

**IEEE-SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)****MEETING MINUTES****19 March 2019****Maritim Hotel, Munich, Germany****1:30 p.m. – 3:00 p.m.****Attendees****Members Present:**

Ted Burse, Chair  
Jean-Philippe Faure  
Travis Griffith  
Annette Reilly  
Dorothy Stanley  
Phil Wennblom

**Members Absent:**

Philip Winston  
Howard Wolfman

**IEEE Staff:**

Karen Evangelista  
Joshua Gay  
Jonathan Goldberg  
Mary Ellen Hanntz  
Yvette Ho Sang  
Konstantinos Karachalios  
Dave Ringle, Administrator  
Sam Sciacca  
Lisa Weisser

**IEEE Outside Legal Counsel:**

Claire Topp

**Guests:**

Michael Atlass  
Alan Berkema  
Cindy Bian  
Evelyn Chen  
Stephen Dukes  
Doug Edwards  
Robert Fish  
Scott Gilfillan  
Guido Hiertz  
Gary Hoffman  
John Kulick  
David Law

Joseph Levy  
Hung Ling  
Marco Lo Bue  
Kevin Lu  
Hiroshi Mano  
Andrew Myles  
Gil Ohana  
Elisabeth Opie  
Robby Robson  
Jon Rosdahl  
Matteo Sabattini  
Sha Wei  
Don Wright  
Feng Wu  
Isamu Yamada  
Jingyi Zhou

1 CALL TO ORDER

Chair Burse called the meeting to order at 1:33 p.m.

2 INTRODUCTIONS

There was a round of introductions by all present.

3 APPROVAL OF AGENDA

**There was a motion to approve the agenda. The motion was approved by unanimous consent.**

4 APPROVAL OF THE [03 DECEMBER 2018 ProCom MINUTES](#)

**There was a motion to approve the previous meeting minutes. The motion was approved by unanimous consent.**

5 OLD/UNFINISHED BUSINESS

5.1 Update from Ad Hoc on External Liaisons P&P Review – Law

5.1.1 [Proposed Changes](#) to SASB OpMan RE: External Liaisons – Law

David Law reviewed the updates made by the ad hoc to the proposal since the December 2018 ProCom meeting.

**There was a motion to recommend the IEEE-SA Standards Board Operations Manual changes noted below to the SASB for approval consideration.**

There was discussion on the motion.

The motion was approved. [Vote: Yes=4, No=1]

## **IEEE-SA Standards Board Operations Manual**

### ~~7. IEEE participation on committees outside the IEEE~~

#### ~~7.1 Liaisons with external organizations~~

##### ~~7.1.1 Definition of an External Liaison~~

~~An External Liaison is appointed by a Standards Committee to an organization external to the IEEE. The External Liaison provides communication between their Standards Committee and the external organization. The volunteer serving in this capacity acts as an information conduit only and may express an opinion as part of the consensus building process.~~

~~An External Liaison is not an External Representative, as defined in the *IEEE Standards Association Operations Manual, Clause 7.1.1.*~~

##### ~~7.1.2 General requirements for the establishment of an External Liaison~~

~~The Standards Committee shall have a sufficient degree of activity within a sector or subsector of the relevant technical or industrial field in which the External Liaison is being established.~~

~~In order to be effective, the liaison relationship shall operate in both directions.~~

##### ~~7.1.3 Establishing an External Liaison~~

~~A Standards Committee may establish an External Liaison with any organization external to the IEEE it deems appropriate. Establishment of External Liaisons shall be communicated to the appropriate IEEE-SA Staff Liaison.~~

##### ~~7.1.4 Appointment of External Liaisons~~

~~Once a Standards Committee has established an External Liaison, the Standards Committee shall appoint a representative and notify the appropriate IEEE-SA staff with the name and contact information of the representative.~~

##### ~~7.1.5 Responsibilities of an External Liaison~~

~~The External Liaison assists the IEEE in identifying potential collaborative opportunities between the IEEE-SA and the external organization.~~

##### ~~7.1.6 Submission of IEEE documents to an external organization~~

~~All participants in IEEE standards activities are responsible for protecting the intellectual property rights of IEEE standards. If a participant wishes to introduce an IEEE copyrighted document to an external organization, the participant shall obtain permission from the IEEE-SA.~~

## **7. Liaisons with organizations external to IEEE**

### **7.1 Liaisons from Standards Committees to organizations external to IEEE**

### **7.1.1 Definition of a Standards Committee External Liaison**

A Standards Committee External Liaison is an information conduit that enables sharing of information from a Standards Committee/Subgroup to an organization external to IEEE.

