

**ANSI Accredited Standards Committee C63®
Electromagnetic Compatibility
Main Committee
Approved Meeting Minutes**

Chair: [Don Heirman](#)
Vice Chair: [Dan Hoolihan](#)
Secretary: [Jerry Ramie](#)

October 28, 2010
8:30 AM to 3:00 PM
Society of Automotive Engineers Headquarters
Troy, MI

1. **Call to Order:** Chair ([Don Heirman](#)) The Chairman called the meeting to order at 8:33AM.
 - 1.1 **Opening remarks and Announcements:** Chair ([Don Heirman](#))
 - 1.2 Moment of silence in the memory of Dr. Paul Cardinal and Hugh Turnbull. A PPT slide presentation was shown and is referenced as filename: [Moment of Silence Agenda 1.1.pdf](#)
 - 1.3 **Meeting logistics announcements:** Host ([Poul Andersen](#)) Poul welcomed the committee on behalf of the SAE and announced availability of room resources.
 - 1.4 **Introductions (roll call):** Secretary ([Jerry Ramie](#)) Attendees:
Those present are only shown in the following matrix:

MEMBER	PRIMARY	ALTERNATE
ACIL	Stumpf, William	
Alcatel – Lucent	Moongilan, Dheena	
Alliance for Telecom Ind. Solutions (ATIS)		Turner, James
ARRL – The Nat’l. Assoc. for Amateur Radio	Hare, Ed	
AT&T - formerly Cingular Wireless		
Bureau Veritas		
CISCO Systems		
Dell Inc.	Worley, Richard	
ETS – Lindgren		Chen, Zhong
Federal Communications Commission	Hurst, William	
Food and Drug Administration	Silberberg, Jeffrey L	
Info. Tech. Industry Council – ITIC		
Inst. Elect. and Electronics Engrs.- IEEE	Heirman, Don	
Inst. Elect. and Electronics Engrs. EMCS	Berger, Stephen	

Motorola		
Nt't Institute Standards & Tech.- NIST	Camell, Dennis	
Northwest EMC		
PCTEST Engineering Laboratory		
Polycom		
Research in Motion (RIM)	Attayi, Masud	
Samsung Telecommunications		
Society of Automotive Engineers	Andersen, Poul	
Sony Ericsson Mobile Communications		
SPAWAR - US Navy		
TIA - Telecomm. Industry Association	Whitesell, Stephen	
Telecomm. Certif. Body (TCB) Council	Wall, Art	Stumpf, Bill
TUV-America, Inc.		
Underwriters Laboratories		DeLisi, Bob
US Dep't. Defense - Joint Spectrum Ctr.	Shellman, Marcus	
Individual Members:		
INDIVIDUAL Member	Hoolihan, Daniel	
INDIVIDUAL Member	John Lichtig	(not present)
INDIVIDUAL Member	Showers, Ralph	
Emeritus Members:		
MEMBER EMERITUS	Hofmann, H. R. (Bob)	None
MEMBER EMERITUS	Warren Kesselman	(not present, non-voting)
MEMBER EMERITUS	Herb Mertel	(not present, non-voting)

28 organizations + 3 individual members = 31 total. A quorum is 50%; that is 16 or more members in attendance. Quorum was achieved. (21 members attended this meeting)

Guests:

RFI-Global
Secretary, ASC-C63®
Joint Spectrum Center
Nokia
Vican Electronics
Samsung

Nick Hooper
Jerry Ramie
Michael Duncanson
David Dzumba
Victor Kuczynski
Ken Joyner

2. Approval of the Agenda

2.1 Approval of Consent Agenda: Chair ([Don Heirman](#)) Referenced as filename: [C63 Approved Agenda 20101028.pdf](#)

2.1.1 Minutes of April 22, 2010 meeting: Secretary ([Jerry Ramie](#)) Mr. Hare indicated there were minor editorial changes in the April, 2010 minutes. The Vice-Chair (Mr. Hoolihan) moved approval with the editorial changes, seconded by ARRL, to accept the amended minutes. Motion passed by voice vote.

filename: [April2010_C63R_Approved_Main_Minutes 7.pdf](#)

attachments: [April_2010_attach2.zip](#) Both files are archived on the [site](#).

2.2 Approval of rest of the agenda: Chair ([Don Heirman](#)) Item 7.1 was added for smart grid, Item 9.4 was added for annual FCC briefing, Item 10.4 was added for financial report, Items 11 and 14.4 for teleconference capability. NIST moved, seconded by ACIL, to accept the agenda. The motion passed by voice vote.

3. **Presentation of [patent slides](#): Secretary ([Jerry Ramie](#))** The Chair asked if all in attendance had seen these Patent Slides over the past few days, all indicated that they had seen the slides, but they were shown by Mr. Hare to ensure guests saw it as well.
4. **Presentation of [meeting attendance fee slides](#): Secretary ([Jerry Ramie](#))** Mr. Hare presented the Meeting attendance fee slides from the C63[®] website. It was noted that it was in the interest of the member organizations to fill all five of their eligible positions by sending that information to the Secretariat (Mike Kipness at m.kipness@ieee.org). It should be on company email letterhead to be an official communication. That list becomes firm until or unless the organization informs the secretariat of changes. It was noted that Working Groups are open to any individual expert who does not represent any organization or affiliation.
5. **Membership report: [Dan Hoolihan](#)** Mr. Hoolihan reported a new organizational member; Electric Power Research Institute. (EPRI) Phil Keebler and Kermit Phipps are the primary and alternate representatives, respectively. No discussion, the vote to accept the new member carried by voice vote.
AI-1: [Mr. Hare](#) to update the website to indicate this new member.
AI-2: [Secretary](#) to send letter of welcome to EPRI. These actions are due by the end of the year.
6. **C63[®] Standards and Draft Standards:** All except Subcommittee 7 met during the week. The Chair indicated that a [Standards Status table](#) is posted on our site, which was shown by Mr. Hare.
AI-3: The [subcommittee chairs](#) are to review the [status table](#) for accuracy by January.

