



Accredited Standards Committee C63[®]

Electromagnetic Compatibility

Subcommittee 7: Spectrum Etiquette

Chair: Jason Coder Vice Chair: Stephen Berger Secretary: Allen Crumm
May 18th, 2021; 1:00PM-3:00PM ET

WebEx Meeting

Dial in: +1 415-655-0002

Access Code: 177 555 0153

Meeting Minutes

1. Call to Order: Chair – The meeting was called to order at 1:05pm.

- 1.1 Announcements: Chair's remarks.** – Jason welcomed everyone and thanked them for attending.
- 1.2 Meeting logistics announcements:** [Review logistics of Subcommittee meetings and main committee meetings amid travel restrictions](#)
- 1.3 Introductions: Secretary – roll call** (record attending members with their affiliations and guests separately below) **Report any roster errors to the ASC-C63[®] Secretary** - Jason Coder, Stephen Berger, Allen Crumm, Dave Case, Ed Hare, Jeffrey Silberberg, Omar Al-Kaala, Steve Jones Observer: Hans Mellberg, Peter Neverman

Subcommittee 7 Membership Roster

Name	Role within SC 7	Affiliation
Al-Kalaa, Mohamad	Member	FDA
Berger, Stephen	Vice-Chair	TEM Consulting
Case, Dave	Member	Retired
Coder, Jason	Chair	NIST
Dilay, Chris	Member	SPAWAR Systems Center, Pacific
Hare, Ed	Member	ARRL
Hoolihan, Dan	Member	Hoolihan EMC Consulting
Jones, Steve	Member	FCC
Refai, Hazem	Observer	University of Oklahoma
Silberberg, Jeff	Member	FDA

Guests and Observers: (non-voting):

- 1.4 Quorum: (50% of roster + 1) constitutes a quorum.** (rounding down) (Example: 9 roster members / 2 = 4.5 + 1 = 5.5 (therefore 5 people are required for a quorum)

Was quorum achieved? If not, any actions taken are subject to confirmation by electronic ballot or at a future meeting. (Quorum is not required for Working Group meetings) Quorum was achieved – 7.

2. Approval of the Agenda: Secretary – Approved

- 2.1 Approval of the previous Minutes -** [Minutes of the previous meeting](#)- Approved.

Review of the [patent slides](#) – No Issues

3. Review of [Subcommittee Membership](#): Chair - Report any errors to the ASC-C63[®] Secretary

3.1 Review of Membership Guidelines – members at risk?

Subcommittees:

For an individual to remain a voting member of a Subcommittee, active participation in Subcommittee meetings and regular responses to Subcommittee email votes is required. Should a member fail to attend at least one of three consecutive scheduled meetings (in person or remotely via web conference (when used)) or respond to at least one of every two consecutive Subcommittee email votes, their membership in that Subcommittee may be at risk.

Note: Abstentions shall be treated the same as a “yes” or “no” vote regarding the requirement to respond to email votes.

Working Groups:

For an individual to remain a member of a Working Group, active participation is required. Should a member fail to attend at least one of three consecutive scheduled meetings (in person or via web conference (when used)) their membership in that Working Group may be at risk. Individual Working Groups may establish additional participation criteria and/or modify this requirement.

Member Attendance Log: (insert member attendance log as shown) **Any errors in the log? No.**

Name	11/29/18	5/2/19	11/19	4/29/20	8/24/20	11/4/20	2/10/21	5/18/21
Mohamad Al-Kalaa		A	X	X	X	X	X	X
Berger, Stephen		A		A	A	A		X
Case, Dave		X	X	X	X	X	X	X
Coder, Jason		X	X	X	X	X	X	X
Dilay, Chris		A	X		X	X		
Hare, Ed		X	X					X
Hoolihan, Dan		X	X		X	X	X	
Jones, Steve	X	X		X	X	X		X
Refai, Hazem						X	X	
Silberberg, Jeff		X	X	X	X	X	X	X

Any members at risk? [These members are at risk: \(send letter to each member at risk\)](#)

3.2 Consideration of new members? [Application for C63® Subcommittee Membership](#)

4. Approval of [Scope](#): Chair - (Spring Meeting Only) (Report approval or any changes to the Main Committee)

- New scope discussed with steering committee in December 2020. Steering committee voted to grant preliminary approval to new scope. Main committee approved new scope!

