

**Accredited Standards Committee C63®
Electromagnetic Compatibility**

**April 22, 2010
8:30 am to 3:00 pm**

**Embassy Suites
Piscataway, New Jersey
Approved Meeting Minutes**

1. Call to Order - Chair (called to order at 8:30AM)

1.1. Introductions (roll call) – Secretary reports these attendees:

American Council of Independent Laboratories	Harry Hodes
American Telephone & Telegraph	Steve Koster
Alcatel-Lucent	David Chapman
American Radio Relay League	Dheena Moongilan
Bureau Veritas	Ed Hare
Dell Inc.	Mairaj Hussain
Federal Communications Commission	Richard Worley
Food & Drug Administration	Bill Hurst
Information Technology Industry Council	Jeff Silberberg
Institute of Electrical and Electronics Engineers- IEEE	John Hirvela
Institute of Electrical and Electronics Engineers – EMCS	Don Heirman
Motorola	Stephen Berger
National Institute of Standards and Technology – NIST	Tom Knipple
Research in Motion--RIM	Dennis Camell
Sony Ericsson	Daoud Attayi
	Mark Arthurs
	Steve Coston
Telecommunications Industry Association	Steve Whitesell
Telecommunications Certification Body Council	Art Wall
TUV-America, Inc.	Dave Zimmerman
	David Schaefer
Underwriters Laboratories	Mike Windler
	Bob DiLisi
US Dep't. of Defense - Joint Spectrum Ctr.	Marcus Shellman
	Michael Duncanson
Dan Hoolihan – Member	Dan Hoolihan
Bob Hofmann – Member Emeritus	Bob Hofmann
Dr. Ralph Showers - Member (11:00AM – 3:00PM≥50%)	Dr. Ralph Showers

Part-time Attendees:

Samsung Telecommunications (9:45AM – 10:30AM)	Kendra Green
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28 organizations + 6 individual members = 34 total. A quorum is 50%; that is 17 or more members in attendance. Quorum was achieved. (23 members attended this meeting)

Guests:

ETS-Lindgren	Janet O'Neil
Secretary, ASC-C63®	Jerry Ramie
Secretariat, ASC-C63®	Mike Kipness
Laboratory Accreditation Bureau	Randy Long
Vican Electronics	Victor Kuczynski
Southwest Research Institute	Colin Brench
American Assoc. for Laboratory Accreditation	Adam Gouker
Nokia	David Dzumba

- 1.2. **Announcements** – Chair – Moment of silence for Joe Morrissey, a contributor to our hearing aid compatibility work and Subcommittee 8 chair. Please contact the Chair if you know of anyone who has passed away in the ASC C63® or in the EMC profession.

The chair also indicated that Stephen Berger's sister has passed, and we offered our condolences to his family.

2. Approval of the Agenda

- 2.1 **Approval of Consent agenda- Chair** – agenda approved by voice vote. It is attached as filename: April2010_C63R_Draft_Agenda.doc

- 2.1.1 **Minutes of October 2009 meeting** – draft minutes approved by consent vote. They are attached as filename: October_2009_C63R_Approved_Main_Minutes--JR3.doc

2.2 Approval of rest of the agenda--Chair

- 2.2.1 **Balance of Agenda –Chair**

- 2.2.2 **Presentation of patent slides**—Secretary (new version shown by Mr. Kipness, to be forwarded to the Secretary) TCBC moved to have these slides posted on the C63® website, seconded by ACIL. Motion passed. The Secretary attaches this as filename pat-slideset.pdf and will post the latest slide-set link on the C63® website. The link is: <http://standards.ieee.org/board/pat/pat-slideset.pdf>

- 2.2.3 **Citations:** Photos were taken of members receiving their Membership Certificates and will be posted to the website for downloading.

- 2.2.4 **Awards committee** – It was felt by the Chair that awards for exemplary service to C63® should be recognized. Bob Hofmann agreed to chair the new Awards Committee.

3. **Membership report- Hoolihan** – PC Test (Steven Liu) has joined C63® and EPRI has proposed two new members: (Phil Keebler and Kermit Phipps) Most organizational members have re-joined this year and a final count is in progress, subject to payment within 30 days. Sony Ericsson has changed their primary representative from Gerard Hayes to Mats Hansson and their alternate representative from Steve Coston to “To Be Determined.” AT&T has requested that their primary representative be changed from George Hirvela to David Chapman and their alternate representative be changed from David Shively to Melvin Frerking. The names of these representatives are on file with the Secretariat.

Sub-Committee Memberships will be reported on by SC chairs during the main meeting, also subject to payment within 30 days. Working Group Membership is still being worked on; membership fees are being checked by Mike Windler versus WG membership lists to be received from the WG chairs and posted to www.c63.org.

