

ASC C63® SC5: Immunity Testing and Measurements
Approved Minutes for Tuesday, May 3, 2011
Cedar Park TX

Call to Order and Attendance

Chair Ed Hare called the meeting to order at 3:30 pm and circulated an attendance sheet for sign in. He indicated that although the Secretary was present on the telephone, he did not believe that the Secretary could adequately follow the meeting on the small speakerphone that was present, so he appointed Mr. Whitesell to serve as acting Secretary for the meeting.

The following SC5 members were present:

Ed Hare (Chair)	Dan Hoolihan
Steve Whitesell (Vice Chair)	Victor Kuczynski
Poul Andersen	Jeffrey Silberberg (Secretary) (via telephone)
Colin Brench	David Zimmerman
Don Heirman	

The following SC5 members were not present:

Masud Attayi	Dave Schaefer
Stephen Berger	Werner Schaefer
Bob Hofmann	

The following observers were also in attendance:

Dennis Camell	Jeff Morer
Bob DeLisi	Jerry Ramie
Phil Keebler	Hazem Refai
Dheena Moongilan	David Staggs

Agenda Approval, Patent Slides Review, Participation Fees, and Approval of Minutes

The Chair reviewed the agenda. Mr. Andersen moved to approve the agenda as presented. Mr. Whitesell seconded, and the motion was unanimously approved.

The Chair displayed and reviewed the IEEE Patent related slides. He asked if there was anyone aware of essential patents that should be made known. No one spoke up. He also asked if everyone understood the content of the patent slides. There were no requests for explanation.

Mr. Hoolihan presented the fee schedule for participation in C63® standards work and reminded all in attendance of the need to pay their dues.

The Chair indicated he was behind on preparing minutes for October 2010 meeting. He also indicated we still need to approve April 2010 minutes, which are complete but were not available for review. Both will be circulated for approval by email within next two weeks.

Review of Membership and Leadership

The Chair announced he has completed his second term as Chair and can no longer serve in that capacity. He announced that Mr. Whitesell has agreed to take over as Chair with concurrence of the C63 Main Committee. Mr. Hare indicated he is willing to serve as Vice Chair. Mr. Hoolihan moved to approve the recommendation of Steve Whitesell as the new Chair and Ed Hare as the new Vice Chair. Mr. Heirman seconded. The motion passed unanimously.

A discussion then ensued about the lack of an official Secretary. Mr. Silberberg is the Secretary of the subcommittee, but has been serving in an ad hoc role as note taker at the meetings he attends, but is not able to take on all of the duties of the Secretary role. Instead, he has been providing his notes to Mr.

Hare for actual preparation of the minutes. At this point, Mr. Keebler indicated his willingness to serve as Secretary. The Chair indicated that Mr. Keebler is not a member of SC5. Mr. Hoolihan moved to accept Mr. Keebler as an SC5 member on an exception basis. Mr. Kuczynski seconded. After some discussion about the appropriateness of such an action, the motion was approved with Mr. Heirman abstaining. Mr. Keebler is to submit a written application for SC5 membership following the meeting. Mr. Hoolihan moved to recommend Mr. Keebler for the position of Secretary, seconded by Mr. Kuczynski. The motion passed.

The Chair showed the list of current SC5 members. A request was made to change the affiliations shown for Don Heirman and Colin Brench. The changes were noted, but it was pointed out that SC5 membership is based on individual expertise and affiliations are only included for information. Mr. Whitesell moved to accept the list with the modifications requested. It was seconded. After discussion, Mr. Hoolihan moved to table consideration of the membership list until the end of meeting. Mr. Heirman seconded. The motion to table passed. It was noted that Mr. Keebler will need to be added to the list.

Working Group Reports

C63.9 (Immunity of Audio Office Equipment) – This Standard is under maintenance. There is no active work. WG Chair Mr. Berger was not present to report.

C63.15 (Immunity of Electrical and Electronic Equipment) – This Recommended Practice has been published. No active work at this time. Mr. Heirman reported this document has information in it that exists nowhere else. He indicated there is a need to advertise this document.

C63.16 (ESD Testing Guide) – This Guide has been administratively withdrawn. Mr. Heirman introduced the work that has been done by a task group charged with identifying items in the document that should be preserved (not in IEC 61000-4-2). Mr. Heirman then yielded the floor to Mr. Staggs, who reported there are several items in the document that are unique to this guide and that he feels there are two viable approaches to revision of the document. One would be a light revision that just involves removing the three figures for equipment test set-up that are duplicates of figures in the IEC document. The second would require a major effort in rewriting Annex F to remove the IEC related waveform table and associated statements.

