IEEE-SA Standards Board
Industry Connections Committee (ICCom) Minutes
09 December 2013, 4:10pm-7:20pm (USA Eastern)
IEEE Operations Center, Piscataway, NJ

1. Call to order; Roll call (4:10pm)

Members Present: Oleg Logvinov (ICCom Chair), Farooq Bari, Alex Gelman, David Law, Yatin Trivedi, Howard Wolfman, Yu Yuan
Members Absent: None
Legal Counsel: Claire Topp
Staff: James Wendorf (ICCom Administrator), Sam Sciacca (Recorder), Terry deCourcelle, Lloyd Green, Jodi Haasz, Mary Ellen Hanntz, Yvette Ho Sang, Konstantinos Karachalios, Karen Kenney, Brenda Mancuso, Adam Newman, Mary Lynne Nielsen, Lisa Perry, Walter Pienciak, Dave Ringle, Ravi Subramaniam, Cherry Tom
Guests: Bob Grow, Paul Heitmann, Jim Hughes, John Kulick, Xiaohui Liu, Ted Olsen, Kishik Park, Glenn Parsons, Tyde Richards (Phone), Curtis Siller, Adrian Stephens, Diego Vicentin, Joe Weinman (Phone), Phil Wennblom, Don Wright

2. Approval of agenda

Oleg suggested that the Agenda items be reorganized to present internal items first and to accommodate one committee member who was delayed at the airport. Oleg asked for objections to the Agenda and suggested changes. No objections to unanimous approval.

7. SASB Ad Hoc on IC Activities Policy Issues (Informational Report)
  • Ad Hoc Chair's report – Farooq Bari:
    https://ieee-sa.centraldesktop.com/p/eAAAAAACqTxAAAAAGlyiO8
  • Proposed policies:
    https://ieee-sa.centraldesktop.com/p/eAAAAAACqTwAAAAACFZUxE

Farooq's slides of the SASB Ad Hoc were presented, identifying the four principles to be followed in IC activities. In anticipation of these being accepted, they have been incorporated in the latest ICCom Operations Manual (OpsMan) draft.

There was some discussion on what is a deliverable. In the case of a symposium or workshop, it was suggested that the event is the deliverable, the event papers and presentations are not. ICCom needs to make sure this is clear when future ICAIDs are approved. Charter and procedures are approved by ICCom, members of the activity are not. Participation is similar to a Standards WG.

Some of these issues may need to be looked at more deeply with respect to the SIIT Conference. This needs an Ad Hoc. Alex will chair, all of ICCom will participate. The Ad Hoc will examine the SIIT activity, deliverables, and operations in the context of the ICCom OpsMan, and recommend additions or changes to the OpsMan, if necessary.

Oleg provided some input from the CAG: ICCom is a flexible tool. We are presently learning as we go.

3. Approval of previous minutes
- 23 October 2013:
  http://standards.ieee.org/about/sasb/iccom/102313mins.pdf

No objections to unanimous approval.

4. New/Revised ICAIDs

4.1. IC13-008-01 Next Generation Ethernet Passive Optical Network (NG-EPON):
https://ieee-sa.centraldesktop.com/p/eAAAAAACmhNAAAAAA7nrXc

ICAID was presented by David Law and reviewed.

Motion to recommend approval (Yatin); Second (Howard). No objections to unanimous approval.

4.2. IC12-006-03 IEEE Actionable Data Book for STEM Education
Status report:
https://ieee-sa.centraldesktop.com/p/eAAAAAACr4EAAAAAGAQIOU
Revised ICAID:
https://ieee-sa.centraldesktop.com/p/eAAAAAACr4GAAAAABfTiVQ

Tyde Richards presented a status report on the activity and the status of the deliverables, and requested a one year extension with some revisions in the ICAID. Notably, the revisions include refinement of deliverables and identifying the Learning Technologies Standards Committee as the IEEE sponsoring committee.

Discussion took place regarding whether this effort may produce a product which could be sold or licensed. Implementation could be problematic. Will this result in something that affects our 501(c)(3) status? Will other parties claim some part of the deliverables? Collaboration may be with for-profit organizations. We need to get our arms around how the IEEE-SA IPR policy will play into this scenario.

Tyde clarified the results will be something that IEEE-SA can own.

