IEEE 802 November 2018 Rules Meeting

Agenda

- Proposed OM changes.
  - ICAID approval
  - Public statements
- Chair's guidelines
  - Draft language for OM for ICAID approval
  - Fix reference to 802 governing document
- Ombudsman
- IEEE 802 P&P
  - What should be in IEEE 802 P&P for dominance?

Updates to the IEEE 802 LMSC Operations Manual

Acronyms

- Add acronyms for ICAID and ICCom and fix introduction text.

2. Common abbreviations

The following abbreviations are ~~commonly~~ used ~~throughout~~in this OM.

EC	IEEE 802 LMSC Executive Committee
ECSG	Executive Committee Study Group
ICAID	Industry Connections Activity Initiation Document
ICCom	Industry Connections Committee

Public statements

- The IEEE SA Board Operations Manual states:
  - Each IEEE Standards Sponsor shall have policies and procedures in place concerning the creation and handling of public statements prior to sending any such statements in any format to any body other than the IEEE Standards Association. These procedures should state a means for developing and approving the Sponsor statement and a methodology for presentation of those statements. These procedures shall also conform both to the IEEE-SA procedures as administered by the IEEE-SA Board of Governors (BOG) and set forth in subclause 6.5 of the IEEE Standards Association Operations Manual and to the rules in Section 15 of the IEEE Policies.

Public Statement Changes (1)

7. ~~Position~~public statements for standards

All ~~external communications~~public statements shall comply with "Statements to external bodies" of the *IEEE-SA Standards Board Operations Manual*.

Incoming liaison letters to Sponsor members shall be forwarded to the Sponsor Chair and, as applicable, the relevant Sponsor subgroup chair.

7.1 Procedure for ~~coordination~~public statements to ~~with~~ other standards bodies

The rules in this subclause and its subsidiary subclauses may be suspended by 2/3 vote of the Sponsor.

These procedures apply to ~~communications~~public statements to ~~with~~ other standards bodies or similar entities.

7.1.1 IEEE 802 LMSC ~~communications~~public statements to ~~with~~ other standards bodies

a) ~~Communications~~Public statements from the IEEE 802 LMSC to external standards bodies shall not be released without prior approval by the Sponsor. Such approval indicates that the ~~communication~~public statement represents the position of IEEE 802 LMSC.

b) All ~~communications~~public statements by IEEE 802 LMSC ~~with~~to external standards bodies shall be issued by the Sponsor Chair and shall be copied to the Sponsor.

Public Statement Changes (2)

7.1.2 Sponsor subgroup ~~communications~~public statements to ~~with~~ other standards bodies

a) Sponsor subgroup ~~communications with~~public statements to external standards bodies that are not "Information Only" should be copied to affected members of the Sponsor.

b) Sponsor subgroup ~~communications with~~public statements to external standards bodies shall not imply that they represent the position of IEEE or IEEE 802 LMSC. They shall be issued by the Sponsor subgroup Chair(s) and the Sponsor Chair shall be included in the distribution list.~~Sponsor members receiving incoming liaison letters from external standards bodies shall forward a copy to the Sponsor Chair, and, as applicable, the relevant Sponsor subgroup Chair.~~

Public Statement Changes (3)

7.2 Procedure for ~~communication~~<u>public statements to</u> ~~with~~ **government bodies**

The rules in this subclause and its subsidiary subclauses may be suspended by 2/3 vote of the Sponsor.

These procedures apply to ~~communications~~<u>public statement to</u> ~~with~~ government and intergovernmental bodies. All interactions with the ITU will be treated as interactions with an intergovernmental body.

7.2.1 IEEE 802 LMSC <u>public statements to</u>~~communications with~~ government bodies

a) IEEE 802 LMSC ~~communications~~<u>public statements</u> to government bodies shall not be released without prior approval by 2/3 of the Sponsor.

b) All IEEE 802 LMSC ~~communications~~<u>public statements</u> to government bodies shall be issued by the Sponsor Chair as the view of IEEE 802 LMSC (stated in the first paragraph of the statement). Such ~~communications~~<u>public statements</u> shall be copied to the Sponsor and the IEEE-SA Standards Board Secretary and shall be posted on the IEEE 802 LMSC web site. The IEEE 802 LMSC web site shall state that all such ~~position~~<u>public</u> statements shall expire five years after issue.

