



**ANSI Accredited Standards Committee C63[®]
Electromagnetic Compatibility
Main Committee Minutes**

**Chair: [Don Heirman](#)
Vice Chair: [Dan Hoolihan](#)
Secretary: [Jerry Ramie](#)
Secretariat: Erin Spiewak**

**October 6, 2011
9:00 AM to 3:00 PM
[Thompson Park](#)
Lincroft, NJ**

1. Call to Order: Chair ([Don Heirman](#))

- 1.1 Opening remarks and Announcements: Chair ([Don Heirman](#))** The meeting was called to order at 9:00AM. Andrew Spears, Superintendent of Recreation, Monmouth County Park System, was introduced and thanked for his support of our meetings.
- 1.2 Meeting logistics announcements: [Ed Hare](#)** Hot lunch will be served today. Morning break at about 10:00AM; afternoon break at about 2:00PM.
- 1.3 Welcome new members:** Werner Schaefer (IND), Dave Zimmerman (IND), Apple, Inc., and Motorola Solutions. Erin Spiewak, C63[®] secretariat, IEEE Standards Association (SA), and Sue Vogel of the IEEE Standards Association were introduced to the Committee. Werner Schaefer expressed his apologies for not being able to attend.
- 1.4 Introductions (roll call): Secretary ([Jerry Ramie](#))**
23 organizations + 2 individual members = 25 total. A quorum is 50%; which is 13 or more members in attendance. Quorum was achieved. (16 members attended this meeting)
Organizations shown below have paid for their memberships and thus can vote on motions before the committee. Blank cells indicate non-attendance by representatives.

Note: Unpaid members and their representatives are shown in Annex A.

MEMBER	PRIMARY	ALTERNATE
ACIL	Stumpf, William	Hodes, Harry
Alcatel – Lucent	Moongilan, Dheena	Vacant
ARRL – The Nat’l. Assoc. for Amateur Radio	Hare, Ed	
Bureau Veritas		
CISCO Systems	Andy Griffin	
Dell Inc.		
Electric Power Research Institute	Keebler, Phil	Vacant
ETS – Lindgren		Chen, Zhong
Federal Communications Commission		
Food and Drug Administration		

Inst. Elect. and Electronics Engrs.- IEEE	Heirman, Don	
Inst. Elect. and Electronics Engrs. EMCS	Berger, Stephen	
Nat'l Institute Standards & Tech.- NIST	Camell, Dennis	
Northwest EMC		
PCTEST Engineering Laboratory		
Research in Motion (RIM)	Attayi, Masud	Attayi, Daoud
Society of Automotive Engineers		Fenical, Gary
Sony Ericsson Mobile Communications		
TIA - Telecomm. Industry Association	Whitesell, Stephen	
Telecomm. Certif. Body (TCB) Council	Wall, Art	Stumpf, Bill
TUV-America, Inc.		
UL, L.L.C.		Moser, Jeffrey
US Dep't. Defense - Joint Spectrum Ctr.	Shellman, Marcus	Duncanson, Michael
Individual Members:		
INDIVIDUAL Member	Hoolihan, Daniel	None
INDIVIDUAL Member	Showers, Ralph	None
Emeritus Members:		
MEMBER EMERITUS	Kesselman, Warren	None

1.5 Awards –See agenda item 10.3.

1.6 Recognitions – Alcatel Lucent was recognized for their support of this meeting. The award was presented to Alcatel Lucent’s representative—Dheena Moongilan.

2. Approval of the Agenda

2.1 Approval of Consent Agenda: Chair ([Don Heirman](#)) Mr. Hare moved, seconded by Mr. Hoolihan to accept the Consent Agenda except the minutes of the last meeting. Motion passed.

2.2 Approval of the [Minutes](#) of last meeting: Secretary ([Jerry Ramie](#)) showed filename: [Draft_C63_Main_Minutes_20110505\(4\).doc](#) which was unanimously approved and posted.

2.3 Approval of rest of the agenda: Chair ([Don Heirman](#)) Covered by agenda item 2.1

3. Presentation of [patent slides](#): Secretary ([Jerry Ramie](#)) Current patent slides were shown to the group. The Chair discussed slide #4 at greater length. The Chair asked the group if all had read the slides; the committee indicated that they had read and agreed to the principles in the patent slides.

4. Presentation of [meeting attendance fees](#): Secretary ([Jerry Ramie](#)) The primary and alternate representatives, as well as up to three additional persons consist of the Member’s delegation. Only one vote is allowed per organizational Member, however. The additional persons do not need to pay [meeting attendance fees](#).

5. **Membership report:** [Dan Hoolihan](#) – Apple, Inc. submitted their application to the Secretary and Secretariat, followed by a successful ballot conducted by the Secretariat. Mr. Hoolihan moved to accept Apple, Inc. No second is required, passed by voice vote. Mr. Hoolihan also moved to accept Werner Schaefer as a member. No discussion ensued, passed by voice vote. Mr. Hoolihan moved to accept Motorola Solutions. No discussion, passed by voice vote. Mr. Hoolihan moved to accept Dave Zimmerman as an Individual Member. No discussion ensued, passed by voice vote.

6. **C63[®] Standards and Draft Standards:**

6.1 Status Reports by Subcommittee Chairs and/or Working Group Chairs.

C63.2: EM Noise & Field Strength Instrumentation

Subcommittee 1 Chair: [Dennis Camell](#)

Status: Current. PINS is inactive. The standard was published in December, 2009.

Mr. Camell prepared slides for each standards for which Subcommittee 1 was responsible. He then presented the slide in his slide pack to report on the status of individual standards. See [SC1 report](#).

