

**IEEE SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)
MEETING MINUTES**

25 March 2025

Seoul, Republic of Korea and Webex/Teleconference

3:00 p.m. – 4:45 p.m. KST (UTC+9)

Attendees

Members Present:

Robby Robson, Chair
Edward Au
Ted Burse
Doug Edwards
David Law
Xiaohui Liu
Keith Waters
Sha Wei

Members Absent:

Ron Hotchkiss

IEEE Staff:

Teresa Belmont
Matthew Ceglia
Karen Evangelista
Jodi Haasz
Yvette Ho Sang
Soo Kim
Michael Kipness
Erin Morales
Dave Ringle, Administrator
Heather Robinson
Meng Zhao

IEEE Outside Legal Counsel:

Claire Topp – Dorsey & Whitney LLP

Guests:

Xiaofeng Chen
Shujia Fan

James Gilb
Latonia Gordon
Guido Hiertz
Tyler Jaynes
Yousef Kimiagar
Thomas Koshy
Amit Kumar
Joseph Levy
Johnny Lin
Haiying Lu
Daleep Mohla
Yuki Nagai
Kishik Park
Annette Reilly
Jon Rosdahl
Dorothy Stanley
Mehmet Ulema
Lei Wang

1 CALL TO ORDER

Chair Robson called the meeting to order at 3:00 p.m. KST (UTC+9).

2 INTRODUCTIONS

There was a round of introductions.

It was noted that the meeting was quorate.

3 APPROVAL OF [AGENDA](#)

There was a motion to approve the agenda. In the absence of objection, the motion was approved.

4 APPROVAL OF THE 09 DECEMBER 2024 ProCom [MINUTES](#)

There was a motion to approve the 09 December 2024 ProCom meeting minutes. In the absence of objection, the motion was approved.

5 OLD/UNFINISHED BUSINESS

5.1 SASB Member Ballot [Comments](#) – Information

Chair Robson noted that the recent SASB email ballot had resulted in the approval of both of the recommended updates. SASB Member comments received during the ballot were made available as information.

6 NEW BUSINESS

6.1 [Proposed Updates](#) to the SASB OpMan RE: Liaisons – Law

David Law reviewed the proposed updates to the *IEEE SA Standards Board Operations Manual*.

There was a motion to recommend the *IEEE SA Standards Board Operations Manual* changes noted below to the SASB for approval consideration.

IEEE SA Standards Board Operations Manual

7. Liaisons with organizations external to IEEE

7.1 Liaisons from Standards Committees/Subgroups to organizations external to IEEE

7.1.1 Definition of a Standards Committee External Liaison

A Standards Committee External Liaison is an information conduit that enables sharing of information from a Standards Committee or a Subgroup thereof (Standards Committee/Subgroup) to an organization external to IEEE.

A Standards Committee External Liaison shall be operated in the best interest of the Standards Committee/Subgroup and IEEE SA at all times.

7.1.2 Definition of a Standards Committee External Liaison coordinator

A Standards Committee External Liaison coordinator is appointed by the Standards Committee/Subgroup and facilitates the sharing of information from a Standards Committee/Subgroup to an organization external to IEEE (see subclauses 7.1.76 and 7.1.87).

A Standards Committee External Liaison coordinator is not an External Representative as defined in the *IEEE Standards Association Operations Manual*, subclause 7.1.1.

7.1.3 General guidelines for the establishment of a Standards Committee/Subgroup External Liaison

The Standards Committee/Subgroup shall have activity in the relevant technical field of the organization external to IEEE with which the liaison is being established.

7.1.4 Establishing a Standards Committee/Subgroup External Liaison

A Standards Committee/Subgroup interested in establishing a liaison with an organization external to IEEE shall vote to establish the liaison relationship (including a rationale for establishing the liaison relationship) and shall coordinate with the IEEE Standards Department to establish the liaison relationship.

7.1.5 Appointment of a Standards Committee External Liaison Coordinator

Once a Standards Committee/Subgroup has established a Standards Committee External Liaison, or if the Standards Committee External Liaison Coordinator becomes vacant, the Standards Committee/Subgroup shall appoint a coordinator and notify the IEEE Standards Department with the name and contact information of the coordinator. The coordinator shall be a member of the Standards Committee/Subgroup from which they have been appointed and an IEEE SA member.

