

**IEEE-SA Standards Board Procedures Committee (ProCom)
Meeting Minutes
01 March 2016
Shangri-La's Eros Hotel, New Delhi, India
9:00 a.m. - 12:00 p.m.**

Members Present:

Stephen Dukes
Gary Hoffman
Mike Janezic
Hung Ling
Annette Reilly
Howard Wolfman
Don Wright, Acting Chair

Members Absent:

Ted Burse, Chair
Daidi Zhong

IEEE Outside Legal Counsel:

Claire Topp – Dorsey & Whitney

Guests:

Evelyn Chen
Sheetal Chopra
Chaim Cohen
Doug Edwards
Jean-Philippe Faure
Debdas Goswami
Travis Griffith
James Harlan
Thomas Koshy
Bruce Kraemer
John Kulick
Xiaohui Liu
Glenn Parsons
R.K. Pathak
Gary Robinson
Jon Rosdahl

Devki Sharma
Steve Shellhammer
Philip Winston

IEEE Staff:

Chirag Desai
Karen Evangelista
Mary Ellen Hanntz
Yvette Ho Sang
Konstantinos Karachalios
Karen Kenney
Soo Kim
Karen McCabe
Harish Mysore
Dave Ringle, Administrator
Sam Sciacca
Erin Spiewak
Lisa Weisser

1 CALL TO ORDER

Don Wright, Acting Chair, called the meeting to order at 9:00 a.m. Acting Chair Wright noted that Ted Burse (ProCom Chair) was unable to attend due to a prior commitment.

There was a round of introductions by all present.

2 APPROVAL OF [AGENDA](#)

There was a motion to approve the agenda. The motion was approved, as there was no objection to unanimous consent.

3 APPROVAL OF THE [03 DECEMBER 2015 ProCom MINUTES](#)

There was a motion to approve the previous meeting minutes. The motion was approved, as there was no objection to unanimous consent.

4 OLD/UNFINISHED BUSINESS

4.1 [Report](#) from Ad Hoc on Draft Distribution/Copyright Statements – Ho Sang

Yvette Ho Sang reported in the absence of Ad Hoc Chair Adrian Stephens, who was unable to attend the meeting.

It is anticipated that the Ad Hoc will submit proposed P&P changes and additional materials for consideration at the June ProCom meeting.

4.2 [Report](#) from Ad Hoc on Press Attendance – Winston

Philip Winston, Ad Hoc Chair, reported.

After discussion of the report, there was a motion to have the Ad Hoc continue to refine the proposed P&P changes. The motion was unanimously approved.

Howard Wolfman was appointed as the new chair of the Ad Hoc, with Philip Winston remaining as a member of the Ad Hoc.

4.3 [Report](#) from Ad hoc on Accessibility of Agenda/Minutes Information – Shellhammer [Time-Specific: 9:15 a.m.]

Steve Shellhammer, Ad Hoc chair, attended via teleconference for this item.

Steve initiated discussion on the Ad Hoc's proposed resolution.

Some discussion items:

- Need to review other document classifications, such as IEEE Proprietary;
- Need to determine who is entitled to access documents based on a classification type;
- It may be appropriate for the IEEE-SA BOG to be the ultimate approval body for a resolution related to IEEE-SA governance document access;
- It may be appropriate for training to be provided to IEEE-SA governance volunteers and IEEE-SA staff on the [IEEE Guide to Classification of Documents](#) prior to the making of a resolution

The Ad Hoc was tasked with reviewing the discussion items and providing an updated report to ProCom in June.

4.4 Proposed [Changes](#) to SASB OpMan RE: Mandatory Coordination – Yuan

Some of the ProCom Members expressed concern that if SCC14 was removed, the ownership of the responsibility to provide a metric review would be unstated.