4. C63® Draft Standards – Status Reports by SC chairs and/or WG chairs:

- 4.1. **C63.2 - EM Noise & Field Str. Instr.** Published at the end of 2009, it covers instrumentation for emissions and CISPR 16-1-1. It goes beyond CISPR 16-1-1, in that for example there is an immunity test for the instrumentation used for the test. It does not cover antenna calibration which is described in C63.5.
- 4.2. **C63.4 – Published** – Mr. Heirman reports that it was published last September, replacing the 2003 edition. It calls out for example new antenna calibration requirements and describes what is on video displays. New procedure for the LISN calibration is also included.
- 4.3. **C63.5 – Antenna Calibration**—Mr. Camell reports that it was last revised in 2006, new PINS approved at the last meeting, WG sent a draft to SC1 for a vote in November 2009. A new draft should go to vote before the next meeting.
- 4.4. **C63.9 – Immunity of Office Audio Equipment (maintenance)** –Specifies 30V/m, the Standard is current.
- 4.5. **C63.10—Wireless Devices testing**-Published 9/2009 and maintenance is underway.

- 4.6. **C63.11-Checklists**—Withdrawn at the April, 2009 meeting
- 4.7. **C63.12 – EMC Limit setting** –Hare/Showers; The Chair reports that the Standard is current. Some of the limits reflect those in equivalent international standards.
- 4.8. **C63.14—Definitions** published last year.
- 4.9. **C63.15 – Immunity Meas. & Instr. publication** –final editing—Heirman; The Chair reports that it is in final editing by IEEE. It specifies instrumentation, such as typical antennas and amplifiers needed to create a test level which is not discussed in international standards. There are also special voluntary tests that manufacturers might consider using that are not regulatory requirements.
- 4.10. **C63.16 – ESD Test Methodologies** –New guidance document under development—Mr. Heirman reports that it will address test practices not addressed in IEC 61000-4-2.
- 4.11. **C63.18 - On-Site Medical Device Immunity Testing ballot—recirculation ballot—** Mr. Silberberg reports that comments from Dr. Segal are being addressed; approximately 100 comments were submitted. One remaining issue is how to test with wireless LAN equipment.
- 4.12. **C63.19 – Hearing Aid Compatibility maintenance—Validation activity—**Mr. DiLisi reports that the working group has six issues to be resolved. Mr. Berger reports that this cannot be delayed as the FCC is in need of the standard application to the 700 MHz band.
- 4.13. **C63.22 – Guide for Automated EMI Meas.-Current – Published;** Mr. Heirman reports that it addresses in part what problems to look for during emission measurements; immunity automation work was not supported in the past and is not now planned .
- 4.14. **C63.23 – Measurement Uncertainty (draft) –**under development—Mr. DeLisi reports that it is being circulated to the working group for comments.
- 4.15. **C63.24 – On-site immunity testing—** Mr. Hare reports that the project is now chaired by Mr. Berger. A draft PINS will be considered by the Main Committee.
- 4.16. **C63.25 –Time Domain--Test Site Validation—**in development – Mr. Camell reports that the PINS is in ANSI process; WG will produce a draft for late 2010 consideration.
- 4.17. **C63.26—Licensed Transmitter testing—**started and chaired by Mr. Wall—Mr. Camell reports that an active PINS is on file.

5. New or proposed Projects

- 5.1. **Status of active PINS**—Secretariat (Mr. Kipness) showed a spreadsheet of current ANSI-recognized PINS as of 4/21/10. (Attached as filename: C63openprojects.xls) The list was reviewed by the Main Committee and commented on by the group. **AI-16: Secretary** to send this PINS list to all Main 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. **AI-17: Secretariat** to validate that ANSI has accepted his new PINS submittals in the next 2 weeks.
- 5.2. **Status of active PINS-C—** **AI-18: Secretary and Chair** to review PINS-C and remove inactive listings from our website at <http://www.c63.org/pw/c63/pinasc/>
- 5.3. **Storage of past PINS-** **AI-19:** The Secretary will send out usernames and passwords for the PINS-C area to the C63® primary representatives to update their PINS-C status. Return changes to the Secretary in the next two weeks, before July 1, 2010 for consolidation.

6. Subcommittee reports

- 6.1. **SC1: Measurement and Instrumentation-** Mr. Camell reports that SC1 now has 18 members (2 were dropped, with 5 new requests to join).

SC1 Membership Roster for April, 2010:

Camell, Dennis (Chair)	Long, Randy
Brench, Colin (Vice-chair)	Parker, Doug
O’Neil, Janet (Secretary)	Pettit, Ghery
Arthurs, Mark	Potts, Nate

Attayi, Masud	Schaefer, Werner
DeLisi, Bob	Showers, Ralph M.
Harrington, Tim	Silberberg, Jeffrey
Heirman, Donald N. (Chair C63®)	Stillings, Larry
Hodes, Harry	Stumpf, Bill
Hofmann, H R (Bob)	Wall, Art
Hoolihan, Daniel D.	Windler, Mike
Kuczynski, Victor	

Mr. Camell asked for a motion that the membership roster shown above be approved; the roster was approved by voice vote subject to payment of dues within 30 days.