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

[C63.2:](#) EM Noise & Field Strength Instrumentation

Subcommittee 1 Chair: [Dennis Camell](#)

Working Group Chair: [Mike Windler](#)

Status: **Current. No plans for further maintenance at this time.** Mr. Camell stated that C63.2 (Instrumentation) was published in 2009.

[C63.4:](#) Emissions Measurements

Subcommittee 1 Chair: [Dennis Camell](#)

Working Group Chair: [Don Heirman](#)

Status: Current. Maintenance underway Mr. Camell indicated that C63.4 (Emissions) was published in 2009. A PINS will be introduced for approval by the Main Committee later in the agenda.

C63.5: Antenna Calibration

Subcommittee 1 Chair: [Dennis Camell](#)

Working Group Chair: [Dennis Camell](#)

Status: Next edition in progress. Mr. Camell reported that C63.5 (Antenna Calibration) has an approved PINS. A WG is working on the next draft, the target date is 2/11/10 for draft completion.

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

Subcommittee 6 Chair: [Victor Kuczynski](#)

Working Group Chair: [Victor Kuczynski](#)

Status: New Standard. Draft being written. Mr. Kuczynski reported that the WG will produce a draft in the IEEE format by the Fall of 2011.

C63.9: Immunity of Office Equipment maintenance

Subcommittee 5 Chair: [Ed Hare](#)

Working Group Chair: [Stephen Berger](#)

Status: Current. No plans for further maintenance at this time. Mr. Hare stated that the Standard is current and no work is planned at this time. The Chair indicated that the Radiated Immunity level was 30V/m which is significantly higher than that normally applied for product radiated immunity compliance measurements.

C63.10: Wireless Devices testing

Subcommittee 1 Chair: [Dennis Camell](#)

Working Group Chair: [Art Wall](#)

Status: Next edition in progress. Mr. Camell stated that C63.10 was published in 2009, an active PINS is on file, work is active on Edition 2. Mr. Wall added that the new draft was discussed this week. The work covers low-power, unlicensed transmitters.

C63.11: Inter-lab comparison of EMC testing

Subcommittee 6 Chair: [Victor Kuczynski](#)

Working Group Chair: [Victor Kuczynski](#)

Status: New Standard. Draft being written. Mr. Kuczynski reported that SC6 is working to support the accreditation of laboratories. There is also a discussion with ACIL on joint activity in such tests. Target publication date is for the Fall of 2011.

C63.12: EMC Limit setting

Main Committee Chair: [Don Heirman](#)

Working Group Co-Chairs: [Ralph Showers](#), [Ed Hare](#)

Status: Administratively withdrawn. Revisions in progress. Mr. Hare indicated that the 2007 edition may not be available on the IEEE Store site yet.

AI-4: [Mr. Hare](#) to inquire with Mr. Kipness about the availability of the 2007 version of C63.12 by December 31.

C63.14: Definitions

Subcommittee 2 Chair: [Marcus Shellman](#)

Working Group Chair: [Marcus Shellman](#)

Status: Published standard. Revisions continue as needed. The DOD Joint Spectrum (Shellman) indicated that a PINS has been submitted for ANSI review, still awaiting the outcome.

AI-5: [Secretary](#) to check with the secretariat on the status of C63.14 PINS.

It replaces MIL-STD 463. Mr. Shellman indicated that he has received two submissions of definitions from the Subcommittees.

C63.15: Immunity Meas. & Instr. Publication

Subcommittee 5 Chair: [Ed Hare](#)

Working Group Chair: [Don Heirman](#)

Status: Published

No plans for further maintenance at this time. ARRL (Mr. Hare) reports that the Standard is current without plans for maintenance.

C63.16: ESD Test Methodologies

Subcommittee 5 Chair: [Ed Hare](#)

Working Group Chair: [Don Heirman](#)/Richard Worley

Status: Administratively withdrawn.

PINS-C being prepared for targeted guidance ARRL (Mr. Hare) reports that a draft is possible by the Spring of 2011. The Chair reported that for example furniture discharge is covered in this Standard, which is not covered in IEC 61000-4-2.

C63.18: On Site Medical Device Immunity Testing

Subcommittee 8 Chair: [Bob DeLisi](#)

Working Group Chair: [Jeffrey Silberberg](#)

Status: In resolution of comments in recirculation ballot UL (Mr. DeLisi) reports that comments have been addressed and that balloting should begin by July of 2011.

C63.19: Hearing Aid Compatibility maintenance

Subcommittee 8 Chair: [Bob DeLisi](#)

Working Group Chair: [Stephen Berger](#)

Status: Ballot resolution in progress. UL (Mr. DeLisi) reports that the balloting results from the Secretariat have not been available.

