

IEEE 802 LMSC Operations Manual, IEEE 802 LMSC Working Group Policies, and Procedures and IEEE 802 LMSC Chair's Guidelines proposed changes

Overview

- No changes to P&P
- Changes to the OM, WG P&P and Chair's Guideline

Proposed changes for IEEE 802 LMSC Operations Manual

ICA as EC subgroup

- Current text:
 - The Industry Connections Activity shall operate as a subgroup of the Working Group to which the Sponsor delegates the activity.
- Suggested change
 - The Industry Connections Activity shall operate either as
 - a subgroup of the Working Group to which the Sponsor delegates the activity, or
 - a subgroup of the Sponsor.

WG membership granted by Chair

- Should they be explicitly declared to the EC?
- There are subtle issues here:
 - Have they been exposed to the Patent Policy?
 - Are they indemnified?
 - Add as a duty to the WG chair to inform all participants of changes to the rules and/or policies, (e.g., Patent Policy).
- Suggested change: Add text to OM to state that the WG Chair should inform the EC when WG membership has been granted by the WG Chair.

Proposed changes for IEEE 802 LMSC Working Group Policies and Procedures

Add electronic ballot requirement

- Rationale: The current text only allows loss of rights due to failure to respond to a “letter” ballot, which is almost never used.
- The WG baseline documents till uses the terms “letter or electronic ballot”
- Suggested changes on following slide

Changes (1)

- In 4.2.3 “Loss”, change as shown:
 - ~~Excepting recirculation letter ballots~~
Mmembership may be lost if two of the last three Working Group letter or electronic ballots are not returned, or are returned with an abstention for other than “lack of technical expertise.”
- 10.0 “Rights” item d
 - To vote in Working Group letter or electronic ballots

Changes (2)

- 11.0 “Actions requiring an electronic ballot”
 - For an electronic ~~a letter~~ ballot on a draft standard to be valid ...
 - The response time for a Working Group electronic ~~letter~~ ballot on a draft shall ...
 - ... in subsequent Working Group electronic ~~letter~~ ballot for ...

Motion template

Proposed changes for Chair's Guidelines

Update to participation slide

- Delete the third bullet (shown below)
 - “You have an obligation to act and vote as an individual and not under the direction of any other individual or group. Your obligation to act and vote as an individual applies in all cases, regardless of any external commitments, agreements, contracts, or orders.”
- and insert the following at the end of the slide.
 - "A participant in any IEEE 802 activity is deemed to accept all of the above requirements. The participant has an obligation to act and vote as an individual. The obligation to act and vote as an individual applies in all cases, regardless of any external commitments, agreements, contracts, or orders."

Change to tutorial requirements

- Current Section 2.4 Tutorials:
- 3) Mechanics of Tutorials
 - f) Schedule is provided on IEEE 802 website with abstracts 7 days before the meeting.
 - g) The final PDF version of the presentations shall be filed with the recording secretary at least 24 hours before the tutorial, or the tutorial may be postponed.
 - h) Held Monday, 6:00 pm–7:30 pm, 7:30 pm– 9:00 pm, 9:00 pm–10:30 pm, and are held on Tuesday only on an optional basis (i.e., concurrent WG meetings are allowed)

Change to tutorial requirements

- #1: Change f) from 7 days to 15 days
- Rationale - the form requesting the tutorial has a 45 day deadline, then there is 10 days to resolve issues and the schedule has to be posted 30 days in advance. The form has the abstract, so posting the abstract 15 days prior to the meeting should be easily doable.
- #2: Change the filing deadline in "g)" of the final PDF to 7 days prior to meeting. (change "24 hours" to "7 days")
- Rationale - This would give attendees more time for planning to attend or not. to have questions prepared etc and it gives the Recording secretary an opportunity to have a deadline for "posting time"

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Tutorials (changes 3 and 4)

- #3 Add a posting deadline for the Recording Secretary - 5 days in advance of the tutorial session
- Rationale - we should include in "g)" the expectation of when it should be posted.
- #4: Change the times stated in h) from "6:00 pm–7:30 pm, 7:30 pm–9:00 pm, 9:00 pm–10:30 pm" to "6:00 pm–7:20 pm, 7:30 pm–8:50 pm, 9:00 pm–10:30 pm"
- Rationale - we cannot swap tutorial speakers instantaneously, giving a 10 minute swap time allows for the next tutorial to start on time.

Sponsor ext. comm. requirements

- No IEEE or IEEE-SA logos
- Requires 2/3 approval of the Sponsor
- Issued by Sponsor Chair
- Copied to Sponsor, Secretary of SASB and the Secretary of the SA BOG
- Clearly identify the Sponsor in the opening paragraph
- Include in opening paragraph or in footnote thereto the exact sentence that "this document solely represents the views of *name of group* and does not necessarily represent a position of either the IEEE or the IEEE Standards Association."

Subgroup ext. comm. reqs.

- No IEEE, IEEE-SA or IEEE 802 logos
- Requires 2/3 approval of the Sponsor
- Issued by subgroup Chair
- Copied to Sponsor Chair, Secretary of SASB and the Secretary of the SA BOG
- Clearly identify subgroup in the opening paragraph
- Include in opening paragraph or in footnote thereto the exact sentence that "this document solely represents the views of *name of group* and does not necessarily represent a position of either the IEEE or the IEEE Standards Association."

Other requirements

- For other standards bodies or similar entities
 - For subgroup, If not "Information Only" should be copied to affected members of the Sponsor
- For governmental, intergovernmental and ITU
 - For Sponsor, posted IEEE 802 web site and states that position statements expire five years after issue.
 - For subgroup
 - Requires 75% approval
 - Can be blocked within 5 days by Sponsor member motion
 - Sponsor vote is then held to approve/disapprove

Backup material

External documents: P&P (1)

- 7.1.2 Actions requiring approval by a two-thirds vote
“The following actions require approval by a two-thirds vote:
...
b) Approval of public statements.”
- 8.0 Communications
“All correspondence on behalf of the Sponsor shall contain identification of the Sponsor as the source of the correspondence.”
- 8.2 External communication
“Inquiries relating to the Sponsor shall be directed to the Sponsor Chair, and members shall so inform individuals who raise such questions. All replies to inquiries shall be made through the Sponsor Chair.”

External documents: P&P (2)

- 8.3 Public statements for standards

“All Sponsor public communications shall comply with the policies of the IEEE-SA Standards Board Operations Manual.

Individuals making public statements that have not been approved by the Sponsor shall state that they are speaking as individuals.”

- 8.3.1 Sponsor public statements

“Sponsor public statements shall not be released without prior approval of the Sponsor as per Clause 7.1.2 of these procedures.

Sponsor public statements shall be identified in the first paragraph of the public statement as being specifically the position of the Sponsor. These statements shall be issued by the Sponsor Chair. Such statements shall not bear the IEEE, or the IEEE-SA logos.”

- 8.3.2 Subgroup public statements

“Subgroup public statements shall not be released without prior approval of the subgroup. Such public statements also require approval of the Sponsor.

Subgroup public statements shall be identified in the first paragraph of the public statement as being specifically the position of the subgroup. These statements shall be issued by the subgroup Chair and shall include the Sponsor Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or the Sponsor logos.”

External documents: OM (1)

- 7.1 Position statements for standards

All external communications shall comply with subclause 5.1.4 of the IEEE-SA Standards Board Operations Manual.

Incoming liaison letters to Sponsor members shall be forwarded to the Sponsor Chair and, as applicable, the relevant Sponsor subgroup chair.”

- 7.1 Procedure for coordination with other standards bodies

The rules in this subclause and its subsidiary subclauses may be suspended by 2/3 vote of the Sponsor.

These procedures apply to communications with other standards bodies or similar entities.

External documents: OM (2)

- 7.1.1 IEEE 802 LMSC communications with other standards bodies
 - a) Communications from the IEEE 802 LMSC to external standards bodies shall not be released without prior approval by the Sponsor. Such approval indicates that the communication represents the position of IEEE 802 LMSC.
 - b) All communications by IEEE 802 LMSC with external standards bodies shall be issued by the Sponsor Chair and shall be copied to the Sponsor.
- 7.1.2 Sponsor subgroup communications with other standards bodies
 - a) Sponsor subgroup communications with external standards bodies that are not "Information Only" should be copied to affected members of the Sponsor.
 - b) Sponsor subgroup communications with external standards bodies shall not imply that they represent the position of IEEE or IEEE 802 LMSC. They shall be issued by the Sponsor subgroup Chair(s) and the Sponsor Chair shall be included in the distribution list.

Sponsor members receiving incoming liaison letters from external standards bodies shall forward a copy to the Sponsor Chair, and, as applicable, the relevant Sponsor subgroup Chair.

External documents: OM (3)

- 7.2 Procedure for communication with government bodies
 - The rules in this subclause and its subsidiary subclauses may be suspended by 2/3 vote of the Sponsor.
 - These procedures apply to communications with government and intergovernmental bodies. All interactions with the ITU will be treated as interactions with an intergovernmental body.
- 7.2.1 IEEE 802 LMSC communications with government bodies
 - a) IEEE 802 LMSC communications to government bodies shall not be released without prior approval by 2/3 of the Sponsor.
 - b) All IEEE 802 LMSC communications to government bodies shall be issued by the Sponsor Chair as the view of IEEE 802 LMSC (stated in the first paragraph of the statement). Such communications shall be copied to the Sponsor and the IEEE-SA Standards Board Secretary and shall be posted on the IEEE 802 LMSC web site. The IEEE 802 LMSC web site shall state that all such position statements shall expire five years after issue.

External documents: OM (4)

- 7.2.2 Sponsor subgroup communications with government bodies
 - a) Sponsor subgroup communications with government bodies shall not be released without prior approval by an action of the Sponsor subgroup, per the “Approval of an Action” requirements of IEEE 802 LMSC Working Group Policies and Procedures, with a 75% approval threshold. Such communications may proceed unless blocked by a Sponsor vote. For statements not presented for review in a sponsor meeting, Sponsor members shall have a review period of at least five days; if, during that time, a motion to block it is made, release of the statement will be withheld until a letter ballot of the Sponsor is held to determine if it is approved.
 - b) Sponsor subgroup communications shall be identified in the first paragraph as the view of only the Sponsor subgroup and shall be issued by the Sponsor subgroup(s) Chair(s) and shall include the Sponsor Chair in the distribution. Such statements shall not bear the IEEE, the IEEE-SA, or IEEE 802 LMSC logos.

IEEE SASB OM 5.1.3

- 5.1.3 Statements to external bodies

Each IEEE Standards Sponsor shall have policies and procedures in place concerning the creation and handling of public statements prior to sending any such statements in any format to any body other than the IEEE Standards Association. These procedures should state a means for developing and approving the Sponsor statement and a methodology for presentation of those statements. These procedures shall also conform both to the IEEE-SA procedures as administered by the IEEE-SA Board of Governors (BOG) and set forth in subclause 6.5 of the IEEE Standards Association Operations Manual and to the rules in Section 15 of the IEEE Policies.

Each statement shall clearly identify the group creating this statement in its opening paragraph, and shall include in that paragraph, or a footnote thereto, the exact sentence that "this document solely represents the views of *name of group* and does not necessarily represent a position of either the IEEE or the IEEE Standards Association." If the public statement addresses safety, that statement shall be reviewed and approved in writing by IEEE legal counsel prior to issuance.

Upon issuance of all such public statements, electronic copies shall be sent to the Secretary of the IEEE-SA Standards Board and to the Secretary of the IEEE-SA BOG.

If the Sponsor wants to issue an entity position statement on standards that represents the viewpoint of the IEEE Standards Association, the rules in the IEEE Standards Association Operations Manual shall be followed. Approval from the IEEE-SA BOG shall be obtained prior to a Sponsor requesting another IEEE entity (as defined in Section 15 of the IEEE Policies external link) to offer a position statement on a standards matter.