IEEE SA STANDARDS ASSOCIATION

IEEE SA STANDARDS BOARD PROCEDURES COMMITTEE (ProCom)
MEETING MINUTES
01 June 2020
4:00 – 5:00 p.m. UTC
Teleconference/Webex

Attendees

Members Present:
Ted Burse, Chair
Doug Edwards
Travis Griffith
David Law
Kevin Lu
Dorothy Stanley
Philip Winston

Members Absent:
None

IEEE Staff:
Christy Bahn
Adrien Barmaksiz
Larry Bolsch
Kim Breitfelder
Matthew Ceglia
Karen Evangelista
Jonathan Gaughran
Jonathan Goldberg
Jodi Haasz
Yvette Ho Sang
Konstantinos Karachalios
Soo Kim
Michael Kipness
Vanessa Lalitte
Juanita Lewis
Kelly Lorne
Erin Morales
Ashley Moran
Mary Lynne Nielsen
Christian Orlando

Dave Ringle, Administrator
Pat Roder
Jennifer Santulli
Rudi Schubert
Tom Thompson
Michelle Turner
Lisa Weisser
Joan Woolery
Malia Zaman

IEEE Outside Legal Counsel:
Claire Topp

Guests:
Chuck Adams
Michael Atlass
Dennis Brophy
Evelyn Chen
Latonia Gordon
Simon Hicks
Gary Hoffman
John Kulick
Marco Lo Bue
Jim Matthews
Gil Ohana
Elisabeth Opie
Glenn Parsons
Robby Robson
Jon Rosdahl
Matteo Sabattini
Robby Simpson
Lei Wang
Jodie Williams
Don Wright
Yu Yuan

1   CALL TO ORDER

Chair Burse called the meeting to order at 4:02 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 03 MARCH 2020 ProCom MINUTES

Chair Burse thanked Dorothy Stanley for being the Acting ProCom Chair for the March 2020 ProCom meeting.

There was a motion to approve the March 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: Contracting – Gaughran

Jonathan Gaughran introduced the proposed updates 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 via a 30-day email ballot. The motion was unanimously approved.

IEEE SA Standards Board Operations Manual

5.3.12 Contracting

IEEE Standards meetings may require contracts for various services. These services include but are not limited to hotel services and meeting management services.

The Standards Committee or designee shall review all contracts connected with running a meeting. Contracts are subject to limitations as defined in IEEE Policy 12.6 and subclause 5.1.3 of the *IEEE Standards Association Operations Manual*.

All meeting contracts shall be maintained in a readily accessible ~~file~~ database at the IEEE ~~Standards~~ Strategic Sourcing Department ~~for audit purposes~~. ~~It is the responsibility of t~~The Standards Committee chair or working group chair is required to process any contracts or other financial obligations through the IEEE contract

execution process, as outlined in the *IEEE Finance Operations Manual* (FOM.8), in collaboration with their IEEE SA Program Manager ~~to send a copy of the contract, when executed, to the IEEE Standards Department promptly for retention within the IEEE~~.

~~In signing a contract, c~~Competitive bidding procedures shall be used whenever practical and in accordance with the process outlined in the *IEEE Finance Operations Manual* (FOM.8E). Signing authority for these contracts shall be based on the IEEE Expenditure Authorization that is maintained by the IEEE Controller's Office ~~If competitive bidding is not practiced, the Standards Committee or working group chair shall be prepared to provide justification~~.

6.2   Proposed Updates to SASB OpMan RE: Adoption of IEEE Standards – Ho Sang

Yvette Ho Sang introduced the proposed updates 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 via a 30-day email ballot. The motion was unanimously approved.

IEEE SA Standards Board Operations Manual

5.6.1 Process for adoption of IEEE Standards

Arrangements for non-IEEE organizations to adopt IEEE standards are established in binding agreements ~~memoranda of understanding~~. These agreements ~~memoranda of understanding~~ shall be executed by the Managing Director, Standards, and the responsible person in the other organization. IEEE staff shall have responsibility for negotiating the terms and conditions of these agreements. Requests for adoption of IEEE standards shall be forwarded to ~~the Contracts and Licensing Manager,~~ IEEE SA Intellectual Property Rights (IPR) Staff~~Standards Department~~.

Adopting organizations are encouraged to participate in future updates of the originating IEEE standard.

6.3   Proposed Updates to SASB Bylaws and SASB OpMan RE: Open Source – Robson

Robby Robson introduced the proposed updates to the SASB Bylaws and the SASB OpMan.