C63.4: Emissions Measurements

Subcommittee 1 Chair: [Dennis Camell](#)

Working Group Chair: [Don Heirman](#)

Status: Current. PINS approved 10/22/10. Working Group is working on a draft with target date for the next edition first quarter of 2012. See [SC1 report](#).

C63.5: Antenna Calibration

Subcommittee 1 Chair: [Dennis Camell](#)

Working Group Chair: [Dennis Camell](#)

Status: Current. PINS is on file and approved 10/2009. Working Group is working on revisions with a target date for publication of early 2012. See [SC1 report](#).

C63.8: Calibration of EMC Test Equipment (guide)

Subcommittee 6 Chair: [Victor Kuczynski](#)

Working Group Chair: [Victor Kuczynski](#)

Status: PINS is current, target date for the final draft is the Fall of 2012. Most work will be done through WebEx on the first Tuesday of the month. See [SC6 report](#).

C63.9: Immunity of Office Audio Equipment maintenance

Subcommittee 5 Chair: [Steve Whitesell](#)

Status: Current. Standard published in 2008. The working group Chair, Steve Berger, has no plans for further maintenance at this time.

C63.10: Wireless Devices testing

Subcommittee 1 Chair: [Dennis Camell](#)

Working Group Chair: [Art Wall](#)

Status: Current. A PINS is on file that was approved 4/20/09. Work is ongoing for the next draft in December, 2011. Mr. Wall showed highlights of the Standard development efforts. He expects a ballot by the end of the year. Mr. Camell expects the draft to be circulated soon. There were no objections to balloting by e-mail. See [SC1 report](#).

C63.11: Inter-lab comparison of EMC testing

Subcommittee 6 Chair: [Victor Kuczynski](#)

Working Group Chair: [Victor Kuczynski](#)

Status: PINS is current, targeted for final draft and balloting in the fall of 2012. Most work will be done over WebEx. C63® member ACIL has been running proficiency testing programs since 2002. The ISO-13528 methodology was adopted in 2008. These double-blind, anonymous test reports are used by the Working Group as provided by ACIL, which has agreed to allow their Intellectual Property to be used by ASC-C63®. See [SC6 report](#).

C63.12: EMC Limit setting

Main Committee Chair: [Don Heirman](#)

Status: Reaffirmed in 2007. The Chair felt that the Standard should be looked at again before the fifth year. (It has been available for four years)

C63.14: Definitions

Subcommittee 2 Chair: [Marcus Shellman](#)

Working Group Chair: [Marcus Shellman](#)

Status: Published standard. Revisions continuous as needed. Informative Glossary has been added, expected to be ready for publication in 2014. It has replaced MIL-STD 463. See [SC2 report](#).

C63.15: Immunity Meas. & Instr. Publication

Subcommittee 5 Chair: [Steve Whitesell](#)

Status: Current. Published standard; inherited from SC1, no current activity underway.

C63.16: ESD Test Methodologies

Subcommittee 5 Chair: [Steve Whitesell](#)

Working Group Chair: [Richard Worley](#)

Status: WG Chair is Rich Worley, Vice Chair is Dave Staggs. Draft PINS is ready for approval by email by the end of the year. Nine WG members are assigned, but only two are active—volunteers wanted. See [SC5 report](#).

C63.18: On Site Medical Device Immunity Testing

Subcommittee 8 Chair: [Bob DeLisi](#)

Working Group Chair: [Jeffrey Silberberg](#)

Status: In ballot until 10/24/11. Jeff pointed out that C63.18 should be added to the list of expiring Standards. (It has been administratively withdrawn. Steve Berger thanked Dave Zimmerman for his work as Secretary. See [SC8 report](#).

C63.19: Hearing Aid Compatibility maintenance

Subcommittee 8 Chair: [Bob DeLisi](#)

Working Group Chair: [Stephen Berger](#)

Status: Recirculation ballot underway.

C63.20: Nuclear Power Plant Immunity

Subcommittee 5 Chair: [Steve Whitesell](#)

Working Group Chair: [Stephen Berger](#) with Phil Keebler as vice Chair.

Status: New project; additional Working Group members are sought. Draft 0.1 is now available for WG deliberation, five WG members currently. See [SC5 report](#). Membership procedures are [ANSI_ASC_C63_WG63_20_Membership_Procedures_111004.pdf](#)

C63.22: Guide for Automated EMI Measurement

Subcommittee 1 Chair: [Dennis Camell](#)

Status: Current. PINS inactive, published in 2004. It needs to go to ballot for re-affirmation. See [SC1 report](#).

C63.23: Measurement Uncertainty

Subcommittee 1 Chair: [Dennis Camell](#)

Working Group Chair: [Bob DeLisi](#)

Status: PINS on file and approved 4/26/05. Intellectual property taken from CISPR Publication 16-4-2 was approved by the IEC. The WG finalized the draft and has a target date for balloting in November, 2011. See [SC1 report](#).

C63.24: In-situ generic immunity testing

Subcommittee 5 Chair: [Steve Whitesell](#)

Working Group Chair: [Stephen Berger](#)

Status: Active project with approved PINS. Draft 1.3 is now available to the working group. There are 11 working group members currently. See [SC5 report](#).

C63.25: Time Domain applications for Test Site Validation

Subcommittee 1 Chair: [Dennis Camell](#)

Working Group Chair: [Greg Kiemel](#)

Status: PINS on file was approved 10/09/07. The WG is preparing a draft with a target date for balloting in January, 2012. Additional measurements on a Time Domain Reflectometry (TDR) technique for test site validation are done. See [SC1 report](#).

