ANSI-Accredited Standards Committee C63®
Electromagnetic Compatibility

SUBCOMMITTEE 2 – E3 Terminology Definitions

Tuesday, 11 November 2014, 1300 – 1400
Compliance Testing LLC.,
Phoenix/Chandler, AZ

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.

    1.2.   Meeting Logistics Announcements: Mr. Hoolihan addressed meeting arrangements for the afternoon sessions.

    1.3.   Introductions: The chairman called for a round of introductions from meeting attendees. The attendee list appears in Attachment 1.

2. **Review and Adoption of Agenda.** The agenda was approved as written. 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. The list appears in Attachment 3.

    5.2.   Mr. Tom Wojtaszek was introduced by the chairman as a proposed new member. After presentation of his resume and discussion by the subcommittee he was accepted as a new SC2 member by voice vote.

    Mr. Shellman, noting that his two terms as chairman of SC2 ends this year, initiated actions to nominate new officers for SC2. Mr. Dilay, current Web Coordinator of SC2 was nominated to be the new SC2 Chairman. Mr. Shellman was nominated to be Vice Chairman. Mr. Duncanson was nominated to continue as SC2 Secretary. All nominations were accepted by voice vote.

6. **Review and Adoption of Minutes of Previous Meeting**. The chairman called for a review of the SC2 meeting minutes from the meeting held at ETS Lindgren, Austin, TX on 29 April

2014. The minutes were approved without changes. The minutes will be forwarded to Mr. Jerry Ramie for posting onto the ASC C63® public website and SC2 member webpage.

7. **Action Item Review.** Action items from the previous meeting were reviewed and resolved as shown below:

#	ACTION ITEM	Disposition
11.1.	Chris Dilay to send an email to Jerry Ramie, the C63 Webmaster with current SC2 documentation to update the C63® main website.	Closed
11.2.	Dave Southworth to rework section 8 of the PINS for an EMC Best Practices Guide, to provide greater detail about the purpose and what will be accomplished under the project.	Closed
11.3.	Marcus Shellman to rework the SC2 Scope with wording supportive of development of an EMC Best Practices Guide.	Closed
11.4.	SC2 members to provide nominations for new SC2 officers.	Closed

8. **SC2 Status and Working Group Reports**

   8.1. **Revised SC2 Scope**. The chairman presented the SC2 Scope, which was revised to address the new Best Practices project. He noted the revised Scope was not reviewed at the last C63® Main Committee meeting because of comments received at the previous SC2 meeting. The revised Scope was approved with one additional recommended change and balloted to be presented to the C63® Main Committee for approval.

   8.2. **Working Group 1 Report.** Mr. Shellman provided the status of draft ANSI C63.14-2014, stating that the standard is undergoing BSR 9/IEEE Editor review, with the proof copy currently being evaluated by WG1. There was discussion about the approval process, editorial recommendations and copyright issues, Mr. Shellman noting that a number of the seemingly minor suggested editorial changes, such as changing verbiage from a "which" to a "that," would actually impact a number of copyright protected definitions. Mr. Hoolihan emphasized that the suggested editorial changes should be taken as suggestions and should be rejected if they would result in an inappropriate change in a definition. Mr. Shellman stated plans are to accept the proof to move forward to publication, with a few minor edits as discussed, to ensure the integrity of the definitions. Publication of the standard is anticipated to occur by 31 December 2014.

8.2.1. Mr. Shellman presented the SC2 review process for including definitions in the next revision of C63.14-20XX, highlighting procedures for addressing terms from Military standards, C63® standards, and those developed by C63® committee. He displayed a flow diagram illustrating the definition approval process.

