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February 18, 1992

MINUTES OF THE IEEE EMCS STANDARDS COMMITTEE

FEBRUARY 11, 1992
8:00 to 10:00 A.M.
Grand Kempinski Hotel
Dallas, Tx.

MEMBERS PRESENT

Don Heirman, Chairman
Stephen Berger
Dan Hoolihan
Dave Staggs

Ed Bronaugh
Gene Cory
Hugh Denny
Joe Butler

MEMBERS ABSENT

Leonard Thomas, Sr.
Jim Parker
Risaburo Sato

Gene Knowles
Ralph Showers
Dave Traver

OTHERS PRESENT

Greg Sandoval (attending for D. Traver) Luc Truong (ROLM)
John Adams (NIST)

ADDITIONAL MINUTES DISTRIBUTION

Dheena Moongilan (P1140)
Bob Egan (P1190)
(P1128)
Janet O'Neil (EMCS BoD)
Dick Schulz (P299)

Don Kerns (P475)
Anatoly Tsaliovich
Poul Anderson (VT liaison)
John Kraemer (PXXXX)

Al Gross (H-field Testing)
Terry deCourcelle (IEEE)

Sue Vogel (IEEE)

MINUTES

1.0 Call to Order - The chairman opened the meeting at 8:00 A.M. and welcomed the attenders to the meeting. (See attachment A - Agenda, attachment B - Board Report)

1.1 Agenda review & additions to Agenda - The Chair corrected agenda item 6.1 from "SCC - 28" to "SCC - 23". He then added the following item:

6.4 Reconfirmation of membership

2.0 Review of Minutes of the Last Meeting - The minutes of the November 15, 1991 meeting were reviewed.

The following errors were noted:

(Pg. 1) - "Annaheim" should be "Anaheim".

(Pg. 1) - "O'Neill" should be "O'Neil".

A.I. 3.2 (Pg. 4) - "MIL STD 1377" was questioned. The sentence should cite the responsible committee. The Sec. is to determine correct body and cite them in the PAR and minutes.

7.9 (Pg. 7) - Drop attachment K reference as not relevant to this paragraph.

5.10 (Pg. 7) - "Wolf" should be "Wilf".

7.0 (Pg. 8) - "Friday" should be "Tuesday".

8.0 (Pg. 8) - "meting" should be "meeting".

(Pg. 10-11) - "November 11" should be "November 15"

With these changes the minutes of the August 17, 1991 meeting were approved.

3.0 Review of Standards Activities

3.0.1 STD 299 - The Chair reviewed the W/G report from the W/G chairman (See attachment C). He reported on a confusion which has arisen regarding the identity of the W/G chair. A discussion followed regarding how to improve communication between the

A.I. W/G and EMCS Std. Committee. H. Denny volunteered to recruit a sec. for the W/G in order to help in the work of this W/G.

In addition, Dick Schulz was appointed co-chair of the W/G with Gene Knowles. This was a position he had held previously and was expressing a desire to return to.

A review of the PAR followed (See attachment D). E. Bronaugh and J. Butler had previously sent written comments on this PAR. Other comments from the committee are recorded in the November 15, 1991

A.I. meeting minutes. The Sec. was asked to gather these and send them to H. Denny, who will give them to the new W/G sec and co-chairs so that a PAR may be generated.

The following comments were made on the current draft PAR:

The title should be checked, this must precisely match the title on the currently published standard.

The scope, if not expanded, should be exactly as it is in the last approved PAR.

The purpose should be rewritten to briefly cite the following reasons for a new PAR:

Frequency range should be reviewed to assure that it covers the current interests of the EMC community. The W/G should check pertinent interest groups to determine this. Specifically the working range of other standards such as MIL STD 285, 461 & 462 should be checked. It

was

noted that SCC 28 is extending its range of interest to 5 Hz.

The size of enclosure to be tested should be reviewed. The current standard primarily envisions testing room sized enclosures. Currently there is interest in the EMC community in testing entire buildings and also small cabinets. The W/G should either address these needs or limit its scope, as appropriate.

