Accredited Standards Committee C63[®]
Electromagnetic Compatibility

SUBCOMMITTEE 2 – E3 Terminology Definitions

Tuesday, 07 May 2013, 1300 – 1400
IEEE Headquarters
Piscataway, NJ

1. **Call to Order.** Mr. Marcus Shellman, SC2 Chairman, called the meeting to order.

    1.1. Opening Remarks: The chairman welcomed everyone to the meeting.

2. **Review and Adoption of Agenda.** The agenda was approved with one change proposed by Paul Anderson, that ANSI C63.12 be added under "New Business." The Chairman noted there had been one last minute change to agenda item 7.1.3.3 to add an addition from Dave Southworth (Item 7.1.3.3.2). See Attachment 2.

3. **IEEE Patent Policy.** The standard IEEE Patent Policy was reviewed as required.

4. **Attendance Fee Slides.** All SC2 members were found to be in good standing.

5. **Membership Review.**

    5.1. The SC2 membership list that was approved at the last meeting and subsequently updated on the C63 website was presented. No members were found to be at risk.

        5.1.1. It was noted that Victor Kuczynski is no longer chairman of SC6.
        5.1.2. Dave Southworth was added to the SC2 and WG1 membership.

    5.2. The membership list was approved with the above noted changes. The list appears in attachment 3.

6. **SC2 Scope**. The chairman presented the SC 2 Scope at the request of Dan Hoolihan. Mr. Hoolihan noted one correction that was needed in the text, to change, "ANSI ASC C63.14," to "ANSI C63.14." The modified Scope was approved by the committee via voice vote.

7. **Review and Adoption of Minutes of Previous Meeting**. The chairman called for a review of the SC2 meeting minutes for the meeting held at Embassy Suites, Costa Mesa, CA. on 03 October 2012. The minutes were approved without changes. The minutes will be forwarded to Mr. Ed Hare for posting onto the ASC C63[®] website.

8. **Working Group 1 Report**.

8.1.   The Chairman provided the WG1 report, noting that the WG is currently in revision 6 of the draft standard. He presented the 5 year publication schedule and noted that new terms will not be accepted beyond mid-August for consideration for inclusion in the draft.

   8.1.1. The Chairman noted that Art Wall requested that definitions of terms used in draft ANSI C63.26 be considered for inclusion, but does not know whether the standard will be published in time to make the cut-off date. A detailed discussion ensued regarding the hard cut-off date and whether standards that may not be published by September 2013, but have completed their balloting process should be included. Dan Hoolihan noted that C63.10 and C63.17 should be published by October. He also inquired as to whether terms and definitions had been received from Bob Delisi for ANSI C63.23, recently published. It was decided that if changes are made to definitions of a standard during balloting, the opportunity exists to subsequently forward those changes to draft C63.14 while it undergoes balloting, as long as balloting has been completed for the standard in question. The Chairman assigned an action to Dave Southworth to modify the publication schedule and the process chart to reflect the decision. Dan Hoolihan assigned an action to Bob Delisi to ensure that definitions included in ANSI C63.23 are provided to WG1 for inclusion in the draft. He also assigned actions for the Chairmen of ANSI C63.10, ANSI C63.17, and ANSI C63.26 to determine if their publication schedules align with the revised cut-off requirements for ANSI C63.14 and if so, provide their terms and definitions for inclusion.

   8.1.2. The Chairman presented the table of anticipated publication dates for ANSI C63 standards and inquired as to whether it should be sent to subcommittee chairs for update. Mr. Hoolihan noted that he plans to have the table updated during the main committee meeting. Mr. Dilay suggested that the table should probably updated with a new column to show the BSR 8 dates, which would be relevant to decisions on whether to accept terms and definitions from draft standards into ANSI C63.14. It was determined that the BSR 8, BSR 9 and publication dates will be addressed at the main committee meeting.

   8.1.3. The Chairman initiated the discussion of new terms and definitions, deferring to Dave Southworth to address military standard terms and definitions proposed for inclusion in draft ANSI C63.14.

      8.1.3.1.   Mr. Southworth discussed the military standards addressed for terms and definitions. He presented the definitions sourced from MIL-STD-1310H, MIL-STD-1605A, MIL-HDBK-274A, MIL-HDBK-235-1C, MIL-HDBK-220C and MIL-HDBK-240A. He reiterated the purpose for including the military terms and the established policy that they will be included unless there are objections, issues or concerns from subcommittee members. He also noted there will be time during the balloting process to comment on individual terms. The Chairman stated that the spreadsheet containing the list of military standard terms and definitions will be redistributed for review with the minutes of this meeting. No concerns were raised during the meeting.

