

IEEE 802 2018 Policies and Procedures Rule changes

Agenda

- We have a simple agenda as no P&P, OM, or WG P&P changes have been suggested.
- We did have:
 - Verify that badges are not required for tutorials and put this in the Chair's Guidelines (assigned to Thaler and Gilb)
 - Draft language for OM for ICAID approval (assigned to Gilb, Thaler and Thompson)
- Dominance
 - 1) What should be put in the IEEE 802 P&P?
 - 2) What will be the impact of updating the P&P to the new baselines
- Communication with “Government bodies”
- Incorrect references in the 802 governing documents:
 - 802 WG P&P Clause 6.0 Paragraph 3: references IEEE SASB Operations Manual 5.3.3.1 but should be 5.1.2.3
 - 802 Chair's Guidelines Section 2.7 Paragraph 2: references IEEE SASB Operations Manual 5.3.3.1 but should be 5.1.2.3

Non-badged sessions

- Tutorials can be deemed to not require badge.
- Change the OM to explicitly exclude Tutorial attendance requiring paying a meeting fee.

Define ICAID

- ICAID – Industry Connections Activity Initiation Document
- ICom – Industry Connections Committee, a subcommittee of SASB that makes recommendations on ICAID to SASB.

Suggest: ICAID approval process

- No less than 30 days prior to the day of the opening Sponsor meeting of an IEEE 802 LMSC plenary session, include Internet links, message in the reflector archive (with time stamp) is evidence of delivery. Use ICom approved form, found at standards.ieee.org/groups/iccom/?
- No CSD
- May be submitted in parallel to ICom
- No 48 hour rule..
- All ICAIDs are accompanied by supporting documentation, which shall include:
 - a) Explanatory technical background material
 - b) Remarks on the status of the development of the ICAID

Suggested ICAID (cont.)

- Post proposed ICAID on URL (could be same as PARs page) prior to session. (no special mentor group).
- Do not put in text OM regarding tutorial for ICAID
- WGs shall express concerns by e-mail by 6:30 p.m. on Tuesday of the plenary session.
- Proposing WG response on the Sponsor reflector by 6:30 p.m. on Wednesday of the plenary session.
- NOTE: Recording Secretary will need to update web page, may need CG update with RS responsibilities.
- Committee members assigned in July: Gilb, Thompson, Thaler

Dominance discussion

- What should be the procedure for IEEE 802 to consider dominance?
- What changes need to be made to the P&P?
 - Move from WG up to 802 P&P

Position statements in the OM

- Change “Position Statements” to be “Public Statements”
- Define “Public Statements” as external communications with standards bodies, governments, government bodies, press releases, NGOs, and consortia.
- In the rest of 7, use “public statement”
- Gilb, Law and Nikolich to produce proposal for March OM changes.
- Also fix reference in OM

Geoff's item

- Draft minutes with list of names and no employer or affiliation
- WG Chairs should apprise all secretaries of the new requirements for minutes.
 - Use criteria from 2018 baseline
 - Gilb to include guidelines in the slides for tomorrow's meeting.

Topic: Visa Letters

- Chair's guidelines proposal
 - Visa letter request initial deadline
 - How early can an attendee request a visa letter.
 - Current history is you can request as soon as you register
 - < 4 mo prior to meeting.
 - Some countries are requiring actual letter, not PDF.
 - There is no rule regarding when the request can be made.

Visa proposal

- Visa letter price of \$51
- If you are a previous attendee, you can get a visa letter.
- New attendees need a reference in order to get a visa letter.
- 7 business day processing time would be identified.
- Open visa request one plenary ahead.
- Minimum cancellation fee if visa letter request cost is included in registration.
- Who should be signing the letters?

Introduction

- Update needed for IEEE 802 LMSC P&P.
 - Will require AudCom review, using latest baseline P&P.
 - Current baseline is 2015, new baseline for 2018 should be approved soon
 - Last approved P&P change in 2014 (good until 2019)
- A change to the Sponsor P&P triggers review of the WG P&P
 - Also new baseline

Proposed Sponsor P&P Schedule

- Nov. 17 – Introduce baseline updates
- Jan 17 – Updated documents available for WGs to review/comment
- Mar 18 – EC discussion/approval to forward to AudCom
- July 18 – WG/EC response to AudCom comments
- Sep 18 – AudCom approval of new P&P

Proposed WG P&P schedule

- July 18 – Present suggested WG P&P to WGs for comment
- Sep 18 – Present updates, gather comments. Submit draft to AudCom
- Oct 18 – EC discussion/approval.
- Nov 18 – AudCom comment review, WG review and EC approval of new WG P&P
- Dec 18 – AudCom approval

Backup material

Section 1.0

- Section 1.0 was split into multiple subsections with text added in 2015 and proposed for 2018.
- The following show the changes to 2018.
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1.0.2 Conduct (new)

