

**Accredited Standards Committee C63<sup>®</sup>**  
**Electromagnetic Compatibility**

**SUBCOMMITTEE 2 – E3 Terminology Definitions**

**Wednesday, 16 April 2008, 0800 – 0850**  
**IEEE Headquarters**  
**Piscataway, NJ**

*Unapproved Draft Meeting Minutes (prepared by Joseph Snyder)*  
*To Be Approved at next SC2 Meeting (Oct 2008)*

1. Call to Order:
  - 1.1. Opening comments: Mr. David Southworth chaired the meeting. Meeting was called to order.
2. Self introduction of participants: Participants are identified in attachment 1. Subcommittee members discussed and updated the membership list. See paragraph 5 below for details. The proposed revised SC2 membership is shown in attachment 2. (Note: the membership roster was approved at the C63<sup>®</sup> main meeting on 17 April 2008.)
3. Review and Adoption of Agenda:
  - 3.1. The agenda was approved with changes. Revised agenda is shown in attachment 3.
4. Review and Adoption of Minutes of Previous Meeting:
  - 4.1. The SC2 meeting minutes from 23 October 2007, held at Washington Laboratories in Gaithersburg, MD, were reviewed and approved by vote with two name-spelling corrections (“Ghey” to “Gherry” and “David” to “Daoud”) in the membership list and one change in the front page title (‘Mar’ to ‘Apr’). The approved minutes will be placed on the ASC C63<sup>®</sup> website in the public domain.
5. Membership Review:
  - 5.1. Mr. Herb Mertel’s name (inactive member) was removed from the membership roster.
  - 5.2. Mr. Colin Brench’s name (Southwest Research Institute) was added as a new member.
  - 5.3. “Emeritus” was removed from the member title of Dr. Ralph Showers.
  - 5.4. It was noted that Mr. Poul Andersen’s membership (SAE) dues were required within thirty days.

5.5. The membership roster was updated and submitted to the main committee for approval (See attachment 2). (Note: the membership roster was approved at the C63® main meeting on 17 April 2008.)

6. Working Group Report:

6.1. WG1 – Mr. Southworth - ANSI C63.14 Update Terms/Definitions

6.1.1. Mr. Southworth provided a status report (viewgraph presentation) on the update of C63.14. The ballot passed. A summary of the ballot results is shown in attachment 4. Mr. Southworth noted that he received a detailed list of the submitted comments from Mr. Kipness, the C63® Secretary.

6.1.2. A total of seventy-eight comments were recorded and will be resolved by the subcommittee WG1. Members discussed possible comment responses, such as “accept,” “reject,” and “candidates for document maintenance.”

6.1.3. A proposed schedule was prepared for completing the C63.14 effort and is shown in attachment 5. Publication of the standard is expected before the end of Summer 2008.

6.1.4. Any formal or informal actions generated are discussed below.

7. Unfinished/Old Business:

7.1. Prepare an SC2 status report to be presented to the C63® main committee with conclusions and recommendations. (Note: This was done and presented at the main meeting on 17 April 2008; the presentation will be available as part of the main meeting minutes.)

7.2. Remind the C63® main committee of the responsibility for subcommittee chairs to assist with the update of C63.14 in the future by providing updated terminology based on their continuing standards work.

8. New Business:

8.1. The chairman agreed to prepare a timely C63® newsletter article, which will provide a summary of SC2 current activities including the ballot results for C63.14. See draft newsletter input in attachment 6.

8.2. Mr. Southworth noted that his chairmanship expires at the end of this year. He stated that in the normal course of events, the Vice Chair (Mr. Shellman) would become the Chair and the Secretary (Mr. Snyder) would become the Vice Chair. However, after discussion, it was decided that Mr. Snyder would remain as the Secretary and the Vice Chair’s position would remain open for a volunteer, possibly Mr. Southworth, which will be addressed at the next meeting.

9. Action Item Review:

9.1. Mr. Shellman will arrange for the following data to be uploaded to the C63® web site:

9.1.1. The approved SC-2 minutes of last meeting (see paragraph 4.1)

9.1.2. The approved membership roster (see paragraph 5.5)

9.1.3. The draft minutes of this meeting.

9.2. Mr. Southworth will prepare an article for the C63® newsletter (see paragraph 8.1)

9.3. Mr. Southworth to provide the C63® Secretary with data showing the SC2's final resolution of the C63.14 ballot comments (see paragraph 6.1). A target date of 2 May 2008 was set.

10. Next Meeting: The next C63® meeting is tentatively scheduled for the week of 5 October 2008. The SC-2 meeting would be scheduled for Wednesday, 08 October 2008, at Underwriters Laboratories, near Chicago, IL.

