

**IEEE-SA STANDARDS BOARD  
Procedures Committee (ProCom)  
Meeting Minutes  
04 March 2013  
Hyatt, New Brunswick, NJ USA  
1:30 pm – 4:30 pm**

**Members:**

Ted Burse  
Rich Hulett  
Jim Hughes, Chair  
David Law  
Oleg Logvinov  
Jon Rosdahl  
Phil Winston

**Members Absent:**

none

**Guests:**

Peter Balma  
Clint Chaplin  
Jean-Philippe Faure  
Rob Fish  
Alex Gelman  
Gary Hoffman  
Paul Houzé  
Mike Janezic  
Bruce Kraemer  
John Kulick  
Steve Mills  
Paul Nikolich  
Ted Olsen  
Ron Petersen  
Sam Sciacca  
Adrian Stephens  
Claire Topp  
Yingli Wen  
Phil Wennblom  
Howard Wolfman

**Staff:**

Kathryn Bennett  
Catherine Berger  
Matt Ceglia  
Terry deCourcelle  
Chirag Desai  
Karen Evangelista  
Rona Gertz  
Krista Gluchoski  
Jodi Haasz  
Mary Ellen Hanntz  
Yvette Ho Sang  
Noelle Humenick  
Karen Kenney  
Konstantinos Karachalios  
Mike Kipness  
Greg Marchini  
Mary Lynne Nielsen  
Moira Patterson  
Lisa Perry  
Walter Pienciak  
Dave Ringle  
Ana Sainvilus  
Erin Spiewak  
Cherry Tom  
Jim Wendorf  
Joan Woolery  
Lisa Yacone, Administrator  
Malia Zaman  
Meng Zhao

## **1 CALL TO ORDER**

Chair Hughes called the meeting to order at 1:30 pm.

## **2 INTRODUCTIONS**

There was a round of introductions by all present.

## **3 ACTION ITEM REVIEW**

Chair Hughes reviewed the action items from the December 2012 ProCom meeting. All of the action items were to be addressed during the course of the meeting.

AI-Dec2012-01                      Definitions Ad Hoc should continue its work and return to the March 2013 meeting with revised definitions based on the accumulated comments.

AI-Dec2012-02                      Gary Hoffman should return to the next ProCom meeting after reviewing and modifying the change request proposal with the RevCom ad hoc, taking into consideration the concerns raised by ProCom.

AI-Dec2012-03                      The Parallel Balloting ad hoc should return to the next ProCom meeting after reviewing and making any additions or updates as necessary to the change request proposal, paying specific attention to process and tools.

## **4 APPROVAL OF AGENDA**

There was a motion and a second to approve the agenda. [Hulett/Law] The motion was unanimously approved.

## **5 APPROVAL OF THE 03 DECEMBER 2012 PROCOM MINUTES**

There was a motion to approve the previous meeting minutes with the addition of movers and seconders for motions. [Rosdahl/Law] The motion was unanimously approved.

## **6 OLD/UNFINISHED BUSINESS**

### **6.1 Definitions Ad Hoc – Information – Seavey**

Chair Hughes reported that this ad hoc, which was an outgrowth from the Introductions Ad Hoc back in December 2010, had gathered a lot of information but had not reached any definitive direction. The ad hoc now lacks a chair. After discussion and upon no one volunteering to take up leadership of this ad hoc, it was disbanded.

### **6.2 IEEE SASB OpMan Change Proposal - Removal of "Substantive" - Action – Hoffman**

Gary Hoffman reported that, subsequent to the last ProCom meeting, RevCom put new text regarding tracked changes into their guideline document which the committee believes will effectively address the question of substantive material. There is no current need to proceed

with exploring the definition or removing the term from any SASB documents. Since no further ProCom action is needed, the change proposal was withdrawn.

### **6.3 Change Proposal – Parallel Balloting – Action – Diab**

[Upon reaching this item in the agenda, it was noted that Wael Diab was not yet present. This item was moved to the end of the agenda.]