Public Statement Changes (4)

7.2.2 Sponsor subgroup ~~communications~~public statements to ~~with~~ government bodies

a) Sponsor subgroup public statements to~~communications with~~ government bodies shall not be released without prior approval by an action of the Sponsor subgroup, per the "Approval of an Action" requirements of IEEE 802 LMSC Working Group Policies and Procedures, with a 75% approval threshold. Such ~~communications~~public statements may proceed unless blocked by a Sponsor vote. For public statements not presented for review in a sponsor meeting, Sponsor members shall have a review period of at least five days; if, during that time, a motion to block it is made, release of the public statement will be withheld until a letter ballot of the Sponsor is held to determine if it is approved.

b) Sponsor subgroup ~~communications~~public statements shall be identified in the first paragraph as the view of only the Sponsor subgroup and shall be issued by the Sponsor subgroup(s) Chair(s) and shall include the Sponsor Chair in the distribution. Such public statements shall not bear the IEEE, the IEEE-SA, or IEEE 802 LMSC logos.

9.2 IEEE 802 LMSC approval

- Delete:
  - All PARs must be accompanied by supporting documentation, which shall include:
  - a) Explanatory technical background material
  - b) Expository remarks on the status of the development of the PAR (e.g., approved by WG, Draft pending WG approval at next meeting, etc.)

- Rationale: The CSD and the PAR have all the supporting document.

9.4 Chair responsiblities

- Delete:
  - 9.4 Chair responsibilities
  - The WG Chair shall sign the copyright acknowledgment.
  - The Sponsor Chair (or the Sponsor Chair's delegate) shall implement the NesCom procedures required to formally submit PARs to NesCom..

- Rationale: We don't sign the copyright and the Chair already does this work.

9.5 Withdrawn PARs

- Delete
  - "If so, the WG chair shall ensure the most current draft of the proposed standard is placed on the IEEE Document Distribution Service list. The WG chair shall add a cover page to the draft alerting the reader that the PAR has been withdrawn for this work, giving the specific date of the withdrawal and the rationale for the withdrawal.
  - The withdrawn draft shall be maintained on the IEEE Document Distribution Service list for a period of 3 years after the time of withdrawal, after which it shall be removed from the list."

- Rationale: We don't control when it can be removed. If it is useful, it should stay.

New subclause 10

10. Procedure for ICAIDs

10.1 IEEE-SA standards board approval

An industry connections activity is authorized by the IEEE-SA Standards Board upon recommendation by the Industry Connections Committee (ICCom). ICCom requires the Sponsor to approve the Industry Connections Activity Initiation Document (ICAID). This section describes the IEEE 802 process for approving an ICAID.

Information on ICCom and the ICAID form can be found at: http://standards.ieee.org/about/sasb/iccom/index.html

New subclause 10 (part deux)

10.2 IEEE 802 LMSC approval

A proposed ICAID and supporting documents shall be submitted to the Sponsor via the Sponsor email reflector for review no less than 30 days prior to the day of the opening Sponsor meeting of an IEEE 802 LMSC plenary session. The submittal message should include Internet links to the required submittal documents. Presence of the submittal message in the reflector archive (with time stamp) is evidence of delivery.

At the discretion of the Sponsor Chair, ICAIDs may be submitted in parallel to ICCom when the Sponsor Closing meeting date allows the ICAID to be removed from consideration prior to ICCom recommendation to the Standards Board.

New 10 (la parte tercera)

10.3 Plenary review

In order to ensure wide consideration by IEEE 802 LMSC members, ICAIDs shall pass through the following process during the IEEE 802 LMSC plenary session week in which Sponsor approval is sought.

Prior to the start of the IEEE 802 LMSC session, draft ICAIDs under consideration for approval by the Sponsor shall be available at a publicly accessible URL and an email sent to the Sponsor reflector should contain the URLs required for viewing the ICAID and associated documentation. WG chairs should inform their WGs of the ICAIDs that have been circulated to the Sponsor. Once approved or disapproved by the Sponsor, ICAIDs and supporting material should be removed from the public URL. Supporting material shall be available in sufficient detail for members of other WGs to understand if they have an interest in the proposed ICAID (i.e., if they would like to contribute to/participate in the proposed work, or identify if there is conflict with existing or anticipated work in their current WG).

New 10 (La Fin Du Monde)

Subgroups, other than the proposing subgroup, shall express concerns to the proposing subgroup as soon as possible and shall submit comments to the proposing WG and the Sponsor by e-mail not later than 6:30 p.m. on Tuesday of the plenary session.

The proposing WG shall post a response to the commenting WG and to the Sponsor together with a Final ICAID on a public website and circulate the relevant URL on the Sponsor reflector not later than 6:30 p.m. on Wednesday of the plenary session. It will be assumed that insufficient coordination and/or inter-WG consideration had occurred prior to the submission of the ICAID if this deadline is not met, and the proposed ICAID will not be considered by the Sponsor at the closing Sponsor meeting.

