



ANSI-Accredited Standards Committee C63®
 Electromagnetic Compatibility
 Chair: [Dan Hoolihan](#)
 Vice-Chair: [Dan Sigouin](#)
 Secretary: [Jerry Ramie](#)

May 1, 2014 – 8:00 am to 3:30 pm
 ETS-Lindgren, Cedar Park, Texas

Approved Meeting Minutes

1. **Call to Order - Chair** - called the meeting to order at 8:07AM-CST

1.1. **Introductions (roll call)- Secretary**

MEMBER	PRIMARY	ALTERNATE
ACIL	Hodes, Harry	
Alcatel – Lucent	Moongilan, Dheena	Vacant
Apple, Inc.		O’Dwyer, Michael
ARRL – The National Assoc. for Amateur Radio	Hare, Ed	
Blackberry Corporation		
Bureau Veritas		
CISCO Systems	Griffin, Andy	
Dell Inc.	Worley, Richard	Vacant
ETS – Lindgren	Chen, Zhong	
Federal Communications Commission		Vacant
Food and Drug Administration	Silberberg, Jeffrey L	
Industry Canada	Sigouin, Dan	Vacant
Information Technology Industry Council	Hirvela, John	
IEEE – EMC Society		Vacant
Liberty Labs	Howard, Mike	
Motorola Mobility		Vacant
Motorola Solutions	Elliott, William [Mac]	
National Institute of Standards & Technology	Camell, Dennis	Young, William
Northwest EMC	Ghizzone, Dean	Kiemel, Greg
PCTEST Engineering Laboratory	Ward, Dennis	
Society of Automotive Engineers	Andersen, Poul	
Sony Mobile		Vacant
SPAWAR - US Navy	Dilay, Chris	Southworth, Dave
Telecommunications Industry Association		Vacant
Telecomm. Certif. Body (TCB) Council	Wall, Art	
TÜV SÜD America, Inc.		
UL-LLC	DeLisi, Bob	Moser, Jeffrey
US Department of Defense - Joint Spectrum Ctr.	Shellman, Marcus	Duncanson, Michael

Individual Members:		
INDIVIDUAL Member	Hoolihan, Daniel	None
INDIVIDUAL Member		None
INDIVIDUAL Member	Schaefer, Werner	None
INDIVIDUAL Member	Zimmerman, Dave	None
INDIVIDUAL Member	Berger, Stephen	None
INDIVIDUAL Member	Heirman, Don	None
Emeritus Members:		
MEMBER Emeritus		None
MEMBER Emeritus		None
MEMBER Emeritus		None

Observers: Jerry Ramie, Pat Roder, Victor Kuczynski, and Janet O’Neil, Randy Long, Mark Arthurs, Seth Seidman.

Quorum: 28 organizations + 6 individual members = 34 total. A quorum is 50%; which is 17 or more members in attendance. Quorum was achieved with 24 members attending the meeting.

2. Approval of the Agenda

2.1 Approval of agenda- Chair – Mr. Hare moved, seconded by Mr. Heirman, to approve. The [agenda](#) was approved by consensus.

2.2 Presentation of [patent slides](#) – Ramie – the slides were shown.

3. Chairman’s Report – Hoolihan – No new or revised Standards were published in the last six months. The next meeting of the Main Committee will be held November 13, 2014 at Compliance Testing, LLC in Chandler, AZ.

4. Vice-Chairman’s Report – Sigouin – Section 11 (Interpretations) will be included in the new draft of our procedures coming from Mr. Ghizzone.

5. Secretary’s Report – Minutes of the last Meeting (November - 2013) – Ramie

Mr. Ramie showed the Draft4 of the Main Committee [Minutes from Nov, 2013](#) in a page by page manner. After the review was completed, Mr. Andersen moved to approve the minutes; the Motion was seconded by Mr. Hare. The voice vote was unanimous.

