

IEEE SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)

MEETING MINUTES

21 September 2021

12:00 p.m. – 1:30 p.m. UTC

Teleconference/Webex

Attendees

Members Present:

Doug Edwards
Travis Griffith
John Kulick, Chair
David Law
Kevin Lu
Damir Novosel
Annette Reilly
Dorothy Stanley

Members Absent:

Sha Wei

IEEE Staff:

Christy Bahn
Adrien Bastos
Kim Breitfelder
Matthew Ceglia
Karen Evangelista
Jonathan Goldberg
Yvette Ho Sang
Konstantinos Karachalios
Soo Kim
Michael Kipness
Vanessa Lalitte
Kristin Little
Kelly Lorne
Karen McCabe
Erin Morales
Ashley Moran
Mary Lynne Nielsen
Christian Orlando
Daniel Perez

Lisa Perry
Dave Ringle, Administrator
Pat Roder
Michelle Turner
Lisa Weisser
Joan Woolery
Malia Zaman

IEEE Outside Legal Counsel:

Claire Topp – Dorsey & Whitney LLP

Guests:

Michael Atlass
James Calkins
Tek Bahadur Chhetri
Latonia Gordon
Richard Green
Guido Hiertz
Gary Hoffman
Taras Holoyad
Stefanie Mielert
Kezang Phuntsho Namgay
Elisabeth Opie
Leticia Pibida
Tibinda Powdel
Robby Robson
Jon Rosdahl
Matteo Sabattini
Lachlan Scully
Mark Siira
Mehmet Ulema
Karl Weber
Howard Wolfman
Don Wright

1 CALL TO ORDER

Chair Kulick called the meeting to order at 12:04 p.m. UTC.

2 INTRODUCTIONS

There was a round of introductions by all present.

It was noted that the meeting was quorate.

3 APPROVAL OF AGENDA

There was a motion to approve the agenda. In the absence of objection, the motion was approved.

4 APPROVAL OF THE [05 AUGUST 2021 ProCom MINUTES](#)

There was a motion to approve the 05 August 2021 2021 ProCom meeting minutes. In the absence of objection, the motion was approved.

5 OLD/UNFINISHED BUSINESS

5.1 [Update](#) from Ad Hoc on Strengthening Direction and Training
RE: Dominance – Law

David Law, Ad Hoc Chair, reported.

5.2 [ProCom Conventions](#) – Kulick

Chair Kulick provided a review of the discussion topic and invited ProCom members to share their thoughts.

There was discussion.

No action was taken.

6 NEW BUSINESS

6.1 [Proposed Updates](#) to SA OpMan, SASB Bylaws, and SASB OpMan
RE: Standards Coordinating Committee (SCCs) – Ulema

Mehmet Ulema led discussion of the proposed changes to the SA OpMan, SASB Bylaws, and SASB OpMan.

There was a motion to recommend the *IEEE Standards Association Operations Manual, IEEE SA Standards Board Bylaws, and IEEE SA Standards Board Operations Manual* changes noted below to the SASB for approval consideration, conditional upon an SASB plan of action (including potential sunseting or transition into a Standards Committee) for the existing SCCs. The motion was approved. [Vote: Yes=5, No=1]

IEEE Standards Association Operations Manual

3. Abbreviations and acronyms

This list offers only those acronyms and abbreviations used in this Operations Manual.

ArCom: IEEE Standards Association Awards and Recognition Committee

BOG: Board of Governors

CAG: Corporate Advisory Group

IEEE: Institute of Electrical and Electronics Engineers

SASB: IEEE SA Standards Board

~~**SCC:** Standards Coordinating Committee~~

SMDC: Strategic Management and Delivery Committee

SPCC: Strategic Planning Coordination Committee

TAB: Technical Activities Board of the IEEE

5.1.2.1 Liaison representatives

The following persons serve as nonvoting (unless already voting members) liaison representatives to the IEEE SA Standards Board and its standing committees to assist in coordinating standardization work with their respective organizations:

~~a) The chair of each IEEE Standards Coordinating Committee (SCC) appointed by the IEEE SA Standards Board.~~

ba) Representatives of IEEE Societies and Councils (and their Technical Committees), appointed by the Presidents or Chairs of these bodies. Standards Committees may also designate liaison representatives where committee standards activity indicates the need for representation.

eb) Liaison representatives designated by other major IEEE Boards.

ec) Such other liaison representatives as the IEEE SA Standards Board may authorize.