7.1.6 Establishing Direction for the Standards Committee External Liaison coordinator

The Standards Committee/Subgroup shall vote to approve the direction to be provided to the Standards Committee External Liaison coordinator attending a meeting of the organization external to IEEE. This direction can include, but is not limited to, the views and the information that the Standards Committee External Liaison coordinator may share with the organization external to IEEE while representing the Standards Committee/Subgroup.

The direction approved by the Standards Committee/Subgroup shall be documented in their meeting minutes.

7.1.7 Responsibilities of a Standards Committee External Liaison coordinator

While acting as the Standards Committee External Liaison coordinator, the Standards Committee External Liaison coordinator:

- a) Shall coordinate with the IEEE Standards Department on the administration of the liaison activities.
- b) Shall indicate their Standards Committee External Liaison coordinator role when attending meetings of the organization external to IEEE.
- c) Shall only express views authorized by or in alignment with the direction set by the Standards Committee/Subgroup from which they have been appointed while serving as the Standards Committee External Liaison coordinator in the organization external to IEEE.

d) Shall only share information with the organization external to IEEE as authorized by the Standards Committee/Subgroup while serving as the Standards Committee External Liaison coordinator.

e) May represent another group (such as their employer and/or other affiliation), while also serving as the Standards Committee External Liaison coordinator in the same organization external to IEEE. In such a case, the Standards Committee External Liaison coordinator shall clearly identify the role associated with the views being expressed.

f) Is not authorized by IEEE to hold a leadership role in an organization external to IEEE if their eligibility for such a role is based solely on IEEE's status in that organization.

g) May share materials from the organization external to IEEE with the Standards Committee/Subgroup subject to the other organization's policies and procedures, including copyright policy.

h) Is responsible for adhering to the Standards Committee/Subgroup's policies and procedures. All information shared by the Standards Committee External Liaison coordinator shall comply with the IEEE SA Copyright Policy, outlined in Clause 7 of the *IEEE SA Standards Board Bylaws* and subclause 6.1 of the *IEEE SA Standards Board Operations Manual*.

i) If the Standards Committee External Liaison coordinator becomes aware of IEEE copyrighted material being used in another organization's document, the Standards Committee External Liaison coordinator shall notify the IEEE SA Program Manager.

j) Any reports provided by the Standards Committee External Liaison coordinator to the organization external to IEEE shall be shared with the Standards Committee/Subgroup from which they were appointed and the IEEE Standards Department no later than two weeks prior to the deadline for providing the report (should no deadline exist, the report shall be provided no later than two weeks prior to the meeting).

k) Shall provide a report to the Standards Committee/Subgroup from which they were appointed and the IEEE Standards Department after attending meetings of the organization external to IEEE. This report shall include information provided by the Standards Committee External Liaison coordinator at the meeting, any discussion held on that information and any other items of interest to the Standards Committee/Subgroup.

l) Shall inform the Standards Committee/Subgroup from which they were appointed and the IEEE Standards Department of their upcoming attendance at a meeting of an organization external to IEEE four weeks prior to the meeting.

7.1.87 Removal of an IEEE Standards Committee External Liaison coordinator

Should the IEEE Standards Committee External Liaison coordinator fail to uphold their responsibilities as outlined in subclause 7.1.76, 7.1.98, or 7.1.109, or if they are not operating in the best interest of the Standards Committee/Subgroup, the IEEE Standards Association, or IEEE, the following may vote to remove the Standards Committee External Liaison coordinator:

- IEEE SA Standards Board
- Standards Committee/Subgroup

7.1.98 Submission of liaison statements to organizations external to IEEE

Written information shared with organizations external to IEEE shall be approved by the IEEE Standards Committee/Subgroup sharing the information.

