IEEE SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)
MEETING MINUTES
05 August 2021
12:00 p.m. – 2:00 p.m. UTC
Teleconference/Webex

Attendees

Members Present:
Doug Edwards
Travis Griffith
John Kulick, Chair
David Law
Kevin Lu
Damir Novosel
Annette Reilly
Dorothy Stanley
Sha Wei

Members Absent:
None

IEEE Staff:
Christy Bahn
Adrien Bastos
Kim Breitfelder
Matthew Ceglia
Karen Evangelista
Jonathan Goldberg
Lloyd Green
Jodi Haasz
Yvette Ho Sang
Konstantinos Karachalios
Soo Kim
Michael Kipness
Kristin Little
Kelly Lorne
Erin Morales
Ashley Moran
Adam Newman
Christian Orlando

Dan Perez
Dave Ringle, Administrator
Pat Roder
Jennifer Santulli
Rudi Schubert
Michelle Turner
Malia Zaman

IEEE Outside Legal Counsel:
Claire Topp – Dorsey & Whitney LLP

Guests:
Chuck Adams
Edward Addy
Michael Atlass
Ted Burse
Latonia Gordon
Guido Hiertz
Gary Hoffman
Thomas Koshy
Haiying Lu
Jim Matthews
Stefanie Mielert
Andrew Myles
Paul Nikolich
Gil Ohana
Elisabeth Opie
Ehoud Peleg
Ben Remaly
Robby Robson
Jon Rosdahl
Matteo Sabattini
Lachlan Scully
Mark Siira
Robby Simpson
Yatin Trivedi
Lei Wang
Karl Weber
Constance Weise
Howard Wolfman
Don Wright

1   CALL TO ORDER

Chair Kulick called the meeting to order at 12:04 p.m. UTC.

2   INTRODUCTIONS

There was a round of introductions by all present.

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 25 MAY 2021 ProCom MINUTES

There was a motion to approve the 25 May 2021 2021 ProCom meeting minutes. In the absence of objection, the motion was approved.

5   OLD/UNFINISHED BUSINESS
5.1   Review of SASB Ballot Comments Received – SASB OpMan RE: Standards Committee Mandatory Requirements – Kulick

Chair Kulick noted that he had created an ad hoc to review the SASB ballot comment received and to draft a recommendation for review by ProCom.

Chair Kulick thanked the ad hoc members (John Kulick [Chair], Matthew Ceglia, David Law, and Dave Ringle).

Chair Kulick reviewed the SASB ballot comment received and the ad hoc's recommendation.

ProCom accepted the ad hoc's recommendation.

6   NEW BUSINESS
6.1   Proposed Updates to SASB OpMan RE: Contributions for IEEE Adoption – Ho Sang

Yvette Ho Sang led discussion of the proposed changes to the SASB OpMan.

There was a motion to recommend the *IEEE SA Standards Board Operations Manual* changes noted below to the SASB for approval consideration via a 30-day email ballot. In the absence of objection, the motion was approved.

IEEE SA Standards Board Operations Manual

6.1.2.1 Contributions proposed for IEEE adoption

Previously Published documents that are submitted for adoption by IEEE require a reciprocal, binding agreement between IEEE and the copyright owner of the document. The agreement shall stipulate whether the adoption is intended to be with or without modification. If the agreement stipulates that no IEEE changes may be made but the IEEE review process results in requested IEEE changes, then a new agreement may be negotiated or the adoption shall be terminated.

6.2   Proposed Updates to SASB OpMan RE: Adoptions – Ceglia

Matthew Ceglia led discussion of the proposed changes to the SASB OpMan.

There was a motion to recommend the *IEEE SA Standards Board Operations Manual* changes noted below to the SASB for approval consideration via a 30-day email ballot. The motion was approved. [Vote: Yes=7, No=1].

IEEE SA Standards Board Operations Manual

5.6 Adoption

The adoption processes within IEEE allow for IEEE standards to be adopted by recognized standards organizations (see 5.6.1) and for IEEE to adopt standards and specifications from other organizations (see 5.6.2).