A proposed Scope was shown, rearranged from material on the website. A motion to accept the text was requested by Mr. Camell, discussion of the scope ensued; some wording was adjusted with the suggested changes. The amended Scope was approved by voice vote and is attached as filename: SC1 apr10 presentation.pptx.

Scope:

Subcommittee 1 provides the technical expertise and resources necessary for maintaining existing and newly proposed C63® approved standards documents. New or existing measurement techniques and associated instrumentation, measurement methods, and limits development related to EMC are incorporated as assigned by the main committee ASC C63®.

Mr. Camell reports that six active standards are under SC1 with WGs working on two revisions. The update on these standards is attached as filename: SC1 apr10 stds update.pptx.

The Chair noted that the WG document clauses must be consistent with similar or identical clauses appearing in multiple C63® standards. Clauses such as common test instrumentation, identical test site characteristics, and common test methods should be the same in these documents unless there is a particular reason for deviation. **AI-20:** The WG chairs are responsible for this self-consistency in their standards work in test instrumentation, test site characteristics, and test methods. This will require that the WG chairs look at basic standards such as C63.2, C63.4, and C63.5 to ensure that text in their WG documents covering test instrumentation, test characteristics and test methods are consistent by referencing the appropriate clauses in the basic standards.

Three interpretations went out for vote two weeks before the meeting. ITIC reported that they were not on the Main Committee reflector. **AI-21:** Mr. Kipness to adjust reflector list to add the primary reps for ITIC and Motorola and send the adjusted reflector list to the Secretary for review by the Chair. Note: The C63® Chairman extended balloting on these interpretation requests until the end of April to accommodate ITIC, which as indicated above was accidentally left off the balloting reflector list.

The PINS for C63.5 was approved at the last meeting and is to be included in the ANSI-recognized list. ACIL moved to require acknowledgement of receipt of ballot within five working days by the Secretariat, seconded by ARRL. Discussion ensued; motion approved by voice vote.

Mr. Windler moved to have the Secretariat validate the membership and reflector list once the membership is approved annually, seconded by Mr. Hare. Discussion ensued; both primary and alternates are listed on the listserv. Motion carried by voice vote. Mr. Hare moved that new members and changes be implemented by the Secretariat within 5 business days. Seconded by ACIL; discussion ensued, motion carried by voice vote. Mr.

Windler moved that the working group rosters (names only) be reported and attached to the main Committee minutes. The motion was seconded by ACIL and passed by voice vote. The **Working Group** rosters are attached as filename: WG rosters from c63org as of June 2010.

C63.4: Mr. Heirman reports that a C63.4 task group was formed to address the next edition as there were several items which were not addressed in the 2009 edition including for example, identifying the clear application of Clause 13 on transmitter emission measurements beyond that of C63.10, the continued issues of measurements above 1 GHz and possible movement of test site validation to another C63® standard. It is expected that the next edition will be no earlier than 2012 so that there is a reasonable time for the stable application of the 2009 edition. This was supported by the ACIL representative who expressed concern about the economic impact of rapidly changing standards and the ability of test labs to keep up with these changes and the potential costs of implementing them.

C63.5: The C63.5 WG developing the next edition of the standard has 8 members, working on a revision of the uncertainty tables, adding a new table for the reference antenna method, Annex H to become normative, Annex I to be split in two, adding a section for dipole correction, and emphasizing that antennas are not to be calibrated on the same reflective path used for NSA measurements. Mid 2010 is the expected date for the first draft with predicted publication in 2011.

C63.23: The C63.23 working group (chaired by Mr. DeLisi) reports a new guidance document on measurement uncertainty including application of repeated measurements is about to have a second draft issued as the first draft attracted many comments in the WG. We are asking for permission to reproduce parts of some documents from the United Kingdom Accreditation Service and the IEC. The draft is expected by October.

C63.25: covers test site validation using time domain techniques. The C63.25 working group (chaired by Mr. Windler) reports that a draft is formed and in process of being reviewed by the WG. Draft completion is expected by the end of this year.

C63.10: This covers testing of unlicensed transmitters (Pt. 15 devices). The Working Group (Chaired by Mr. Wall) reports that they have a PINS on file extending the work into areas not covered in the first standard. The WG has 54 members with 32 attendees and 4 observers participating in the WG meeting earlier this week. A second edition will include new material on “exotic” transmitter products. (See PINS attached as filename: PINS-C63-10Ed2-- 4-20-09.doc)

C63.26: This covers licensed transmitter compliance testing. There is a good pace of progress with consistent overlap with C63.10 in common areas such as test instrumentation. A draft should go to the WG before their next meeting and then by April 2011 to SC1 along with a recommendation for balloting. No RF safety is included.