C63.26: Licensed Transmitter testing

Subcommittee Chair: [Dennis Camell](#)

Working Group Chair: [Art Wall](#)

Status: PINS on file and approved 5/27/09. Work is beginning with a target date of early 2013 for balloting. See [SC1 report](#).

[More information about each standard](#) is available on the “Standards Status” section of the [C63® web page](#).

6.2 Membership Requirements for Working Groups (Chair) ([Don Heirman](#))

Membership procedures for C63.24 were shown as filename: [ANSI_ASC_C63_WG63-24_Membership_Procedures – 111004.doc](#). Mr. Berger noted that the first two meetings are open to all, but from that point you must attend 2 of 3 subsequent meetings. Exceptions are provided for individual experts to attain membership without meeting all the requirements. Meeting attendance requires being present for at least 75% of the time. Loss of voting rights criteria were shown. (Failure to pay or respond to ballots or emails) Exceptions were also allowed or those making contributions to the draft. See also [ANSI_ASC_C63_WG63_20_Membership_Procedures_111004.pdf](#) **AI-26:** SC Chairs to look at the WG membership requirements to see if they are applicable to their work. (Small groups may not want additional rules, Jeff Silberberg pointed out) They can report back on this effort at our next meeting.

7. **New or proposed projects: Chair ([Don Heirman](#))** This section was used last meeting to discuss our relevance to Smart Grid. EMC is not being considered well in smart metering. Communications links are reporting problems, so work is needed. Each member organization is asked to examine their smart grid efforts to see if we can help.

FCC also gives us a list of work they need performed. Art Wall discussed pre-qualification facilities that need further examination, according to the Commission.

8. Subcommittee reports:

SC1: Measurement and Instrumentation: [Dennis Camell](#), SC1 chairman indicated that there are currently 22 members, no members were dropped, one member was added. See [SC1 report](#). Four new members were discussed, Steve Whitesell, Rick Lombardi, Dan Segoine and Andy Griffin. Harry Hodes asked if Mr. Lombardi could be admitted to the Main Committee, but it was pointed out that he has not applied for main committee membership. No objections to the four new members were expressed; they were admitted as SC1Members.

Six active Standards are under consideration; three revisions, three new Standards and one Standard for re-affirmation. Three draft Standards are in SC1 review and will be ready soon for voting by the Main Committee by electronic ballot. (C63.4, C63.10, and C63.23) Mr. Camell moved to send these three Standards to the Main Committee for balloting. Discussion about the process ensued. Cisco voted negative for all three. The motion passed.

C63.22 is in need of reaffirmation. Mr. Camell moved to reaffirm C63.22. No discussion, a vote was taken. The motion passed unanimously. **AI-27:** Secretary to ask secretariat to ballot reaffirmation of C63.22 by the end of the year.

“Interpretations & Explanations” were shown. Six explanations were issued in 2011, with one new request still in the review process. Clause 11 of our operating procedures located on the C63[®] web site dictates the process of determining whether a request is for an interpretation or an explanation.

Mr. Camell noted that the C63.26 working group has developed an alternative “pre-cal” procedure for measuring spurious emissions from licensed equipment. Mr. Wall moved to have the Chairman of C63[®] send a letter to the FCC to accept the procedure. No second was required. Discussion ensued. The Chair pointed out that he is being asked to send a document to the Commission before it has been balloted. Mr. Hodes and 18 entities felt the procedure should be forwarded. The Chair also noted that a KDB has been issued by the Commission in opposition to this procedure. A vote was taken and the FDA abstained. The motion passed.

AI-28: Chair to send the C63.26 “pre-cal” procedure (when provided) to the FCC Labs for consideration by the end of the year.

SC2: Definitions: [Marcus Shellman](#), SC2 chairman, reported no change in Membership. The list of members was shown in the [SC2 report](#). Mr. Shellman’s term will expire at the end of the year, so an electronic ballot will be run to either re-affirm Mr. Shellman as Chair or choose another Chair. Mr. Heirman suggested that the Subcommittee Secretary send out the ballot. **AI-29:** SC2 secretary to work with Mr. Shellman to compose a ballot and to send it out to the SC2 members for approval, then on to the main committee for approval by the end of the year.

C63.14 was in five-year review. New definitions were in development as shown in the [SC2 report](#).

SC3: International Standardization: [Poul Andersen](#), SC3 chairman. Mr. Heirman filled in for Mr. Andersen. Steve Whitesell was added to the membership as he has assumed the Chairmanship of SC5. See [SC3 report](#). The VCCI has indicated on their website that C63.5 is “technically incorrect.” They did not vote against CISPR32 however, which calls out C63.5, so a discrete discussion is encouraged. **AI-30:** Andy Griffin to speak with VCCI representative as ask if the opinion expressed was a mistake or is the actual opinion; in any case such negative comments should be removed from their document. **AI-31:** Mr. Griffin will report to the Chair the results of the conversation. Mr. Hodes has sent the link to the VCCI site to the Chair and Mr. Griffin.

SC5: Immunity Measurements: [Steve Whitesell](#), SC5 chairman, reports that two prospective members have applied. He moved to have C63[®] accept Rick Lombardi and Andy Griffin. No second was required. Discussion ensued. The Chair noted that these two candidates were discussed earlier. Both new members were added after voice vote.

Mr. Whitesell showed the newly proposed working group membership procedures, shown in the [SC5 report](#). The Chair asked for any objections to the criteria shown. None were expressed and hence they were accepted.

Mr. Whitesell showed a draft PINS for C63.16 for ESD. It would include unique instrumentation, furniture ESD, statistical determination of the number of test points, a confidence level solution and alternate test methods and waveforms. He moved to have the Main Committee accept the PINS as shown. Discussion ensued, with the FDA expressing support for the effort. Mr. Hodes felt it “had a lot of really good stuff.” The PINS was passed by voice vote.

