Wireless Chairs Standing Committee

Joint 11/15 Executive Committee

|  |  |  |
| --- | --- | --- |
| Project | Wireless Chairs Standing Committee | |
| Title | Meeting Minutes for March 23rd, 2022 | |
| Date Submitted | March 25th, 2022 | |
| Source | Stephen McCann  Huawei Technologies Co., Ltd | E-mail: [stephen.mccann@ieee.org](mailto:stephen.mccann@ieee.org) |
| Re: | Meeting Minutes | |
| Abstract |  | |
| Purpose | Maintain Meeting Record | |
| Notice | This document has been prepared to assist the Wireless Chairs Standing Committee (WCSC) and the Joint 11/15 Executive Committee. It is offered as a basis for discussion and is not binding on the contributing individual(s) or organization(s). The material in this document is subject to change in form and content after further study. The contributor(s) reserve(s) the right to add, amend or withdraw material contained herein. | |
| Release | The contributor acknowledges and accepts that this contribution becomes the property of IEEE and may be made publicly available by IEEE 802. | |

**Abbreviations:**

A: Answer

C: Comment

Q: Question

**Wednesday March 23rd, 2022, 16:00 Eastern Time (ET)**

**Wireless Chairs Standing Committee (WCSC) Meeting**

1. **Call to order**: Meeting called to order at 16:05 ET

* **Chair**: Dorothy Stanley
* **Recording Secretary**: Stephen McCann

1. **Policy and Procedure reminders**

* **<**<http://ieee802.org/sapolicies.shtml>>
* The chair read out the relevant policies and procedures, including copyright
* No statements were made.

1. **Attendees**: See Annex A
2. **Review and approve agenda**

* <https://mentor.ieee.org/802-ec/dcn/22/ec-22-0067-00-WCSG-2022-03-23-wireless-chairs-teleconference-agenda.docx>
* Chair: The Warsaw Marriot needs a decision to be made earlier than the original meeting of April 6th 2022. Hence that’s why we are having the meeting today.
* Q: Has any consideration been made of alternative venue?
* Chair: Let’s consider that later in the agenda, as a new item.
* **Move to approve the agenda:**
  + Moved: Stuart Kerry, 2nd: Ben Rolfe
  + No objection to approving by unanimous consent.