8.2.2. There was significant discussion concerning the approval process for C63® standards, the chairman noting that the review of draft C63.26-20XX, currently underway by WG1, has revealed a number of proposed definitions that are very close to definitions already existing in draft C63.14-2014. He emphasized the importance of C63.14 review by all subcommittees as definitions are being developed, to avoid the inclusion of duplicative definitions in future iterations of the standard. Mr. Heirman noted that SC2 should be able to determine that a proposed definition is satisfied by one that already exists in C63.14. He requested and Mr. Shellman accepted an action to forward C63.26-20XX proposed terms and definitions to all SC2 members for review. Additionally, he suggested a meeting be convened via WebEx to address results. (See Action Item 12-1)

8.3. **Working Group 2 Report: Best Practices Guide**

8.3.1. The chairman reported that the PINS for development of ANSI C63.28-20XX, "American National Standard Dictionary for Best Practices for Electromagnetic Compatibility," had been approved at the last C63® main committee meeting in Austin, TX. Mr. Heirman noted, however, that because of the change just initiated by the subcommittee in the SC2 Scope, an additional change is needed in the C63.28 PINS, for consistency. It was determined after discussion that a change could be made in the wording of the PINS without the need for additional concurrence from the C63® main committee, so long as the change didn't impact stakeholders. Mr. Shellman took an action to modify the C63.28 PINS for consistency with the change in the SC2 Scope. (See Action Item 12-2)

8.3.2. Mr. Shellman addressed considerations for WG2 membership and appointment of a chairman. He made the appointment of Mr. Dilay to be the chairman of the WG. He then asked for a show of hands of meeting attendees interested in joining WG2 for the development effort. Based on the initial response, WG2 currently consists of the following membership: Dan Hoolihan, Don Heirman, Ken Carrigan (observer), Tom Wojtaszek, Mike Duncanson, and Marcus Shellman.

8.3.3. The chairman addressed the current development approach for ANSI C63.28-20XX, noting the history and participation by the ANSI C63® in the initial Defense/Industry standards comparative study completed in 1990, which compared major international EMC standards to MIL-STD-461E. Mr. Dilay elaborated on the current approach stating that one goal of the effort is to aid commercial manufacturers by aligning specific categories of equipment with the appropriate MIL-STD compliance test requirements. With regard to actual standards comparisons, SC2 has concluded that the basic approach established

with the initial effort still holds true, greatly facilitating the work to be done. Test frequency ranges, limit levels and test set-ups/methodologies will provide the basis for comparisons. Updated commercial/international EMC compliance standards will be identified for comparison to upcoming MIL-STD-461G, anticipated to be issued in the spring of 2015. In the course of the discussion Mr. Heirman offered that he could provide current information on commercial product development and applicable EMC standards. He took an action to provide the data to Mr. Dilay. (See Action Item 12-3)

9. **SC2 website maintenance.** Mr. Dilay provided a report on the status of the SC 2 Webpage. He displayed the password protected page, noting that it has been updated and that all of the latest documents have been added. The chairman appointed Mr. Wojtaszek to the position of SC2 Web coordinator to fill the vacancy left by Mr. Dilay, who will be assuming chairmanship of SC2.

10. **Coordination with other C63 subcommittees on terms/definitions.** The chairman briefly recapped pertinent aspects of the working relationship between SC2 and the other subcommittees to develop definitions noting the work currently being done on draft ANSI C63.26-20XX.

11. O**ld Business**. none

12. **New Business.** none

13. **Action Item Review.** Newly assigned actions appear below:

#	ACTION ITEM	Disposition
13.1	Mr. Shellman to electronically distribute draft ANSI C63.26-20XX proposed definitions to the SC2 membership for review and schedule an interim WebEx meeting to address results of the review.	ASAP
13.2.	Mr. Shellman modify wording in the PINS for ANSI C63.28-20XX to be consistent with the latest change in the SC2 Scope.	ASAP
13.3.	Mr. Heirman to send information to Mr. Dilay concerning commercial product development and applicable EMC standards.	ASAP

14. **C63 Newsletter Input.** Mr. Shellman stated that preparation of the newsletter input is pending, but would be provided to Mr. Zimmerman before the end of the week.

15. **Next Meeting.** Scheduling of the next SC2 meeting will be decided at the upcoming Steering Committee meeting.