11. Adjournment: The SC2 meeting was completed as scheduled. Members voted and approved adjournment at 0850.

Attachment 1

**SC-2 Meeting Attendance List (4/16/08)**  
**IEEE Headquarters**  
**Piscataway, NJ**

<b>NAME</b>	<b>TITLE</b>
Dave Southworth *	Chair, SC2
Marcus Shellman *	Vice-Chair, SC2
Joe Snyder *	Secretary, SC2
Don Heirman *	Chair, C63®
Ed Hare *	Chair, SC5
Ralph Showers *	Member
Colin Brench *	New member
Gherry Pettit *	Observer
David Zimmerman	Observer
Richard Worley	Observer
Tim Harrington	Observer

\* Members

Attachment 2

**SC2 Membership List**

Chairman - Dave Southworth

ANSI ASC C63® /SC-2 Membership Roster – revised 16 April 2008

<b>NAME</b>	<b>TITLE</b>
Dave Southworth	Chair, SC2
Marcus Shellman*	Vice-Chair, SC2
Joe Snyder	Secretary, SC2
Don Heirman	Chair, C63®
Mike Windler	Chair, SC1
Dennis Camell **	Vice-Chair, SC1
Poul Andersen***	Chair, SC3
Dan Hoolihan	Vice-Chair C63®
Ed Hare	Chair, SC5
Kurt Fischer	Chair, SC6
Stephen Berger	Chair, SC7
Joseph Morrissey	Chair, SC8
Ralph Showers	Member
Bob Hofmann **	Member
Colin Brench	Member
*SC-2 Coordinator for C63® Website Update	
**For getting definitions from SCs, alternates may be used	
***Payment due within 30 days	
Mr. Southworth's term as chairman expires December 30, 2008.	

Attachment 3

**ANSI ACCREDITED STANDARDS COMMITTEE C63®**  
ELECTROMAGNETIC COMPATIBILITY  
SUBCOMMITTEE 2 – E3 Terminology Definitions

**SC-2 Revised Draft agenda (4/16/08)**  
**IEEE Headquarters**  
**Piscataway, NJ**

Note: Changes to the agenda are marked in blue text.

**16 Apr 2008, Wednesday, 8:00 AM - 9:45 AM**

1. Call to Order and Opening Statement- Chair
2. Self-Introductions
3. Review and Approval of Agenda - Chair
4. Review and Approval of Minutes of Previous Meeting - Chair
5. Membership Review – Secretary
  - 5.1. Attendance Records – Members at Risk
  - 5.2. New Membership Approvals – Colin Brench, Southwest Research Institute
6. Working Group Reports - Chair
  - 6.1. WG 1 (ANSI C63.14 Update Terms/Definitions)
    - 6.1.1. Ballot Results
    - 6.1.2. Completion Schedule
7. Old Business – Secretary
  - 7.1. Ballot Group Formation - Completed
8. New Business – Chair
  - 8.1 C63 Newsletter – SC2 input (60 days after meeting)
  - 8.2 2009 SC2 Chair – succession of officers (elect vice-Chair in Oct 2008)
9. Action Item Review – Secretary
  - 9.1 Revised C63.14 to be passed to Michael Kipness, IEEE, for processing
10. Time and Place of Next Meeting
  - ❖ SC2 Mtg, 0800, Wednesday, 8 Oct 2008
  - ❖ Chicago (Northbrook, IL at UL headquarters)
11. Adjournment - 0945 (0850)

Attachment 4

C63.14 Ballot Result Summary

Total Sent				13	App	Dis	Abs	Cmt
Total Returns and Statistics				11	9	2	0	6
% Approval (Majority Test): entire ballot body				69.23%				
# Affirmatives needed (Majority Test):				7.00				
% Approval (Two-thirds Test): returned votes, excluding abstentions				81.82%				
# Affirmatives needed (Two-thirds Test):				10.00				
Interest Category	Affirmatives	Disapproved	Abstain	Not Returned	Total			
TA (Trade Association)						2		
M (Manufacturer)						3		
GV (Government)						4		
GI (General Interest)						2		
TL (Test Lab):						2		
<b>TOTALS:</b>						13		

# Completion Schedule

- SC2 to Adjudicate Comments
  - reply to commenter's: 2 May 2008 (Friday)
- Revise ANSI C63.14, if necessary
  - return to IEEE Secretary by 30 May 2008
- Recirculate C63.14 possibility
  - (only required for significant technical comment)
  - Goal: mid-May 2008
  - Address any new review comments (hope for none)
- Publish C63.14 – by summer 2008
  - Available for IEEE EMC Symposium in Aug 2008

17 Apr 2008

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## Attachment 6

- Summary report (newsletter use)
  - The review ballot for C63.14, “Dictionary of Electromagnetic Compatibility including E3,” routed during the first quarter of this year was successful! Six organizations provided meaningful comments that will be resolved by the SC2 members prior to publication. Minor revisions of the document are anticipated after comments are adjudicated. Some of the comments that require additional research will be addressed during the next maintenance phase of the document which will start in 2009. It is planned to publish C63.14 this summer prior to the IEEE EMC Symposium which will be held this August 2008 in Detroit, MI.