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IEEE DySPAN-SC

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Minutes of the IEEE DySPAN-SC monthly leadership teleconference				
Date: 2011-09-21				
Author(s):				
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Abstract

9   This document contains the teleconference meeting minutes of the IEEE DySPAN Standards Committee
10   held on the 21th of Sept. 2011.

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3   **Minutes of the teleconference held during Sept 21, 2011, 23:00-1:00 Japan time**

4   **Event: DySPAN-SC leadership meeting**

5   **Time: 23:00 – 1:00**

6   **Meeting Chair: Hiroshi Harada**

7   **Meeting recorder: Yohannes Alemseged**

8   **Participants**

9   1- Hiroshi Harada (DySPAN-SC chair)
10   2- Max Riegel (DySPAN-SC vice chair)
11   3- Yohannes Alemseged (DySPAN-SC secretary)
12   4- Oliver Holland (DySPAN-SC treasurer)
13   5- Bernd Bochow (DySPAN-SC 1900.1 chair)
14   6- Ariyoshi Masayuki (DySPAN-SC 1900.4 chair)
15   7- Lynn Grande (DySPAN-SC 1900.5 chair)
16   8- Stanislav Filin (DySPAN-SC 1900.7 chair)
17   9- Jim Hoffmeyer (CSSB liaison officer)
18   10- Joan Woolery (IEEE Senior Program Manager)

19   The meeting started by a welcome statement of the DYSPAN-SC chair Hiroshi Harada. The chair
20   introduced the agenda items of discussion which has already been distributed to the participants prior
21   to the meeting. The chair requested Yohannes, secretary of DYSPAN-SC, to begin the presentation of
22   the agenda items.

23   **1.   Administrative Issues: Follow up items from the Brussels meeting**

24   **1.1 Vice-chair election**

25   Status:

26   –   Vice-chair election has been finalized and as a result Max Riegel has been elected.

27   Hiroshi: welcomed the elected vice-chair and expressed his pleasure to work together.

28   Max: stated that he is looking forward to assist the DySPAN-SC to make it attractive and productive
29   in the coming two years.

30   **1.2 Mentor Usage**

31   Status
32   –   Mentor site for DySPAN-SC is active now.
33   –   Telephone conference schedules of each WG meeting, DySPAN-SC leadership meeting
34   are being entered and updated as soon as the information is available

1   – So far list of 33 individuals is available in my project roster of which 30 are voting
2   members of DySPAN-SC.
3   – Individuals who didn't join the my project roster were informed to show their interest
4   until Sept 12. So far 2 voting members of DySPAN-SC didn't enter the information.
5   – From now on, instead of scc41-members@IEEE.ORG we will be using mentor e-poll
6   and e-mail

7 No further issue was raised.

8 **2. Face to Face meeting attendance via teleconference**

9 Status:

10   - As per the action item taken during the previous leadership meeting, DySPAN-SC chair
11   has communicated with CSSB chair with regard to the possibility of Face to Face
12   meeting attendance via teleconference.

13   - The issue concerns DySPAN-SC and the newly established projects as they do not have
14   established P&P.

15   - The response is in general to follow what is stated on the CSSB P&P any changes
16   needed requires a motion and approval by the DySPAN-SC members.

17   - CSSB P&P allows attendance of meetings via teleconference or by electronic means

18   - In line with the response, DySPAN-SC chair has requested the leadership members to
19   indicate their preference from the following options

20   1. DySPAN-SC needs to decide the guideline of conference attendance or
21   electronic participation and associated voting right issues. The guideline
22   needs to get approval from members and CSSB.

23   2. No change required: Follow CSSB P&P until WG P&Ps gets established and
24   follow WG P&P after that.

25   If option one selected, provide proposal for the recommended guideline

26   of meeting/voting right.

27 Yohannes: presented the summary of the collected views:

28 Remarks received from Bernd:

29   – Sub clause 4.1 applies to members of the ComSoc Standards Board. Confirm if this
30   must be applied to WG participants.

31   – In case these Sub-clauses do not provide a way forward, the "IEEE Standards Working
32   Group Policies and Procedures" apply. However such document is not available (what
33   is available is a template with sections where options are indicated).

34 Proposal received from Max:

1   – <u>Propose to follow direction 2 (where no change is requested on CSSB P&P) and apply</u>
2   <u>CSSB P&P as well as generic IEEE SA WG P&P for the case that the individual WG P&P</u>
3   <u>are not yet established.</u>

4   Yohannes: cited sub-clauses 7 and 10 from IEEE SA baseline P&P and sub-clause 6.4 from CSSB
5   P&P on issues related to applicability of registration and participation fee and also how to deal
6   with attendance requirements for telephone attendance.