5.6.1 Process for adoption of IEEE Standards

The IEEE is a focal point for various technologies and is willing to share its expertise with standards developers worldwide. One method for doing this is through adoption.

Adoption of IEEE standards by national, regional, and international standards organizations is encouraged. This adoption shall be a formal process that may includes a reciprocal, binding agreement between the IEEE and the organization adopting the IEEE standard. The following subclauses discuss the methods for processing adoption requests.

5.6.1 Process for adoption of IEEE Standards

Arrangements for non-IEEE organizations to adopt IEEE standards are established in binding agreements. These agreements shall be executed by the Managing Director,

Standards, and the responsible person in the other organization. IEEE staff shall have responsibility for negotiating the terms and conditions of these agreements. Requests for adoption of IEEE standards shall be forwarded to IEEE SA Intellectual Property Rights (IPR) Staff.

Adopting organizations are encouraged to participate in future updates of the originating IEEE standard.

5.6.2 Process for adoption by ~~of non~~ IEEE ~~Standards~~

5.6.2.1 Introduction

IEEE adopts standards and specifications from organizations, including but not limited to international standards bodies, regional standards bodies, and industry consortia. IEEE SA IPR Staff shall review the original, underlying document proposed for adoption prior to negotiation of a formal written agreement.

5.6.2.~~1~~2 Standards Committee identification

A Standards Committee as defined by subclause 5.2.2 of the *IEEE SA Standards Board Bylaws*, shall assume responsibility for ~~coordinating~~ overseeing the adoption ~~of a non-IEEE standard~~ by ~~the~~ IEEE. The Standards Committee shall be responsible for maintenance of the IEEE standard upon ~~adoption~~ approval and until transfer to inactive status in accordance with all IEEE Standards Association policies and procedures.

5.6.2.~~2~~3 Project initiation

A Standards Committee shall submit a PAR ~~for the adoption of a non-IEEE standard~~ to the IEEE SA Standards Board New Standards Committee (NesCom) to initiate an adoption. At the same time, the Standards Committee shall contact ~~the Contracts and Licensing Manager, IEEE Standards Department,~~ IEEE SA IPR Staff to initiate copyright negotiations. A PAR for the adoption of a standard or specification shall indicate whether it is seeking an unmodified adoption or whether the entire document shall be open for review and IEEE modification during Working Group development and the Standards Association ballot.

5.6.2.4 Adoption of standards and specifications

IEEE adoptions of standards and specifications are formatted so that the original, underlying document that is being adopted is left unchanged and any IEEE revisions or changes shall be indicated either in the IEEE front matter or, optionally, in an IEEE annex.

~~5.6.2.3~~ 5 Draft development

~~The adoption of a non-IEEE standard shall not include any revisions or changes to the actual document being adopted. However, IEEE exceptions addressing any differences between the IEEE adoption and the non-IEEE standard may be added to either the front matter of the document or in an annex.~~

If an unmodified adoption is intended, the Standards Association ballot group will be provided instructions indicating that no IEEE-specific revisions or changes are intended and each balloter shall be provided the opportunity to indicate whether or not they agree, and whether or not they believe the revisions or changes could impact existing implementation of the original, underlying document.

5.6.2.4 5 Standards Association ballot

The Standards Association ballot shall include a cover letter explaining the reasons for the adoption, the options available to the balloters when casting their votes, and the provisions for consideration of comments by the developer of the non-IEEE standard original, underlying document. The Standards Association ballot shall meet the requirements outlined in 5.4.

Ballot comments and any Standards Committee responses shall be forwarded to the developer of the non-IEEE standard original, underlying document for consideration.

6.3   Proposed Updates to SASB OpMan RE: Open Source – Ho Sang

Yvette Ho Sang led discussion of the proposed changes to the SASB OpMan.

There was a motion to recommend the *IEEE SA Standards Board Operations Manual* changes noted below to the SASB for approval consideration via a 30-day email ballot. In the absence of objection, the motion was approved.

