

**IEEE-SA STANDARDS BOARD
Procedures Committee (ProCom)
Meeting Minutes
12 June 2013
Brussels, Belgium
1:00 pm – 3:30 pm**

Members:

Ted Burse
Rich Hulett
Jim Hughes, Chair
David Law
Oleg Logvinov
Jon Rosdahl
Phil Winston

Members Absent:

none

Guests:

Farooq Bari
Karen Bartleson
Wael Diab
Jean-Philippe Faure
Alex Gelman
Gary Hoffman
Paul Houzé
Karine Iffour
Mike Janezic
Bruce Kraemer
John Kulick
Ted Olsen
Glenn Parsons
Ron Petersen
Adrian Stephens
Claire Topp
Phil Wennblom
Don Wright
Liu Xiaohui
Chen Yuanchao

Staff:

Karen Evangelista
Mary Ellen Hanntz
Yvette Ho Sang
Noelle Humenick
Karen Kenney
Konstantinos Karachalios
Mike Kipness
Karen McCabe
Mary Lynne Nielsen
Maira Patterson
Dave Ringle
Jim Wendorf
Lisa Yacone, Administrator

1 CALL TO ORDER

Chair Hughes called the meeting to order at 1:02 pm.

2 INTRODUCTIONS

There was a round of introductions by all present.

3 ACTION ITEM REVIEW

Chair Hughes reviewed the action item from the 04 March 2013 ProCom meeting. The item was scheduled to be addressed during agenda item 6.2.

AI-Mar2013-01: The Public Review Ad Hoc should meet to discuss and flesh out the proposal presented by Phil and report back to ProCom in June with an update.

4 APPROVAL OF AGENDA

There was a motion and a second to approve the agenda. [Rosdahl/Law] The motion was unanimously approved.

5 APPROVAL OF THE 04 March 2013 PROCOM MINUTES

There was a motion to approve the previous meeting minutes. [Rosdahl/Hulett] The motion was unanimously approved.

6 OLD/UNFINISHED BUSINESS

6.1 Review of SASB comments on P&P ballot from March meeting

Following the 06 March 2013 IEEE-SASB meeting three proposed changes to the governing documents were sent out for email ballot to the members of the Standards Board. All three of the changes were approved. Two of the changes to the IEEE-SASB OpMan: the addition of a parallel balloting process and changes regarding liaisons with external organizations, received comments. During this agenda item, the comments were reviewed and responses were provided. No changes were proposed as a result of the discussion. It was noted that staff needs to work on the implementation and education plan to roll out parallel balloting. Wael Diab and David Law will assist as necessary.

6.2 Public Review Ad Hoc – Action – Wennblom

Phil Wennblom presented an updated ProCom change proposal to formalize an IEEE Public Review period. The proposal detailed the text changes required in the IEEE-SASB OpMan, Clause 5.

IEEE-SA Standards Board Operations Manual

5.1.2 Duties of the Sponsor

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 standards 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 Standards Department an electronic roster of individuals participating on standards projects.
- 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.

5.4.1 Balloting group

The balloting group shall meet the criteria in subclause 5.2.2.3 of the *IEEE-SA Standards Board Bylaws*. Balloting group members have an obligation to respond during the balloting period; failure to return a ballot may disqualify the balloter from participation in future balloting groups. The balloting group shall provide for the development of consensus by all interests significantly affected by the scope of the standard. This is achieved through a balance of such interests in the balloting group membership. Balance is achieved by not permitting any single interest category to comprise more than one-third of the Sponsor balloting group.

No balloter shall have more than one vote.

Balloters are required to classify their relationship to the balloting group relative to the scope of standards activity (for example, producer, user, and general interest). Where appropriate, additional classifications, such as "testing laboratory" or "academic," may be added by the Sponsor. This decision should be based on the effect the standard may have on participants not already recognized by the primary classifications. Individuals classify themselves based on their technical background, which may be related to their employment, job functions, or experience. IEEE-SA entity balloters are classified based on their entity interest as it relates to the scope of the standards project (for example, producer, consumer, general interest). No single classification (interest category) is permitted to constitute more than one-third of the balloting group membership. Care shall be taken to ensure that all classes of interest are represented to the extent possible.