7   Issue:

8   The leadership needs to make a decision which option to follow as the joint interim meeting of
9   three DySPAN-SC WGs is few days away. The resolution would be applicable to the newly
10   established projects (1900.1 and 1900.7)

11 Hiroshi: opened the floor for discussion and opinion

12 Bernd: indicated that option provided from the chair of DySPAN-SC "No change required : Follow CSSB
13 P&P until WG P&Ps gets established   and follow WG P&P after that." Doesn't exactly summarize the
14 response from CSSB chair, quoting the response

15 "... DySPAN SC is obligated to follow ComSoc Stds Brd P&Ps ..." and " ... Reporting to DySPAN are a
16 number of Working Groups. Each of those have P&Ps that suit their own, individual needs. If DySPAN
17 wishes to change existing it's P&Ps, including conditions for remote attendance, they should pass a
18 motion expressing such, and it will require CSSB approval."

19 1) This obliges DySPAN-SC to follow CSSB P&P. Since the next sentence specifically refers to WGs
20 reporting to DySPAN-SC, it is not clear if also WGs are obliged to follow CSSB P&Ps. This should be
21 clarified.

22 2) This distinction is underlined by the following sentence referring only to WGs that have existing
23 P&Ps. It seems that these are not obliged to follow CSSB P&Ps. This seemingly applies to those WGs
24 that do have P&Ps from SCC41.

25 <u>The response thus does not address new WGs that don't have P&Ps yet</u>.

26 The "IEEE-SA baseline model P&Ps for individual projects" is accessible and has been used as a baseline
27 for drafting the 1900.1 P&Ps.

28 Joan: New ComSoc WG needs operating procedures to follow before their first meeting. The CSSB
29 position to date is that new WGs should follow the relevant sections of the CSSB Operating Procedures
30 or the IEEE Baseline WG Operating Procedures. *However, there are several questions that neither the*
31 *CSSB Operating Procedures nor the IEEE Baseline WG Operating Procedures answers.* As a result, each
32 new WG struggles to answer the same questions on how to operate.

33 Joan: I recommend that CSSB take the IEEE Baseline WG Operating Procedures and develop CSSB
34 Default WG Operating Procedures (one for entity and one for individual) that every WG follows.   If a
35 WG requests a change to the CSSB Default WG Operating Procedures, CSSB can:

1   a)   revise the default WG Operating Procedures that would then apply to all WGs of that type,
2   b)   give the WG permission to create its unique WG Operating Procedures, or
3   c)   reject the request.

4   Benefits of this approach:
5   - New WGs would start off with approved operating procedures and not spend time
6   "reinventing the wheel"
7   - All ComSoc WGs (with very few exceptions) would operate the same way.
8   - CSSB would spend less time answering the same questions about WG operating procedures
9   and less time reviewing and approving WG P&Ps.

10   Jim: this is a fundamental issue raised many times in the past. CSSB will be having a meeting on the 6th
11   of October and would like to communicate the challenge the new WGs of DySPAN-SC are having in
12   terms of P&P at the moment and the proposal provided by Joan to resolve the challenge.

13   Bernd: until the issue is resolved, if his WG follows the CSSB P&P for instance in the Berlin meeting, he
14   will lose 9 voting members.

15   Max: the IEEE SA Baseline Policies and Procedures for IEEE Standards Working Groups – Individual
16   Method, has a provision in Clause 7.2 so that the chair can be consulted on the status of the member if,
17   for reasons of personal hardship, a member cannot attend two consecutive meetings (but that
18   member continues to vote in ballots taken between meetings). Individuals who could lose their voting
19   rights due to this issue can be reconsidered by the chair applying the above sub-clause.

20   Joan: the 1900.1 WG cannot directly adopt the IEEE SA WG template (since it has optional items), and
21   she recommended that the WG vote on the preferred optional items to make it applicable to the WG.

22   Hiroshi: agreed on the approach. He requested if there is any objection with that approach and no
23   objection was heard.

24   Yohannes: while the issues rose in the discussion in particular having a default WA P&P by the CSSB
25   will be followed, the immediate issue of allowing attending face to face meeting by electronic means
26   requires decision.

27   After active discussion on the formulation of statements on the issue, the leadership members
28   unanimously agreed on the following resolution

29   **Resolution**

30   1-Attendance at a meeting via teleconferencing and/or electronic means (e.g., Internet
31   conferencing) counts toward the attendance requirements.

