IEEE 802 November 2018 Rules Meeting

Agenda

- Proposed OM changes.
  - ICAID approval
  - Public statements
- Chair's guidelines
  - Draft language for OM for ICAID approval
  - Fix reference to 802 governing document
- Ombudsman
- IEEE 802 P&P
  - What should be in IEEE 802 P&P for dominance?

Updates to the IEEE 802 LMSC Operations Manual

9.5 Withdrawn PARs

- Delete "The withdrawn draft shall be maintained on the IEEE Document Distribution Service list for a period of 3 years after the time of withdrawal, after which it shall be removed from the list."

- Rationale: We don't control when it can be removed. If it is useful, it should stay.

Add new Clause 14 Procedure for ICAID

- Updates posted in ec-17-0041-02-00EC
- Based on PAR process, with no CSD, no suggestion for tutorial

Public statements

- The IEEE SA Board Operations Manual states:
  - 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.

7. Public statements

- The OM now refers to public positions and communications, but not explicitly public statements.

- Change "communications" to be public statements and add public in some locations.

- Updates shown in ec-17-0041-02 and ec-18-0027-00 (redline)

- Need work, P&P may be fine as is.

Add to CSD Privacy

- Add to Project process requirements or to 5C requirements (making it 6?)

- Possible text:
  - 14.1.3 Privacy
  - The WG shall provide a plan to address potential privacy concerns during the development of the standard.

- Alternate text
  - 14.1.3 Security and Privacy considerations
  - Describe the applicability of security and privacy to the standard under development.
  - Describe the implications of the security and privacy of the standard under development.

Changes to the Chair's Guidelines

James Gilb (GA-ASI)

Move from First to Second VC

- "The primary responsibility is to lead mentoring and IEEE 802 training program efforts. This position will focus on the execution of the Education, Mentoring and Support program which is intended to improve the overall efficiency and quality of IEEE 802 standards projects."

- "Support maintenance of IEEE 802 LMSC Policy and Procedures with the First Vice Chair and be an expert on the IEEE 802 LMSC Policy and Procedures, IEEE 802 LMSC Operations Manual, IEEE 802 LMSC Working Group Policies and Procedures, and the IEEE 802 LMSC Chair's Guidelines."

- "Act as a mentor to new WG Chairs and work with the Sponsor Chair to oversee the assignment of experienced IEEE 802 members to mentor WG Chairs as appropriate."

Move from Second to First VC

- Move from First Vice Chair to Second Vice Chair
  - "The primary responsibility is to lead policies and procedure change activities. When major issues are being addressed this can consume significant amounts of time, occasionally precluding meaningful participation in a working group."

  - "Interpret the IEEE 802 LMSC Policy and Procedures, IEEE 802 LMSC Operations Manual, IEEE 802 LMSC Working Group Policies and Procedures, and the IEEE 802 LMSC Chair's Guidelines, and provide advice to LMSC members, WG Chairs, and other EC members when requested."

Additional changes

- Delete from First Vice Chair

  - "Present IEEE 802 introductory information at each plenary session."

- Add to Second Vice Chair

  - "Arrange the newcomers tutorial meeting at every plenary and assign a person to present it. Maintain and update the newcomers tutorial presentation to keep it up to date."

Treasurer changes (1)

1) Establishment and maintenance of accounts
    a) Credit card ~~companies~~processing
    b) Merchant account
    c) Bank accounts
        a) ~~Checking account~~
        b) ~~Credit card charge processing~~
    d) Vendor accounts
2) Prepare budget
    a) ~~Annual CS SAB submission~~
    b) Periodic recommendations/justification for meeting fee changes
3) Collect and disburse money
    a) ~~Establish money handling procedures for meeting registration staff~~Supervise the setup of the on-line meeting registration system including credit card processing.
    b) Establish money handling procedures for meeting registration staff
        i) Check and travelers check endorsement
        ii) ~~Credit card processing~~

Treasurer changes (2)

      iii) Temporary storage of receipts

      iv) C~~Daily c~~ash-out

b) ~~Credit card deposit transactions (one or two per meeting day)~~

c) Void/adjusted credit card transactions (one to three per meeting week

d) Storage of cash/check/etc during plenary session

e) Preparation of deposits (deposit execution)

f) Deposit of checks and cash no later than seven days after the close of the session

g) Review of vendor invoices (hotel master account, A/V, etc)

h) Expense reimbursement payments (executive committee member between meeting expenses, items specifically approved by executive committee)

i) Deadbeat collections.

4) Reports

    a) Statement of operations, balance sheet

      i) Accounting period (meeting and following interval) at Monday executive committee and plenary

      ii) Estimated statements at closing executive committee and plenary sessions

    b) Reports of ~~expenses to Computer Society~~finances to IEEE through the mandated reporting system

    c) Deadbeat report (recommendations for removal of voting rights when needed)

Treasurer changes (3)

5) Capital equipment
   a) Maintain records of owned equipment and assigned custodians
   b) Procure equipment approved by executive committee
6) ~~Reprogram credit card transaction terminal for each meeting~~
7) Maintain files of all financial transactions (database and journal entry)
8) Supply all necessary information to IEEE-SA auditor and provide oversight and guidance as needed.

Changes for ICAIDs

- Add new responsibility for Recording Secretary:
  - e) ICAIDs approved, revised, completed, withdrawn, etc.

Subgroup charters

- Suggest to add new 2.20

- 2.20 Review of subgroup charters

- The IEEE 802 LMSC Policies and Procedures in 5.6 Other Subgroups require that "The scope, duties, and membership of all subgroups shall be reviewed annually by the Sponsor." The sponsor will review these subgroups in the July meeting. The Chairs of these subgroups shall post a document to the EC document sever that describes the scope, duties and type of membership of the subgroups. Note that a listing of the membership is not required, but rather a statement of how a person becomes a member.

Fix broke reference

- Change
  - Meeting participants shall disclose their affiliation as per the IEEE-SA Operations Manual, 5.3.3.1.

- To be
  - Meeting participants shall disclose their affiliation as per the subclause "Disclosure of affiliation" in the IEEE-SA Standards Board Operations Manual.

Operations Manual

James Gilb (GA-ASI)