It is desirable to have representation of the materially interested and affected parties when reviewing the balance of the balloting group. Sponsors shall ensure balance prior to conducting a Sponsor ballot. Balloting groups of individuals should have at least 10 members to ensure adequate balance.

Interested or affected persons who pay the appropriate fees associated with voting privileges may join the balloting group for a specific standards project. Once the ballot has begun, the balloting group is closed to additional participants. Even if IEEE-SA membership status changes during the balloting period or recirculation period, there shall be no change to the voting status of the balloter with respect to that ballot.

~~Persons may also purchase the ballot draft for information only. Such persons may submit comments on the draft within the balloting period. However, they may not vote to approve, disapprove, or abstain on the proposed standard, nor are they entitled to receive any material other than the revised draft and responses to their comments.~~

~~Comments from persons who are not members of the balloting group shall be given due consideration and an appropriate response.~~

5.4.3.3 Comments in the ballot

The Sponsor shall consider all comments that are received by the close of the ballot. ~~Comments received after the close of balloting will be provided to the Sponsor. The Sponsor shall acknowledge the receipt of these late comments to the initiator and take such action as the Sponsor deems appropriate.~~

The Sponsor shall make a reasonable attempt to resolve all Do Not Approve votes that are accompanied by comments. Comments that advocate changes in the proposed standard, whether technical or editorial, may be accepted, revised, or rejected.

Sponsors shall provide evidence of the consideration of each comment via approved IEEE Standards Association balloting tools.

Until the proposed standard has achieved 75% approval, comments can be based on any portion of the proposed standard. Comments not based on the proposed standard may be deemed out-of-scope of the standards balloting process by the Sponsor.

Once the proposed standard has achieved 75% approval, comments in subsequent ballots shall be based only on the changed portions of the balloted proposed standard, portions of the balloted proposed standard affected by the changes, or portions of the balloted proposed standard that are the subject of unresolved comments associated with Do Not Approve votes. If comments are not based on the above criteria, the comments may be deemed out-of-scope of the recirculation. Such comments need not be addressed in the current standards balloting process and may be considered for a future revision of the standard.

Comments addressing grammar, punctuation, and style, whether attached to an Approve or a Do Not Approve vote, may be referred to the publications editor for consideration during preparation for publication. It should be borne in mind that proposed standards are professionally edited prior to publication.

Comments received before the close of ballot from participants who are not in the Sponsor balloting group, including from the mandatory coordination entities, require acknowledgement sent to the commenter and presentation to the Sponsor comment resolution group for consideration. The Sponsor shall send an explanation of the disposition of the mandatory coordination comments to the commenter.

5.4.3.4 Recirculation ballots

Changes may be made in the proposed standard to resolve Do Not Approve votes that are accompanied by comments or for other reasons. All substantive changes made since the last balloted proposed standard shall be identified and recirculated to the Sponsor balloting group. All unresolved Do Not Approve votes with comments shall be recirculated to the Sponsor balloting group. The verbatim text of each comment, the name of the Do Not Approve voter, and a response by the Sponsor conducting the resolution of comments shall be included in the recirculation ballot package. Responses to comments that are not accepted verbatim shall include sufficient detail for Sponsor balloting group members to understand the rationale for rejection of the comment or revision of the change proposed by the commenter.

Further resolution efforts, including additional recirculation ballots, shall be required if Do Not Approve votes with new comments within the scope of the recirculation are submitted.

The Sponsor is not required to conduct a recirculation ballot solely for Do Not Approve (Negative without comment) votes.

5.4.3.5 Completion of the standards balloting process and submittal to RevCom

A minimum of 75% of those voting Approve or Do Not Approve (Negative with comment) must approve the draft in order to submit the ballot result to the IEEE-SA Standards Board. In the event that 30% or more of the returned ballots are Abstentions, the standards balloting process shall be considered invalid.

In the event that a 75% return cannot be obtained, the standards balloting process is considered to have failed and further disposition of the proposed standard shall be the responsibility of the Sponsor.

Once all required recirculations have been completed and 75% approval has been achieved, the IEEE requirements for consensus have been met. Efforts to resolve Do Not Approve votes may continue for a brief period; however, if such resolution is not possible in a timely manner, the Sponsor should forward the submittal to RevCom because the IEEE has an obligation to the majority to review and publish the proposed standard quickly.