There was a motion to approve the proposed P&P changes to remove SCC14 as a mandatory coordination body. The motion failed. [Vote: Yes=2; No=4]

4.5 Proposed [Changes](#) to SASB Bylaws and SASB OpMan RE: Definition of 'Participant' – Ho Sang

There was a motion to recommend the *IEEE-SA Standards Board Bylaws* and *IEEE-SA Standards Board Operations Manual* changes noted below to

the SASB for approval consideration. The motion was approved, as there was no objection to unanimous consent.

IEEE-SA Standards Board Bylaws

5.2.1 Participation in IEEE standards development

A participant is an individual or entity that engages in Sponsor/Working Group standards development activities, e.g., attending meetings, joining one of the Sponsor/Working Group email reflectors, or voting in the Working Group, Public Review, or Sponsor balloting process.

Participants in the IEEE standards development individual process shall act based on their qualifications and experience. Entity representative participants in the IEEE standards development entity process are appointed by an entity to represent that entity and act on its behalf. Such representatives may participate in IEEE standards development activities and take action based upon instruction from the entity for which they have been appointed as an entity representative.

While participating in IEEE standards development activities, all participants, including but not limited to, individuals, entity representatives, entity members, entities participating directly in the entity process, and entities participating indirectly in the individual process shall act in accordance with all applicable laws (nation-based and international), the IEEE Code of Ethics, and with IEEE Standards policies and procedures. Participants in IEEE standards development who are authenticated into any IEEE-SA database shall acknowledge the Obligations for Participation and Code of Ethics.

Participants on standards committees or working groups with governance authority or the authority to enter into a financial transaction with another party shall also act in accordance with *IEEE Policies* Section 9.8 on Conflict of Interest.

IEEE Standards Sponsor chairs and Sponsor liaison representatives shall be members of IEEE-SA and shall also be either IEEE members of any grade or IEEE affiliates.

The IEEE-SA shall maintain the authoritative database of participants in the development of standards. Such database shall be maintained by the Secretary of the IEEE-SA Standards Board.

5.2.1.2 Membership requirements for standards developed under the entity method

Officers of IEEE standards working groups developing standards under the entity method shall be representatives of Advanced Entity Members of the IEEE-SA. Designees (those designated to manage the Sponsor ballot) in the IEEE Standards Sponsor entity ballot process shall be representatives of Advanced Entity Members.

Every entity observing a project within an IEEE-SA entity standards working group is required to be at least a Basic Entity Member of IEEE-SA, and only Advanced Entity Members can contribute and hold voting privileges. Entity nonmembers may observe at one IEEE-SA entity standards working group meeting per project.

An entity can represent either itself or another entity's interest in an entity working group. In order to be a voting member in a particular entity working group, each entity's representative shall declare that the interests of that entity are not knowingly represented

by another member of the working group and that the entity is not knowingly funding directly or indirectly the participation of another person in that working group for the purposes of influencing the outcome of the vote.

Each entity project shall have at least three voting ~~participants-members~~ in good standing to maintain its validity. Each entity project is required to host its working group email reflector(s) through the IEEE, with designated IEEE staff serving as administrators.

The following qualify as entities for standards-development purposes:

Corporation: A for-profit or not-for-profit entity that is not under the control, as defined in 5.2.1.2.1, of another entity and that is organized under articles of incorporation or similar legal structures. Limited Liability Companies are considered to be Corporations.

Partnership: An unincorporated association of two or more individuals who are co-owners of a business.

Sole proprietorship: An unincorporated business owned by a single individual.

Government agency: An entity that is part of an executive, legislative, or judicial branch of a government and that has sufficient discretion in the management of its own affairs to distinguish it as separate from the administrative structure of any other governmental entity.

Academic institution: An educational entity that, in addition to having a controlling body such as a Board of Regents or a Board of Governors, has sufficient discretion in the management of its own affairs to distinguish it as separate from the administrative structure of any other educational entity.

IEEE-SA entity standards working groups may employ up to two individuals in non-voting positions for the purposes of technical editing and other administrative functions that shall not involve technical contributions. Such individuals will be allowed to participate in working group activities as deemed appropriate and need not represent Entity Members of IEEE-SA.

