

**IEEE SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)
MEETING MINUTES**

24 September 2024

Athens, Greece and Webex/Teleconference

1:30 p.m. – 5:00 p.m. EEST (UTC+3)

Attendees

Members Present:

Ted Burse, Chair

Xiaohui Liu

Kevin Lu

Robby Robson

Lei Wang

Keith Waters

Don Wright

Members Absent:

Gary Hoffman

Ron Hotchkiss

Philip Winston

IEEE Staff:

Christy Bahn

Adrien Bastos

Teresa Belmont

Ahsaki Benion

Matthew Ceglia

Karen Evangelista

Josh Gay

Jonathan Goldberg

Jodi Haasz

Yvette Ho Sang

Patrycja Jarosz

Soo Kim

Michael Kipness

Vanessa Lalitte

Jiajia Liu

Karen McCabe

Suzanne Merten

Christian Orlando
Dave Ringle, Administrator
Heather Robinson
Rudi Schubert
Tom Thompson
Malia Zaman
Tony Zertuche

IEEE Outside Legal Counsel:

Claire Topp – Dorsey & Whitney LLP

Guests:

Hassan Abouseada
Chuck Adams
Sara Biyabani
Periklis Chatzimisios
Doug Edwards
James Gilb
Latonia Gordon
Guido Hiertz
Yousef Kimiagar
Thomas Koshy
David Law
Joseph Levy
Hiroshi Mano
Glenn Parsons
Annette Reilly
Jon Rosdahl

1 CALL TO ORDER

Chair Burse called the meeting to order at 1:31 p.m. EEST (UTC+3).

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 04 JUNE 2024 ProCom [MINUTES](#)

There was a motion to approve the 04 June 2024 ProCom meeting minutes. In the absence of objection, the motion was approved.

5 OLD/UNFINISHED BUSINESS

5.1 Report from the Ad Hoc RE: Standards Promotion and Social Media Communication – Robson

Jonathan Goldberg reported.

Action Item: Don Wright to send the draft updates to the IEEE Social Media Policy to Dave Ringle and Jonathan Goldberg for review within the ad hoc.

It is anticipated that the ad hoc will propose update to the *IEEE SA Standards Board Operations Manual* for the December 2024 ProCom meeting.

5.2 Report from the Ad Hoc RE: Recording of Meetings – Robson

Yvette Ho Sang reported.

It is anticipated that the ad hoc will propose update to the *IEEE SA Standards Board Operations Manual* for the December 2024 ProCom meeting.

5.3 Report from the Ad Hoc RE: External Liaisons – Law
- [Proposed Updates to the SASB OpMan](#)

David Law, Ad Hoc Chair, reviewed the proposed updates to the *IEEE SA Standards Board Operations Manual*.

There was discussion.

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

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 or a Subgroup thereof (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 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 interested in establishing a liaison with an organization external to IEEE shall vote to establish the liaison relationship (including a rationale for establishing the liaison relationship) and shall coordinate with the IEEE Standards Department to establish the liaison relationship.

7.1.5 Appointment of a Standards Committee External Liaison Coordinator

Once a Standards Committee/Subgroup has established a Standards Committee External Liaison, or if the Standards Committee External Liaison Coordinator becomes vacant, the Standards Committee/Subgroup Chair shall

appoint a coordinator and notify the IEEE Standards Department with the name and contact information of the coordinator. The coordinator shall be a member of the Standards Committee/Subgroup from which they have been appointed and an IEEE SA member.

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.
- b) Shall indicate their Standards Committee 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.
- d) Shall only share information with the organization external to IEEE as authorized by the Standards Committee/Subgroup while serving as the Standards Committee External Liaison coordinator. 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.
- e) May represent another group (such as their employer and/or other affiliation), while also serving as the Standards Committee 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.
- g) 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.
- h) 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*.
- i) 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 Removal of an IEEE Standards Committee External Liaison coordinator

Should the IEEE Standards Committee External Liaison coordinator fail to uphold their responsibilities as outlined in subclause 7.1.6, 7.1.8, or 7.1.9, or if they are not operating in the best interest of the Standards

Committee/Subgroup, the IEEE Standards Association, or IEEE, either of the following may vote to remove the Standards Committee External Liaison coordinator:

- IEEE SA Standards Board; or
- Standards Committee/Subgroup

7.1.8 Submission of liaison statements to organizations external to IEEE

Written information shared with organizations external to IEEE shall be approved by the IEEE Standards Committee/Subgroup sharing the information.