Copies of all unresolved Do Not Approve votes, together with the reasons given by the Do Not Approve voters and the responses by the Sponsor, shall be included with the ballot results submitted to RevCom.

The Sponsor shall, if not included in a recirculation package, provide to the Do Not Approve voter and to RevCom an explanation why any comments associated with a Do Not Approve vote were not required to be recirculated. In order for a Do Not Approve vote to be changed to an Approve or Abstain vote, the Sponsor shall obtain and provide to RevCom written confirmation from each voter (by letter, fax, or electronic mail)

that indicates concurrence with any change of his or her vote. Any Do Not Approve vote with comment that RevCom is asked to consider as a Do Not Approve (Negative without comment) shall be explained to RevCom.

Proposed standards receiving a significant number of unresolved Do Not Approve votes should be considered by the Sponsor for trial-use (see 5.7).

5.4.5.7 Comments received as a result of an IEEE Public Review

An IEEE Public Review shall start simultaneously with the opening of the initial ballot and last for 65 days. Any person may purchase the initial ballot draft for information only, and have the ability to submit public review comments on said draft without vote. All public review comments shall be submitted electronically through the IEEE Standards Association public review tools.

If a comment is received as a result of a All public review comments received during an IEEE Public Review process, that comment will shall be considered addressed by the Sponsor and a disposition response shall be provided returned to the commenter, along with information concerning the right of appeal. If the response indicates that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the Sponsor upon request.

5.4.5 IEEE 100

IEEE 100, *The Authoritative Dictionary of IEEE Standards Terms*, is a compendium of terms from both approved IEEE standards and non-IEEE sources. Terms given in the definitions clauses of approved IEEE standards shall be added to IEEE 100.

5.4.6 Comments received from persons who are neither in the balloting group nor an IEEE Public Review commenter

Any person may purchase a ballot draft for information only. Such persons may submit comments on the draft. Comments received before the close of a ballot shall be considered by the Sponsor (see 5.4.3.3) and a response shall be provided to the commenter. If the response indicates that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the Sponsor upon request.

Comments received after the close of a ballot will be provided to the Sponsor. The Sponsor shall acknowledge the receipt of these late comments to the commenter and take such action as the Sponsor deems appropriate. If the Sponsor considers the comments and provides a response to the commenter indicating that a change is to be made to the draft, the commenter is entitled to receive a copy of the revised draft from the Sponsor upon request.

There was a motion to approve this recommendation to the SASB. [Hulett/Law] Upon vote, the motion passed.

Implementation in 2014 will require changes in myBallot, addition of a public review page on the IEEE-SA website and creation of FAQ and training material.

AI-Jun2013-01: Staff will bring an implementation and training plan to ProCom for review prior to roll out of IEEE Public Review process.

Chair Hughes thanked Phil and the ad hoc for their thorough work and then he disbanded the ad hoc.

7 NEW BUSINESS**7.1 Affiliation – Discussion – Olsen**

Ted Olsen reported that he had found what he considered evidence of questionable declarations of affiliation in some recent ballots. Some balloters appear to confuse “affiliation with a particular IEEE Society/activity” with “affiliation with an entity/individual providing financial/material support”. ProCom acknowledged that the issue had been discussed before. In the past year, there was an effort by the staff liaisons to educate balloters on correct affiliation. After lengthy discussion it was agreed that the current process, in which instances of questionable declaration of affiliation are reported to the Standards Board Secretary, is sufficient to address the concern.

AI-Jun2013-02: Lisa and Yvette will research possible myProject improvements to assist balloters in correctly declaring affiliation. They will also submit a ProCom change proposal to resolve an OpMan/Bylaws conflict.**8 NEXT MEETING**

The next ProCom meeting is scheduled for 21 August 2013 in Piscataway, NJ USA.

9 ADJOURNMENT

There being no further business, the meeting was adjourned at 2:58 pm.

10 ACTION ITEM SUMMARY

AI-Jun2013-01	Staff will bring an implementation and training plan to ProCom for review prior to roll out of IEEE Public Review process.
AI-Jun2013-02	Lisa and Yvette will research possible myProject improvements to assist balloters in correctly declaring affiliation. They will also submit a ProCom change proposal to resolve an OpMan/Bylaws conflict.