IEEE-SA entity standards working groups may vote to allow individuals to offer specific technical expertise in non-voting positions at up to three entity standards working group meetings during the standards development process for a particular project. Such individuals need not represent Entity Members of IEEE-SA. However, if an individual's expenses to attend entity standards development meetings are sponsored by his or her company, that company must be at least a Basic Entity Member of IEEE-SA.

When entity standards working group meetings are co-located with IEEE individual standards working group meetings, the ~~participants in the~~ individual standards working group ~~attendees~~ may observe such co-located entity working group meetings at up to two meetings per calendar year without having to fulfill any specific membership requirements.

5.2.1.5 Disclosure of affiliation

Every ~~member and~~ participant in a working group, Sponsor ballot, or other standards development activity shall disclose his or her affiliation(s), which includes employer(s) and any other affiliation(s). An individual is deemed "affiliated" with any individual or entity that has been, or will be, financially or materially supporting that individual's participation in a particular IEEE standards activity. This includes, but is not limited to, his or her employer(s) and any individual or entity that has or will have, either directly or indirectly, requested,

paid for, or otherwise sponsored his or her participation. Failure to disclose every such affiliation(s) may result in complete or partial loss of rights to participate in IEEE-SA activities. An individual is not excused from compliance with this policy by reason of any claim of a conflicting obligation (whether contractual or otherwise) that prohibits disclosure of affiliation(s).

A person who believes that a participant's disclosure is materially incomplete or incorrect should report that fact to the appropriate Sponsor(s).

IEEE-SA Standards Board Operations Manual

4.5 Responsibilities of SCCs

The chair of an SCC (types 1 and 2) shall submit a written report each year to the IEEE-SA Standards Board for approval. This report should contain the scope, activities, budget and expenses, and meeting schedules, along with the **list of participants in standards projects during the prior year membership roster**. The **list roster** shall indicate the IEEE membership status and society affiliation of each member **of the SCC**. The SCC chair may also be asked to give an oral report to the IEEE-SA Standards Board every three to four years.

Interested Societies of the IEEE may designate members to an SCC who then function as official representatives of the Society. The IEEE-SA Standards Board may designate representatives of outside organizations as additional members.

Each member of an SCC who is an official representative of a Society, technical committee, or outside organization may have a single designated alternate to act on behalf of the member in his or her absence. Alternates for other members shall not be permitted.

An SCC may establish subcommittees as necessary to perform its function. The formation of non-technical (e.g., administrative) subcommittees requires prior approval by the IEEE-SA Standards Board

5.1.2.1 Mandatory requirements

Supervision of a standards project by the Sponsor includes the following mandatory requirements:

- a) Submit a properly completed Project Authorization Request (PAR) for IEEE-SA Standards Board approval within six months of the first decision to initiate the project. Forms and information may be obtained from the NesCom Administrator (see 5.2).
- b) After approval of the project, work with the IEEE Standards Department Staff to give notice of the project in appropriate publications and to appropriate entities, for the purpose of soliciting an expression of interest in the work of the sponsoring committee.
- c) Ensure that mandatory coordination requirements are accomplished (see 4.2.3.2 and 5.4.4).
- d) Organize the technical development work on the standard.
- e) Notify persons who have expressed interest in the time and the place of meetings as specified in the P & P of the Sponsor (see 5.1.1).
- f) Ensure that all meetings involving standards are open to all interested parties.
- g) Conduct the Sponsor ballot and IEEE Public Review in accordance with these procedures (see 5.4).
- h) Submit the proposed standard together with the submittal form to the IEEE-SA Standards Board.