- **This clause shall not be modified.**
- Meeting attendees and participants in standards activities shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting discussion. While participating in IEEE standards development activities, all participants, including but not limited to, individuals, entity representatives, entity members, entities participating directly in the entity process, and entities participating indirectly in the individual process shall act in accordance with all applicable laws (nation-based and international), the IEEE Code of Conduct, the IEEE Code of Ethics, and with IEEE-SA Standards Board Bylaws and IEEE-SA Standards Board Operations Manual

1.0.3 Modification to these Procedures

- **This clause shall not be modified.**
- The official policies of this Sponsor are those that have been accepted by the IEEE-SA Standards Board based on the recommendation of the Audit Committee (AudCom), and are available online on the IEEE-SA Standards Board AudCom website. No other copy shall be designated as the official copy. Any changes that the Sponsor desires to make to the procedures shall not be valid until revised polices have been recommended for acceptance by AudCom and accepted by the IEEE-SA Standards Board.
- None of the rules or requirements in these policies and procedures may be suspended.

1.0.4 Hierarchy (new text)

- This clause shall not be modified except to identify specific procedures related to the Sponsor as the last item in the hierarchy.
- Participants engaged in the development of standards shall comply with applicable federal, state, and international laws. In addition, for standards matters, the latest versions of several documents take precedence over this document, in the following order:
 - ... (same list as before)
 - Anything the Sponsor creates is hierarchically inferior to the documents and resolutions that are listed above its Policies and Procedures. The Policies and Procedures of the Sponsor are hierarchically superior to other documents of the Sponsor. Robert's Rules of Order Newly Revised (RONR) is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

1.0.5 Fundamental Principles of Standards Development

- **This clause shall not be modified except to identify this Sponsor.**
- (new text below)
- Meeting attendees and participants in standards activities shall demonstrate respect and courtesy toward each other and shall allow each participant a fair and equal opportunity to contribute to the meeting discussion.
- All participants in standards activities shall act in accordance with the IEEE Code of Ethics, and with IEEE Standards policies and procedures.

1.0.6 Definitions (new)

- **This clause shall not be modified except to include additional definitions.**
- "Written communication" includes but is not limited to meeting minutes, letter, email, and fax.
- "Sponsors" of IEEE standards projects are committees that are responsible for the development and coordination of the standards project and the maintenance of the standard after approval of the standard by the IEEE-SA Standards Board. (IEEE-SA Standards Board Bylaws 5.2.2).
- "Responsible Subcommittee" is a subgroup of the Sponsor with delegated responsibility for approving the submission of PARs and Sponsor ballots. Responsible Subcommittees assist the Sponsor committee in the control and management of a large scope of work involving multiple working groups. A PAR study group or a working group (WG) is not a Responsible Subcommittee.
- Administrative subgroup (e.g., AdCom or ExecCom) is an optional subgroup of the Sponsor responsible for specified activities, and decisions. An Executive Committee can include all the voting members of the Sponsor committee.

1.0.6 Definitions (new), cont.

- **This clause shall not be modified except to include additional definitions.**
- A participant is an individual involved in the standards development process (see IEEE-SA Standards Board Bylaws clause on “Participation in IEEE standards development”).
- NOTE: Participants can be members or non-members of IEEE, IEEE-SA, or the Sponsor.
- A non-member is a participant who has not satisfied the criteria for membership defined in Clause 4.1.
- A member is a participant who has satisfied the criteria for membership defined in Clause 4.1. A member is eligible to be listed on the Sponsor roster.
- A non-voting member is a member who has not satisfied the criteria for voting membership defined in Clause 4.2.
- A voting member is a member who has satisfied the criteria for voting membership defined in Clause 4.2. A voting member can participate in Sponsor motions and any ballots of the Sponsor.

3.0 Officers

- Changed from Chair to “officers (and any person designated to manage the Sponsor ballot)” are required to be
 - “members of any grade of the IEEE, or IEEE Society affiliates,”
 - members of IEEE-SA.

3.1 Election or appointment of officers

- This clause may be modified. (Three cases are provided; either choose one of these cases -- Case 1, Case 2, or Case 3 – or create a similar process for this clause and delete the other options.)
- Lots of modifications in baseline
- However, we replace this with our own process, so no issues here.

3.3 Removal of Officers

- **This clause may be modified.**
- Modifications in baseline to match changes in 3.1
- However, we replace this with our own process, so no issues here.