The responsibilities of the liaison representatives are given in the *IEEE SA Standards Board Operations Manual*.

7.1.5.3 Liaison relationships with other committees within IEEE

The OBC should attempt to identify IEEE technical communities (e.g., IEEE Societies, Standards Committees, ~~IEEE SA Standards Coordinating Committees~~, etc.) that are likely to have an interest in positions represented by ERs under the OBC's

responsibility. The OBC shall develop liaison relationships with those IEEE technical communities that have indicated interest in the activities of the OBC and shall keep them informed of positions represented by the ERs under the OBC's responsibility.

IEEE SA Standards Board Bylaws

4.1.2 Liaison representatives

The following persons serve as nonvoting (unless already voting members) liaison representatives to the IEEE SA Standards Board and its standing committees to assist in coordinating standardization work with their respective organizations:

a) ~~The chair of each IEEE Standards Coordinating Committee (SCC) appointed by the IEEE SA Standards Board.~~

ba) Representatives of IEEE Societies and Councils (and their Technical Committees), appointed by the Presidents or Chairs of these bodies. Standards Committees may also designate liaison representatives where committee standards activity indicates the need for representation.

eb) Liaison representatives designated by other major IEEE Boards.

dc) Such other liaison representatives as the IEEE SA Standards Board may authorize.

The responsibilities of the liaison representatives are given in the *IEEE SA Standards Board Operations Manual*.

4.1.3 SCC Coordinator

~~The SCC Coordinator shall ensure oversight of the SCCs and shall facilitate the work of the SCCs. The SCC Coordinator shall be appointed by the Chair of the Standards Board for a term of one year.~~

4.1.43 Tenure

Members of the IEEE SA Standards Board may serve up to three consecutive one-year terms, except that chairs of standing committees or members of the Administrative Committee may be appointed to additional terms to provide experience and continuity.

4.2.6 Administrative Committee (AdCom)

The Administrative Committee shall act for the IEEE SA Standards Board between meetings and make recommendations to the IEEE SA Standards Board for its disposition at regular meetings. AdCom shall comprise the officers of the IEEE SA Standards Board, ~~and~~ the chairs of each standing committee of the IEEE SA Standards Board, ~~and the SCC Coordinator~~. The Chair of the IEEE SA Standards Board shall be the chair of AdCom.

4.3 Other committees and bodies

4.3.1 Standards Coordinating Committees (SCCs)

Proposed standards are normally developed in the technical committees of the IEEE Societies. There are occasions when the scope of a standards activity is too broad to be encompassed in a single Society, or a Society may find itself in a position where it is unable to carry out the work needed to meet an identified need. In such instances, the IEEE SA Standards Board shall establish its own committees to perform the required functions. These committees shall be known as Standards Coordinating Committees (SCCs) and shall report to the IEEE SA Standards Board.

There shall be two types of SCCs. The first (type 1) shall serve as a forum for the exchange of information between and among standards developing activities of the IEEE. (Opportunities for sharing information about standards projects, trends, and Society directions will serve to minimize duplication among programs and will enhance the content of standards of interest to more than one Society.)

This type of SCC shall not develop standards. If this type of SCC is to take on a standards development role, it shall apply for SCC type 2 status (see subclause 4.3.2 of the *IEEE SA Standards Board Operations Manual*).

