

**IEEE-SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)
MEETING MINUTES
03 December 2018
IEEE Operations Center, Piscataway, New Jersey, USA
5:00 p.m. – 6:30 p.m.**

Attendees

Members Present:

Ted Burse, Acting Chair
Gary Hoffman
John Kulick
Daleep Mohla
Annette Reilly
Phil Wennblom
Howard Wolfman

Members Absent:

None

IEEE Staff:

Christy Bahn
Matthew Ceglia
Sri Chandrasekaran
Karen Evangelista
Jonathan Goldberg
Lloyd Green
Jodi Haasz
Mary Ellen Hanntz
Yvette Ho Sang
Konstantinos Karachalios
Nicholas Orlando
Dave Ringle, Administrator
Pat Roder
Ana Sainvilus
Jennifer Santulli
Sam Sciacca
Erin Spiewak
Walter Sun
Tom Thompson
Lisa Weisser
Jonathan Wiggins
Joan Woolery
Malia Zaman
Meng Zhao

IEEE Outside Legal Counsel:

Claire Topp

Guests:

Chuck Adams
Michael Atlass
Evelyn Chen
Doug Edwards
Jean-Philippe Faure
Rob Fish
Jim Harlan
Guido Hiertz
John Kolakowski
David Law
Hung Ling
Kevin Lu
Hiroshi Mano
Patrick Murphy
Andrew Myles
Paul Nikolich
Gil Ohana
Glenn Parsons
Robby Robson
Jon Rosdahl
Matteo Sabattini
Dorothy Stanley
Philip Winston
Don Wright
Isamu Yamada
Tomoyuki Yatabe
Yu Yuan
Jingyi Zhou

1 CALL TO ORDER

Ted Burse, Acting Chair, called the meeting to order at 5:08 p.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 [13 JUNE 2018 ProCom MINUTES](#)

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

- 4 OLD/UNFINISHED BUSINESS
- 5 NEW BUSINESS
- 5.1 [Proposed Changes](#) to SASB Bylaws and SASB OpMan RE: Dominance – Hoffman

Gary Hoffman introduced the topic and the proposed P&P changes.

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.

There was discussion on the motion.

The motion was unanimously 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 the standards development activities. Such dominance is contrary to open and fair participation by all interested parties and is unacceptable.

~~Sponsors shall monitor standards developing committees and duly authorized IEEE-SA activities for signs of dominance. If evidence of dominance exists is suspected by the Sponsor, corrective action shall be initiated. If the Sponsor's official P&P contain corrective action(s), the Sponsor shall implement such action(s) and promptly immediately notify the Secretary of the IEEE-SA Standards Board and should recommend corrective action(s), which may include corrective action(s) listed in the Sponsor's official P&P. If the Sponsor's official P&P do not contain corrective actions, the Sponsor shall initiate corrective action(s), but only after such action(s) have been approved by the IEEE-SA Standards Board.~~

~~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 Sponsor 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 Sponsor to cease specific corrective action(s) or to implement other corrective action(s).~~

~~In the absence of effective corrective action(s) by the Sponsor, the IEEE-SA Standards~~

Board shall implement either the corrective action specified in 5.2.1.3.1 or, at its discretion, an alternative corrective action [e.g., withdrawal of the PAR, limiting the number of voting members, one vote per organization, etc.]. The IEEE-SA Standards Board may impose further corrective action(s) if previous corrective action(s) prove to be insufficient.

5.2.1.3.1 Default corrective action

Fees for committee voting membership

The IEEE-SA Standards Board shall instruct the Sponsor to implement an organization fee for any individual wishing to maintain voting rights in the standards development committee. Frequency of collection and duration of voting rights covered by collected fees shall be decided by the IEEE-SA Standards Board, which shall work in conjunction with the Sponsor. An individual's status as representing an organization shall be based on self-disclosure of affiliation in compliance with the IEEE-SA policy on Disclosure of Affiliation and on other information that may be available to the IEEE-SA Standards Board and the Sponsor.

All fees collected shall be forwarded to the IEEE Standards Association and are non-refundable.

This corrective action shall remain in force until withdrawn or amended by the IEEE-SA Standards Board.

