

Meeting Minutes  
**ANSI-Accredited Standards Committee C63<sup>®</sup>**  
**Electromagnetic Compatibility**

**SUBCOMMITTEE 2 – E3 Terminology Definitions**

**Tuesday, 29 April 2014, 1300 – 1400**  
**ETS-Lindgren**  
**Cedar Park, Texas 78613**

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. **Introductions:** The chairman called for a round of introductions from meeting attendees.
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. **Review and Adoption of Minutes of Previous Meeting.** The chairman called for a review of the SC2 meeting minutes from the meeting held at UL, Northbrook, IL on 12 November 2013. The minutes were approved without changes. The minutes will be forwarded to Mr. Jerry Ramie and Chris Dilay for posting onto the ASC C63<sup>®</sup> public website and SC2 member webpage.
6. **Membership Review.**
  - 6.1. The SC2 membership list that was approved at the last meeting and subsequently updated on the C63<sup>®</sup> website was presented. No members were found to be at risk. Ed Hare noted that he is no longer the C63<sup>®</sup> Webmaster and should instead be listed as Vice Chair of SC5. Jerry Ramie should be listed as the C63<sup>®</sup> Webmaster.
  - 6.2. The membership list was approved with the noted changes. The list appears in attachment 3.
7. **SC2 Scope.** The chairman presented the SC2 Scope, which was reaffirmed by voice vote.
  - 7.1. Mr. Hoolihan announced a procedural change at this point for the upcoming and future C63<sup>®</sup> Main Committee meetings. Under the change, which impacts subcommittee

status reports, the subcommittee “Scope”, “Duties”, and “Membership” will all be addressed under a single motion for affirmation.

## 8. **Working Group 1 Report.**

8.1. The chairman provided the WG1 report, detailing the status of definitions and draft ANSI C63.14-20XX.

8.2. Mr.Shellman recounted the ballot review process, noting that draft ANSI C63.14-20XX had been approved by the C63<sup>®</sup> Main Committee for formation of a balloting group, after review at the meeting held at UL in Northbrook, IL on 14 November 2013. A clean copy of the draft was subsequently provided to the IEEE Secretariat, Ms. Pat Roder, who submitted it to the IEEE Editor for ballot review.

8.3. Mr. Shellman presented results of the ballot review and unexpected issues that arose as a result new IEEE policy under which copyright approvals must be obtained for publishing any definitions attributed to industry standards outside of the IEEE. Under the rule, SC2 was required to obtain approvals from the ESDA, IEC/ISO, SAE/ISO, and ITU before the standard could move to balloting. He noted that Pat Roder issued letters to these organizations requesting approval for the specific definitions sourced from each one, and that to date all approvals have been obtained with the exception of 4 still awaiting responses from the SAE/ISO. Once obtained, the draft will be resubmitted to the IEEE Editor for ballot review. The chairman noted that this new IEEE policy will affect all new ANSI C63 standards that need to use copyrighted definitions. He proposed that SC2 could conceivably take on the role of validating definitions desired for use by other subcommittees developing draft standards. Mr. Hoolihan noted that this would enhance the incentive between SC2 and the other subcommittees to ensure that all C63<sup>®</sup> standards definitions are properly coordinated.

8.4. Mr.Shellman displayed the updated schedule for publication of ANSI C63.14-20XX, which still indicates a completion date anticipated for the fall of 2014 with the delay caused by current issues amounting to about a 2 month slip. Mr. Southworth noted that the revised schedule is optimistic given the remaining activities to be accomplished, but is not unreasonable.

## 9. **Old Business.**

9.1. Mr. Dilay provided a report on the status of the SC2 member webpage stating that it is up to date. He also stated that the minutes of the previous meeting, just approved, will be uploaded after the meeting. He noted, however, that the SC2 public webpage on the C63<sup>®</sup> main website is significantly out of date. He took an action to provide update information to Jerry Ramie to ensure that the proper updates are implemented (see action item 11.1).

9.2. Mr. Southworth advanced the discussion, initially undertaken at the last meeting, on an EMC Best Practices concept potentially to result in a new guidance document developed under SC2. He provided a description of the proposed concept, stating that the goal is better performance, lower cost, and higher quality in products based on lessons learned. The

proposed guidance is intended to be a tool useful to the DoD and Industry to aid equipment design and procurement EMC test selection processes. He presented a draft PINS and table of contents for the proposed document. He also introduced the DoD/Industry E3 Standards Committee (DIESC), “Engineering Practices Study” published in 2001, which provided the results of detailed comparisons of EMC requirements and test procedures in major national and international commercial standards against MIL-STD-461E. That study will provide the basis for an updated comparative study that will address current requirements. He discussed industry and military EMC requirements and established assessment parameters, provided sample cases, and displayed a potential decision tree for identifying proper test criteria.

9.2.1. In the course of the discussion, Dan Hoolihan noted that the title of the PINS needed to be changed to reflect the fact that the project would result in a “guidance document,” as opposed to a “standard.” The title was accordingly reworked during the meeting to read: “American National Standard Guide for Electromagnetic Compatibility.” Mr. Hoolihan also noted that section 8 of the PINS, “Description of Content of Standard,” needed to be reworked as well, to provide more information about the purpose of the project. Mr. Southworth took an action to rework section 8 of the PINS (see action item 11.2). Mr. Hoolihan put forth a motion to continue the PINS to the C63® Main Committee pending rewording of section 8 and to present a motion to C63® Main Committee to approve the SC2 PINS for a Best Practices Guide. The motion passed by voice vote.

9.2.2. Based on a question raised about the SC2 Scope, and whether it supports an undertaking like the proposed project, Mr. Hoolihan noted that it would have to be changed in order to allow SC2 to develop to document. Mr. Shellman took an action to modify the SC2 Scope to be consistent with the EMC Best Practices Guide development (see action Item 11.3.).

#### 10. **New Business.**

10.1. Mr. Shellman presented updated SC2 input to be submitted to the C63® Newsletter. The report summarizes the current status of ANSI C63.14-20XX and recent activity surrounding SC2 compliance with IEEE requirements for the balloting process. The report will be submitted to Mr. Dave Zimmerman for posting in the newsletter.

10.2. Mr. Southworth presented the revised SC2 process to be utilized for the next 5 year update of ANSI C63.14. He discussed modifications in the process and presented a flow diagram chart for the acceptance of new terms/definitions. The significant change in the process is that all terms defined in C63® standards will be included in C63.14 whereas only E3 related terms will be included from military standards. Among notable distinctions, definitions for IEV terms will appear in C63.14 only if they are used in C63® or military standards. The modified process was well received by attendees.

10.3. The chairman noted that terms for the current officers of SC2 will end in the fall of 2014 and that new officers needed to be nominated. He noted that his chairmanship has been in effect for 2 terms, so in accordance with C63® rules a new chairman must be confirmed (see action item 11.4.).

11. **Action Item Review.** All actions from previous meetings were closed. New action items appear below:

#	<b><u>ACTION ITEM</u></b>	<b><u>Due Date</u></b>
11.1.	Chris Dilay to send an email to Jerry Ramie, the C63 Webmaster with current SC2 documentation to update the C63 <sup>®</sup> main website.	ASAP
11.2.	Dave Southworth to rework section 8 of the PINSfor an EMC Best Practices Guide, to provide greater detail about the purpose and what will be accomplished under the project.	ASAP
11.3.	Marcus Shellman to rework the SC2 Scope with wording supportive of development of an EMC Best Practices Guide.	ASAP
11.4.	SC2 members to provide nominations for new SC2 officers.	11Nov14

12. **Next Meeting.** The next SC2 meeting is tentatively scheduled for 1:00 PM on November 11, 2014. The next ASC C63<sup>®</sup> Parent Committee Meeting will be held Thursday, November 13, 2014 at 8:30 AM at Compliance Testing, LLC in Chandler, Arizona 85225.

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

**Attachment 1**

**SC2 Meeting Attendance List (April 29, 2014)  
ETS-Lindgren  
Cedar Park, Texas 78613**

<b>NAME</b>	<b>TITLE</b>	<b>EMAIL</b>
Marcus Shellman	Chair, SC2	marcus.shellman.civ@mail.mil
Janet O'Neil	Vice Chair, SC2	j.n.oneil@ieee.org
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
Ed Hare	Vice Chair, SC5	w1rfi@arri.org
Dan Hoolihan	ASC C63® Chair	danhoolihanemc@apl.com
Jerry Ramie	C63 Webmaster	jramie@arctechnical.com
Don Heirman	Member	d.heirman@ieee.org
Dave Southworth	Member	david.southworth@urs.com
Bob Delisi	Observer	Bob.delisi@ul.com
Beth Hackett	Observer	bethany.hackett@nist.gov
DheenaMoongilan	Observer	dheena.moongilan@alcatel-lucent.com
David Schaefer	Observer	dschaefer@tuvam.com
Jeffrey Silberberg	Observer	jeffery.silberberg@fda.hhs.gov
David Zimmerman	Observer	dzimmerman@spectrumemc.com

**Attachment 2**

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

**Tuesday, 29 April 2014, 1300 - 1400  
ETS-Lindgren  
Cedar Park, Texas 78613**

**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:ETS-Lindgren)**
  - 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 Approval of minutes of the previous meeting: (Secretary)**
- 6 Review of [Subcommittee Membership](#): (Chair)**
  - 6.1 Review of Membership -Members at Risk**
  - 6.2 Consideration of New Members**
- 7 Review of the [SC 2 Scope](#): (Chair)**
- 8 Working Group 1 Progress Report.**
  - 8.1 C63.14: Definitions**
    - Subcommittee 2 Chair: ([Marcus Shellman](#))**
    - Working Group 1 Chair: ([Marcus Shellman](#))**
  - 8.2 Balloting**
    - ASC C63 Main Committee Approved Motion to Form a Balloting Group (Chair)**
    - Invitation to Ballot Results (Chair)**
    - Pending IEEE BSR Review**
  - 8.3 IEEE Secretariat Standards Review**

**Delayed due to New IEEE Copyright Policy**

CISPR, ESDA, IEC/ISO, ITU, SAE

Resubmit to IEEE Secretariat for Review/Balloting

IEEE Secretariat – Ms. Pat Roder (Acknowledgement)

All C63 Documents are subject to the new IEEE Policy

**8.4 Five-Year Review of ANSI C63.14 [Schedule](#)**

**9 Old Business: (Chair)**

**9.1 [C63.org](#) SC2 website: Web Content Manager (Chris Dilay)**

**9.2 Proposed [Best Practices Guide](#) (Dave Southworth)**

**10 New Business: (Chair)**

**10.1 C63 [Newsletter Input](#) (Chair)**

**10.2 Status of Chairmanship (Chair)**

**10.3 Revised [Term](#) Inclusion process for next update (Dave Southworth)**

**11 Action Item Review (Secretary)**

**11.1 Old Action Items (See 8.2 above)**

**11.2 New action items**

**12 Time and Place of Next Meeting: (Chair)**

**12.1 Location: TBD**

**12.2 Date: TBD**

**13 Closing Remarks and Adjournment: (Chair)**

SC2 Chair: Marcus Shellman, Jr., [marcus.shellman.civ@mail.mil](mailto:marcus.shellman.civ@mail.mil)

SC2 Vice Chair: Janet O'Neil, [j.n.oneil@ieee.org](mailto:j.n.oneil@ieee.org)

SC2 Secretary: Mike Duncanson, [michael.l.duncanson.ctr@mail.mil](mailto:michael.l.duncanson.ctr@mail.mil)

SC2 Web Coordinator: Chris Dilay, [chris.dilay@navy.mil](mailto:chris.dilay@navy.mil)

### **Attachment 3**

#### **SC2 Membership List**

Chairman – Marcus Shellman  
ASC C63<sup>®</sup> / SC2 Membership Roster

<b>NAME</b>	<b>TITLE</b>
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 <sup>®</sup>
Mr. Jerry Ramie	Web Master, C63 <sup>®</sup>
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. Joe Snyder	Member, WG1