Wael Diab reported that the Parallel Balloting ad hoc had met after the December meeting. There continued to be some discomfort with old mixed balloting discussions, but there were no suggestions for changes to the proposal presented in December and endorsed by the Corporate Advisory Group (CAG). The proposal from the ad hoc was to add language to the IEEE SASB OpMan to allow parallel balloting of a project by both an individual balloting group and an entity balloting group.

## **IEEE-SA STANDARDS BOARD OPERATIONS MANUAL**

### **5.4 Standards ballot by the Sponsor**

*A balloting group shall be one of the following:*

- Individuals with voting privileges*
- Persons with voting privileges who are of any category other than individual*

*All IEEE Standards Association Sponsor ballots shall be conducted by the IEEE Standards Balloting Center.*

*All IEEE Standards Association Sponsor ballots shall be conducted by electronic means.*

*Sponsor(s) may conduct parallel balloting of a standard using both an individual balloting group and an entity balloting group. An interested Sponsor shall make a request to the Sponsor that is responsible for the standard as identified on the PAR to conduct parallel ballots. The decision to conduct the parallel ballots rests with the Sponsor that is responsible for the standard as identified on the PAR, and that Sponsor has the sole discretion on whether or not to use parallel balloting. These parallel ballots shall satisfy all corresponding ballot conditions. The management of the parallel ballots rests with the Sponsor responsible for the standard as identified on the PAR.*

*IEEE-SA shall maintain a single authoritative database for the list of individual or person participants related to Sponsor balloting. A request for a Sponsor ballot group membership list shall be submitted to the Sponsor Chair. The Sponsor Chair shall then forward such request to the IEEE-SA staff liaison for that Sponsor. The IEEE-SA staff liaison shall fulfill the request if the standard has been approved or upon its approval. For individual-based balloting, the supplied membership list shall consist of each member's name, affiliation, and interest category. For entity-based balloting, the supplied membership list shall consist of each entity's name, the entity's designated primary voting representative (and, if designated, the alternate voting representative), entity affiliation, and entity interest category.*

It was noted that there continue to be potential implementation questions to address but the ad hoc was not reconstituted.

**There was a motion to forward this recommendation to the SASB for approval. Upon vote, the motion was unanimously approved.**

## **7 NEW BUSINESS**

### **7.1 IEEE SA OpMan & IEEE SASB OpMan Change Proposal – Liaison Definition - Action – Hulett**

At the request of the 2012 BOG, Rich presented a proposal to clarify two issues regarding the IEEE-SA Liaison Policy. The first proposal was to clarify the External Representative policy by adding text to clause 7.1.5.1 of the IEEE-SA OpMan regarding term.

#### **IEEE-SA OPERATIONS MANUAL**

##### **7.1.5.1 Appointment**

*Each ER shall be appointed for a term of no less than one year, and may be reappointed at the discretion of the OBC. Before an individual can serve as an ER, the IEEE-SA BOG shall confirm the appointment, or reappointment, to that position. **If the OBC does not indicate a term, it shall be for 2 years.***

**There was a motion to forward this recommendation to the SASB, for further recommendation to the BOG for approval. Upon vote, the motion unanimously approved.**

The second proposal was presented as the following: Considering that the IEEE-SA OpMan mentions "liaison" in its definition of ER policy, the SASB OpMan specifically defines the policy for an "IEC Category D liaison", and the IEEE-SA website lists many existing formal liaisons: BOG requests ProCom define a "liaison" policy in the rules.

The proposal requested replacing IEEE-SASB OpMan 7.2 (Category D Liaisons with the International Electrotechnical Commission (IEC) ) with a general section on External Liaisons which Rich provided as part of the proposal.

#### **IEEE-SA STANDARDS BOARD OPERATIONS MANUAL**

##### **7.2 Liaisons with External Organizations**

###### **7.2.1 Definition of an External Liaison**

*An External Liaison is appointed by an IEEE Technical Committee to an organization external to the IEEE. The External Liaison provides coordination and communication between their IEEE Technical 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.*

###### **7.2.2 General Requirements for the Establishment of an External Liaison**

The IEEE Technical 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.

