IEEE-SA STANDARDS BOARD Procedures Committee (ProCom) Meeting Minutes

5 December 2011
Piscataway, NJ, USA
1:00 p.m. – 4:00 p.m.

Members:
Bill Bartley
Bob Grow
Jim Hughes, Chair
David Law
Sam Sciacca
Curtis Siller
Howard Wolfman

Guests:
Peter Balma
Karen Bartleson
Dennis Brophy
Dick DeBlasio
Wael Diab
Clint Chaplin
Richard Hulett
Bruce Kraemer
John Kulick
Jim Moore
Ted Olsen
Ron Petersen
Jon Rosdahl
Mike Seavey
Adrian Stephens
Claire Topp
Yatin Trivedi
Phil Winston
Don Wright

Staff:
Kathryn Bennett
Christina Boyce
Matt Ceglia
Karen Evangelista
Tricia Gerdon
Judy Gorman
Jodi Haasz
Mary Ellen Hanntz
Yvette Ho Sang
Noelle Humenick
Karen Kenney
Mike Kipness
Karine Iffour
Gregory Marchini
Mary Lynne Nielsen
Moira Patterson
Lisa Perry
Dave Ringle
Ana Sainvilus
Erin Spiewak
Susan Tatiner
Cherry Tom
Sue Vogel
Jim Wendorf
Joan Woolery
Lisa Yacone, Administrator
Malia Zaman

1 CALL TO ORDER

Chair Hughes called the meeting to order at 1:00 p.m. There was a round of introductions by all present.

2 ACTION ITEM REVIEW

Chair Hughes noted that the sole action item from the September ProCom meeting had been completed. He also explained that ProCom will now number all actions items in the minutes and have a standing agenda item to review action items from the previous meeting.

3 APPROVAL OF AGENDA

Chair Hughes reported that he had a request to make agenda item 6.1 time specific for 2:00 p.m. Wael Diab requested the addition of a new business item, "Duration of initial sponsor ballots" and this was added as agenda item number 6.5. Bob Grow requested the addition of a new business item, "Scope of ballot", and this was added as agenda item 6.6. There was a motion to approve the agenda as amended. The motion was unanimously approved.

4 APPROVAL OF THE 8 SEPTEMBER 2011 PROCOM MINUTES

There was a motion to approve the previous meeting minutes. The motion was unanimously approved.

5 OLD/UNFINISHED BUSINESS

5.1 SASB Reaffirmation Ad Hoc – Action & Information – Hughes

Chair Hughes gave a brief status report for the reaffirmation ad hoc. The report included a review of the latest FAQ draft, a review of a designation table and a review of some P&P changes. A lengthy discussion regarding the naming and publishing of base documents and compilations followed. David Law stated that he fundamentally disagreed with the designation table. He believed that more P&P changes needed to be made and he would be happy if line 3 final column on the designation table were changed to "compilation".

Motion-Dec2011-01: ProCom recommends that SASB adopt the Reaffirmation FAQ D27 and P&P changes. Upon vote, the motion failed [2-3-1, Sciacca abstaining].

5.2 Introductions Ad Hoc Update – Action & Information – Sciacca

Sam Sciacca explained that the consensus of the ad hoc had been presented at the September meeting in Seoul and the ad hoc followed ProCom's request that a formal recommendation be made at the December meeting. The intention is to clarify what might be commented on during balloting. The Participants List is not part of the Introduction and will be placed prior to the Introduction section in the front matter. Keywords/Abstracts will remain as-is and are subject to comment. The Style Manual will be updated.

Motion-Dec2011-02: ProCom recommends that SASB add the text (highlighted below) to section 5.4.3 of the SASB OpMan. Upon vote, the motion passed unanimously.

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 Sponsor Ballot Participant list.

Sam also noted that the ad hoc recommends that ProCom suggest to AudCom that WG P&Ps specify the requirements for being listed as a Participant in the Working Group to avoid any confusion on the matter.

