

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

**MEETING MINUTES**

**01 December 2020**

**4:00 – 6:00 p.m. UTC**

**Teleconference/Webex**

**Attendees**

**Members Present:**

Doug Edwards

Travis Griffith

David Law

Kevin Lu, Acting Chair

Dorothy Stanley

Philip Winston

**Members Absent:**

Ted Burse, Chair

**IEEE Staff:**

Christy Bahn

Kim Breitfelder

Matthew Ceglia

Karen Evangelista

Lloyd Green

Jodi Haasz

Yvette Ho Sang

Soo Kim

Michael Kipness

Vanessa Lalitte

Kelly Lorne

Karen McCabe

Erin Morales

Adam Newman

Mary Lynne Nielsen

Babajide Okesola

Christian Orlando

Lisa Perry

Dave Ringle, Administrator

Pat Roder

Anasthasie Sainvilus-Cantrell

Jennifer Santulli  
Tom Thompson  
Lisa Weisser  
Malia Zaman

**IEEE Outside Legal Counsel:**

Claire Topp

**Guests:**

Michael Atlass  
Allen Chen  
Mark Epstein  
Ramy Fathy  
Latonia Gordon  
Guido Hiertz  
Gary Hoffman  
John Kulick  
Joseph Levy  
Hung Ling  
Riccardo Mariani  
Jim Matthews  
Daleep Mohla  
Damir Novosel  
Jon Rosdahl  
Lachlan Scully  
Lei Wang  
Karl Weber  
Don Wright  
Jingyi Zhou

1 CALL TO ORDER

Acting Chair Lu called the meeting to order at 4:01 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 [22 SEPTEMBER 2020 ProCom MINUTES](#)

**There was a motion to approve the September 2020 ProCom meeting minutes. In the absence of objection, the motion was approved.**

5 OLD/UNFINISHED BUSINESS

None.

6 NEW BUSINESS

6.1 [Proposed Updates](#) to SASB OpMan RE: Draft Sharing – Law

David Law reviewed the proposed updates to the *IEEE SA Standards Board Operations Manual* (SASB OpMan) and the information in the ProCom change request form.

There was significant discussion on the proposed updates, and suggestions for improvement were offered by ProCom Members.

**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 unanimously approved.**

**IEEE SA Standards Board Operations Manual**

**6.1.3 Drafts of proposed IEEE standards**

All drafts shall be clearly labeled to reflect their status as unapproved.

**6.1.3.1 Draft copyright statements**

All drafts shall carry a copyright statement that:

- a) The document is an unapproved draft of a proposed IEEE standard
- b) The document is subject to change
- c) The document shall not be utilized for conformance/compliance purposes.

The *IEEE Standards Style Manual* provides example text to meet the above requirements.

**6.1.3.2 Draft distribution by the Working Group Chair to participants**

#### **6.1.3.2.1 Sharing drafts with Working Group participants**

Participants in an active IEEE standards development project are entitled to receive a copy of draft standards produced by that project without charge. The Working Group Chair of the project determines whether an individual (for individual projects) or entity (for entity projects) meets the requirements for participation.

#### **6.1.3.2.2 Sharing drafts with IEEE SA Working Groups and IEEE Standards Committees**

When sharing the draft with another IEEE SA Working Group or IEEE Standards Committee, an appropriate cover page shall be included and is available from the IEEE SA Program Manager. The Working Group Chair shall copy their Standards Committee Chair, IEEE SA Program Manager, and IEEE SA IPR Staff.

#### **6.1.3.3 Draft distribution for adoption consideration**

If a Working Group intends to coordinate drafts of a project for possible adoption of the approved standard by a national, regional, or international standards-developing organization, the Standards Committee and Working Group Chair shall jointly develop a plan with the IEEE Standards Department. IEEE may require an agreement prior to any adoption.

#### **6.1.3.4 Draft distribution for coordination with organizations external to IEEE**

If a Working Group intends to coordinate drafts of a project with a standards-developing organization or technical organization external to IEEE involved in the technology covered by that project, the Standards Committee and Working Group Chair shall work with the IEEE Standards Department to establish the draft sharing liaison relationship, subject to the IEEE SA Liaison Organization Guidelines for the Provision of Draft IEEE Standards. Once the draft sharing relationship has been established, the Working Group Chair may share submit drafts to with the liaison organization external to IEEE for coordination and shall inform the IEEE SA Program Manager and IEEE SA IPR Staff. Prior to, or simultaneously with, the submission of a draft to the liaison organization, the Working Group Chair shall inform the IEEE Standards Department of the submission and shall also supply the relevant draft. The Working Group Chair shall immediately inform the IEEE Standards Department SA Program Manager when the draft sharing liaison relationship is no longer needed.

All drafts submitted to liaison organizations external to IEEE shall have as its cover page a liaison organization the IEEE SA draft sharing cover letter that outlines the IEEE copyright, and permitted uses, distribution mechanisms, and additional recipients of the draft. Template liaison organization The IEEE SA draft sharing cover letters is are available from the IEEE Standards Department.

7 [NEXT MEETING](#)

The next ProCom meeting will be a virtual meeting and will be scheduled to occur on 23 or 24 March 2021.

8 ADJOURNMENT

Dave Ringle thanked the ProCom Members for their service in 2020.  
Dave thanked Kevin Lu for being the Acting Chair for this meeting.

There being no further business, the meeting was adjourned at 5:02 p.m. UTC.