IEEE-SA Standards Board Standards Review Committee (RevCom) approved Meeting Minutes
7 March 2018
9:00 a.m. – 1:00 p.m.
Tokyo Hilton Hotel, Tokyo, Japan

Members Present	**Guests**	**Staff**
Doug Edwards	Jean-Philippe Faure	Matthew Ceglia
Gary Hoffman, chair	Scott Gilfillan	Karen Evangelista, Administrator
Thomas Koshy	Guido Hiertz	Mary Ellen Hanntz
Xiaohui Liu	Patrick Murphy	Yvette Ho Sang
Annette Reilly	Don Wright	Karen Kenney
Robby Robson		Soo Kim
Mehmet Ulema		

Members Absent:
Daleep Mohla
Andrew Myles
Ron Petersen
Jon Rosdahl
Hamid Sharifnia
Phillip Winston

1.   CALL TO ORDER

Chair Hoffman called the meeting to order at 9:00 a.m.

2.   INTRODUCTIONS

There was a round of introductions by all present.

3.   REVIEW AND APPROVAL OF AGENDA

There was a motion to approve the agenda. **The motion was unanimously approved.**

4.   APPROVAL OF THE 5 DECEMBER 2017 MINUTES

There was a motion to approve the 5 December 2017 minutes. **The motion was unanimously approved.**

5.   PROCOM LIAISON REPORT

Gary Hoffman, ProCom member, delivered the report. *[Please see the ProCom meeting minutes for further information.]*

6. CONDITIONAL APPROVAL REPORT

There were no conditional approvals.

7. ADMINISTRATIVE EXTENSIONS/WITHDRAWALS

There were no extensions/withdrawals.

8. PROPOSED STANDARDS FOR REVIEW AND RECOMMENDATION

8.1 NEW

P802.11ak/Draft 6.0 (C/LM) IEEE Draft Standard for Telecommunications and Information Exchange between Systems - Local and Metropolitan Area Networks-Part 11: Wireless LAN Medium Access Control (MAC) and Physical Layer (PHY) Specifications - Amendment 4: Enhancements for Transit Links within Bridged Networks

Recommendation: APPROVE

P1641.1a/Draft 9 (SASB/SCC20) IEEE Draft Guide for the Use of IEEE Std 1641, IEEE Standard for Signal and Test Definition - Amendment 1: Addition of Guidelines for Producing Reusable Test Signal Frameworks for Use on Platforms Utilizing Automatic Test Markup Language

Recommendation: APPROVE

P2030.101/Draft 11.6 (PE/SUB) IEEE Draft Guide for Designing a Time Synchronization System for Power Substations

Recommendation: APPROVE

PC37.100.2/Draft 8.3 (PE/SWG) IEEE Draft Standard for Common Requirements for Testing of AC Capacitance Current Switching Devices over 1000 V

Recommendation: APPROVE

8.2 REVISION

P384/Draft 2 (PE/NPE) IEEE Draft Standard Criteria for Independence of Class 1E Equipment and Circuits

Recommendation: APPROVE

P1527/Draft 10 (PE/SUB) IEEE Draft Recommended Practice for the Design of Buswork Located in Seismically Active Areas

Recommendation: APPROVE

9.   APRIL CONTINUOUS PROCESSING TELECONFERENCE

The teleconference is scheduled for 26 April 2018. The submittal deadline is 16 March 2018.

AI: Karen Evangelista to conduct a Doodle poll for the best time for the teleconference on 26 April 2018.

10.   OLD BUSINESS

10.1   Action Items

There were no action items to report.

11.   NEW BUSINESS

11.1 General Data Protection Regulation (GDPR) presentation – Ho Sang

Yvette Ho Sang presented GDPR to RevCom and answered any questions regarding the new policy.

11.2 SCC14 Conventions – Hoffman

Gary Hoffman, chair of SCC14, stated that the SCC14 Conventions have been created. There was discussion on where the conventions should be posted.

AI: Karen Evangelista will see that the master copy of the SCC14 Conventions is posted on the RevCom webpage.

AI: Karen Evangelista and Matt Ceglia will work with Marketing to add the link to other pages as appropriate.

11.3 Open Source Ad Hoc Report to RevCom – Robson

Robby Robson gave a summary of the Open Source activities that originated through the CAG. There was discussion on what this will mean for RevCom and its review.

11.4 Projects withdrawn from the published RevCom agenda – Hoffman

Chair Hoffman started the discussion on what to do to make sure that RevCom comments are responded to before a project is withdrawn from an agenda.

AI: The RevCom Chair and RevCom Administrator will create text for a new convention on responding to comments.

12.   NEXT MEETING

The next RevCom meeting is 13 June 2018 in The Hague, Netherlands. The submittal deadline is 4 May 2018.

13.   ADJOURNMENT

There being no further business, the meeting was adjourned at 11:06 am.