6.2. SC2: Definitions – Mr. Shellman reported the SC2 membership and the fact that a new Secretary is being considered. Mr. Shellman moved to approve the membership roster shown and attached as filename: 20100422 - ASC C63 SC-2 Status Report to Parent Committee (22 April 2010) Rev 1 ppt. The Membership Roster below was approved by voice vote subject to payment of dues within 30 days.

SC2 Membership Roster:

Marcus Shellman	Chair, SC2
Dave Southworth	Vice-Chair, SC2
Michael Duncanson*	Secretary, SC2
Chris Dilay	Web Coordinator, SC2
Don Heirman	Chair, C63®

Dan Hoolihan	Vice-Chair C63®
Dennis Camell	Chair, SC1
Poul Andersen	Chair, SC3
Ed Hare	Chair, SC5
Victor Kuczynski	Chair, SC6
Stephen Berger	Chair, SC7
Bob DeLisi	Chair, SC8
Ralph Showers	Member
Colin Brench	Vice-Chair, SC1
Bob Hofmann	Member
*pending approved membership application	

An updated Scope was shown and a motion to approve the new Scope was introduced. No discussion ensued, so the new scope was approved by a voice vote

Scope:

Subcommittee 2 is responsible for developing, updating, and/or modifying definitions and terminology related to electromagnetic compatibility (EMC) including electromagnetic environmental effects (E3). The subcommittee will also recommend and/or consider definitions for ratification and harmonization with the U.S. military and international standardization bodies as needed. The subcommittee will maintain ANSI ASC C63.14, "American National Standard, Dictionary of Electromagnetic Compatibility (EMC) including Electromagnetic Environmental Effects (E3)."

A draft PINS for the update to C63.14 was shown, some discussion ensued. The intent is to cover all C63® and US Military Standards definitions, along with many International Standards. ACIL moved to approve the new C63.14 PINS that were shown, (attached as filename: PINS C63.14 draft 2009b.doc). The motion was seconded by TUV America and approved by a voice vote. WG1 is working on new definitions, submitted by the FCC. Draft definitions to be ready for our next meeting. Dr. Showers urged consideration of an alternate list of glossary terms in addition to definitions. The C63® Chair referred this consideration to SC2. **AI-22:** SC2 chair to consider listing glossary terms

- 6.3. SC3: International Standardization** – voting member list was shown by the C63® Chair (standing in for the subcommittee chair Poul Andersen who was delayed in returning to the US from London), attached as filename: SC3 R eport 20100420.ppt Mr. Hare moved to approve membership list, approved by voice vote subject to payment of dues within 30 days.

SC3 Membership Roster:

- Poul Andersen – Chair
- Werner Schaefer – Vice Chair
- Vacant - Secretary
- Don Heirman – Chair C63®
- Dan Hoolihan – Vice Chair C63®
- Dennis Camell – Chair SC-1
- Marcus Shellman – Chair SC-2
- Ed Hare – Chair SC-5
- Victor Kuczynski – Chair SC-6
- Steve Berger – Chair SC-7
- Bob DeLisi – Chair SC-8
- Bill Hurst – FCC
- Ralph Showers – CISPR TA et al

The new and old Scope were shown for reference, Mr. Hofmann urged consistency in the use of C63® name. The new Scope of ASC C63® Subcommittee 3 was moved and

approved by voice vote and is shown below.

Scope:

SC-3 provides a forum for comparing international standards activities to ASC C63® membership standards activities and makes recommendations to the C63® Main Committee on possible US positions on international EMC matters, to facilitate harmonization of national and international standards, considering US regulatory as well as commercial requirements. SC-3 may make recommendations to the C63® Main Committee about introducing the work of C63® to the US National Committee Technical Advisory Groups for submission to international standards committees.

- 6.4. **SC5: Immunity testing** – Mr. Hare showed the revised PINS for C63.24, Mr. Windler suggested deletion of the last sentence under section 8; the Committee suggested various changes in this section, the Scope was changed to a Recommended Practice. Mr. Hare requested a motion to approve the PINS as shown, which was made and approved by voice vote. It is attached as filename: PINS - C63-24 - In-Situ Testing - rev 3 – 100422.pdf .

A draft PINS was shown for on-site assessment of the immunity of Instrumentation & Control Equipment and Systems intended for use in Nuclear Power Stations. This is different from the work on C63.24, which was simply on-site immunity testing of non-medical products. The Committee undertook revisions to the text of the PINS, including changing the title to reflect immunity only. The PINS was approved by voice vote. The chairman gave the document the number C63.20. It is attached as filename: PINS - C63-20 –NPP – 100422.pdf .

The proposed membership roster was shown and approved by voice vote subject to payment of dues within 30 days.