During Introduction Ad Hoc meetings, it was determined that some of the concerns which led to the Introduction Ad Hoc were due to the inconsistent use of terms in the IEEE-SASB OpMan. The ad hoc felt that because the IEEE-SASB OpMan uses these terms without definition, it caused confusion by individuals, WGs, BRCs, etc. Sam asked ProCom to reconstitute the ad hoc as the Definitions Ad Hoc, which would seek to add a definitions section to the IEEE-SASB OpMan.

The ad hoc was reconstituted as a Definitions Ad Hoc. It will include Sam Sciacca (Chair), Bill Bartley, Ron Hotchkiss, David Law, Jim Moore, Phil Winston, Kim Breitfelder, Dave Ringle as well as Mike Seavey, Howard Wolfman, Yvette Ho Sang, Jodi Haasz, Tricia Gerdon, Mike Kipness and Joan Woolery.

AI-Dec2011-01: Definitions Ad Hoc to return to the March 2012 meeting with a report and suggested definitions for at least the words addressed in 1211proagen_5.2info presentation, slide 5.

5.3 Response to changes in the ANSI Essential Requirements RE: Balance Ad Hoc -Information – Grow

Bob Grow reported that work was complete and the ad hoc could be disbanded. Chair Hughes disbanded the ad hoc and thanked the group for their work. Staff will continue to educate those affected by the ANSI changes

5.4 Co-Sponsorship Ad Hoc – Information – Diab

Wael Diab gave a report which included a summary of work performed by the ad hoc and the direction the ad hoc would like to take concerning defining co-sponsor roles and responsibilities. The ad hoc intends to present final SASB OpMan changes, a sample MoU and final baseline P&P wording changes at the March meeting. ProCom was supportive of the direction the ad hoc is taking. ProCom suggested two items to consider for inclusion in the MoU: Option for reassignment

of PAR from one of the co-sponsors to another and the MoU being included for any PAR modifications. Peter Balma asked to be added to the ad hoc.

AI-Dec2011-02: Co-Sponsorship Ad Hoc to bring actionable items back to ProCom at least a week before the next meeting in March.

5.5 SA OpMan rules changes for RA competition – Information – Parsons/Grow

Bob Grow reported that the Board of Governors (BOG) approved the proposed SA OpMan rule changes for RA competition last week.

5.6 IC Under SASB OpMan and Bylaws revisions – Action – Wendorf

Jim Wendorf gave an updated presentation on Industry Connections and explained proposed changes to the IEEE-SA OpMan and the IEEE-SA Bylaws.

Motion-Dec2011-03: ProCom recommends approval of OpMan and Bylaws changes concerning Industry Connections to SASB. Upon vote, the motion passed unanimously.

IEEE-SA Standards Board Bylaws
1. IEEE-SA Standards Board

The IEEE-SA Standards Board is established by the IEEE-SA Board of Governors according to clause 5.1 of the *IEEE Standards Association Operations Manual*. The details of its responsibilities beyond that specified in the *IEEE Standards Association Operations Manual* are stipulated by these bylaws, as supplemented by the *IEEE-SA Standards Board Operations Manual*.

The IEEE-SA Standards Board is responsible on an Institute-wide basis for

a) Encouraging and coordinating the development of IEEE standards
b) Reviewing all proposed IEEE standards to determine whether the proposed standards conform to the requirements established by the IEEE-SA Standards Board and whether consensus has been achieved for approval of the proposed standards
c) Overseeing the initiation, termination, and review of Industry Connections activities

Matters of standards policy, financial oversight, new directions in standardization, and other standards-related activities in fields of interest to the Institute as stated in the *IEEE Constitution* are the responsibility of the IEEE-SA Board of Governors (BOG).

4.2 Standing committees of the IEEE-SA Standards Board
4.2.7 Industry Connections Committee (ICCom)
4.2.7.1 Scope
This committee shall be responsible for ensuring that proposed Industry Connections activities are within the scope and purpose of the IEEE, and for reviewing the progress and deliverables of Industry Connections activities. The committee shall examine Industry Connections Activity Initiation Documents (ICAIDs) and make recommendations to the IEEE-SA Standards Board regarding their approval. The committee shall also make recommendations to the IEEE-SA Standards Board regarding the termination of Industry Connections activities. The committee's procedures and responsibilities are specified in the *IEEE-SA Industry Connections Committee Operations Manual*.
4.2.7.2 Organization

This committee shall be comprised of at least five members, at least two of whom, including the chair, shall be voting members of the IEEE-SA Standards Board. The chair and other members of the committee shall be appointed by the Chair of the IEEE-SA Standards Board for a term of one year.

