PCIC STANDARDS WORKING GROUP OFFICER WORKSHOP

Date: Sunday, September 23, 2012
Breakfast: 6:30 AM – 7:00 AM
Workshop: 7:00 AM – 9:00 AM
Location: PH 8 & PH9 rooms
Marriott Hotel, New Orleans, LA

Agenda 9/18/2012

1. Call to order and introductions   Will McBride

2. Approval of Agenda   All

3. PCIC Information

     a. "Web/Conference Call" meetings for PCIC Standards   Will McBride

     b. Sponsor Procedures   Will McBride

     c. Working Group Procedures, Rev. 2, June 25, 2012   Will McBride

- Goal - full slate of officers (appointed by PCIC Chair)

  The Secretary shall
  a) Distribute agendas at least 14 calendar days before a meeting
  b) Record and have published minutes of each meeting within 60 calendar days of the end of the meeting
  c) Create and maintain the membership roster

- Membership Roster

  i. Voting, Non-Voting, Aspirant, Observer

  ii. Guests (not on roster)

- Voting

  i. Majority of Working Group Voting members

  ii. 2/3 approval of Working Group Voting members

  The following actions require approval by a two-thirds vote:
  a) Approval of change of the working group scope
  b) Approval to move the draft standards project to the Sponsor for IEEE Standards Sponsor ballot
  These actions are subject to confirmation by the PCIC Standards Subcommittee Chair.

- Ballot process

  i. Majority of Working Group Voting members

  ii. 2/3 approval of Working Group Voting members

  iii. Submit for formal ballot (Standards SC Chair, concur)

  iv. Invitation to ballot, reasonably close to formal ballot

  v. Interest categories

  For PCIC ballot groups, interest categories will include at least 5 interest categories such as: Academic, Consultant, Equipment manufacturer, Government/Military, Owner of facilities, Software provider, Trainer, User, and General Interest.

4. IEEE Information

    b. IEEE SA, *myProject* website, PCIC   Lisa Perry
<div align="right">IEEE SA Staff Liaison to PCIC</div>

- Manage Activity Profile
    - i. Committee
    - ii. Working Group
    - iii. Project
- Assigning Officers – process
- Assigning Working Group member designation
- PARs   Lisa Yacone
<div align="right">IEEE SA Staff</div>

    - i. Overview
    - ii. Requests & actions
- Ballot Process
- RevCom Submisssion

    c. IEEE SA, *mentor* website, PCIC   Lisa Perry

- Document Groups (MTGS, DRFT, REFS)
- Upload documents with DCN (document control number)
- Working Group – (members linked to myProject)
- Coordinate the access levels with IEEE
- Email members
- ePolls (vote on minutes, Working Group votes)

5. Next Meeting   September 2013 in Chicago, Illinois

6. Adjournment