- i) Submit annually to the IEEE-SA Staff Standards Department an electronic roster of individuals list of persons participating in standards projects during the prior year.
- j) Without exception, the Sponsor shall ensure the submission of an annual financial report(s) for the operation of the Sponsor and all of its standards development committees (e.g., working groups, task groups). Those groups operating without treasury are required to submit an annual declaration thereof via the report (see 5.3.6).
- k) Monitor standards developing committees for signs of dominance by any single interest category, individual, or organization. If dominance is suspected, the Sponsor shall promptly notify the IEEE-SA Standards Board and shall immediately address the concern with the standards developing committee leadership.
- l) If a Working Group (WG) was created for technical development work on a standard, ensure that a written set of WG policies and procedures (P & P) is created and approved by the Sponsor. Such P & P shall not be in conflict with the *IEEE-SA Standards Board Operations Manual*. Sponsors should note that IEEE-SA Standards Board maintains a baseline WG P & P, and may occasionally request to review a Sponsor's WG P & P for alignment.

5.1.2.3 Disclosure of affiliation

The Sponsor is responsible for ensuring that participants are notified of their obligation to disclose their affiliation(s), which includes employer(s) and any other affiliation(s). Each participant's affiliation(s) shall be disclosed during any standards development activity (e.g., during meetings and Sponsor balloting).

During standards development meetings, the Working Group Chair or the Chair's delegate shall inform participants of the definition of, and requirement for, disclosure of affiliation(s) and possible penalties for non-compliance (see 5.2.1.5 of the *IEEE-SA Standards Board Bylaws*). This disclosure of affiliation shall be via a sign-in (e.g., sign-in sheet, electronic sign-in, verbal disclosure, or electronic communication) that provides for disclosure of affiliation(s). The minutes of each Working Group or other subgroup meeting shall record a list of participants in the meeting attendees, and the disclosed affiliation(s) of each participant-attendee.

Whenever an individual is aware that the ownership of his or her affiliation(s) may be material to the process, or when the Sponsor or the IEEE-SA Standards Board requests, that individual shall also declare the "ultimate parent entity" of their affiliation(s). The ultimate parent entity is an entity that directly or indirectly, through one or more intermediaries, controls the entity identified as the individual's affiliation. For the purposes of this definition, the term "control" and its derivatives, with respect to for-profit entities, means the legal, beneficial or equitable ownership, directly or indirectly, of more than fifty percent (50%) of the capital stock (or other ownership interest, if not a corporation) of an entity ordinarily having voting rights. "Control" and its derivatives, with respect to nonprofit entities, means the power to elect or appoint more than fifty percent (50%) of the Board of Directors of an entity.

5.1.2.4 Nondisclosure and false or misleading disclosure

A participant who fails to disclose all affiliation(s) shall not accrue any participant rights, including rights of or towards voting membership or ballot participation, until such disclosures have been made. Failure to disclose affiliation(s), or materially false or misleading disclosure of affiliation, shall result in loss of membership or balloting privileges, and may also result in loss of other participation privileges within the IEEE-SA for such participants and any affiliated entities.

The Working Group should review the adequacy of disclosures. If a Working Group Chair becomes aware of a participant who provides potentially false or misleading disclosure, the participant shall be notified and requested to clarify the disputed affiliation. If the participant continues to provide potentially false or misleading disclosure, or fails to provide the requested clarification, the Working Group Chair shall notify the Sponsor.

The Sponsor of the project shall, when notified by the Working Group Chair or when appropriate, review the adequacy of disclosures. If the Sponsor deems the disputed affiliation inadequate, then the participant shall be notified that, unless addressed, the Sponsor will submit the disputed affiliation and recommended corrective action(s) to the Secretary of the IEEE-SA Standards Board for review by the IEEE-SA Standards Conduct Committee.

During Sponsor balloting, if a potentially false or misleading disclosure of affiliation is identified, the Sponsor, Working Group Chair, or ballot designee shall notify the **participant in the** Sponsor ballot **participant** and request that the participant clarify the disputed affiliation. If the participant continues to provide potentially false or misleading disclosure, or fails to provide the requested clarification, the Sponsor, Working Group Chair, or ballot designee shall submit the disputed affiliation and corrective action(s) recommended by the Sponsor to the Secretary of the IEEE-SA Standards Board for review by the IEEE-SA Standards Conduct Committee (see subclause 6.6.1 of the *IEEE Standards Association Operations Manual* for details regarding the IEEE-SA Standards Conduct Committee).