White paper study on of coexistence going forward. Band Sharing. A/I to Jason to consider starting this efforts and a Pins C.

A/I Jason to check with Jerry to see if we need to resubmit the corrected scope to the Steering Committee.

Original Scope: Subcommittee 7 develops standards addressing spectrum etiquette, wireless coexistence and related standards to provide new or amended measurement techniques, protocols or methods and associated instrumentation and operational constraints supporting more efficient spectrum utilization, including dynamic spectrum access.

New Scope: Subcommittee 7 develops standards addressing spectrum etiquette, wireless coexistence, and related technical fields to provide new or amended measurement techniques to support efficient spectrum utilization. This scope includes areas related to coordinated or uncoordinated spectrum sharing schemes and dynamic spectrum access.

4.1 Election of Officers (as required)

- Chair's current term expires December 31st, 2022

5. Working Group reports [More information about each standard](#) is available on the Standards Status Matrix page of the [C63® web page](#). This information will be reviewed for accuracy at each Subcommittee meeting.

[Jason's Slide deck](#).

5.1 C63.17 - Unlicensed Personal Communications Service (PCS) Devices - Berger (insert link to [WG report](#)) Verify accuracy of document [status matrix](#) content and report any errors to the ASC-C63[®] Secretary.

C63.17-2020 Learn more	Unlicensed Personal Communications Service (PCS) Devices	SC 7	Berger, Stephen	C63.17 PINS	Reaffirmed
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C63.17: C63.17-2013 Methods of Measurement of the Electromagnetic and Operational Compatibility of Unlicensed Personal Communications Services (UPCS) Devices

Contact: [Berger, Stephen](#) (Former Working Group Chair)

Scope: Revision of IEEE Std C63.17-1998. Specific test procedures are established for verifying the compliance of unlicensed personal communications services (UPCS) devices with applicable regulatory requirements regarding radio-frequency (RF) emission levels and spectrum access procedures.

Status: Current. No plans for further maintenance at this time.

Purchase: [IEEE Store](#). To purchase individual standards, go to the IEEE store and search on the standard number.

Is this information correct? Yes (repeat this verification for all Standards covered by this Subcommittee)

5.2 C63.27 – Evaluation of Wireless Coexistence - Coder (insert link to [WG report](#)) Verify accuracy of document [status matrix](#) content and report any errors to the ASC-C63[®] Secretary.

C63.27-draft Learn more	Evaluation of Wireless Coexistence	SC 7	Coder, Jason	C63.27 PINS	Under revision
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C63.27-draft: American National Standard for Evaluation of Wireless Coexistence

Contact: [Berger, Stephen](#) (Working Group Chair)

Scope: This revision of the C63.27 standard provides improvements to the evaluation procedure and supporting test methods for wireless coexistence and evaluation of key performance indicators (KPI). The

revised standard will provide evaluation procedures, test methods and other guidance necessary for performing the evaluation.

Status: Current. New revision being developed.

Purchase: Current version available for sale.

Is this information correct? Yes.

6. Other Old Business: Chair

- 6.1 Written reports** - Written reports of the Subcommittee meeting shall be presented by the Subcommittee Chair at the Main Committee meeting. These reports shall be made using the [PowerPoint template](#). Prior to the Main Committee meeting, the reports and [approved previous meeting minutes](#) shall be provided to the projectionist for showing on the projector screen at the meeting. The Presentation and any written report shall also be sent by the Subcommittee Chair to the ASC-C63[®] [Newsletter editor](#).
- SC7 report to steering committee available online
- 6.2 Coordination with SC2 for definitions** - Before any Working Group draft can be submitted to the Subcommittee for approval, the document must be provided to the SC2 Chair for evaluation and coordination of the definitions used.
- Revision to ANSI C63.27 submitted to SC2 for their consideration. SC2 confirmed receipt.
- 6.3 Coordination with SC3 for harmonization** - Before any Working Group draft can be submitted to the Subcommittee for approval, the document must be provided to the SC3 Chair for evaluation and coordination of any harmonization effort.
- Revision to ANSI C63.27 submitted to SC3 for their consideration. SC3 will issue an action item when the standard completes the balloting process. Candidate standards for comparison are being sought. Ideas?