   8.1.4   The Chairman presented proposed new terms and definitions that have been on the agenda for the past several meetings, noting that efforts to obtain review comments from the

subcommittee have not been successful to date. It was decided after discussion that the proposed definitions will be finalized by WG1 and sent out to the subcommittee for review and comment. During the discussion the question came up as to whether multiple definitions for the same term would be allowed. The term "Software Defined Radio," was cited as having a purpose for the FCC that may differ from those of spectrum managers. The Chairman stated that multiple definitions would be allowed and the proper attributions provided. Mr. Moongilan took an action to provide the FCC definition for "Software Defined Radio." An action was also assigned to SC2 members to get review comments back to WG1 by 1 August. The decision was also made that proposed definitions sourced from IEEE 1900 will be added to the draft. The Chairman stated that these definitions will be added to the draft without review, noting that they can still be reviewed during the balloting process. It was proposed that WebEx meetings be held during 2013 to address terms and definitions issues since leaving them to the SC2 in October would be too late for drafting the terminology standard.

9. **Status of the SC2 Website**
    Mr. Dilay provided the status of the SC2 page on the C63 Website, noting that all updates have been completed.

10. **Old Business** – none.

11. **New Business** - Poul Andersen, SC3 Chair, informed the subcommittee of a new PINS that will be developed for the update of ANSI C63.12 and requested that SC2 review the definitions in the current standard prior to preparation of the updated draft.

12. **Action Item Review**

#	ACTION ITEM	Due Date
12.1.	Dave Southworth to update the ANSI C63.14 Publication Schedule and Process charts to reflect the decision that terms and definitions from draft standards that will complete the balloting process by the cut-off date will be included in the draft.	28 Oct 13
12.2.	Bob Delisi to ensure that all definitions published in ANSI C63.23 have been forwarded to WG1 for inclusion in draft ANSI C63.14.	1 Aug 13
12.3.	Chairmen of subcommittees updating ANSI C63.10, ANSI C63.17 and ANSI C63.26 to forward their terms and definitions to WG1 if they determine that their BSR8/comment resolution completion dates fall within revised deadlines for term inclusion of mid-August 2013.	1 Aug 13
12.4.	WG1 to finalize and distribute proposed new terms and definitions to SC2 members for review and comment.	23 May 13
12.5.	SC2 members to review proposed new definitions and provide responses to WG1.	12 Jun 13

#	ACTION ITEM	Due Date
12.6.	WG1 to redistribute the spreadsheet of military terms and definitions to SC2 members for review, along with the meeting minutes.	21 May 13
12.7.	Mr. Moongilan to provide WG1 with the FCC's definition for, "Software Defined Radio."	21 May 13
12.8	SC2/WG1 to review current definitions in C63.12 and note any potential updates to SC3 Chair	14 Jun 13

13. **Next Meeting.** The next SC2 meeting is tentatively scheduled for 2:00 PM on, Nov 12, 2013. The next ASC C63® Parent Committee Meeting will be held Thursday, Nov 14, 2013 at 8:30 AM at UL LLC, Northbrook, IL. 60062.

14. **Adjournment**. The SC2 meeting was successfully completed as scheduled. The vice-chairman adjourned the meeting at 1400.

Attachment 1

SC2 Meeting Attendance List (May 07, 2013)
IEEE Headquarters, Piscataway, NJ

NAME	TITLE	EMAIL
Marcus Shellman	Chair, SC2	j.n.oneil@ieee.org
Michael Duncanson	Secretary, SC2	michael.duncanson@exelisinc.com
Chris Dilay	Web Coordinator, SC2	chris.dilay@navy.mil
Dave Southworth	Member	d.southworth@ieee.org
Dheena Moongilan	Alcatel-Lucent	dheena.moongilan@alcatel-lucent.com
Dan Hoolihan	ASC C63® Chair	danhoolihanemc@apl.com
Ed Hare	Vice Chair, SC5	w1rfi@arrl.org
Beth Hackett	NVLAP	bethany.hackett@nist.gov
Poul Anderson	Chair, SC3	anderpoul@comcast.net
Jerry Ramie	C63 Secretary	jramie@arctechnical.com
Steve Whitesell	Chair, SC5	swhitesell@vtech.ca
David Schaefer	TUV Sud America	dschaefer@tuvam.com
Jeffrey Silberberg	Observer	jeffery.silberberg@fda.hhs.gov

ANSI Accredited Standards Committee C63®
Electromagnetic Compatibility
Subcommittee2 – E3 Terminology Definitions