Subcommittee 5 Membership Roster:

Ed Hare – Chair

Steve Whitesell – Vice Chair

Jeff Silberberg - Secretary

Poul Andersen

Masud Attayi

Stephen Berger

Colin Brench

Don Heirman

Bob Hofmann

Dan Hoolihan

Victor Kuczynski

Werner Schaefer

Dave Schaefer

Dave Zimmerman

Herb Mertel – (Emeritus, previous SC5 chairman)

The new Scope was shown and the text was edited by the Committee. Mr. Hare asked for a motion to accept the adjusted Scope and it was approved voice vote. Dr. Showers was opposed.

Scope:

SC-5 is responsible for providing technical expertise and resources necessary for writing, updating, or changing existing and proposed C63®-approved standards for new or existing immunity testing techniques and associated instrumentation, test methods, test levels and limits development as requested by the parent committee ASC C63®.

The Membership and Scope are in the attached SC5 report as filename:
SC5 Report 20100420.ppt

6.5. SC6: Laboratory Accreditation—Mr. Kuczynski (chairman) summarized in his report (attached as filename: C63 SC6 summary April. 20 2010.ppt) that WG1 was discontinued and that WG4 has created a new PINS called: “Guidance on specifying requirements for the calibration and verification of EMC Test Equipment.” The text of the new PINS was adjusted by the Committee, C63.8 was the next available Standard number which was assigned, and discussion ensued. The new PINS was approved by voice vote and is attached as filename: PINS on Guide for EMC equipment calibrations - SC6.doc.

The new Scope was shown and read to the Committee, the text was modified by the Committee, Mr. Kuczynski asked that there be a motion to accept the new Scope, it was accepted by voice vote and is attached as filename: SC6 scope wording.doc.

Scope (new wording)

SC 6 is responsible to provide a resource for laboratory competency and assessment activity. It has a number of subgroups/working groups working on many aspects related to laboratories, regulators and accreditations bodies. At each meeting representatives of the accreditations bodies, laboratories, and regulators are invited to give a report on the status of EMC test and calibration lab activities.

The membership roster was shown and approved by voice vote subject to payment of dues within 30 days. (shown below and attached as filename: Membership List 4-20-2010.doc)

Member's Last Name	Member's First Name	Phone	E-mail	Pending
Attayi	Masud		mattayi@rim.com	X
Berger	Stephen		stephen.berger@ieee.org	
Brench	Colin		colin.brench@ieee.org	
Camell	Dennis		camell@boulder.nist.gov	
Chen	Zhong		zhong.Chen@ets-lindgren.com	
DeLisi	Bob		bob.delisi@us.ul.com	
Ghizzone	Dean		dghizzone@nwemc.com	
Gouker	Adam - Vice Chair	301-644-3217	agouker@a2la.org	
Hackett	Beth		bethany.hackett@nist.gov	
Hare	Ed		w1rfi@arri.org	
Heirman	Don		d.heirman@att.net	
Hodes	Harry		hodes@acmetesting.com	X
Hofmann	Bob		hrhofmann@att.net	
Hoolihan	Dan		danhoolihanemc@aol.com	
Hurst	Bill		william.Hurst@fcc.gov	
Koster	Steve		stevek@wll.com	X
Kuczynski	Victor - Chair	416-412-2111	victor.kuczynski@ieee.org	
Long	Randy		rlong@l-a-b.com	
Mertel	Herb		hmertel@ieee.org	
Moongilan	Dheena		moongilan@lucent.com	
Moore	Brad		brad.moore@nist.gov	
Schaefer	David		dschaefer@tuvam.com	X
Schaefer	Werner		wsemc@cisco.com	
Showers	Ralph		showers@seas.upenn.edu	
Stumpf	Bill		bstumpf@dlsemc.com	
Violette	Mike		mikev@wll.com	
Windler	Mike		michael.j.windler@us.ul.com	

A new PINS was shown for “Inter-laboratory Comparison of EMC Testing” which was assigned the number C63.11 (EMC proficiency testing among multiple laboratories). Mr. Kuczynski asked that there be a motion to adopt the PINS as revised, a discussion ensued and it was accepted by voice vote. It is attached as filename: 100420 PINS on Guide for Proficiency testing - SC6.doc

- 6.6. SC7: Unlicensed Personal Comm. Services-** Mr. Berger showed a Membership List for SC7, attached as filename: Membership List - C63 SC7 – 100422.xls. A motion was made to accept the list of three members which was approved with no objection, subject to payment of dues within 30 days.

SC7 Membership Roster:

Stephen Berger - SC7 Chair
 Joe Dichoso
 Bill Hurst

Mr. Berger then presented a new subcommittee scope, which was rejected by the Committee. A Motion was introduced to keep the current Scope, a discussion ensued, and the Scope was amended with the agreement of the motioner and seconder and the Committee accepted the amended scope. It is attached as filename: ANSI C63 SC7 - Scope – 100422.ppt which is repeated below.