Each liaison statement shall clearly identify the group creating the liaison statement in its opening paragraph, and shall include in that paragraph, or a footnote thereto, the exact sentence that "This document solely represents the views of the IEEE *name of Standards Committee/Subgroup*, and does not necessarily represent a position of IEEE, the IEEE Standards Association or IEEE *name of IEEE Standards Committee if sent from Subgroup or delete text after "Standards Association" if sent from Standards Committee*. This Liaison Communication is for information only. Any material excerpted from IEEE copyrighted Works requires permission from IEEE (stds-copyright@ieee.org)."

A template for liaison statements can be obtained from the IEEE SA Program Manager; see subclause 7.1.9 regarding the sharing of IEEE documents.

7.1.97 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.

7.1.108 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.

7.1.11 Appointing a delegation to represent the Standards Committee/Subgroup at a meeting of an organization external to IEEE

If a Standards Committee/Subgroup is sending a delegation to represent that Standards Committee/Subgroup at a meeting of an organization external to

IEEE, the Standards Committee/Subgroup shall vote to appoint the members of the delegation. Members of the delegation are subject to the same procedures as that for Standards Committee External Liaison coordinators.

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 vote on acceptance of the liaison relationship and, if accepted, shall coordinate with the IEEE Standards Department to establish the relationship.

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.

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 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 with their respective group.

7.4 Termination of liaison relationships

Liaison relationships 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

In the absence of objection, the motion was approved.

Chair Burse stated that the SASB would be asked to approve these P&P changes via a 30-day email ballot.

6 NEW BUSINESS

6.1 [Proposed Updates](#) to SASB OpMan RE: Co-Standards Committees –
Law

David Law reviewed the proposed updates to the *IEEE SA Standards Board Operations Manual*.

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

5.1.2.2 ~~Joint development Co-Standards Committee~~ projects

For projects that are ~~jointly~~ developed by ~~more than one~~ IEEE Standards Committees, a primary Standards Committee and other ~~co-~~Standards Committees shall be indicated on the PAR; project oversight will be performed using the P & P of the primary Standards Committee.

After a PAR has been approved, the addition/deletion of a ~~co-~~Standards Committee or a change of the primary Standards Committee requires the submission of a Modified PAR. Any ~~co-~~Standards Committee may withdraw from the project at any time without unanimous approval of the project's other ~~co-~~Standards Committees prior to submission of ~~a the~~ Modified PAR. A change to the primary Standards Committee requires the unanimous approval of the project's ~~co-~~Standards Committees prior to submission of ~~a the~~ Modified PAR.

Unanimous approval of the project's Standards Committees is required in order to withdraw a ~~joint development co-Standards Committee~~ project.

Requests to update a ~~jointly developed~~ document ~~developed by more than one IEEE Standards Committee~~ via an amendment or corrigendum shall be submitted to the primary Standards Committee; the primary Standards Committee is required to seek concurrence of all ~~other joint development of the co-~~Standards Committees in the decision of whether or not to submit a PAR to address a requested update.

In addition to Working Group members, the administrative committee (AdCom) or the executive committee (ExCom) of each ~~of the project's joint development~~ Standards Committees shall have access to pre-Standards Association-ballot drafts.

In the absence of objection, the motion was approved.

Chair Burse stated that the SASB would be asked to approve these P&P changes via a 30-day email ballot.

7 [NEXT MEETING](#)

The next ProCom meeting will be scheduled to occur on 09 or 10 December 2024 and will be held in Bridgewater, New Jersey, USA.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 2:11 p.m. EEST (UTC+3).