

Tutorial: Minutes and Rule changes IEEE 802 November 2018

Agenda

- Minutes update
- New section on Dominance
- Ombudsman: New EC non-voting member
- Appeal process update

Minutes: The header

- a) Name of group
- b) Date and location of meeting
- c) Officer presiding, including the name of the secretary who wrote the minutes
- d) Meeting participants, including affiliation, and voting member status at the end of the meeting

Minutes: Starting the meeting

- e) Call to order, Chair's remarks
- f) Reminders of IEEE policies, such as Patent policy and Copyright policy
- g) The fact that a Call for Patents occurred and any responses made to such Call
- h) Approval of minutes of previous meeting
- i) Approval of agenda

Minutes: The discussions

- j) Technical topics
 - 1) Brief summary of discussion and conclusions
 - 2) Motions exactly as they are stated, including the names of mover and seconder and the outcome of each motion
- k) Action items
- l) Items reported out of executive session
- m) Recesses and time of final adjournment
- n) Next meeting - date, time, and location

What about presentations?

- All submissions, presentations, and reports considered during the meeting by the Committee/WG shall be
 - referenced in the minutes
 - identify the source of the submission
- URLs should be provided where possible.
- For example:
 - <name> presented <wg>-19-0345-00 <link>

Example of “Good” minutes

3.19. AAA SG formation (11-18/1234r0)

3.19.1. Approve formation of an AAA Study Group to develop a Project Authorization Request (PAR) and a Criteria for Standards Development (CSD) for a new 802.11 amendment.

3.19.2. Moved: Hitoshi YY, 2nd: Petra ZZ

3.19.3. Chair: any debate on the motion?

3.19.4. Comment (C): I’m happy with the motion, as the purpose of the study group is to consider a PAR and CSD. The motion wording doesn’t need to be changed.

3.19.5. C: I think we should move forward with this. However, the current scope is so broad as to be useless. I also maintain that there is no consensus on the definition of the scope. However, I will abstain on this motion.

3.19.6. C: I speak against the motion. It is a waste of time.

3.19.7. Result: Yes: 16, No: 3, Abstain: 0 (Motion Passes)

Example of “Bad” minutes

- Agenda 11-19-0245
- Approve formation of an AAA SG. Result 3, 4, 5
- Adjourn

Not in the minutes!

- Transcriptions of detailed discussions
 - Minutes should state that discussions on a topic took place
 - e.g. “There was discussion regarding the proposed change of the frequency band designation.”
- Attributions of comments to specific participants
- But
 - Names of presenters may be listed
 - Chair’s remarks are attributed to the chair

Dominance: An introduction

- As part of the goal of openness, the IEEE wants to avoid the dominance of “

Proposed Dominance Text: Part 1

- If dominance is suspected, the Sponsor Chair shall promptly notify the IEEE SASB and the Sponsor shall promptly review the concern with the relevant Sponsor Subgroup Chair, per IEEE SASB Operations Manual and IEEE SASB Bylaws regarding dominance.
- If a Sponsor Subgroup Chair suspects that an authorized activity within that subgroup is potentially dominated, as defined in the IEEE SASB Bylaws, or receives a complaint of dominance within that subgroup, that Sponsor Subgroup Chair shall report the complaint or suspicion to the Sponsor Chair.
- The Sponsor Subgroup Chair shall then investigate the suspicion or complaint and present a report to the Sponsor with any recommend action(s). The Sponsor Subgroup Chair may appoint a panel to perform the investigation and prepare the report.

Proposed Dominance Text: Part 2

- If the Sponsor finds evidence that an authorized activity is dominated, as defined in the IEEE SASB Bylaws, the Sponsor may direct that the votes of individuals in the dominating party shall be treated as a single vote for the purpose of that activity. The Sponsor Chair shall notify the Chair of the IEEE SASB of the action.
- If the Sponsor determines that other actions should be taken in response to the dominance of an authorized activity, the proposed actions shall be forwarded by the Sponsor Chair to the Chair of the IEEE SASB for consideration. The actions will take effect only if approved by the IEEE SASB.
- The Sponsor Chair shall update the Chair of the IEEE SASB after every plenary, at a minimum, regarding the action until its conclusion.

Sponsor Ombudsman: Introduction

- New, non-voting EC member
- Goals:
 - Person is experienced with 802 and SASB
 - Provides participants with a way to navigate the process
 - Confidential way to bring up concerns
 - Works to resolve issues
- No special powers, simply uses knowledge and discretion to help participants who have issues

Sponsor Ombudsman: Text Part 1

- The Sponsor Chair may appoint a volunteer to be the Sponsor Ombudsman. The Sponsor Ombudsman should have experience working with the IEEE SASB. The Sponsor Ombudsman shall serve as a confidential information resource, communications channel, complaint handler and dispute resolver.
- A brief notice, giving the contact method and purpose of the Sponsor Ombudsman, shall be posted on the IEEE 802 website.
- A notification of all complaints related to IEEE 802 or a subgroup received by the Sponsor or any Sponsor Subgroup should be sent to the Sponsor Ombudsman. A standard form should be generated that indicates: the name and contact information of the participant, the nature of the complaint, and any action taken in response to the complaint.

Sponsor Ombudsman: Text Part 1

- Participants are invited to write directly to the Sponsor Ombudsman if they have reason to believe their original complaint has not received the attention it deserves or if they prefer to bring the concern confidentially to a neutral party. The Sponsor Ombudsman is responsible for:
 - 1. immediately acknowledging receipt of the complaint.
 - 2. confidentially discussing the issue with the concerned participant,
 - 3. confidentially investigating the nature of the complaint if requested by the participant,
 - 4. suggesting action(s) to the concerned participant that may help rectify the problem,
 - 5. responding to the participant with details of any action(s) taken and inviting the participant to correspond further if either these action(s) does not solve the problem or if participant still remains dissatisfied.
- The Sponsor Ombudsman shall report to the Sponsor at each plenary session.
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Appeals process update

- Before: Section could be modified to our hearts content
- Now: Essentially no edits allowed
- However, process is very similar as before.
- Clarifies that appeals are only for procedural issues
 - Technical issues are handled in the Working Group
 - Participate and/or use ballot comments to bring up technical issues.
- New 1st step added.

Appeals process (summary)

- With 30 days of action or inaction: submit written appeal
- Sponsor Chair forms Appeal Committee
 - At least 5 Sponsor members
 - Not involved in matter and no materially or directly affected by the outcome
- Within 45 days, Appeals Committee provides recommendation to form or not an Appeals Panel to hear appeal
- Appeals panel is 3 members
 - At least 2 members are acceptable to both appellant and appellee

Appeals process (hearing)

- As soon as convenient to both parties, hold hearing
 - If possible, prior to next regular meeting
 - Can be in person or by teleconference.
- Written decision within 30 days of hearing the appeal
- Meeting form:
 - Maximum of 3 persons for each party
 - Others may attend, but cannot address or be addressed
 - May have Executive Session before or during the hearing.
 - Generally, consider only information in the appeal frieve and reply brief