Scope:

Provide the technical expertise and resources necessary for writing, updating, or changing existing and proposed spectrum etiquettes and related standards to provide new or amended measurement techniques and associated instrumentation, measurement methods, and operational limits or protocols supporting dynamic spectrum access.

- 6.7. SC8: Medical Equipment Testing** Mr. DeLisi (acting chairman) showed the Action Items and the Membership List. A motion was made to accept the membership roster, Mr. Hirvela’s name was corrected and the roster was approved by voice vote subject to payment of dues within 30 days. (See the attached membership list as filename: SC8 Report for Main Committee.pptx (also shown below)

Andersen	Poul
Attayi	Daoud
Berger	Stephen
Bowen	Don
Case	David
Chapman	David
Coston	Steve
DeLisi	Bob
Dzumba	David
Green	Kendra
Hare	Ed
Heirman	Don
Hirvela	George
Hofmann	Bob
Hoolihan	Dan
Hurst	Bill
Julstrom	Steve
Knipple	Tom
Kozma	Linda
Kuczynski	Victor

Liu	Steve
Moongilan	Dheena
Showers	Ralph
Silberberg	Jeff
Stumpf	Bill
Turner	Jim
Victorian	Tom
Violette	Mike
Whitesell	Steve
Windler	Mike
Witters	Donald
Zimmerman	David

Leadership changes were proposed, Mr. DeLisi asked that a motion be made that that the subcommittee recommend to the main Committee approval of the proposed changes; there was no discussion and the changes were accepted by voice vote as shown below, subject to payment of dues within 30 days:

Chair - B. DeLisi
Secretary - D. Zimmerman
Web Coordinator - E. Hare
Vice Chair – Still Vacant at this time.

The revised Scope was shown, the text was adjusted by the Committee and the revised scope was accepted by voice vote.

Revised Scope

SC8 is responsible for providing technical expertise and resources necessary for maintaining existing and proposed C63® standards for medical devices as requested by the parent committee ASC 63®.

The subcommittee approved recommending to the Committee that a ballot group be formed for the next edition of C63.19. Upon motion for approval, which was passed by the Committee, the Secretariat was tasked to form the balloting group. The FCC abstained from the vote. The ballot formation is to be done within two weeks asking who on the main Committee wants to be in the ballot group. **AI-23: Secretariat** to form balloting group for C63.19 draft. The WG will finalize the remaining six open issues and send the document to SC8 for approval and then to the Secretariat for balloting **by the end of June.**

A list of Liaison Reports was shown and is attached to these Minutes as filename: SC8 Report for Main Committee.pptx.

7. FCC Matters focusing on relation to C63® activity – Mr. Hurst

7.1 Review of FCC references to C63® standards

7.1.1 Public Notice for use of C63.4-2009 & C63.10-2009 Attached as filename: FCC Status Report Apr 2010 v06.ppt and DA-09-2478A1.pdf.

7.1.2 Public Notice for use of C63.5-2006 and test sites above 1 GHz. Available as <https://fjallfoss.fcc.gov/oetcf/kdb/forms/FTSSearchResultPage.cfm?id=43474&switch=P> for antenna calibration, and <https://fjallfoss.fcc.gov/oetcf/kdb/forms/FTSSearchResultPage.cfm?id=44117&switch=P> for test sites above 1 GHz

7.2 Status of FCC biennial review

No report

- 7.3 **New projects needed by FCC to be considered by C63®** Slide 4 of the report presented by Bill Hurst requests activity from C63® (Part 90Z and Transmitter module equipment authorization, shown below).

Part 90 Z Measurement Procedure

KDB Publication 965270

Compliance Measurement Guidance for Wireless Broadband Services Operating in the 3650–3700 MHz Band, Power Measurement for Part 90 Z Equipment

Transmitter Module Equipment Authorization Guide

KDB Draft Publication 996369

Guide for equipment authorization applications for Section 15.212 Modular transmitters. Applications for single or limited single licensed modules are permitted.

The Chairman assigned SC 1 to work with the FCC representative to determine what the SC can do on this topic. **AI-24:** the Chair of SC1 to determine what action is appropriate to accommodate the FCC request.

This Action Item brought about a brief discussion about how to handle such requests throughout the year. After a discussion, the Committee agreed that the C63® Chairman is allowed to address the FCC needs and assign tasks to various Subcommittees as required throughout the year especially between the Committee face to face meetings. This agreement was unanimously supported by the Committee.

8. “State of the Committee” review

8.1. **Items of interest--Chair/secretary**

8.1.1 **C63.4-2009 interpretations** – Dennis Camell reported three are at ballot

8.1.2 **Membership Certificates** – photos were taken by the secretary (we thank Jerry for facilitating this event) of the presentations and will be highlighted in the Committee Newsletter and available for download.