SC6: Laboratory Accreditation: [Victor Kuczynski](#), SC6 chairman, reported 16 members with two new membership applications being received. (Andy Griffin and Dan Segoine) The SC6 Chair moved to submit these two applications for approval by the main committee. (No second needed) There was no discussion; the two candidates were accepted by voice vote. See [SC6 report](#).

SC7: Unlicensed Personal Comm. Services: [Stephen Berger](#), SC7 chairman, reported two new membership applications; Dr. Hazem Refai and Steve Whitesell. Mr. Berger moved to add these two new members to the SC7 roster. The members were accepted by voice vote. A task group was formed to look at wireless coexistence, particularly in medical settings. **AI-32:** Mr. Berger to submit a written report on SC7 activities. (See [SC7 report](#).)

SC8: Medical Equipment Testing: [Bob DeLisi](#), SC8 chairman. Mr. Berger reported for Mr. DeLisi. One Standard was in ballot, one is completing ballot. One new membership application was received from Mr. Griffin. Mr. Berger moved to add Mr. Griffin to the roster. The motion passed by voice vote. See [SC8 report](#).

[More information about each standard](#) and each Subcommittee is available on the [C63[®] web page](#). The Chairman showed the Main Committee some of the features of the Standards Status page and the related links shown on the page. Mr. Hare noted that he needs to hear from each Subcommittee Chair as to the correctness of the information shown. **AI-33:** SC Chairs to review content of the Standards Status page this year.

9. **FCC Matters focusing on relation to C63[®] activity:** [Bill Hurst](#) (FCC) The Chair asked Mr. Kuczynski to show Mr. Hurst’s slides. See [FCC report](#).

- 9.1 Review of FCC references to C63[®] standards;** no review was made.
- 9.2 Status of FCC biennial review** – C63[®] commented on the review via its attorney from Fish & Richardson. Our comment was a request for the use in the Rules of the 2009 edition of C63.4 and the removal of the reference to the 2003 edition. At this date this has not happened. As a consequence C63[®] petitioned the FCC to use only the 2009 edition. The pleading contained the many improvements including corrections. Our attorney filed this pleading with the FCC last week. It is posted as filename: **FCC petition for rulemaking-ANSI (date stamped copy).pdf**.
- 9.3 New projects needed by FCC to be considered by C63[®]**
(if any -- as requested by the FCC) None requested.

10. “State of the Committee” review – We were audited by ANSI as part of the general audit of the IEEE Standards Association, and the document filename: **C63 Audit Action Items.doc** was shown by Ms. Spiewak. It contained items in blue requiring our attention. The Chair reminded the committee that we use ANSI policy and procedures (called “essential requirements”) rather than those of the IEEE. **AI-34:** Mr. Hare & Ms. Spiewak to address required changes to our operating procedures stemming from the ANSI audit and will then provide these modified operating procedures as our corrective actions to the secretariat by the end of November for forwarding to the ANSI assessor.

10.1 Items of interest: Chair (Don Heirman)

- 10.1.1 IEEE contract**—The chair noted that now is the time to prepare the 2012 contract. **AI-35:** Secretary and secretariat to update the 2011 contract and submit it to the IEEE-SA by the end of the year. This will require that the secretary send out a notice to each subcommittee chair that has particular standards activity to estimate what action will be needed in 2012 on each standard, e.g. amount of editing, need to ballot, etc. This is Table 1 in the contract and the one for the 2011 contract can be used as a template by the Subcommittee Chairs to make changes. **AI-36:** Subcommittee chairs for SC1, SC2, SC5, SC6, SC7, and SC8 to provide updates to Table 1 of the 2011 contract to the secretary and secretariat by the end of the year.
- 10.1.2 ANSI audit corrective action**— **AI-37:** Secretariat to provide Secretary and Mr. Hare with our corrective action list from the audit.

10.2 Review of interpretations/explanations received or balloted since 2010: Secretary (Jerry Ramie)

Date	Requestor	e-mail address	Project name
1/15/2010	Don Heirman	d.heirman@ieee.org	C63.4 >1GHz site validation interval
1/15/2010	Don Heirman	d.heirman@ieee.org	C63.4 GSCF equations
1/19/2010	Mike Heckrotte	michael.heckrotte@ccsemc.com	C63.4 LISN diagram
4/21/2010	Art Wall	awall@atlanticbb.net	C63.10 peak excursions
3/31/2010	Werner Schaefer	wernerschaefer@comcast.net	C63.5 bicon frequency interpretation
3/31/2010	Werner Schaefer	wernerschaefer@comcast.net	C63.5 semi-anechoic chamber
5/3/2010	Werner Schaefer	wernerschaefer@comcast.net	C63.4 Use of hybrids above 1GHz
8/24/2010	Bob DeLisi	Bob.Delisi@us.ul.com	C63.4 Calib. Interval reporting
9/1/2010	Dan Hoolihan	Danhoolihanemc@aol.com	C63.5 Standard Antenna Method
10/7/2010	Mike Heckrotte	michael.heckrotte@ccsemc.com	LISN extension cord
10/19/2010	Mike Heckrotte	michael.heckrotte@ccsemc.com	LISN tolerance
5/26/2010	David Cheadle	NPL ?? (insert info)	C63.5 annex A eqn error
7/27/2010	Takashi Maruyama	takashi@anc-tv.ne.jp	C63.5 semi-anechoic chamber
2/16/2011	Benoit Nadeau	cemtech@videotron.ca	C63.4 (2009) cone of radiation

