Wireless Chairs Standing Committee

Joint 11/15 Executive Committee

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| Project | Wireless Chairs Standing Committee | |
| Title | Meeting Minutes for July 7th, 2021 | |
| Date Submitted | July 20th, 2021 | |
| Source | Stephen McCann  Huawei Technologies Co., Ltd | E-mail: stephen.mccann@ieee.org |
| Re: | Meeting Minutes | |
| Abstract |  | |
| Purpose | Maintain Meeting Record | |
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**Wednesday July 7th, 2021, 15:00 Eastern Daylight Time (EDT)**

**Wireless Chairs Standing Committee (WCSC) Meeting**

1. **Call to order**: Meeting called to order

* **Chair**: Dorothy Stanley
* **Recording Secretary**: Stephen McCann

1. **Policy and Procedure reminders**

* **<**<http://ieee802.org/sapolicies.shtml>>
* The chair read out the relevant policies and procedures
* No statements were made.

1. **Attendees**: Stephen McCann, Dorothy Stanley*,* Stuart Kerry*,* Clint Chaplin*,* Subir Das, Ben Rolfe, Joseph Levy*,* Pat Kinney*,* Clint Powell*,* Tim Godfrey*,* Al Petrick*,* Steve Shellhammer*,* Jay Holcomb, Jodi Haasz, Robert Stacey, Lisa Ronmark, Jon Rosdahl, Jerome Henry, Rick Alfvin.
2. **Review and approve agenda**

* <https://mentor.ieee.org/802-ec/dcn/21/ec-21-0139-00-WCSG-2021-07-07-wireless-chairs-teleconference-agenda.docx>
* **Move to approve the agenda:**
  + Moved: Jon Rosdahl, 2nd: Clint Powell
  + Question (Q): I have a question about the use of registered Webex sessions.
  + Chair: I shall add an extra topic about that.
  + No objection to approving by unanimous consent.
* **Minutes from the last meeting June 2nd 2021**:
* <https://mentor.ieee.org/802-ec/dcn/21/ec-21-0126-00-WCSG-minutes-june-02-2021.docx>
* Action items:
  + Jon Rosdahl to propose an opening date for the September 2021 IEEE 802 wireless interim session fee payments to the 802 wireless chairs’ mailing list.
  + Chair to add an agenda item to the September 2021 IEEE 802 wireless chairs’ meeting regarding whether the January 2022 IEEE 802 wireless interim session will be face to face or online.
* **Move to approve these minutes**
  + Moved: Stephen McCann, 2nd: Jon Rosdahl
  + No objection to approving by unanimous consent.

1. **Financial Report**

* Jon Rosdahl presented the financial report:
* <https://mentor.ieee.org/802-ec/dcn/21/ec-21-0130-00-WCSG-wireless-treasurer-report-july-2021.pptx>
* This report has been updated as of July 7th 2021. There have not been many activities for the treasury recently.
* No questions

1. **Future Wireless Interim meetings**

* <https://mentor.ieee.org/802-ec/dcn/21/ec-21-0025-06-WCSG-ieee-802wcsc-meeting-venue-manager-report.pptx>
* The list of future venues for wireless interim meetings is summarized as follows:
* Sept 12-17, 2021, – electronic
* Jan 16-21, 2022, Hilton Panama – contract in negotiations
* May 15-20, 2022, Warsaw Marriott– Contract executed, in repository
* Sept 11-16, 2022, Hilton Waikoloa Village– Contract executed, in repository
* Jan 15-20, 2023, Baltimore Marriott Waterfront – Contract executed, in repository
* May 2023 – open
* September 10-15, 2023, Atlanta Buckhead – Contract executed, in repository
* Jan 2024 – Hotel Irvine – Contract being amended (From 2022 January)
* May 2024 Open
* Sept 2024 Hilton Waikoloa Village – Contract executed, in repository
* Sept 2025 Hilton Waikoloa Village – Approved March 2020 by 802WCSC – in negotiations
* Sept 2026 Hilton Waikoloa Village – Approved March 2020 by 802WCSC – in negotiations
* **September 2021 Wireless Interim**
  + The dates are from September 10th – 23rd 2021. Therefore registrations will be US$50 from July 14th - August 27th , then US$75 August 28th – September 9th and then US$125 afterwards.
  + Comment (C): IEEE 802.18 will finish on September 23rd.
* **January 2022 Wireless Interim**
  + Q: Regarding Panama in January 2022, the country is currently open to visitors.
  + Answer (A): Yes, but the issue will be returning to your own country.
  + Q: I understand that Brazil is not doing so well for Covid, so how does Panama compare.
  + A: It seems to be ok at the moment.
  + Chair: The decision about the January 2022 meeting being face to face or electronic will be made at the 802 wireless chairs’ meeting in September 2021.
  + Q: Once we sign the contract for a face to face January 2022 meeting, are we then locked into it?
  + A: If the pandemic prevents the meeting occurring or not enough numbers can attend, there is an exception clause in the contract.
  + Q: Can we postpone the decision until October 2021?
  + A: No, as people require several months to obtain visas to attend.