5.2.2.3 Sponsor balloting group

Potential dominance in Sponsor ballots as evidenced by an unduly high proportion of individuals employed by or affiliated with a single entity or from a particular balloting classification is unacceptable, counter to open and fair participation by all interested parties, and deprecated by the IEEE-SA Standards Board. All individuals joining a ballot group shall declare their employer and affiliation (see subclause 5.1.2.3 of the *IEEE-SA Standards Board Operations Manual*). The Sponsor shall review the ballot group for balance and possible dominance. If it is ~~determined~~ **suspected** that the ballot group may be dominated (see 5.2.1.3), the Sponsor shall **immediately notify the Secretary of the IEEE-SA Standards Board and should recommend remedial corrective action(s).** ~~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 Sponsor shall only implement the specific corrective action(s) that have been approved by the IEEE-SA Standards Board to ensure a fair and open ballot.** ~~The IEEE-SA Standards Board may also take action independent of any Sponsor recommendation.~~

The balloting group shall consist of persons who are members of the IEEE-SA. Membership status shall be determined at the time a person completes the process of joining the balloting group. [Note: A balloting group comprised of individuals may also include non-IEEE-SA members that pay the appropriate per-ballot fee (see subclause 5.4.1 of the *IEEE-SA Standards Board Operations Manual*)]. A person is an individual or an entity representative. An entity can be any for-profit or not-for-profit enterprise, as defined in IEEE Bylaw I-403.

A single type of balloting group for a standard shall be established at the time of PAR approval and officially approved prior to the formation of a balloting group. A statement of the type of balloting membership to be used shall be included in all versions of the draft standard and the final approved standard.

IEEE-SA Standards Board Operations Manual

5.1.2 Duties of the Sponsor

5.1.2.1 Mandatory requirements

(I) Monitor standards developing committees ~~and duly authorized IEEE-SA activities (e.g., Industry Connections activities)~~ for signs of dominance by any single interest category, individual(s), or organization(s). If dominance is suspected, the Sponsor shall ~~promptly-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)~~ ~~and shall immediately address the concern with the standards developing committee leadership.~~

5.2 [Proposed Changes](#) to SASB Bylaws and SASB OpMan RE: Copyright Policy – Ho Sang

Yvette Ho Sang discussed the proposed P&P changes and the proposed slides.

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

There was discussion on the motion.

The motion was unanimously approved.

IEEE-SA Standards Board Bylaws

7 Copyright

All ~~ec~~ contributions to IEEE standards development or Industry Connections activities (whether for an individual or entity group) shall meet the requirements outlined in this clause.

7.1 Definitions

The following terms, when capitalized, have the following meanings:

"Public Domain" shall mean material that is no longer under copyright protection or did not meet the requirements for copyright protection.

"Published" shall mean material for which a claim of copyright is apparent (e.g., the presence of the copyright symbol ©; an explicit statement of copyright ownership or intellectual property rights; stated permission to use text; a text reference that indicates the insertion of text excerpted from a copyrighted work; or a visual indication of an excerpt from another work, such as indented text).

"Work Product" shall mean the compilation of or collective work of all participants (e.g., a draft standard; the final approved standard; draft Industry Connections white paper; Industry Connections web site).

"Contribution" shall mean any material that is presented verbally or in recorded or written form (e.g., text, drawings, flowcharts, slide presentations, videos) in any IEEE standards development activity or Industry Connections activity.

7.2 Policy

The IEEE owns the copyright in all Work Products. All IEEE Work Products shall be created in an approved IEEE template.

Participants are solely responsible for determining whether disclosure of any eContributions that they submit to the IEEE requires the prior consent of other parties and, if so, to obtain it.

7.2.1 Contributions from previously Published sources

At the time of submission, All eContributions from previously Published sources that are not Public Domain shall be accompanied by a Copyright Permission Form that is completed by the copyright owner, or by a person with the authority or right to grant copyright permission. The Copyright Permission Form request shall outline the specific material being used and, where possible, the planned context for its usage in the Work Product. Contributions that are previously Published shall not be submitted for consideration or incorporated in a Work Product until copyright permission acceptable to IEEE has been granted.