The W/G should also assure that instrumentation is readily available to make the required measurements at the frequency extremes.

Some errors and inconsistencies should be addressed. An illustration was offered, in the calibration section dBm and dBuV are used in different places in the same procedure.

[NOTE: At this point it was summarized that the purpose of the reconvened W/G was to address three points:

update the instrumentation cited, correct errors and address alternate enclosure sizes.]

The completion date was suggested as May 1994.

Coordination should specify the committee, not just the society, which will be contacted.

3.1 Standard 475 - The Chair reviewed the recent letter from the Standards Office with a May 8 deadline for a new PAR (See attachment E). Communication with the W/G has been a problem.

A.I. Discussion followed regarding this topic. E. Bronaugh offered to serve as sec. to the W/G in order to assure that a PAR was generated before the May deadline.

[NOTE: Later in the meeting a FAX was received from the W/G Chair with his report. The Chair reviewed this communication for the committee. (See attachment F)]

A.I. E. Bronaugh was asked to contact S. Vogel at the Standards Office regarding the appropriate trade organization to contact for coordination with the project.

3.2 Standard P482 - The Chair introduced J. Adams and asked if he was prepared to report for the W/G (See attachment G). The W/G Sec, B. McGinnis, had not completed the minutes from the last W/G meeting. As a result the W/G chair has been unable to generate a new PAR reflecting the comments from the last W/G meeting. G. Cory reiterated that B. McGinnis was committed to preparing the minutes but had been delayed by business commitments.

A review followed of the status of the PAR for this project (See attachment H). A PAR was approved in 1989. In 1990 another PAR was put forward and stopped in the EMCS Std Committee (the discussion and reasons are recorded in the minutes of the pertinent meeting). Since then the task of incorporating the comments into the updated PAR has been

A.I. languishing. G. Cory took the assignment of securing the minutes or the rough notes of the last W/G meeting and forwarding them to the W/G chair so that a new PAR can be generated by the W/G chairman.

The Chair read a FAX from J. Parker (See attachment I) and noted that E. Vander Heyden had been elected vice-chairman. A discussion followed as to the confusion over who was the current W/G chairman. The Chair restated his belief that it was ill advised to allow an individual to chair more than 1

A.I. W/G at a time. The Chair took the action to resolve the question with the parties involved. [NOTE: The Chair reported

later that Jim Parker has agreed to continue as chair and to work closely with Anatoly Tsaliovich, who will do much of the work of the chair.]

- 3.3 Standard P509 - The Chair reported on a letter from H. Denny to interested parties in this project (See attachment J) and a second letter to the Standards Office withdrawing this project (See attachment K - letter of withdrawal & associated letters). He invited H. Denny to discuss these communications. H. Denny review the points he had covered in his letters. He noted that a special session was scheduled on this topic at the 1992 EMCS Symposium. The Chair underlined that the next step was a PAR reopening the project in a more appropriate direction. Some discussion followed and it was concluded that a recommended practice was probably the right level for this project.

- A.I. H. Denny agreed to submit a PAR for the redefined project in time for NESCOM approval at their May meeting.

- 3.4 Standard P1128 - The Chair requested a revised PAR reflecting the new scope from the W/G chair (See attachment L - W/G report & preliminary revision of the PAR). He noted that the current PAR is approaching 6 years of age and most likely needs updating, especially to meet the requirements reflected on the new PAR form.

A discussion of the current PAR followed. The minutes of the last W/G meeting were entered into the minutes (See attachment

- A.I. M). E. Bronaugh read a letter from H.R. Hofmann. H.R. Hofmann was given the action of generating the current PAR on the newly approved PAR form with revised scope, if needed.

- A.I. In a side discussion D. Staggs agreed to work with J. Butler to develop a policy and procedures guide for standards development under the EMCS Std. Committee and its W/G's. This guide should cover the same topics as the similar guides developed by the Computer Society and Power Engineering Society.