The IEEE Technical Committee shall be willing to provide a report or make contributions to the external organization for which an External Liaison has been established.

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

### **7.2.3 Establishing an External Liaison**

An IEEE Technical 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.

### **7.2.4 Appointment of External Liaisons**

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

### **7.2.5 Responsibilities of an External Liaison**

The External Liaison is responsible for protecting the intellectual property rights of IEEE standards. If the External Liaison wishes to introduce an IEEE document to an external organization, the External Liaison shall contact the appropriate IEEE-SA staff for assistance.

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

## **~~7.2 Category D Liaisons with the International Electrotechnical Commission (IEC)~~**

### **~~7.2.1 Definition of a Category D Liaison~~**

~~Category D Liaisons only apply to the International Electrotechnical Commission (IEC).~~

~~The ISO/IEC Directives, Part 1 define Category D Liaisons as organizations that make a technical contribution to and participate actively in the work of an IEC working group, maintenance team, or project team.~~

### **~~7.2.2 General Requirements for the Establishment of a Category D Liaison~~**

~~The IEEE Technical Committee requesting the Category D Liaison shall be multinational in objectives and standards development activities, with individual or entity membership.~~

~~The IEEE Technical Committee shall have a sufficient degree of representation within its defined area of competence; within a sector or subsector of the relevant technical or industrial field.~~

~~The IEEE Technical Committee shall be willing to make a contribution, in the form of comments to drafts, to the IEC as appropriate.~~

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

### **~~7.2.3 Establishing a Category D Liaison~~**

~~The IEEE Technical Committee shall work with appropriate IEEE-SA staff to draft a letter to the Secretary 2012 IEEE-SA STANDARDS BOARD OPERATIONS MANUAL 40~~

~~of the relevant IEC Technical Committee/Subcommittee requesting a Category D liaison with a particular IEC Technical Committee/Subcommittee Working Group/Maintenance Team/Project Team. The letter shall include a rationale for the liaison relationship, as well as an indication of how the IEEE Technical Committee meets the general requirements given in Clause 7.2.2.~~

Once approval for a Category D Liaison has been granted by the IEC, the request for a Category D Liaison shall be forwarded to the IEEE-SA Standards Board for approval.

#### **7.2.4 Appointment of Category D Liaison Representatives**

Once approval for a Category D Liaison has been granted by the IEEE-SA Standards Board, the IEEE Technical Committee holding the liaison relationship shall appoint a representative and notify the appropriate IEEE-SA staff with the name and contact information of the representative.

#### **7.2.5 Participation on an IEC Working Group/Maintenance Team/Project Team**

A Category D Liaison representative has the right to participate as a member of the IEC Technical Committee/Subcommittee Working Group, Maintenance Team, or Project Team. This expert acts as the official representative of the IEEE Technical Committee from which he or she is appointed.

#### **7.2.6 Responsibilities of a Category D Liaison**

A Category D Liaison provides coordination and communication between the IEEE and the IEC on matters of mutual interest.

The Category D Liaison is responsible for protecting the intellectual property rights of IEEE standards and IEC standards. If the Category D Liaison wishes to introduce an IEEE document to an IEC Working Group/Maintenance Team/Project Team, the Category D Liaison shall contact the appropriate IEEE-SA staff for assistance.

The Category D Liaison assists the IEEE and the IEC in identifying possible candidates for submission as IEC/IEEE Dual Logo documents.

The Category D Liaison assists the IEEE in identifying future collaborative work, which may include documents that previously were either

- a) Developed jointly with the IEC, or
- b) Adopted in part by the IEC, or
- c) Adopted whole by the IEC.

The appropriate IEEE-SA staff shall be copied on all correspondence between the Category D Liaison and the IEC.

#### **7.2.7 Annual Reconfirmation of Category D Liaisons**

Every year, the appropriate IEEE-SA staff shall review the Category D Liaison list to verify which relationships remain active. The list of active Category D Liaisons shall then be placed on the March IEEE-SA Standards Board agenda for reconfirmation.

