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MINUTES OF THE IEEE EMCS STANDARDS COMMITTEE

MAY 12, 1992
8:00 to 10:00 A.M.
The Broker Inn
Boulder, Co.

MEMBERS PRESENT

Don Heirman, Chairman
Stephen Berger
Dan Hoolihan
Joe Butler

Ed Bronaugh
Gene Cory
Dave Traver

MEMBERS ABSENT

Leonard Thomas, Sr.
Jim Parker
Risaburo Sato
Dave Staggs

Gene Knowles
Ralph Showers
Hugh Denny

OTHERS PRESENT

Herbert Mertel

ADDITIONAL MINUTES DISTRIBUTION

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

Don Kerns (P475)
Anatoly Tsaliovich
Poul Anderson (VT liaison)

Dick Schulz (P299)
Al Gross (H-field Testing)
Bob Hofmann (EMCS Pres)

John Kraemer (P1309)
Luigi Napoli (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 added the following items to the agenda:

6.6 Reorganization of EMCS Standards Committee

6.7 1993 Budget

6.8 Liaison Representation

1.2 Consideration of Application of John Osburn - The Chair introduced John Osburn. Mr. Osburn was then asked to leave the meeting while his application for membership was considered. The Chair opened for discussion of the application for membership (Attachment C - Resume of J. Osburn). A motion was made seconded and passed to accept John Osburn as a member of the EMCS Standards Committee.

2.0 Review of Minutes of the Last Meeting - The minutes of the February 11, 1992 meeting were reviewed.

The following corrections were made:

(Pg. 4) - Para. 3.2 corrected per letter from J. Parker
(Attachment D)

(Pg. 6) - Para. 3.5 "reballoted" should be "recirculated"

(Pg. 8) - Para. 6.1 "SCC-23...and is asking" should be "SCC
-23...and the W/G is asking"

(Pg. 9) - Para. 6.4 "ballots" should be "requests" (Change
made in 2 places.)

With these changes the minutes of the February 11, 1992 meeting were approved.

A.I. The Chair then requested the Sec to sign future copies of the minutes sent to the Standards Office.

3.0 Review of Standards Activities

3.0.1 STD 299 - The Sec reported that H. Denny had recruited a W/G secretary, as requested at the last meeting. John Daher of GTRI has volunteered to serve in this capacity. (Attachment E)

The Sec also reported that he had spoken with G. Knowles. G.

Knowles anticipates resigning as W/G co-chair due to his health. He has a nominee whom he wishes to recommend for this

- A.I. W/G. The Chair asked that the name of this individual be forwarded to the committee for consideration.

The Chair then reviewed the items in the minutes of previous meetings which should be reflected in a new PAR for this W/G.

- A.I. The W/G Chair continues to need to update the PAR to reflect these items.

- A.I. The Sec was asked to contact W. Kesselman to assure that STD 299 had been proposed as a replacement for the MIL STD. He was further asked to offer any assistance needed from the committee in this regard.

- 3.1 Standard 475 - The Sec reported that he had completed the PAR for this project in order to meet the deadline of May 8 for NESCOM (Attachment F). The PAR was discussed and changes made which were submitted on June 1 as a update, before the NESCOM meeting in June (Attachment G). The changes include:

Adding a frequency range of 1-40 GHz.
Correcting ANSI to ASC.

- A.I. The Sec also reported that the Security Devices trade organization had been contacted. However, nobody from that organization has become involved with the W/G. The Chair asked that a letter be sent to document the contact and if possible a letter of their intended involvement be obtained.

- 3.2 Standard P482 - The Chair reported for the W/G chairman. The new PAR, which had been sent for the May 8 deadline, was then reviewed (Attachment H). The following changes were made:

- Coordination with G-40 should be G-46
- Two sets of initials which could not be identified were assigned to be identified. [NOTE: After the meeting an attempt was made to identify these two bodies. The W/G chair and the person he remembered as having added these sets of initials could not identify them. Chair Heirman provided the letters adding these coordinating bodies (Attachment S).
- MIL STD 1377 should be replaced with the name of the committee responsible for this standard. [NOTE: This committee was not identified until after the final deadline for submission and so this was not changed. However, subsequent to that it was identified as the Navy Ordinance Systems Command. This will be forwarded to Michelle Bauer

of

the Standards Office by the sec.]

- ANS should be ASC.

These changes were made and submitted after the meeting (Attachment I).