8.1.3 **Service awards** – The Chairman named Bob Hofmann to chair a new awards committee. His task is to prepare a process for the awards committee to use in selecting nominees for the steering committee to approve. In that process will be the criterion for eligibility of proposed awardees. Finally the committee is to determine what the award will be, the frequency, and any other appropriate token of thanks. The process is to be approved by the steering committee and if possible the first award will be presented at the next Committee meeting in the Detroit area. **AI-25:** Mr. Hofmann to prepare criteria for the award and suggested nominees for approval by the steering committee by the October Main Committee meeting.

8.1.4 **Financial Report** – Mr. Windler presented the financial report spreadsheet showing a total expense of \$54,270.71. He reports that 40% of our individual members are unpaid. Our account balance is approximately one year’s expenses, currently about \$100k. Accounting guidance is to have at least a one year operating expense in reserve. There is still an urgent need for payment of dues. **Non-payment will require that those not paid be removed from committees and WGs.** The financial report summary is attached as filename: C63 Financial Status Report July 1 - April 19 2010.pdf

8.2. **Steering Committee Report** – Chairman – all active issues were discussed during this meeting.

8.3. **Website use and updates-** Mr. Hare reports progress on correcting the website. Each subcommittee web coordinator will be supplemented by Mr. Hare for assistance in posting their documents. To add emphasis to updating the web site, Mr. Hare was named the Web Content Manager to work directly with the subcommittees and the web

master. He indicated that he will be in contact with all subcommittee web coordinators and possible the subcommittee chairs to help with the web updating and making the entries similar in style for each subcommittee, etc. If requested, Mr. Hare will send the passwords in emails to the subcommittee web coordinators and the chairs as needed for viewing directories.

8.4. Status of C63® published standards—Secretariat—Mr. Kipness

8.4.1 Fourth Anniversary standards – C63.7 (2005) Construction Techniques for OATS up to 1GHz; C63.5 (2006)—It will need to be determined if an affirmation ballot is needed.

8.4.2 10 years or older standards – C63.011 (2000) (administratively withdrawn two years ago)

8.5. Any other administrative matters

8.5.1 Plans for updating C63® procedures- Mr. Kesselman's report is attached as filename: Proposed Procedures April 2009.htm

8.5.2 Plans for update time sensitive actions- Mr. Kesselman's report is attached as filename: Time-sensitive Tasks 14 Oct 2006 marked up draft.doc

9. C63® Legal matters—Chair

9.1 Trademark registration - completed

9.2 Legal support available – Fish and Richardson provides our legal support from their offices in Washington, D.C.

10. Old Business

10.1 Action item review for items not covered elsewhere on Agenda including the action items from previous meetings in 2009—Secretary showed old consolidated Action Items, which are attached as filename: October 2009 C63R Approved Main Minutes--JR3.doc. Action Items brought over from 10/22/09 meeting are shown below as AI-1 through AI-15. New Action Items from this meeting are shown after the old ones as AI-16 through AI-26.

10.2 Report of IEC CISPR 2010 meeting support—Heirman—This meeting will be held in October in Seattle. The most interest would be in subcommittee 3 which is the Technical Advisory Group for the CISPR plenary meeting. Note that the main Committee approved at its last meeting funding support of \$25K. The US National Committee is very appreciative of this support.

11. Other Business

11.1 Future Seminars and Workshops—The Chair reports that the next C63.10 Workshop is June 15-16 to be held at the UL facility in Northbrook, IL. Two workshops are scheduled for Ft. Lauderdale in conjunction with the IEEE EMC Society Symposium. The dates for the workshops on C63.4-2009 and C63.5-2006 including time domain techniques (from draft C63.25) are 23-24 July.

11.1.1 MOU with iNARTE—Lawrence—Mr. Lawrence was unable to attend. It was noted by the chair that iNARTE is supporting the C63.10 workshops in facilitating registration and making local arrangements as well as having notes reproduced.

11.2 Newsletter report—Mr. Kesselman reports that there were two issues (#27 & #28) of the C63® Newsletter prepared and distributed in 2009. Per the Chair's request, the EMC-Society Standards Development Committee reflector and nine new names were added to the Fall, 2010 distribution list. The deadline for Subcommittee inputs to the Spring, 2010 issue is May 22, 2010. **AI-26: SC chairs** to provide short summary text of their activity to Mr. Kesselman.

11.3. Meeting in October 2010--Chair

11.3.1 SAE headquarters in Detroit area on 28 October 2010 (Troy, MI)

11.3.2 Piscataway on 18-21 April 2011 or at another sponsor location

11.3.3 October, 2011 location is available. The chair asked the committee to consider hosting this and other October meetings. There is a possibility to hold the October 2011 meeting at a Park headquarters building on the New Jersey Shore area. **AI-27:** Secretary to send mail to vmc63.org reflector asking for hosts.