There was a motion to recommend the *IEEE SA Standards Board Bylaws and 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 Bylaws

5.6 Open Ssource ~~software~~ development

IEEE standards development ~~and Industry Connections~~ activities shall comply with all IEEE and IEEE SA requirements for development of IEEE Oopen Ssource ~~software~~, including acceptance of the Terms of Use for the IEEE Open Source Platform. Any IEEE Standards project ~~or Industry Connections activity~~ that intends to develop ~~or incorporate~~ Oopen Ssource ~~software~~ for incorporation in a standard (~~either~~ including normatively or informatively) ~~in the standard or Industry Connections deliverable~~ shall indicate this intent ~~on~~ using the IEEE Open Source Platform ~~PAR or ICAID~~. Approval for use of the IEEE Open Source Platform by the IEEE ~~SA~~ Standards ~~Board of~~ Committee or Working Group to develop Open Source shall be requested from the responsible committee ~~PAR or ICAID that indicates possible incorporation~~ of ~~open source software, as well as approval by~~ the IEEE SA Board of Governors ~~of the use of the IEEE Open Source Platform for these open source activities, constitutes approval for contribution, development, and maintenance of open source software for the IEEE standard or Industry Connections deliverables. An IEEE Standards project or Industry Connections activity shall not develop open source software without prior approval of the IEEE SA Standards Board~~.

All Contributions ~~of~~ to IEEE Oopen Ssource ~~software for use in IEEE standards development and Industry Connections activities~~ developed by a Standards Committee or Working Group shall be accompanied by an approved IEEE Contributor License Agreement (CLA) appropriate for the open source license under which the ~~Work Product~~ Open Source will be made available. CLAs, once accepted, are irrevocable.

IEEE SA Standards Board Operations Manual

2 Related documents

American National Standards Institute, *ANSI Essential Requirements: Due process requirements for American National Standards* (current edition).

IEEE Standards Association Operations Manual.

IEEE SA Standards Board Bylaws.

IEEE SA Board of Governors Open Source Committee Operations Manual.

PAR Form.

IEEE SA Standards Board Working Guide for Submittal of Proposed Standards and Form for Submittal of Proposed Standards. (Known as the IEEE SA Working Guide for the Submittal of Proposed Standards.)

IEEE Standards Style Manual.

Robert's Rules of Order, Newly Revised (current edition).

6.5 Open Source

Open Source is a digital work for which the human-readable source code is available – in the preferred form for making modifications – for use, study, re-use, modification, enhancement, and re-distribution by the users. Open Source applies to software and hardware, which may include computer code, hardware designs, data, documentation, documents, and other digital objects. Other Open Source terms are defined in Clause 2 of the *IEEE SA Board of Governors Open Source Committee Operations Manual.*

~~Development of Open Source for incorporation in IEEE standards, as a normative or informative component, shall utilize the IEEE Open Source Platform and tools that are designated by IEEE for IEEE Open Source Projects.~~ The Standards Committee and Working Group shall comply with IEEE Open Source policies and procedures, and with policies of the IEEE Open Source Platform in developing IEEE Open Source for incorporation into a standard. All IEEE Open Source ~~Projects~~ incorporated in an IEEE standard shall be hosted on the IEEE Open Source Platform.

6.5.1 Project authorization

~~Project authorization for the incorporation of Open Source in an IEEE standard requires both PAR approval by the IEEE SA Standards Board and approval by the IEEE SA Board of Governors to host the IEEE Open Source Project on the IEEE Open Source Platform, subject to an approved open source license. Addition of Open Source to a completed standard or an active IEEE standards development project requires approval of a Revision or Modified PAR by the IEEE SA Standards Board, as applicable.~~

~~A PAR Study Group shall not develop Open Source (neither code nor documentation).~~

~~The PAR shall indicate whether Open Source may be incorporated (whether normatively or informatively), and the type of open source license under which any~~ Use of the IEEE Open Source Platform for development of Open Source incorporated into an IEEE standard requires approval by the responsible committee of the IEEE SA Board of Governors. If a Standards Committee or Working Group intends to develop Open Source to be incorporated in an IEEE standard, the Standards Committee or Working Group shall indicate this intent to the responsible committee of the IEEE SA Board of Governors.

Open Source developed ~~in connection with the IEEE Open Source Project~~ for incorporation into an IEEE standard shall be ~~distributed. The Standards Committee and Working Group shall obtain approval from the IEEE SA Board of Governors for development on the IEEE Open Source Platform of the IEEE Open Source Project developed~~ under a single ~~IEEE~~ approved open source license. Changes to ~~the type of this~~ open source license are discouraged and shall be approved by the responsible committee of the IEEE SA Board of Governors~~, and will require a Modified PAR with~~

the request for a change of license noted in Section 8.1 of the PAR. If the license ~~type~~ is changed, then appropriate Contributor License Agreements (CLAs) for the new open source license ~~must~~ shall be obtained from all previous Contributors prior to publicly indicating a change in the license on the IEEE Open Source Platform. The open source license ~~type identified on the PAR~~ shall not be changed once the Standards Association ballot has begun.

A PAR Study Group shall not develop Open Source.