6. Secretariat Report – Patricia Roder

6.1 - Status of C63® published standards

6.1.1 Fourth Anniversary standards – a [list](#) showing aging of documents was shown.

6.1.2 Ten-years or older standards – shown in above [list](#).

6.2 – Status of PINS and PINS-C – a [table](#) of PINS and their Status was shown.

6.3 – Free C63 Standards – [GET Program](#) from IEEE allows for users to obtain Standards for “free.” Under the GET Program, they cost \$50k/year/Standard. Mr. Berger felt that the IEEE could not justify such a high price based on their costs. Mr. Hodes noted that OMB119A encourages Government to use industry-developed Standards. The same document also mandates that these documents be available to the public in a reading room. He felt that we needed a better way of making our documents available to the public to encourage their use. Mr. Hirvela noted that we do not receive revenue from our Standards. Mr. Berger moved to investigate the “fair value” of producing a Standard, seconded by Mr. Hodes. Mr. Berger thought it would cost \$5-7k/Standard. Pat Roder volunteered to arrange a conference call with the GET

program manager. Mr. Hare noted that IEEE owns the IP for all current/past Standards. The Motion passed with Mr. Heirman abstaining. **AI-77:** Mr. Berger to investigate the fair value of producing a Standard and engage in a conference call with IEEE.

6.4 – Other – Mr. Heirman reported that C63.15 has instrumentation requirements for immunity testing. “It is very stable.” Mr. Berger wanted to know if C63.15 is selling well or at all. Is there a way to get sales numbers from the IEEE? That would help us decide if work is warranted. For Standards, not Guides, we could check the scopes of the major accrediting bodies. **AI-78:** Pat Roder to provide a sales report on our Standards by e-mail to the Main Committee members. Mr. Hare suggested we begin reaffirmation now. Mr. Heirman moved, seconded by Mr. Hodes, to investigate reaffirming C63.15 in SC5. The motion passed unanimously. **AI-79:** Mr. Berger to put up a Doodle poll (survey) on how many members are using any or all C63 Standards by June 30, 2014.

Time to Develop Standards - Pat Roder showed [slides](#) with information on how long it took to produce C63.10, C63.17 and C63.23. The total times ranged from 18 months (C63.17) to nearly 8 years (C63.23) Mr. Hodes suggested we reach out to ETSI for guidance on producing standards faster. They are taking 3-9 months. Mr. Schaefer thought our process was not conducive to producing documents quickly, as we often have recirculation ballots that take additional time. Mr. Berger noted that companies assign personnel full-time that move to Geneva to work on these documents. Mr. Wall pointed out that our process is volunteer-based, part time. ETSI uses company-funded personnel working full-time. Mr. Hodes wanted a full matrix of all our processes vs. ETSI. Mr. Griffin is on ETSI and noted that their process is similar to the IEC process, rather than how we work. Mr. Heirman noted that IEC documents usually take about 2 to .5 years without recirculation. Mr. Hodes suggested we limit our scope in the PINS for upcoming revisions. **AI-80:** Andy Griffin to provide a list of processes or the outline used in ETSI and an estimate of time required for each step. Mr. Hodes noted that there were 17 versions of 300386 in the last ten years. The Chair (Mr. Hoolihan) agreed that we should attempt to speed up our process. Hoolihan mentioned that C63® standards are huge and need to be trimmed. Also, we go through many Drafts of a standard; for example, C63.4 (in the early 1980s) had at least 17 drafts as evidenced by one box of Dr. Showers’ papers.