AI-6: [Mr. Kipness](#) to produce matrix of balloting results for C63.19 and forward them to the Chair by January. The IEEE – EMC Society (Mr. Berger) reported that 26 people were in the balloting pool, 20 of them approved of the draft (90.9%) with 336 comments. Re-circulation balloting to be done by the end of the year or earlier.

C63.20: Nuclear Power Plant Immunity

Subcommittee 5 Chair: [Ed Hare](#)

Working Group Chair: [Stephen Berger](#)

Status: New project; Working Group being formed. ARRL (Mr. Hare) reported that the consensus is that the working group should be expanded to include additional WG members. Mr. Berger stated that this work would also apply to other high-reliability electronic control installations. The work will cover stressing the product to failure to assure

that any failure modes are safe before full failure.

C63.22: Guide for Automated EMI Meas.

Subcommittee 1 Chair: [Dennis Camell](#)

Working Group Chair: [Werner Schaefer](#)

Status: **Current. No plans for further maintenance at this time.** NIST (Mr. Camell) reports that it was published in 2004, looking to reaffirmation without further work.

AI-7: [Secretariat](#) to circulate a reaffirmation ballot for C63.22 by the end of the year.

C63.23: Measurement Uncertainty

Subcommittee 1 Chair: [Dennis Camell](#)

Working Group Chair: [Bob DiLisi](#)

Status: **New Standard. Draft being written.** NIST (Mr. Camell) reported an active PINS is on file, the first draft is being prepared with a target date in the Spring of 2011.

C63.24: In-situ generic immunity testing

Subcommittee 5 Chair: [Ed Hare](#)

Working Group Chair: [Stephen Berger](#)

Status: **New Standard. Draft being written.** ARRL (Hare) indicated that this will be adapted from C63.18 with draft text completed out next year.

C63.25: Time Domain applications for Test Site Validation

Subcommittee 1 Chair: [Dennis Camell](#)

Working Group Chair: **Mike Windler (resigned—replacement needed)**

Status: **New Standard. Draft being written.** Mr. Camell reported that there is an active PINS on file and a working group that is in the process of preparing a draft. It covers both above and below 1GHz, as well as time-domain site validation. It doesn't cover sites used below 30MHz, however TCB Council (Mr. Wall) indicated that the draft may have some generic guidance on test sites used below 30MHz.

AI-8: [SC1 chair](#) to seek a replacement for Mr. Windler by the end of the year.

C63.26: Licensed Transmitter testing

Subcommittee Chair: [Dennis Camell](#)

Working Group Chair: [Art Wall](#)

Status: **New Standard. Draft being written.** Mr. Camell reports that there is an active PINS on file and a working group that's just started work on the draft. Mr. Wall indicated that it covered licensed transmitters, with a roadmap of work planned. Drafting is set to begin early next year.

More information about each standard is available on the “Standards Status” section of the [C63® web page](#). The Chair asked for display of the website page on Standards Status and showed the various information fields that are readily available. If Members need usernames or passwords, they should send a note to the Secretary or to Mr. Hare.

7. New or proposed projects: Chair ([Don Heirman](#))

7.1 Smart Grid: The Chair reported that the IEC has indicated that there are 70 standards currently existing for the Smart Grid. NIST has identified domestic & international standards for

interoperability. EMC needs to be integrated into this effort which will even include the immunity of electric vehicle chargers. [Smart Grid Agenda 7.1 20101028.pdf](#)

A) We need a “roadmap” to show application of C63® Standards to Smart Grid Devices/systems
B) **AI-9:** Mr. Hare to assemble a list and share it with various Smart Grid committees and working groups. The Chair asked for agreement (in principle) which was granted by the committee. Mr. Hare indicated that SC5 had 6-7 people interested. Then Alcatel-Lucent, ARRL, ETS-L, UL, NIST, IEEE-EMCS and TIA indicated their interest in helping. As this is primarily an immunity issue at the start, the chair has assigned Mr. Hare to take this action item.

8. Subcommittee reports:

SC1: Measurement and Instrumentation: Dennis Camell reports the membership at 22 members with one dropped yesterday--Mr. Windler. They have six active standards, two in revision, and three new standards underway. Nine interpretations/explanations have been addressed since the last meeting, six have been responded to and three are in review. Interpretations are immediately effective and a link has been added to the Interpretations page. Note: the chairman indicated that the web site is the official location of all interpretations and NOT the IEEE or ANSI. C63.4 WG is asking for a new PINS to be approved, which was shown. They will work on a new revision with the same title. Work is beginning early as the work needs to keep pace with international activity on the same subject. Coordination with other international as well as C63® documents may slow this process. SC1 (Mr. Camell) moved to approve the PINS shown; no second was required. Discussion ensued about considering average detection. That is a question for C63.2 consideration. A voice vote was taken, which passed unanimously. **AI-10:** The Secretary (Mr. Ramie) will forward the newly approved C63.4 PINS to the Secretariat (Kipness) to forward to ANSI by year end. The SC1 report is referenced as filename: [SC1_report_and_motions_20101027.pdf](#).

Standards Update: C63.10 WG has an active PINS. The membership is large, the first draft is completed. The C63.10 WG report was shown. A C63.23 update was given to the Main Committee, with publication intended by end-2011. C63.25 was updated, a new Chair has been assigned. publication to be in 2011. C63.26 update was shown, active PINS is on file, publication to be in 2012. The update is referenced as filename: [SC1_standards_update_20101027.pdf](#)

SC2: Definitions: Marcus Shellman reported that his membership is unchanged. WG1 activities were shown. [SC2:E3 Terminology Definitions](#) They are awaiting action on the C63.14 PINS approval from ANSI through Mr. Kipness.