4/18/2011	Jeong-Hwan Kim	kimjh@kriss.re.kr	C63.5 hybrid antenna calibration
5/10/2011	Harry Hodes	hodes@acmetesting.com	C63.4 Passive loop reference Table 1
5/11/2011	Michael Foegelle	Michael.Foegelle@ets-lindgren.com	C63.5 Equation A.1 in Appendix A
6/6/2011	Werner Schaefer	wernerschaef@comcast.net	C63.4 antenna factor
6/6/2011	Werner Schaefer	wernerschaef@comcast.net	C63.4 site validation
6/6/2011	Werner Schaefer	wernerschaef@comcast.net	C63.4 test method
9/9/2011	Takeshi Yamamoto	yamamoto.takeshi002@jp.panasonic.com	C63.4 ceiling-mounted equipment
9/26/2011	Takashi Maruyama	takashi@anc-tv.ne.jp	C63.5 RAM antenna description

10.3 Outstanding contribution awards: Stephen Berger was recognized for technical leadership in standardizing the measurement of EMC between wireless devices and hearing aids, culminating in the 2011 edition of ANSI-IEEE C63.19.

Art Wall was recognized for leadership in standardizing the measurement of unlicensed transmitter emissions culminating in the publication of the 2010 edition of ANSI-IEEE C63.10.

11. Financial report: (Mike Windler/Chair/Dan Hoolihan) Mr. Hoolihan reported our fiscal year results to date. The committee is solvent at this time.

12. Steering Committee Report: Chair (Don Heirman) The Chair discussed the composition of the Steering Committee. There was no report except to note that the primary discussions held in the steering committee relate to the preparation of the main committee agenda. It was noted that the steering committee also acts on behalf of the main committee in between main committee face to face meetings.

13. C63.org website use and updates: Web Content Manager (Ed Hare) The Chair asked the Main Committee what they like or don't like about the web site. Mr. Hare showed "About C63" and the "News" area. We have breaking news since we have a filing with the FCC and have issued Standards, which is "news." **AI-38:** Mr. Hare to remove the News and Workshops sections to blank pages while awaiting new material or to show "Visit later". Mr. Chen suggested that new interpretations/explanations be linked on the "Breaking News" page. We can accept inputs from the Main Committee until the end of November. .

14. Project Initiation Notification System (PINS)

14.1 Status of active PINS: Secretariat (Erin Spiewak)— **AI-39:** Erin to provide presentation on status of active PINS. Current PINS status is shown at http://www.c63.org/documents/misc/matrix/c63_standards.htm

14.2 Status of C63® published standards: (Erin Spiewak)

14.2.1 Fourth Anniversary standards—See item 14.2.2

14.2.2 10 years or older standards

The Secretariat noted that these documents are starting to approach ten years of age. This is meant to indicate that there has to be a decision to amend before ten years are up or to simply let them be administratively withdrawn

C63.12-1999 (Rev. 2007) – 4.5 years

C63.7-2005 – 6.5 years

C63.22-2004 – 7.5 years

AI-40: Secretary to send an email to C63[®] members asking if the four maturing standards should be retained or allowed to expire when the 10 year period passes by the end of the year.

15. Other administrative matters

15.1 Plans for updating C63[®] operating procedures: Ed Hare

See agenda item 10 above

16. New business

16.1 New or proposed projects: Chair (Don Heirman) Mr. Camell moved, seconded by Mr. Zimmerman, to accept Mr. Hoolihan as the next Chairman effective 1 January 2012 for a three year term ending 31 December 2014. Mr. Heirman noted that there were no other nominees that have expressed interest. Dr. Showers noted how much work Mr. Hoolihan has done over the last six years and endorsed his nomination. No further discussion ensued, the vote was unanimous. Mr. Hoolihan thanked the committee for their support and expressed his interest in assuming the Chairmanship. He congratulated Mr. Heirman for his six years of service.

AI-41: Secretary to send the link to “A Professional Life” to vmc63@ieee.org which reviews an example of how one might enter the world of standardization. This is done by reviewing the professional career of the chair.

16.2 Other items: Mr. Hodes discussed LISNs in MIL STD 461 that do not have calibration procedures. Current probes do not have procedures either. He suggested we send the C63.4 calibration procedure to SAE which is the lead organization for MIL STD support. **AI-42:** Mr. Hodes to formally ask the Chair to submit a request to the IEEE for permission for the LISN and current probe calibration procedures to be sent to the SAE by the first quarter in 2012.

17. Old Business

18. Other Business

18.1 Future Seminars and Workshops: Chair (Don Heirman) Mr. Heirman reported that we normally hold our seminars at or near testing laboratories. He discussed the topics of several of our recent workshops. He felt we might be able to produce two or three workshops in 2012, providing we have new or significantly amended standards published in early 2012. Workshops are scored by the participants, including what they want addressed in the future. High on the list was a course on Measurement Uncertainty. C63[®] held MU workshops in the late 1990’s. When C63.23 on MU is published, this is clearly a source of a workshop.

Workshops at Symposium The EMC Symposium is getting long and people have to come in very early to attend. It was noted that having the workshop at a testing facility, such as Cisco Systems, continues to be a great draw to get information and hands-on familiarity with the Standard. New Standards draw more attendees. C63[®] will again plan to have at least 2 workshops the week before the IEEE EMC Symposium. Next year that will be in Pittsburgh.

18.2 Newsletter report: Warren Kesselman/ Chair (Don Heirman) Mr. Kesselman, Newsletter editor, said that he published the 31st edition with materials from our last meeting. The quality of the newsletter is a function of the inputs received within 30 days of this

meeting. He publishes within 45 days of the meeting. Mr. Hodes thought a proficiency testing seminar should be in conjunction with the Accreditation Body’s meetings. Mr. Keebler offered to assist Mr. Kesselman with the production of the newsletter.

