

[Email This Letter](#)

13 December 2004

Stephen Berger
TEM Consulting LP
140 River Road
Georgetown, TX 78628
stephen.berger@ieee.org

Re: P299 - Standard Method for Measuring the Effectiveness of Electromagnetic Shielding Enclosures

Dear Stephen:

I am pleased to report that on 08 December 2004 the IEEE-SA Standards Board approved the extension request of the above-referenced project until 31 December 2006.

If you should have any further questions, please contact me at 732-562-6367 or by email at j.haasz@ieee.org.

Sincerely,

Jodi Haasz
Program Manager
International Stds Programs and Governance
Standards Activities
Phone +1 732 562 6367
FAX +1 732 875 0695
Email: j.haasz@ieee.org

cc: dgsvetan@rockwellcollins.com, stephen.berger@ieee.org

IEEE-SA Standards Board Extension Request

Revised 23 June 2004

1. Date of Request: 16-Oct-04
2. Assigned Project Number: P299
3. Project Title: Standard Method for Measuring the Effectiveness of Electromagnetic Shielding Enclosures
 - a. Name of Working Group (WG): P299
 - b. Name of Working Group Chair: Dale G. Svetanoff
 - c. Name of Sponsoring Society and Committee: EMC-S SDCom
 - d. Name of Sponsoring Committee Chair: Stephen Berger
4. Contact Information (Contact should be the person who will answer any questions concerning this extension request):
 - a. Name: Stephen Berger
 - b. Telephone: 512-864-3365
 - c. FAX: 512-869-8709
 - d. EMAIL: stephen.berger@ieee.org
5. Statement of why an extension is required. This should include a description of what the working group has accomplished and what remains to be accomplished, along with the reasons why the work was unable to be completed in the allotted timeframe The WG has been delayed in its work for a number of reasons. However, an invitation to ballot has just been issued and the ballot on the draft will be conducted as soon as the ballot group has been formed. This extension is required to allow time for the orderly completion of the ballot process.
6. History
 - a. What date was the PAR first approved? 7-Dec-00
 - b. What date did you begin writing the first draft? 1-Dec-04
 - c. How many people are actively working on the project? 27
 - d. How many times a year does the working group meet:
 1. In person? 1
 2. Via teleconference? 1
 - e. How many times a year is a draft circulated to the working group via electronic means? 1
7. Document Progress
 - a. What percentage of the Draft is stable? 100%
 - b. How many significant work revisions has the Draft been through? 4
8. Project Plan

(Item #8a is only for projects that have been balloted. If your draft has not yet gone to ballot, please go to Item #8b)

a. Balloting History - Provide history of all IEEE Sponsor ballots under this project::

1st Ballot Close date (or scheduled close): 2004-12-16

1st Ballot Draft Number:

1st Ballot results (% affirmative, %negative, %abstain):

2nd Ballot Close date (or scheduled close):

2nd Ballot Draft Number:

2nd Ballot results (% affirmative, %negative, %abstain):

(Add additional entries for ballots as needed):

When do you estimate that the final IEEE Sponsor ballot will be completed? 16-Dec-04

When do you expect to submit the proposed standard to RevCom? 16-Jan-05

b. For projects that have not yet begun Sponsor ballot, please answer the following:

When will IEEE sponsor balloting begin? 16-Nov-04

When do you estimate that the final IEEE Sponsor ballot will be completed? 16-Dec-04

When do you expect to submit the proposed standard to RevCom? 16-Jan-05

9. Future Adoptions

- If this is a new document, will it be adopted (in part or in whole) by another national, regional or international organization? Choose One If yes, which organization?
- If this is a revision of an existing document, has this document been adopted by the IEC, ISO, ETSI, SCC, etc? No If yes, which organization?

10. Additional Extensions

a. Is this the first request for an extension? Yes (If yes, please do not go any further. You have completed the form.)

b. If not, when was the previous extension approved?

After completion of this form, please e-mail this to the NesCom Administrator at nescom-admin@ieee.org. Confirmation of submittal will be sent on receipt of this request.

Jodi Haasz

12/13/00 11:05 AM

To: stephen.berger@ieee.org
cc: svetanof@mc.net
Subject: P299

13 December 2000

Mr. Stephen Berger
Siemens Business Comm.
2205 Grand Avenue Parkway
Austin TX 78728-3811

Re P299 Standard Method for Measuring the Effectiveness of Electromagnetic
Shielding Enclosures

Dear Mr. Berger:

I am pleased to inform you that on 7 December 2000 the IEEE-SA Standards Board approved the above referenced project until December 2004. A copy of the files is attached in .pdf format.