AI-11: Mr. Kipness to update status on C63.14 PINS by year end. The draft SC2 white paper on C63.14 was shown but the Chair wants to run it by the IEEE-SA staff for review of copyright release before posting. The white paper can't be posted until it's reviewed by the IEEE.

AI-12: The SC2 chair to forward the draft SC2 white paper to present to the IEEE-SA for review. The SC2 Standards update is referenced as filename: [SC2_C63.14_Update_Attribution_Process4-21-09_c3-cleanCopy.pdf](#)

SC3: International Standardization: Poul Andersen reports that the SC wanted to extend his term for another 4 years. Mr. Wall moved to accept the extension, no second was needed, the Main Committee voted unanimously and his renewed Chairmanship was approved. He reports that nine members and seven observers were present at the meeting yesterday. Twelve documents are currently defined for analysis. The SC3 report is referenced as filename: [C63® SC3 Report](#)

SC5: Immunity Measurements: [Ed Hare](#) reports 9 members, with all officer positions filled. C63.24 WG also needs a Vice Chair and a Secretary. The SC5 report is referenced as filename: [SC5_101028.pdf](#).

AI-13: All subcommittee chairs and WG chairs to fill out their officer positions. Smart Grid project will run under SC5, with Alcatel-Lucent, ARRL, ETS, UL, NIST and TIA indicated their interest in helping with the project.

The Chair recessed the meeting until after lunch, which was reconvened at 12:30PM.

SC6: Laboratory Accreditation: [Victor Kuczynski](#) reports that 26 people attended, with 18 members. One WG was discontinued; they now have three Working Groups. They wish to harmonize C63.11 with IEC Guide 17043. WG4 (C63.8) is working to address traceability and calibration. WG2, headed by Dean Ghizzone, is considering dropping the dates from the scope of Accreditations and have a PINS in process of being presented at the next meeting. A technical expert from ACLASS has joined SC6. The SC6 web content needs to be updated. The SC6 report is referenced as: [C63® SC6 update](#).

AI-14: [Mr. Kuczynski](#) to provide web content update to Mr. Hare for posting by year end. WG2 is considering a new PINS-C. **AI-15:** [Mr. Kuczynski](#) to ask the SC6 technical experts employed by the four accrediting bodies what they want from C63®.

SC7: Unlicensed Personal Comm. Services: [Stephen Berger](#) reported that SC7 has been dormant for several years since C63.17 publication. A new PINS was shown for C63.17; Mr. Berger moved to approve the PINS shown. Discussion ensued, with the Chair noting that the PINS was presented as a “revision” rather than a “reaffirmation.” Text was adjusted in the PINS, a vote was taken on the amended PINS, and it was adopted unanimously. (No SC7 meeting occurred and no formal report was delivered to the Main Committee). It is expected that SC7 will have a meeting at the next C63® meeting series in May 2011.

SC8: Medical Equipment Testing: [Bob DiLisi](#) reported that a PINS-C is being proposed for C63.19 to study test methods and improve their efficiency. It was identified as a “project of need” by the FCC. Text was adjusted in the PINS-C form displayed, a voice vote was taken and the amended PINS-C was approved unanimously. SC8 will have a new vice-chair, Stephen Berger. Mr. Windler has left the group; Mr. Zimmerman is still the secretary. The completed C63.18 recirculation document needs to be put in IEEE format. C63.19 WG3 balloting closed 9/1/10. Recirculation ballot sent 10/27/10. A PINS-C was initiated for C63.19 which will turn into a PINS after the publication of the revision to C63.19.

Liaison reports were presented from AAMI regarding TIR18:2010. The FDA reported on activities in RFID, LVADs, IEC 60601-1-2 (4th Ed.) and their use of personnel from the University of Oklahoma. Mr. Silberberg (FDA) stated that receivers are exempt in their pass-band, but the FDA wants wireless coexistence testing in some form, e.g. having a Bluetooth device also on a mobile phone. He indicated that experts from the University of Oklahoma may apply for membership in SC8. There were questions raised as to having enough expertise in this area within our C63® membership.

Mr. Kuczynski stated that medical equipment may not tolerate interference in the operating band(s) and a good approach may be to ascertain susceptible frequencies and exclude them from nearby equipment emissions. Mr. DeLisi thought that this effort would require recruitment of expertise. Mr.

Berger agreed and wants us to solicit known experts. The Chair asked if we should move forward with a PINS-C. There was no opposition to this idea. The SC8 report is referenced as filename: [C63[®] Subcommittee 8 Report](#).

AI-16: Mr. DeLisi and SC 8 members to solicit experts in wireless coexistence testing and report progress at the next meeting.

9. FCC Matters focusing on relation to C63[®] activity: [Bill Hurst](#) (FCC)

9.1 Review of FCC references to C63[®] standards: A policy statement was issued 8/5/10 on Hearing Aid Compatible mobile-phone handsets. A public notice DA 10-1936 was issued 10/12/10 by the Wireless Telecommunications Bureau (WTB) requesting comments on addressing the effects of new legislation. ATIS (Jim Turner) stated that hearing aids are Class 1 devices according to the Commission. A list of recent Knowledge Data Base (KDB) publications was shown by Mr. Hurst. The MRA status slide shows 238 accredited laboratories with 600 test facilities listed overall.