Privacy, new part of CSD

- Add to Project process requirements

14.1.3 Security and Privacy considerations

Describe the implications of the proposed standard on security and privacy.

Changes to the Chair's Guidelines

Fix broken reference in 2.7

- Change
  - Meeting participants shall disclose their affiliation as per the IEEE-SA Operations Manual, 5.3.3.1.

- To be
  - Meeting participants shall disclose their affiliation as per the subclause "Disclosure of affiliation" in the IEEE-SA Standards Board Operations Manual.

Move from First to Second VC

- "The primary responsibility is to lead mentoring and IEEE 802 training program efforts. This position will focus on the execution of the Education, Mentoring and Support program which is intended to improve the overall efficiency and quality of IEEE 802 standards projects."

- "Support maintenance of IEEE 802 LMSC Policy and Procedures with the First Vice Chair and be an expert on the IEEE 802 LMSC Policy and Procedures, IEEE 802 LMSC Operations Manual, IEEE 802 LMSC Working Group Policies and Procedures, and the IEEE 802 LMSC Chair's Guidelines."

- "Act as a mentor to new WG Chairs and work with the Sponsor Chair to oversee the assignment of experienced IEEE 802 members to mentor WG Chairs as appropriate."

Move from Second to First VC

- Move from Second Vice Chair to First Vice Chair
  - "The primary responsibility is to lead policies and procedure change activities. When major issues are being addressed this can consume significant amounts of time, occasionally precluding meaningful participation in a working group."
  - "Interpret the IEEE 802 LMSC Policy and Procedures, IEEE 802 LMSC Operations Manual, IEEE 802 LMSC Working Group Policies and Procedures, and the IEEE 802 LMSC Chair's Guidelines, and provide advice to LMSC members, WG Chairs, and other EC members when requested."

Additional changes

- ## Delete from First Vice Chair

  - "Present IEEE 802 introductory information at each plenary session."

- ## Add to Second Vice Chair

  - "Arrange the newcomers tutorial meeting at every plenary and assign a person to present it. Maintain and update the newcomers tutorial presentation to keep it up to date."

Treasurer changes (1)

1) Establishment and maintenance of accounts
   a) Credit card ~~companies~~processing
   b) Merchant account
   c) Bank accounts
      a) ~~Checking account~~
      b) ~~Credit card charge processing~~
   d) Vendor accounts
2) Prepare budget
   a) ~~Annual CS SAB submission~~
   b) Periodic recommendations/justification for meeting fee changes
3) Collect and disburse money
   a) ~~Establish money handling procedures for meeting registration staff~~Supervise the setup of the on-line meeting registration system including credit card processing.
   b) Establish money handling procedures for meeting registration staff
      i) Check and travelers check endorsement
      ii) ~~Credit card processing~~

Treasurer changes (2)

iii) Temporary storage of receipts

iv) C~~Daily c~~ash-out

b) ~~Credit card deposit transactions (one or two per meeting day)~~

c) Void/adjusted credit card transactions (one to three per meeting week

d) Storage of cash/check/etc during plenary session

e) Preparation of deposits (deposit execution)

f) Deposit of checks and cash no later than seven days after the close of the session

g) Review of vendor invoices (hotel master account, A/V, etc)

h) Expense reimbursement payments (executive committee member between meeting expenses, items specifically approved by executive committee)

i) Deadbeat collections.

4) Reports

a) Statement of operations, balance sheet

   i) Accounting period (meeting and following interval) at Monday executive committee and plenary

   ii) Estimated statements at closing executive committee and plenary sessions

b) Reports of ~~expenses to Computer Society~~ finances to IEEE through the mandated reporting system

c) Deadbeat report (recommendations for removal of voting rights when needed)

Treasurer changes (3)

5) Capital equipment
   a) Maintain records of owned equipment and assigned custodians
   b) Procure equipment approved by executive committee
6) ~~Reprogram credit card transaction terminal for each meeting~~
7) Maintain files of all financial transactions (database and journal entry)
8) Supply all necessary information to IEEE-SA auditor and provide oversight and guidance as needed.

Changes for ICAIDs

- Add new responsibility for Recording Secretary:
  - e) ICAIDs approved, revised, completed, withdrawn, etc.

Subgroup charters

- Suggest to add new 2.20

- 2.20 Review of subgroup charters

- The IEEE 802 LMSC Policies and Procedures in 5.6 Other Subgroups require that "The scope, duties, and membership of all subgroups shall be reviewed annually by the Sponsor." The sponsor will review these subgroups in the July meeting. The Chairs of these subgroups shall post a document to the EC document sever that describes the scope, duties and type of membership of the subgroups. Note that a listing of the membership is not required, but rather a statement of how a person becomes a member.

Operations Manual

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