SC 2 Meeting Draft Agenda for 07 May 2013
IEEE Operations Center, Piscataway, NJ 08855

Wednesday, 3:00 PM - 5:00 PM

1. **Call to Order: (Chair)**

    1.1   Opening remarks and Announcements: (Chair)
    1.2   Meeting logistics announcements: (Host: Dan Hoolihan)
    1.3   Introductions: (Secretary)

2. **Approval of the Agenda: (Secretary)**

3. **Presentation of patent slides: (Secretary)**

4. **Presentation of meeting attendance fee slides: (Secretary)**

5. **Review of Subcommittee Membership: (Chair)**

    5.1   Review of membership – members at risk
    5.2   Consideration of new members

6. **Approval of minutes of previous meeting: (Secretary)**

7. **Working Group 1 Progress Rreport.**

    7.1   **C63.14: Definitions**
           Working Group Chair: (Marcus Shellman)
           Goal: Complete 5 year review & update on Aug 2014

           7.1.1   ANSI C63.14-20XX Latest Draft (Revision 6). (Chair)
           7.1.2   SC2 5-Year Update Publication Schedule (Secretary)
           7.1.3   Terms/Definitions Review
                   7.1.3.1   Military Standards Terms/Definitions Review (Dave
                              Southworth)
                   7.1.3.2   Proposed New Terms: "Guidelines, Interpretation,
                              Recommended Practices, and Broadband Device" (All)
                   7.1.3.3   New Terms/Definitions Developed by C63 SCs. (SC Chairs)
                       7.1.3.3.1   Targeted Definitions from Draft C63 Standards
                       7.1.3.3.2   C63.4 Comparison to C63.14 Definitions

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8. Status update of SC2 Webpage on C63.org website: Web Content Manager (Chris Dilay)

9. Old Business: (Chair)

10. New Business: (Chair)

11. Action item review (Chair)

   11.1 Subcommittee Chairs to provide to the SC2 Chair, terms and definitions from all C63 standards published since 2009.
   11.2 Subcommittee Chairs to provide to the SC2 Chair, terms and definitions from draft standards scheduled to be published prior to October 2013
   11.3 Mr. Dilay to update the SC2 web site for historical C63.8 Compendium (historical, not published, standard number released).
   11.4 SC2 members to review MIL-STD definitions for discussion at next meeting.
   11.5 SC2 Chair to put titles of MIL-STDs on presentation prior to distribution to SC2 members for review.
   11.6 SC2 members to review and provide recommendations for "Proposed Definitions" as discussed under meeting minutes, Paragraph 7.1.2.2.
   11.7 SC2 Chair to remove from draft C63.14-20XX new/revised terms and definitions sourced from C63.16 and C63.23 draft standards unless it's determined that the standards will be published prior to October 2013.
   11.8 SC2 Chair to check email addresses of SC2 members and send test email to list server.