1. **May 2022 Interim motions**

* Chair: In early February, there was strong support for a hybrid meeting in Warsaw. However, as there is now a war in Ukraine that neighbors Poland, there is a feeling that the meeting should, be reconsidered.
* **Consideration of an alternate venue**
* Usually we like to have registration for a venue with at least 90 days notice. This is to allow people to obtain visas. Remember that 30% of the IEEE 802.11 membership is from Asia, and sometimes visas to other international destinations are difficult to obtain.
* In addition changing to venues at a late date is logistically difficult, as there are not many which can provide us with the required meeting space at such short notice.
* Regarding Covid-19, there are some countries which still require that people quarantine when they return from Poland.
* See document <https://mentor.ieee.org/802-ec/dcn/22/ec-22-0001-06-WCSG-ieee-802wcsc-meeting-venue-manager-report-2022.pptx>
* C: Please look at the USA state department travel advisory to Poland. It has not changed in the last few weeks.
* Q: Has the meeting venue in Warsaw mentioned anything about the geo-political situation?
* A: I understand that they are happy to have a meeting. They are very optimistic. There biggest concern was that if IEEE 802 postpones they need to know as soon as possible.
* Q: Will the Warsaw venue allow us to postpone without penalty?
* A: Yes, we will move the venue to May 2024.
* Q: I understand that Poland still has a restriction of 100 people maximum in a conference room. It is still on the Polish government web-site.
* A: I don’t know, but I’ll check.
* The chair displayed the straw poll results from each working group during the March plenary regarding the number of people interested in attending the Warsaw May interim in person.
* Chair: So the results from the March plenary straw polls for a hybrid meeting in Warsaw, indicate about 60-70 people who would actually attend in person. This might work, but it also questions whether the meeting is worthwhile having. It would be 20% of the normal number prior to the pandemic.
* C: I’m concerned that I would be taking a hotel room from a refugee.
* Q: I think meeting face to face even in a hybrid mode is very beneficial.
* C: I would still like to consider alternatives venues.
* Chair: So you would like to consider another venue for the May meeting that is not Warsaw?
* A: Yes.
* C: Please note that it takes 6 weeks for a contract to be checked by the IEEE.
* Q: I think making this motion for Warsaw is a good decision. I think having another small hybrid meeting in the future is a good idea. I would like to mention that Covid cases are on the increase, so we don’t know what will happen for the July meeting.
* Q: How long does it take to produce invitation letters so that people can obtain visas?
* A: More than 6 weeks.
* **Motion: Approve holding the May 2022 Wireless Interim session as an electronic-only session from May 6-19, 2022 and rescheduling the Warsaw Marriott venue to May 2024.**
* Moved: Jon Rosdahl, Second: Steve Shellhammer
* C: I think this motion is financially based and so the ECJT should be the voting pool.
* Chair: I would like to use the WCSC members voting pool for this motion.
* Result (WCSC members): Yes: 12, No: 2, Abstain: 0 (motion passes)
* Q: Is there a policy for refunds?
* A: Yes. I will update the motion accordingly.
* **Motion: Approve the May 2022 session registration fee of $400/$600/$800 early (April 8)/regular (April 29)/late (April 30 and later).**
* **Cancellation policy: Full through April 8, $150 cancellation penalty April 9-29, no refund after April 29.**
* Moved: Jon Rosdahl, Second: Ben Rolfe
* Result (ECJT): Yes: 7, No: 0, Abstain: 0 (motion passes)

1. **May 2022 Interim logistics**

* Registration fee required
* WCSC meeting on Friday, May 6th at 9am Eastern
* Any other items re: May 2022 session
* Q: I assume someone will send out an email about these decisions.
* Chair: Yes, I will do that.

1. **AoB**

* The next meetings are:
  + 2022-04-06 Wednesday, 2 hours, 15:00 ET (Meetecho)
  + 2022-05-04 Wednesday, 2 hours, 15:00 ET
  + 2022-06-01 Wednesday, 1.5 hours, 15:00 ET

1. **Adjourn**

* C: thanks to Daniel and Jon for all their hard work in the background regarding the venues.
* No objection to adjourning
* Adjourned at 16:58 ET

**Annex A: Attendance & Affiliation**

| **Name** | **Affiliation** |
| --- | --- |
| Branik, Daniel | MTG Events |
| Chaplin, Clint | Samsung Research America |
| Godfrey, Tim | Electric Power Research Institute, Inc. (EPRI) |
| Holcomb, Jay | Itron Inc. |
| Kerry, Stuart | OK-Brit; Self |
| Levy, Joseph | Interdigital |
| McCann, Stephen | Huawei Technologies Co., Ltd |
| Nikolich, Paul | Self employed/various |
| Powell, Clint | Meta |
| Rolfe, Benjamin | Blind Creek Associates |
| Rosdahl, Jon | Qualcomm Technologies, Inc. |
| Shellhammer, Steve | Qualcomm Incorporated |
| Stacey, Robert | Intel |
| Stanley, Dorothy | Hewlett Packard Enterprise |
| Bahn, Christy | IEEE-SA |
| Stuebing, Gary | Cisco |
| Au, Edward | Huawei Technologies Co., Ltd |
| Palm, Stephen | Broadcom |
| Petrick, Al | Skyworks |
| Ward, Lisa | Rohde & Schwarz |
| Beecher, Phil | Wi-SUN Alliance |
| Baykas, Tuncer | Kadir Has University, Hyperion Technologies |

End of Document