

IEEE 802.15.4 Guide Agenda and Plan

Agenda

- Call to order
- Approve/modify agenda
- Review patent policy
- Goals and Objectives
- Discuss plan for guide
- Any other business?
- Adjourn

Goals and Objective

- Discuss editorial requirements for a guide as opposed to a standard
- Develop a plan for developing a guide
- Identify potential items for inclusion.
- Have a great dinner.

Proposed plan

- Develop PAR – September 2015
- PAR approval – November 2015
- Draft document – January 2015 to January 2016
- WG ballot – January 2016
- Sponsor ballot – November 2016
- SASB approval – June 2016

Volunteers

- Chair:
- Vice Chair:
- Chief Technical Editor:
- Assistant Technical Editor 1:
- Assistant Technical Editor 2:
- Person on the street:
- Grip:
- Best Boy:
- Gaffer:

1.03 Proposed action

- Marked as acceptable by reviewer
 - July 2015: “We recommend that IEEE 802 LAN/MAN Standards Committee (LMSC) Operations Manual be removed”
- This has been brought up in the June conference call
- If approved
 - Move treasury and joint treasury into OM.
- If not approved
 - Need to move any WG specific items from the OM into the WG P&P
- Propose: No change at this time.

Consensus proposal for precedence in WG P&P

- Add the following and remove IEEE 802 LMSC Operations Manual from precedence.
 - Add WG P&P clause 1.03: Additional rules governing Working Group operations are located in the IEEE 802 LMSC Operations Manual. The IEEE 802 LMSC Operations Manual takes precedence over a Working Group Operations Manual.
- Add new subclause to WG P&P that defines how changes to the WG P&P are approved.

2.0 WG responsibilities

- AudCom: The statement in f) “Attend to other matters assigned to them by the Sponsor” is very open ended. It would be better if this were deleted or modified with some specificity.
- My response: The next opportunity for 802 to discuss and change this is in July 2015. The suggestion will be presented to the Sponsor at that time.

2.0 Proposed action

- Marked as not acceptable by reviewer
- Is this OK to delete?
- If we keep it, is it too broad?
- Has the Sponsor ever done this?
- Propose: Delete item f).

3.1 Elect/appt. of officers

- AudCom: Concern about the two sentences:
 - “Prior to the end of that plenary session, persons that have been elected during the session are considered ‘Acting’. Persons who are succeeding someone that currently holds the position do not acquire any rights for that position until the close of the plenary session.”
 - It would be better in the first sentence if it was stated as: “Prior to the end of that plenary session, persons that have been elected [to fill an open position](#) during the session are considered ‘Acting.’”
- My response: The next opportunity for 802 to discuss and change this is in July 2015. The suggestion will be presented to the Sponsor at that time.

3.1 Proposed Action

- This seems reasonable to add.
- Propose: Add “to fill an open position” as indicated.

3.4 Resp. of WG officers

- AudCom: Why isn't the baseline text used?
- My response: There were problems with the current baseline text. The new proposed baseline text will be presented to the Sponsor at the July 2015 meeting for consideration.

3.4 Proposed action

- This was the fiduciary text, marked as not acceptable by reviewer.
- The new text in the new, unapproved baseline is:
 - When carrying out the duties of an officer described in IEEE’s policies and procedures, officers of the working group:
 - a) shall not act:
 - 1) in bad faith;
 - 2) to the detriment of IEEE-SA;
 - 3) to further the interest of any party outside IEEE over the interest of IEEE; or
 - 4) in a manner that is inconsistent with the purposes or objectives of IEEE; and
 - b) shall use best efforts to ensure that participants of the working group conduct themselves in accordance with applicable policies and procedures including, but not limited to, SASB Bylaws 5.2.1.

3.4 Proposed Action (cont.)

- The term “fiduciary” was removed.
- At the March AudCom meeting, our proposed text was discussed and was not well received (except for changing to positive “shall act” from “shall not act”)
- IMHO: This text is likely the best we will get.
- Propose: Adopting new baseline text.

