

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

**MEETING MINUTES**

**06 December 2021**

**1:00 p.m. – 2:00 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  
Sha Wei

**Members Absent:**

None

**IEEE Staff:**

Kim Breitfelder  
Matthew Ceglia  
Karen Evangelista  
Jonathan Goldberg  
Jodi Haasz  
Yvette Ho Sang  
Soo Kim  
Michael Kipness  
Vanessa Lalitte  
Kelly Lorne  
Erin Morales  
Ashley Moran  
Mary Lynne Nielsen  
Dan Perez  
Dave Ringle, Administrator  
Pat Roder  
Jennifer Santulli  
Rosalinda Saravia

Tom Thompson  
Michelle Turner  
Lisa Weisser  
Malia Zaman

**IEEE Outside Legal Counsel:**

Michael Lindsay – Dorsey & Whitney LLP  
Claire Topp – Dorsey & Whitney LLP

**Guests:**

Michael Atlass  
Ted Burse  
Cheng-Jen Chen  
Latonia Gordon  
Jim Harlan  
Guido Hiertz  
Gary Hoffman  
Hung Ling  
Haiying Lu  
Paul Nikolich  
Glenn Parsons  
Robby Robson  
Jon Rosdahl  
Matteo Sabbattini  
Lachlan Scully  
Mark Siira  
Karl Weber  
Jodie Williams  
Don Wright  
Yu Yuan

1 CALL TO ORDER

Chair Kulick called the meeting to order at 1:01 p.m. UTC.

Chair Kulick reviewed [meeting practices](#).

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 [21 SEPTEMBER 2021 ProCom MINUTES](#)

**There was a motion to approve the 21 September 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.

5.1.1 [Proposed Updates](#) to SASB OpMan RE: Officer Training

David Law led discussion of the proposed changes to the SASB OpMan, noting that the requested implementation date is June 2022.

**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**

**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, ~~or~~ entity, ~~SCC Type 1, or SCC Type 2~~) available for use by the Standards Committee. All Standards Committee officers shall successfully complete i) the IEEE SA Standards Working Group Chair Fundamentals training and ii) the Understanding IEEE SA's Antitrust, Competition, and Commercial Terms Policies training prior to or within 60 days of appointment, or as assigned.

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).

#### **5.1.2.1 Mandatory requirements**

Supervision of a standards project by the Standards Committee 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 Standards 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) Access and use IEEE's data, including personal data, from IEEE systems for the purposes intended, including to support the technical development work on the standard, and only in compliance with IEEE or IEEE SA Privacy and data privacy policies.
- f) Notify persons who have expressed interest in the time and the place of meetings as specified in the P & P of the Standards Committee (see 5.1.1).
- g) Ensure that all meetings involving standards are open to all interested parties.
- h) Conduct the Standards Association ballot and IEEE Public Review in accordance with these procedures (see 5.4).
- i) Submit the proposed standard together with the submittal form to the IEEE SA Standards Board.

- j) Submit annually to IEEE SA Staff an electronic list of persons participating in standards projects during the prior year.
- k) Without exception, the Standards Committee shall ensure the submission of an annual financial report(s) for the operation of the Standards Committee and all of its standards development subgroups (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).
- l) Monitor standards developing committees and duly authorized IEEE SA activities for signs of dominance by any single interest category, individual(s), or organization(s). If dominance is suspected, the Standards Committee shall immediately notify the Secretary of the IEEE SA Standards Board and should recommend corrective action(s) to the IEEE SA Standards Board (see *IEEE SA Standards Board Bylaws* Clause 5.2.1.3).
- m) 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 Standards Committee. Such P & P shall not be in conflict with the *IEEE SA Standards Board Operations Manual*. Standards Committees should note that IEEE SA Standards Board maintains a baseline WG P & P, and may occasionally request to review a Standards Committee's WG P & P for alignment.
- n) Ensure that all Working Group Officers have successfully completed i) the IEEE SA Standards Working Group Chair Fundamentals training and ii) the Understanding IEEE SA's Antitrust, Competition, and Commercial Terms Policies training prior to or within 60 days of appointment, or as assigned.

There was some discussion related to the minimum score needed for 'successful completion' of the training course.

***Action Item: IEEE SA staff will discuss the matter with IEEE Legal Counsel.***

5.1.2 [Proposed Updates](#) to SASB Bylaws and SASB OpMan RE: Participant Behavior

David Law led discussion of the proposed changes to the SASB Bylaws and SASB OpMan.

**There was a motion to recommend the *IEEE SA Standards Board Bylaws* and *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 Bylaws**

### 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 **all parties that financially or materially support an individual's participation in the individual process, including such individual's employer and any individual or entity that has or will have, either directly or indirectly, requested, paid for, or otherwise sponsored such individual's participation, 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.