- 7. Ad Hoc Committee Report on the C63 reply to FCC NPRM –Griffin** – Mr. Wall was asked about rule-making process at the Commission. The NPRM is the first step to adopt an order. The proposed order would incorporate a couple of C63® Standards into their rules by reference. It would also delegate authority to the Chief Engineer to incorporate other Standards without a Formal Order. Mr. Wall estimated the final FCC Response to the NPRM will be 2 to 4 months away. Limitations on this “delegated authority” cover only those Standards already in the rules, not a new document. Any time a new document is considered, it would take 4-6 months. The “delegated authority” process would have to be an open process that includes public review. “Everything the Commission does must be open.” The question is really about adopting newer versions of our documents. Mr. Wall thought that the FCC should adopt the most recent version of our Committee’s standards. Mr. Hodes pointed out that we can withdraw Standards. One way to clear up the C63.4 versioning would be to withdraw earlier documents so you could not get an accreditation to an earlier version of a current standard. The Chair pointed out that we have had problems withdrawing C63.011, which we have tried to withdraw several times. “We have never had a motion on the floor to withdraw a standard.” Mr. Long said that a lab could be accredited to a withdrawn Standard. **AI-81:** Pat Roder to investigate the formal process to withdraw a Standard.
- 8. Ad Hoc Committee Report on Revising Clause 11 of our procedures – Sigouin** – The current draft failed at the Main Committee. We have had several conference calls with IEEE and ANSI. The Steering Committee decision was to take what we have and put it into the general procedural update rather than consider it by itself.

9. [Ad Hoc Committee Report](#) on revising our C63 Procedures – Ghizzone – sent an email requesting input with minimal response. “Consensus Body” is used in different ways in our procedures. There were requests to include strict timetables requiring working groups be disbanded upon publication of their document. “Chair” needs to be defined. Assigning more authority to subcommittees could streamline our operations. Remote participation is not consistent among working groups and Subcommittees relative to membership. “List of Interest Categories” is not in our current procedures. Revisions, amendments, and corrigendum are not defined. Any Standard not currently approved as an ANS is a “new” Standard in ANSI context. (new vs. revised Standard). Clarification on amendments was suggested. Mr. Griffin noted that CISPR 32 cites the 2006 version of C63.5. Mr. Schaefer thought that the committee could only look at the Standard by itself. The onus is on other committees for referencing current versions of our documents. Mr. Wall commented about disbanding working groups, noting that the Standard is on-going. He thought that disbanding was “counter-productive.” There was a request to look at new Standards and their revisions or amendments using a different structure. Volunteers for the work have been assembled. Mr Ghizzone proposed to update procedures with input and work to get consensus from his task force such that we can propose changes to the Main Committee during our November meeting.

Lunch Break – [ETS Lindgren presentation](#) was shown highlighting ETS products and services with a final slide celebrating Art Wall’s birthday.

10. **Subcommittee reports (Brief written reports to include actions needed by C63®, and items of particular interest during SC meetings).** *Note: Reports should be provided on Power Point slide(s) to be used as an attachment to the Minutes and input to the Newsletter*

- 10.1. **SC1: Measurement and Instrumentation- Chen** – Subcommittee Scope was shown in the [SC1 report](#), membership had one new member from Apple (Mr. O’Dwyer) **AI-82:** Jerry to change Mr. Hodes’ affiliation on the website for SC1 to Proficiency Testing Services.

Changes to [C63.2](#) were proposed in the slides.

[C63.4](#) Status was updated. **AI-83:** Don Heirman to pass around topics for consideration in the next edition of C63.4 to the main committee for additional comments.

[C63.5](#) Status was reviewed. Last WG meeting was two days ago. First ballot ended 11/8/13 and failed ballot. Comment resolution and update of next draft by June, 2014.

[C63.7](#) update was shown. Published in 2005, covered only OATS under 1GHz. Project now extended above 1GHz. New material added to cover other types of sites. A new title was included in a new PINS already approved by SC1. (dropped reference to OATS and changed to “Test Sites”) **AI-84:** Subcommittee chair (Mr. Chen) to notify Pat Roder of the new title for C63.7 (“OATS changed to “Test Sites”)

[C63.25](#) PINS is on the website. A new Chair, Mr. Sigouin, was appointed by the SC-1 committee. Membership of the WG was shown. The working group measured time domain and sVSWR correlations at 4 spots and 2 heights in several labs. (8 facilities so far) Revised draft will contain the updated IEEE formatting.