He then outlined the unique parts of this Guide that do not exist elsewhere: furniture ESD simulation, statistical determination of the number of ESD discharges per test point, confidence level solution in the form of Mean Time Between Undesired Response (MTBUR), and test waveforms more closely depicting the ESD waveforms as they occur in equipment installations. He said basically that this Guide was an engineering document for use in performing exploratory ESD testing, not a test standard document for use by regulatory authorities.

Meeting attendees agreed that there is uniqueness in the Guide that should not be lost. Mr. Staggs agreed to draft a PINS for doing a revision of the Guide and circulate an electronic copy to SC5 members by noon on Wednesday. The Chair indicated he felt SC5 could allow C63 to approve the PINS without it being seen first. Mr. Silberberg made a motion that SC5 review the proposed PINS before it goes to C63. Mr. Hoolihan seconded. The motion was approved. The PINS will be circulated to SC5 for approval via email after the meeting. The PINS will then be forwarded to C63 for its approval. Task Group members Dave Staggs, Stephen Berger, and Richard Worley are to recommend who should chair this effort.

C63.20 (Immunity of Equipment for Use in Nuclear Power Stations) – This project is just getting started. In the absence of Working Group Chair, Mr. Berger, Mr. Keebler reported that members are being added to the Working Group and a plan for organization of the document is being created. The organization plan is to be completed by June 30, 2011 and the target for a completed draft of the document is the Spring 2012 C63® meeting. The PINS has been approved. Need to confirm that it is aligned with document plan that is being put together. Work has already begun on drafting of text.

C63.24 (In Situ Immunity Evaluation) – Mr. Keebler also reported on the status of this document. EPRI has identified the document as filling a needed gap. There are a number of interested parties who are in

the process of assembling a Working Group. Although C63.24 was originally envisioned as being similar to C63.18 (which is specific to medical devices), the current thought is that the plan for the document needs to be reorganized and will be somewhat different from C63.18. It will be a generic document for all types of electronic equipment, and the first draft is expected for the October 2011 C63® meeting. Mr., Silberberg says "In-Situ" should be changed to "on-site," to be in harmonization with the wording in the PINS. He also noted that he sent C63.18, on which this document was originally to be based, for publication yesterday.

Old Business

Smart Grid: Mr. Heirman reported the need to identify applicable C63 documents and projects for the Smart Grid, some of which are immunity documents that are the responsibility of SC5. He wants to create a chart showing the information this week if possible. Messrs. Heirman, Hare and Keebler will meet to work on this Wednesday morning and Mr. Hare will present a slide showing the results for C63 meeting on Thursday.

New Business

There was no new business.

Other Items

Mr. Hare indicated that he will be working on C63 updates next week, including updates to web site.

There are no open carry over action items.

The meeting then returned to the question of SC5 membership. Mr. Heirman moved to take the proposed list off table. The motion was seconded. The motion to take the item off the table passed. Mr. Andersen moved to recommend the proposed membership list, with the addition of Phil Keebler, to the C63® Main Committee. The motion was seconded. Mr. Hoolihan moved to amend the motion by having the Chair create a Word document list to show on the screen for voting. The motion to amend failed for lack of a second. The original motion was then voted on and passed. The list of members, including the leadership positions to be presented to the parent ASC C63® Committee for approval, is attached.

The next meeting will be in Lincroft, NJ on October 4, 2011.

Ed thanked all for his opportunity to serve as SC5 chair.

The meeting was adjourned at 4:45 pm.

New Action Items

1. Ed Hare to provide draft minutes for the April 2010 and October 2010 meetings to new Chair Steve Whitesell within two weeks to be circulated for approval via email.
2. Phil Keebler to submit his paperwork for SC5 membership.
3. Dave Staggs to lead C63.16 task group effort to develop PINS for revising document.
4. New Chair Steve Whitesell to circulate C63.16 revision PINS for email approval by SC5 and then forward to C63 for its approval.
5. C63.16 task group members Dave Staggs, Stephen Berger, and Richard Worley to recommend who among them would be willing to Chair the C63.16 WG.
6. C63.20 WG to complete organization plan for C63.20 by June 30, 2011 and to confirm that organization plan aligns with approved PINS.
7. C63.24 WG to complete first draft of C63.14 by October 2011 meeting.
8. Ed Hare to present recommended list of SC5 members and new leadership (copy attached) at C63 meeting on Thursday.

Membership List Submitted to ASC C63® for Approval

Leadership:

Steve Whitesell, Chair
Ed Hare, Vice Chair
Phil Keebler, Secretary

Members:

Poul Andersen
Masud Attayi
Stephen Berger
Colin Brench
Don Heirman
Bob Hofmann
Dan Hoolihan
Victor Kuczynski
David Schaefer
Werner Schaefer
Jeff Silberberg
Dave Zimmerman

Emeritus Member:

Herb Mertel