

**IEEE SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)
MEETING MINUTES
19 September 2023
Teleconference/Webex
1:00 p.m. – 3:30 p.m. ET (UTC-4)**

Attendees

Members Present:

Ted Burse, Chair
Gary Hoffman
Kevin Lu
Annette Reilly
Robby Robson
Lei Wang
Keith Waters
Philip Winston

Members Absent:

Ramy Fathy

IEEE Staff:

Christy Bahn
Teresa Belmont
Kim Breitfelder
Matthew Ceglia
Karen Evangelista
Joshua Gay
Jonathan Goldberg
Jodi Haasz
Yvette Ho Sang
Patrycja Jarosz
Konstantinos Karachalios
Soo Kim
Michael Kipness
Vanessa Lalitte
Suzanne Merten
Erin Morales
Mary Lynne Nielsen
Christian Orlando

Lisa Perry
Dave Ringle, Administrator
Pat Roder
Jennifer Santulli

IEEE Outside Legal Counsel:
Claire Topp – Dorsey & Whitney LLP

Guests:

Kit August
Sara Biyabani
Doug Edwards
Latonia Gordon
Guido Hiertz
Tyler Jaynes
Yousef Kimiagar
John Kulick
David Law
Joseph Levy
Jon Rosdahl
Lachlan Scully
Karl Weber
Don Wright

1 CALL TO ORDER

Chair Burse called the meeting to order at 1:02 p.m. ET (UTC-4).

2 INTRODUCTIONS

There was a round of introductions.

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 27 JUNE 2023 ProCom [MINUTES](#)

There was a motion to approve the 27 June 2023 ProCom meeting minutes. In the absence of objection, the motion was approved.

- 5 OLD/UNFINISHED BUSINESS
- 5.1 Review of [SASB Ballot Comments](#) – Burse

Chair Burse noted that the recent SASB email ballot had resulted in the approval of both of the recommended updates. SASB Member comments received during the ballot were made available as information.

- 5.2 Proposed Updates to the SASB OpMan RE: Liaisons with External Organizations – Haasz

Jodi Haasz led discussion of the proposed changes to the SASB OpMan.

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=6, Abstain=1 (Winston)]

IEEE SA Standards Board Operations Manual

7. Liaisons with organizations external to IEEE

7.1 Liaisons from Standards Committees/Subgroups to organizations external to IEEE

7.1.1 Definition of a Standards Committee External Liaison

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

A Standards Committee External Liaison shall be operated in the best interest of the Standards Committee/Subgroup and IEEE SA at all times.

7.1.2 Definition of a Standards Committee External Liaison coordinator

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

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

7.1.3 General guidelines for the establishment of a Standards Committee/Subgroup External Liaison

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

7.1.4 Establishing a Standards Committee/Subgroup External Liaison

A Standards Committee/Subgroup ~~may be interested in~~ ~~establishing~~ a liaison with an organization external to IEEE ~~shall vote to establish the liaison relationship and shall coordinate with the IEEE Standards Department to establish the liaison relationship.~~

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

7.1.5 Appointment of a Standards Committee External Liaison Coordinator

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

7.1.6 Responsibilities of a Standards Committee External Liaison coordinator

The Standards Committee External Liaison coordinator:

- a) ~~Shall coordinate with the IEEE Standards Department on the administration of the liaison activities.~~
- ab) Shall indicate their Standards Committee/Subgroup External Liaison coordinator role when attending meetings of the organization external to IEEE.
- c) ~~Shall only express views authorized by or in alignment with the direction set by the Standards Committee/Subgroup from which they have been appointed while serving as the Standards Committee External Liaison coordinator in the organization external to IEEE.~~
- bd) ~~May~~ ~~Shall only~~ share ~~IEEE~~ information with the organization external to IEEE as authorized by the Standards Committee/Subgroup ~~while serving as the Standards Committee External Liaison coordinator.~~ ~~(a-A template for sharing written information may be used and can be obtained from the IEEE SA Program Manager.)~~ ~~(see subclause 7.1.7 regarding the sharing of IEEE documents).~~ ~~Any other information shared shall be identified as the views of the individual and not that of the Standards Committee/Subgroup.~~