### **7.1.2 Definition of a Standards Committee External Liaison coordinator**

A Standards Committee External Liaison coordinator is appointed by the Standards Committee/Subgroup and facilitates the sharing of information from a Standards Committee/Subgroup to an organization external to IEEE (see subclauses 7.1.6 and 7.1.7).

A Standards Committee External Liaison coordinator is not an External Representative as defined in the *IEEE Standards Association Operations Manual*, subclause 7.1.1.

### **7.1.3 General guidelines for the establishment of a Standards Committee External Liaison**

The Standards Committee/Subgroup should have activity in the relevant technical field of the organization external to IEEE with which the liaison is being established.

### **7.1.4 Establishing a Standards Committee External Liaison**

A Standards Committee/Subgroup may establish a liaison with an organization external to IEEE.

Establishment of a Standards Committee External Liaisons shall be communicated to the appropriate IEEE-SA Program Manager.

### **7.1.5 Appointment of a Standards Committee External Liaisons coordinator**

Once a Standards Committee/Subgroup has established a Standards Committee External Liaison, the Standards Committee/Subgroup shall appoint a coordinator and notify the IEEE-SA Program Manager with the name and contact information of the coordinator.

### **7.1.6 Responsibilities of a Standards Committee External Liaison coordinator**

The Standards Committee External Liaison coordinator:

a) Shall indicate their Standards Committee/Subgroup Liaison coordinator role when attending meetings of the organization external to IEEE.

b) May share IEEE information with the organization external to IEEE as authorized by the Standards Committee/Subgroup (a template for sharing written information may be used and can be obtained from the IEEE-SA Program Manager) (see subclause 7.1.7 regarding the sharing of IEEE documents). Any other information shared shall be identified as the views of the individual and not that of the Standards Committee/Subgroup.

Recognizing that a Standards Committee External Liaison coordinator might need to represent another group (such as his/her employer or other affiliation), the Standards Committee External Liaison coordinator is permitted to represent that group as well as serve as the Standards

Committee/Subgroup Liaison coordinator in the same organization external to IEEE.

c) May share materials from the organization external to IEEE with the Standards Committee/Subgroup subject to the other organization's policies and procedures (including copyright policy).

d) Is responsible for adhering to the Standards Committee/Subgroup's policies and procedures. All information shared by the Standards Committee External Liaison coordinator shall comply with the IEEE-SA Copyright Policy, outlined in Clause 7 of the *IEEE-SA Standards Board Bylaws* and subclause 6.1 of the *IEEE-SA Standards Board Operations Manual*.

e) If the Standards Committee External Liaison coordinator becomes aware of IEEE copyrighted material being used in another organization's document, the Standards Committee External Liaison coordinator shall notify the IEEE-SA Program Manager.

### **7.1.7 Submission of IEEE documents to an organization external to IEEE**

If a Standards Committee/Subgroup would like to share a draft IEEE standard with an organization external to IEEE, the procedures in subclause 6.1.3.4 of the *IEEE-SA Standards Board Operations Manual* apply.

If a Standards Committee/Subgroup would like to share a published standard with an organization external to IEEE, please contact IEEE-SA <<https://standards.ieee.org/ipr/copyright-permissions-form.html>> and notify the IEEE-SA Program Manager.

Any requests not addressed above shall be sent to [stds-ipr@ieee.org](mailto:stds-ipr@ieee.org).

### **7.1.8 Submittal of comments to an organization external to IEEE**

Comments submitted to an organization external to IEEE are subject to that organization's intellectual property rights policies.

## **7.2 Liaisons from organizations external to IEEE to Standards Committees/Subgroups**

An organization external to IEEE may request to establish a liaison relationship from the organization external to IEEE to a Standards Committee/Subgroup as an information conduit and may provide information as part of the consensus building process.

### **7.2.1 Criteria for the establishment of a liaison**

In order to establish a liaison relationship with a Standards Committee/Subgroup, the organization external to IEEE shall meet the following criteria:

a) Have technical competence or expertise in the field of technology represented by the Standards Committee/Subgroup with which the liaison relationship is established

b) Have a process for developing consensus on any input provided to the Standards Committee/Subgroup

### **7.2.2 Establishing a liaison with a Standards Committee**

An organization external to IEEE may request to establish a liaison with a Standards Committee/Subgroup. The Standards Committee/Subgroup that receives the request shall determine whether to accept it and shall reply to the requesting organization.

Establishment of a liaison shall be communicated by the Standards Committee/Subgroup to the IEEE-SA Program Manager.