New draft publications were also shown, along with drafts of revisions to current publications for public comment. The Chair asked if C63[®] should review this list of revisions.

AI-17: [Steering Committee](#) to review the list and come up with a proposal for C63[®] response by January.

9.2 Status of FCC biennial review: Active, a draft exists.

9.3 New projects needed by FCC to be considered by C63[®] (if any -- as requested by the FCC): No new projects, other than those discussed with the Subcommittees, are required.

[Broadband Priorities](#) The FCC report is referenced as filename: [Recent FCC Activity](#)

9.4 Announcement of Don Heirman briefing with the FCC-OET and WTB: Chair ([Don Heirman](#)) reports that he will give a review of C63[®] work at the Commission. This meeting will be on 12/16/10.

10. "State of the Committee" review

10.1 Items of interest: Chair ([Don Heirman](#)) showed a short presentation on items of interest. [Items of Interest Agenda 10.1 20101028.pdf](#) It was noted that the committee now has activity on 19 Standards, of which 14 are published. There are now 30 organizational members, 3 individuals, 3 members emeritus, and almost a dozen working groups. We're assessed for competence by ANSI and fully engaged in EMC Standards development. [Mike Kipness](#) sent a report on our recent ANSI audit, which is linked as filename:

[Kipness Audit Report Agenda 10.1 20101028.pdf](#)

AI-18: The [Steering Committee](#) is to address these ANSI findings and make adjustments as required to our operating procedures. A preliminary corrective action report is due by year end.

10.2 Review of [interpretations](#) received or balloted since last meeting (Secretary [Jerry Ramie](#)): The log of interpretations and explanations was taken from filename [Interpretations_explanations_log.xls](#) and is shown partially below. (See current list at http://www.c63.org/explanations_interpretations_request.htm)

Date	Project name	Filename:
	C63.4 >1GHz site validation interval	C63.4_above_1GHz_site_validation_interval_(final).pdf
	C63.4 GSCF equations	C63.5-2006_applied_to_C63.4-2009_(final_2).pdf
1/19/2010	C63.4 LISN diagram	request_jan10_LISN_c63_4-C_IEEE-FORMAT_v5.pdf
	C63.10 peak excursions	C63.10-2009_request_peak_excursion_final.pdf

	C63.5 bicon frequency interpretation	C63.5_bicon_freq_interpretation_may2010_final.pdf
5/4/2010	C63.5 semi-anechoic chamber	C63.5_semi_anechoic_chamber_interpretation_may2010.pdf
5/3/2010	C63.4 Use of hybrids above 1GHz	C63.4_hybrid_above_1GHz_interpretation_may2010_final.pdf
9/1/2010	C63.5 Standard Antenna Method	explanation_C63.5 Standard Antenna Method_Sept10.pdf
10/7/2010	LISN extension cord	LISN_ext_cord_interpretation_request_form.doc
10/19/2010	LISN tolerance	LISN_tolerance_interpretation_request_form.doc

AI-19: [Ed Hare](#) showed the “[New interpretations](#)” and “[interpretations / explanations](#)” pages, which needed to be updated with tables indicating their document contents in plain text. The [interpretations request form](#) was also shown.

- 10.3 Service awards:** [Bob Hofmann](#) presented the Outstanding Contribution award to [Ed Hare](#) (for the website) and to [Warren Kesselman](#) (for the newsletter). The Chair will present the Award Certificate to Mr. Kesselman as he could not make this meeting.
- 10.4 Financial report:** [Dan Hoolihan](#) reported for Mike Windler that we have sufficient reserves to remain viable.

11. C63.org website use and updates: Web Content Manager ([Ed Hare](#))
[More information about each standard](#) is available on the Standards Status section of the [C63® web page](#).

12. [Project Initiation Notification System](#) (PINS)

12.1 Status of active PINS: Secretariat ([Mike Kipness](#)) Not in attendance. See [Kipness Status of Active PINS Agenda 12.1 20101028.pdf](#).

AI-20: PINS status needs to be updated by [Mr. Kipness](#).

12.2 Status of active PINS-C: Secretary ([Jerry Ramie](#)) <http://www.c63.org/pw/c63/pinsec>

12.3 Storage of archived PINS: Web Content Manager ([Ed Hare](#)): **AI-21:** [Mr. Hare](#) to implement a plan to have archived PINS stored on our web site by the end of the year.

13. [Status](#) of C63® published standards: [Mike Kipness](#) (not in attendance) A list of active standards was shown as filename: [Kipness Status of Standards Agenda 13.1 20101028.pdf](#)

13.1 Fourth Anniversary standards (4 Standards: C63.22-2004; C63.7-2005; C63.5-2006; C63.17-2006)

13.2 10 years or older standards (none)

14. Other administrative matters

14.1 Plans for updating C63® operating procedures: [Warren Kesselman](#) “*The draft Operating Procedures document prepared by Mike Windler in April 2009 was circulated (by the Secretary) to the Steering Committee. A revised draft will be prepared following receipt of comments from the Steering Committee.*”

AI-22: Steering Committee to respond to Mr. Kesselman and discuss changes to our C63 operating procedures (essential requirements) in response to ANSI audit by the end of the year.

14.2 Plans for update time-sensitive actions: Warren Kesselman “A draft of the updated Time-sensitive document was distributed (by the Secretary) to the Steering Committee. Three responses have been received. One reply suggested a few editorial corrections. Two responses supported the circulated draft. The document will be updated following receipt of all Steering Committee comments.”