IEEE SA Standards Board Operations Manual

6.5 Open Source

Open Source is a digital work for which the human-readable source code is available – in the preferred form for making modifications – for use, study, re-use, modification, enhancement, and re-distribution by the users. Open Source applies to software and hardware, which may include computer code, hardware designs, data, documentation, documents, and other digital objects. Other Open Source terms are defined in Clause 2 of the *IEEE-SA Board of Governors Open Source Committee Operations Manual*.

The Standards Committee and Working Group shall comply with IEEE Open Source policies and procedures, and with policies of the IEEE Open Source Platform in developing IEEE Open Source for incorporation into a standard. All IEEE Open Source incorporated in an IEEE standard shall be hosted on the IEEE Open Source Platform.

IEEE has the authority to change how content is accessed on the IEEE Open Source Platform, including but not limited to changes made to address security of the IEEE Open Source Platform. This includes, but is not limited to, access to normatively referenced content.

6.5.1 Project authorization

Use of the IEEE Open Source Platform for development of Open Source incorporated into an IEEE standard requires approval by the responsible committee of the IEEE SA Board of Governors. If a Standards Committee or Working Group intends to develop Open Source to be incorporated in an IEEE standard, the Standards Committee or Working Group shall indicate this intent to the responsible committee of the IEEE SA Board of Governors.

Each IEEE Open Source Project developed for incorporation into an IEEE standard shall be developed under a single approved open source license. A Working Group may develop several Open Source Projects for a single IEEE Standards Project, and the Open Source Projects can be developed under different approved open source licenses. Changes to this open source license are discouraged and shall be approved by the responsible committee of the IEEE SA Board of Governors. If the license is changed, then appropriate Contributor License Agreements (CLAs) for the new open source license shall be obtained from all previous Contributors prior to publicly indicating a change in the license on the IEEE Open Source Platform. The open source license shall not be changed once the Standards Association ballot has begun.

A PAR Study Group shall not develop Open Source.

6.5.2.3 Incorporation of Open Source in standards

If an IEEE standard normatively references a specific version of the Open Source (i.e., it is a dated reference), the version can be changed only through a revision of the standard, or an amendment or corrigendum to the standard, unless the changes are required by IEEE for the secure and productive operation of the IEEE Open Source Platform. The restriction on published amendments (see 8.1.2) does not apply for amendments that are intended only to update Open Source or references to Open Source.

6.5.4 Standards Association ballot and IEEE Public Review

During the Standards Association ballot, balloters shall be granted access to view any referenced Open Source. After the initiation of the Standards Association ballot process, any IEEE Open Source Projects developed by the Working Group and incorporated in an IEEE standard shall only be updated to reflect changes approved by the ballot group or required by IEEE for the secure and productive operation of the IEEE Open Source Platform.

6.5.5 Release and maintenance of Open Source

Final release of IEEE Open Source Projects developed by the Standards Committee or Working Group and incorporated in an IEEE standard shall occur only after approval of the standard by the IEEE SA Standards Board, and the IEEE Open Source Projects incorporated in an IEEE standard shall be included in the official IEEE listing. After the standard is approved, only Open Source that does not have a specific version (undated) may be updated without requiring a revision of the standard, or an amendment or corrigendum (see 8.1.2). Normatively referenced Open Source that is undated may be updated only with approval from the Standards Committee, Working

Group, or a subgroup delegated with that responsibility<mark>, unless the changes are required by IEEE for the secure and productive operation of the IEEE Open Source Platform</mark>.

6.4   ProCom Ad Hoc on Strengthening Direction and Training RE: Dominance – Kulick

Chair Kulick noted that the SASB, at its 27-28 May 2021 Executive Session meeting, had directed the ProCom Chair to create an ad hoc on strengthening direction and training RE: dominance.

The ad hoc has been created.

Chair:
David Law

Members:
Matthew Ceglia
Travis Griffith
Yvette Ho Sang
Erin Morales
Dave Ringle
Claire Topp
Sha Wei

If any additional ProCom Members would like to be considered for appointment to the ad hoc, they are requested to contact Chair Kulick.

7   NEXT MEETING

The next ProCom meeting is scheduled to occur on 21 September 2021 as a virtual-only meeting.

8   ADJOURNMENT

There being no further business, the meeting was adjourned at 1:09 p.m. UTC.