The Chair asked the committee membership to circulate the Newsletter link in their internal news websites to gain a wider readership.

AI-43: Members to circulate latest edition of Newsletter in their internal news websites, if allowed, by the first quarter of 2012.

18.3 Next meeting: Secretary ([Jerry Ramie](#)) Piscataway, NJ from 4/16/12 – 4/19/12.

19. Review of the [action items](#) from previous meetings:

Secretary ([Jerry Ramie](#)) See below.

20. Closing remarks and Adjournment: Chair ([Don Heirman](#)) The Chair thanked the Main Committee for their six years of support. He adjourned the meeting at 3:10PM-EDT.

Consolidated Action Items from Main Committee Meeting 5/5/11¹

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
AI-1:	The <u>subcommittee chairs</u> are to review the <u>status table</u> for accuracy.	<u>subcommittee chairs</u>	Open	12/30/11	Forever.
AI-2:	The Secretary will forward the newly approved C63.4 PINS to the Secretariat (Mr. Kipness) to forward to ANSI.	Secretary	Closed	6/30/11	
AI-3:	The <u>SC2 chair</u> to forward the draft SC2 white paper to present to the IEEE-SA for review.	<u>Mr. Shellman</u>	Closed	8/31/11	
AI-4:	All <u>subcommittee chairs and WG chairs</u> to fill out their officer positions.	All <u>SC chairs and WG chairs</u>	Closed	8/31/11	
AI-5:	<u>Mr. Kuczynski</u> to provide web content update to Mr. Hare for posting.	<u>Mr. Kuczynski</u>	Open	12/30/11	
AI-6:	<u>Mr. Hare</u> to add a table to the interpretations / explanations page showing content more clearly.	<u>Mr. Hare</u>	Closed	8/31/11	
AI-7:	<u>Ed Hare</u> showed the “ <u>New interpretations</u> ” and “ <u>interpretations / explanations</u> ” pages, which needed updating with tables indicating their document contents in plain text.	<u>Ed Hare</u>	Closed	8/31/11	
AI-8:	<u>Mr. Hare</u> to implement a plan to have archived PINS stored on our web site.	<u>Mr. Hare</u>	Closed	8/31/11	
AI-9:	<i>Bill Stumpf will seek ACIL EMC Lab members to participate in site validation tests</i>	<i>Harry Hodes Bill Stumpf</i>	Open	Next meeting of C63 [®]	
AI-10:	<i>Ed Hare to modify PINS form currently on the site to become a PINS-C form. Mr. Hare</i>	<i>Ed Hare</i>	Open	Next meeting of C63 [®]	

¹ Consolidated (re-numbered) action items are included here for reference, but are not a part of the minutes.

	should also install a separate website button to access the list of PINS-C forms on file in the public area.				
AI-11:	Secretary to post trademark booklet to our web site.	<u>Ed Hare</u>	Open	Next meeting of C63 [®]	
AI-12:	All SC chairs need to check their definitions against C63.14 and notify SC2 Chair of discrepancies		Closed	Next meeting of C63 [®]	
AI-13:	Secretary and Chair to review PINS-C and remove inactive listings from http://www.c63.org/pw/c63/pinisc/	<u>Ramie,</u> <u>Heirman,</u> <u>Hare</u>	Open	Next meeting of C63 [®]	
AI-14:	Secretary to ask Mr. Kipness for a complete list of our members including the primary and alternate members, as well as any other persons they have assigned.	<u>Secretary</u>	Closed	6/30/11	
AI-15:	Mr. Kuczynski will approach the four major accreditation bodies for assistance with C63.8.	<u>Mr.</u> <u>Kuczynski</u>	Closed	6/30/11	We have participation
AI-16:	Secretary to send reminder to all members of ASC-C63 [®] as to whether they want to reaffirm or change C63.12.	<u>Secretary</u>	Open	12/30/11	Members to examine C63.12
AI-17:	Mr. Berger to write a letter about C63.19 for distribution to accrediting bodies and forward the text to Mr. Heirman.	<u>Mr. Berger</u>	Open	11/01/11	
AI-18:	All SC Chairs to submit their definitions to Mr. Shellman in SC2 for review.	<u>All SC Chairs</u>	Open	11/30/11	

AI-19:	Mr. Hare to provide SC5 text for the newsletter.	<u>Mr. Hare</u>	Closed	6/30/11	
AI-20:	Mr Hare to remove SC6-WG2 from the site and implement updates to bring the content current.	<u>Mr Hare</u>	Open	11/30/11	
AI-21:	Mr. Berger is to contact all voting members of C63 [®] (vmc63@ieee.org) and ask for more participants in Subcommittee 7.	<u>Mr. Berger</u>	Closed	6/30/11	
AI-22:	The Chair will send a note to Mr. Hurst to indicate which "measurement guidance" items have come to conclusion.	<u>Victor Kuczynski</u>	Open	6/30/11	
AI-23:	Mr. Hare to set our "Purchase Standards" links to www.standards.ieee.org	<u>Mr. Hare</u>	Closed	6/30/11	
AI-24:	Secretary to ask Mr. Kipness to correct the multiple listings of C63.4 as "active." (Older versions should be shown as "superseded.")	<u>Secretary</u>	Closed	6/30/11	
AI-25:	Mr. Hare will post our logo registration paperwork on our site.	<u>Mr. Hare</u>	Closed	6/30/11	
AI-25	Secretary to provide PowerPoint template to Mr. Hare for posting. Send announcement to VMC.	<u>Mr. Hare</u> <u>Secretary</u>	Open	11/30/11	