The Chair widened the discussion to cover ways to improve communications and response time from the W/G's. He reported that only ~50% of the W/G chairmen were even sending in the 1

- A.I. page report summary, as requested. The Sec was asked to fill out a completed sample of the report and send a copy to each W/G chairman so that they might know more clearly what was expected. J. Butler suggested that the Sec's return address and FAX be placed prominently on the form. E. Bronaugh suggested that this information be placed in the upper right corner so that the form could be self addressed using a

window envelop. (See attachment N - Chair's letter asking W/G chairmen to submit reports before this meeting)

After further discussion a motion was made by D. Staggs, seconded and passed unanimously. The motion states that it is part of the responsibility of each W/G chair to submit a report on the work of the W/G before each EMCS Std Committee meeting.

A.I. The Sec was given the task of sending a letter to the W/G chairmen which would cover the following points:

- The substance of the motion just passed.
- Explain the legal need for such reports in written form.
- Suggest that each W/G appoint a vice-chair and sec to facilitate the work of the W/G.
- State that although extenuating circumstances would be considered, W/G chairmen who did not comply with these requirements would be replaced by the EMCS Std. Committee.

3.5 Standard P1140 - The chair asked the Sec to report on the status of the current ballot. The Sec reported that to date the returned ballots were 9 yes, 8 no and 3 abstentions (See attachment O - W/G Report). The negative votes grouped around three topics. Appendix D, which gives achievable levels with current technology, is by far the strongest point of contention. The definition of the instrumentation filter is a second point. Finally, several negative votes offered general comments throughout the document generally summarized as improving the technical precision of the draft.

The Sec reported that CBEMA had been asked to review their requirement for Appendix D in light of new work which has been started in SCC 28. W. Hanrahan has promised a response by the end of this month. The general comments are being incorporated into the draft. Assuming a positive response from CBEMA, the resulting draft will be rebaloted.

A.I. The Chair asked the Sec to make sure that all probe manufacturers were invited to comment on this project. He stated that it would be very important to document the choice not to comment by any of the manufacturers. It was suggested that this letter be sent using a certified return receipt mail service to prove that contact had been attempted.

3.6 Standard P1190 - The Sec reported that he had had a phone conversation with the W/G chair but had no report for this meeting.

[A FAXed report was awaiting the Sec upon his return to the office (See attachment P).]

The Chair reported that he also had spoken with the W/G chairman recently. In summary the W/G is awaiting the completion of writing assignments by various of its members.

- Many of these assignments are overdue and there is some
- A.I. trouble keeping the agreed to schedule. The Chair asked that the Sec contact the W/G chair and have him appoint a W/G sec
 - A.I. who would help speed the completion of this effort. The W/G chair should then send an updated W/G membership list with officers identified to the Sec.

(See attachment Q - Memo from W/G to ANSI SC-1)

- 3.7 Standard PXXXX - The Chair asked that the committee review the proposed PAR (See attachment R). The Chair said that the first sentence in the scope was unclear to him and appeared to need rewording. Discussion followed on this topic.

J. Butler suggested that the starting frequency should be changed from 10 kHz to 9 kHz, to agree with the range of interest in other standards. E. Bronaugh noted that currently commercially available directional couplers, which are used in this procedure, only go to 10 kHz. It was concluded that the suggestion be forwarded to the W/G to investigate and resolve.

- A.I. The Chair asked that the PAR be submitted on the newly developed PAR form and submitted by the May deadline for the next NESCOM meeting. He also noted that the sponsoring committee was always the EMCS Std. Committee. The Central Texas Chapter should be noted as a parenthesis.

The coordination needs to be further defined. C63 should read ANSI ASC C63. Each society listed should have the point of contact group specifically delineated.

4.0 New Business

- 4.1 New Standards - The Chair asked E. Bronaugh about the status of his suggested project on magnetic field testing. E. Bronaugh reported that he had called Al Gross regarding chairing this W/G. He is awaiting a response on his
- A.I. willingness to serve in this capacity. The Chair asked that A. Gross take the A.I. to prepare a PAR for the project, should he be willing to serve.

5.0 Old Business

- 5.1 Review of MUG, mailing addresses, ballot/attendance participation - The MUG Factor list and Address list review was deferred because this area had been carefully reviewed at

the previous meeting. The committee was asked to notify the Sec of any changes.

A brief review was made of the ballot/attendance summary. E. Bronaugh asked if the data might be presented more compactly on a single sheet? A further request was made that not only responses be recorded but also the vote of each individual on
A.I. ballots. Dates for ballots were requested. The Sec agreed to rework the form so that it might be more easily analyzed.

The chair stated that he and J. Butler would place procedures for acceptance onto the committee and requirements for continued membership. The ballot and attendance data would then be reviewed and members whose participation was deficient would be notified that their continued membership was in jeopardy.

5.2 Action Items from Previous meetings - A review of the open action items followed and is reflected in the action item list attached to these minutes.

5.3 Restricting W/G Chair to One W/G - The Chair reviewed the proposal and asked that it be included in the P&P guide being prepared by J. Butler and will be approved as part of that document. H. Denny suggested a checklist of responsibilities would be most helpful. The Chair responded that for legal reasons full verbiage was needed but that a summary checklist could certainly be included. He noted that the Power Engineering Society and Computer Society had excellent models
A.I. for the P&P guide. J. Butler requested that the Sec send him a copy of the Standards Manual.

5.4 Criterion for EMCS Stds Committee Membership - The proposed policy was placed in the minutes for review (See attachment S). If no comments are received by the Chair, this will be adopted formally at the next meeting.

5.5 Candidates for Standards Medallion - G. Cory reported that two names had been submitted for this years standards medallion. He asked that further nominations be submitted for consideration next year.

5.6 Compendium of EMCS Standards - E. Bronaugh reported that the
A.I. Standards Office is reviewing this proposal. He was asked to find the current status of this effort and report back to the committee.

5.7 Std Committee Operating Procedures - This item was covered in discussion under paragraph 3.4, 5.3 and 5.4.

- 5.8 STD 956 Ballot - The Chair reported on the committee's response to coordination with STD 956 (See attachment T).

[NOTE: After the meeting additional comments were received from R. Sato. These were forwarded to the project committee.]

[NOTE: Full details of the comments are available from the Sec on request.]

6.0 New Business

- 6.1 SCC - 23 - STD 1001 is being rewritten and is asking for interested parties to participate in this effort. The Chair asked for an expression of interest. The scope of this

A.I. Standard was generally unknown to the committee. The Sec was asked to obtain a copy from the Standards Office and review it for EMC implications.

- 6.2 Mechanizing Stds Development - The Chair placed a report in the minutes from Andy Salem of the Standards Department on Standards Mechanization (See Attachment U). This report should be reviewed by all members and W/G chairs so that they may assure that projects are developed in formats which are amenable to electronic filing.

- 6.3 Sec. New Tel/FAX Numbers - This item was briefly noted for members information.

- 6.4 Reconfirmation of Membership - The Sec reported that the ballots for reconfirmation had been mailed and about half have been returned to date. Responses from all in attendance had been received previously or were received at the meeting.

A.I. The sec will secure the remaining ballots by the next meeting.

- 7.0 Next Meeting - The next meeting of this committee will be held on Tuesday, May 12, 1992 from 8:00 to 10:00 A.M. in Boulder, Co.

- 8.0 Adjournment - The meeting adjourned at 9:59.

Respectfully Submitted,

H. Stephen Berger
Secretary,
EMC Society Standards Committee

ADDITIONAL ATTACHMENTS:

Attachment V - Letter to W/G Chairmen concerning copyright language

Attachment W - Letter on Upcoming Standards Board Meeting

Attachment X - Address List

Attachment Y - Ballot/Attendance Summary

ARISING AT THE
NOVEMBER 15, 1991 EMCS STANDARDS COMMITTEE MEETING

- | | | | |
|-----|---------------------------------------|---|-----------------|
| 3.2 | Parker
Tsaliovich
Vander Heyden | Correct PAR as recommended by
EMCS Std. Com. | Open - Due 3/92 |
| 3.2 | Parker
Vander Heyden | Add MIL STD 1377 contact to
Tsaliovich coordination list. | Open - Due 3/92 |
| 3.3 | Sec | Send H. Denny PAR form. | Open - Due 3/92 |
| 3.4 | Tsaliovich | Send chair revised PAR
reflecting new scope. | Open - Due 3/92 |
| 5.4 | Knowles
Butler | Develop policy for consideration
on single chairmen handling more
than one W/G. | Open - Due 3/92 |
| 5.4 | Knowles
Butler | Develop policy for consideration
on criterion for membership on
EMCS Std. Com. | Open - Due 3/92 |

ARISING AT THE
FEBRUARY 12, 1992 EMCS STANDARDS COMMITTEE MEETING

2.0	Sec	Determine supervisory body of MIL STD 1377 & cite in PAR 482.	Open - Due 3/92
3.0	W/G Chairmen	Submit report for minutes.	Open - Due 3/92
3.0.1	Denny	Recruit a W/G sec.	Open - Due 3/92
3.0.1	Sec	Compile all comments on PAR & send to W/G co-chairs and H. Denny for delivery to new W/G sec.	Open - Due 3/92
3.01	Knowles Schulz W/G Sec	Submit PAR for 299.	Open - Due 3/92
3.01	Sec	Mail new 299 PAR to committee for review.	Open - Due 3/92
3.1	Bronaugh	Work w/ W/G chair to generate new PAR.	Open - Due 3/92
3.1	Bronaugh	Contact S. Vogel & identify the appropriate trade org. for coord.	Open - Due 3/92
3.2	Cory	Send W/G mtg. minutes to W/G chair.	Open - Due 3/92
3.2	Tsaliovich	Generate new PAR for P482	Open - Due 3/92
3.2	Chair	Resolve W/G chairmanship	Complete
3.3	DennyNew	PAR for P509	Open - Due 4/92
3.4	Hofmann	Generate PAR on new form	Open - Due 3/92
3.4	Butler Staggs	Develop P&P guide for EMCS Std Committee.	Open - Due 3/92
3.4	Sec	Send sample completed report form to all W/G chairmen.	Open - Due 3/92
3.4	Sec	Send letter on W/G chairmen's responsibilities to chairmen.	Open - Due 3/92
3.5	Sec.	Send letter to probe manufacturers inviting their participation on	Open - Due 3/92

P1140.

ARISING AT THE
FEBRUARY 12, 1992 EMCS STANDARDS COMMITTEE MEETING

3.6	Sec	Ask W/G Chair to appoint a W/G Sec	Open - Due 3/92
3.6	Egan	Appoint W/G Sec & send full membership list to Sec.	Open - Due 3/92
3.7	Kramer	Incorp. comments on new PAR form & submit to NESCOM.	Open - Due 5/92
4.1	Gross	Prepare PAR for project.	Open - Due 5/92
5.1	Sec	Rework B/A Summary Report	Open - Due 3/92
5.1	W/G Chairmen	Send sec. current membership of W/G with MUG factors.	Open - Due 3/92
5.2	W/G Chairmen	Consider preparing a Newsletter article on W/G project and how others can get involved.	Open
5.3	Sec	Send J. Butler Std. Manual	Complete
5.4	Knowles Butler	Develop policy for consideration on single chairmen handling more than one W/G.	Open - Due 3/92
5.4	Knowles Butler	Develop policy for consideration on criterion for membership on EMCS Std. Com.	Open - Due 3/92
5.5	Committee	Submit further awards nominations to G. Cory.	Ongoing
5.6	Bronaugh	Determine & report on compendium status.	Open - Due 3/92
6.1	Sec	Get & review STD 1001 for EMC	Open - Due 3/92
6.4	Sec	Gather remaining reconf. ballots	Open - Due 3/92