[C63.26](#) working group met 4/28-29. Draft of 63.26 was circulated in April to SC1. Major issues were Scope, Definitions, instrumentation, emissions, RF power and booster amplifier procedures. New draft expected for circulation in August, 2014. Mr.

Wall noted that they hope to start the balloting in December.

Richard Kautz from Ford Motor presented <30MHz wireless power transfer . He raised issues about extrapolation since the limits were called out at 300 meters for FCC-MP5, which is usually not possible since the signal would be very weak at that distance. A new PINS-C will be developed (AI – xx – Mr. Chen) to study some of the issues presented by Mr. Kautz.

Mr. Chen moved to have the Scope, Membership and Duties (Standards) approved by the Main Committee, seconded by Mr. Hare. The Motion was approved by voice vote. **AI-85:** C63.2 working group membership will be provided to the Secretary by Mr. Werner Schaefer.

- 10.2. SC2: Definitions – Shellman** – The Scope was unchanged in the [SC2 report](#). The membership roster was presented. The duties were to maintain [C63.14](#). The current status of C63.14 was to form a balloting group. We will need to get permission to use definitions from those who authored them originally. This new policy will affect all C63 Standards. It is imperative that all subcommittees provide their definitions to SC2 so they can obtain permission. **AI-86:** Pat Roder to circulate a document explaining the definitions copyright permission policy and provide a written copy of the policy. The way forward is to resubmit the draft to the IEEE and ANSI for review. Mr. Southworth showed a Gant chart detailing the 5-year update of C63.14. The content is frozen after the final edit.

A new [PINS for C63.28](#) Guide was shown. Mr. Moongilan asked if the frequency range extended down to 9kHz. (no frequency range was included) Mr. Shellman moved to approve the SC2 Scope, Membership & Duties (Standards addressed). The motion came from the Committee and needed no second and was carried by voice vote. Mr. Shellman then moved to approve the [C63.28 PINS](#) as shown. (not currently in the SC2 Scope) The motion came from the Subcommittee, needed no second and was carried unanimously by voice-vote. **AI-87:** Mr. Shellman to circulate a revised SC2 Scope to the main committee for review and approval within 30 days. (June 1, 2014)

Newsletter input for Mr. Zimmerman (the New Newsletter Editor) was shown. It may be modified with the new Scope, if approved by the Main Committee.

- 10.3. SC3: International Standardization – Andersen** – The [SC3 report](#) noted that 8 documents are up for discussion, 6 to be published first before their analysis in SC3. 2 documents are being analyzed currently.

C63.12 WG has been meeting by webinar. Several more recent documents have been added. Current draft will be submitted to SC3. Shortly after our next webinar the draft will be circulated to SC3. Balloting group to be formed before our next meeting. SC3 website was current as of a few days ago. Mr. Andersen moved to have the SC3 Scope, Membership and Duties (Standards) approved for 2014. The motion came from the subcommittee, needed no second, and was passed unanimously by voice-vote.

- 10.4. SC5: Immunity testing – Whitesell** – Mr. Hare filled-in for Mr. Whitesell. He showed the [SC5 report](#) and moved to seek approval for the SC5 Scope, Membership and Duties (C63.24, C63.9, C63.15, and C63.16) as shown. The motion came from the subcommittee, needed no second, and was passed unanimously by voice-vote without further discussion.

C63.9 had a reaffirmation ballot close on 6/5/13. . Mr. Hirvela asked if the document was being used. Mr. Berger noted that Goldman Sachs was using it.

10.5. SC6: Laboratory Accreditation – Gouker/Long – Mr. Long gave the [SC6 report](#) and showed the membership roster, Scope and Duties. (C63.11 and C63.8 Guides) He moved to approve the Roster, Scope, and Duties; the Motion came from the subcommittee, needed no second, and was approved unanimously by voice vote. . A timeline for development of the two standards will be constructed from input from the SC chairs. **AI-88:** Mr. Long to provide a timeline for C63.8 and C63.11 by June 1, 2014.