Consolidated Action Items from Main Committee Meeting 10/6/11²

Action Item #	Subject	Responsible Person	Status	Delivery Date	Comments
AI-1:	The <u>subcommittee chairs</u> are to review the <u>status table</u> for accuracy.	<u>subcommittee chairs</u>	Open	12/31/11	Forever. Table reviewed by SC8 in May
AI-5:	<u>Mr. Kuczynski</u> to provide web	<u>Mr. Kuczynski</u>	Open	12/31/11	

² Consolidated (re-numbered) action items are included here for reference, but are not a part of the minutes.

	content update to Mr. Hare for posting.			1	
AI-9:	Bill Stumpf will seek ACIL EMC Lab members to participate in site validation tests	<u>Harry Hodes</u> <u>Bill Stumpf</u>	Open	Next meeting of C63 [®]	
AI-10:	Ed Hare to modify PINS form currently on the site to become a PINS-C form. Mr. Hare should also install a separate website button to access the list of PINS-C forms on file in the public area.	<u>Ed Hare</u>	Open	Next meeting of C63 [®]	
AI-11:	Secretary to post trademark booklet to our web site.	<u>Ed Hare</u>	Open	Next meeting of C63 [®]	
AI-13:	Secretary and Chair to review PINS-C and remove inactive listings from http://www.c63.org/pw/c63/pinsc/	<u>Ramie,</u> <u>Heirman,</u> <u>Hare</u>	Closed	Next meeting of C63 [®]	There is no information posted on the public website on PINS-C
AI-16:	Secretary to send reminder to all members of ASC-C63 [®] as to whether they want to reaffirm or change C63.12.	<u>Secretary</u>	Closed	12/8/11	e-mail sent 12/8/11
AI-17:	Mr. Berger to write a letter about C63.19 for distribution to accrediting bodies and forward the text to Mr. Heirman.	<u>Mr. Berger</u>	Open	11/30/1 1	
AI-18:	All SC Chairs to submit their definitions to Mr. Shellman in SC2 for review.	<u>All SC Chairs</u>	Open	11/30/1 1	Done at SC8 May meeting
AI-20:	Mr Hare to remove SC6-WG2 from the site and implement updates to bring the content current.	<u>Mr Hare</u>	Open	11/30/1 1	
AI-22:	The Chair will send a note to	<u>Victor</u>	Open	11/30/1	

	Mr. Hurst to indicate which "measurement guidance" items have come to conclusion.	<u>Kuczynski</u>		1	
AI-25	Secretary to provide PowerPoint template to Mr. Hare for posting. Send announcement to VMC.	<u>Mr. Hare</u> <u>Secretary</u>	Closed	11/30/11 1	Sent 12/5/11
NEW ACTION ITEMS:					
AI-26:	SC Chairs to look at the WG membership requirements to see if they are applicable to their work.	<u>All SC Chairs</u>	Open	Next meeting of C63 [®]	
AI-27:	Secretary to ask secretariat to ballot reaffirmation of C63.22 by the end of the year.	<u>Secretary</u> <u>Secretariat</u>	Open	11/30/11 1	Sent 12/7/11; Initial Ballot is complete (will need recirc)
AI-28:	Chair to send the C63.26 "pre-cal" procedure (when provided) to the FCC Labs for consideration by the end of the year.	<u>Mr. Camell</u> <u>Mr. Heirman</u>	Closed	12/31/11 1	Mac Elliott and Art Wall are reading the FCC response. This should be part of the FCC report on the C63 agenda next month.
AI-29:	SC2 secretary to work with Mr. Shellman to compose a ballot and to send it out to the SC2 members for approval, then on to the main committee for approval by the end of the year.	<u>Mr. Shellman</u> <u>SC2</u> <u>Secretary</u>	Open	12/31/11 1	
AI-30:	Andy Griffin to speak with VCCI representative as ask if the opinion expressed was a mistake or is the actual opinion.	<u>Mr. Griffin</u>	Closed	Next meeting of C63 [®]	Outgoing Chair was informed. I did speak to the VCCI, in Seoul, they agreed that it should be removed and it has been... http://www.vcci.jp/vcci_e/faq/d/09/1.html#ctibab
AI-31:	Mr. Griffin will report to the Chair the results of the conversation.	<u>Mr. Griffin</u>	Closed	Next meeting of C63 [®]	Reported to Mr. Hoolihan 3/27/12