12. SC2 status article for C63 Newsletter (Secretary)

13. Time and place of next meeting: (Chair)

   13.1 Location: UL, Northbrook, IL
   13.2 Date: Week of October 28, 2013

14. Closing remarks and Adjournment: (Chair)

SC2 Chair: Marcus Shellman, Jr., marcus.shellman.civ@mail.mil
SC2 Vice Chair: Janet O'Neil, j.n.oneil@ieee.org
SC2 Secretary: Mike Duncanson, michael.duncanson@exelisinc.com
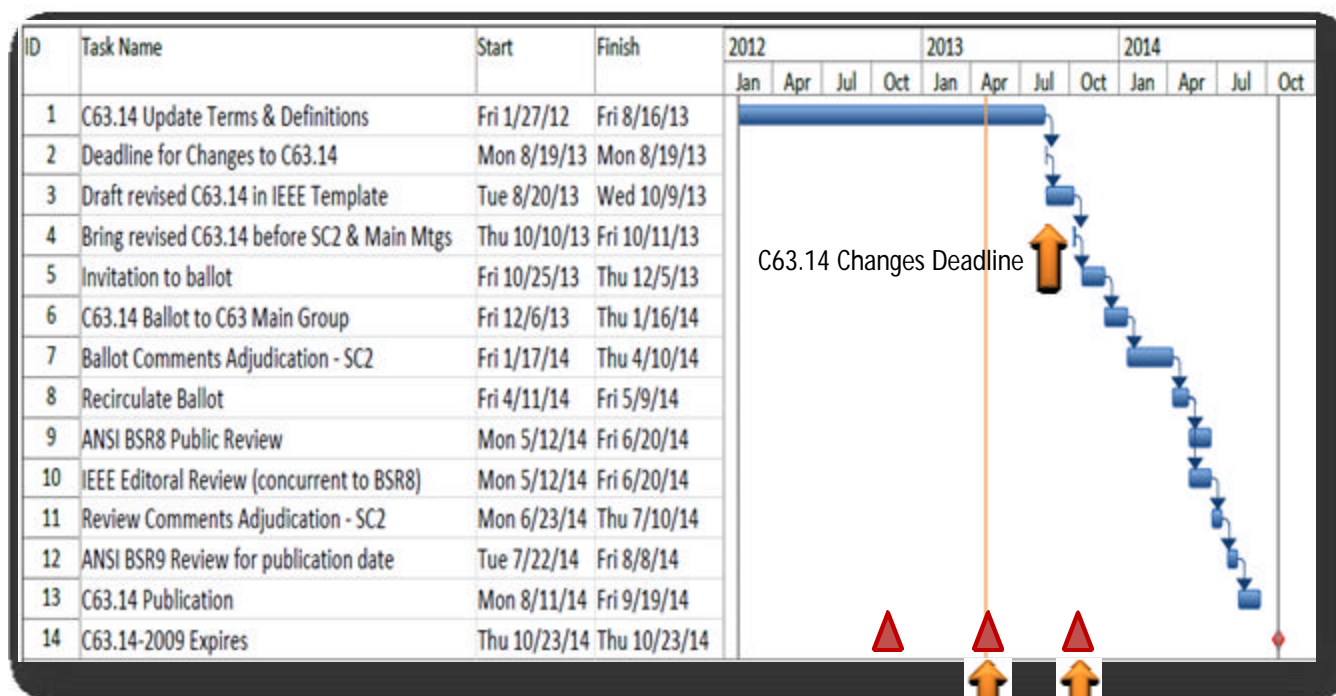SC2 Web Coordinator: Chris Dilay, chris.dilay@navy.mil

Attachment 3

SC2 Membership List
Chairman – Marcus Shellman
ASC C63® / SC2 Membership Roster

NAME	TITLE
Mr. Marcus Shellman	Chair, SC2 (WG1)
Ms. Janet O'Neil	Vice-Chair, SC2
Mr. Michael Duncanson	Secretary, SC2 (WG1)
Mr. Chris Dilay	Web Coordinator, SC2 (WG1)
Mr. Dan Hoolihan	Chair, C63®
Mr. Ed Hare	Web Master, C63®
Mr. Zhong Chen	Chair, SC1
Mr. Poul Anderson	Chair, SC3
Mr. Steve Whitesell	Chair, SC5
Mr. Adam Gouker	Chair, SC6
Mr. Stephen Berger	Chair, SC7
Mr. Bob DeLisi	Chair, SC8
Mr. Don Heirman	Member
Mr. Victor Kuczynski	Member
Mr. Dave Southworth	Member
Dr. Ralph Showers	Member
Mr. Bob Hofmann	Member
Mr. Harry Hodes	Member, WG1
Mr. Steve Koster	Member, WG1
Mr. Jerry Ramie	Member, WG1
Mr. Dave Schaefer	Member, WG1
Mr. Joe Snyder	Member, WG1

5-Year Update Schedule

ID	Task Name	Start	Finish
1	C63.14 Update Terms & Definitions	Fri 1/27/12	Fri 8/16/13
2	Deadline for Changes to C63.14	Mon 8/19/13	Mon 8/19/13
3	Draft revised C63.14 in IEEE Template	Tue 8/20/13	Wed 10/9/13
4	Bring revised C63.14 before SC2 & Main Mtgs	Thu 10/10/13	Fri 10/11/13
5	Invitation to ballot	Fri 10/25/13	Thu 12/5/13
6	C63.14 Ballot to C63 Main Group	Fri 12/6/13	Thu 1/16/14
7	Ballot Comments Adjudication - SC2	Fri 1/17/14	Thu 4/10/14
8	Recirculate Ballot	Fri 4/11/14	Fri 5/9/14
9	ANSI BSR8 Public Review	Mon 5/12/14	Fri 6/20/14
10	IEEE Editoral Review (concurrent to BSR8)	Mon 5/12/14	Fri 6/20/14
11	Review Comments Adjudication - SC2	Mon 6/23/14	Thu 7/10/14
12	ANSI BSR9 Review for publication date	Tue 7/22/14	Fri 8/8/14
13	C63.14 Publication	Mon 8/11/14	Fri 9/19/14
14	C63.14-2009 Expires	Thu 10/23/14	Thu 10/23/14

C63.14 Changes Deadline

SC2 Meetings = ▲

This meeting date

Oct '13 meeting C63.14 Draft review

5/8/2013

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