or during reaffirmation cycles of a standard.

*The SDCom Chair **shall** authorize, in writing and if warranted, the dissolution of the respective W/G and the termination of its chair and members from any further obligation on behalf of the standard development activity. This can happen when a standard has been retired, is not in active status, has been superseded, or is not subject to reaffirmation or renewal, or if the W/G has previously disbanded due to internal staffing matters. This written authorization **shall** be kept on file by the Secretary and a copy **shall** be forwarded to the W/G chair.*

Further information on amendments and the new category of supplementary documents called corrigenda can be obtained from:

<http://standards.ieee.org/guides/opman/sect1.html#1.2>
<http://standards.ieee.org/guides/opman/sect8.html>
<http://standards.ieee.org/guides/opman/sect9.html#9.2>

5.0 AUDITS

The IEEE Standards Association Standards Board (SASB) staff members are a credible source of information to help determine or substantiate whether Standard Development Committee members are maintaining their qualifications status and are members in good standing. The SASB can also independently verify whether the Committee is adhering to acceptable procedural requirements specified in this manual and its supporting documents.

<u>EMC-S Working Group Report</u>	
W/G PAR # _____	Date _____
W/G Title _____ _____	
Last Meeting _____	
Date	Place
Minutes of last meeting filed with Sec. of Standards Dev. Committee? _____ YES _____ NO	
Summary of last meeting _____ _____	
<i>NEXT MEETING</i> _____	
Date	Place
Agenda sent to Standards Dev. Committee Sec? _____ YES _____ NO	
Planned activity at next meeting _____ _____	
Key Tasks & Proposed Schedule Through Publication of Standard	
Note: <i>The following suggested items should be addressed although not all items are mandatory. It is important to file a limited report rather than no report at all.</i>	
Include the following <u>items</u> with their <u>target dates</u> :	
<ol style="list-style-type: none"> 1. PAR 2. Task Definition 3. W/G Membership List 4. W/G Position & P/U/G 5. 1st Draft in W/G 	<ol style="list-style-type: none"> 6. Draft Approved by W/G 7. Submission to EMC Std. Com. 8. Submission for Coordination 9. Submission to REVCOM 10. Publication of Standard
<u>Item</u>	<u>Target Completion Date</u>
_____	_____
_____	_____
_____	_____
_____	_____
Submitted by: _____	
W/G Title: _____ _____	
(Use additional sheets as needed and attach most recent minutes.)	
Rev 11/99	

Figure 1 – EMC-S SDCom Working Group Report

EMC-S Standards Development Committee

A) *The following Statement **shall** appear on the TITLE page of EVERY DRAFT:*

Copyright © xxxx by the Institute of Electrical and Electronic Engineers Inc.
3 Park Avenue, 17th Floor
New York, NY, 10016-5997 U.S.A.
All Rights Reserved

This is an unapproved draft of a proposed IEEE Standard, subject to change. Permission is hereby granted for IEEE Standards Development Committee participants to reproduce this document for purposes of IEEE Standardization activities, including balloting and coordination. *If this document is to be submitted to ISO or IEC, notification **shall** be given to the IEEE Copyright Administrator.* Permission is also granted for member bodies and technical committees of ISO and IEC to reproduce this document for purposes of developing a national position. *Other entities seeking permission to reproduce portions of this document for these or other uses **shall** contact the IEEE Standards Department for the appropriate license.* Use of information contained in the unapproved draft is at your own risk.

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PO Box 1331
Piscataway, NJ 08855-1331, USA

B) *The following Statement **shall** appear on EVERY PAGE OF THE DRAFT, preferably at the BOTTOM of the page:*

Copyright © xxxx IEEE. All Rights Reserved.
This is an unapproved IEEE Standards Draft, subject to change.

**Figure 2 – EMC-S Standards Development Copyright Statements
[IEEE Standards Style Manual, 10/96]**

INVITATION TO BALLOT PROCESS

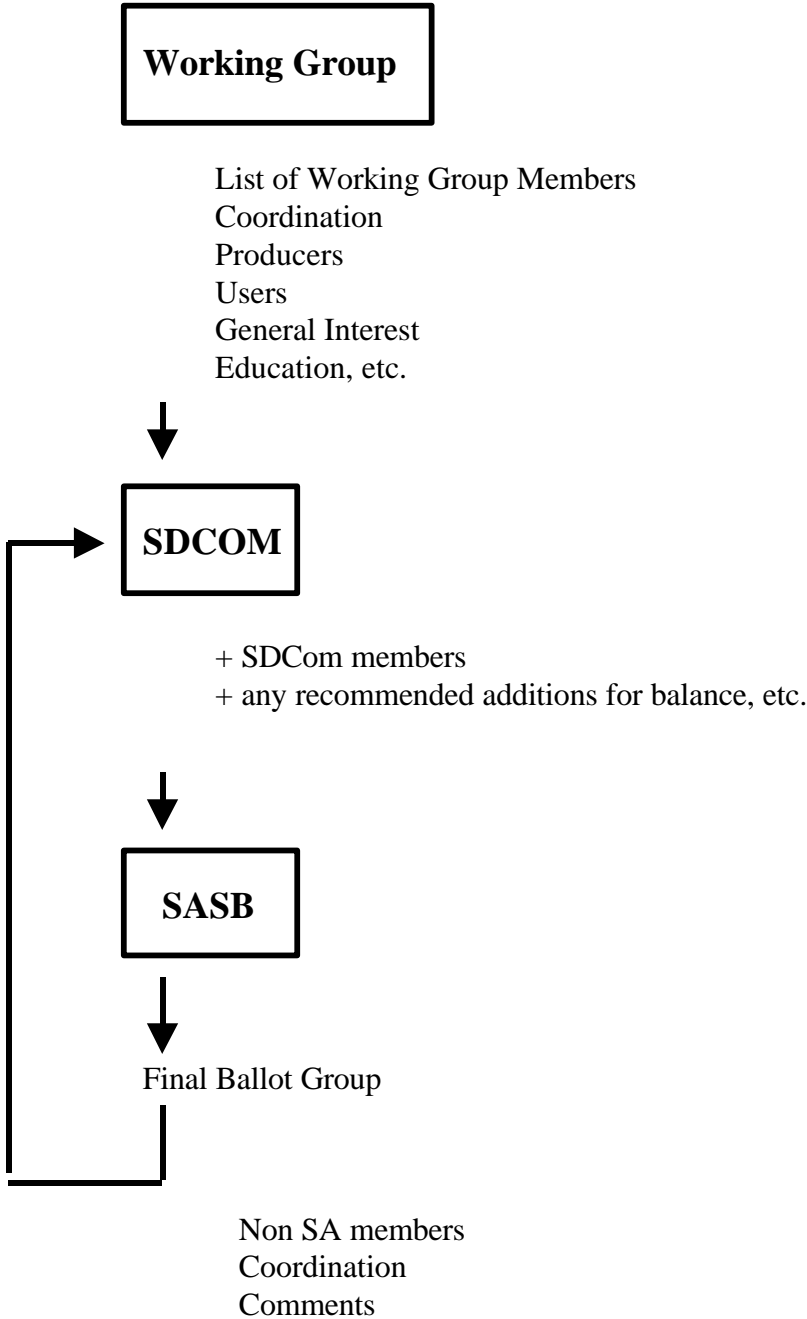


Figure 3 – Invitation to Ballot Process