Wireless Chairs Standing Committee

Joint 11/15 Executive Committee

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| Project | Wireless Chairs Standing Committee |
| Title | Meeting Minutes for March 23rd, 2022  |
| Date Submitted | April 4th, 2022 |
| Source | Stephen McCannHuawei Technologies Co., Ltd |  E-mail: stephen.mccann@ieee.org |
| Re: | Meeting Minutes |
| Abstract |  |
| Purpose | Maintain Meeting Record |
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**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-22-0067-01-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 format 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. Their biggest concern is 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: 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, as has been our practice.
* 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, 2 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 |

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