Now that your project has been approved, please forward a roster of participants involved in the development of this project. This request is in accordance with the IEEE-SA Operations Manual, Clause 5.1.2f under *Duties of the Sponsor* which states:

"Submit annually to the IEEE Standards Department an electronic roster of individuals participating on standards projects"

Attached is an Excel spreadsheet for your convenience. Please forward this list to me via e-mail at j.haasz@ieee.org no later than 1 March 2001.

At the bottom of this e-mail, please find URLs which you may find useful in the development of your proposed standard and in submitting your final draft for approval. Written responses from all committees/organizations listed on the PAR as proposed coordination must be included with the final draft when it is submitted.

If coordination is effected by common membership, i.e., a person on the standard's developing committee who is also a member of the committee/organization specified on the PAR for coordination, there must be a document included with the final draft from that coordinating body which states that person is authorized to represent it. We strongly recommend that a copy of your draft be sent to this office for review prior to the final voting by the working group to allow for a quick review by the editorial staff before sponsor balloting.

If you should have any further questions or would like to receive this information in paper, please contact me at 732-562-6367 or by email at j.haasz@ieee.org.

Sincerely,

Jodi Haasz
Senior Administrator, Standards Board

PS - The information in the .pdf file is viewable in Adobe Reader, version 3.0 or higher. If you do not have this software, please go to <http://www.adobe.com/prodindex/acrobat/readstep.html#reader> to download the free version.

Standards Process-at-a-Glance

<http://standards.ieee.org/resources/glance.html> - A quick-reference site useful to any standards developer.

IEEE Standards Style Manual

<http://standards.ieee.org/guides/style/index.html> - Guidelines that establish style and format requirements for the preparation of proposed IEEE standards.

IEEE Standards Companion

<http://standards.ieee.org/guides/companion/index.html> - An overall view of the standards process; what to do, what to avoid, lessons learned, and sample forms.

Implement Plan for Metric Policy 9.20

<http://standards.ieee.org/announcements/metric.html> - Information on when, why and how the plan will be implemented and what exceptions exist.

Leading a Standards Development Group

<http://standards.ieee.org/faqs/ltpres.html#q1> - A free training session offered by staff to make the most of the standards process. After attending, you will have a great understanding of

- the need for due process and consensus
- how to submit PARs and Drafts
- the "legal" aspects (copyrights, trademarks, patents)
- how staff can help you

Standards Coordinating Committee 10

<http://standards.ieee.org/faqs/SCC10.html> - An explanation of the importance of coordinating with the IEEE Dictionary (SCC10) as is mandated on the PAR form.

Balloting Information

http://standards.ieee.org/resources/glance_at_balloting.html



Sample Roster.xls



299.pdf

Jodi Haasz
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IEEE-SA Standards Board Project Authorization Request (PAR) Form (2000-Rev 1)

Note: For use with help hyperlinks offline, download [guide.html](#) and [par2000.html](#) into the same directory. **After completing and saving this form, please send the form as an e-mail attachment to the NesCom Secretary. Please don't forget to fax the signature page.**

[Instructions for Downloading the PAR Form](#)

Please click on a year to view the submittal deadlines for the year 2000 and the year [2001](#).

1. **Sponsor Date**
of Request
[2000 Aug. 4]

2. **Assigned Project**
Number
[P 299]

3. **PAR Approval**
Date
7 December 2000

Copyright release must be submitted with [appropriate signatures](#) by FAX (1-732-562-1571)}

[X] PAR Signature Page on File {IEEE Staff to check box}

4. **Project Title**, Recorder and Working Group/Sponsor for this Project

Document type and title: {Place an X in only one option below}

- [X] **Standard for**{document stressing the verb "shall"}
- [..] **Recommended Practice for**{document stressing the verb "should"}
- [..] **Guide for** {document in which good practices are suggested}

**Title: [Standard Method for Measuring the Effectiveness of
Electromagnetic Shielding Enclosures]**

Name of Working Group (WG): [P299]

Name of Sponsoring Society and Committee:

[IEEE EMCS STANDARDS
DEVELOPMENT COMMITTEE]

Name of Committee Sponsor Chair:

[Stephen Berger]

IEEE-Standards Staff has verified that the Sponsor is
an IEEE and an IEEE-SA member:

[X] (Staff to check box)

Contact Information:

Telephone [512 657 6147]

FAX: [512 990-6335]

E-mail:

[stephen.berger@ieee
.org]

5. Type of Project

a. Is this an update to an existing PAR? [No]

If YES, indicate PAR Number/Approval Date []

If YES, is this project in ballot now? [no]

b. Choose one from the following:

[...] New Standard

[x] Revision of existing Standard {number and year} [IEEE Std 299-1997]

[...] Amendment (Supplement) to an existing standard {number and year} [...]

