ASC C63® SC5: Immunity Testing and Measurements
Minutes for Tuesday, April 17, 2012
IEEE Operations Center, Piscataway, NJ

Call to Order and Attendance

Chair Steve Whitesell called the meeting to order at 10:03 AM and circulated an attendance sheet for sign in. A quorum was present with 12 of 17 members in attendance.

The following SC5 members were present:

Steve Whitesell (Chair)	Don Heirman
Ed Hare (Vice Chair)	Dan Hoolihan
Phil Keebler (Secretary)	Victor Kuczynski
Poul Andersen	Werner Schaefer
Stephen Berger	Jeff Silberberg
Andy Griffin	Dave Zimmerman

The following SC5 members were not present:

Masud Attayi	Rick Lombardi
Colin Brench	David Schaefer
Bob Hofmann	

The following observers were also in attendance:

Tom Knipple	Jerry Ramie
Nick LaSorte	John Repella
Dheena Moongilan	Dave Southworth
Jim Mills	

Opening Business

The Chair noted that the parallel meeting structure being used this week has a limiting effect on attendance. Since Secretary Phil Keebler was not present at the start of the meeting, Jerry Ramie volunteered to take notes for the minutes.

The Chair reviewed the draft agenda and asked if there were any additions or changes. There were none. The Chair asked if there was any objection to accepting the agenda as presented. Hearing no objection, the Chair declared the agenda accepted.

The Chair displayed and reviewed the IEEE Patent related slides and other guidelines for the conduct of meetings. 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 slides. There were no requests for further explanation.

The Chair presented the fee schedule for participation in C63® standards work and reminded all in attendance of the need to pay their participation fees.

The Chair reviewed the draft minutes from the previous meeting and asked if there were any additions or corrections. It was noted that new member Mark Arthurs is from Sony, not Cisco. Mr. Andersen requested that a typo in his name be corrected. Mr. Heirman moved to approve the minutes as corrected. Mr. Hare seconded, and the motion was unanimously approved.

Review of Membership and Leadership

The Chair reviewed the current SC5 membership list and asked if there were changes to be made to the list. The correction of the typo in Mr. Andersen's name was made to this list as well.

A new application for SC5 membership was received from Jerry Ramie of ARC Technical Resources, Inc. His membership application was displayed for the group, and Mr. Ramie was excused from the meeting for a short discussion of his qualifications. A motion was made and seconded to accept Mr. Ramie as a member of SC5 and passed by unanimous vote. He was then invited back into the meeting to continue his note taking duties.

Ed Hare moved to forward the amended SC5 membership list as shown in Annex A to the main committee for approval. Don Heirman seconded. The motion passed by unanimous voice vote.

Working Group Reports

C63.9 (Immunity of Audio Office Equipment) – This Standard was published in 2008. There is currently no active work, but the document will come up for its five-year review in 2013. Mr. Berger was the previous WG Chair. No report was presented.

C63.15 (Immunity of Electrical and Electronic Equipment) – This Recommended Practice was inherited from SC1 after being published in 2010. There is currently no active work but the document will come up for its five-year review in 2015. Don Heirman was the previous WG Chair. Mr. Heirman suggested that a questionnaire be sent to the Main Committee to see if this Standard is being used. The Chair will bring up this topic at the Steering Committee meeting.

C63.16 (ESD Testing Guide) – Mr. Worley and Mr. Staggs are serving as Chair and Vice Chair of the Working Group for this project. A PINS has been approved. Mr. Worley was delayed in arriving at the meeting, but the Chair showed a report that Mr. Worley had provided (C63.16 Status Report 20120417 Worley.pdf). The report indicated new material was been added to the document concerning charged peripheral testing and charged platform testing. It also included a statement that "ESD events are simply defined as a difference of charge potential between items." Note was take that work so far on the document had been done by a small group of people. Mr. Zimmerman indicated he would like to review the latest draft and possibly offer some suggested changes. The Chair created an Action Item for Mr. Worley to circulate the latest draft of C63.16 to all members of the WG for comments.

