

Standards Development Committee (SDCom) Minutes  
Hyatt regency  
Minneapolis, MN  
June 14-15, 2001

Part I – June 14, 2 – 4 PM

- 1 Call to Order Berger
- 2 Introductions and Approval of Agenda Berger

Visitor(s): Mike Volk. Treasurer of the 2002 Planning Committee

- 3 Recording of Attendance ALL

Members present: Berger, Butler, Denny, Heirman (Pt II), Hoolihan, Sweeney, and Drozd.

Members absent: Kraemer(P), Sato(P), Ritenour, Showers, Bronaugh(P), and Joffe (P)<sup>1</sup>

- 4 Review and Approval of Minutes of Previous Meeting Denny

The members could not remember who made the motion about balloting group participation nor the formal adoption. By consensus, the last two sentences of Para. 4.2 of the Draft Minutes of the March SDCom meeting in Hilton Head, SC were deleted. (The revised Minutes of the March Meeting are Attachment 1.) Upon further discussion, Mr. Sweeney made the following motion: ***The Standards Development Committee will not adopt the balloting group method of voting on standards but will continue to follow its current practices as set forth in the Committee's Practices and Procedures.*** The motion was seconded by Mr. Drozd. The motion passed by voice vote. There were no objections voiced. With this change the Minutes of the March 14 meeting were adopted.

- 5 Recording of Motions During Meetings Denny

To avoid instances like that above where confusion arises as the adoption and wording of motions, a formalized method for recording motions was described by the Secretary. The improved method was implemented.

- 6 Standards Reaffirmation/Revision Procedures Denny

The Secretary noted that the SDCom's existing process for adopting proposed PARs is somewhat ambivalent. **A.I. Secretary to include item on the November meeting agenda to discuss methods for improving the continuous process for approving PARs.**

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<sup>1</sup> (P) – Proxy provided.

- 7 Planning for the Annual Meeting in Montreal Berger  
8 SDCOM Administration  
8.1 Updating the EMCS Standards Web Site Berger

The Secretary noted that the IEEE web pages for the EMCS Standards Committees have not been updated since 1999. It was agreed that the person responsible for maintaining the web pages will be the Secretary. Technical advice will be provided by Mr. Berger with further guidance provided by Mr. Drozd.

- 8.2 Additions to the P&P Drozd

Mr. Drozd provided a handout of the Practices and Procedures that were adopted at the March meeting. **AI: Mr. Drozd to forward a copy of Revised P&P to Jodi Haaz of Standards Activities Department of the IEEE.**

- 9 Status of Standards and PARs Denny

(This part of the meeting was conducted between 7 – 9 a.m, on June 15. The matrix of SDCOM standards, both current and under development, is Attachment 2. The individual responsible for this standard, or is the appropriate contact person, is noted on the matrix.)

Std-140: This standard underwent a reaffirmation ballot in 2000. There were two negative ballots based on the references not being current. Upon review by the Secretary with REVCOM to see if these references could be updated via a simple editorial revision, the answer was “No”- there would have to be a rebalot. Mr. Ridenour has volunteered to prepare a PAR to revise the Standard to update the references. Previously Mr. Bronaugh had been asked to assess the state-of-the-art addressed by Standard 140. Mr. Hoolihan was also asked by the Chair at this meeting to review the document. **A.I. Messrs. Ritenour, Bronaugh, and Hoolihan jointly review this standard and make recommendation to SDCOM at the Montreal Meeting as to the proper course of action to reaffirm, revise or retire Standard 140.** Note this review must be done soon as the standard as it now exists will expire by December 31, 2001. If the standard is to be revised, the approved PAR to do so must be in the Standards Activities Dept. by the end of this year.

Std-187: Mr. Traver, WG Chair, was unable to attend this meeting. No new report on this effort since the March report (see the March 2001 minutes.)

Std-299: Mr Svetanoff, Chair, gave a presentation on the progress of the effort to revise this standard. A copy of his report is Attachment 3. The WG plans to retain Std-299 as the basic document with other sizes of enclosures addressed in subparts to 299. Each of these will be developed under separate PARs. In Mr. Svetanoff’s presentation, he noted that he had heard rumors of a parallel and perhaps competing effort which had been pursued by the IEC but it was not known which Technical Committee (TC) of the IEC was responsible for the activity. **A.I. Mr. Joffe, as Chair of Standards Advisory and Coordinating Committee (SACCOM), was**

**assigned the task of determining whether an IEC standard existed that addressed shielding enclosure effectiveness and, if so, which TC had the responsibility.** Along this same line, Mr. Heirman volunteered to determine if the IEC incorporates coordination with the IEEE as part of their standards development process.