5.3.1 Objective

The objective of IEEE standards development meetings is to develop and produce IEEE standards documents. All **participants in IEEE Sstandards development meetings participants** are encouraged to produce standards that address the technical needs of their industry and that are feasible, timely, and of high quality.

5.3.3 Standards development meetings

Standards development meetings are to be conducted consistent with the principle of openness. ~~Working group p~~Participants **in a Working Group** may include members and non-members when the requirements to gain membership are specified in Sponsor or ~~w~~**Working g**Group P & P. A 'meeting' includes any convening for which notice was required to be given or for which membership-credits or other participation rights are either earned or exercised. Meetings may be in-person or may be via electronic means, as appropriate.

While a ~~WG Working Group~~ may maintain its own **list of** participants ~~list~~ to track membership status, the authoritative list of participants is maintained in an IEEE-SA database.

5.3.3.2 Audio recording, video recording, and photography

IEEE Standards Sponsor committees may apply restrictions on the use of audio recording, video recording, or photography equipment where they may impede free discussion, where they compromise commercial value, or where they are disruptive. Such restrictions should be clearly identified, in advance, to **persons expected to participate in meetings-attendees**.

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 members of the~~ Sponsor balloting ~~group~~. 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.

5.4.3 Conduct of the standards balloting process

When a proposed standard is ready for Sponsor balloting, a standards ballot shall be conducted by the Sponsor or Sponsor designee via the IEEE Standards Association balloting tools. The standards balloting process consists of Sponsor balloting group members casting votes, with or without accompanying comments, in one or more successive ballots until completion of the standards balloting process. Sponsor 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~~ Sponsor ~~balloting group~~ ~~Ballot Participant list~~.

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

4.6 Proposed Changes to SASB OpMan RE: PAR Study Groups – Ho Sang

- [Part 1](#)
- [Part 2](#)

There was a motion to recommend the *IEEE-SA Standards Board Operations Manual* changes noted below to the SASB for approval consideration. The motion was approved. [Vote: Yes=5; No=1 (Hoffman)]

IEEE-SA Standards Board Operations Manual

5.2 Project authorization

No formal activity shall take place after six months from the day of the first meeting of the ~~w~~Working ~~g~~Group or PAR Study Group without formal submittal of a PAR to the IEEE-SA Standards Board and assignment of a project number (see 5.1.2). A PAR Study Group is a subgroup of the Sponsor or Working Group that is responsible for evaluating whether a standard should be developed and, if so, to complete a PAR form for Sponsor consideration. Only the NesCom Administrator has the authority to assign project numbers (see the IEEE-SA Project Numbering Policy).

The Sponsor shall submit the original signed copy of the PAR to the NesCom Administrator. This original PAR shall be submitted prior to the submittal deadline specified. For the first three quarterly meetings of the year, the submittal deadline shall be at least 40 days before the meeting of the IEEE-SA Standards Board. For the last quarterly meeting of the year, the submittal deadline shall be at least 50 days before the meeting of the IEEE-SA Standards Board. The individual signing the PAR shall be an IEEE-SA member.

At the time of PAR submission, the Sponsor shall state the type of balloting group that will be formed to approve or disapprove the standard (see 5.4.1).

Any PAR that includes a change in sponsorship shall be submitted to the NesCom Administrator, accompanied by letters of agreement from both the Sponsor ceding sponsorship and the Sponsor accepting sponsorship.

After the PAR has been approved by the IEEE-SA Standards Board, the PAR form becomes an important part of the project file for the standard and is referred to at the time that a standard is submitted for IEEE-SA Standards Board approval. It is important for standards-writing committees to examine the approved PAR periodically in order to make certain that its information is current as shown on the form. This will minimize delays in obtaining approval of final submittals.