## IEEE SA Standards Board Operations Manual

### 5.3.3 Standards development meetings

Standards development meetings are to be conducted consistent with the principles of fairness and openness, and without dominance.

The IEEE SA Individual method or Entity method participant behavior slide set, as applicable, shall be either presented at the beginning of every IEEE SA standards development meeting or distributed prior to the meeting along with the meeting agenda. If the slides are distributed with the meeting agenda, all meeting participants shall be informed at the beginning of the meeting that participant behavior shall comply with the outlined requirements. The presentation of the slides or the notice to meeting participants shall be documented in the minutes of the meeting.

Participants in a Working Group may include members and non-members when the requirements to gain membership are specified in Standards Committee or Working Group P & P. A 'meeting' includes any convening for which notice was required to be given or for which membership-credits or other participation rights are either earned or exercised. Meetings may be in-person or may be via electronic means, as appropriate.

While a Working Group may maintain its own list of participants to track membership status, the authoritative list of participants is maintained in an IEEE SA database. Only those authorized to access and use IEEE's data, including personal data, from IEEE systems are permitted to do so, for the purposes intended, including to support the technical development work on the standard, and only in compliance with IEEE or IEEE SA Privacy and data privacy policies.

### **5.1.2.1 Mandatory requirements**

Supervision of a standards project by the Standards Committee 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 Standards 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) Access and use IEEE's data, including personal data, from IEEE systems for the purposes intended, including to support the technical development work on the standard, and only in compliance with IEEE or IEEE SA Privacy and data privacy policies.
- f) Notify persons who have expressed interest in the time and the place of meetings as specified in the P & P of the Standards Committee (see 5.1.1).

- g) Ensure that all meetings involving standards are open to all interested parties.
- h) Ensure that the provision regarding the participant behavior slide set (see 5.3.3), the IEEE SA Copyright slide (see 6.1), and a call for patents in accordance with 6.3.2, are followed for all meetings involving standards.
- hi) Conduct the Standards Association ballot and IEEE Public Review in accordance with these procedures (see 5.4).
- ij) Submit the proposed standard together with the submittal form to the IEEE SA Standards Board.
- jk) Submit annually to IEEE SA Staff an electronic list of persons participating in standards projects during the prior year.
- kl) Without exception, the Standards Committee shall ensure the submission of an annual financial report(s) for the operation of the Standards Committee and all of its standards development subgroups (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).
- lm) Monitor standards developing committees and duly authorized IEEE SA activities for signs of dominance by any single interest category, individual(s), or organization(s). If dominance is suspected, the Standards Committee shall immediately notify the Secretary of the IEEE SA Standards Board and should recommend corrective action(s) to the IEEE SA Standards Board (see *IEEE SA Standards Board Bylaws* Clause 5.2.1.3).
- mn) 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 Standards Committee. Such P & P shall not be in conflict with the *IEEE SA Standards Board Operations Manual*. Standards Committees should note that IEEE SA Standards Board maintains a baseline WG P & P, and may occasionally request to review a Standards Committee's WG P & P for alignment.
- no) Ensure that all Working Group Officers have successfully completed i) the IEEE SA Standards Working Group Chair Fundamentals training and ii) the Understanding IEEE SA's Antitrust, Competition, and Commercial Terms Policies training prior to or within 60 days of appointment, or as assigned.

### 5.1.3 [Proposed Updates](#) to SASB Bylaws and SASB OpMan RE: Default Corrective Action

David Law led discussion of the proposed changes to the SASB Bylaws and SASB OpMan.

**There was a motion to recommend the *IEEE SA Standards Board Bylaws* and *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 Bylaws**

### **5.2.1.3 Dominance**

The standards development process shall not be dominated by any single interest category, individual(s), or organization(s).

Dominance is normally defined as the exercise of authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints. Dominance can also be defined as the exercise of authority, leadership, or influence by reason of sufficient leverage, strength, or representation to hinder the progress of any IEEE SA activities, including but not limited to standards development activities. Such dominance is contrary to open and fair participation by all interested parties and is unacceptable.

Standards Committees shall monitor standards developing committees and duly authorized IEEE SA activities for signs of dominance. If dominance is suspected by the Standards Committee, the Standards Committee shall immediately notify the Secretary of the IEEE SA Standards Board. The default corrective action in the individual process is that the votes of individuals affiliated with the dominating party or parties are combined into a single vote for any given action. The default corrective action in the entity process is that the votes of the dominating entities are combined into a single vote for any given action. The Standards Committee may and should recommend additional corrective action(s), which may include corrective action(s) listed in the Standards Committee's official P&P.

