

IEEE-SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)**MEETING MINUTES****13 June 2018****Hilton The Hague Hotel, The Hague, Netherlands****8:30 a.m. – 10:00 a.m.****Attendees****Members Present:**

Ted Burse, Acting Chair

Gary Hoffman

John Kulick

Daleep Mohla

Annette Reilly

Phil Wennblom

Members Absent:

Ron Petersen, Chair

Howard Wolfman

IEEE Staff:

Matthew Ceglia

Chirag Desai

Karen Evangelista

Jonathan Goldberg

Yvette Ho Sang

Karen Kenney

Purva Rajkotia

Dave Ringle, Administrator

Tania Sanchez-Juarez

Sam Sciacca

Lisa Weisser

IEEE Outside Legal Counsel:

Claire Topp

Guests:

Chuck Adams

Michael Atlass

Evelyn Chen

Doug Edwards

Jean-Philippe Faure

Scott Gilfillan

Travis Griffith

Guido Hiertz

Thomas Koshy

David Law

Hung Ling
Kevin Lu
Patrick Murphy
Andrew Myles
Robby Robson
Jon Rosdahl
Matteo Sabattini
Dorothy Stanley
Mehmet Ulema
Don Wright
Jingyi Zhou

1 CALL TO ORDER

Ted Burse, Acting Chair, called the meeting to order at 8:31 a.m. There was a round of introductions by all present.

2 APPROVAL OF AGENDA

There was a motion to approve the agenda. The motion was approved by unanimous consent.

3 APPROVAL OF THE 06 MARCH 2018 ProCom MINUTES

There was a motion to approve the previous meeting minutes. The motion was approved by unanimous consent.

4 OLD/UNFINISHED BUSINESS

4.1 Ballot Resolution Process Ad Hoc Report – Hoffman

Gary Hoffman, ad hoc Chair, reported on the progress of the ad hoc.

4.1.1 Proposed Changes to SASB OpMan RE: Comment Resolution Groups - Hoffman

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

There was discussion on the motion.

There was a motion to Amend the text in sentence 1 of the proposed text update in SASB OpMan 5.4.3 from 'is' to 'may be'.

There was discussion on the proposed amendment. After some time, there was a motion to Call the Question, which was unanimously approved.

The vote on the motion to Amend failed. [Vote: Yes=1, No=4]

There was a motion to Call the Question (on the main motion), which was unanimously approved.

The main motion was unanimously approved.

IEEE-SA Standards Board Operations Manual

5.4.3 Conduct of the standards balloting process

When a proposed standard is ready for Sponsor balloting, a standards ballot shall be conducted by the Sponsor or Sponsor designee via the IEEE Standards Association balloting tools. The standards balloting process consists of Sponsor balloting group members casting votes, with or without accompanying comments, in one or more successive ballots until completion of the standards balloting process. Sponsor balloting group members shall submit votes and comments in a manner and in a format compatible with approved IEEE Standards Association balloting tools. Comments may be submitted against any normative or informative content of the ballot document, except for the Notice to Users section and the list of members of the Sponsor balloting group.

The Sponsor shall ensure that comment resolution occurs via a comment resolution group, which is a subgroup of the working group. The chair of the comment resolution group may allow persons who are not working group participants to join the comment resolution group.

The ballot process may include communication among the Sponsor comment resolution group and Sponsor balloting group members regarding the substantive merits and possible resolution of comments. However, no comment resolution member, Sponsor balloting group member, or other participant in IEEE standards development shall intimidate or coerce a specific vote from any Sponsor balloting group member.

5.4.3.3 Comments in the ballot

The Sponsor's **comment resolution group** shall consider all comments that are received by the close of the ballot.

Sponsors shall provide evidence of the consideration of each comment via approved IEEE Standards Association balloting tools. Such evidence shall include (i) an indication of whether the resolution proposed by the comment was accepted, revised, or rejected and (ii) for comments that are not accepted verbatim, an explanation for the rejection of the comment or for revision of the change proposed by the commenter.

The Sponsor's **comment resolution group** shall make a reasonable attempt to resolve all *Do Not Approve* votes that are accompanied by comments.

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 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.

5.4.5 Comments received as a result of an IEEE Public Review

Upon the opening of the initial Sponsor ballot, an IEEE Public Review shall start and last for 60 days. Any person may purchase the initial ballot draft for information only, and have the ability to submit public comments on said draft without vote. All public review comments and responses shall be submitted electronically through the IEEE Standards Association public review tools.

All public review comments received during an IEEE Public Review shall be considered by the Sponsor's **comment resolution group** 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.

- 5 NEW BUSINESS
- 5.1 Proposed Changes to SASB OpMan RE: Listing of Names in the Front Matter of Standards – Ho Sang

Yvette Ho Sang discussed the proposed updates to the SASB OpMan to address concerns related to compliance with IEEE data privacy policies.

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

There was discussion on the motion.

There was a motion to Amend as indicated in **blue highlight below. The motion to Amend was unanimously approved.**

IEEE-SA Standards Board Operations Manual

8. Publications

8.1 Standards

Upon approval by the IEEE-SA Standards Board, the standard shall be published as an IEEE standard. The Sponsor shall be notified of the approval in writing. Balloters with unresolved negative ballot comments shall be informed in writing of the approval and of their right to appeal.

Working group members and Sponsor ballot group members are listed in the front matter of the published IEEE standard. For entity-based standards balloting, entities are listed as Sponsor ballot group members and may be accompanied by the individual representing the entity.

The main motion was unanimously approved.

IEEE-SA Standards Board Operations Manual

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Working group members and Sponsor ballot group members are listed in the front matter of the published IEEE standard. For entity-based standards, entities are listed and may be accompanied by the individual representing the entity.

5.2 Proposed Changes to SASB Bylaws RE: Acceptance of Working Group Officer Roles – Ho Sang

Yvette Ho Sang discussed the proposed updates to the SASB Bylaws to address concerns related to preparation of assignments for working group officers to satisfy compliance training requirements.

There was a motion to recommend the IEEE-SA Standards Board Bylaws changes noted below to the SASB for approval consideration.

There was discussion on the motion.

The motion was unanimously approved.

IEEE-SA Standards Board Bylaws

5.2 Standards-development process

5.2.1 Participation in IEEE standards development

A participant is an individual or entity that engages in Sponsor/Working Group standards development activities, e.g., attending meetings, joining one of the Sponsor/Working Group email reflectors, or voting in the Working Group, Public Review, or Sponsor 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 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 9.8 on Conflict of Interest.

All officers of IEEE standards working groups shall indicate acceptance of their roles in an IEEE-SA database.

IEEE Standards Sponsor Chairs, Vice Chairs, Secretaries, Treasurers, and Sponsor 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.

5.2.1.1 Membership requirements for standards developed under the individual method

Chairs, Vice Chairs, Secretaries, and Treasurers of IEEE standards working groups developing standards under the individual method shall be members of IEEE-SA and shall also be either IEEE members of any grade, except Student grade, or IEEE affiliates. Designees (those designated to manage the Sponsor ballot) in the IEEE Standards Sponsor individual ballot process shall be members of IEEE-SA and shall also be either IEEE members of any grade, except Student grade, or IEEE affiliates.

6 NEXT MEETING

The next in-person ProCom meeting will occur on either 03 or 04 December 2018 in Piscataway, New Jersey, USA.

7 ADJOURNMENT

There being no further business, the meeting was adjourned at 10:05 a.m.