For standards and their amendments that may be submitted to international standards-developing organizations, the project chair should supply a coordination plan to the IEEE-SA Standards Board during the draft development of the standard that will illustrate the plan they will follow to coordinate the necessary multiple approvals.

If a standards project has not been completed by the four-year deadline authorized in the PAR and the Sponsor determines that the project should remain active, the Sponsor shall complete the IEEE-SA Standards Board Extension Request Form and submit it to the NesCom Administrator. NesCom will make a recommendation to the IEEE-SA Standards Board whether or not to approve the extension to the PAR. A PAR extension may be granted for one or more years.

If the Sponsor does not submit an IEEE-SA Standards Board Extension Request Form and the standards project has reached the deadline authorized in the PAR approval letter or a previous extension approval letter, the standards project shall be subject to administrative withdrawal.

There was a motion to recommend the *IEEE-SA Standards Board Operations Manual* changes noted below to the SASB for approval consideration. The motion was approved, as there was no objection to unanimous consent.

5.2 Project authorization

No formal activity shall take place after six months from the day of the first meeting of the working group without formal submittal of a PAR to the IEEE-SA Standards Board and assignment of a project number, **unless a single extension of six months for that activity is provided by the Sponsor** (see 5.1.2). **The Sponsor shall include a rationale in its meeting minutes when granting the extension.** Only the NesCom Administrator has the authority to assign project numbers (see the IEEE-SA Project Numbering Policy).

The Sponsor shall submit the original signed copy of the PAR to the NesCom Administrator. This original PAR shall be submitted prior to the submittal deadline specified. For the first three quarterly meetings of the year, the submittal deadline shall be at least 40 days before the meeting of the IEEE-SA Standards Board. For the last quarterly meeting of the year, the submittal deadline shall be at least 50 days before the meeting of the IEEE-SA Standards Board. The individual signing the PAR shall be an IEEE-SA member.

At the time of PAR submission, the Sponsor shall state the type of balloting group that will be formed to approve or disapprove the standard (see 5.4.1).

Any PAR that includes a change in sponsorship shall be submitted to the NesCom Administrator, accompanied by letters of agreement from both the Sponsor ceding sponsorship and the Sponsor accepting sponsorship.

After the PAR has been approved by the IEEE-SA Standards Board, the PAR form becomes an important part of the project file for the standard and is referred to at the time that a standard is submitted for IEEE-SA Standards Board approval. It is important for standards-writing committees to examine the approved PAR periodically in order to make certain that its information is current as shown on the form. This will minimize delays in obtaining approval of final submittals.

For standards and their amendments that may be submitted to international standards-developing organizations, the project chair should supply a coordination plan to the IEEE-SA Standards Board during the draft development of the standard that will illustrate the plan they will follow to coordinate the necessary multiple approvals.

If a standards project has not been completed by the four-year deadline authorized in the PAR and the Sponsor determines that the project should remain active, the Sponsor shall complete the IEEE-SA Standards Board Extension Request Form and submit it to the NesCom Administrator. NesCom will make a recommendation to the IEEE-SA Standards Board whether or not to approve the extension to the PAR. A PAR extension may be granted for one or more years.

If the Sponsor does not submit an IEEE-SA Standards Board Extension Request Form and the standards project has reached the deadline authorized in the PAR approval letter or a previous extension approval letter, the standards project shall be subject to administrative withdrawal.

5 NEW BUSINESS

5.1 Financial Reporting

- [P&P Changes](#) Approved by the BOG in February 2016
- [Proposed Changes](#) for ProCom Consideration (in blue highlight)

Acting Chair Wright noted that the P&P changes in **yellow** highlight had already been approved by the IEEE-SA Board of Governors.