Std-377: This standard is due for maintenance by the end of 2002. **A.I. Mr. Hoolihan was asked to review this standard and contact potential users in the automotive community to see if this standard continues to meet their needs.**

Std-473: Mr. Joffe, Chair, could not attend the meeting. His report is as follows: *The formation of the committee is almost complete, and thanks to the article in the EMCS Newslette, additional members have been identified. A meeting of the 473 WG is planned during the Symposium. Mr. Joffe also described his difficulties in obtaining an electronic file copy of the present version of the standard. Subsequent correspondence indicated that he was able to scan a printed copy into Word for easier editing.* Additional discussion during this meeting indicated that certainly for those standards originally written before modern word processors a compatible electronic version would probably be difficult to obtain. The final printed version is probably in a book publishing format that is not likely to be compatible with Word or WordPerfect. For standards prepared within the past few years (the last five or so), compatible electronic versions can probably be obtained. **A.I. Mr. Heirman was asked to try to determine from the IEEE Standards Office what was involved in obtaining electronic file versions of standards undergoing revisions.**

Std-475: Mr. Denny, Contact. Although the Std-475 has been reaffirmed, a sufficient number of manufacturers were not on the balloting group for the standard to be recognized by ANSI. A motion to approve a new PAR to rebalot Std-475 was made by Mr. Heirman with a second by Mr. Hoolihan. Subsequent discussion indicated a need to extend the frequency range of this standard to below 300 MHz. Another PAR will be required to revise Std-475 to address frequencies below 300 MHz.

Std-1128: Dr. Jose Perini, Contact. This standard will be due for revision or reaffirmation by the end of 2003. Preparatory to SDCom making a decision on this standard, the Committee wishes to determine the extent to which it is being used and how it is being used? **A.I. Dr. Perini is requested to determine the level of use, who is using the standard, and the continuing applicability of the techniques embodied in the standard.** The target date for completion of this assessment is the 2002 Annual meeting.

Std-1302: Dr. Johann Cartrysee, Chair. No report received.

Std-1309: Mr. Kraemer, Contact. The current standard will expire at the end of 2001 unless reaffirmed or revised. A PAR has been prepared by Mr. Kraemer and circulated to the Committee. Mr. Hoolihan moved the approval of the PAR as submitted. Mr. Drozd seconded the motion. The motion passed.

P-1530: Mr. Lothar Hoeft, Chair. Information from the IEEE Standards Activities Dept indicates that the P1530 PAR is due to expire on 19 March 2002. Mr. Heirman stated that this effort must be completed by that date. **A.I. Mr. Berger to contact the P1530 Chair to identify ways in which the SDCOM can assist in completing this effort.** Otherwise, the PAR will have to be withdrawn with the consequent that all the effort by this WG over the past several years will have gone for naught.

New PAR on EM Code Evaluation: Mr. Drozd, Chair. Mr Drozd distributed a handout outlining the scope of a new standard/recommended practice on canonic models for evaluating the performance of electromagnetic analysis codes. **A.I. Mr. Drozd to prepare a PAR to develop the document.**

## 10 New Business

### 10.1 The Annual Meeting in Montreal

Since the SDCOM's Annual Meeting is typically well attended with all members present, most if not all Working Group Chairs present, and often with several visitors, it is an opportunity to publicize our standards development activities. Therefore, the consensus emphasis at the Montreal meeting will be on presentations by Working Group Chairs or their representatives of the objectives, activities, and schedules of their respective efforts. A tentative agenda for the two-part meeting on August 13 and 15 is Attachment 4. **A.I. Secretary to contact each WG Chair to explain the planned format for the Montreal Meeting and to request a presentation to the Committee on the WG's efforts and accomplishments.**

### 10.2 Coordination of Standards

Mr. Sweeney is responsible for coordinating EMC-related standards developed by other IEEE entities. He expressed concern that most requests for coordination are getting to him way too late for a meaningful response. Mr Sweeney requested that standards involving coordination come to him directly so as to allow as much time as possible for a response. There followed a general discussion on coordination of IEEE standards. Particular concern was expressed about IEC standards adopting parts of EMC standards without the Committee's knowledge. **A.I. Mr Sweeney was asked to contact the appropriate person in the IEC to see if improved coordination can be done.**

### 10.3 Marketing of EMCS Standards

Additional discussion arose on the marketing of our standards. For example, how and where are IEEE EMC standards marketed? How do we determine the level of use across the community? **A.I. The Secretary will include this topic as an agenda item on a future meeting of the SDCOM.**

11 Continuing Action Items from Previous Meetings

Denny

1. Mr. Berger: Update the Organization Chart to reflect the Operations Manual
2. Mr. Svetanoff: Coordinate with McFadden extension of Std-299 to cover small (< 30 cm) shields (Completed – see Mar Meeting Minutes)

12 Next Meeting

The next meeting will in conjunction with the IEEE International EMC Symposium in Montreal on Monday, August 13, 8 - noon (Pt. I) and on Wednesday, August 15, 7-9 am (Pt II).

13 Adjournment: