Accredited Standards Committee C63®

Electromagnetic Compatibility
Subcommittee 2: E3 Terminology Definitions and Best Practices

Chair: Marcus Shellman   **Vice Chair: Chris Dilay**   **Secretary: Michael Duncanson**

September 14, 2021; 1:00 PM - 2:30 PM - EST

ANSI C63® WebEx

Meeting Agenda

1. **Call to Order: Chair**

    1.1 **Announcements: Chair's remarks**

    1.2 **Meeting logistics announcements: Host**

    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**) (insert SC2 membership roster from the website as shown below)

Subcommittee 2 Membership Roster

Name	Role in SC	Affiliation
Marcus Shellman	Chair Subcommittee 2	DoD-Joint Spectrum Center (JSC)
Chris Dilay	Vice Chair Subcommittee 2	Naval Information Warfare Center, Pacific
Michael Duncanson	Secretary Subcommittee 2	DoD-Joint Spectrum Center (JSC)
Dan Hoolihan	C63® Chair	Hoolihan EMC Consulting
Zhong Chen	Chair Subcommittee 1	ETS - Lindgren
Ross Carlton	Chair Subcommittee 3	ETS - Lindgren
Bob DeLisi	Chair Subcommittee 4	Underwriters Laboratories
Ed Hare	Chair Subcommittee 5	ARRL
Randy Long	Chair Subcommittee 6	ANSI National Accreditation Board
Jason Coder	Chair Subcommittee 7	NIST
Stephen Berger	Chair Subcommittee 8	TEM Consulting
Janet O'Neil	Member	ETS - Lindgren

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) **Was quorum achieved? (Yes/No)** 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)

2. **Approval of the Agenda: Secretary**

    2.1 **Approval of the previous Minutes -** Minutes of the previous meeting
    2.2 **Review of the patent slides**

3. **Review of Subcommittee Membership - Report any errors to the ASC-C63® Secretary**

    3.1 **Review of Membership Guidelines: Secretary**

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:

Name	Role	11/19/2019	06/24/2020	09/29/2020	12/08/2020	03/09/2021	06/21/2021
Marcus Shellman	SC2 Chair	X	X		X	X	X
Chris Dilay	SC2 Vice-Chair	X	X	X	X	X	X
Michael Duncanson	SC2 Secretary	X	X	X	X	X	X
Dan Hoolihan	C63 Chair	X	X	X	X	X	
Zhong Chen	SC1 Chair	X	X*			X*	X*
Ross Carlton	SC3 Vice-Chair	X			X		X
Bob DeLisi	SC4 Chair	X	X	X	X	X	X
Ed Hare	SC5 Chair	X	X	X	X		
Randy Long	SC6 Chair	X	X	X	X		
Jason Coder	SC7 Chair		X	X	X	X	X
Stephen Berger	SC8 Chair						
Janet O'Neil	Member	X	X			X	X

* The SC1 Chair was represented by Janet O'Neil.

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**

4.   Display of the **Scope and Duties** **(Approved at the March meeting)**

Scope: E3 Terminology, Definitions, and Best Practices

Subcommittee 2 (SC2) is responsible for developing electromagnetic environmental effects (E3) terminology for C63® publications and harmonizing the use of E3 terms with U.S. military and international standardization bodies. SC2 is also responsible for developing guidelines and best practices for application of C63®, other commercial, and U.S. military E3 standards.

Duties:

(1) ANSI C63.14, "American National Standard Dictionary of Electromagnetic Compatibility (EMC) including Electromagnetic Environmental Effects (E3) "

(2) ANSI C63.28, "American National Standard Guide to Best Practice Methodologies, Processes, and Procedures for Electromagnetic Compatibility (EMC)."

4.1 Election of Officers – No action required at this time.

- **Marcus Shellman, SC2 Chairman (12/31/2023)**
- **Chris Dilay, SC2 Vice Chairman (12/31/2023)**
- **Michael Duncanson, SC2 Secretary (12/31/2023)**

5.   Working Group reports - Chair - More information about each standard is available on the Standards Status Matrix page of the C63® web site. This information will be reviewed for accuracy at each Subcommittee meeting.

5.1 C63.14 – Definitions - Duncanson (insert link to WG report) Verify accuracy of document status matrix content and report any errors to the ASC-C63® Secretary.

Is this information correct? (Yes/No) (repeat this verification for all Standards covered by this Subcommittee)

5.2 C63.28 – Best Practices for Electromagnetic Compatibility - Dilay   (insert link to WG report) Verify accuracy of document status matrix content and report any errors to the ASC-C63® Secretary.

Is this information correct? (Yes/No) (repeat this verification for all Standards covered by this Subcommittee)

5.3 ASC-C63® Subcommittees & EMC Standards Projects

SC1: C63.2, C63.4, C63.5, C63.7, C63.23, C63.25.1, C63.25.2, C63.25.3
SC2: C63.14, C63.28
SC3: C63.12
SC4: C63.10, C63.26, C63.29, C63.30, C63.31
SC5: C63.9, C63.15, C63.16, C63.24
SC6: C63.34
SC7: C63.17, C63.27
SC8: C63.18, C63.19, C63.33

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 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 SC2 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: Secretary - (read Action Items to Members, who must agree that they understand their meaning)

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

Consolidated Action Items from previous Meetings of SC2

#	**ACTION ITEM**	**Disposition**
20200624-4	Mr. Duncanson to explore the placement of all IEEE / C63® definitions preparation criteria on the C63® website with the standards development support materials.	**09/14/2021**
20210621-1	Mr. Duncanson to provide Jerry Ramie with the approved SC2 agenda from today's meeting and the approved minutes from the 09 March 2021 meeting.	**06/28/2021**
20210621-2	Mr. Duncanson to correct the SC2 meeting attendance log in the agenda to reflect surrogate representation of the SC1 Chair by Janet O'Neil.	**06/28/2021**
20210621-3	Mr. Shellman to submit proposed versions of edits to the SC2 Scope to members for review, discussion, and a potential vote, prior to the next meeting.	**09/08/2021**
20210621-4	Mr. Duncanson to reach out to Jennifer Santulli for IEEE resolution of the copyright release issues concerning SAE J551-1, ANSI C63.14 and ANSI C63.19.	**06/28/2021**
20210621-5	Mr. Delisi to provide Mike Duncanson with the updated terms and definitions in draft ANSI C63.25.2 upon availability, for SC2 coordination.	**ASAP**
20210621-6	Mr. Duncanson to update section 5.3 of the SC2 agenda to: Replace C63.8 with C63.34; Replace C63.32 with C63.33.	**06/28/2021**

9.3   Review Newsletter input: The SC Presentation and any written report shall also be sent by the Subcommittee Chair to the ASC-C63® Newsletter editor.

10. Time and place of next meeting: Chair

11. Closing remarks and Adjournment: Chair

*** End of Meeting ***

Consolidated Action Items from today's Meeting of SC2

Action Item #	Subject	Responsible Person(s)	Status	Delivery Date	Comments
20210914-1					