- e) May represent another group Recognizing that a Standards Committee External Liaison coordinator might need to represent another group (such as his/her/their employer and/or other affiliation), the Standards Committee External Liaison coordinator is permitted to represent that group as well as while also serving as the Standards Committee/Subgroup External Liaison coordinator in the same organization external to IEEE. In such a case, the Standards Committee External Liaison coordinator shall clearly identify the role associated with the views being expressed.
- f) Is not authorized by IEEE to hold a leadership role in an organization external to IEEE if their eligibility for such a role is based solely on IEEE's status in that organization.
- eg) May share materials from the organization external to IEEE with the Standards Committee/Subgroup subject to the other organization's policies and procedures, (including copyright policy).
- dh) Is responsible for adhering to the Standards Committee/Subgroup's policies and procedures. All information shared by the Standards Committee External Liaison coordinator shall comply with the IEEE SA Copyright Policy, outlined in Clause 7 of the *IEEE SA Standards Board Bylaws* and subclause 6.1 of the *IEEE SA Standards Board Operations Manual*.
- ei) If the Standards Committee External Liaison coordinator becomes aware of IEEE copyrighted material being used in another organization's document, the Standards Committee External Liaison coordinator shall notify the IEEE SA Program Manager.

7.1.7 Submission of IEEE documents to an organization external to IEEE

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

If a Standards Committee/Subgroup would like to share a published standard with an organization external to IEEE, please contact IEEE SA and notify the IEEE SA Program Manager.

Any requests not addressed above shall be sent to stds-ipr@ieee.org.

7.1.8 Submittal of comments to an organization external to IEEE

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

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

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

7.2.1 Criteria for the establishment of a liaison

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

- a) Have technical competence or expertise in the field of technology represented by the Standards Committee/Subgroup with which the liaison relationship is established
- b) Have a process for developing consensus on any input provided to the Standards Committee/Subgroup

7.2.2 Establishing a liaison with a Standards Committee/Subgroup

An organization external to IEEE may request to establish a liaison with a Standards Committee/Subgroup. The Standards Committee/Subgroup that receives the request shall ~~determine whether to accept it and shall reply to the requesting organization. vote on acceptance of the liaison relationship and, if accepted, shall coordinate with the IEEE Standards Department to establish the relationship.~~

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

7.2.3 Roles and responsibilities of a liaison coordinator

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

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

~~Those serving as liaison coordinators cannot become a voting member of, nor attain voting rights in, an IEEE Standards Committee or Subgroup by virtue of their role as the liaison coordinator the name of the organization external to IEEE.~~

7.2.4 Technical contributions

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

If a liaison organization submits one of its copyrighted documents to a Standards Committee/Subgroup for coordination, the document shall not be considered to be a Contribution and shall not be used in any IEEE document without prior permission from the organization external to IEEE. Prior to distributing the organization's document, the Standards Committee/Subgroup shall reference the Working Group Draft Sharing List to determine if guidance is required from the IEEE SA Program Manager.

7.3 Annual Review of liaison relationships

The Chair of the Standards Committee or the Chair of the Subgroup is responsible for reviewing the liaison relationship(s) every three years annually with their respective group.

7.4 Termination of liaisons

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

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

5.3 Proposed Updates to the SASB OpMan RE: Draft Distribution – Haasz

Jodi Haasz led discussion of the proposed changes to the SASB OpMan.

There was a motion to recommend the *IEEE SA Standards Board Operations Manual* changes noted below to the SASB for approval consideration. In the absence of objection, the motion was approved.

