

**Minutes of Accredited Standards Committee C63®
Electromagnetic Compatibility**

**October 9, 2008
UL Corporate Headquarters
Chicago IL**

- 1. Call to Order – Chair** (by teleconference)
Mike Windler acted as local coordinator assisting the chair in running the meeting.
- 1.1. Introductions (roll call)**
Secretary did the role call. Attendees are noted in an attachment to these minutes
- 1.2. Announcements**
None
- 2. Approval of the Agenda**
 - 2.1 Approval of Consent agenda-**
 - 2.1.1 Minutes of April 2007 meeting
The consent agenda was approved unanimously
 - 2.1. Approval of rest of the agenda**
The remaining agenda was approved unanimously
- 2.2. Balance of Agenda**
 - 2.2.1 Patent slides
Mike Windler showed the subject slides and the meeting fees. . There were no questions
- 3. Membership report**
 - 3.1 Membership proposal
Mike Windler indicated he was working on the spread sheet for 2009 membership invoicing. An action item to prepare text for the responsibilities of primary and alternate representation on ASC C63R was discussed.

Action Item: 08-10-01 Secretary and Windler to prepare representation responsibilities
- 4. C63® Draft Standards – Status Reports by SC chairs or WG chairs**
 - 4.1. C63.2 - EM Noise & Field Str. Instr**

Action item: 08-10-02 Secretary and Windler to discuss why standard was not moved to public review to get it published. Secretary is asked to document the decision by the chair that the document is to be sent to ANSI BSR for public review

4.2. C63.4 – Emission measurements –Ballot was successful; the 111 comments were resolved. The next step is to send to the balloting group a recirculation including those comments that were accepted. This will occur before end of year. The expectation is to publish the standard in the 1st quarter 2009.

Action item: 08-10-03 – Secretary to send distribute the recirculation version along with the resolution of comments by year end.

Action item: 08-10-04—Secretary to distribute ballot results to balloters after the recirculation ballot is closed.

4.3. C63.5 – Antenna Calibration—WG chair indicated that progress on the next edition is being made.

4.4. C63.9 – Immunity of Office Equipment—WG chair indicated that the standard is being prepared for publication as it has been approved by ANSI with a successful public review.

Action item: 08-10-05 Secretary to check with IEEE editorial staff to get publication date.

4.5. C63.10—Wireless Devices Ballot closed at the end of August. WG chair is resolving comments with the expectation that a recirculation taking into account the resolutions will be in the next week or two.

Action item: 08-10-06 Wall to provide recirculation copy to secretary for recirculation

4.6. C63.11-Checklists Secretary sent request to IEC and IEC instructed him to contact ANSI. Secretary asked IEC to double check but IEC still insisted this goes to ANSI. Secretary. Secretary then sent a request to Charlie Zegers, the USNC General Secretary. at AN and need to follow up as **AI** to get status of request.

Action item: 08-10-07 Secretary to follow up with Mr. Zegers on getting permission to use IEC standards used in the checklist

4.7. C63.12 – EMC Limit setting

Action item: 08-10-08 Secretary to check status of standard to see if standard needs to be reaffirmed.

4.8. C63.14—Definitions A motion to approve submitting the standard to the BSR was approved unanimously.

Action item: Secretary to submit standards to BSR

4.9. C63.15 – Immunity Meas. & Instrumentation

- Action item 08-10-09: Secretary to identify why the standard is not yet published and to take action to get it published.**
- 4.10. **C63.16 – ESD Test Methodologies**

- Action item 08-10-10: Secretary to work with Hare and Whitesell to determine if the standard is to be maintained; if so a PINS needs to be proposed by Hare or the project WG chair**
- 4.11. **C63.18 - In situ Medical Device Immunity Testing**

- Action item 08-10-11: Morrissey to complete comment resolution of ballot by the end of October**
- 4.12. **C63.19 – Hearing Aid Compatibility—Morrissey –**

Revision is in the draft stage with a ballot target date of March 2009

Action item 08-10-12: Morrissey to complete revision to ballot by March 2009

Action item 08-10-13: Secretary to find out who is downloading/purchasing ASC C63R standards from the IEEE web site

- 4.13. **C63.22 – Guide for Automated EMI Meas.** There is no activity on document.

Action item 08-10-14: Secretary to find out what stage the standard is in its life cycle.

- 4.14. **C63.23 – Measurement Uncertainty** –Windler indicated that the goal is to complete draft by end of 2008.

Action item 08-10-15: Windler/DeLisi to complete first draft by the end of the year.

- 4.15. **C63.24 – In situ immunity testing**-Hare – Morrissey – closely related to C63.18. target date Feb 2009.

Action item 08-10-16: Morrissey to have draft available for balloting by Feb 2009

5. **New or proposed Projects**

- 5.1. **Status of active PINS**-Secretary – No New PINS
- 5.2. **Status of active PINS-C**—Secretary - No New PINS-C

6. Subcommittee reports (Brief written reports to include membership approval, actions needed by C63® needed, and short gist of meeting summary to be sent to C63® Newsletter Editor):

- 6.1. **SC1: Measurement and Instrumentation**-Report given by Mike Windler.