3.4 Responsibilities of Officers

- **This paragraph shall not be modified.**
- (New text added)
- When carrying out the duties of an officer described in IEEE's policies and procedures, officers of the Sponsor:
 - a) shall not act:
 - 1) in bad faith;
 - 2) to the detriment of IEEE-SA;
 - 3) to further the interest of any party outside IEEE over the interest of IEEE; or
 - 4) in a manner that is inconsistent with the purposes or objectives of IEEE; and
 - b) shall use best efforts to ensure that participants of the Sponsor conduct themselves in accordance with applicable policies and procedures including, but not limited to, the IEEE-SA Standards Board Bylaws clause on "Participation in IEEE standards development." (See Clause 1.0.2.)

3.4.1 Chair

- Item o) was:
 - Submitting appropriate Annual Financial Reports (IEEE SA Form L50-S) to the Business Manager, Business Administration, or assignee, for the operation of the Sponsor and all of its subgroups.
- Is now:
 - Ensuring the submission of an annual financial report(s) for the operation of the Sponsor and all of its standards development committees (e.g., Working Groups, task groups).

3.4.1 Chair (new items)

- p) Being familiar with training materials available through IEEE Standards Development Online.
- q) Notifying IEEE SASB of any officer election/appointment, removal, and changes in status.

3.4.2 Vice Chair (modified)

- This clause may be modified to include additional responsibilities.
- The responsibilities of the Vice-Chair(s) shall include:
 - a) Carrying out the Chair's duties if the Chair is temporarily unable to do so or chooses to recuse himself or herself (i.e., to give a technical opinion) or carrying out those duties specifically delegated by the Chair to the Vice-Chair.
 - b) Being knowledgeable in IEEE standards processes and parliamentary procedures and assisting the Chair in ensuring that the processes and procedures are followed.
 - c) Being familiar with training materials available through IEEE Standards Development Online.

3.4.3 Secretary (some changes)

- ... The 60 day shaded value in item c) may be reduced.
- Small changes, e.g., agenda 14 calendar days instead of 15 days in advance
- Add reference to 6.5 for minutes, and allowing 60 calendar days to be reduced.
- Add reference for membership roster (no longer participant roster) “referred to in 4.3”
- Add “j) Being familiar with training materials available through IEEE Standards Development Online.”

3.4.4 Treasurer

- This clause may be modified to include additional responsibilities.
- Add “if applicable” to a) and b)
- Change d) to “Ensure that the Sponsor adheres to the IEEE Finance Operations Manual and clause Annual financial report in the IEEE-SA Standards Board Operations Manual.”
- Add “e) Be familiar with training materials available through IEEE Standards Development Online.”

New: 3.4.5 Responsible Subcommittee Chair

- This clause may be omitted and replaced by Not Applicable if the Sponsor does not establish Responsible Subcommittees. This clause may be modified to include additional responsibilities.
- The responsibilities of the Responsible Subcommittee Chair (Standards Coordinator) include:
 - a) Tracking the current status and scope for all standards sponsored by the Sponsor, avoiding scope overlap, and reporting status for projects sponsored by the Responsible Subcommittee
 - b) Coordinating activities with the IEEE-SA Standards Board and other Responsible Subcommittee Chairs of the Sponsor, as appropriate.
 - c) Checking that documentation for opening a standards project authorization request (PAR) and for submitting a draft standard for ballot is complete and correct by performing a review prior to submission;
 - d) Assisting in the creation of Working Groups and authorizing the Working Group chair through the IEEE-SA myProject process
 - e) Attending meetings of the Sponsor and reporting any standards requiring immediate or urgent action.
 - f) Fulfilling responsibilities of the Sponsor Chair as in 3.4.1, except for submitting the Sponsor's P&P.

4. Membership

- The following may all be modified
 - 4.0 Attendance at meetings
 - 4.1 Non-voting membership
 - 4.2 Voting membership
 - 4.2.2 Requirements for voting members
 - 4.2.3 Request to the Chair for voting membership
 - 4.3 Review of membership
 - 4.4 Ex-officio voting membership
 - 4.5 Other membership classes
- We replace this section, so no issues

4.6 Membership Roster

- Was 4.3, Secretary is now called out as responsible to maintain the list.
- Some editorial changes
- Added non-voting members to the list
- In [], Subgroup (other than WG), Chair and members
- Substantially similar to current, especially if we can delete bracketed items.

5. Subgroups of the Sponsor

- Overall, added new types of groups
 - Executive Committee
 - Responsible subgroup
 - PAR Study Group (was just Study Group)
- Executive Committee doesn't apply (despite our name)
 - A sub-group of the Sponsor “to exercise some or all of the responsibilities of the Sponsor.”
- Responsible subgroup appears to be group delegated Sponsor authority
 - Likely would not be used for 802, can mark as N/A.