A/I Jason to write the comparison for C63.27 for SC3. Asked which standards he should compare with.

Omar also volunteered to help.

A/I Jason to talk to SC3 about writing a white paper to be made public.

7. New Business: Chair

- a. Ideas for subcommittee recruitment activities.**

8. [C63.org](#) website use and updates: Secretary - We normally post documents to the [SC7 protected area](#). If any SC or WG needs help with this posting, a Technical Secretary is available to assist.

9. Review of the Action Items: Secretary -

9.1 Review of Action Items from this meeting: (read Action Items to Members, who must agree that they understand their meaning)

9.2 Review of Action Items from previous meeting: (insert consolidated Action Item table from the previous meeting Minutes as shown below)

Consolidated Action Items from previous Meeting of SC7

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
1	Contact WiFi Alliance and 3GPP	Dave Case	Closed	Autumn	More attempts to

	community regarding their possible involvement in C63.27 WG			meeting 2018	follow by Chair and Vice Chair
2	C63.27 Workshops	Jason Coder	Closed	Status report at the Autumn meeting 2018	Very important activity
3	Offer invitation to have a co-sponsored study on the use of wireless technology in health care delivery to organizations that may be interested	Stephen Berger	Closed	Status report at the Autumn meeting 2018	Approved by Main Committee
A/I 4	Jason and Allen to look into Hazem Rafai's membership.	Jason Coder Allen Crumm	Closed	Oct 31, 2020	
A/I 5	Jason and Jeffery to reword the scope.	Jason Coder Jeffery Silberberg	Closed	Oct 31, 2020	
A/I 6	Jason to invite Rhode and Schwarz to join SC7	Jason Coder	Closed	February 10 th , 2021	
A/I 7	Jason and Allen to send revised scope to Jerry Ramie for steering committee review	Jason Coder and Allen Crumm	Closed	February 10 th , 2021	Complete
A/I 8	Stephen Berger has accepted the action item to formulate a PINS for this to move forward	Stephen Berger	Closed	February 10 th , 2021	Complete
A/I 9	Jason and Allen to send C63.27 for review and comment.	Jason Coder and Allen Crumm	Closed	February 10 th , 2021	Complete
A/I 10	Jason to work on formatting/readability of agenda	Jason Coder	Open	February 10 th , 2021	Ongoing
A/I 11	Jason to bring up SC7 membership at tomorrow's C63.27 WG meeting.	Jason Coder	Closed	5/18/21	
A/I 12	Chris Dilay to reach out to Chris Harvey on the TCB council to make a presentation to that group about C63.27.	Chris Dilay	Closed	5/18/21	
A/I 13	Allen to check status of C63.17 online and correct as necessary.	Allen Crumm	Open	5/18/21	

10. Time and place of next meeting: September 14th at 1pm EDT.

Main committee: November, 2021, IEEE Headquarters, Piscataway, NJ

11. Closing remarks and Adjournment: - Chair - Adjourned at 2:07pm EDT.

***** End of Meeting *****

Consolidated Action Items from today's Meeting of SC7

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
A/I 14	Jason to check with Jerry to see if we need to resubmit the corrected scope to the Steering Committee.	Jason Coder	Open		
A/I 15	Jason to write the comparison for C63.27 for SC3. Asked which standards he should compare with. Omar also volunteered to help.	Jason Coder, Omar Al-Kaala	Open		
A/I 16	Jason to talk to SC3 about writing a white paper to be made public.	Jason Coder	Open		