The second type of SCC (type 2) shall act as Standards Committee for standards projects, in addition to having the coordination responsibilities of a type 1 SCC. It shall meet all the requirements of a Standards Committee (including clause 5 of the *IEEE SA Standards Board Operations Manual*).

For information on the formation of SCCs, see 4.3 in the *IEEE SA Standards Board Operations Manual*. For information on the organization of SCCs, see 4.4 in the *IEEE SA Standards Board Operations Manual*.

5.2.1 Participation in IEEE standards development

A participant is an individual or entity that engages in Standards Committee/Working Group standards development activities, e.g., attending meetings, joining one of the Standards Committee/Working Group email reflectors, or voting in the Working Group, Public Review, or Standards Association 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 9.9 on Conflict of Interest.

All officers of IEEE standards working groups shall indicate acceptance of their roles in an IEEE SA database.

Standards Committee Chairs, Vice Chairs, Secretaries, Treasurers, and liaison representatives shall be members of IEEE SA and shall also be either IEEE members of any grade, except Student grade, or IEEE affiliates. ~~All officers of IEEE SA Standards Board Standards Coordinating Committees shall be members of IEEE SA and shall also be either IEEE members of any grade, except Student 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.

5.2.2 Standards Committee

A Standards Committee shall be made up of any of the categories of membership described in IEEE Bylaw I-403. This Standards Committee shall have a professed interest in the development of standards (either by direct participation or by the process of review) in technological areas that fall under the general scope of interest to the IEEE.

All IEEE standards development shall be based on projects that have been approved by the IEEE SA Standards Board, and each project shall be the responsibility of a Standards Committee. Standards Committees are responsible for the development and coordination of the standards project and the maintenance of the standard after approval of the standard by the IEEE SA Standards Board.

The Standards Committee shall be one of the following:

- a) A Technical Committee within an IEEE Society/Council
- b) A Standards Committee or Standards Coordinating Committee of an IEEE Society/Council
- c) A Standards Coordinating Committee previously established by the IEEE SA Standards Board that is explicitly approved by the IEEE SA Standards Board to become a Standards Committee reporting to a different body
- d) A Standards Subcommittee organized by or reporting to one of the above
- e) Other organizations as recommended by the IEEE SA Standards Board and approved by the IEEE SA BOG

The IEEE SA Standards Board is not a Standards Committee, but provides oversight

and guidance to assist Standards Committees when necessary.

IEEE SA Standards Board Operations Manual

Contents

1. Introduction.....	Error! Bookmark not defined.
1.1 Scope and purpose	Error! Bookmark not defined.
1.2 Types of IEEE standards	Error! Bookmark not defined.
1.3 Standards documentation	Error! Bookmark not defined.
2. Related documents	Error! Bookmark not defined.
3. Abbreviations and acronyms	Error! Bookmark not defined.
4. IEEE SA Standards Board and committee procedures	Error! Bookmark not defined.
4.1 IEEE SA Standards Board	Error! Bookmark not defined.
4.2 Standing committees of the IEEE SA Standards Board.....	Error! Bookmark not defined.
4.3 Forming a Standards Coordinating Committee (SCC)	11
4.4 Organization of SCCs	13
4.5 Responsibilities of SCCs.....	14
4.6 Disbanding a Standards Coordinating Committee (SCC)	14
5. Standards development.....	Error! Bookmark not defined.
5.1 Standards Committee.....	Error! Bookmark not defined.
5.2 Project authorization	Error! Bookmark not defined.
5.3 Standards development meetings	Error! Bookmark not defined.
5.4 Standards Association ballots	Error! Bookmark not defined.
5.5 Submission of proposed standards to the IEEE SA Standards Board	Error! Bookmark not defined.
5.6 Adoption.....	Error! Bookmark not defined.