Each liaison statement shall clearly identify the group creating the liaison statement in its opening paragraph, and shall include in that paragraph, or a footnote thereto, the exact sentence that "This document solely represents the views of the IEEE *name of Standards Committee/Subgroup*, and does not necessarily represent a position of IEEE, the IEEE Standards Association or IEEE *name of IEEE Standards Committee if sent from Subgroup or delete text after "Standards Association" if sent from Standards Committee*. This Liaison Communication is for information only. Any material excerpted from IEEE copyrighted Works requires permission from IEEE (stds-copyright@ieee.org)."

A template for liaison statements can be obtained from the IEEE SA Program Manager; the IEEE Standards Committee Chair (if the report is being submitted by a Subgroup) and the Secretary of the IEEE SA Standards Board shall be copied on all liaison statements sent to organizations external to IEEE.

^sSee subclause 7.1.109 regarding the sharing of IEEE documents.

7.1.109 Submission of IEEE documents to an organization external to IEEE

If a Standards Committee/Subgroup would like to share a draft IEEE standard with an organization external to IEEE, the procedures in subclause 6.1.3.4 of the *IEEE SA Standards Board Operations Manual* apply.

If a Standards Committee/Subgroup would like to share a published standard with an organization external to IEEE, please contact IEEE SA and notify the IEEE SA Program Manager.

Any requests not addressed above shall be sent to stds-ipr@ieee.org.

7.1.110 Submittal of comments to an organization external to IEEE

Comments submitted to an organization external to IEEE are subject to that organization's intellectual property rights policies.

7.1.121 Appointing a delegation to represent the Standards Committee/Subgroup at a meeting of an organization external to IEEE

If a Standards Committee/Subgroup is sending a delegation to represent that Standards Committee/Subgroup at a meeting of an organization external to IEEE, the Standards Committee/Subgroup shall vote to appoint the members

of the delegation. Members of the delegation are subject to the same procedures as that for Standards Committee External Liaison coordinators.

7.2 Liaisons from organizations external to IEEE to Standards Committees/Subgroups

An organization external to IEEE may request to establish a liaison relationship from the organization external to IEEE to a Standards Committee/Subgroup as an information conduit and may provide information as part of the consensus building process.

7.2.1 Criteria for the establishment of a liaison

In order to establish a liaison relationship with a Standards Committee/Subgroup, the organization external to IEEE shall meet the following criteria:

- a) Have technical competence or expertise in the field of technology represented by the Standards Committee/Subgroup with which the liaison relationship is established
- b) Have a process for developing consensus on any input provided to the Standards Committee/Subgroup

7.2.2 Establishing a liaison with a Standards Committee/Subgroup

An organization external to IEEE may request to establish a liaison with a Standards Committee/Subgroup. The Standards Committee/Subgroup that receives the request shall on acceptance of the liaison relationship and, if accepted, shall coordinate with the IEEE Standards Department to establish the relationship.

7.2.3 Roles and responsibilities of a liaison coordinator

Liaison coordinators may attend and participate in Standards Committee/Subgroup meetings. If a meeting fee is being charged, the liaison coordinator is responsible for paying the fee.

While participating in IEEE standards development activities, all participants shall act in accordance with all applicable laws (nation-based and international), the IEEE Code of Conduct, the IEEE Code of Ethics, the *IEEE SA Standards Board Bylaws* (see *IEEE SA Standards Board Bylaws* subclause 5.2.1 on "Participation in IEEE standards development"), and the *IEEE SA Standards Board Operations Manual*.

Those serving as liaison coordinators cannot become a voting member of, nor attain voting rights in, an IEEE Standards Committee or Subgroup by virtue of their role as the liaison coordinator.

7.2.4 Technical contributions

If a liaison organization external to IEEE makes a technical Contribution to an IEEE draft standard, the liaison organization thereby agrees to comply with IEEE SA's policies and procedures related to Contributions (e.g., the IEEE SA Copyright Policy, outlined in Clause 7 of the *IEEE SA Standards Board Bylaws* and subclause 6.1 of the *IEEE SA Standards Board Operations Manual*; the IEEE SA Patent Policy in regards to disclosure of potential essential patent holders, outlined in Clause 6 of the *IEEE SA Standards Board Bylaws* and subclause 6.3 of the *IEEE SA Standards Board Operations Manual*).