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

Attachment 1

SC2 Meeting Attendance List (November 11, 2014)
Compliance Testing, LLC
Phoenix/Chandler, AZ

NAME	TITLE	EMAIL
Marcus Shellman	Chair, SC2	marcus.shellman.civ@mail.mil
Michael Duncanson	Secretary, SC2	michael.l.duncanson.ctr@mail.mil
Chris Dilay	Web Coordinator, SC2	chris.dilay@navy.mil
Poul Anderson	Chair, SC3	anderpoul@comcast.net
Stephen Whitesell	Chair, SC5	swhitesell@ieee.org
Ed Hare	Vice Chair, SC5	w1rfi@arrl.org
Dan Hoolihan	ASC C63® Chair	danhoolihanemc@apl.com
Jerry Ramie	C63 Webmaster	jramie@arctechnical.com
Don Heirman	Member	d.heirman@ieee.org
Victor Kuczynski	Member	vican@on.aibn.com
Tomasz Wojtaszek	Member	tomasz.wojtaszek@navy.mil
David Schaefer	Observer	dschaefer@tuvam.com
Jim Mills	Observer	jmills@tuvam.com
Ken Carrigan	Observer	kenneth.carrigan@navy.mil

ANSI Accredited Standards Committee C63□
Electromagnetic Compatibility
Subcommittee 2 – E3 Terminology Definitions

SC 2 Meeting Agenda– 11 Nov 2014
Compliance Testing LLC., Phoenix/Chandler, AZ

Tuesday, 1:00 PM - 2:00 PM

1. **Call to order and opening Statement – Chair**

    1.1   **Opening remarks and announcements: (Chair)**
    1.2   **Meeting logistics announcements: (Host)**
    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 subcommittee membership – members at risk**
    5.2   **Review of Working Group 1 membership**
    5.3   **Consideration of new members**
    5.4   **Selection of SC2 officers for 2015 – SC2 Chair**

6. **Approval of minutes of previous SC2 meeting (Secretary)**

7. **Review action items of previous SC2 meeting (Secretary)**
    (See Attachment 1)

8. **SC2 Status and Working Group Reports**

    8.1   **SC2 Revised Scope**

    8.2   **Working Group 1: ANSI C63.14 Status – Chair: Marcus Shellman**
           8.2.1   **New terms for consideration (in next 5 year cycle)**
           8.2.2   **Military standards terms**
           8.2.3   **C63 standards terms**
           8.2.4   **C63 committee developed terms**

    8.3   **Working Group 2 – [Best Practices Guide](#) – Chair: TBD**
        8.3.1   **Approved [PINS](#)**
        8.3.2   **WG membership consideration**
        8.3.3   **Proposed 5 year schedule**
        8.3.4   **Approach to Best Practices Guide development**

9. SC2 website maintenance
    9.1   **Public SC2 Web Content Manager (Jerry Ramie)**
    9.2   **Member [SC2 Web](#) Content Manager (Chris Dilay)**

10. Coordination with other C63 subcommittees on terms/definitions
    10.1   **SC1: C63.2, C63.4, C63.5, C63.7, C63.10, C63.23, C63.25, C63.26, C63.27**
    10.2   **SC3: C63.12**
    10.3   **SC5: C63.16, C63.20, C63.24**
    10.4   **SC6: C63.8, C63.11**
    10.5   **SC7: C63.17**
    10.6   **SC8: C63.18**

11. Old Business: (Chair)

    11.1   **SC2 members to nominate new officers for SC2, i.e., Chair, Vice-chair, Secretary**

12. New Business: (Chair)

13. Review action items from this meeting: (Secretary)

14. C63 Newsletter Input (Secretary)

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

    15.1   **IEEE Headquarters, Date: TBD**

16. Closing remarks and Adjournment: (Chair)

Current SC2 Officers and web coordinator:

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. Jerry Ramie	Web Master, C63®
Mr. Zhong Chen	Chair, SC1
Mr. Poul Anderson	Chair, SC3
Mr. Steve Whitesell	Chair, SC5
Mr. Ed Hare	Vice Chair, SC 5
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, WG1
Mr. Bob Hofmann	Member
Mr. Harry Hodes	Member, WG1
Mr. Steve Koster	Member, WG1
Mr. Dave Schaefer	Member, WG1
Mr. Tomasz Wojtaszek	Member