**There was a motion to forward this recommendation to the SASB for approval. Upon vote, the motion unanimously approved.**

## **7.2 ICom OpMan - Action - Sciacca**

Sam Sciacca explained that the Industry Connections Committee (ICom) has been working on an operations manual that it intends to submit to the SASB for approval. While ProCom approval is not a necessary step, ICom asked ProCom members to review the document and provide any

comments to Sam via Jim Wendorf [j.wendorf@ieee.org] for consideration as they finalize the document.

### **7.3 Public Reviews during Sponsor Ballot – Action - Wennblom**

Phil Wennblom presented a proposal developed by the US vs. Global Participation Ad Hoc and endorsed by the International Coordinating Committee (an ad hoc committee of the SP&PMC under the BOG) in December 2012. The proposal was to create a formal Public Review (PR) process within the IEEE-SA, by making slight modifications to the Sponsor ballot and the existing rogue commenting process, thus meeting an OpenStand principle and WTO requirement. Knowing that implementation of this proposal would require changes to governance documents as well as SASB approval, Phil asked ProCom to take over this project and build upon the ad hoc's proposal.

A discussion ensued, debating the various pros and cons of the proposal. Chair Hughes asked Phil if he would be willing to chair this ad hoc in ProCom. Phil agreed. Volunteering to take part in this ad hoc were the following: David Law, Rich Hulett, Phil Winston, Ted Olsen, John Kulick, David Ringle, Moira Patterson and Erin Spiewak.

**AI-Mar2013-01: The Public Review Ad Hoc should meet to discuss and flesh out the proposal presented by Phil and report back to ProCom in June with an update.**

### **7.4 IEEE SASB Bylaws, IEEE SA OpMan and IEEE SASB OpMan - Removal of Outdated P&P Related to ANSI ASCs – Action - Ringle**

Dave Ringle presented a proposal to delete P&P text that is outdated in regards to Accredited Standards Committees (ASCs).

The reasoning provided explained that the SASB Bylaws text that discusses the role of AudCom needs to be updated, as it is not necessary for AudCom to review ASC P&Ps. ASC P&Ps are reviewed by the ASC membership and the IEEE staff Secretary prior to submission to the ANSI Executive Standards Council for its review and acceptance and that the SASB Operations Manual text is now overcome by the External Representative P&Ps in the IEEE Standards Association Operations Manual.

### ***IEEE Standards Association Operations Manual***

#### ***7.4 ANSI Accredited Standards Committees (ASCs)***

*The IEEE participates in appropriate ASCs, which are standards committees whose processes are accredited for openness and consensus under the procedures of the American National Standards Institute (ANSI) (see subclause 7.1 of the IEEE SA Standards Board Operations Manual).*

*The IEEE-SA has also assumed the secretariat of a number of ASCs within the scope of the IEEE.*

## **IEEE-SA Standards Board Bylaws**

### **4.2.4 Audit Committee (AudCom)**

#### **4.2.4.1 Scope**

*This committee shall provide oversight of the procedures used in the standards-development activities of IEEE Standards Sponsors as defined by 5.2.2 and review of the procedures used by the Accredited Standards Committees for whom the IEEE serves as (co-)secretariat.*

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

### **7.1 IEEE representatives on ANSI Accredited Standards Committees (ASCs)**

#### **7.1.1 General**

*The IEEE is represented on ASCs in which it has a substantial interest. This provides IEEE an opportunity to have a direct influence on the development of an American National Standard generated by the ASC. Positions have been allotted the IEEE as a substantially interested standards-developing organization.*

#### **7.1.2 Assignment of positions**

*The positions allotted to the IEEE are assigned by the IEEE-SA Standards Board to IEEE Societies having a substantial interest in the work of an ASC. The Societies reassign the positions to their substantially interested Technical Committees (TCs). In making these recommendations to ASCs where the IEEE is the secretariat and responsible for balance, the IEEE Societies shall attempt to achieve overall balance within the ASC through the selection of appropriate IEEE delegates.*

