



Accredited Standards Committee C63[®]

Electromagnetic Compatibility

Subcommittee 7: Spectrum Etiquette

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

September 21st, 2021; 1:00PM-3:00PM ET

WebEx Meeting

Dial in: +1 415-655-0002

Access Code: 177 345 2912

Meeting Minutes

1. **Call to Order: Chair-** The meeting was called to order at 1:15pm EDT
 - 1.1 **Announcements: Chair's remarks.** Jason welcomed everyone and thanked them for attending.
 - 1.2 **Meeting logistics announcements:** [Review logistics of Subcommittee meetings and main committee meetings amid travel restrictions](#)
 - 1.3 **Introductions: Secretary – roll call** ([record attending members with their affiliations and guests separately below](#)) **Report any roster errors to the ASC-C63[®] Secretary** – Jason Coder, Stephen Berger, Allen Crumm, Mohammad Al-Kalaa, Dave Case, Chris Dilay, Dan Hoolihan, Hazem Refai, Jeff Silberberg

Subcommittee 7 Membership Roster

Name	Role within SC 7	Affiliation
Coder, Jason	Chair	NIST
Berger, Stephen	Vice Chair	TEM Consulting
Crumm, Allen (non-voting)	Secretary	SSC Labs
Al-Kalaa, Mohamad	Member	FDA
Case, Dave	Member	Consultant
DeLisi, Bob	Member	UL, LLC
Dilay, Chris	Member	Naval Information Warfare Center Pacific
Hare, Ed	Member	ARRL
Hoolihan, Dan	Member	Hoolihan EMC Consulting
Jones, Steve	Member	FCC Laboratory
Refai, Hazem	Member	University of Oklahoma
Silberberg, Jeffrey L.	Member	FDA Center for Devices and Radiological Health

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) Yes 8

Was quorum achieved? 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) Quorum was achieved – 7.

2. Approval of the Agenda: Secretary – Approved by acclamation.

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

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?**

Name	5/2/19	11/19	4/29/20	8/24/20	11/4/20	2/10/21	5/18/21	9/21/21
Mohamad Al-Kalaa	A	X	X	X	X	X	X	X
Berger, Stephen	A		A	A	A		X	X
Case, Dave	X	X	X	X	X	X	X	X
Coder, Jason	X	X	X	X	X	X	X	X
Crumm, Allen	X	X	X	X	X	X	X	X
DeLisi, Bob								X
Dilay, Chris	A	X		X	X			X
Hare, Ed	X	X					X	
Hoolihan, Dan	X	X		X	X	X		X
Jones, Steve	X		X	X	X		X	
Refai, Hazem					X	X		X
Silberberg, Jeff	X	X	X	X	X	X	X	X

Any members at risk? [These members are at risk: \(send letter to each member at risk\)](#)

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

3.2a Bob Delisi, UL. Application was previously sent to the subcommittee members. **Approved.**

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

Scope: Subcommittee 7 develops standards addressing spectrum etiquette, wireless coexistence, and related technical fields to provide new or amended measurement techniques to support efficient spectrum utilization. This scope includes areas related to coordinated or uncoordinated spectrum sharing schemes and dynamic spectrum access.

4.1 Election of Officers (as required)

- Chair's current term expires December 31st, 2022

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.

[Jason's Slide deck.](#)

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.

C63.17-2020 Learn more	Unlicensed Personal Communications Service (PCS) Devices	SC 7	Berger, Stephen	C63.17 PINS	Reaffirmed
---	--	----------------------	---------------------------------	-----------------------------	------------

C63.17: C63.17-2020 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 - Coder (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	Coder, Jason	C63.27 PINS	Under revision
--	------------------------------------	----------------------	--------------	-----------------------------	----------------

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 the Subcommittee meeting shall be presented by the Subcommittee Chair at the Main Committee meeting. These reports shall be made using the [PowerPoint template](#). Prior to the Main Committee meeting, the reports and [approved previous meeting minutes](#) shall be provided to the projectionist for showing on the projector screen at the meeting. The Presentation and any written report shall also be sent by the Subcommittee Chair to the ASC-C63[®] [Newsletter editor](#).
- SC7 report to steering committee available online
- 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.
- Revision to ANSI C63.27 submitted to SC2 for their consideration. Comments received from SC2 and incorporated prior to balloting.
- 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.
- Revision to ANSI C63.27 submitted to SC3 for their consideration. SC3 will issue an action item when the standard completes the balloting process. Candidate standards for comparison are being sought.

7. New Business: Chair

a. Ideas for subcommittee recruitment activities.

b. White paper on difference between interference and coexistence. Outcome of discussion with SC3.

Dave Case volunteered along with Jason and Omar. There will be a discussion of the SC3 / SC7 involvement at the upcoming Steering Committee meeting.

A/I – Jason to send out an invitation to the .27 working group and the SC7 for volunteers to join the white paper task group. Also mention at the steering committee meeting. (I will pass this to Jerry.)

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 Meetings of SC7

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
A/I 14	Jason to check with Jerry to see if we need to resubmit the corrected scope to the Steering Committee.	Jason Coder	Open		

10. Time and place of next meeting: - Our next meeting will be Tuesday January 11th. 2022 1 -3 pm.

Main committee: November, 2021, IEEE Headquarters, Piscataway, NJ

11. Closing remarks and Adjournment: Closed Chair 2:12 pm EDT.

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

Consolidated Action Items from today's Meeting of SC7

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
A/I - 17	Jason to send out an invitation to the .27 working group and the SC7 for volunteers to join the white paper task group. Also mention at the steering committee meeting. (Allen will pass this to Jerry.)	Jason Coder / Allen Crumm	OPEN	9/30/21	