6.1.3.4 Draft distribution ~~for coordination with~~ to recognized organizations external to IEEE

If a Working Group intends to ~~coordinate drafts of~~ distribute a ~~project with draft to~~ a recognized standards-developing organization or technical organization external to IEEE involved in the technology covered by that project for technical review and comment, the Standards Committee and Working Group Chair shall work with the IEEE Standards Department to establish the draft sharing relationship. A recognized organization is one that has been accepted and is listed on the IEEE SA Working Group Draft Sharing for Coordination List ~~<<https://ieeesa.meetcentral.com/ieeeliaisons/doc/WzIsNjE0OTc3MzZd/w-WorkingGroupDraftSharingForCoordination>>~~.

Once the draft sharing relationship has been established, the Working Group Chair may share stable drafts ~~with the organization external to IEEE for coordination and shall inform the IEEE SA Program Manager and IEEE SA IPR Staff. The Working Group Chair shall immediately inform the IEEE SA Program Manager when the draft sharing relationship is no longer needed.~~ A stable draft is one that has:

- a) been voted on by the Working Group as being ready to be shared, and
- b) has undergone an IEEE SA editorial review and has been deemed without issue (e.g., the draft is absent any open or unresolved required editorial review items prior to draft distribution).

All drafts submitted to organizations external to IEEE shall have as ~~the its~~ cover page the IEEE SA draft sharing cover letter. The cover letter that outlines the IEEE copyright and permitted uses and. The IEEE SA draft sharing cover letter is available from the IEEE Standards Department. When sharing the draft with the organization external to IEEE, the Working Group Chair shall inform the IEEE Standards Department.

The IEEE Standards Committee Chair or Working Group Chair shall immediately inform the IEEE Standards Department when the draft sharing relationship is no longer needed.

- 6 NEW BUSINESS
- 6.1 Proposed Updates to the SA OpMan RE: Standards Promotion – Goldberg

Jonathan Goldberg led discussion of the proposed changes to the SASB OpMan.

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

IEEE SA Standards Board Operations Manual

5.1.4 Standards ~~promotion~~ ~~publicity~~

5.1.4.1 ~~Press releases~~

~~Standards Committees are encouraged to prepare press releases to promote their activities. IEEE Standards staff is available to assist in the preparation of press releases.~~

~~Copies of all press releases developed by Standards Committees shall be submitted to the Secretary of the IEEE SA Standards Board. Copies may be supplied electronically. If the press release has been made available on a public website, the URL shall be supplied as well. Press releases may be made available on the IEEE Standards website, or links to existing websites may be provided to aid users in locating appropriate standards press releases.~~

5.1.4.2 ~~Other forms of publicity~~

~~Standards Committees are encouraged to use all means possible to promote their standards and standards activity. IEEE Standards staff is available to assist in standards promotion.~~

~~Copies of any articles from Standards Committees concerning an IEEE standards activity submitted to publications shall be submitted to the Secretary of the IEEE SA Standards Board. Copies may be supplied electronically. If the article has been made available on a public website, the URL shall be supplied as well. Articles may be made available on the IEEE Standards website, or links to existing websites may be provided to aid users in locating appropriate standards promotional material.~~

There was discussion.

There was a motion to Call the Question. In the absence of objection, the motion was approved.

The vote on the main motion failed. [Vote: No=7]

Chair Burse formed a ProCom Ad Hoc to propose updates to SASB OpMan 5.1.4 for review at the December 2023 ProCom meeting.

Chair: Robby Robson

Persons who expressed interest in joining the ad hoc:
Jonathan Goldberg, Jodi Haasz, David Law, Karen McCabe, Tania Olabi-Colon, Dave Ringle

Action Item: Dave Ringle, with assistance from other IEEE SA staff members, to review the IEEE SA P&P documents for usage of

'Standards staff', 'Standards Department], etc. and to propose updates for review at the December 2023 ProCom meeting.

7 [NEXT MEETING](#)

The next ProCom meeting will be scheduled to occur on 04 or 05 December 2023 in New Brunswick, NJ, USA.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 2:10 p.m. ET (UTC-4)