If a liaison organization submits one of its copyrighted documents to a Standards Committee/Subgroup for coordination, the document shall not be considered to be a Contribution and shall not be used in any IEEE document without prior permission from the organization external to IEEE. Prior to distributing the organization's document, the Standards Committee/Subgroup shall reference the Working Group Draft Sharing List to determine if guidance is required from the IEEE SA Program Manager.

7.3 Review of liaison relationships

The Chair of the Standards Committee or the Chair of the Subgroup is responsible for reviewing the liaison relationship(s) every three years with their respective group.

7.4 Termination of liaison relationships

Liaison relationships may be terminated by the Standards Committee/Subgroup **or the IEEE Standards Department**, at their discretion, for reasons including, but not limited to, the following:

- a) All work is deemed to have been completed
- b) The organization external to IEEE has not been compliant with the permission terms associated with an IEEE Standards draft provided to them
- c) The relationship is determined to not be in the best interest of the Standards Committee/Subgroup, IEEE SA, or IEEE

In the absence of objection, the motion was approved.

Chair Robson stated that the SASB would be asked to approve these P&P changes via a 30-day email ballot.

6.2 [Proposed Updates](#) to the SA OpMan and SASB Bylaws RE: Appeals – Ringle

Dave Ringle reviewed the proposed updates to the *IEEE Standards Association Operations Manual* and the *IEEE SA Standards Board Bylaws*.

There was a motion to recommend the *IEEE Standards Association Operations Manual* and the *IEEE SA Standards Board Bylaws* changes noted below to the SASB for approval consideration.

IEEE Standards Association Operations Manual

4.4 Appeals

~~Persons who have~~ Individuals and entities who are directly and materially affected, interested, and who have been, or ~~could reasonably be expected to~~ will be, adversely affected by a decision of the IEEE SA BOG, or by the lack thereof, shall have the right to appeal actions or inaction of the IEEE SA BOG. In addition, pursuant to section 5.8.9 of the *IEEE SA Standards Board Operations Manual*, an appellant may appeal an IEEE SA Standards Board Appeal Panel's final decision to the IEEE SA BOG.

The IEEE SA BOG shall not consider appeals of technical decisions based on technical grounds or make findings with respect to ethical rules. All technical decisions shall be made at or below the Standards Committee level. Any person dissatisfied with an ethical decision shall be advised to bring such claim to the attention of the IEEE Ethics and Member Conduct Committee or the IEEE SA Standards Conduct Committee, as appropriate.

IEEE SA Standards Board Bylaws

5.4 Appeals

~~Persons who have~~ Individuals and entities who are directly and materially affected, interested, and who have been, or ~~could reasonably be expected to~~ will be, adversely affected by a standard within the IEEE's jurisdiction, or by the lack of action in any part of the IEEE standardization process, shall have the right to appeal procedural actions or inactions, provided that the appellant shall have first exhausted the appeals procedures of any relevant subordinate committee or body before filing the procedural appeal with the IEEE SA Standards Board.

The IEEE Standards Association shall not provide an appeals process to resolve a disagreement about a technical decision. All technical decisions shall be made at or below the Standards Committee level. Any person dissatisfied with a technical decision shall follow the procedures of the body that has made the decision and that body's Standards Committee to provide input on the technical decision, including, but not limited to, making a technical comment during the applicable comment submission and/or balloting period.

The IEEE SA Standards Board shall not consider any claim that (i) is based solely on ethical considerations; (ii) does not seek to amend or reverse a decision of a lower body relating to the development or approval of a standard; or (iii) does not recommend remedial action or recommends remedial action not allowed by current IEEE SA policies and procedures.

The appellant shall be advised to bring ethical claims to the attention of the IEEE Ethics and Member Conduct Committee or the IEEE SA Standards Conduct Committee, as appropriate.

Further instructions concerning appeals procedure can be found in subclause 5.8 of the *IEEE SA Standards Board Operations Manual*.

In the absence of objection, the motion was approved.

Chair Robson stated that the SASB would be asked to approve these P&P changes via a 30-day email ballot.

7 [NEXT MEETING](#)

The next ProCom meeting will be scheduled to occur on 17 June 2025 and will be held in Vienna, Austria.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 3:45 p.m. KST (UTC+9).