

Accredited Standards Committee C63[®]
Electromagnetic Compatibility

SUBCOMMITTEE 2 – E3 Terminology Definitions

Wednesday, 21 October 2009, 1300 – 1400
NIST Boulder Facility
Boulder, CO

Approved Meeting Minutes

1. Call to Order:
 - 1.1. Opening comments: Mr. Marcus Shellman, SC2 Chairman, called the meeting 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 make-up of the membership roster was accepted at the C63[®] main meeting on 22 October 2009.)
3. Review and Adoption of Agenda:
 - 3.1. The agenda was approved with amendments. See Attachment 3.
 - 3.2. The chairman reviewed the standard IEEE Patent Policy as required.
4. Review and Adoption of Minutes of Previous Meeting:
 - 4.1. The SC2 meeting minutes from 23 April 2009, held at IEEE Headquarters, Piscataway, NJ, were reviewed and approved. The minutes will be forwarded to Ms. Shannon Archambeault for posting onto the ASC C63[®] website.
5. Membership Review:
 - 5.1. The membership roster was reviewed. Changes were required and accepted as indicated in “Red” on Attachment 2.
 - 5.2. The ASC C63[®] membership status of SC2 Members was reviewed and all members were found to be in good standing.
6. Working Group Report:
 - 6.1. WG1 – Mr. Shellman - ANSI C63.14 Update Terms/Definitions
 - 6.1.1. Mr. Southworth reported that ANSI C63.14-2009 will be published on 23 October 2009. Chairman noted that the committee would maintain an ongoing draft for the next required update of the standard.

6.1.2. Discussions focused on development of definitions for the following terms. The IEEE SA (Mr. Heirman) had asked the committee to research a definition for “standard.” (The Chairman presented three proposed definitions.) Likewise, the FCC had requested a definition for “broadband” but, as described below, “Broadband was broken down to the following four definitions: “broadband emission,” “broadband device,” “broadband measurement,” and “broadband system.” Mr. Heirman asked the committee to consider a definition for “recommended practices.”

- After the discussion of the three proposed definitions for “standard,” the chairman accepted an action for the committee to refine further the following selected definition. “Standard: A document that specifies criteria, methods, processes, and/or practices usually developed by qualified individuals and used to effectuate product conformity performance interoperability, and quality control.” (The use of “Recognized Accredited Body” in the definition was discouraged.)
- One definition originally was proposed for “broadband,” but after discussion, the chairman accepted an action for the committee to break the definition into four definitions that are identified in 6.1.2 above. In this regard, it was noted that “Broadband Emission” is already incorporated in C63.14 and that a “system” would be considered as two “devices” or more connected together.
- As a by-product of the discussions, Mr. Heirman asked the chairman to accept an action for the committee to draft a proposed definition for “Recommended practices.”

6.1.3. Mr. Southworth and committee members discussed the proposed C63.14 Attribution Process that is under development. As a result of the discussion, the vice-chair accepted an action to draft a final SC2 policy for referencing definitions from non-C63® publications. Once the action is accomplished, the process should be documented in a letter to Mr. Mike Kipness, the IEEE Secretariat. It is anticipated that the policy will become applicable to all ASC C63® subcommittees in the future.

6.1.4. Mr. Southworth discussed the SC3 action item to look at the harmonization between C63.14 and the International Electrotechnical Vocabulary (IEV). After discussion, the vice-chair accepted an action, as a test case, to send Dr. Showers, who is a member of the appropriate IEC committee, three definitions that are now found in C63.14 but not in the IEV for possible harmonization with the IEV (IEC 60050).

7. Unfinished/Old Business:

7.1. Mr. Dilay said he had reviewed the SC2 website and demonstrated some improvements, such as a membership template, that he incorporated. He also noted that the April 2009 draft meeting minutes were posted on the website. He will now post the approved ones.

7.2. The chairman discussed the standing matter of expanding the scope of ASC C63.14-2009 by considering pertinent definitions from international EMC documents. After discussion, the committee decided to continue the previous meeting action to have Dr. Showers provide definitions from various international EMC documents for SC2 consideration.

8. New Business:

8.1. The committee discussed an action to prepare the required PINS for the next 5-year review of ANSI C63.14-2009. It was decided that the vice-chair should generate a new PINS based on the PINS template that can be found on the C63® website and that members should review the PINS via e-mail between this and the next meeting for acceptance. Once accepted, the PINS should be sent to Jerry Ramie for processing.

8.2. The committee reviewed the proposed newsletter input for SC2 and made a few modifications. The revised input will be provided by the chairman to the newsletter editor for publication.

8.3. As a by-product of the discussions, the chairman accepted an action to request via e-mail that the C63® sub-committee chairs send SC2 a list of the definitions that are being used in their standards being generated.

