

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

**15 June 2022**

**6:00 p.m. – 7:30 p.m. ET (UTC-4)**

**Toronto, Canada and Teleconference/Webex**

**Attendees**

**Members Present:**

Ted Burse, Chair  
Travis Griffith  
Gary Hoffman  
Kevin Lu  
Damir Novosel  
Annette Reilly  
Robby Robson  
Dorothy Stanley  
Sha Wei  
Philip Winston

**Members Absent:**

Ramy Fathy

**IEEE Staff:**

Priscilla Amalraj  
Christy Bahn  
Jesse Benjamin  
Kim Breitfelder  
Matthew Ceglia  
Rob Craig  
Karen Evangelista  
Jonathan Goldberg  
Jodi Haasz  
Yvette Ho Sang  
Ron Hotchkiss  
Konstantinos Karachalios  
Soo Kim  
Michael Kipness  
Vanessa Lalitte  
Kelly Lorne  
Erin Morales

Karen Mulberry  
Mary Lynne Nielsen  
Christian Orlando  
Dave Ringle, Administrator  
Jennifer Santulli  
Tom Thompson  
Lisa Weisser  
Malia Zaman

**IEEE Outside Legal Counsel:**

Claire Topp – Dorsey & Whitney LLP

**Guests:**

Doug Edwards  
Robert Fish  
Latonia Gordon  
Guido Hiertz  
Tyler Jaynes  
Sengmeng Koo  
John Kulick  
Jon Rosdahl  
Matteo Sabattini  
Mike Sirtori  
Zuno Verghese  
Lei Wang  
Karl Weber  
Don Wright  
Yu Yuan

1 CALL TO ORDER

Chair Burse called the meeting to order at 6:00 p.m. ET (UTC-4).

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 22 MARCH 2022 ProCom [MINUTES](#)

**There was a motion to approve the 22 March 2022 ProCom meeting minutes. In the absence of objection, the motion was approved.**

5 OLD/UNFINISHED BUSINESS

5.1 Report from Ad Hoc RE: Liaison Relationship Annual Review and Use of 'Subgroup' in the SASB OpMan – Hoffman

5.1.1 [Proposed Updates](#) to the SASB OpMan

Gary Hoffman 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.**

#### **IEEE SA Standards Board Operations Manual**

##### **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**

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.

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*.

Liaison coordinators cannot attain voting rights in 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) annually with their respective group.

### **7.42.5 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

6 NEW BUSINESS

None.

7 [NEXT MEETING](#)

The next ProCom meeting will be scheduled to occur on 19 or 20 September 2022 and it will be a virtual-only meeting.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 6:17 p.m. ET (UTC-4).