10.6. SC7: Unlicensed Personal Comm. Services – Berger – The Scope, Membership and Duties (C63.27) were shown in the [SC7 report](#). Seven versions were developed in the last six months using 62 participants and 10 current WG members via WebEx. Many non-voting participants were shown, with one or two being added each week.

[C63.17](#) study project to explore test methods, lab guidance and the baseline reliability of the UPCS band. Study approved April 29.

Committee Study project (requested by FDA) to standardize data record format so multiple studies can be analyzed. Jason Coder to chair the project. A better understanding of the spectrum is the goal.

Mr. Berger moved to approve the Scope, Membership and Duties (C63.27 & C63.17) of SC7. The Motion came from the subcommittee, needed no second, and was approved unanimously by a voice-vote. .

10.7. SC8: Medical Equipment Testing – DeLisi – Mr DeLisi moved to approve the Membership, Duties and Scope of SC8 shown in the [SC8 report](#). Scope, Membership and Duties were shown. (C63.18, C63.19) . The Motion came from the subcommittee, needed no second, incurred no discussion and was unanimously by voice vote.

[C63.18](#) is in BSR8. Recirculation closed 4/29/14. Document passed. Comments are being addressed.

[C63.19](#) recirculation ballot closed 4/29/14. Fourteen (14) voters, the document passed. Comments are being addressed.

Liaison reports to AAMI and IEC were shown.

New Business – Membership proposal – Andersen – Mr. Andersen [proposed membership requirements](#) at the Main, Subcommittee and Working group levels. There was concern about how to handle “dead wood.” Criteria for removing members were inconsistent among the various sections of C63. The three levels were:

Main Committee:

For an Organization or Individual to remain a member of the Main Committee, in-person attendance by the Primary (or Alternate) Representative at Main Committee meetings and voting on procedural votes is required. Failure to attend at least one meeting per year or respond to two consecutive remote administrative/procedural votes may place membership at risk. Failure to participate in at least some of the technical document balloting groups indicates a lack of interest in the activities of C63® and may place membership at risk.

Subcommittees:

For an individual to remain a voting member of a Subcommittee, active participation in Subcommittee meetings and voting on Subcommittee email votes is required. Failure to participate in three consecutive meetings (in person or remotely via web conference (when used)) or respond to two consecutive technical votes may place your membership at risk.

Working Groups:

For an individual to remain a member of a Working Group, active participation is required. Failure to participate in three consecutive scheduled meetings (in person or via web conference (when used)) may place your membership at risk. Individual Working Groups may establish additional participation criteria and/or modify this requirement.

11.

Mr. Andersen moved to have the Main Committee accept this Membership proposal, seconded by Mr. Hare. Mr. Ward asked if these requirements would be included in our procedures. Mr. Ghizzone noted that if these were adopted, they would be included in the revised procedures his group is preparing. The motion carried without opposition.

12. Other Administrative Matters

12.1. Web Page – Ramie – Mr. Ramie asked individuals and SC chairs to check their content on the site and report errors or problems to him for correction.

12.2 Any other administrative matters – As a result of an electronic ballot, “Calibration Labs” was added as an interest category on our ballots. Mr. Hodes moved, seconded by Mr. Hare, to require balloting results to be published showing the detailed results of voters. Mr. Hirvela asked how interest categories were used. Ms. Roder uses a ballot tracking spreadsheet showing interest categories. ANSI requires this spreadsheet to ensure “balance.” Our procedures require less than 50% of balloters be in any one category. Mr. Moongilan asked if an organization could be in more than one interest category; the Chair replied “yes.” Mr. Ward noted that there could be pressure to change your vote if all votes were public. Mr. Long noted that ASTM ballots list area of interest but do not indicate which member voted which way. The motion passed with Mr. Ward voting negative.