IEEE Standards Association Operations Manual
5.1 IEEE-SA Standards Board
The BOG shall establish and appoint a Standards Board to encourage and coordinate the development and revision of IEEE standards; to approve the initiation of IEEE standards projects; and to review them for consensus, due process, openness, and balance. The IEEE-SA Standards Board shall give final approval to IEEE standards prior to publication and shall process all necessary appeals. The IEEE-SA Standards Board shall also approve the initiation and termination of Industry Connections activities, and review their progress (see subclause 4.2.7 of the *IEEE-SA Standards Board Bylaws*).
The rules and procedures for the IEEE-SA Standards Board are contained in the *IEEE-SA Standards Board Bylaws* and the *IEEE-SA Standards Board Operations Manual*. The BOG shall approve proposed changes to *IEEE-SA Standards Board Bylaws* unless there is a conflict with its governing documents. Any conflict shall be resolved by a task force appointed by the IEEE-SA President.

Summary: This change discusses Industry Connections and ICCom.

6 NEW BUSINESS

6.1 Declaration of affiliation slides – Action – Vogel

Sue Vogel gave a presentation which showed a continued misunderstanding and error when it comes to declaring affiliation in myProject and at meetings. ProCom agreed that there is a need for education, but did not like the idea of presenting it as another slide set for meetings. Staff will continue to investigate. No action taken.

6.2 SASB OpMan definition changes for Amendments, Corrigendum, Erratum –Action – Balma

On behalf of NesCom, Peter Balma presented proposed changes to the definitions for Amendment, Corrigendum and Erratum which are listed in the SASB OpMan 1.2. During discussion, ProCom made a few small modifications to the definitions.

Motion-Dec2011-04: ProCom recommends to SASB text changes of SASB OpMan that clarify document definitions. The motion passed unanimously.

IEEE-SA Standards Board Operations Manual

1.2 Types of IEEE standards

IEEE standards include but are not limited to:

— Lists of terms, definitions, or symbols, applicable to any field of science or technology within the scope of the IEEE.

— Expositions of scientific methods of measurement or tests of the parameters or performance of any device, apparatus, system, or phenomenon associated with the art, science, or technology of any field within the scope of the IEEE.

— Characteristics, performance, and safety requirements associated with devices, equipment, and systems with engineering installations.

— Recommendations reflecting current state-of-the-art in the application of engineering principles to any field of technology within the scope of the IEEE.

IEEE standards are classified as:

— *Standards*: documents with mandatory requirements.

— *Recommended practices*: documents in which procedures and positions preferred by the IEEE are presented.

— *Guides*: documents in which alternative approaches to good practice are suggested but no clear-cut recommendations are made.

— *Trial-Use documents*: publications in effect for not more than two years. They can be any of the categories of standards publications listed above. (See 5.7.)

The IEEE standards development process may result in one or more of the following documents:

— *New*: A document that does not replace or modify another standard.

— *Revision*: A document that updates and replaces (i.e., supersedes) an existing IEEE standard in its entirety.

— *Amendment*: A document that ~~contains new~~ adds to, removes from, or alters material ~~to~~ in a portion of an existing IEEE standard and may ~~contain~~ make editorial or technical corrections to that standard.

NOTE – An amendment to a standard may be prepared to maintain the state-of-the-art within the standard due to advancing technology or techniques. An amendment facilitates the timely change of an existing IEEE standard prior to its complete revision.

— *Corrigendum*: A document that only ~~contains~~ corrects editorial errors or technical errors, or ambiguities in ~~corrections to~~ an existing IEEE standard. A corrigendum does not introduce new material.