5.7 Trial-Use standards **Error! Bookmark not defined.**

5.8 Appeals **Error! Bookmark not defined.**

6. Copyright, commercial terms and conditions, patents, and standard structure
..... **Error! Bookmark not defined.**

6.1 Copyright **Error! Bookmark not defined.**

6.2 Commercial terms and conditions **Error! Bookmark not defined.**

6.3 Patents..... **Error! Bookmark not defined.**

6.4 IEEE standard document structure **Error! Bookmark not defined.**

6.5 Open Source **Error! Bookmark not defined.**

7. Liaisons with organizations external to IEEE..... **Error! Bookmark not defined.**

7.1 Liaisons from Standards Committees to organizations external to IEEE..... **Error!
Bookmark not defined.**

7.2 Liaisons from organizations external to IEEE to Standards
Committees/Subgroups..... **Error! Bookmark not defined.**

8. Publication..... **Error! Bookmark not defined.**

8.1 Standards..... **Error! Bookmark not defined.**

8.2 Publication of drafts **Error! Bookmark not defined.**

9. Review of IEEE standards **Error! Bookmark not defined.**

9.1 Revision **Error! Bookmark not defined.**

9.2 Removal from active status..... **Error! Bookmark not defined.**

10. Maintenance and modification of the *IEEE SA Standards Board Operations Manual*
..... **Error! Bookmark not defined.**

10.1 Interpretations of the *IEEE SA Standards Board Operations Manual*..... **Error!
Bookmark not defined.**

3. Abbreviations and acronyms

AdCom: IEEE SA Standards Board Administrative Committee

ANSI: American National Standards Institute

ASC: ANSI Accredited Standards Committee

AudCom: IEEE SA Standards Board Audit Committee

IEEE: Institute of Electrical and Electronics Engineers

NesCom: IEEE SA Standards Board New Standards Committee

PAR: Project Authorization Request

PatCom: IEEE SA Standards Board Patent Committee

ProCom: IEEE SA Standards Board Procedures Committee

RevCom: IEEE SA Standards Board Standards Review Committee

SASB: IEEE SA Standards Board

SCC: Standards Coordinating Committee

SDO: Standards-Developing Organization

TC: Technical Committee

WG: Working Group

4.1.2 Liaison representatives

The Secretary of the IEEE SA Standards Board shall circulate the following information to the liaison representatives for review and action:

- a) *Each IEEE Project Authorization Request (PAR) submitted for approval.* The liaison representative is expected to review each request to see if his or her organization has a substantial interest in the project.
- b) *Agenda for each IEEE SA Standards Board meeting.* This should be reviewed to determine if there is any item on the agenda of substantial interest to the organization. The liaison member should be present, if necessary, to support the interests of the organization.
- c) *Minutes of meetings of the IEEE SA Standards Board.* This shall include action taken on PARs and draft standards.
- d) *Notice of assignment of a standards project.* When the IEEE SA Standards Board, on its own initiative, agrees on the need for a standard, a request to develop the standard shall be sent to the liaison representative of the Society and/or the Standards Coordinating Committee (SCC) having primary interest in the subject. The liaison representative is expected to assign the project to the appropriate technical unit as a Standards Committee for the development of the standards project.

e) *Status Reports.* The liaison representative shall review any sections of the project reports that may be assigned to his or her organization and notify the Secretary of the IEEE SA Standards Board of any corrections and revisions. The liaison representative should ensure that action is taken to revise all standards assigned to the Society within ten years of the date of approval. The liaison representative should monitor work being done on all standards projects and report any changes in the status of the standards to the Secretary of the IEEE SA Standards Board.

4.2.4.1 AudCom review of Standards Committee P & P

AudCom recommends to the IEEE SA Standards Board the following actions concerning IEEE SA Standards Committee P & P:

- Accepted
- Not accepted
- Visibly under development

A Standards Committee's P & P shall be determined by AudCom to be visibly under development or accepted by AudCom before performance of any standards work (including but not limited to: PAR actions, Standards Association ballot actions, etc.) by that Standards Committee is authorized by the IEEE SA Standards Board to commence.