AI-23: Mr. Kesselman to integrate comments received into new time-sensitive actions document this year.

14.3 C63[®] Legal matters: **Chair (Don Heirman)** Fish & Richardson represents us and Terry Mann and Bob Ungar are counsel from F&R. We’re working on one pleading for 21st Century Review. Mr. Berger spoke to Mr. Ungar, who suggested we comment before 11/22/10.

AI-24: Mr. Berger to offer comments to Mr. Ungar by 11/22/10.

14.4 Teleconference and Webinar capability (Don Heirman) reports that we have received requests from Subcommittees and Working Groups to set up teleconference and webinar capability to help them complete their work. We have depended upon ARRL for this service, but the Steering Committee has agreed to fund teleconference/webinar services.

AI-25: The Secretary (Mr. Ramie) will solicit bids from a few providers for comparison by the end of the January 2011.

15. New business (none)

15.1 New or proposed projects: **Chair (Don Heirman)**

No new business

16. Old Business

16.1 Report of IEC CISPR 2010 meeting: **Chair (Don Heirman)** C63[®] sponsored the IEC CISPR 2010 meeting and our logo (on a placard with the other organizations that supported the CISPR meeting) was shown to over 200 attendees as they entered the meeting rooms. CISPR met at the IEC General meeting which was the largest IEC technical committee meeting ever held, . Mr. Heirman’s presentation is attached as filename: [IEC CISPR 2010 Meeting Agenda 16.1.pdf](#)

17. Other Business

17.1 Future Seminars and Workshops: **Chair (Don Heirman)** reported on planned activities by quarter in 2011, as shown in the referenced filename: [Future Workshops Agenda 17.1.pdf](#) Mr. Hoolihan suggested that we train to give a workshop on C63.15 and C63.16 (which is pending). The Chair also suggested C63.18 and AAMI TIR18 as subjects for a common course.

17.2 iNARTE MOU status: **Chair (Don Heirman)** iNARTE has changed their abbreviation and the wording of their name. It now is:

iNARTE = **I**nternational **A**ssociation for **R**adio, **T**elecommunications, and **E**lectromagnetics.

They are advertising some of our seminars, as well as those not associated with our committee, on their site and offer electronic registration entry, billing and tracking.

17.3 Newsletter report: [Warren Kesselman](#) “The 29th issue of the Newsletter was distributed in early June and a “News Release” supplement was distributed in mid-June. The target date for distribution of the next Newsletter is 9 December”

AI-26: SC chairs to please submit their newsletter inputs by 30 November.”

17.4 Next meeting at [ETS-Lindgren](#), Cedar Park, TX on May 6, 2011: Secretary ([Jerry Ramie](#))

17.5 Fall 2011 meeting in [Thompson Park](#) in NJ: Photos of the facility were shown in this Presentation: [Thompson Park Agenda 17.5.pdf](#) The sense of the Committee was to pursue the rental of the Thompson Park facility for our Fall 2011 meeting.

18. Review of the action items from previous meetings:

Secretary ([Jerry Ramie](#)) Note **Action Items** highlighted in **yellow** need immediate attention.

19. Closing remarks and Adjournment: Chair ([Don Heirman](#)) adjourned the meeting at 3:00PM-EDT

Previous Action Items from Main Committee Meeting 10/22/09

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
AI-1	Mr. Hofmann to provide source material for C63.12 recirculation ballot.	Bob Hofmann	Closed	Next meeting of C63 [®]	
AI-2	The Secretariat will coordinate with the IEC and CISPR the use of the IEC intellectual property.	Mike Kipness	Closed	Next meeting of C63 [®]	
AI-3	Bill Stumpf will seek ACIL EMC Lab members to participate in site validation tests	Bill Stumpf	Open	Next meeting of C63 [®]	
AI-4	Secretary to remove old PINS and replace missing ones and the latest PINS form on the website	Jerry Ramie	Closed	Next meeting of C63 [®]	
AI-5	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.	Ed Hare	Open	Next meeting of C63 [®]	
AI-6	Secretary to inquire if “view only” capability (without copying) is possible on our site for our definitions in C63.14.	Jerry Ramie	Closed	Next meeting of C63 [®]	
AI-7	Application and resume to be	Jerry Ramie	Closed	Next	

	collected from Mr. Schaefer by the Secretary for posting on the private area of our site.			meeting of C63®	
AI-8	Mr. Kuczynski is to revise the Scope statement for SC6, (http://www.c63.org/documents/sc6/sc_6.htm) with new proposed text	Victor Kuczynski	Closed	Next meeting of C63®	
AI-9	Heirman and Camell to provide a guidance document to the Commission on the choice of using various editions of C63.5, including 1988, 1998 & 2006 versions	Don Heirman Dennis Camell	Closed		
AI-10	Chair to forward the Kipness email to the Secretary to check the C63.12 date for accuracy.	Ed Hare	Open	Next meeting of C63®	
AI-11	SC chairs to review “time sensitive tasks” at http://www.c63.org/documents/c63/time-sensitive_tasks_9_1_2006.htm and submit comments to Mr. Kesselman by January Steering Committee teleconference, 1/13/2010.	All SC chairs	Closed	1/13/10	Address in Steering Committee teleconference
AI-12	Secretary to post trademark booklet (supplied by Heirman) to our web site.	Ed Hare Don Heirman	Open	Next meeting of C63®	
AI-13	SC chairs should provide Subcommittee reports for the news letter in a “timely way.” (<30 days)	SC Chairs Secretary	Closed	Supplied by Secretary 11/24/09	
AI-14	Secretary to post updated 2010 meeting schedule on our web site	Jerry Ramie	Closed		
AI-15	All SC chairs need to check their definitions against C63.14 and notify SC2 Chair of discrepancies	Bob DeLisi	Open	Next meeting of C63®	

