



Accredited Standards Committee C63[®]
Electromagnetic Compatibility

SUBCOMMITTEE 2 – E3 Terminology Definitions

Tuesday, 12 November 2013, 1300 – 1400
Underwriters Laboratories (UL)
Northbrook, IL 60062

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 by the Chairman to review the SC 2 Scope. 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.
It was noted that the addition of Dave Southworth to the SC2 and WG1 membership needs to be added to the website.
 - 5.2. The membership list was approved. The list appears in attachment 3.
6. **SC2 Scope.** The chairman presented the SC 2 Scope, which had been modified to address a needed text change. It was noted that a typographical error exists on the Scope, as published on the C63 website. The Chairman will request a correction via email to the C63 Webmaster.
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 IEEE Headquarters, Piscataway, NJ. on 07 May 2013. 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 has reached the point where the five year review is draft ANSI C63.14 is completed and ready for publication. He addressed the balloting process and the procedures obtaining approval to enter the process, noting that the draft had been distributed to all SC 2 members for review. Mr. Hoolihan instructed that the draft had to be

approved by vote by SC 2 for consideration by the full C63 Committee prior to entry into the balloting process. Two motions followed the discussion, both of which were passed by voice vote.

8.1.1. Mr. Heirman made a motion for SC 2 to recommend to the main committee that draft ANSI C63.14 be reviewed in preparation for balloting.

8.1.2. Mr. Dilay made a motion to recommend to the main committee that after review of the draft, the committee makes a recommendation to the IEEE Secretariat that a balloting group be formed.

8.2. The Chairman deferred to Mr. Southworth to initiate a presentation on the aggregate changes reflected in draft ANSI C63.14 and how members should interpret the changes as provided in an Excel spreadsheet document distributed to SC 2 members for review and concurrence.

8.2.1. He displayed the spreadsheet and went through the list of terms detailing the process used to adjudicate military standard and C63 standard terms and definitions.

8.2.2. He displayed the 5 year review schedule to show the timeframe for the balloting and approval process, noting that the subcommittee is on schedule to meet the projected 2014 update.

8.2.3. The Chairman addressed the adjudication of terms and definitions recommended by SC 2 members, or other organizations. He displayed the list of terms that have been added to the draft and explained the WG 1 process for review, acceptance or modification of new definitions, and subsequent review and concurrence from SC 2 members.

9. **Status of the SC2 Website.** Mr. Dilay provided a report on the status of the SC 2 Webpage. He displayed the page, noting that it has been updated and that all of the latest documents have been added. During to action item review Mr. Heirman inquired about the entry on the historical ANSI C63.8 standard, which was never published. It was determined after discussion that Mr. Dilay had properly updated it to clarify the rationale for keeping the standard there. It was noted that the “C63.8” number is available for use on a new C63 standard.

10. **Old Business** – none.

11. **New Business.** Mr. Southworth recommended the initiation of a task to develop a C63 “Best Practices” document to address EMC best practices. Discussion followed on the relevance of the topic, and whether such an undertaking would fit within the SC 2 Charter. On recommendation from Mr. Hoolihan, Mr. Southworth took an action to develop a PINS for the development, to work out details of the focus and intended users.

12. **Action Item Review**

#	<u>ACTION ITEM</u>	<u>Due Date</u>
12.1.	Marcus Shellman to send an email to Ed Hare to contact the C63 Webmaster to correct the identified typographical error on the SC 2 Scope.	ASAP

#	<u>ACTION ITEM</u>	<u>Due Date</u>
12.2.	Dave Southworth to develop a PINS for development of a C63 EMC Best Practices standard.	7 May 14

9. **Next Meeting.** The next SC2 meeting is tentatively scheduled for 1:00 PM on, May 6, 2014. The next ASC C63[®] Parent Committee Meeting will be held Thursday, May 8, 2014 at 8:30 AM at IEEE headquarters, Piscataway, NJ.

10. **Adjournment.** The SC2 meeting was successfully completed as scheduled. The vice-chairman adjourned the meeting at 1345.

Attachment 1

**SC2 Meeting Attendance List (Nov 12, 2013)
Underwriters Laboratories (UL)
Northbrook, IL 60062**

NAME	TITLE	EMAIL
Marcus Shellman	Chair, SC2	marcus.shellman.civ@mail.mil
Michael Duncanson	Secretary, SC2	michael.duncanson.ctr@mail.mil
Chris Dilay	Web Coordinator, SC2	chris.dilay@navy.mil
Dave Southworth	Member	david.southworth@urs.com
Dheena Moongilan	Alcatel-Lucent	dheena.moongilan@alcatel-lucent.com
Dan Hoolihan	ASC C63® Chair	danhoolihanemc@apl.com
Ed Hare	Vice Chair, SC5	w1rfi@arri.org
Don Heirman	Member	d.heirman@ieee.org
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
Stephen Berger	Chair, SC7	stephen.berger@ieee.org
Daria Biernat	Observer	daria.biernat@cetecom.com
Stephen Whitesell	Chair, SC5	swhitesell@ieee.org
Adam Gouker	Chair, SC6	agouker@azla.org
Masud Attayi	Observer	mattayi@blackberry.com

Attachment 2

**ANSI Accredited Standards Committee C63?
Electromagnetic Compatibility
Sub-Committee (SC) 2 – E3 Terminology Definitions**

Tuesday, 12 November 2013, 1300 - 1400
UL, Northbrook, IL 60062

Tuesday, 1:00 PM - 2:00 PM

1. Call to Order: (Chair)
 - 1.1 Opening Remarks and Announcements: (Chair)
 - 1.2 Meeting Logistics Announcements: (Host: Bob Delisi)
 - 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 Review of the [SC 2 Scope](#): (Chair)
- 7 Approval of Minutes of Previous Meeting: (Secretary)
- 8 Working Group 1 Progress Report.
 - 8.1 C63.14: Definitions
Working Group Chair: ([Marcus Shellman](#))
Goal: Complete 5-Year Review & Update
 - 8.1.1 SC2 Report on Revisions/Updates (D. Southworth)
 - 8.1.1.1 [Military Standards](#) Summary (D. Southworth)
 - 8.1.1.2 [C63 Standards](#) Summary (D. Southworth)
 - 8.1.1.3 New Terms/Definitions (Chairman)
 - 8.1.1.3.1 [SC2](#) WG1 [Response](#) D. Heirman Comments
 - 8.1.2 ANSI C63.14-20XX Latest [Draft](#) (Chair)
 - 8.1.3 SC2 5-Year Update/Publication [Schedule](#) (Secretary)
- 9 Status Update of [SC2 Webpage](#) on [C63.org](#) website: Web Content Manager (Chris Dilay)

10 Old Business: (Chair)

11 New Business: (Chair)

12 Action Item Review (Chair)

- 12.1 Mr. Dilay to update the SC2 web site for historical C63.8 Compendium (historical, not published, standard number released).**
- 12.2 SC2 members to review MIL-STD and C63 definitions for discussion at next meeting.**
- 12.3 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.**
- 12.4 SC2 Chair to check email addresses of SC2 members and send test email to list server.**

13 SC2 Report for C63 Newsletter (Secretary)

14 Time and Place of Next Meeting: (Chair)

- 14.1 Location: TBD**
- 14.2 Date: TBD**

15 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