After a Standards Committee's P & P have been submitted to AudCom and an AudCom member is assigned as mentor to review the document, the P & P may be determined by AudCom to be visibly under development. The P & P will remain in such a state until AudCom is either satisfied that they are complete and acceptable or that the Standards Committee is no longer responsive to AudCom and that the P & P are not acceptable.

AudCom will ensure that each standards-developing group has based its P & P on the appropriate baseline procedures (e.g., individual, entity, etc. SCC Type 1, or SCC Type 2) available from the IEEE SA.

Standards Committee P & P shall be subject to review by AudCom every five years to ensure currency. However, if a Standards Committee revises its P & P prior to its next scheduled AudCom review, the Standards Committee shall immediately submit its revised P & P to AudCom for review and acceptance.

The Standards Committee P & P document accepted by AudCom shall be the official policies of that Standards Committee and shall reside online on the IEEE SA Standards Board AudCom website. No other copy shall be designated as the official copy. Links to the IEEE SA Standards Board AudCom website are encouraged.

4.3 Forming a Standards Coordinating Committee (SCC)

The IEEE SA Standards Board will consider petitions from persons who outline the desirability of an SCC type 1 or SCC type 2, defined in subclause 4.3.1 of the IEEE

SA Standard Board Bylaws.

4.3.1 Notification of affected IEEE Societies and Councils

A proposal to create a new SCC type 1 or SCC type 2 or to change the scope of an existing SCC shall first be submitted to all IEEE Society/Council Presidents whose scopes of activity are related to the program of work to be covered by the proposed SCC or affected by a proposed change in the scope of an existing SCC.

4.3.1.1 New SCC

For proposed new SCCs, the notification shall include

- a) A scope of work for the SCC.
- b) Supporting material demonstrating the need for and feasibility of the SCC.
- c) A statement explaining why the SCC should undertake the development of standards in a particular subject area rather than the current committees of IEEE Societies or Councils.
- d) A nominee for chair, including a statement of his or her willingness to serve.
- e) A budget that estimates annual resource requirements and identifies sources of revenue to support the activity.
- f) An opportunity for the IEEE Society/Council to oversee the work.

Notified Presidents shall be requested to respond to the notification indicating whether the IEEE Societies/Councils they represent would be willing to oversee the work. The response date should be set to be prior to the proposed submission to the IEEE SA Standards Board. A period of at least three months should be given to respond to the notification.

4.3.1.2 Change in scope of an existing SCC

The notification for changes in the scope of an existing SCC shall include

- a) The proposed scope change.
- b) Supporting material demonstrating the need for and feasibility of the change.
- c) Recommendations for any changes in oversight responsibility for current standards development activities.
- d) Any change in budget and other resource requirements.

Notified IEEE Society/Council Presidents shall be requested to respond to the notification. The response should be set to be prior to submission of the proposed scope change to the IEEE SA Standards Board. A period of at least three months should be given to respond to the notification.

4.3.2 Proposal to the IEEE SA Standards Board

A proposal to create a new SCC type 1 or SCC type 2 or to revise the scope of an existing SCC shall be submitted to the IEEE SA Standards Board. The proposal shall include all of the information in items a) through f) of 4.3.1.1 for new SCCs and in items a) through d) of 4.3.1.2 for changes in scope of an existing SCC that was submitted to the IEEE Society/Council Presidents. It shall also include documentation of any responses or indication of a lack of response from IEEE Society/Council Presidents.

Consideration of proposals for a new SCC or a change in scope of an existing SCC by the IEEE SA Standards Board shall take no longer than six months without notification to the submitter.

In considering approval of a new SCC, the IEEE SA Standards Board shall evaluate the need for and feasibility of the proposed SCC. If the IEEE Societies/Councils have indicated a willingness to serve as the Standards Committee(s), the IEEE SA Standards Board will evaluate their expertise and breadth of knowledge to oversee the work.

For changes in an existing SCC scope, the IEEE SA Standards Board shall evaluate the appropriateness of the scope change and the feedback received from the IEEE Society/Council Presidents.