A discussion followed on what should be in items 9 and 10 on the PAR form. There is some confusion with the new

A.I. instructions. The Chair took the action to clarify the wording in the instructions.

3.3 Standard P509 (Now P1302) - A new PAR, now called P1302, was presented to the committee (Attachment J). The Chair open a review on the PAR. The following changes were made:

- A frequency range needs to be added, DC-18 GHz was suggested.
- On coordination G4b should be G-46.
- On coordination ANSI should be ASC.
- Remove "isolation" in the title.
- Change the title to "Guide for the Electromagnetic Characterization of Conductive Gaskets in the Frequency Range DC to 18 GHz".
- The scope was given to an ad hoc group of D. Heirman, S. Berger & J. Butler to address.

These changes were made and submitted after the meeting (Attachment K).

3.4 Standard P1128 - The Chair reported that another draft was being circulated for review.

G. Cory reported that he had not seen the minutes requested at the last meeting but believed that Bill McGinnis would deliver them immanently. The previous action item remains open. See 3.4 action item from Nov. 15, 1991 & Feb. 12, 1992 meetings.

3.5 Standard P1140 - The Sec reported that the current ballot should a lack of consensus primarily regarding Appendix D. A revised version of Appendix D is being recirculated to see if it will resolve the problems raised (Attachment L). A discussion followed regarding the problems the W/G had had in

A.I. reaching a consensus. The Sec was instructed that if the current recirculation failed to gain a consensus then immediately recirculate a draft which deletes Appendix D and takes out all references to levels and all references, however oblique, to health effects. The levels in Appendix D can be addressed in P1140.1 which is an approved PAR that specifically addresses VDT concerns of the Computer Society. C. Abernathy is chair of this W/G.

3.6 Standard P1190 - The Sec reported that he had no report from the W/G chairman. E. Bronaugh asked if the W/G needed to be reconstituted? The Sec was asked to contact the W/G chair and request a plan for the year for this project.

3.7 Standard P1309 - The Chair asked that the committee review the proposed PAR (Attachment M). In the purpose, the last sentence should be changed to say, "traceable to a national standard (e.g. NIST - National Institute of Standards & Technology)".

These changes were made and submitted to NESCOM after the meeting (Attachment N).

A.I. The Chair requested a definition of "probe" and "sensor" from J. Kraemer before the next NESCOM meeting.

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 suggested that his suggestion be dropped at this time

A.I. due to an apparent lack of interest. The Chair then asked the Sec to begin maintaining a list, to be called the "PARKing Lot", which would hold project suggestions for a future time, when they might be implemented.

4.2.1 Invitation to Probe Manufacturers - E. Bronaugh reported that

A.I. J. Kraemer plans to write the probe manufacturers inviting their participation.

A.I. In a separate discussion the Sec was asked to write H. Mertel giving a review of the current status of EMC standards for use in the Society Newsletter.

5.0 Old Business

5.1 Review of MUG, mailing addresses, ballot/attendance participation - The ballot/attendance was reviewed. Following

A.I. the review the Sec was asked to write a letter to L. Thomas, R. Showers and G. Knowles asking them to reconfirm their participation and remind them that continued membership required return of all ballots and attendance at one meeting annually. Failure to meet committee membership requirements will void any reconfirmation request.

5.2 Action Items from Previous meetings - A review of the open

list action items followed and is reflected in the action item attached to these minutes.

5.3 Reminder of 26 Jan. 92 letter of admin procedures - The Chair A.I. asked J. Osburn to call all W/G chairmen and ask for their reports for the minutes. He was asked to remind them to further:

- To maintain the currency of the reports.
- Encourage the W/G to hold a meeting at the symposium in order to encourage participation in the standards process.
- Identify a vice-chair and recording secretary to help meet the mandatory reporting requirements.
- Provide an updated W/G membership list with their MUG factors.

5.4 Compendium of EMC Standards - E. Bronaugh said that the compendium was under development. He will report at a latter date on its progress.

5.5 Policy & Procedures Guide - J. Butler reported that he had reviewed the Guides of the CS & PES and found a large difference in their complexity. The CS guide is 50-70 pages and PES's guide is only 6-7 pages. He asked for guidance on the level of detail desired. The Chair responded that the Standards Manual should be used and referred to for detailed A.I. guidance. The guide desired should serve to clarify the manual in the specific context of the EMC Society and be no more than 3-4 pages in length.

