



Accredited Standards Committee C63[®]

Electromagnetic Compatibility

Subcommittee 7: Spectrum Etiquette

Chair: Jason Coder Vice Chair: Stephen Berger Secretary: Allen Crumm

November 19th, 2019; 4:00 PM – 5:30 PM -

Keysight Technologies

Santa Rosa, Ca

Meeting Minutes

1. Call to Order: Chair – 4:15pm EST

1.1 Announcements: Chair's remarks – Dan Hoolihan opened the meeting and thanked everyone for attending.

1.2 Meeting logistics announcements: Host - Keysight.

1.3 Introductions: Secretary – roll call – Dan Hoolihan, Jason Coder, Allen Crumm, Jeffery Silberberg, Ed Hare, Chris Dilay On Line: David Case, Omar Al-Kalaa Guests: Greg Kiemel, Randy Long, Jason Nixon, David Chamberlain, Bob Delisi, David Schaefer, Ken Gjerde, Bill Graff, Nate Potts, Henry Benitez, Rose Quan, Jeremy Cune, Victor Kuczynski, Amanda McDonald, Janneth Marcelo, John Norgard, Deanna Zacharia, Leigh Chinitz, Tom Fagan, Yao Ma

Subcommittee 7 Membership Roster

Name	Role within SC 7	Affiliation
Al-Kalaa, Mohamad	Member	FDA
Berger, StephenA	Vice Chair	TEM Consulting
Case, Dave	Member	Cisco Systems
Coder, Jason	Chair	NIST
Dilay, Chris	Member	SPAWAR Systems Center, Pacific
Hare, Ed	Member	ARRL
Hoolihan, Dan	Member	Hoolihan EMC Consulting
Rajamani, VigneshA	Member	Exponent
Refai, HazemA	Member	University of Oklahoma
Seidman, SethA	Member	FDA
Silberberg, Jeff	Member	FDA
Witters, DonA	Member	FDA
Wu, QiongA	Member	Apple, Inc.

Guests and Observers: (non-voting)

1.4 Quorum: (50% of roster + 1) constitutes a quorum. (rounding down) (Example: 9 roster members / 2 = 4.5 + 1 = 5.5 (therefore 5 people are required for a quorum O) **Was quorum achieved? (Yes)** If not, any actions taken are subject to confirmation by electronic ballot or at a future meeting. (Quorum is not required for Working Group meetings) 7 here 6 absent.

2. Approval of the Agenda: Secretary – Approved.

2.1 Approval of the previous Minutes - [Minutes of the previous meeting](#) Approved

2.2 Review of the [patent slides](#) – No Issues.

3. Review of [Subcommittee Membership](#): Chair - Report any errors to the ASC-C63[®] Secretary

3.1 Review of Membership Guidelines – members at risk?

Subcommittees:

For an individual to remain a voting member of a Subcommittee, active participation in Subcommittee meetings and regular responses to Subcommittee email votes is required. Should a member fail to attend at least one of three consecutive scheduled meetings (in person or remotely via web conference (when used)) or respond to at least one of every two consecutive Subcommittee email votes, their membership in that Subcommittee may be at risk.

Note: Abstentions shall be treated the same as a “yes” or “no” vote regarding the requirement to respond to email votes.

Working Groups:

For an individual to remain a member of a Working Group, active participation is required. Should a member fail to attend at least one of three consecutive scheduled meetings (in person or via web conference (when used)) their membership in that Working Group may be at risk. Individual Working Groups may establish additional participation criteria and/or modify this requirement.

Member Attendance Log: (insert member attendance log as shown) **Any errors in the log? No.**

Name	05/10/16	11/08/16	05/11/17	11/9/17	5/3/18	11/29/18	5/2/19	11/19/19
Seidman, Seth			X				X	
Mohamad Al-Kalaa			X	X	X		A	X
Berger, Stephen	X	X	X	X	X		A	
Case, Dave					X		A	X
Coder, Jason	X	X	X	X	X		X	X
Dilay, Chris	X				X		X	X
Hare, Ed							A	X
Hoolihan, Dan	X	X	X	X	X		X	X
Vignesh Rajamani			X	X			X	
Refai, Hazem							X	
Silberberg, Jeff	X	X	X	X	X			X
Witters, Don	X				X		X	
Qiong Wu			X	X				

Any members at risk? These members are at risk: (send letter to each member at risk) The secretary will send the letters to members at risk:

3.2 Consideration of new members? [Application for C63[®] Subcommittee Membership](#)

4. Approval of [Scope](#): Chair - (Spring Meeting Only) (Report approval or any changes to the Main Committee)

Scope

Subcommittee 7 develops standards addressing spectrum etiquettes, wireless coexistence and related standards to provide new or amended measurement techniques, protocols or methods and

associated instrumentation and operational constraints supporting more efficient spectrum utilization, including dynamic spectrum access.

Approved by SC7.