3.4.1 WG Chair

- AudCom: Why is b) deleted? It appears that study groups are a possibility [e.g., see 7.1.1 (b)].
- My response: The Sponsor P&P requires that study groups are approved by the Sponsor. Hence, the WG Chair cannot create a Study Group. Instead, the WG votes to seek approval of a Study Group by the Sponsor.

3.4.1 Proposed action

- Propose: Keep text the same.
- Marked as acceptable by the reviewer.
 - July 2015: “We will examine your Sponsor P&P to ensure that WG Chairs are prohibited from forming study groups. Otherwise, we will not agree to deleting b)”
- Gilb to send relevant section from 802 P&P

4.2 WG membership

- AudCom: 4.1.1 is not included specifically. (The clause is expanded into 4 additional 4.2 subclauses that describe the membership process and requirements in detail.)
- My response 4.1.1 has been re-numbered (it is the only subclause of that level, hence, editorially it should be 4.2. Specific requirements for gaining, maintaining and losing voting rights have been clearly specified and the only requirement in the baseline instructions, that the number of meetings required to obtain voting rights is not decreased, has been maintained (2 are required). The wording and organization of the subclause has been carefully crafted in response to member questions and actual events regarding gaining, maintaining and losing voting rights.

4.2 Proposed action

- Marked as not acceptable
- Propose: Wait for AudCom response.
 - If AudCom insists on it being numbered 4.1.1 for review:
 - Renumber subclauses appropriately for their review.
 - Number correctly for EC approval and publication.
- July 2015: “This satisfies our concern”

4.2.1 Liaisons

- AudCom: (4.2.1) – “Liaisons are those designated individuals who provide liaisons with other WGs or standards bodies” Designated by whom?
- My response: The next opportunity for 802 to discuss and change this is in July 2015. The suggestion will be presented to the Sponsor at that time.

4.2.1 Action

- Marked as not acceptable
- Propose: change to “Liaison officials are individuals designated by the WG Chair who provide liaisons with other WGs or standards bodies.”

4.4 Membership roster

- AudCom: (Applies to “members” – not “participants” as defined earlier.)
- How are attendees tracked to move toward getting sufficient participation credit if only members are tracked in the roster?
- My response: The roster listed in this subclause is not related to gaining, maintaining or losing voting rights. The roster only lists that a person is a member. As a list of participants, it does not server to track participation credit as it does not include the meetings during which a person participated.
- Tracking participation for gaining membership is done by the WG Chair in any manner that the WG Chair chooses. Many use the automated tool IMAT, although this does not include the voting record for letter ballots, hence, there is typically a manual portion of this process.
- In any event, tracking participation credit is not within the scope of this subclause.

4.4 Proposed action

- Marked not acceptable by commenter
- Propose: No changes now.
- IEEE staff is reviewing the reason to include participants. Current thinking is that it is for insurance reason.
- July 2015: “This satisfies our concern.”

6.0 Meetings

- AudCom: Additional modifications unique to 802 WGs?
- “Only members have the right to participate in the discussions. The privilege of non-members to participate in discussions may be granted by the Working Group Chair” is counter to the cornerstone principle of openness. Explain.
- My response: The next opportunity for 802 to discuss and change this is in July 2015. The suggestion will be presented to the Sponsor at that time.

6.0 Proposed action

- Marked not acceptable by commenter
- Propose: Delete the paragraph. This is rarely used, if at all. The group can restrict discussion by calling the question or via other parliamentary rules.

6.1 Quorum

- AudCom: Conditionally accept if 1/3 matches the quorum stated in the Sponsor P&P.
- However, the text: “No quorum is required for any Working Group meeting publicly announced at least 45 days in advance.” is not acceptable.
- My response: The participants in the WGs of 802 change with regularity. However, it takes a year and 4 months of non-participation for a person to lose voting rights. Our experience in 802 is that having the meetings announced well in advance is sufficient to ensure adequate attendance of interested parties. Meetings are typically scheduled years in advance and rarely has the location changed. In 40+ years, only one meeting was canceled (due to travel restrictions following 9/11/2001).