If the formation or revised scope of the SCC is approved, the Chair of the IEEE SA Standards Board shall formally notify the IEEE Society/Council Presidents and invite their participation by naming member(s) to the SCC from the various IEEE Societies/Councils. Notification shall also be sent to the members of the IEEE SA BOG and announced in appropriate media.

4.4 Organization of SCCs

4.4.1 Membership

Membership in the IEEE SA is encouraged for all SCC members.

4.4.2 Officers of an SCC

Each officer shall be an IEEE member of any grade except Student grade and shall be a member of the IEEE SA.

The IEEE SA Standards Board Chair shall appoint the chair of each SCC. The appointment shall be for the calendar year, but the SCC Chair may, at his or her discretion, serve until a successor is appointed.

Other SCC officers (e.g., vice chair and secretary) are chosen as provided in the approved SCC Operating Procedures.

The IEEE SA Standards Board Chair has the authority to remove an officer of an SCC.

4.4.3 Membership in an SCC type 2

The members of an SCC type 2 and its subcommittees are appointed by one or more of the following:

- a) The SCC Type 2 Chair,
- b) An IEEE Society,
- c) The IEEE SA Standards Board.

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. The list 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.

4.6 Disbanding a Standards Coordinating Committee (SCC)

The IEEE SA Standards Board should consider the disbandment of an SCC if any of the following applies:

— The SCC leadership is nonresponsive to requests for annual reports, minutes, or status.

— The membership or activity of the SCC is no longer representative of its stated scope.

— The SCC's P & P are found to be deficient or out of date and the SCC does not initiate corrective action.

— There is no current SCC chair and a suitable replacement chair cannot be found.

~~The requirement to submit a written, annual report to the IEEE SA Standards Board is not met.~~

~~There have been no meetings of the SCC or any of its subcommittees within the last 12 months and none are scheduled.~~

~~Coordination is no longer needed and an IEEE Society/Council is willing to assume responsibility for the SCC's standards.~~

~~The SCC requests dissolution.~~

5.1.1 Responsibilities of the Standards Committee

The Standards Committee shall be responsible for the development and coordination of the standards project, and for supervising the standards project from inception to completion. The Standards Committee also shall be responsible for the maintenance of standards after their approval by the IEEE SA Standards Board. As part of this responsibility, each Standards Committee shall operate in accordance with a written set of policies and procedures (P & P) that have been accepted by the IEEE SA Standards Board. Such P & P shall not be in conflict with the *IEEE SA Standards Board Operations Manual*. Standards Committees should note that there are model operating procedures (e.g., individual, entity, ~~etc. SCC Type 1, or SCC Type 2~~) available for use by the Standards Committee.

If a Standards Committee's P & P has been in force for five years and the Standards Committee determines that its standards activities should remain active, the Standards Committee shall submit its P & P, or an extension request, to the AudCom Administrator. AudCom will make a recommendation to the IEEE SA Standards Board whether or not to accept its P & P or the extension. An extension request may be granted for one or more years.

If the Standards Committee does not submit its Standards Committee P & P or an extension request, and the P & P has reached the deadline authorized in the P & P approval letter or a previous extension approval letter, the Standards Committee P & P shall be subject to administrative withdrawal.

In the case of a Standards Committee that is a committee of an IEEE Society, the Society may develop a common set of P & P for standards development that is applicable to all Standards Committees in that Society. Individual Standards Committees within the Society may have specific P & Ps in addition, but these shall not be in conflict with the Society P & P. The P & P for the Standards Committee shall define the process by which the Standards Committee handles appeals (see subclause 5.4 of the *IEEE SA Standards Board Bylaws* and 5.8).

7 [NEXT MEETING](#)

The next ProCom meeting will be scheduled to occur on 06 or 07 December 2021. It is anticipated that this will be a virtual-only meeting.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 1:16 p.m. UTC.