7.2.2 Contributions not previously Published

For any eContribution that has not been previously Published, and that is not Public Domain:

- a) The IEEE has the non-exclusive, irrevocable, royalty-free, worldwide rights (i.e., a license) to use the eContribution in connection with the development of the Work Product for which the eContribution was made.
- b) Upon (i) approval of the standard; or (ii) final release or publication of a Work Product by an Industry Connections activity, the IEEE has the right to exploit and grant permission to use the Work Product's content derived from the eContribution in any format or media without restriction.

Copyright ownership of the original eContribution is not transferred or assigned to the IEEE.

IEEE-SA Standards Board Operations Manual

6 Copyright, commercial terms and conditions, patents, and standard structure

6.1 Copyright

The IEEE owns the copyright of draft IEEE standards, approved IEEE standards, draft Industry Connections Work Products, and Work Products released or published by an Industry Connections activity (see 7.2 of the *IEEE-SA Standards Board Bylaws*).

Contributions made by participants in an IEEE-SA standards development or Industry Connections activity meeting, whether the eContributions are Published or not, are subject to the IEEE-SA Copyright Policy set forth in Clause 7 of the *IEEE-SA Standards Board Bylaws*.

The IEEE-SA Copyright slide shall be either presented at the beginning of every IEEE-SA standards development or Industry Connections activity meeting, or distributed prior to the meeting along with the meeting agenda. If the slide is distributed with the meeting agenda, all meeting participants shall be informed at the beginning of the meeting that all material submitted during the meeting is a Contribution and is subject to the IEEE-SA copyright policy. The presentation of the slide or the notice to meeting participants shall be documented in the minutes of the meeting.

6.1.1 Project Authorization Request and Industry Connections Activity Initiation Document

6.1.1.1 Project Authorization Request (PAR)

At the time a PAR is submitted for approval, any known previously Published material and/or Public Domain material intended for inclusion in the proposed IEEE standard shall be identified on the PAR. The Working Group Chair is responsible for obtaining written permission to use all previously Published material prior to the start of the initial ballot or prior to the next recirculation ballot if the excerpted material is to be inserted during comment resolution.

6.1.1.2 Industry Connections Activity Initiation Document (ICAID)

At the time an ICAID is submitted for approval, any known previously Published material and/or Public Domain material intended for inclusion in the proposed Industry Connections Work Product shall be identified on the ICAID. The Chair of an Industry Connections activity is responsible for obtaining written permission to use all previously Published material prior to inclusion of the material in an Industry Connections Work Product.

6.1.2 Contributions from previously Published sources

Participants in an IEEE Standards group or Industry Connections activity who intend to submit eContributions containing excerpted content from previously Published sources shall first notify the Chair of the need for permission, and should assist the Chair in obtaining that permission. The Working Group shall not accept as a Contribution, place on an IEEE server or standards developing group or activity document repository, or include in an IEEE document any material that was previously Published without first obtaining permission for use of the material from the copyright owner or a person with the authority or right to grant copyright permission. Working Group and Industry Connections activity Chairs are responsible for requesting and obtaining permission from external entities and for forwarding the completed response forms to the IEEE.

IEEE Permission Form Letters should be used to request and grant such permissions. Permission Form Letters to use material unchanged or modified are available online. Agreements that do not conform to the IEEE Permission Form Letters are possible, but such requests shall be in writing and shall be approved by IEEE-SA staff.

[Proposed slides.](#)

5.3 [Proposed Changes](#) to SASB OpMan RE: External Liaisons – Haasz

Jodi Haasz introduced the topic and the proposed P&P changes.

There was discussion.

Acting Chair Burse formed an ad hoc to review the proposed P&P changes in light of the comments received. It is anticipated that the ad hoc will provide a report at the March 2019 ProCom meeting.

Ad hoc chair: David Law

Ad hoc members: Doug Edwards, Andrew Myles, Howard Wolfman, Matthew Ceglia, Karen Evangelista, Jonathan Goldberg, Jodi Haasz, Yvette Ho Sang, Dave Ringle, Erin Spiewak

5.4 [Proposed Changes](#) to SASB OpMan RE: 'Out of Scope' – Myles

Andrew Myles introduced the topic and potential P&P changes.

There was discussion.

No action was taken.

6 [NEXT MEETING](#)

The next in-person ProCom meeting will occur on either 19 or 20 March 2019 in Munich, Germany.

7 ADJOURNMENT

There being no further business, the meeting was adjourned at 6:28 p.m.