[...] Corrigenda to an existing standard {number and year} [...]

6. Life Cycle

- Full Use (5-year life cycle)
- Trial Use (2-year life cycle)

7. Balloting Information

Choose one from the following:

- Individual Sponsor Balloting
- Entity Sponsor Balloting
- Mixed Balloting (combination of Individual and Entity Sponsor Balloting)

Expected Date of Submission for Initial Sponsor Ballot: [August 2001]

**8. Fill in Projected Completion Date for Submittal to RevCom:
[December 2001]**

9. Scope of Proposed Project:

[This project will review and consider improvements for existing IEEE 299 test methods, procedures, and annexes. This project will also develop shielding effectiveness test procedures for enclosures that are less than 2m in smallest linear dimensions, and establish a minimum enclosure size to which the standard would be applicable. Methods for estimating measurement uncertainty for all IEEE 299 test methods and procedures will be included.]

10. Purpose of Proposed Project:

[No standard test procedures in general use are presently available for physically small electromagnetically shielded enclosures. The applicability of the present standard must be expanded to include test methods and procedures for enclosures which are less than 2m in any linear dimension. Improvements are needed in the existing methods and procedures to incorporate new or better test methods and to harmonize this standard with other standards. The current IEEE Std 299 does not address measurement uncertainty, and world-wide agreement has been reached that uncertainty needs to be estimated for the results of all measurements.]

11. Intellectual Property {Answer each of the questions below}

Are you aware of any patents relevant to this project?

[NO] {Yes, with detailed explanation below / No}
[...] {Explanation}

Are you aware of any copyrights relevant to this project?

[NO] {Yes, with detailed explanation below / No}
[...] {Explanation}

Are you aware of any trademarks relevant to this project?

[NO] {Yes, with detailed explanation below / No}
[...] {Explanation}

Are you aware of any registration of objects or numbers relevant to this project?

[NO] {Yes, with detailed explanation below / No}
[...] {Explanation}

12. Are you aware of any other standards or projects with a [similar scope](#)?

[YES] {Yes, with detailed explanation below / No}
[MIL-STD-188-124A and MIL-HDBK-1195 have similar scope. However, the military is phasing out the use of these documents in favor of IEEE 299.] {Explanation}

13. [International](#) Harmonization

Is this standard planned for adoption by another international organization?

[???] {Yes/No/?? if you don't know at this time}

If Yes: Which International Organization [...]

If Yes: Include coordination in question 15 below

If No: Explanation [...]

14. Is this project intended to focus on health, safety or environmental issues?

[NO]{Yes/No/?? if you don't know at this time}

If Yes: Explanation [...]

15. Proposed Coordination/Recommended Method of Coordination

Mandatory Coordination

SCC 10 (IEEE Dictionary)	by DR	{Circulation of DRafts }
IEEE Staff Editorial Review by	by DR	
SCC 14 (Quantities, Units and Letter symbols)	by DR	

Coordination requested by Sponsor:

SAE-AE-4 by **DR** {Circulation of **DRafts**} CISPR TC48, IEC
77C, SC48D, SC77

[IEC 77] by [DR/CO] {circulation of DRafts/Llaison
memb/COmmon memb}

[IEC 77C SC 48D] by [DR/CO] {circulation of DRafts/Llaison
memb/COmmon memb}

[SAE AE-4 Comm.] by [DR] {circulation of DRafts/Llaison
memb/COmmon memb}

[EIA G-46 Comm.] by [DR] {circulation of DRafts/Llaison
memb/COmmon memb}

[ASTM E06.53 Comm.] by [DR] {circulation of DRafts/Llaison
memb/COmmon memb}

[ANSI C63.1 Comm.]
memb/COmmon memb}

by [CO] {circulation of DRafts/Llaison

[CISPR/G TAG
memb}

by [CO] {circulation of DRafts/Llaison memb/COmmon

[CISPR TC 48]
memb/COmmon memb}

by [DR] {circulation of DRafts/Llaison

[IEEE TC-4 Comm.]
memb/COmmon memb}

by [DR] {circulation of DRafts/Llaison

[SCTE IPS-TP-212]
memb/COmmon memb}

by [DR] {circulation of DRafts/Llaison

{Choose DR or LI or CO for each coordination request}

Coordination Requested by Others:

[...]{added by staff}

16. Additional Explanation Notes: {Item Number and Explanation}

[...]{If necessary, these can be continued on additional pages}

The [PAR Copyright Release and Signature Page](#) must be submitted by FAX to 732-562-1571 before this PAR will be sent on for NesCom and Standards Board approval.