#### **7.1.3 Appointment of IEEE representatives**

*IEEE representatives on ASCs are appointed by the IEEE-SA Standards Board from nominations submitted by the appropriate Society or SCC that provides technical instruction to the representative.*

#### **7.1.4 Instructions to IEEE representatives on ASCs**

##### **7.1.4.1 Source of instructions**

*IEEE representatives and their alternates shall utilize the expertise of the members of their sponsoring group or TC to develop an IEEE position on proposed standards being considered by their ASC. They shall report at meetings of their Sponsor on the activities of their ASC, either in person or by a written report to be included in the minutes of the meeting, to inform the members of the work of the standards committee. They shall solicit comments and suggestions from interested members of their Sponsor in order to establish their position on projects under consideration, and to identify substantially interested members to whom they can turn for advice*

and recommendations on short notice. They shall work with the chair and the IEEE-SA Standards Board liaison representative of their Sponsor to ensure that they act in accordance with the consensus within the Sponsor. In the absence of instructions, they shall use their best judgment based on their experience as a member of their Sponsor to support the position with which they believe the membership would agree. All ballot actions taken by IEEE representatives shall be reported to the sponsoring committee. On all policy matters coming before this committee, the representative shall solicit instructions from the IEEE-SA Standards Board.

#### **7.1.5 Coordination within the IEEE**

Where there are two or more representatives, the IEEE-SA Standards Board will appoint a head of delegation, generally from the TC having the primary interest in the ASC. The head of delegation is responsible for supervising the work of the IEEE delegation, particularly the coordination of the positions of the representatives and alternates based on the instructions from their respective Sponsors. A unified position shall be developed to be supported unanimously by the IEEE delegation. In the case of letter ballots, various methods may be used to secure the unanimous vote:

Each representative and alternate may send his or her completed ballot to the head of delegation who mails it in when a unanimous vote has been obtained.

b) Each representative and alternate notifies the head of delegation how he or she intends to vote, or sends a copy of his or her executed ballot. The head of delegation notifies them to mail their ballots when the vote is unanimous.

c) The head of delegation sends his or her recommended vote with reasons to the other members of the delegation with a deadline for returning objections. If no objections are received within the time limit, the head of delegation directs the members to execute their ballots in accordance with the recommendation.

Unanimity is required within the IEEE delegation because the members represent IEEE and not their individual Sponsors. Positions are assigned to the Sponsors in order to provide a recognized spokesperson from the Sponsor to facilitate coordination within the IEEE delegation. Therefore, if a representative on an ASC determines that a project within the committee might be of interest to an unrepresented Society or TC, he or she should notify the organization (generally through its IEEE-SA Standards Board liaison representative) and furnish requested information. Normally, temporary interest can be handled by an existing representative, but if the organization wishes the assignment of a position on the ASC, it should make a request to the Secretary of the IEEE-SA Standards Board and submit a nominee.

#### **7.1.6 Balloting on IEEE standards in an ASC**

When an ASC ballots on an IEEE standard for adoption as an American National Standard, the IEEE delegation shall support the adoption of the IEEE standard without change, and vote in the affirmative on the ballot. If there are objections to the IEEE standard, the IEEE delegation shall point out that proposed changes require prior approval by the proprietary Sponsor. The IEEE delegation provides the liaison between the ASC and the IEEE Sponsor to resolve the objections. If resolution results in substantial changes, the revision shall be submitted to the IEEE-SA Standards Board for approval as a revision.

**A motion was made to recommend that the SASB approve the proposed changes (SASB OpMan) and recommend approval of proposed changes to the BOG (SASB Bylaws and SA OpMan). Upon vote, the motion was unanimously approved.**

**8 NEXT MEETING**

The next ProCom meeting is scheduled for 12 June 2013 in Brussels, Belgium.

**9 ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:00 pm.

**10 ACTION ITEM SUMMARY**

AI-Mar2013-01	AI-Mar2013-01: The Public Review Ad Hoc should meet to discuss and flesh out the proposal presented by Phil and report back to ProCom in June with an update.
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