13. Other Business

13.1 Future Seminars and Workshops – Heirman – Mr. Heirman showed a [presentation on Education and Training](#). We have given 12 workshops in the past 10 years. It is a revenue source for the US-EMC Standards Corporation. Attendees satisfy continuing education requirements for their professional credentials. Seminars in 2014 will include C63.4 and Draft C63.25 and will be held on the Friday and Saturday prior to the IEEE International EMC Symposium in Raleigh, NC. We are now teaching webinars through Washington Laboratories Academy. They advertise and promote our events and provide the flash drives that are distributed. They disburse payments for expenses, food and honoraria. C63® members are asked to endorse these workshops and help advertise them in their organization or to their clients. Also, please help identify venues and other events you think we should address or consider hosting one of our workshops! **AI-89:** Don H. to send electronic copy of Raleigh C63® workshop brochure to the voting members of C63®. We need space for about 25 people and access to a chamber to demonstrate principles. We typically hold workshops when a C63.x Standard is generated or amended. Several Standards can be combined in a single workshop.

13.2 Newsletter report – Zimmerman – Mr. Kesselman retired and Mr. Zimmerman was appointed by the Chair and agreed to assume the role of Newsletter Editor. Mr. Zimmerman

requested that newsletter submissions arrive within 30 days of the previous C63[®] meeting, preferably earlier. Send your report to dzimmerman@spectrumemc.com Mr. Heirman noted that the newsletter is also an advertising opportunity for our workshops and encouraged members to add their peers to the mailing list and/or circulate the document internally.

13.3. Next meeting – Chair – November 13, 2014 – Compliance Testing, LLC – Phoenix (Chandler), Arizona. They have a new facility that is suitable for our use.

14. Old Business

14.1 Action item review on items not covered elsewhere on Agenda – as time permits – Secretary

Consolidated Action Items from Main Committee Meeting 11/14/13¹

Action Item #	Subject	Responsible Person	Status	Delivery Date	Comments
AI-10:	Jerry to modify PINS form currently on the site to become a PINS-C form. Jerry should also install a separate website button to access the list of PINS-C forms on file in the public area.	Jerry Ramie Pat Roder Dan Hoolihan	Open	Next meeting of C63 [®]	
AI-11:	Secretary to post trademark booklet to our web site.	Jerry Ramie	Closed	Next meeting of C63 [®]	Posted in Steering private area
AI-42:	Mr. Hodes to formally ask the Chair to submit a request to the IEEE for LISN and current probe calibration procedures.	Mr. Hodes	Open	Next meeting of C63 [®]	OPEN
AI-50:	Working group chairs to look at deleting the frequency ranges in their Standards titles and place it in the scope and report back to Mr. Heirman’s working group by e-mail.	vmc63@ieee.org All voting members	Open	Next meeting of C63 [®]	Heirman to resend his October 6, 2012 e-mail to all voting members OPEN
AI-56:	Old PINS-C will be cleaned by Mr. Hare and Mr. Heirman, a list of active ones will be attached to these Minutes of the meeting	Mr. Hare Mr. Heirman Hoolihan	Open	Next meeting of C63 [®]	CLOSED
NEW ACTION ITEMS:					
AI-64:	Mr. Heirman and Mr. Drozd will develop a white paper on computational EMC Standardization for delivery at the Fall meeting in Northbrook.	Mr. Heirman Mr. Drozd	Open	Spring 2014 meeting of C63 [®]	Mr. Drozd resigned as EMC Society representative CLOSED
AI-67:	Pat Roder to confirm the deletion of the PINS upon publication	Pat Roder	Open	Spring 2014 meeting of C63 [®]	CLOSED
AI-68:	Mr. Ramie to correct SC2 roster to eliminate grammatical error in the Scope and replace Mr. Camell with Mr. Chen	Mr. Ramie	Closed	11/16/13	SC2 Scope corrections sent to Shannon. Roster fixed by Jerry.
AI-69:	Mr. Andersen to circulate the C63.12 bibliography to the Main Committee for comments and additions	Mr. Andersen	Open	Spring 2014 meeting of C63 [®]	OPEN
AI-70:	Mr. Ramie to modify the dates on the Officers web page (SC5) to add another three years for Chair, Vice-Chair and Secretary	Mr. Ramie	Closed	11/16/13	
AI-71:	Mr. Zimmerman to provide updated SC-6 rosters to Mr. Ramie for posting	Mr. Zimmerman	Closed	Spring 2014 meeting of C63 [®]	Roster provided & posted
AI-72:	Mr. Hoolihan to request a written SC-7 report from Mr. Berger	Mr. Hoolihan	Open	Spring 2014 meeting of	CLOSED