Chair presented Power Point report (see attachment) followed by separate updates by SC 1 WG chairs

- 6.2. **SC2: Definitions** -Southworth – Marcus –

Motion to approve Marcus Shellman as the next SC 2 chairman with Dave Southworth as the secretary was approved unanimously.

- 6.3. **SC3: International Standardization**

Motion to approve Bob Hofmann as a member emeritus passed unanimously (see attachment).

- 6.4. **SC5: Immunity testing**

Action item 08-10-17: Hare to identify liaison member to WG3 on international standards.

- 6.5. **SC6: Laboratory Accreditation**-Fischer – outstanding items on copyright not resolved yet.

Action item 08-10-18: Fischer to resolve copyright issues with the IEC on use of IEC standards in the C63R checklists

- 6.6. **SC7: Unlicensed Personal Comm. Services**-Berger presented update on this standard and further possible action that SC7 can take. (See attachment)

- 6.7. **SC8: Medical Equipment Testing**-

Morrissey indicated that C63.18 ballot is complete with one negative vote containing one technical comment. The positive votes had various non-technical editorial comments. Balloting comments are being resolved to conclude by the end of October.

At the SC 8 meeting, there was a discussion of the development of a consistent polling procedure to gather consensus prior to standards and other issues being raised to the main committee. Following extensive discussions no consensus was reached regarding a polling procedure so the SC8 chair called the discussion and will draft an interim polling method modeled after typical ANSI voting procedures to be presented at the April 2009 meeting. This will specifically address how to calculate votes with regard to abstentions.

Action item 08-10-19: Secretary to work with Whitesell and Morrissey to present how abstention votes are included in a determining a successful ballot including a useful polling procedure within the subcommittee.

7. FCC Matters focusing on relation to C63® activity

Hurst presented a report on status of accredited laboratories (See attached)

7.1 C63® filings with the FCC—Heirman –

Heirman presented update on latest filing on the use of C63® standards. The committee thanked the chair for the effort in working with our C63® attorney.

7.2 C63® filing for FCC biennial review

Heirman presented that ASC C63® filed comments on the FCC biennial review noting to use the latest editions of C63.19 and C63.4.

8. “State of the Committee” review

8.1. Items of interest--Chair/secretary - Nothing to report

8.2. Steering Committee Report – Chair - Secretary gave info from Steering Committee

8.3. C63® Standards processing status- Secretary gave report (see attachment)

8.4. Standards status spreadsheet--Secretary/Archambeault - Secretary showed proposed spreadsheet (see attachment)

8.5. Website use and updates-Secretary/Archambeault/Hare—no report

8.6. Status of C63® published standards—Secretary presented status (see attachment)

8.6.1 Fourth Anniversary standards – AI check into this

Action item 08-10-20: Secretary to check on the status of our standards to be sure we have identified those that are 4 years old and needing possible updating activity

8.6.2 10 years or older standards – Secretary reported that the standard that is at the 10 year period is C63.14. He indicated that the reaffirmation document was submitted to the BSR.

8.7. Editing Committee Report--Windler reported no issues at this time

8.8. Any other administrative matters – Secretary

8.8.1 Election of Chair

Motion to approve Don Heirman for his second term as chair approved unanimously

8.8.2 Plans for updating C63® procedures-

Action item 08-10-21 Windler to document the process and policies for handling external communications so that it is clear how C63® communicates on behalf of its members to non members and what approvals are needed if any.

9. C63® Legal matters--Chair

9.1 **Trademark registration** – Chair reported that the C63R logo has to be placed on the front page of all published standards from this point on to ensure protection of the logo.

Action item 08-10-22 Secretary to communicate with IEEE publishing group that C63R logo must be on the front page of all C63R standards.

9.2 **Legal support-**

Chairman thanked Terry Mahn of Fish and Richardson for his excellent support of C63's legal matters including FCC filings.

10. Old Business

10.1 Action item review on items not covered elsewhere on Agenda—Secretary

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Annex approved 14,0,0 with slight change “attorney’s” to “legal”

Action Item 08-10-23: Secretary to investigate if there is any indemnification for C63® Officers and/or its members under the Operating Procedures whether through IEEE or ANSI.

10.2 Support of IEC CISPR meeting in 2010:

Motion for C63® to support CISPR 2010 meeting in Seattle, Washington in the amount of \$25,000 was approved.

11. Other Business

11.1 Future Seminars and Workshops—Chair presented the plans (see attachment)

11.2 Newsletter – Kesselman needs input from SC chairs and Chair for the next Newsletter. This is due in 30 days from this meeting.

Action item 08-10-24: Subcommittee chairs to provide Kesselman with short report of their activities by end of November.

11.3. Meetings in 2009

11.3.1 IEEE Headquarters, April 23, 2009 -

11.3.2 TBD, October 8, 2009

Dennis Camell will check to see if NIST can host in Boulder

11.4 Financial report—Windler – discussed in agenda item 10.2

11.5 describe and define processes and policies for external communications

See action item 21 above

11.6 Financial year:

Motion was made to adjust the ASC C63® Financial Cycle to synchronize the financial year with the USEMC SC which starts on 1 July each year was approved unanimously.

11.7 Membership fees for 2009:

Motion to approve membership fees as per steering committee terms was approved

12. Close of meeting 1:55pm