There was a motion to recommend the *IEEE Standards Association Operations Manual* and *IEEE-SA Standards Board Operations Manual* changes noted below (in **blue highlight) to the SASB for approval consideration. The motion was approved, as there was no objection to unanimous consent.**

IEEE Standards Association Operations Manual

5.1.3 IEEE Standards meetings

Policies concerning IEEE standards development meetings shall be specified in subclause 5.3 of the *IEEE-SA Standards Board Operations Manual*. This subclause contains special considerations for annual financial reporting **and quarterly entry of financial transactions**; for meetings with **per-meeting budgets or** expenses for the IEEE of **more than** US \$25,000; and for income or expenses for the IEEE that cumulatively exceed US \$250,000 per year. No change in these monetary figures may be made in the *IEEE-SA Standards Board Operations Manual* without the prior approval of the IEEE-SA BOG.

All Sponsors shall ensure the **annual submission and** certification of detailed financial activity via the IEEE-SA online financial reporting tool **for the previous fiscal year**. This financial information shall include the operation of the Sponsor and all of its standards development committees (e.g., working groups, task groups) and is due by 15 February of each year for the previous fiscal year's activity. **In addition, quarterly entry of financial transactions shall be completed in the online financial reporting tool within 45 days of the end of each fiscal quarter (March, June, September, and December) and shall be considered delinquent if not submitted by that time.**

All Sponsors of IEEE standards development meetings with meeting budgets or expenses for the IEEE of US \$25,000 or greater shall submit forecasts of their meetings [including the location (if known), approximate date, and anticipated subject matter] to the IEEE-SA BOG at least one year in advance on an annual basis. Such forecasts shall be kept current.

The IEEE-SA BOG and the IEEE Society, where applicable, shall receive the budgets for all IEEE standards development meetings when the budgeted meeting income or expenses for the IEEE exceeds US \$25,000 per meeting. For IEEE Standards meeting budgets that are greater than US \$25,000, failure to submit a budget may result in action from the IEEE-SA BOG.

All IEEE Standards Sponsor committees with actual **or budgeted** income or expenses for the IEEE of US \$250,000 or more per year shall be audited by a fully qualified, independent professional auditor. The Sponsor may select an outside accounting firm, another fully qualified resource, or the IEEE Internal Audit Department to arrange for and perform the audit. The selection of such auditors should avoid any conflict of interest with members of

the relevant IEEE Standards Sponsor committees. Audit fees, as determined by the outside accounting firm or the IEEE Internal Audit Department shall be budgeted by all IEEE Standards Sponsor committees requiring an audit. If the IEEE Internal Audit Department is selected to provide the auditing service, all required documentation is due no later than 15 March. If prepared by an independent auditor, the contract/MOU for their services is due to the IEEE Internal Audit Department by 15 March; the final and complete audit report shall be submitted to the IEEE Internal Audit Department by 30 April.

IEEE-SA Standards Board Operations Manual

~~5.3.4 General approvals, endorsements, and notifications~~

~~All Sponsors of IEEE standards development meetings with per-meeting budgets or expenses for the IEEE of US \$25,000 or greater shall submit forecasts of their meetings [including the location (if known), approximate date, and anticipated subject matter] to the IEEE-SA BOG at least one year in advance on an annual basis. Such forecasts shall be kept current.~~

~~Because of its unique membership categories (e.g., entities), the IEEE-SA may enter into hosting arrangements with for-profit enterprises for its meetings, provided these arrangements do not violate the not-for-profit status of the IEEE.~~

~~5.3.5 Meeting budgets expenses~~

~~The IEEE-SA BOG and the IEEE Society, where applicable, shall receive the budgets for all IEEE standards development meetings for which the budgeted meeting income or expenses for the IEEE exceeds US \$25,000 per meeting.~~

~~For these meetings, the following actions shall be taken:~~

~~—— The budget should provide all needed financial information and be consistent with analysis of the attendance and financial results of any preceding meeting on the same subject. Income, expenses, and reserve funds shall be reported to the IEEE-SA BOG annually, but no later than six months after the close of the fiscal year. All budgets shall be based on non-deficit expectations. However, if a series of meetings are organized, the series should be on a self-sustaining basis. The Sponsor committee, for sufficient reasons, may elect to budget a particular meeting on a deficit basis.~~