The IEEE SA Standards Board shall determine whether dominance exists or may exist such that corrective action is needed and, if so, shall specify any approved corrective action(s). The Standards Committee shall only implement the specific corrective action(s) that have been approved by the IEEE SA Standards Board.

The IEEE SA Standards Board shall continually monitor the efficacy of corrective action(s) taken and may impose further corrective action(s) if previous corrective action(s) prove to be insufficient. The IEEE SA Standards Board may, at its discretion, instruct the Standards Committee to cease specific corrective action(s) or to implement other corrective action(s).

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

### **5.1.2.1 Mandatory requirements**

Supervision of a standards project by the Standards Committee 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 Standards 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) Access and use IEEE's data, including personal data, from IEEE systems for the purposes intended, including to support the technical development work on the standard, and only in compliance with IEEE or IEEE SA Privacy and data privacy policies.
  - f) Notify persons who have expressed interest in the time and the place of meetings as specified in the P & P of the Standards Committee (see 5.1.1).
  - g) Ensure that all meetings involving standards are open to all interested parties.
  - h) Ensure that the provision regarding the participant behavior slide set (see 5.3.3), the IEEE SA Copyright slide (see 6.1), and a call for patents in accordance with 6.3.2, are followed for all meetings involving standards.
  - i) Conduct the Standards Association ballot and IEEE Public Review in accordance with these procedures (see 5.4).
  - j) Submit the proposed standard together with the submittal form to the IEEE SA Standards Board.
  - k) Submit annually to IEEE SA Staff an electronic list of persons participating in standards projects during the prior year.
  - l) Without exception, the Standards Committee shall ensure the submission of an annual financial report(s) for the operation of the Standards Committee and all of its standards development subgroups (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).
  - m) Monitor standards developing committees and duly authorized IEEE SA activities for signs of dominance by any single interest category, individual(s), or organization(s). If dominance is suspected, the Standards Committee shall immediately notify the Secretary of the IEEE SA Standards Board **of the suspected dominance** and **may should** recommend corrective action(s) to the IEEE SA Standards Board **(see beyond the default corrective action noted in IEEE SA Standards Board Bylaws ~~clause~~ 5.2.1.3)**.
  - n) 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 Standards Committee. Such P & P shall not be in conflict with the *IEEE SA Standards Board Operations Manual*. Standards Committees should note that IEEE SA Standards Board maintains a baseline WG P & P, and may occasionally request to review a Standards Committee's WG P & P for alignment.
  - o) Ensure that all Working Group Officers have successfully completed i) the IEEE SA Standards Working Group Chair Fundamentals training and

ii) the Understanding IEEE SA's Antitrust, Competition, and Commercial Terms Policies training prior to or within 60 days of appointment, or as assigned.

6 NEW BUSINESS

6.1 [Proposed Updates](#) to SASB OpMan RE: Commercial Terms and Normative References – Kulick

Chair Kulick 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 Operation Manual**

**6.4.6 Normative references**

Normative references are documents that contain additional material that is necessary to implement the standard. Thus, normative references are indispensable when applying the standard. Each normative reference shall be cited, and the role and relationship of each normative reference shall be explained in the body of the standard.

IEEE and other nationally or internationally recognized standards developing organizations (SDOs) are preferred as the source of normative references. Documents published by other organizations may be cited provided the document is publicly available at a cost that is not unreasonable at the date of publication of the IEEE standard, and the normatively referenced material in the document meets the restrictions on commercial terms (see 6.2.2). Documents that are cited as normative references, but that are developed by organizations that are not nationally or internationally recognized SDOs, shall include the edition or date of publication in the citation. References to standards that are not active are permitted, provided such standards are publicly available at the date of publication of the IEEE standard. Draft standards may be used as normative references if they are unambiguously dated, readily available, and retrievable at the date of publication of the IEEE standard. Please consult with an IEEE Standards project editor if such inclusion is necessary.

References to specific clauses or subclauses, tables, and figures of another document shall include the date of said document.

Standards participants shall not contribute material that contains commercial terms and conditions (see 6.2.2) of which they are aware for inclusion in any draft IEEE standard or that is intended as a normative reference. If the submitter becomes aware of commercial terms and conditions in their Contribution thereafter, they shall promptly inform the Working Group Chair

or IEEE SA Program Manager. Any participant who is personally aware of commercial terms and conditions in an IEEE standard or in material that is normatively referenced, should promptly inform the Working Group Chair or IEEE SA Program Manager.

7 NEXT MEETING

The next ProCom meeting will be scheduled to occur on 22 or 23 March 2022. It is anticipated that this will be a virtual-only meeting.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 2:01 p.m. UTC.