C63®

Accredited Standards Committee C63® - EMC

Subcommittee 6 - Accreditation/Conformity Assessment

Chair: Doug Kramer   **Vice Chair: Megan McConnell**   **Secretary: Randy Long**

Meeting Minutes

November 9th, 2022; 8:00 AM to 9:30 AM - PST
Keysight Technologies, Santa Rosa, CA

1. **Call to Order: (Chair) The Meeting was called to order at 8:00 am PST.**
   a. Announcements: (Chair's remarks) – Doug welcomed everyone and thanked them for attending.
   b. Meeting logistics announcements: (Host) nothing new on 2nd day.
   c. Introductions: (Secretary) roll call
   d. Guests and Observers: (non-voting)
        i. Present in Host facility: Henry Benitez, Ed Hare, Steve Anderson, Ken Gjerde, David Chamberlain, William Elliot
        ii. Present on line:
   e. Quorum: (50% of roster + 1) constitutes a quorum. A quorum achieved.
2. **Approval of the Agenda: (Secretary)**
   a. M. McConnel motioned, B. DeLisi seconded to approve. Approved by voice vote.
3. **Approval of the previous Minutes (Secretary)**
   a. D. Hoolihan motioned, M. McConnel seconded to approve. Approved by voice vote.
4. **Review of the patent slides (Secretary)**
5. **Review of Subcommittee Membership: (Secretary)**
   a. No errors or proposed changes
   b. Member Attendance Log
        i. No members at risk prior to this meeting, 3rd absence for D. Sigouin

Y (Yes, present, or online), N (No, Absent, not in attendance) N* (Excused absence)							
Name	**6/8/21**	**9/28/21**	**12/14/21**	**1/18/22**	**5/18/22**	**11/09/22**	
DeLisi, Bob	Y	Y	Y	Y	Y	Y	
Hodes, Harry					Y	N	
Hoolihan, Dan	Y	Y	Y	N	Y	Y	
Kiemel, Greg	N	N*	N*	Y	Y	Y	
Klinger, Jeff	N	Y	Y	N	Y	Y	
Kramer, Doug	N	Y	Y	Y	Y	Y	
Kuczynski, Victor	Y	N	N	N	Y	Y	
Long, Randy	Y	Y	Y	Y	Y	Y	
Marcelo, Janneth				Y	Y	Y	
McConnell, Megan	Y	Y	Y	N	Y	Y	
Moore, Bradley	Y	Y	Y	Y	Y	Y	
Nixon, Jason	Y	Y	N*	Y	Y	Y	
Potts, Nate	N	N*	N	Y	Y	Y	
Schaefer, David	N	Y	Y	Y	Y	Y	
Sigouin, Dan	N	Y	Y	N	N	N	
Zimmerman, Dave	Y	N	N	N	Y	Y	

6. **Approval of Scope and Duties (Spring meeting only)**
   Subcommittee 6 provides guidance for laboratory assessment activities. It works on topics related to laboratory accreditation. Representatives of accreditation bodies, laboratories, and regulators report on the status of EMC testing and calibration activities.
   a. No changes proposed
7. **Election of Officers**
   a. Not required, no proposals
8. **Working Group reports – Chair**
   a. C63.34: Calibration of EMC Test Equipment (guide)
      i. Reviewed comment sheet, Secretary to set up a meeting next month to resolve last few comments.
9. **External Reports**
   a. **Accreditation Bodies (5 minute summaries)**
      i. A2LA (M. McConnell) presented report
      ii. ANAB (R. Long) presented report
      iii. NVLAP (J. Marcelo) presented report
   b. **CABs/TCB Council**
      i. **Question emailed from Greg Czumak (TCBC Chair) -** *You know, the only things that come to mind are (i) various test procedures, with differing degrees of accuracy, for measuring peak antenna gains, given the FCC's recent push for some sort of data to back up peak gain claims, especially since the FCC has said that they're willing to accept 17025 labs' data for gain measurements, maybe also including procedures to measure MIMO array gain, and (ii) anything pertaining to RFx measurements over 6 GHz.*
   c. **FCC**
      i. **No report**
   d. **FDA**
      i. FDA (E. Franca) presented report on ASCA program
      ii. J. Silberberg invited Labs to email him with challenges to testing as he is involved in IEC standards development.
   e. **ISED**
      i. ISED (J. Nixon) presented report
         1. AB are welcome to share with their assessor corps.
   f. **NIST**
      i. No report
   g. **ACE-PT**
      i. No report
10. **Old business (Chair)**
    a. None discussed
11. **New business (Chair)**
    a. None presented
12. **Review of action items (Secretary)**
    a. Action items from previous meetings

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
A/I - 22	Send standing invites to TCB Council (Chris Harvey), NIST MRA Office (Ramona Saar), FCC (reach out for contacts (Jihad	Allen Crumm	Closed	10/31/21	Completed

	Hermes)), FDA (Jeff Silberberg or Eric Franca/ Stacy Cho)				
A/I 26	Add CB's to the ANAB report.	Randy Long	Closed	10/31/21	Completed
A/I 27	Randy to reach out to CTIA regarding participation.	Randy Long	Closed		Closed, they use their own standards
A/I 28	Allen to send out attendance log for correction. Completed by Friday 5/20/22.	Allen Crumm	Closed	6/1/22	Completed

b. Action items from this meeting

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
202211-01	Set up meeting in December to review and resolve comments on C63.34 draft	R. Long	Open		
202211-02	Draft template for AB reports to SC6	D. Kramer, M. McConnell, R. Long	Open		
202211-03	Draft template for stakeholders and regulators to present questions or issues to SC6	D. Kramer, M. McConnell, R. Long	Open		

13. Time and place of next meeting (Chair)
   a. To be determined at Steering Committee meeting tonight
14. Closing remarks and adjournment (Chair)
   a. The Chair thanked all in attendance and adjourned at 9:05 am PST