1. **Discussion: September Wireless electronic interim**

* Dates: Friday, September 10th 09:00 Eastern Time to Thursday, September 23rd at 16:00 Eastern Time.
  + Wireless Interim Opening meeting: Friday Sept 10, 09:00ET for 2 hours.
  + There is now a draft agenda available for this meeting: <https://mentor.ieee.org/802-ec/dcn/21/ec-21-0140-01-WCSG-2021-09-wireless-interim-opening-plenary-agenda.xlsx>
  + **Action**: Stephen McCann to find the last 802 wireless opening plenary minutes for approval within this meeting.
  + C: The IEEE 802.15 WG chair, Pat Kinney, will not be available on September 10th, so Rick Alfvin will represent IEEE 802.15 at the Wireless Interim Opening plenary.
  + C: Stephen McCann has volunteered to be secretary for the Wireless Interim Opening plenary.
  + C: The agenda item “action item review” is to cover any actions that arise during the opening plenary meeting itself.
* Status reports on each WG/TAG. Q&A time on WG/TAG topics, general topics.
  + Q: Can we align the September 2021 schedule across the 802 wireless working groups please?
  + A: Yes, this can be done in IMAT, but we need to decide on the breaks.
  + C: For the 802 plenary, the wired and wireless groups do not use the same schedule.
  + C: The meeting times can be aligned for the 802 wireless interim.
  + C: I definitely would like to keep the 15 minutes breaks.
  + C: This plan can be discussed in each 802 wireless working group.
* Potentially develop additional material for the members: program at a glance, overview of meetings, WGs/TAGs, links to WGs, potential info-packet available at registration.
  + C: I think this is a good idea.

1. **802.18 – Regulatory issues**

* Discussion topics include:
  + ETSI and CEPT with the 5 and 6 GHz bands in Europe,
  + There is now an official 6 GHz band EC decision covering the lower 500 MHz.
  + 6 GHz discussions in Mexico and Saudi Arabia
  + ITU-R issues
  + 6 GHz multi stake holders group regarding how the 6 GHz band may be used in the USA.
  + WRC 23 agenda items
  + Update of the frequency table document in conjunction with 802.19
* No questions

1. **802.19 – Co-existence**

* There is the ongoing discussion about the frequency table document with 802.18.
* There was a comment collection on the IEEE 802.11be coexistence assessment document. Some comments were generated and sent to IEEE 802.11.
* No questions

1. **802.24 – Vertical Applications TAG**

* This meeting intends to evolve the 3 whitepapers that the TAG has been working on. Also looking at new vertical markets for IEEE 802 future interests.
* Chair: I would like to mention some charts that have developed regarding rate versus range. I’ll add it to the agenda document that will be revised and posted to mentor: <<https://mentor.ieee.org/802-ec/dcn/21/ec-21-0139-01-WCSG-2021-07-07-wireless-chairs-teleconference-agenda.docx>>

1. **AoB**

* The future WC SC meetings are planned to be on:
  + 2021-08-04 Wednesday 15:00 ET for 1.5 hrs
  + 2021-09-01 Wednesday 15:00 ET for 1.5 hrs
* Webex and Registration
  + Regarding Webex for future meetings, it appears that you have to register for each Webex session. In the past, we have had people checking badges as people entered the rooms and obtaining food during the breaks. Regarding people who have paid their fees, we have decided to try registered Webex sessions for some of the smaller meetings as a test.
  + It will be necessary to report any differences between participants on Webex and IMAT, as IMAT will only record registered people. This is a way to determine the number of people who joined the Webex meetings without registering. Hopefully we only need to force people to register for the open and closing plenaries and not every single meeting within a working group (e.g. 802.11)
  + Q: Do we have any tooling that will allow an automatic check between the Webex report and the IMAT attendance tool?
  + A: Each meeting chair will be responsible to do the check.
  + Please use the same name in Webex as the name you used to register for the session. This will allow simpler correlation and make the auditing job easier.
  + Q: However, there is no obligation within Webex to provide a correct name.
  + A: Yes you are correct, but we expect people to use Webex professionally. If they want to vote, the name has to be recognizable.
  + A: The 802 EC decided that WG/TG chairs should remind people that they should have paid their meeting fees before attending.
  + C: I understand that registration is required, but there are some holes in this system.
  + Chair: We are trying to collect a meeting fee and I acknowledge that there are some holes. Hopefully everyone will be professional and if they are not then that is not ethical.
  + C: I would like to suggest that before the September 2021 interim we sort out the registration and recording process.
  + Chair: Perhaps we can learn lessons from the July 2021 plenary and then determine what has to be done before the September 2021 interim.
  + C: I think this session will encourage people to correctly use IMAT to record their attendance.
  + Q: Can meeting hosts remove people if they do not identify themselves correctly within Webex.
  + A: Yes, from a technical point of view, the host can do this.
  + C: I agree, but please remember that some of our conference tools are difficult for the host to use.
  + Q: If someone joins by phone only, do the same issues apply about checking that person’s identity.
  + A: I think it should be possible.
* Q: How many people have registered for the July Plenary?
  + A: Currently, there are 921.
  + Chair: I hope you all have a great July Plenary.

1. **Adjourn**

* No objection to adjourning
* Adjourned at 16:29 EDT

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