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

				C63 [®]	
AI-73:	Pat Roder to look for previous permission for ETSI to use the C63.19 text	Ms. Roder	Open	Spring 2014 meeting of C63 [®]	OPEN
AI-74:	Jerry to remove "Breaking" under "News."	Mr. Ramie	Closed	4/16/13	Posting order sent to Shannon
AI-75:	Jerry to bring plaque and other materials recently received from Mr. Heirman to the next meeting.	Mr. Ramie	Closed	Spring 2014 meeting of C63 [®]	Sent to Zhong-Chen for this meeting
AI-76:	Voting Members to be solicited by Mr. Ramie for venue, topics, and which C63 [®] Standards could be the subject of a workshop.	vmc63@ieee.org All voting members Mr. Ramie	Closed	Next meeting of C63 [®]	Sent 4/26/14

15. Adjournment - Are there any other issues open for discussion? Jeff Silberberg wanted to acknowledge the contributions to C63.18 made by the late Dr. Joe Morrissey. Dan Hoolihan mentioned that C63.1 was difficult to obtain. He stopped by Dr. Showers' house to look through his papers. He had 250 cardboard boxes to look through. He found C63.1 in these papers. Special thanks go to Ramona Wilson for her hospitality and wonderful voice! The meeting was adjourned at 1:17PM-CDT.

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End of Meeting

Consolidated Action Items from Main Committee Meeting 05/01/14²

Action Item #	Subject	Responsible Person	Status	Delivery Date	Comments
AI-10:	Jerry to modify PINS form currently on the site to become a PINS-C form. Jerry should also install a separate website button to access the list of PINS-C forms on file in the public area.	Jerry Ramie Pat Roder Dan Hoolihan	Open	Next meeting of C63 [®]	
AI-42:	Mr. Hodes to formally ask the Chair to submit a request to the IEEE for LISN and current probe calibration procedures.	Mr. Hodes	Open	Next meeting of C63 [®]	
AI-50:	Working group chairs to look at deleting the frequency ranges in their Standards titles and place it in the scope and report back to Mr. Heirman's working group by e-mail.	vmc63@ieee.org All voting members	Open	Next meeting of C63 [®]	Heirman to resend his October 6, 2012 e-mail to all voting members
AI-69:	Mr. Andersen to circulate the C63.12 bibliography to the Main Committee for comments and additions	Mr. Andersen	Open	Next meeting of C63 [®]	
AI-73:	Pat Roder to look for previous permission for ETSI to use the C63.19 text	Ms. Roder	Open	Next meeting of C63 [®]	
New Action Items					
AI-77:	Mr. Berger to investigate the fair value of producing a Standard and engage in a conference call with IEEE	Mr. Berger	Open	Next meeting of C63 [®]	
AI-78:	Pat Roder to provide a sales report on our Standards by e-mail to the voting members	Ms. Roder	Open	Next meeting of C63 [®]	
AI-79:	Mr. Berger to put up a Doodle poll (survey) on how many members are using any or all C63 Standards by June 30, 2014	Mr. Berger	Closed	Next meeting of C63 [®]	Doodle poll run week of 5/5/14
AI-80:	Andy Griffin to provide a list of processes or the outline used in ETSI and	Mr. Griffin	Open	Next meeting of C63 [®]	