There was additional discussion that the copyright policy must be followed, and if anything was previously published, permission will be needed. When IEEE resources and activities are used to develop something that has value to the outside world, we can't just give it away. Organizations with different tax status can't be given IEEE-developed products. Demonstrations may give something away (prototypes). If software is developed, there needs to be an end-user agreement. How the results will be shared is a concern.

The question was raised, should we only grant a 3-month extension to the activity while we sort these issues out? But others wondered, why hold up this activity when the same issues also occur with other activities? We should separate the extension request from the broader issues which need to be taken up by ICCom.

Motion to recommend approval (Howard); Second (Yatin).

Discussion: Is this a mobile App? We did something similar in the Security Group (ICSG), which developed a shared software library. But an App may not be the same as a shared library. The deliverables may be fine, but how they will be developed may be of more concern. Contributors may file patents. It needs oversight. As indicated in the ICAID, LTSC will provide the oversight for this activity.

It was asked, why is the extension being requested for just one year? The deliverables list suggests more work will be required than can be completed in one year. Tyde indicated he would prefer a two-year extension, and made the request to change it to two years.

Howard/Yatin: Two years is considered a friendly amendment.

Chair called the question. No objections to unanimous approval, as amended. David Law will mentor the group on the issues surrounding patents and copyrights.

5. Activity Terminations

No requests for terminations have been presented at this meeting.

6. IC Program Metrics and Activity Status Reports
    6.1. IC Program Metrics:
        https://ieee-sa.centraldesktop.com/p/eAAAAAAClhJAAAAABKvvgw

Jim presented performance metrics for ICCom in 2013. He asked for any additional KPIs that need to be tracked. None were offered.

    6.2. Activity Status Reports:
        https://ieee-sa.centraldesktop.com/p/eAAAAAAClhLAAAAAERifIE

Jim ran through the reports received to date.

IC09-001 (ICSG): May need to request an updated ICAID. Have the deliverable dates already been met? The group has developed an ongoing product/service which needs to be maintained. This is similar to the RAC activities. Where does the licensing revenue go? IEEE handles all the finances. Licensees subscribe to a service. IEEE owns the aggregation. Money left over after operations should belong to IEEE. The money has to stay within IEEE, and as the activity is currently structured, it does. Jim will work with the group to develop a revised ICAID.

IC12-001 (SIIT): Alex reported the 2013 event lost money. How important is the financial goal of 20% surplus? We will run the conference again, but not lose money next time. The chair and committee may not have done enough to raise funds from patrons/sponsors. From a survey of conference participants, there was a high degree of satisfaction. The conference may benefit from some additional/new leadership.

IC12-003 (Intercloud Testbed): Joe Weinman reported by phone. This activity has been focused on its formative efforts. The main issue at the moment is getting some server resources to host the core elements of the testbed.

IC13-001 (EDA Symposium): Yatin reported the 2013 event was completed, and its goals accomplished. Planning will soon begin for the 2014 event.

IC13-003 (Convergence of Smart Home and Building Architectures): Oleg reported on progress. No issues.

IC13-004 (Ethernet & IP @ Automotive Technology Day): Sam reported the Policies and Procedures are under development. Planning is underway for the 2014 event. No issues.

IC13-005 (DC in the Home): Sam reported everything is going well. No issues.

IC13-006 (Cloud Computing Innovation Council for India): The first version of the white paper (~150 pages) has been developed. Issues around copyright, adding appropriate notices and disclaimers, and methods of distribution are being addressed before the next version is released.

There is a general need to walk groups through the ICCom processes, for activities overseen by ICCom. This will be discussed further.

8. ICCom Operations Manual: Review and Finalization
- Draft OpsMan:
  https://ieee-sa.centraldesktop.com/p/eAAAAAACrgSAAAAABOZI4I

The latest draft of the OpsMan was reviewed. It includes changes suggested by Yvette (Risk Management) and Legal.

Motion to recommend approval of the ICCom Operations Manual to SASB (David); Second (Yatin). No objections to unanimous approval.

9. ICCom Ad Hoc on Revision of ICAID Form
- Ad Hoc Chair's report – Oleg Logvinov
- Revised form: https://ieee-sa.centraldesktop.com/p/eAAAAAACohcAAAAAGqajm0

The revised ICAID form was reviewed. Motion to approve the revised ICAID form, to take effect 01 January 2014 (Howard); Second (David). No objections to unanimous approval.