### **7.2.3 Roles and Responsibilities of a liaison coordinator**

Liaison coordinators may attend and participate in Standards Committee/Subgroup meetings. If a meeting fee is being charged, the liaison coordinator is responsible for paying the fee.

While participating in IEEE standards development activities, all participants shall act in accordance with all applicable laws (nation-based and international), the IEEE Code of Conduct, the IEEE Code of Ethics, the *IEEE-SA Standards Board Bylaws* (see *IEEE-SA Standards Board Bylaws* subclause 5.2.1 on "Participation in IEEE standards development"), and the *IEEE-SA Standards Board Operations Manual*.

Liaison coordinators cannot attain voting rights in the name of the organization external to IEEE.

### **7.2.4 Technical Contributions**

If a liaison organization external to IEEE makes a technical Contribution to an IEEE draft standard, the liaison organization thereby agrees to comply with IEEE-SA's policies and procedures related to Contributions (e.g., the IEEE-SA Copyright Policy, outlined in Clause 7 of the *IEEE-SA Standards Board Bylaws* and subclause 6.1 of the *IEEE-SA Standards Board Operations Manual*; the IEEE-SA Patent Policy in regards to disclosure of potential essential patent holders, outlined in Clause 6 of the *IEEE-SA Standards Board Bylaws* and subclause 6.3 of the *IEEE-SA Standards Board Operations Manual*).

If a liaison organization submits one of its copyrighted documents to a Standards Committee/Subgroup for coordination, the document shall not be considered to be a Contribution and shall not be used in any IEEE document without prior permission from the organization external to IEEE.

### **7.2.5 Termination of liaisons**

Liaisons may be terminated by the Standards Committee/Subgroup at their discretion for reasons including, but not limited to, the following:

- a) All work is deemed to have been completed
- b) The organization external to IEEE has not been compliant with the permission terms associated with an IEEE Standards draft provided to them
- c) The relationship is determined to not be in the best interest of the Standards Committee/Subgroup, IEEE-SA, or IEEE

6 NEW BUSINESS

6.1 [Proposed Changes](#) to SASB OpMan RE: Inactive Standards – Reilly

Annette Reilly introduced the proposed changes.

After discussion, Chair Burse formed an ad hoc to review the P&P RE: Inactive Standards.

Ad Hoc Chair: Annette Reilly

Ad Hoc Members: Doug Edwards, Karen Evangelista, Jean-Philippe Faure, David Law, Travis Griffith, Yvette Ho Sang, Dave Ringle, Dorothy Stanley

It is anticipated that the ad hoc will provide a report at the June ProCom meeting.

6.2 [Proposed Changes](#) to SASB OpMan RE: Comment Resolution Groups – Opie

Elisabeth Opie introduced the proposed changes.

**There was a motion to recommend the IEEE-SA Standards Board Operations Manual changes noted below to the SASB for approval consideration.**

There was discussion on the motion.

**The motion was approved. [Vote: Yes=4, No=1]**

#### **IEEE-SA Standards Board Operations Manual**

##### **5.4.3 Conduct of the standards balloting process**

When a proposed standard is ready for Standards Association balloting, balloting shall be conducted by the Standards Committee or designee via the IEEE Standards Association balloting tools. The standards balloting process consists of Standards Association balloting group members casting votes, with or without accompanying comments, in one or more successive ballots until completion of the standards balloting process. Standards Association balloting group members shall submit votes and comments in a manner and in a format compatible with approved IEEE Standards Association balloting tools. Comments may be submitted against any normative or informative content of the ballot document, except for the Notice to Users section and the list of members of the Standards Association balloting group.

The Standards Committee shall ensure that comment resolution occurs via a comment resolution group, which is a subgroup of the working group. ~~The chair of the comment resolution group may allow persons who are not working group participants to join the comment resolution group.~~

The ballot process may include communication among the Standards Committee's comment resolution group and Standards Association balloting group members regarding the substantive merits and possible resolution of comments. However, no comment resolution member, Standards Association balloting group member, or other participant in IEEE standards development shall intimidate or coerce a specific vote from any Standards Association balloting group member.

6.3 Open Source Implementation Update – Ho Sang/Wennblom

Yvette Ho Sang and Phil Wennblom provided an update.

It was noted that there will be work items for ProCom arising from the other SASB standing committees.

7            [NEXT MEETING](#)

The next in-person ProCom meeting will occur on either 11 or 12 June 2019 in Panama City, Panama.

8            ADJOURNMENT

There being no further business, the meeting was adjourned at 2:57 p.m.