12. Adjournment Chairman adjourned the meeting at 3:00PM.

Attachments from Main Committee Minutes 4/22/10

Agenda Item #	Description	Filename
2.1	Approval of Consent agenda	April2010_C63R_Draft Agenda.doc
2.1	Minutes of October 2009 meeting	October_2009_C63R_Approved Main Minutes--JR3.doc
2.2.1	IEEE Patent slides	pat-slideset.ppt or on the web at: http://standards.ieee.org/board/pat/pat-slideset.pdf
5.1	Status of Active PINS	C63openprojects.xls
5.2	Status of Active PINS-C	http://www.c63.org/pw/c63/pinsc/
6.1	SC1 report	SC1_apr10_presentation.pptx
6.1	SC1 report	SC1_apr10_stds_update.pptx
6.1	SC1 report	WG rosters from c63org as of June 2010.doc
6.1	SC1 report	PINS-C63-10Ed2-- 4-20-09.doc
6.2	SC2 report	20100422 - ASC C63 SC-2 Status Report to Parent Committee (22 April 2010) Rev 1 ppt
6.2	SC2 report	PINS_C63.14_draft_2009b.doc
6.3	SC3 report	SC3_Report_20100420.ppt
6.4	SC5 report	SC5_Report_20100420.ppt
6.5	C63.24 PINS	PINS - C63-24 - In-Situ Testing - rev 3 - 100422.pdf
6.6	C63.20 PINS	PINS - C63-20 -NPP - 100422.pdf
6.5	SC6 report	C63 SC6 summary April. 20 2010.ppt
6.5	C63.8 PINS	PINS on Guide for EMC equipment calibrations - SC6.doc
6.5	New scope wording	SC6 scope wording.doc
6.5	Membership list	Membership List 4-20-2010.doc
6.5	C63.11 PINS	100420 PINS on Guide for Proficiency testing - SC6.doc
6.6	SC7 Report	Membership List - C63 SC7 - 100422.xls
6.6	SC7 Modified scope	ANSI C63 SC7 - Scope - 100422.ppt
6.7	SC8 report	SC8 Report for Main Committee.pptx
7.1.1	FCC status report	FCC Status Report Apr 2010 v06.ppt DA-09-2478A1.pdf
7.1.2	Public Notice for use of C63.5	https://fjallfoss.fcc.gov/oetcf/kdb/forms/FTSSearchResultPage.cfm?id=43474&switch=P https://fjallfoss.fcc.gov/oetcf/kdb/forms/FTSSearchResultPage.cfm?id=44117&switch=P
8.1.4	Financial report	C63 Financial Status Report July 1 - April 19 2010.pdf
8.5.1	Updating of C63® procedures	Proposed Procedures April 2009.htm
8.5.2	Updating of time-sensitive tasks	Time-sensitive Tasks 14 Oct 2006 markedup draft.doc
10.1	Old action items	Action_Items_MainComm_for10_2009.doc

Action item summary—Unless there is a date specified for completion, completion is due on or before the next meeting of C63®.

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 collected from Mr. Schaefer by the Secretary for posting on the private area of our site.	Jerry Ramie	Closed	Next meeting of C63®	
AI-8	Mr. Kuczynski is to revise the Scope statement for SC6, (http://www.c63.org/documents/sc_6/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	Ed to forward the Kipness email to the Secretary to check the C63.12 date for accuracy.	Don Heirman Jerry Ramie	Closed	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	Ed Hare to post trademark booklet (supplied by Heirman) to our web site.	Jerry Ramie Don Heirman	Open	Next meeting of C63®	Add new action item for Secretary to provide prints of trademark use

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	All SC chairs	Open	Next meeting of C63®	Not everyone has responded, SC6, 7, 8 – make new action item

New Action Items from Main Committee Meeting 4/22/10

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
AI-17:	Secretariat to validate that ANSI has accepted his new PINS submittals in the next 2 weeks.	Kipness	Open	7/1/10	
AI-18:	Secretary and Chair to review PINS-C and remove inactive listings from http://www.c63.org/pw/c63/pinsc/	Ramie, Heirman	Open	Next meeting of C63®	Hare action item
AI-19:	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
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-21:	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	
AI-22:	SC2 chair to consider listing glossary terms	SC2 Chair	Open	Next meeting of C63®	
AI-23:	Secretariat to form balloting group for C63.19 draft.	Mr. Kipness	Closed	15 June 2010	
AI-24:	Chair of SC1 to determine what action is appropriate to accommodate the FCC request	SC1 Chair	Closed	Next meeting of C63®	
AI-25:	Mr. Hofmann to prepare criteria for the award and suggested nominees for	Mr. Hofmann	Closed	7/1/10	

	approval by the October Main Committee meeting.				
AI-26:	SC chairs to provide short summary text of their activity to Mr. Kesselman	SC Chairs	Closed	Newsletter published 6/3/2010	
AI-27:	Secretary will send mail to vmc63.org reflector asking for hosts	Ramie	Closed	7/1/10	