10. ICCom Ad Hoc on IPR
- Ad Hoc Chair's report – David Law: https://ieee-sa.centraldesktop.com/p/eAAAAAACr0sAAAAAAlfDw0
- Proposed IEEE-SA Standards Board Bylaws revision: https://ieee-sa.centraldesktop.com/p/eAAAAAACr1EAAAAAtIZPg
- Proposed IEEE-SA Standards Board Operations Manual revision: https://ieee-sa.centraldesktop.com/p/eAAAAAACr14AAAAADcWHik
- Proposed IC Activity Copyright Permission Request Form: https://ieee-sa.centraldesktop.com/p/eAAAAAACr2OAAAAABCSY8I
- Proposed IC Activity Copyright Permission Grant Form: https://ieee-sa.centraldesktop.com/p/eAAAAAACr2QAAAAACI6MA8

David presented the outcomes of the Ad Hoc and went through presentations on what would need to be changed in each of the above documents. Focus of the Ad Hoc was on Copyright. Patents will be handled by the disclaimer statement now required in IC work products. The following comments were made on the Ad Hoc's work:
- Standards Board Bylaws, sub-clause 7.2.2 (line 29): Change to read, "… of a Work Product by an Industry Connections Activity, …".
- Standards Board Operations Manual, sub-clause 6.1: Same as 7.2.2 of Bylaws (above).
- Standards Board Operations Manual, sub-clause 6.1.4: Change "proposals" to "drafts".
- Standards Board Operations Manual, sub-clause 6.2 (Commercial terms and conditions): This seems to primarily apply to Standards. The commercial terms clause comes from ANSI requirements, but is grounded in anti-trust concerns. Under certain circumstances, ICCom work products *could* list companies and products, but how to educate participants to get consistent results? Black and white is easier. The sentence, "The appearance of …", is applicable to IC activity Work Products. The rest of this sub-clause may be confusing for IC activity participants. This issue merits further discussion.

David noted that sub-clause 6.2 is not really related to IPR. He recommended taking the other, copyright-related proposed changes to ProCom, with no suggested changes to 6.2 for the moment. It was agreed that David should proceed with this.

Is another Ad Hoc needed to look further into sub-clause 6.2? It was agreed to extend the existing Ad Hoc to do this.

11. ICCom Ad Hoc on Conference Co-Sponsorships
- Ad Hoc Chair's report – Yu Yuan:
  https://ieee-sa.centraldesktop.com/p/eAAAAAAACrgXAAAAAA93GWc

Yu presented his report. He suggested that for Financial Co-Sponsorship we need to seek direction from the BoG. Are we ready to report to the BoG? Probably not. The BoG will need more details. What is involved? What are the ramifications? Can we provide a list of pros and cons? The recommendation was to spend another cycle in the Ad Hoc to generate a straw man implementation proposal.

12. ICCom Ad Hoc on Recording of IC Activity Terminations
- Ad Hoc Chair's report – Yatin Trivedi

Yatin reported that the Ad Hoc met to discuss the method of recording IC activity terminations. He asked Jim to show how this was being accomplished in Central Desktop and what information was being captured. ICCom decided that the current practice is sufficient, and no further work is needed at this time. The Ad Hoc, therefore, was dissolved.

13. IC Program FAQ Document: Review and Finalization
- Draft FAQ:
  https://ieee-sa.centraldesktop.com/p/eAAAAAAACdPiAAAAAEqN4N4

Sam reported that the FAQ document currently posted is largely based on information related to the ICAID, but there was other information which could be developed such as questions on copyright, participation, etc. Sam asked if ICCom wished to expand the FAQ list to include other items. ICCom indicated that the FAQ list should be expanded, and directed that new FAQs be developed for their consideration.

14. New business
14.1. IC Activity Document Template – Sam Sciacca:
  https://ieee-sa.centraldesktop.com/p/eAAAAAAACrwpAAAAADBDtIo

Sam discussed the creation of an IC activity document template which would address issues such as copyright, disclaimer, and ensuring the document did not appear to be a Standard. He showed the recently-created IEEE-SA White Paper

template as an example, and recommended we work with IEEE-SA Publications to develop a similar template for IC activity documents.

Another Ad Hoc is not needed. Staff are asked to create a template for ICCom's review and approval. Sam will work with Publications (Kim Breitfelder) to accomplish this.

15. Next meetings

The next meeting will be during the Standards Board meeting series, in the week of 24 March 2014. The exact day and time will be announced at a later date.

16. Adjournment (7:20pm)