IEEE-SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)
MEETING MINUTES
11 June 2019
Hilton Panama, Panama City, Panama
1:30 p.m. – 3:00 p.m.

Attendees

Members Present:
Ted Burse, Chair
Jean-Philippe Faure
Travis Griffith
Annette Reilly
Dorothy Stanley
Phil Wennblom
Philip Winston
Howard Wolfman

Members Absent:
None

IEEE Staff:
Matthew Ceglia
Karen Evangelista
Joshua Gay
Mary Ellen Hanntz
Yvette Ho Sang
Michael Kipness
Adam Newman
Mary Lynne Nielsen
Dave Ringle, Administrator
Rudi Schubert
Sam Sciacca
Lisa Weisser

IEEE Outside Legal Counsel:
Claire Topp

Guests:
Michael Atlass
Alan Berkema
Doug Edwards
Rob Fish
Latonia Gordon
Guido Hiertz
Gary Hoffman
John Kulick

Joseph Levy
Kevin Lu
Andrew Myles
Robby Robson
Jon Rosdahl
Lei Wang
Don Wright
Jingyi Zhou

1   CALL TO ORDER

Chair Burse called the meeting to order at 1:43 p.m.

2   INTRODUCTIONS

There was a round of introductions by all present.

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 19 MARCH 2019 ProCom MINUTES

There was a motion to approve the previous meeting minutes. In the absence of objection, the motion was approved.

5   OLD/UNFINISHED BUSINESS
5.1   Update from Ad Hoc on Review of the P&P RE: Inactive Standards – Reilly
       - Proposed Updates to SASB Bylaws and SASB OpMan

Annette Reilly, Ad Hoc Chair, reported.

There was a motion to recommend the IEEE-SA Standards Board Bylaws and IEEE-SA Standards Board Operations Manual changes noted below to the SASB for approval consideration.
The motion was unanimously approved.

IEEE-SA Standards Board Bylaws

2.2 Purpose of IEEE standardization

IEEE standards provide a common ground for communication in some specific area of electrotechnology. They also provide criteria for measuring the acceptable performance of equipment or materials pertinent to the field of electrotechnology.

The purpose of the review by the IEEE-SA Standards Board is to ensure that IEEE standards represent a consensus of interests from those that are materially affected

by these standards and that proper procedures have been followed during the development of these standards.

An active IEEE standard gives an authoritative reference that is kept up to date through ~~review~~ revision at least every ten years by the Standards Committee responsible for its preparation.

IEEE-SA Standards Board Operations Manual

6.3.3 Inactive standards

All active IEEE standards are subject to periodic ~~review for~~ revision or inactivation. Standards that have not completed revision within ten years of IEEE-SA Standards Board approval are subject to ~~or~~ transfer to inactive status (see clauses 2.2 and 5.3 of the *IEEE-SA Standards Board Bylaws* and 9.2). Thus, any standard that incorporates patented technology may at some point in time be transferred to inactive status. Clause 6 of the *IEEE-SA Standards Board Bylaws* contains policies concerning the period of validity for any Letter of Assurance received from a party regarding an Essential Patent Claim.

9.2 Removal from active status

Standards that are no longer useful or contain significant obsolete or erroneous information should be recommended for withdrawal from active status by the Standards Committee. A recommendation for withdrawal from active status shall be supported by a Standards Association ballot (see 5.4) with a 50% return and at least a 75% approval.

Every IEEE Standard shall be ~~subject to~~ considered for transfer to inactive status by the IEEE-SA Standards Board at the ~~end~~ beginning of the next calendar year ~~that~~ after it is ten years past its approval date (i.e., the standard will be labeled *Inactive* and reserved for historical reference).

A standard remains active until it is officially transferred to inactive status by the IEEE-SA Standards Board. When a standard is transferred to inactive status, its amendments and corrigenda are also transferred to inactive status.

A recommended implementation plan for the handling of standards scheduled for transfer to inactive status was presented and discussed. The implementation plan noted below will be forwarded to the SASB for action.

The consent agenda for the IEEE-SA Standards Board (SASB) November 2019 meeting will include for transfer to Inactive-Reserved status all standards with an expiration date of 31 December 2018 for which there is not an active revision project (i.e., an SASB approved PAR for revision).

The consent agenda for the IEEE-SA Standards Board (SASB) March 2020 meeting will include for transfer to Inactive-Reserved status all standards with an expiration date of 31 December 2019 for which there is not an active revision project (i.e., an SASB approved PAR for revision).

Beginning in 2021, the consent agenda for the first IEEE-SA Standards Board (SASB) meeting of the year will include for transfer to Inactive-Reserved status all standards with an expiration date on or before 31 December of the previous year. Consideration for inactivation of expired standards will occur regardless of the status of any active revision projects.

The Ad Hoc was disbanded with thanks.

6   NEW BUSINESS

6.1   <u>Proposed Updates</u> to SASB OpMan 5.4.4 RE: Mandatory Coordination – Ho Sang

Yvette Ho Sang introduced 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

5.4.4 Mandatory coordination

The Standards Committee shall coordinate <u>with the following entities </u>via circulation of drafts<u> and associated materials that are developed by the Working Group and referenced in the draft, if any</u><s>with the following entities</s>:

—   IEEE Standards editorial staff during Mandatory Editorial Coordination, Standards Association ballot, and RevCom review
—   The IEEE Registration Authority Committee (RAC) when the draft includes registration activity (see subclause 5.7 of the *IEEE Standards Association Operations Manual*):

1)   The PAR indicates the possible registration of assigned names or assigned numbers to be included in or used by the proposed project.
2)   It becomes apparent through development of the draft that:

a) new registration of assigned names or assigned numbers will be included in the draft that will be assigned under a standards developing organization (SDO), or a Working Group or Standards Committee would like to request authority to conduct such assignment;
b) the draft includes reference to, or new specifications for use of, registration activity defined external to the proposed standard.

The RAC, IEEE Standards editorial staff, or RevCom may request RAC review of a draft.

Comments from mandatory coordination entities shall be given appropriate consideration and response by the Standards Committee. At the time of project submittal to the IEEE-SA Standards Board for approval consideration as an IEEE standard, the Standards Committee shall supply the most recent mandatory coordination comments and indicate either acceptance or a request for a waiver (see 4.2.3.2).

There was a motion to Amend, as noted in <mark>yellow</mark> highlight. The motion to Amend was unanimously approved.

IEEE-SA Standards Board Operations Manual

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There was a vote on the new main motion (text below). The new main motion was unanimously approved.

IEEE-SA Standards Board Operations Manual

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6.2   Disclosure of Affiliation on Presentations and Other Contributions – Law

As David Law was not present and as the meeting was very close to its scheduled end time, this item was not discussed. It will be carried forward to the November 2019 ProCom meeting agenda.

7   NEXT MEETING

The next in-person ProCom meeting will occur on either 05 or 06 November 2019 in Piscataway, New Jersey, USA.

8   ADJOURNMENT

There being no further business, the meeting was adjourned at 2:59 p.m.