32   2-Attendance credit is granted to those who attend at least 50% of a meeting's duration.

33   3-The Sponsor may charge a meeting fee to cover the expenses of the Sponsor. Everyone who
34   attends a meeting shall pay the meeting fee, except those specifically excluded due to
35   hardship.

36   Hiroshi: he will notify the resolution to CSSB representatives. The new WGs can follow the resolution
37   applicable to the upcoming face-to-face meetings.

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4.0 Working Group Items

    4.1 1900.1

    Status:

        – The formal response on the outcome of the P&P of 1900.1 approvals has not been yet received by the WG.
        – Preparation for the Joint meeting is undergoing

Bernd: the WG thus will not be discussing with regard to comment resolution of the P&P.

    4.2 1900.4

    Status:

        - IEEE Std 1900.4a-2011 has been published

        - Press release on this publication is under WG and CSSB review, which is supposed to be out soon

Masayuki: currently the activity in 1900.4.1 is ongoing, however the position for the technical editor needs to be filled.

Hiroshi: congratulated the success of 1900.4 WG.

    4.3 1900.5

    Status:

        – All draft comments resolve, 80% complete of document updates;

        – P1900.5 PAR modification approved by CSSB – one word change resulting from draft ballot comments, moving to NESCOM agenda;

        – P1900.5.1 PAR updated in myProject – awaiting for myProject approval by CSSB moving to NESCOM agenda.

 Lynn: no plan for teleconference so far. The WG is expected to proceed with the 1900.5.1 work in the next meeting.

    4.4 1900.6

    Status:

        – Chair of 1900.6 has resigned and there is a need to conduct election to fill the position

        – A temporary chair is needed to conduct the next interim meeting in Berlin (The chair might have delegated a person).

    Issue

        – Chair has to be elected / appointed

1   –   According to CSSB P&P Sec. 5.2 "… the Chair of a subgroup shall be appointed by the

2   Chair of the Sponsor. … A Standards Development Working Group Chair is appointed

3   by the ComSoc Standards Board. Other WG and sub-group officers must be elected by

4   the corresponding membership and approved by the ComSoc Standards Board. "

5   Hiroshi: since the face to face meeting of the WG is few days ahead, the issue is urgent and action

6   has to be taken as soon as possible so that the WG meeting will not be jeopardized.

7   Lynn: vice-chair should able to take the acting chair position.

8   Hiroshi: the vice-chair position is open. My suggestion would be to appoint temporarily among the

9   officers (secretary) or among the editors since they have closer look on the ongoing activities of the

10   WG. He requested if there is any objection on this direction, hearing none, he will proceed to

11   contact the individuals on their willingness to take the responsibility. He will announce the

12   appointed person once he gets the acknowledgement from the individual.

13   **4.5 1900.7**

14   Status

15   –   Request to publicize the call for participation for the 1900.7 has been provided to Joan.

16   Stanislav: the main goal of the 1900.7 WG now is to launch the kick of meeting successfully.

17   **5. New project activities under IEEE DySPAN SC: Dynamic Spectrum Access (DSA) for Vehicular**

18   **Environment**

19   Status:

20   –   No further update

21   **6. Future face to face meeting**

22   Status

23   –   Next F2F meeting will be held in Scottsdale Arizona Dec 12-14

24   –   Preliminary meeting package information has been already provided by Lynn and it is

25   reflected on the dyspan-sc http://www.dyspan-sc.org/ (Lynn has provided detail plans

26   and requested for comment)

27   –   Any new update from Lynn?

28   Lynn: pointed to the committee that the meeting information link is broken on the DySPAN meeting

29   site

30   Lynn: suggested to request for the set up of the registration site so that.

31   Hiroshi: agreed on this and requested Oliver to follow the mater.

32   **7. Future DySPAN-SC leadership teleconference**

33   Status:

1   – Future teleconferences will be held on the last Wednesday of each month.
2   – The next teleconference schedule will be held on Wednesday of Oct 26.
3   – Reminder will be sent out by the secretary as usual once the next meeting date is
4   confirmed.

5   Hiroshi: requested the leadership if Oct 25 is acceptable to everybody.

6   There was no objection hence the next meeting is agreed to be on Oct 25 and the secretary will
7   send reminder.

8   **8. AOB**

9   Since there was no further discussion, the meeting was adjourned at 1:00 Sept 22, Japan time.