



MINUTES

LPRA COUNCIL MEETING

19TH MAY 2015

Venue : The Innovation Farm

LPRA Council meeting started at 10:00 am and finished at 13:00

ATTENDING:

John Falck (JF) Chair

John Hallatt (JH)

Brian Back (BB)

Philippe Magneron (PM)

Secretariat

Phil Bremner (PB)

Apologies for absence received from :

Saad Mezzour (SM) - Chairing TG30 meeting

Deryck Hannaford (DH) - Hospital appointment

AGENDA

1: WELCOME AND REGISTRATION

As the LPRA Chairman SM was unable to attend due to Chairing a TG30 meeting it was proposed and agreed that JF would act as Chair for the meeting.

JF acknowledged the apologies from SM and DH who were unable to attend.

2: ADOPTION OF AGENDA

The Agenda was approved, PM asked if the Council could discuss the proposed change to EMC standards (EN301-489-3) to the Agenda, it was agreed to add this to AOB.

3: MINUTES OF LAST COUNCIL MEETING

The minutes from the last Council Meeting were reviewed and approved. As several outstanding items were already on the Agenda for discussion at the day's meeting it was unanimously agreed to approve the previous Minutes and move on with the day's Agenda.

4: FINANCES INC. MEMBERSHIP FEE STATUS

As DH was unable to make the meeting PB distributed the latest accounts and outstanding membership fee status that DH had provided to all those present at the meeting. Although the Council acknowledged that there had been a significant improvement to the outstanding payment of some membership fees it was unanimously agreed that a much harder line should be taken with those members in default. The Council unanimously approved that Gilberts and the Secretariat should contact all those members who had still not paid their fees and

inform them that all LPRA membership privileges would be withdrawn if payment was not received within 30 days. This would include:

Removal of the listing of their company details from the LPRA website

Suspension of their password to access 'member only' sections of the LPRA website

Suspension of their subscription to LPRA eNews

Suspension of all communication regarding changes to standards etc.

The Council unanimously agreed that the above action should be implemented with immediate effect - the Council also agreed that an even harsher line should be taken with any member who was still in default for membership fees for 2014 or more. In the case of these members a letter would be sent requesting immediate settlement of all outstanding fees and a notification that all the above membership benefits had been suspended with effect from the date of the letter, these benefits would not be reinstated until payment in full had been received.

PB agreed to liaise with Gilberts to ensure that this was actioned. The Council also agreed that for 2016 subscriptions that removal of membership privileges (as above) should be implemented for those who had not paid within 60 days of the original invoice date, following the issuance of a second request.

The accounts were unanimously approved by the Council.

**** After the meeting the following letter templates were approved in Email circulation by the Council for Gilberts and the Secretariat to send out asap :**

The following letter (threatening suspension) will be sent asap to all members who had still not paid 2015's membership fee.

Dear

Re: LPRA Membership

We note from our records that your membership fee for 2015 has still not been paid (please see attached invoice).

As you know 2015 is the LPRA's 25th Anniversary and as a not for profit organisation we have always been totally dependant on the modest subscription fees to run the day to day business of the Association, so we would once again kindly request your urgent attention to the matter of settling the arrears.

If the fee is not paid in full within 30 days from the date of the attached invoice, we will regrettably have to suspend your membership, this will mean a withdrawal of the following benefits until payment is received.

*Removal of the listing of your company details from the LPRA website
Suspension of your password to access 'member only' sections of the LPRA website
Suspension of your free subscription to LPRA eNews (including the bespoke version where applicable).
Suspension of all communication regarding changes to standards, consultations etc.*

We do not want to loose as LPRA members so we very much hope that the arrears can be paid within 30 days to avoid any further action, allowing us to reinstate all of your membership benefits.

Thank you in advance for your attention to this matter.

Yours sincerely

*Amanda Ruggles
Partner
Gilberts Chartered Accountants*

The following letter (confirming suspension) will be sent asap to all members who had still not paid 2014 and 2015's membership fees.

Dear

Re: LPRA Membership

We note from our records that your membership fee for has still not been paid (please see attached invoice).

As you know 2015 is the LPRA's 25th Anniversary and as a not for profit organisation we have always been totally dependant on the modest subscription fees to run the day to day business of the Association, so we would once again kindly request your urgent attention to the matter of settling the arrears.

As your arrears extend beyond the current year we have with great regret been forced to suspended your membership, this will mean a withdrawal of the following benefits until payment is received.

*Removal of the listing of your company details from the LPRA website
Suspension of your password to access 'member only' sections of the LPRA website*

Suspension of your free subscription to LPRA eNews (including the bespoke version where applicable).

Suspension of all communication regarding changes to standards, consultations etc.

We do not want to loose as LPRA members so we very much hope that the arrears can be paid within 30 days to avoid any further action, allowing us to reinstate all of your membership benefits.

Thank you in advance for your attention to this matter.

Yours sincerely

Amanda Ruggles

Partner

Gilberts Chartered Accountants

5: RADIO SOLUTIONS 2015 REVIEW

PB distributed a Survey carried out by ETSI following the recent Radio Solutions (RS2015) event. The survey confirmed the feedback received individually by LPRA Council members at the Conference and in subsequent communications that the event was a big success. The only negative factor was the number of attending Delegates, although the number of registered Delegates exceeded attendance figures for the last Radio Solutions event in 2010, there had been 20 registered Delegates who had failed to attend. The reason for this was thought to be related to the cost of flights and accommodation which had been adversely effected by an event in Cannes. BB and JH both expressed that attendance would be significantly higher if the event was held in the UK, however, it was unanimously agreed that the substantial increase in the cost to the LPRA would not be justified at this time. BB said that a successful 2016 and 2017 joint conference with ETSI could build a solid foundation for a UK event in 2018 at which a charge for Delegate attendance could be made.