6.1 Proposed action

- Marked not acceptable by commenter
- This is potentially a big change for 802.
- Propose: No change at this time.
- July 2015:
 - As stated previously we will accept 1/3 quorum if it matches your Sponsor P&P.
 - On your refusal to change “No quorum” we will require a statement in this Clause confirming that the Working Group shall not conduct WG business without a quorum.
- New proposal: Add sentence and change quorum to match the Sponsor P&P.

Quorum discussion

- Consensus: Change quorum requirement to be one-half.

7.1 Approval of an action

- AudCom: Conditionally accept if $\frac{3}{4}$ of the members approving is the same as the Sponsor P&P
- My response: The Sponsor P&P voting requirements deal with governance, not standards development or technical decisions. Supermajority in the Sponsor P&P is $\frac{2}{3}$. The WGs make technical decisions regarding the content of the standard, hence, the 75% consensus threshold is required.

7.1 Proposed action

- Marked acceptable (likely only if $\frac{3}{4}$ is in the Sponsor).
- Propose: No change. Continue to engage AudCom in the discussion. In 802 process, almost all technical decisions are made at the WG level (even in Sponsor ballot, the BRC is the WG).
- July 2015: “You need to be consistent with your Sponsor P&P”

7.1.1 Majority vote

- AudCom: Spell out “EC.”
- My response: EC will be replaced with “IEEE 802 Executive Committee”
- Propose: Make editorial change as indicated.
- July 2015: “This would satisfy our concern”

7.1.2 Actions requiring 3/4

- AudCom: Conditionally accept if $\frac{3}{4}$ of the members approving is the same as the Sponsor P&P
- My response: The Sponsor P&P voting requirements deal with governance, not standards development or technical decisions. Supermajority in the Sponsor P&P is $\frac{2}{3}$. The WGs make technical decisions regarding the content of the standard, hence, the 75% consensus threshold is required.

7.1.2 Proposed action

- Marked acceptable (likely only if $\frac{3}{4}$ is in the Sponsor).
- Propose: No change. Continue to engage AudCom in the discussion. In 802 process, almost all technical decisions are made at the WG level (even in Sponsor ballot, the BRC is the WG).
- July 2015: “You need to be consistent with your Sponsor P&P”

IEEE 802 LMSC OM proposed changes
(changes to be approved only
after AudCom approval of
WG P&P and with approval
of WG P&P)

WG Financial Operations

- Was in WG P&P, Suggestion is to move all text to IEEE 802 LMSC Operations Manual
- New text is in IEEE_802_OM_proposed_v17.pdf with changes shown in IEEE_802_OM_proposed_v17changes.pdf

Motion

- IEEE 802 EC approves sending IEEE_802_WG_PandP_v17.4.doc to AudCom for review. (with the intent that if it is approved by AudCom, it will be presented to be approved by the Executive Committee as the new WG P&P)
- Moved: Gilb
- Second:

Backup material

1.03 Potential OM changes

- 4 (WGs are all individual method) should be OK to stay in OM. WGs are formed by the Sponsor
- 4.3.1 Study Group operation (except for last sentence, would need to move into WG P&P)
- 4.3.2 Voting at study group meetings (needs to move to WG P&P)
- 5 (parts will need to be moved).
- 5.2 Interim sessions and subclauses (needs to move)

1.03 Potential OM changes (cont.)

- 5.4 References interim registration requirements, may need to move or be referenced.
- 8.1.2 and 8.2.2 Sponsor subgroup communication (may need to be moved or somehow referenced).
- 10.2 – CSD as part of WG ballot may need to be moved.
- 10.4 and 10.5 may need to be moved.
- 13 Procedure for CA – may need to be moved.
- 15 Revision of WG P&P rule need to be moved.