C63.20 (Immunity of Equipment for Use in Nuclear Power Stations) – Mr. Berger and Mr. Keebler are serving as Chair and Vice Chair of the Working Group for this project. A PINS has been approved. Mr. Keebler reported that the draft is about 60% complete. C63.16 and MIL-STD 461F are being referenced. EPRI Topical Report TR-102323 and NRC Guide 1.180-2003 are also being used for source material. Draft 1 is expected to be complete around the end of May. Mr. Keebler was given an Action Item to update the Chair with the names of new individuals from the nuclear power industry coming on board as WG members.

C63.24 (In Situ Immunity Evaluation) – Mr. Berger and Mr. Keebler are also serving as Chair and Vice Chair of the Working Group for this project. A PINS has been approved. Mr. Burger indicated that progress is well along on this document, but that he needs to schedule a working session in the next two weeks in order to get it ready to ready to go to ballot and took an Action Item to hold such a meeting by web conference or teleconference. Mr. Silberberg reported on a recent experience he had with getting C63.18 through public comment that is probably relevant to C63.24. Specifically, there was an issue with trademarked terms "Wi-Fi®" and "Bluetooth®" in the text of the document. The resolution agreed upon was to use more general terms in the text and only mention those terms as examples in footnotes. He suggested similar changes be made in C63.24 before submitting it to ballot.

Old Business

There was no additional old business.

New Business

There was no new business.

C63 Web Site Update

Mr. Hare reported that the SC5 content on the website is in order. The listserv from IEEE is being used, and it is correct. The SC5 section of the site was shown. It was noted that corrections need to be made to the spelling of Cisco Systems and HR Hofmann. Mr. Keebler reports that C63.20 has new members and has taken an Action Item as noted earlier to provide the Chair with the details of their names and contact information. Status of Standards table needs updating. C63.15 should list Don Heirman with an asterisk to indicate he was former Chair of the now inactive WG. C63.16 needs to show Richard Worley as the Chair and provide a link to the approved PINS. Mr. Berger was given an Action Item to provide updated information in for the C63.20 and C63.24 projects. The Approved SC5 Minutes page needs updating with new material. Mr. Heirman suggested a pointer be placed on the Approved Minutes page pointing to the password-protected page. Mr. Hare took an Action Item to add such pointer.

Action Item Review

Old Items

All action items from the previous meeting have been completed except for the following:
1. A list of EMC standards that apply to the Smart Grid is to be forwarded to the Steering Committee.

New Items

1. Richard Worley to circulate the latest draft of C63.16 to all members of the WG for comments.
2. Phil Keebler to update the Chair with the names of new individuals from the nuclear power industry coming on board as C6.20 WG members.
3. Stephen Berger to hold a working session of the C63.24 WG via web conference or teleconference to review the document and get it ready for ballot.
4. Ed Hare to update the Status of Standards listing for C63.15 by listing Don Heirman with an asterisk to indicate he was the former Chair of this currently inactive WG.
5. Ed Hare to update the Status of Standards listing for C63.16 to show Richard Worley as Chair of the WG and to provide a link to the approved PINS.
6. Stephen Berger to provide updated information concerning the C63.20 and C63.24 projects for the Status of Standards further information list.
7. Ed Hare to provide a pointer on the Approved Minutes web page to the password-protected page for draft minutes.

Next Meeting and Adjournment

The next meeting will be held October 2, 2012 at the Hilton Orange County in Costa Mesa, CA.

The Chair thanked the attendees for their participation and adjourned the meeting at 11:39 AM.

Annex A
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
Andy Griffin
Don Heirman
Bob Hofmann
Dan Hoolihan
Victor Kuczynski
Rick Lombardi
Jerry Ramie
David Schaefer
Werner Schaefer
Jeff Silberberg
Dave Zimmerman

Emeritus Member:
Herb Mertel