4.1 Election of Officers (as required)

Dan Hoolihan opened the meeting. Jason Coder was elected the new chair. Majority vote by SC7 members elected the new chair.

Dan spoke on C63.17. Postpone action pending resolution of whether C63.17 stays in SC7 or moves to SC4. Main committee will vote.

C63.17 sent out for reaffirmation, 3 comments received, 1 editorial, 2 technical. Are the technical comments valid? If so, we need to revise the standard.

5. Working Group reports [More information about each standard](#) is available on the Standards Status Matrix page of the [C63® web page](#). This information will be reviewed for accuracy at each Subcommittee meeting.

5.1 C63.17 - Unlicensed Personal Communications Service (PCS) Devices -

Berger (insert link to [WG report](#)) Verify accuracy of document [status matrix](#) content and report any errors to the ASC-C63® Secretary.

C63.17-2013 Learn more	Unlicensed Personal Communications Service (PCS) Devices	SC 7	Berger, Stephen	C63.17 PINS	Current.
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C63.17: C63.17-2013 Methods of Measurement of the Electromagnetic and Operational Compatibility of Unlicensed Personal Communications Services (UPCS) Devices

Contact: [Berger, Stephen](#) (Former Working Group Chair)

Scope: Revision of IEEE Std C63.17-1998. Specific test procedures are established for verifying the compliance of unlicensed personal communications services (UPCS) devices with applicable regulatory requirements regarding radio-frequency (RF) emission levels and spectrum access procedures.

Status: Current. No plans for further maintenance at this time.

Purchase: [IEEE Store](#). To purchase individual standards, go to the IEEE store and search on the standard number.

Is this information correct? (Yes) (repeat this verification for all Standards covered by this Subcommittee)

5.2 C63.27 – Evaluation of Wireless Coexistence - Berger (insert link to [WG report](#))

Verify accuracy of document [status matrix](#) content and report any errors to the ASC-C63® Secretary.

C63.27-draft Learn more	Evaluation of Wireless Coexistence	SC 7	Berger, Stephen	C63.27 PINS	Published in 2017
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C63.27-draft: American National Standard for Evaluation of Wireless Coexistence

Contact: [Berger, Stephen](#) (Working Group Chair)

Scope: This revision of the C63.27 standard provides improvements to the evaluation procedure and supporting test methods for wireless coexistence and evaluation of key performance indicators (KPI). The revised standard will provide evaluation procedures, test methods and other guidance necessary for performing the evaluation.

Status: Current. New revision being developed.

Purchase: Current version available for sale.

Is this information correct? (Yes)

6. Other Old Business: Chair

6.1 Written reports - Written reports of this Subcommittee meeting shall be presented by the Subcommittee Chair at the Main Committee meeting. These reports shall be made using either the [C63 PowerPoint template](#) or the [C63 PowerPoint template wide](#). Prior to the Main Committee meeting, the [SC report](#) and [approved previous SC meeting minutes](#) shall be provided to the projectionist for showing on the screen at the Main meeting. The Presentation and any written report shall also be sent by the Subcommittee Chair to the ASC-C63® [Newsletter editor](#).

6.2 Coordination with SC2 for definitions - Before any Working Group draft can be submitted to the Subcommittee for approval, the document must be provided to the SC2 Chair for evaluation and coordination of the definitions used.

6.3 Coordination with SC3 for harmonization - Before any Working Group draft can be submitted to the Subcommittee for approval, the document must be provided to the SC3 Chair for evaluation and coordination of any harmonization effort.

7. New Business: Chair

8. C63.org website use and updates: Secretary - We normally post documents to the [SC7 protected area](#). If any SC or WG needs help with this posting, a Technical Secretary is available to assist.

9. Review of the Action Items: Secretary -

9.1 Review of Action Items from this meeting: (read Action Items to Members, who must agree that they understand their meaning)

9.2 Review of Action Items from previous meeting: (insert consolidated Action Item table from the previous meeting Minutes as shown below)

Consolidated Action Items from previous Meeting of SC7 as of 11/19/19

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
1	Contact WiFi Alliance and 3GPP community regarding their possible involvement in C63.27 WG	Jason Coder / Dave Case	No response from WiFi and 3GPP	Autumn meeting 2019	More attempts to follow by Chair and Vice Chair
2	C63.27 Workshops	Jason Coder	WS took place and ongoing	Status report at the Autumn meeting 2019	Very important activity
3	Offer invitation to have a co-sponsored study on the use of wireless technology in health care delivery to organizations that may be interested	Stephen Berger	Ongoing	Status report at the Autumn meeting 2019	Approved by Main Committee

10. Time and place of next meeting: Chair – Webinar meeting to be held in the interim.

11. Closing remarks and Adjournment: Chair- ETS Lindgren in May 4 -8-20 Austin TX.
Adjourned 5:14pm EST.

***** End of Meeting *****

Consolidated Action Items from today's Meeting of SC7

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments