

IEEE EMC Society Standards Development Committee

Introduction

Electromagnetic compatibility standards are a major product of the IEEE EMC Society (EMCS). The development of these standards provides a valuable service to the IEEE, governments and industry worldwide. The EMC Standards Development Committee (SDCOM) is a Standing Committee of the EMCS and reports to its Board of Directors via the Vice President for Standards. SDCOM strives to provide documents that are applicable to global EMC issues. This goal is achieved by: (1) developing new standards to address evolving technology needs; (2) retiring, reaffirming, or updating existing standards to remain current; (3) involving all regions of the Institute in the development of EMC standards; and (4) actively participating in the formulation, adoption and implementation of national and international EMC standards.

Officers

SDCOM officers consist of the Chair, the Vice Chair, and the Secretary.

Chair

The Chair is responsible for the technical and financial activities of SDCOM. These duties include but are not limited to:

- 1) Adhering to IEEE policies and procedures for the development of standards
- 2) Implementing the EMCS policies and directives as they relate to EMC standards
- 3) Formulating, implementing and enforcing SDCOM Policies and Procedures
- 4) Developing and submitting budget requests to the BoD
- 5) Reporting SDCOM activities and accomplishments to the BoD via the Vice President for Standards
- 6) Scheduling and conducting regular and periodic meetings of the SDCOM (typically in conjunction with scheduled meetings of the BoD)
- 7) Keeping members of SDCOM informed on meeting schedules, SDCOM issues, standards development status and needs, and committee actions.
- 8) Maintaining a viable SDCOM membership sufficient to accomplish the goals of the SDCOM
- 9) Establishing and maintaining liaison with other Standards Developing Organizations (SDO's)
- 10) Coordinating standards development activities with the Technical Committees (TC's) of the EMCS
- 11) Interacting with the IEEE Standards Office and Standards Association for new, revised, reaffirmed, and withdrawn EMCS standards

Vice Chair

The Vice Chair is responsible for serving as the SDCOM chair whenever the Chair is unavailable and/or when the Chair requests. The Vice Chair monitors the activities of the Working Groups to see that they are properly organized, have established operational procedures, adhere to these procedures, fairly represent the technical interests affected by the particular standards document being developed, and follow IEEE Standards Development practices throughout the development cycle. The Vice Chair assures that the IEEE Standards balloting process is followed precisely. The Vice Chair is also responsible for:

- a. Notifying Working Group chairs and SDCOM of pending problems with standards and projects which are at their 5-year review cycle and the possibility of imminent administrative removal as a standard by the Review Committee of the Standard Association
- b. Keeping track of the status of ballots and the resolution of negative ballots
- c. Maintaining the PUG (Producer/User/General) status of SDCOM and Working Group members to assist formulating properly balanced balloting groups.

The Vice Chair will also serve as the parliamentarian for SDCOM meetings.

Secretary

The Secretary is responsible for:

- 1) Maintaining the official records of the SDCOM
- 2) Working with the Chair to select dates, times, and locations for SDCOM meetings
- 3) Issuing meeting notices
- 4) Making arrangements for meetings
- 5) Compiling and issuing agendas for meetings
- 6) Recording meeting minutes and distributing minutes to SDCOM members
- 7) Keeping a current list of active SDCOM members and recording attendance at meetings
- 8) Reaffirming Committee membership annually
- 9) Handling official correspondence for the SDCOM

Working Groups

The Working Groups develop the standards. To maintain their focus, to sustain progress, and to assure compliance with IEEE procedures, Working Groups

- a) Comply with IEEE Standards Association requirements and procedures
- b) Prepare and submit Project Authorization Requests for SDCOM approval and forwarding to the IEEE Standards Office
- c) Elect officers and prepare of a set of Operating Procedures, i.e., By Laws, for the conduct of meetings, drafting of documents and voting procedures
- d) Ensure that all interested persons, affected companies, applicable disciplines, and other SDCOMs have an opportunity to participate in the Working Group
- e) Prepare and submit regular reports on project activities and progress to the SDCOM
- f) Establish reasonable (budgeted) expenses for mailing, reproduction, and communications (for the WG Chair, as a minimum), etc.
- g) Establish and maintain liaison with the IEEE Standards Office to facilitate editing and adoption of the final document
- h) Develop and maintain the Producer/User/General (PUG) lists
- i) Recommend members for the balloting group to SDCOM
- j) Work with symposia organizing committees to provide meeting space for WG meetings at the Annual Symposium

Committee Operations

To lessen the administrative burden on the officers and to intimately involve members in the detailed activities of the Committee, the SDCOM is divided into the following areas, each headed by a subcommittee chair:

- 1) Membership Development
- 2) Standards Coordination
- 3) Communications
- 4) Policy and Procedures
- 5) Awards and Recognition

Membership Development

Individual interests, responsibilities, and resources change with time. Technology changes continually. The Membership Development Subcommittee identifies and recruits new members of SDCOM. This is achieved by monitoring technology developments via papers presented at symposia and colloquia, papers published in technical journals, trade press articles, books, and new product information. Potential candidates for SDCOM membership include:

- 1) Working Group Chairs
- 2) Authors of technical papers at symposia in areas of existing and emerging technologies.
- 3) EMCS members in all IEEE regions
- 4) Persons active in other IEEE Societies and other professional standards development committees

Standards Coordination

Awareness of EMC standards activities world wide is achieved via close liaison with the EMCS Standards Advisory Committee, continual monitoring of the status and developments of EMC standards by the various organizations, providing input and coordination on standards relating to or affecting EMC standards, by active participation in SDO committees by SDCOM members, and by inviting key SDO members to participate in the development and coordination of IEEE EMC standards. In addition, the Standards Coordination Subcommittee maintains close contact with the following committees of the EMCS:

- a. Technical Committees (TCs)
- b. Education Committee
- c. Technical Advisory Committee (TAC)
- d. International Committee

Communications

To control expenses, shorten development time, and to facilitate the participation of a wider range of persons in SDCOM activities, emphasis is placed on electronic communication up to and including teleconferencing for standards development and for SDCOM administration. In addition to conventional telephone and faxes, electronic mail via the Internet and the exchange of computer disks and CD's is used. Maximum use of IEEE Standards Process Automation System – the SPAsystem[®] - is encouraged. The SPAsystem[®] provides file transfer capabilities, e-mail, help on the use of the SPAsystem[®], stylesheets and guidance for users of word processing software, a place to electronically file Working Group drafts, and public information. E-mail reflectors are set up to facilitate Working Group communications. Working Groups are encouraged to use the SPAsystem[®] as it facilitates the editing of the final documents by the Standards Office staff.

The Communications Subcommittee identifies the electronic means for facilitating the development of standards and for performing routine SDCOM business. In addition to identifying the resources required, to include budgetary estimates for both initialization and sustained operations, this area identifies and recommends the software/protocols necessary for efficient operation on a global scale. It assists Working Groups in setting up accounts on the SPAsystem[®] and in helping them efficiently use the system.

Policy and Procedures

The SDCOM is governed by an adopted set of Policy and Procedures (P&P) which are set forth in the P&P Manual. The Policy and Procedures Subcommittee publishes and maintains the adopted set of SDCOM governing practices. This Subcommittee arranges for and oversees periodic audits of SDCOM adherence to the policy and procedures. The Subcommittee also updates the P&P Manual as necessary to reflect modifications made by the SDCOM and/or as required by the IEEE and the EMCS Board of Directors.

Awards and Recognition

Awards are made in recognition of service to the development of EMC Standards. Typical awards are

1. Certificate of Appreciation
2. IEEE Standards Medallion
3. Other as suitable

The Awards and Recognition Subcommittee submits nominations for awards to the SDCOM at least one meeting prior to the annual symposium or in the case of the IEEE Standards (Board) Medallion, in time to meet the IEEE deadline.