5.6 Magnetic Field Testing - This subject was covered under in discussion under paragraph 4.1.

5.7 Restricting W/G Chairs to One W/G - This item was covered in discussion under paragraph 5.5.

5.8 Standards Medallion for 1993 - G. Cory reported that two nominations had been approved for 1992, D. Heirman and E. A.I. Bronaugh. He continued that he would be accepting nominations for 1993 from the Standards Committee.

5.9 SCC-23 - The Sec reported that he had reviewed STD 1001 and found little direct EMC involvement other than for those directly involved in the power industry.

6.0 New Business

6.1 P1140 Quoted by Trade/Manufacturer's Organizations - The Chair entered an article from the I&M Society Newsletter which was in reply to an earlier article regarding P1140 into

the minutes (Attachment O). Controlling the unapproved release of draft material continues to be a problem.

- 6.2 Expenditures for 1992 & Budget for 1993 - The Chair reviewed the committee expenditures for 1992 and budget which had been submitted for 1993.
- 6.3 1992 Standards Catalog - The Chair reported that the new Standards Catalog was out and that two EMC standards, 473 & 377, had been taken out of print due to low sales volume.
- 6.4 Standards Office Replacement for Sue Vogel - The Standards Office has reassigned Sue Vogel to new duties. Luigi Napoli has joined the staff and will be supporting the EMC Society.
- 6.5 REVCOM Ballot Processing - The Chair entered the flow chart for the balloting process into the minutes (Attachment P).
- 7.0 Next Meeting - The next meeting of this committee will be held on Wednesday, August 19, 1992 from 7:30 to 9:00 A.M. at the Symposium in Anaheim, Ca.
- 8.0 Adjournment - The meeting adjourned at 9:59.

Respectfully Submitted,

H. Stephen Berger
Secretary,
EMC Society Standards Committee

ADDITIONAL ATTACHMENTS:

- Attachment Q - Address List
- Attachment R - Ballot/Attendance Summary

ARISING AT THE
NOVEMBER 15, 1991 EMCS STANDARDS COMMITTEE MEETING

3.4 Tsaliovich Send chair revised PAR for 1128 Open - Due 3/92
reflecting new scope.

FEBRUARY 12, 1992 EMCS STANDARDS COMMITTEE MEETING

3.2 Cory Send W/G mtg. minutes to W/G Open - Due 3/92
chair.

3.4 Hofmann Generate PAR on new form for 1128 Open - Due 3/92

3.5 Sec. Send letter to probe manufacturers Open - Due 3/92
inviting their participation on
P1140.

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 Open - Due 3/92
membership list to Sec.

5.1 W/G Send sec. current membership of Open - Due 3/92
Chairmen W/G with MUG factors.

5.2 W/G Consider preparing a Newsletter Open
Chairmen article on W/G project and how
others can get involved.

ARISING AT THE

MAY 12, 1992 EMCS STANDARDS COMMITTEE MEETING

2.0	Sec	Sign Std's Office copy of minutes	Ongoing
3.0	W/G Chairmen	Submit report for minutes.	Open - Due 6/92
3.0.1	G. Knowles	Submit name of proposed replacement on W/G.	Open - Due 7/92
3.0.1	Knowles Schulz & W/G Sec	Submit PAR for 299.	Open - Due 6/92
3.0.1	Sec	Mail new 299 PAR to committee for review.	Open - Due 6/92
3.0.1	Sec	Write W. Kesselman re. 299/MIL STD	Open - Due 6/92
3.1	Sec	Write Sec. Dev. Trade Org. to document contact re. P475.	Open - Due 6/92
3.2	Chair	Clarify instruction for PAR form items 9 & 10.	Open - Due 7/92
3.5	Sec	Recirculate P1140 if current recirc. fails.	Open - Due 6/92
3.6	Sec	Contact Chair of W/G P1190 for plans for year.	Open - Due 6/92
3.7	Kraemer	Send definition of "Probe" & "Sensor" to Chair	Open - Due 6/92
4.1	Sec	Develop list - "PARKing Lot"	Open - Due 6/92
4.2.1	Kraemer	Write manuf. inviting part.	Open - Due 6/92
4.2.1	Sec	Article w/ current stds status	Open - Due 6/92
5.1	Sec	Write letter on active Std Com participation.	Open - Due 6/92
5.3	Osburn	Secure W/G reports and other details.	Open - Due 6/92
5.5	Butler Staggs	Develop P&P guide for EMCS Std Committee.	Open - Due 7/92
5.8	Committee	Submit further awards nominations	Ongoing

to G. Cory.