



INTERNATIONAL
COMMITTEE *on*
ELECTROMAGNETIC
SAFETY

Dear ICES TC95-SC1 delegate,

It is unfortunate that we will not be meeting in Newbury UK in June, however the IEEE_SA has provided WebEx facilities to enable us to proceed with at least the critical business of ICES TC95-SC1. Matt Butcher and Peter Zollman have accepted the SC1 co-chair roles and have now received the baton from Frank and Mark. We extend our thanks to Frank and Mark for their leadership over the last period.

Reviewing the Doodle poll results, the SC1 WebEx call will be on **28 May 2020** (see Agenda). Since this meeting is by WebEx rather than face-to-face, we propose to amend some of the usual practices for an SC1 meeting:

- It is advisable to download the WebEx application and sort out your IT a day or more in advance of the meeting to ensure your system and access is working. The SC1 WebEx meeting will be open 15 minutes before the scheduled start time to allow people to get online, get audio connected and register attendance. Please use this 15 min slot so that the SC1 meeting can start at or close to the designated time. Note that WebEx has announced a security “feature” which may prevent latecomers from gaining access without the intervention of the host – which can disrupt the meeting flow. Latecomers may have difficulty in joining, but we will support you as best we can.
- To keep the meeting on track, the co-chairs may have to call a halt to discussion and assign an action to continue at a supplementary sub-group call - date and time to be agreed.
- This meeting is restricted to the critical business of SC1. For now, getting the draft PC95.3 to the point where it can start the approval process IS the critical business. If anyone has matters of “any other business”, please inform the co-chairs prior to the scheduled call date.
- If you have registered but find you cannot join the call, please e-mail the co-chairs in advance. If your contact details have changed, please notify co-chairs.
- Please review the Jan 2020 SC1 minutes and notify co-chairs if you have any suggested amendments.
- Call for patents: Please read the text at the bottom of the agenda (and the link). If you have anything to declare, please respond to co-chairs before the meeting.
- A PC95.3 working draft will be sent to you about a week prior to the SC1 meeting. This will be the main subject of the meeting so please read this in advance. Comments may be taken during the meeting, or even better, you can send informal comments to the co-chairs prior to the meeting. Following the SC1 meeting, the C95.3 EWG will finalize the document and formally request committee comments.

Stay safe,

Matt Butcher / Peter Zollman, SC1 Co-Chairs

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**IEEE/ICES TC95 Subcommittee 1
Techniques, Procedures and Instrumentation**

Agenda: 28 May¹ 2020 Meeting

Via WebEx

	<u>San Diego</u>	<u>New York</u>	<u>London</u>	<u>Amsterdam</u>	<u>Jerusalem</u>	<u>Beijing</u>	<u>Sydney</u>	<u>Auckland</u>
Start Time	07:00	10:00	15:00	16:00	17:00	22:00	00:00	02:00
Start Date	28 May 2020						29 May 2020	
Duration	~2Hrs							
Meeting open	Meeting registration is in the 15 minutes prior to scheduled start time . Late comers may have difficulties in joining due to enhanced WebEx security features.							

- 0. Register of attendees (WebEx) from start minus 15 min** **Zollman**
- 1. Introduction & Call to Order** **Zollman**
- 2. Handover of Chair** **Colville/Douglas/Butcher/Zollman**
- 3. Modifications and approval of agenda** **Butcher/ Zollman**
- 4. Approval of SC-1 Minutes (January 2020 meeting)** **Butcher/ Zollman**
- 5. Update of SC-1 Membership** **Butcher/ Zollman**
- 6. Call for Patents²** **Butcher/ Zollman**
- 7. PC95.3 timeline** **Butcher/ Zollman**
- 8. Introducing PC95.3 draft working version** **Butcher/ Zollman**
- 9. Any other business** **Butcher/ Zollman**
- 10. Time and Place of Next Meeting – TBD** **Butcher/ Zollman**
- 11. Adjourn** **Butcher/ Zollman**

¹ 29 May for New Zealand and Australia

² *Participants have a duty to inform the IEEE of holders of essential patent claims if they or their affiliations hold such claims. Check the web link: <https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/patents.pdf> for more details. If anyone in this meeting is personally aware of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please speak to the committee chair today.*