AI-32:	Mr. Berger to submit a written report on SC7 activities	<u>Mr. Berger</u>	Closed	11/30/1 1	See SC7 report
AI-33:	SC Chairs to review content of the Standards Status page this year.	<u>SC Chairs</u>	Open	12/31/1 1	
AI-34:	Mr. Hare & Ms. Spiewak to address required changes to our operating procedures stemming from the ANSI audit and will then provide these modified operating procedures as our corrective actions to the secretariat by the end of November for forwarding to the ANSI assessor.	<u>Mr. Hare</u> <u>Ms. Spiewak</u>	Closed	11/30/1 1	ANSI approved changes
AI-35:	Secretary and secretariat to update the 2011 contract and submit it to the IEEE-SA by the end of the year. This will require that the secretary send out a notice to each subcommittee chair that has particular standards activity to estimate what action will be needed in 2012 on each standard, e.g. amount of editing, need to ballot, etc. This is Table 1 in the contract and the one for the 2011 contract can be used as a template by the Subcommittee Chairs to make changes.	<u>Mr. Ramie</u> <u>Ms. Spiewak</u>	Closed	11/30/1 1	Sent Table 1 to Secretariat 12/5/11, contract complete
AI-36:	Subcommittee chairs for SC1, SC2, SC5, SC6, SC7, and SC8 to provide updates to Table 1 of the 2011 contract to the secretary and secretariat by the end of the year.	<u>SC Chairs</u>	Open	12/31/1 1	SC8 submitted table 3/27, C63.19 has no edits.
AI-37:	Secretariat to provide Secretary and Mr. Hare with our corrective action list.	<u>Ms. Spiewak</u>	Closed	11/30/1 1	Corrective action list was provided.
AI-38:	Mr. Hare to remove the News and Workshops sections to blank pages while awaiting new material. Mr. Chen suggested that new interpretations / explanations be linked on the "Breaking News" page.	<u>Mr Hare</u>	Open	11/30/1 1	
AI-39:	Erin to provide presentation on status of active PINS.	<u>Ms. Spiewak</u>	Closed	11/30/1 1	PINS status was provided. Will provide another report at the April meeting.
AI-40:	Secretary to send an email to C63 [®] members asking if the four maturing standards should be retained or allowed to expire when the 10 year period passes by the end of the year.	<u>Mr. Ramie</u>	Closed	12/31/1 1	Sent 12/8/11, objection by Werner re/ C63.22
AI-41:	Secretary to send the link to "A Professional Life" to vmc63@ieee.org .	<u>Mr. Ramie</u>	Closed	11/30/1 1	Sent 10/25/11
AI-42:	Mr. Hodes to formally ask the Chair to submit a request to the IEEE for	<u>Mr. Hodes</u>	Open	11/30/1	

	LISN and current probe calibration procedures.			1	
AI-43:	Members to circulate latest edition of Newsletter in their internal news websites, if allowed, by the first quarter of 2012.	<u>All Members</u>	Open	3/31/12	
AI-44:	The Secretariat (IEEE) must review the membership status of the unpaid members (Annex A) and submit her findings to the consensus body at the next regular meeting.	Ms. Spiewak	Open	Next meeting of C63 [®]	Will have to obtain the paid membership status from Michael Windler.

Attachments from Main Committee Meeting 10/6/11³

Agenda Item #	Description	Filename
6.2	Membership procedures on C63.24	http://www.c63.org/documents/misc/minutes/October2011/Main/ANSI_ASC_C63_WG63_24_Membership_Procedures_111004.pdf
6.2	Membership procedures on C63.20	http://www.c63.org/documents/misc/minutes/October2011/Main/ANSI_ASC_C63_WG63_20_Membership_Procedures_111004.pdf
8.0	SC1 Report	http://www.c63.org/documents/misc/minutes/October2011/SC1/SC1_20111006_report.pdf
8.0	SC2 Report	http://www.c63.org/documents/misc/minutes/October2011/SC2/SC2_20111006_report.pdf
8.0	SC3 Report	http://www.c63.org/documents/misc/minutes/October2011/SC3/SC3_20111006_report.pdf
8.0	SC5 Report	http://www.c63.org/documents/misc/minutes/October2011/SC5/SC5_20111006_report.pdf
8.0	SC6 Report	http://www.c63.org/documents/misc/minutes/October2011/SC6/SC6_20111006_report.pdf
8.0	SC7 Report	http://www.c63.org/documents/misc/minutes/October2011/SC7/SC7_20111006_report.pdf
8.0	SC8 Report	http://www.c63.org/documents/misc/minutes/October2011/SC8/SC8_20111006_report.pdf
9.0	FCC status report	http://www.c63.org/documents/misc/minutes/October2011/FCC/FCC_Status_Report_October_2011.pdf
9.2	Fish & Richardson document FCC	http://www.c63.org/documents/misc/minutes/October2011/Main/FCC_petition_for_rulemaking_ANSI.pdf
10.0	ANSI audit results	http://www.c63.org/documents/misc/minutes/October2011/Main/C63Audit_20111006.pdf
14.1	Status of active PINS	http://www.c63.org/documents/misc/matrix/c63_standards.htm

Annex A

Unpaid members and their representatives are shown in the table below:

UNPAID MEMBER	PRIMARY	ALTERNATE
Alliance for Telecom Ind. Solutions (ATIS)	Frerking, Mel	Turner, James
AT&T - formerly Cingular Wireless	Chapman, David	Frerking, Mel
Info. Tech. Industry Council – ITIC	Hirvela, John	Rosenberg, Joshua
Motorola	Knipple, Tom	Vacant
Polycom	Rodman, Jeff	Griffiths, Tony
Samsung Telecommunications	Rivera, Tony	Green, Kendra
SPAWAR - US Navy	Southworth, David	Vacant
Individual Members:		
INDIVIDUAL Member	Lichtig, John	None

Relevant sections of our ASC-C63[®] procedures regarding Membership are reproduced here for convenience:

³ Attachments are not a part of the meeting minutes. They may be downloaded from the [Minutes section of the C63.org web page](#).

5. **Membership**

Members of the consensus body shall consist of organizations (preferably national in scope), companies, government agencies, individuals, etc., having a direct and material interest in the activities of the ASC. The selection and addition of members, along with their interest category, shall be subject to approval by a majority vote of the consensus body after the application has been processed in accordance with Clause 5.1. The termination of members shall be subject to approval by majority vote of the consensus body after a review of the membership in accordance with Clause 5.2.

5.2 **Review of Membership**

The secretariat shall review the consensus body membership list annually with respect to the criteria of Clause.5. Members are expected to fulfill obligations of active participation. Where a member is found in habitual default of these obligations, the secretariat shall direct the matter to the consensus body for appropriate action, which may include termination of membership.

NOTE: Payment of dues may be considered by the consensus body as an “obligation” of membership.

AI-44: The Secretariat (Ms. Spiewak of the IEEE) must review the membership status of these unpaid members and submit her findings to the consensus body at the next regular meeting.