New Action Items from Main Committee Meeting 4/22/10¹

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
AI-16:	Secretary to send this PINS list to all Parent Committee members and SC chairs for their comments on currency and completeness. Secretary, Secretariat and Mr. Hare will then adjust our website to reflect the current, active PINS status.	Ramie	Closed	7/1/10	filename: C63openprojects.xls

¹ New action items are included here for reference, but are not a part of the minutes.

<u>AI-17:</u>	Secretariat to validate that ANSI has accepted his new PINS submittals in the next 2 weeks.	Kipness	Open	7/1/10	
<u>AI-18:</u>	Secretary and Chair to review PINS-C and remove inactive listings from http://www.c63.org/pw/c63/pinsc/	Ramie, Heirman, Hare	Open	Next meeting of C63®	
<u>AI-19:</u>	The Secretary will send out usernames and passwords for the PINS-C area to the primary members to update their PINS-C status. Return changes to the Secretary in the next two weeks, before May 1, 2010 for consolidation.	Ramie, Primary Members	Closed	6/3/10	Message sent by Ed Hare
<u>AI-20:</u>	The SC chairs are responsible for this self-consistency in test instrumentation, test site characteristics, and test methods in all their Subcommittees which have active standards in development.	WG Chairs	Open	Next meeting of C63® and WGs	Recurring
<u>AI-21:</u>	Mr. Kipness to adjust reflector list to add ITIC and Motorola and send the adjusted reflector list to the Secretary for review by the Chair.	Kipness	Closed	7/1/10	
<u>AI-22:</u>	SC2 chair to consider listing glossary terms	SC2 Chair	Open	Next meeting of C63®	
<u>AI-23:</u>	Secretariat to form balloting group for C63.19 draft.	Mr. Kipness	Closed	15 June 2010	
<u>AI-24:</u>	Chair of SC1 to determine what action is appropriate to accommodate the FCC request	SC1 Chair	Closed	Next meeting of C63®	
<u>AI-25:</u>	Mr. Hofmann to prepare criteria for the award and suggested nominees for approval by the October Main Committee meeting.	Mr. Hofmann	Closed	7/1/10	
<u>AI-26:</u>	SC chairs to provide short summary text of their activity to Mr. Kesselman	SC Chairs	Closed	Newsletter published 6/3/2010	
<u>AI-27:</u>	Secretary will send mail to vmc63.org reflector asking for hosts	Ramie	Closed	7/1/10	

Consolidated New Action Items from Main Committee Meeting 10/28/10²

Action	Subject	Responsible	Status	Deliverable	Comments
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² Consolidated action items are included here for reference, but are not a part of the minutes.

Item #		Person		Date	
AI-1:	Mr. Hare to update the website to indicate this new member. (EPRI)	Mr. Hare	Open	12/31/10	
AI-2:	Secretary to send letter of welcome to EPRI.	Secretary	Open	12/31/10	
AI-3:	The subcommittee chairs are to review the status table for accuracy.	subcommittee chairs	Open	12/31/10	
AI-4:	Mr. Hare to inquire with Mr. Kipness about the availability of the 2007 version of C63.12.	Mr. Hare	Open	12/31/10	
AI-5:	Secretary to check with the secretariat on the status of C63.14 PINS.	Secretary	Open	12/31/10	
AI-6:	Mr. Kipness to produce matrix of balloting results for C63.19 and forward them to the Chair.	Mr. Kipness	Open	12/31/10	
AI-7:	Secretariat to circulate a reaffirmation ballot for C63.22 by the end of the year.	Mr. Kipness	Open	12/31/10	
AI-8:	SC1 chair to seek a replacement for Mr. Windler by the end of the year.	Dennis Camell	Open	12/31/10	
AI-9:	Mr. Hare to assemble a list and share it with various Smart Grid committees and working groups.	Ed Hare	Open	12/31/10	
AI-10:	The Secretary will forward the newly approved C63.4 PINS to the Secretariat (Mr. Kipness) to forward to ANSI.	Secretary	Open	12/31/10	
AI-11:	Mr. Kipness to update status on C63.14 PINS.	Mr. Kipness	Open	12/31/10	
AI-12:	The SC2 chair to forward the draft SC2 white paper to present to the IEEE-SA for review.	Mr. Shellman	Open	12/31/10	
AI-13:	All subcommittee chairs and WG chairs to fill out their officer positions.	All SC chairs and WG chairs	Open	12/31/10	
AI-14:	Mr. Kuczynski to provide web content update to Mr. Hare for posting.	Mr. Kuczynski	Open	12/31/10	
AI-15:	Mr. Hare to add a table to the interpretations / explanations page showing content more clearly.	Mr. Hare	Open	12/31/10	
AI-16:	Mr. DeLisi and SC 8 members to solicit experts in wireless coexistence testing and report progress at the next meeting.	Mr. DeLisi	Open	Next meeting of C63 [®]	
AI-17:	Steering Committee to review the list in the FCC report and come up with a proposal for C63 [®] response.	Steering Committee	Open	12/31/10	
AI-18:	The Steering Committee is to address these ANSI findings and make adjustments as required to our operating procedures. A preliminary corrective	Steering Committee	Open	12/31/10	

