

**IEEE SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)
MEETING MINUTES**

15 June 2022

6:00 p.m. – 7:30 p.m. ET (UTC-4)

Toronto, Canada and Teleconference/Webex

Attendees

Members Present:

Ted Burse, Chair
Travis Griffith
Gary Hoffman
Kevin Lu
Damir Novosel
Annette Reilly
Robby Robson
Dorothy Stanley
Sha Wei
Philip Winston

Members Absent:

Ramy Fathy

IEEE Staff:

Priscilla Amalraj
Christy Bahn
Jesse Benjamin
Kim Breitfelder
Matthew Ceglia
Rob Craig
Karen Evangelista
Jonathan Goldberg
Jodi Haasz
Yvette Ho Sang
Ron Hotchkiss
Konstantinos Karachalios
Soo Kim
Michael Kipness
Vanessa Lalitte
Kelly Lorne
Erin Morales

Karen Mulberry
Mary Lynne Nielsen
Christian Orlando
Dave Ringle, Administrator
Jennifer Santulli
Tom Thompson
Lisa Weisser
Malia Zaman

IEEE Outside Legal Counsel:

Claire Topp – Dorsey & Whitney LLP

Guests:

Doug Edwards
Robert Fish
Latonia Gordon
Guido Hiertz
Tyler Jaynes
Sengmeng Koo
John Kulick
Jon Rosdahl
Matteo Sabattini
Mike Sirtori
Zuno Verghese
Lei Wang
Karl Weber
Don Wright
Yu Yuan

1 CALL TO ORDER

Chair Burse called the meeting to order at 6:00 p.m. ET (UTC-4).

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 22 MARCH 2022 ProCom [MINUTES](#)

There was a motion to approve the 22 March 2022 ProCom meeting minutes. In the absence of objection, the motion was approved.

5 OLD/UNFINISHED BUSINESS

5.1 Report from Ad Hoc RE: Liaison Relationship Annual Review and Use of 'Subgroup' in the SASB OpMan – Hoffman

5.1.1 [Proposed Updates](#) to the SASB OpMan

Gary Hoffman 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. In the absence of objection, the motion was approved.

IEEE SA Standards Board Operations Manual

7.2 Liaisons from organizations external to IEEE to Standards Committees/Subgroups

An organization external to IEEE may request to establish a liaison relationship from the organization external to IEEE to a Standards Committee/Subgroup as an information conduit and may provide information as part of the consensus building process.

7.2.1 Criteria for the establishment of a liaison

In order to establish a liaison relationship with a Standards Committee/Subgroup, the organization external to IEEE shall meet the following criteria:

- a) Have technical competence or expertise in the field of technology represented by the Standards Committee/Subgroup with which the liaison relationship is established
- b) Have a process for developing consensus on any input provided to the Standards Committee/Subgroup

7.2.2 Establishing a liaison with a Standards Committee

An organization external to IEEE may request to establish a liaison with a Standards Committee/Subgroup. The Standards Committee/Subgroup that

receives the request shall determine whether to accept it and shall reply to the requesting organization.

Establishment of a liaison shall be communicated by the Standards Committee/Subgroup to the IEEE SA Program Manager.

7.2.3 Roles and responsibilities of a liaison coordinator

Liaison coordinators may attend and participate in Standards Committee/Subgroup meetings. If a meeting fee is being charged, the liaison coordinator is responsible for paying the fee.

While participating in IEEE standards development activities, all participants shall act in accordance with all applicable laws (nation-based and international), the IEEE Code of Conduct, the IEEE Code of Ethics, the *IEEE SA Standards Board Bylaws* (see *IEEE SA Standards Board Bylaws* subclause 5.2.1 on "Participation in IEEE standards development"), and the *IEEE SA Standards Board Operations Manual*.

Liaison coordinators cannot attain voting rights in the name of the organization external to IEEE.

7.2.4 Technical contributions

If a liaison organization external to IEEE makes a technical Contribution to an IEEE draft standard, the liaison organization thereby agrees to comply with IEEE SA's policies and procedures related to Contributions (e.g., the IEEE SA Copyright Policy, outlined in Clause 7 of the *IEEE SA Standards Board Bylaws* and subclause 6.1 of the *IEEE SA Standards Board Operations Manual*; the IEEE SA Patent Policy in regards to disclosure of potential essential patent holders, outlined in Clause 6 of the *IEEE SA Standards Board Bylaws* and subclause 6.3 of the *IEEE SA Standards Board Operations Manual*).

If a liaison organization submits one of its copyrighted documents to a Standards Committee/Subgroup for coordination, the document shall not be considered to be a Contribution and shall not be used in any IEEE document without prior permission from the organization external to IEEE. Prior to distributing the organization's document, the Standards Committee/Subgroup shall reference the Working Group Draft Sharing List to determine if guidance is required from the IEEE SA Program Manager.

7.3 Annual Review of liaison relationships

The Chair of the Standards Committee or the Chair of the Subgroup is responsible for reviewing the liaison relationship(s) annually with their respective group.

7.42.5 Termination of liaisons

Liaisons may be terminated by the Standards Committee/Subgroup at their discretion for reasons including, but not limited to, the following:

- a) All work is deemed to have been completed
- b) The organization external to IEEE has not been compliant with the permission terms associated with an IEEE Standards draft provided to them
- c) The relationship is determined to not be in the best interest of the Standards Committee/Subgroup, IEEE SA, or IEEE

6 NEW BUSINESS

None.

7 [NEXT MEETING](#)

The next ProCom meeting will be scheduled to occur on 19 or 20 September 2022 and it will be a virtual-only meeting.

8 ADJOURNMENT

There being no further business, the meeting was adjourned at 6:17 p.m. ET (UTC-4).