~~—— Such a deficit budget will be approved if properly related to the total fiscal picture of the Sponsor committee.~~

~~—— The Sponsor committee assumes the entire risk of deficit; i.e., if a deficit is incurred in the operation of a meeting, that deficit is chargeable against the Sponsor committee. Conversely, if a surplus results from the operation, the surplus will be credited to the Sponsor committee.~~

~~—— If substantial financial changes are made to previously approved budgets, a revised budget should be submitted.~~

~~For IEEE Standards meeting budgets where the budget or expenses for the IEEE are greater than US \$25,000, failure to submit a budget may result in action from the IEEE-SA BOG.~~

~~For IEEE Standards meetings operating without a budget or with a minimal budget, the operating procedures of the committee shall apply.~~

An IEEE Standards Sponsor may choose to set a meeting fee as a means of offsetting the costs of meeting administration, logistics, and other similar costs of standards development.

The Sponsor committee assumes the entire risk of deficit; i.e., if a deficit is incurred in the operation of a meeting, that deficit is chargeable against the Sponsor committee. Conversely, if a surplus results from the operation, the surplus will be credited to the Sponsor committee.

5.3.6 Annual financial report

All Sponsors shall ensure the annual submission and certification of detailed financial activity via the IEEE-SA online financial reporting tool for the previous fiscal year. Actions shall include, but not be limited to, suspension of all activities until the report is filed and accepted as complete. The report is due by 15 February of each year for the previous fiscal year's activity. Failure to submit this report shall result in actions from the IEEE-SA Standards Board. Entry of financial transactions shall be completed within 45 days of the end of each fiscal quarter (March, June, September, and December) and shall be considered delinquent if not submitted by that time. If two deadlines in one fiscal year are missed, the non-compliant group shall then be required to enter financial transactions on a monthly basis through the end of the following year. If missed deadlines continue, any of the following actions may be taken by the SASB:

- Removal of the Treasurer
- Removal of the Officers
- Suspension of all activities of the non-compliant group until the report is filed and accepted as complete

5.3.8 Auditing of finances

All IEEE Standards Sponsor committees with actual or budgeted income or expenses of US \$250,000 or more per year shall be audited by a fully qualified, independent professional auditor. The Sponsor may select an outside accounting firm, another fully qualified resource, or the IEEE Internal Audit Department to arrange for and perform the audit. The selection of such auditors should avoid any conflict of interest with members of the relevant IEEE Standards Sponsor committees. If the IEEE Internal Audit Department is selected to provide the auditing service, all required documentation is due no later than 15 March. If prepared by an independent auditor, the contract/MOU for their services is due to the IEEE Internal Audit Department by 15 March; the final and complete audit report shall be submitted to the IEEE Internal Audit Department by 30 April.

IEEE Standards Sponsor committees with more than US \$25,000 but less than US \$250,000 in income or expenses per year will may be audited on a rotational basis. The IEEE Internal Audit Department will is responsible for scheduling and arranging for the audits of these Standards activities. For those committees not scheduled for an Internal Audit review in a given year, an informal review should be conducted by a committee composed of individuals who have no direct or indirect responsibility for the financial transactions of the committee.

IEEE Standards meetings with a non-IEEE organizational unit, when the IEEE share of annual revenues or expenses is expected to exceed US \$250,000 per year, are required to participate in the audit process. If the cooperating organizational units agree to the audit but refuse to share in the audit fee, the IEEE Sponsor will be assessed an audit fee of no more than 50% of the standard fee rate.

All audit fees, as determined by the IEEE Internal Audit Department, shall be incorporated in the budgets of IEEE Standards Sponsor committees and displayed as a separate line on budget reports.

The IEEE Internal Audit staff ~~shall will~~ assure that committee financials are audited in accordance with the guidelines developed for this purpose.

6 [NEXT MEETING](#)

The next ProCom meeting will occur on either 28 or 29 June 2016 in Berlin, Germany.

7 **ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:39 a.m.