	action report is due by December.				
AI-19:	<u>Ed Hare</u> showed the “ New interpretations ” and “ interpretations / explanations ” pages, which needed updating with tables indicating their document contents in plain text.	<u>Ed Hare</u>	Open	12/31/10	
AI-20:	PINS status needs to be updated by <u>Mr. Kipness</u> .	<u>Mr. Kipness</u>	Open	12/31/10	
AI-21:	<u>Mr. Hare</u> to implement a plan to have archived PINS stored on our web site by the end of the year.	<u>Mr. Hare</u>	Open	12/31/10	
AI-22:	<u>Steering Committee</u> to respond to Mr. Kesselman and discuss changes to our operating procedures (essential requirements) in response to ANSI audit.	<u>Steering Committee</u>	Open	12/31/10	
AI-23:	<u>Mr. Kesselman</u> to integrate comments received into new time-sensitive actions document.	<u>Mr. Kesselman</u>	Open	12/31/10	
AI-24:	<u>Mr. Berger</u> to offer comments to Mr. Ungar by 11/22/10.	<u>Mr. Berger</u>	Open	11/22/10	
AI-25:	<u>The Secretary</u> will solicit bids from a few providers for comparison.	<u>Secretary</u>	Open	01/30/11	
AI-26:	<u>SC chairs</u> to please submit their newsletter inputs by 30 November.”	<u>SC Chairs</u>	Open	11/30/10	

All Previous Action Items shown at Main Committee Meeting 10/28/10

Action Item #	Subject	Responsible Person	Status	Deliverable Date	Comments
AI-3	Bill Stumpf will seek ACIL EMC Lab members to participate in site validation tests	Bill Stumpf	Open	Next meeting of C63 [®]	
AI-5	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.	Ed Hare	Open	Next meeting of C63 [®]	
AI-10	Chair to forward the Kipness email to the Secretary to check the C63.12 date for accuracy.	Ed Hare	Open	Next meeting of C63 [®]	
AI-12	Secretary to post trademark booklet (supplied by Heirman) to our web site.	Ed Hare Don Heirman	Open	Next meeting of C63 [®]	
AI-15	All SC chairs need to check their definitions against C63.14 and notify SC2 Chair of discrepancies	Bob DeLisi	Open	Next meeting of C63 [®]	
AI-17:	Secretariat to validate that ANSI has accepted his new PINS submittals in the next 2 weeks.	Kipness	Open	11/30/10	

AI-18:	Secretary and Chair to review PINS-C and remove inactive listings from http://www.c63.org/pw/c63/pinisc/	Ramie, Heirman, Hare	Open	Next meeting of C63®	
AI-20:	The SC chairs are responsible for this self-consistency in test instrumentation, test site characteristics, and test methods in all their Subcommittees which have active standards in development.	WG Chairs	Open	Next meeting of C63® and WGs	Recurring
AI-22:	SC2 chair to consider listing glossary terms	SC2 Chair	Open	Next meeting of C63®	

Attachments from Main Committee Meeting 10/28/10³

Agenda Item #	Description	Filename
1.2	Moment of Silence	Moment of Silence Agenda 1.1.pdf
2.1	Approval of Consent agenda	C63 Approved Agenda 20101028.pdf
2.1.1	Minutes of April 2010 meeting	April2010_C63R Approved Main Minutes 7.pdf
2.1.1	Attachments from April 2010	April 2010 attach2.zip
3.0	IEEE Patent slides	http://standards.ieee.org/board/pat/pat-slideset.pdf
7.1	Smart Grid	Smart Grid Agenda 7.1 20101028.pdf
8.0	SC1 report & motions	SC1 report and motions 20101027.pdf
8.0	SC1 Standards update	SC1 standards update 20101027.pdf
8.0	SC2 report	SC2:E3 Terminology Definitions
8.0	SC2 Standards update	SC2 C63.14 Update Attribution Process4-21-09_c3-cleanCopy.pdf
8.0	SC3 report	C63® SC3 Report
8.0	SC5 report	SC5_101028.pdf
8.0	SC6 report	C63® SC6 update
8.0	SC7 report	No meeting and no report
8.0	SC8 report	C63® Subcommittee 8 Report
9.3	FCC status report	Broadband Priorities
9.3	FCC status report	Recent FCC Activity
10.1	Items of Interest	Items of Interest Agenda 10.1 20101028.pdf
10.1	Kipness audit report	Kipness Audit Report Agenda 10.1 20101028.pdf
12.1	Status of active PINS	Kipness Status of Active PINS Agenda 12.1 20101028.pdf
12.2	Status of active PINS-C	http://www.c63.org/pw/c63/pinisc
13.1	List of active standards	Kipness Status of Standards Agenda 13.1 20101028.pdf
16.1	CISPR meeting report	IEC CISPR 2010 Meeting Agenda 16.1.pdf
17.1	Future seminars and workshops	Future Workshops Agenda 17.1.pdf
17.5	Thompson Park Agenda	Thompson Park Agenda 17.5.pdf

³ All attachments are not a part of the meeting minutes. They may be downloaded from the Minutes section of the C63.org web page.