8.4. For information, the chairman noted that MIL-STD-464B and MIL-HDBK-235C will soon be out for DoD coordination. He stated copies for review and comment could be obtained by sending such a request to him at marcus.shellman@jsc.com. Instructions will then be provided.

9. Action Item (AI) Summary Review:

9.1. Chairman to provide a definition for “Standard.” See 6.1.2.

9.2. Chairman to provide definitions for “Broadband.” See 6.1.2.

9.3. Chairman to provide a definition for “Recommended Practices.” See 6.1.2.

9.4. Vice-chairman to provide a proposed attribution process for use of non-C63® publications. See 6.1.3.

9.5. Vice-chairman to provide Dr. Showers via e-mail with three definitions that are in C63.14-2009 but not in the IEV for possible harmonization with the IEC document. See 6.1.4.

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

9.6.1. The approved SC-2 minutes of last meeting. See 4.1.

- 9.6.2. The approved membership roster. See 7.1.
- 9.6.3. The draft minutes of this meeting. (Notify members of posting.) See 7.1.
- 9.7. Dr. Showers to provide SC2 with definitions from international EMC documents as part of expanding the scope of C63.14-2009. See 7.2.
- 9.8. Vice-chairman to prepare new PINS for next 5-year update of ANSI C63.14. See 8.1.
- 9.9. Chairman to request a list from the subcommittee chairmen of the definitions that are being used in their standards being generated. See 8.3.
- 10. Next Meeting: The next SC-2 meeting is tentatively scheduled for 1300 hours on Wednesday, April 21, 2010. The next ASC C63[®] Parent Committee meeting will be held Thursday, April 22, 2010. Both meetings will be held at IEEE Headquarters in Piscataway, NJ.
- 11. Adjournment: The SC2 meeting was successfully completed as scheduled. The chairman adjourned the meeting at 1400 hours.

Attachment 1

SC-2 Meeting Attendance List (October 21, 2009)

NIST

Boulder, CO

NAME	TITLE
Marcus Shellman	Chair, SC2
Dave Southworth	Vice-Chair, SC2
Joe Snyder	Secretary, SC2
Chris Dilay	Web Coordinator, SC2
Dennis Camell	Chair, SC1
Colin Brench	Member
Poul Andersen	Chair, SC3
Don Heirman	ASC C63® Chair
Dan Hoolihan	Vice-Chair, ASC C63®
Jerry Ramie	ASC C63® Secretary
Ed Hare	Chair, SC5
Bob DeLisi	Chair, SC8 (Acting)
Randy Lang	Observer
Art Wall	Observer

Attachment 2

SC2 Membership List

Chairman – Marcus Shellman

ASC C63® /SC-2 Membership Roster (October 21, 2009)

NAME	TITLE
Marcus Shellman	Chair, SC2
Dave Southworth	Vice-Chair, SC2
Joe Snyder	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 (Acting)
Ralph Showers	Member
Colin Brench	Vice-Chair, SC1
Bob Hofmann	Member

Attachment 3

ANSI ACCREDITED STANDARDS COMMITTEE C63®
ELECTROMAGNETIC COMPATIBILITY
SUBCOMMITTEE 2 – E3 Terminology Definitions
Meeting Draft Agenda of 10/21/09

Wednesday, 1:00 PM – 2:00 PM

1. Call to Order and Opening Statement- Chair
2. Self-Introductions – Members
3. Review and Approval of Agenda – Chair
4. Review and Approval of Previous Meeting Minutes – Chair
5. Membership Review – Secretary
 - a. Attendance Records – Members at Risk
 - b. New Membership Requests/Approvals
6. Working Group Reports – Chair
 - a. WG 1 (ANSI C63.14 Update Terms/Definitions)
 - C63.14-2009 Status - Publication
 - C63.14 Future Updates – Maintain Ongoing Draft
 - Definition for “Broadband” (for FCC)
 - Definition for “Standard” (for /Heirman/IEEE SA)
 - C63.14 Attribution Process White Paper – Vice Chair
 - IEV Harmonization (for SC3)
7. Old Business – Secretary
 - a. Broaden scope of C63.14 – Expand to include International Definitions (SC3)
 - b. Website Status – SC2 Coordinator
8. New Business – Chair
 - a. New PINS (2010-2015 update)
 - b. C63 Newsletter Input
9. Action Item Review – Secretary
10. Time and Place of Next Meeting
11. Adjournment - 1400

Attachment 4

SC2 Report for C63® Newsletter

ANSI C63.14-2009, “Dictionary of Electromagnetic Compatibility Including E3,” was published 23 October 2009. Project initiation of the next maintenance cycle will begin immediately to maintain currency with emerging terminology.