PB said that thanks to the generous support of ETSI the total cost to the LPRA for RS2015 had been less than GBP 1000.00 (Euro 125.40 Pastries, Euro 786.50 Buffet Lunch, Euro 306.00 Delegates Shuttle-Bus). PB said that if you took into account that the LPRA had attracted 2 new members as a direct result of RS2015 it would not be unreasonable to say that the event had actually turned a small profit.

JF, BB, JH and PM all agreed that it was very important that the momentum was not lost and that a 2016 Conference should be held. SM has already had exploratory discussions with ETSI regarding the prospects of holding a 2016 event under the same 'terms' as 2015. Based on the Survey and their own experience of RS2015 ETSI are very positive about a 2016 conference. JF said he would like to thank the Secretariat for all their hard work in ensuring that RS2015 was a success.

6: RADIO SOLUTIONS 2016 / 2017

The Council unanimously agreed that the success of RS2015 showed a very clear appetite for a follow-up conference in 2016. The Council agreed on a preliminary date of late September 2016. PM said that the speaker line-up was obviously crucial and that perhaps there was the possibility to have product based presentations to compliment the regulatory centric focus of 2015. JH felt that the continued importance of the implementation of the RED would be a vital ingredient for the event and generate interest from our members and the wider industry. It was unanimously agreed that finalising a speaker line-up several months before the date of the event would ensure a greater level of interest and attendance. PB reminded the Council that ETSI have a 'policy' of not booking or promoting an event more than 6 months prior to the conference date. JH felt that the success of RS2015 might mean that ETSI would make an exception and allow the booking of RS2016 before the end of 2015. PB agreed to explore this with ETSI's Event Team. The Council unanimously agreed that the one and a half day format adopted at RS2015 should be repeated for 2016. BB felt that LPRA members should be encouraged to use RS2016 as a way to promote their products via the table-top exhibition space kindly provided by ETSI. JF said that it was imperative that a detailed investigation be made to ensure that the 2016 date did not clash with any industry related events or anything in the Nice or Cannes area that might impact attendance or travel / accommodation costs. PB agreed to liaise with ETSI's Event Team to implement this strategy even more diligently than they did in 2015. The Council unanimously agreed that the success of RS2016 would be greatly improved if a date could be set as far in advance as possible in order to facilitate the securing of speakers etc. PB agreed to keep all Council members fully informed of all developments.

9: PROPOSAL FOR FCC RULE CHANGE PART 15.225 13.56 MHZ FOR APPROVAL

JF said that following the LPRA Delegation trip to see Julius Knapp (JK) and his colleagues at the FCC in September 2014 a letter had been sent to JK in February 2015 regarding the possibility of alignment of the European and US emission levels for RFID at 13.56 MHz. Jacques Hulshof, Nedap (JQH) had recently met with other FCC officials on the same subject, JQH had prepared a revised and expanded letter for LPRA Council approval. The Council made some minor corrections but felt that JF would be the best person to liaise with JQH to finalise the letter. The Council unanimously agreed that it was important for clarity and consistency if the final letter was forwarded to JK and JQH's contact on LPRA headed paper signed by SM and

JQH. It was also felt that for consistency that the final version should be sent by the LPRA Secretariat CCing SM and JQH. JF agreed to liaise with JQH to finalise the letter. PM said that he felt that LPRA members should be given the opportunity to comment prior to the letter being sent to the FCC. The Council unanimously agreed that a 21 day call for input consultation period should be given to LPRA members, PB agreed to organise this once the final version of the letter had been approved.

8: DATE OF NEXT MEETING AND AOB

PM wanted to draw the Council's attention to proposed revisions to EN301489-1 and EN301489-3 as PM felt that this would have a huge impact. The Council unanimously agreed that LPRA members should be consulted in order that the LPRA could formulate a plan of action. BB and PM drafted a short text. PB posted the following on the LPRA website and sent a copy to all LPRA members on the morning of 20th May, calling for replies by the 30th June 2015. JF said that he would also send notification to TG members.

***** QUOTE *****

PROPOSED CHANGES TO EMC STANDARDS : CALL FOR INPUT

The LPRA council wish to draw the urgent attention of our members to the proposed changes to EMC standards that would have a significant negative impact on European Business. The proposals tabled at ETSI WG EMC concerned proposed revisions to EN301489-1 and EN301489-3 and would have a massive impact on manufacturers of Short Range Devices adding significant cost to testing and the approval process. *(please see link below to related documentation).*

Mr **Philippe Magneron**, LPRA Council Member has asked for a joint working group to be setup within TG28 to deal with the concerns. As it stands no rational reason has been put forward to support the change and hence LPRA members are urged to send their comments / reactions and technical material to the **LPRA Secretariat** before **30th June 2015**, in order for the LPRA to organise our plan of action.

All relevant documentation can be accessed on the link below:

<http://lpra.org/news/new-article-page-118/>

LPRA Secretariat Email link **HERE**

Philippe Magneron Email link **HERE**

Thanks and kind regards

Phil

Phil Bremner
Membership Secretary
LPRA

***** UNQUOTE *****

The date for the next Council meeting was set to be held on

FRIDAY 18th SEPTEMBER 2015 at The Innovation Farm.

There were no other items for discussion, JF thanked everyone for their participation and declared the meeting closed at 3:30 pm.