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

	an estimate of time required for each step				
AI-81:	Pat Roder to investigate the formal process to withdraw a Standard	Ms. Roder	Open	Next meeting of C63®	
AI-82:	Jerry to change Mr. Hodes' affiliation on the website for SC1 to Proficiency Testing Services	Mr. Ramie	Closed	Next meeting of C63®	Affiliation changed 5/6/14
AI-83:	Don Heirman to pass around topics for consideration in the next edition of C63.4 to the main committee for additional comments	Mr. Heirman	Open	Next meeting of C63®	
AI-84:	Working group chair (Mr. Chen) to notify Pat Roder of the new title for C63.7 ("OATS changed to "Test Sites")	Mr. Chen Ms. Roder	Open	Next meeting of C63®	
AI-85:	C63.2 working group membership will be provided to the Secretary by Mr. Schaefer	Mr. Schaefer	Open	Next meeting of C63®	
AI-86:	Pat Roder to circulate a document explaining the definitions copyright permission policy and provide a written copy of the policy	Ms. Roder	Open	Next meeting of C63®	
AI-87:	Mr. Shellman to circulate a revised SC2 Scope to the main committee within 30 days. (June 1, 2014)	Mr. Shellman	Open	June 1, 2014	
AI-88:	Mr. Long to provide a timeline for C63.8 and C63.11 by June 1, 2014	Mr. Long	Open	June 1, 2014	
AI-89:	Don H. to send electronic copy of Raleigh C63® workshop brochure to the voting members of C63®	Mr. Heirman	Open	June 1, 2014	

Attachments from Main Committee Meeting 05/01/14³

Agenda Item #	Description	Filename
2.1	Draft agenda	http://www.c63.org/documents/misc/minutes/2014_May/Second_DRAFT_Agenda_Main_Committee_May_2014.doc
2.2	Patent slides	https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.ppt
5.0	Approved Minutes of previous meeting	http://www.c63.org/documents/misc/minutes/2014_May/Approved_Main_Minutes_Nov_2013.pdf
6.1	Secretariat Report	http://www.c63.org/documents/misc/minutes/2014_May/May2014_C63_Slides.ppt
6.3	GETS program	http://www.c63.org/documents/misc/minutes/2014_May/May14_C63_GET_Slides.ppt
6.4	Standards Timeline	http://www.c63.org/documents/misc/minutes/2014_May/May14_C63_Timeline_Slides.ppt
9.0	Procedures report	http://www.c63.org/documents/misc/minutes/2014_May/01_MAY_2014_Presentation.pptx
9.0	ETS-Lindgren presentation	http://www.c63.org/documents/misc/minutes/2014_May/ETS_Lindgren_ANSI_Presentation.pdf
10.1	SC1 Report	http://www.c63.org/documents/misc/minutes/2014_May/SC1_update_1.ppt
10.2	SC2 Report	http://www.c63.org/documents/misc/minutes/2014_May/SC2_Status_Report_Main_Committee_20140501_Rev3.pptx
10.2	C63.28 PINS	http://www.c63.org/documents/misc/minutes/2014_May/DraftPINS_C63_28_BestPractices_29April2014Rev3.docx
10.3	SC3 Report	http://www.c63.org/documents/misc/minutes/2014_May/SC3_May_2014_Report.ppt
10.4	SC5 Report	http://www.c63.org/documents/misc/minutes/2014_May/SC5_Main_Committee_Report_20140429.pptx
10.5	SC6 Report	http://www.c63.org/documents/misc/minutes/2014_May/SC6_Main_Committee_Report.docx
10.6	SC7 Report	http://www.c63.org/documents/misc/minutes/2014_May/SC7_Report_20140501v2.ppt
10.7	SC8 Report	http://www.c63.org/documents/misc/minutes/2014_May/SC8_Main_Committee_Report_20140430.ppt
11.0	Proposed membership rules	http://www.c63.org/documents/misc/minutes/2014_May/C63_Membership_Andersen_proposal.docx
13.1	Education & Training	http://www.c63.org/documents/misc/minutes/2014_May/C63_Education_Training_2014.ppt

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