NOTE –A typical corrigendum may contain:

— Corrections to equations, tables, or figures, or their associated numbering or citations in the text

— Corrections to technically incorrect sentences in paragraphs

6.3 2012 Style Manual – Information – Perry

Lisa Perry, on behalf of editorial staff, reported that they are currently working on a 2012 edition of the Style Manual. The plan is to have ProCom participate in a three week comment period at the end of the month.

6.4 IEEE-SA OpMan procedures text change for a Category D Liaison – Action – Haasz

Jodi Haasz reported that during a recent review of the text regarding Category D Liaisons in the IEEE- SASB OpMan, some general terminology and editorial errors were discovered. She asked ProCom to review the proposed text changes and then recommend approval to the SASB.

Motion-Dec2011-05: ProCom recommends approval to SASB of SASB OpMan changes that clarify Category D liaisons. Upon vote, the motion was approved unanimously.

IEEE-SA Standards Board Operations Manual

7.2 ~~IEEE~~ 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~~s~~ 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~~n IEEE~~ 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~~, and may be permanent or transient in nature~~.

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 ~~Chair~~ shall work with appropriate IEEE-SA staff to draft a letter to the Secretary 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 ~~between the two groups~~. 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~~n IEEE~~ Category D Liaison shall be forwarded to the IEEE-SA Standards Board for approval ~~consideration~~.

7.2.4 Appointment of ~~IEEE~~ 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 ~~and vote~~ as a member ~~at~~ of the ~~level of an~~ ~~I~~EC Technical Committee/Subcommittee ~~w~~Working ~~g~~Group, ~~m~~Maintenance ~~t~~Team, or ~~p~~Project ~~t~~Team. This expert acts as the official representative of the IEEE Technical Committee from which he or she is appointed.

~~Participation at the IEC Technical Committee/Subcommittee level is by country representation only. Category D liaisons may not participate in the work at the IEC Technical Committee/Subcommittee level, which means they cannot participate in IEC Technical Committee/Subcommittee meetings and may not propose new work items, other than Publicly Available Specifications.~~

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 develops the formal position of the IEEE Committee on IEC standards under development in a working group, maintenance team, or project team.~~

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 ~~for its consideration~~, ~~the appropriate IEEE copyright information shall be on the document. If the IEC Working Group wishes to adopt the document whole or in part,~~ the Category D Liaison shall contact the appropriate IEEE-SA staff for assistance ~~Manager, Standards Intellectual Property~~.

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 ~~IEEE~~ 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.

Summary: This change makes corrections to the Category D Liaison section of our P&Ps.

6.5 Duration of initial sponsor ballots – Information – Diab

Wael Diab expressed a concern that the duration of initial sponsor ballots it is not codified anywhere in our procedures. He suggested using the current default in myProject (30 days) as a minimum with an option to make it longer.

AI-Dec2011-03: Wael Diab to come back to the March meeting with proposed text for the duration of sponsor ballots.

6.6 Scope of ballot – Information – Grow

Bob Grow expressed a concern over how to handle "ballot flips" which may be received by email between ballots and/or how these are recorded in myBallot. There was discussion around a suggestion to add a "satisfied" check box to be associated with each comment.

AI-Dec2011-04: Bob Grow to work on text to record satisfaction with ballot comments, and send it to the ProCom reflector in the next two weeks.

7 NEXT MEETING

The next ProCom meeting will take place on 27 March 2012, in Piscataway, NJ, USA.

8 ADJOURNMENT

There being no further business, Chair Hughes thanked the 2011 ProCom committee members for their service and adjourned the meeting at 4:05 p.m.

9 ACTION ITEM SUMMARY

AI-Dec2011-01	Definitions Ad Hoc to return to the March 2012 meeting with a report and suggested definitions for words addressed in 1211proagen_5.2info presentation, slide 5.
AI-Dec2011-02	Co-Sponsorship Ad Hoc to bring actionable items back to ProCom at least a week before the next meeting in March.
AI-Dec2011-03	Wael Diab to come back to the March meeting with proposed text for the duration of sponsor ballots.
AI-Dec2011-04	Bob Grow to work on text to record satisfaction with ballot comments, and send it to the ProCom reflector in the next two weeks.