Notable changes to 5

- Added “Sponsor subgroups other than Working Groups and their subgroups, operate under these Sponsor P&P.”
- Added “The Sponsor shall outline all expectations with respect to how the Chair of a subgroup shall function, including scope of work, deliverables, membership, and voting in the subgroup. The charge to the subgroup shall clearly state which activities are appropriate.”
- Similar to ours, “The Chair of a subgroup may be appointed by the Chair of the Sponsor, or nominated and elected by the Sponsor committee, or nominated and elected by the subgroup. The Sponsor may remove an officer of any subgroup by a 2/3 vote”

5.3 WG Individual 2nd paragraph

If a Working Group being formed has individual-based membership, the Sponsor shall ~~ensure that all WGs~~ require that the individual standards Working Group adopt procedures consistent with the IEEE-SA Baseline Operating Policies and Procedures for IEEE Standards Working Groups – Individual Method. In addition, the Sponsor shall ~~and~~ review proposed amendments from its Working Groups to the Working Group Policies and these Procedures to ensure that they are not in conflict with these procedures, the IEEE-SA Standards Board Operations Manual or with each other. A Sponsor may adopt one set of Working Group P&P—Individual Method, and require that it shall be used by all its individual working groups.

5.3 WG Individual: Addition

- The Sponsor Chair shall appoint the initial Chair of a new Working Group. Voting membership shall be granted automatically to those participants attending the first meeting of a newly chartered Working Group upon their request. After the first meeting, voting members are subject to the requirements in the Membership clause of the Working Group Policies and Procedures.
- We have this in the WG P&P, not here. Should we push back?

5.4 WG Entity

- Changes similar to WG individual.
- We have this in our P&P but don't use it.
- Do we care?

5.5 PAR Development

- Complete rewrite of When a proposal comes before a Sponsor concerning a standards development project, the Sponsor may form a PAR Study Group or may task an existing Working Group to examine the proposal and, if the proposal merits formation of a project, draft a Project Authorization Request (PAR) for consideration by the Sponsor.
- The IEEE-SA Standards Board Operations Manual states, under “Duties of the Sponsor” the following mandatory requirement: “Submit a properly completed Project Authorization Request (PAR) for IEEE-SA Standards Board approval within six months of the first decision to initiate the project.”
- PAR Study Group
- This clause shall not be modified.
- A PAR Study Group is formed as a subgroup of the Sponsor, and is subject to all relevant operating procedures concerning subgroups of the Sponsor and parent bodies, including the IEEE-SA Standards Board.
- After the PAR Study Group recommendations have been considered by the Sponsor, and the PAR approved by the IEEE-SA Standards Board (if applicable), the Sponsor should disband the Study Group.

5.5 PAR Development

- 5.5.2 Criteria for Consideration of a PAR by the Sponsor
- This clause shall not be modified.
- The Sponsor should consider, and the PAR Study Group or Working group should therefore address, the following issues when evaluating a project proposal:
 - a) Potential market acceptance of the standards project, including technical feasibility
 - b) Relationship to related standards, if known, including its distinct identity from other projects
 - c) Viable volunteer leadership and participation
 - d) Realistic scope and objectives

5.5 PAR Development

- 5.5.3 Participation and Voting
- This clause shall not be modified except to increase the figure for approval.
- Any participant in attendance (for a PAR Study Group or Working Group developing a PAR under the individual method) or entity (as defined in “Membership requirements for standards developed under the entity method” in the IEEE-SA Standards Board Bylaws (for a PAR Study Group or Working Group developing a PAR under the entity method) may vote on motions in a PAR Study Group or Working Group related to development of a PAR. Approval shall be by a [greater than 50%] approval vote of those present and voting either “approve” or “disapprove.”
- 5.5.4 Submission of a PAR to the Sponsor
- This clause shall not be modified.
- The PAR Study Group or Working Group shall report its recommendations on the formation of the project to the Sponsor. The deliverable from the PAR Study Group or Working Group to the Sponsor should be a report addressing the criteria for consideration and, if appropriate, a draft PAR. The report should include a roster of participants and minutes.

5.3 WG Individual: 802ism

- Added by 802, could be put in additional subclause
 - Prior to the Sponsor forwarding a PAR to the IEEE-SA Standards Board for approval, the Sponsor determines, with due consideration of advice from the Study Group, whether the PAR, should it be approved, is to be assigned to an existing WG or a new WG. If the IEEE-SA Standards Board approves the PAR, and it is a PAR that the Sponsor has determined should be assigned to a new WG, that WG immediately comes into existence.
 - The IEEE 802 LMSC Working Group Policies and Procedures shall be used as the Policies and Procedures for IEEE 802 WGs and IEEE 802 TAGs. The requirements for the election and confirmation of WG and TAG officers are stated in the IEEE 802 LMSC Working Group Policies and Procedures.
 - If a WG has no active PARs, and is not actively developing a new PAR, then it should be considered to either be placed in hibernation (if it has developed standards or recommended practices in the past that are still current), or disbanded (if it has no current standards or recommended practices)