~~If the PAR for an IEEE standard that incorporates Open Source expires or is withdrawn, the Standards Committee shall either~~

~~—   Transfer the IEEE Open Source Project to another active standards development project (which may require a New or Modified PAR);~~

~~—   Transition the IEEE Open Source Project to another project category on the IEEE Open Source Platform; or~~

~~—   Transition the IEEE Open Source Project to inactive status.~~

6.5.2 Governance of IEEE Open Source Projects incorporated in IEEE standards

Development and maintenance of the technical content (including code, ~~and~~ documentation, and open source hardware) of IEEE Open Source Projects incorporated in an IEEE standard are the responsibility of the Standards Committee and its Working Groups. This responsibility continues as long as the standard is active. A Standards Committee may form ~~an~~ one or more Open Source subgroup~~s~~ that coordinate~~s~~ Open Source development for multiple Working Groups under that Standards Committee. ~~A Standards Committee may establish one or more Open Source subgroups to manage several IEEE Open Source Projects~~, or delegate responsibility to the applicable Working Group to establish its own Open Source subgroup. ~~The~~ Each Open Source subgroup shall comply with all IEEE Open Source policies and procedures, and all policies of the IEEE Open Source Platform.

An Open Source subgroup ~~(of the Standards Committee or Working Group)~~ shall be led by an IEEE Open Source Project Lead who shall be designated as an officer of the responsible Standards Committee or Working Group. The IEEE Open Source Project Lead is responsible for the vitality, organization, development, evaluation, operation, security, and maintenance of an IEEE Open Source Project. The IEEE Open Source Project Lead ~~may communicate directly with~~ is the point of contact for the IEEE Open Source Platform team regarding technical and administrative matters.

Each IEEE Open Source Project developed by the Standards Committee or Working Group to be incorporated in an IEEE standard shall have at least one Maintainer, who may be the IEEE Open Source Project Lead. Maintainers have the authority to commit (save changes) to the IEEE code and document repository associated with an IEEE Open Source Project, and to assign Committers. Maintainers shall be a member of the Standards Committee or Working Group responsible for the project and shall be an IEEE member of any grade and a member of IEEE SA. Committers shall be members of the Standards Committee or Working Group responsible for the project

and shall be responsible for committing code to the IEEE code and document repository associated with an IEEE Open Source Project.

The IEEE Open Source Project Lead and Maintainer(s) shall be responsible for coordinating the development of Open Source with the Working Group and comment resolution group, and obtaining applicable CLAs for all Contributions to the IEEE Open Source Project.

6.5.2.1 ~~Contribution to~~ Open Source Contributors

An IEEE Open Source Contributor is any person who submits any material to an IEEE Open Source Project, whether as an individual or on behalf of an organization. ~~Material may include, but is not limited to, Open Source works, comments, and marketing materials. IEEE membership is not required to be a Contributor. Every Contributor is required to obtain an IEEE account that requires agreeing to the IEEE Code of Conduct. Every submission by an IEEE Open Source Contributor shall be associated with the IEEE account of the Contributor. All Contributors to IEEE Open Source Projects incorporated in an IEEE standard shall declare their affiliation(s) (see 5.1.2.3).~~ All contributors to an IEEE Open Source Project incorporated in an IEEE standard shall submit a CLA for the license used by such project.

~~All members of the Open Source subgroup shall submit CLAs applicable for the entire IEEE Open Source Project(s) for which they are responsible, or for all IEEE Open Source Projects under the applicable open source license(s). The Working Group Chair is responsible for confirming that appropriate CLAs are submitted for all Contributions to any Open Source developed by the Working Group.~~

~~Every Contribution to an IEEE Open Source Project shall have an appropriate CLA for the Contribution and be under the same open source license as indicated on the repository. If the type of open source license is changed on the PAR, updated CLAs shall be obtained from all Contributors to the IEEE Open Source Project prior to indicating a change in the license on the IEEE Open Source Platform.~~

6.5.2.2 Application of patent policy

The IEEE SA patent policy applies to Open Source that is incorporated in a standard, even if a CLA has been submitted. IEEE does not determine whether there is consistency between Letters of Assurance and CLAs. A call for patents notice shall be posted on the IEEE Open Source Platform in the area where CLAs are submitted for all IEEE Open Source that is developed ~~by the Working Group that is~~ and incorporated normatively or informatively in a draft or approved standard.

The IEEE Open Source Platform, in the area where CLAs are submitted, shall have a ~~pointer~~ link to Accepted Letters of Assurance, as well as ~~the~~ to appropriate sections of the *IEEE SA Standards Board Bylaws* and *IEEE SA Standards Board Operations Manual* relating to intellectual property.

The IEEE Standards website shall make available information about all Accepted CLAs for IEEE Open Source ~~Projects~~ incorporated in an IEEE standard, and information about Accepted CLAs shall also be available where Accepted Letters of Assurance are posted on the website.

6.5.2.3 Incorporation of Open Source in standards

IEEE standards may incorporate the use of Open Source ~~in two ways~~:

— Normatively, where use of the Open Source is required when implementing the standard; or
— Informatively, where the Open Source is provided for information only, and not required for implementation.

All IEEE standards that incorporate Open Source should indicate this fact in the scope of the standard; and shall identify in the text of the standard the appropriate use ~~(normative or informative)~~ of the Open Source for compliance with the standard (e.g., whether the use is normative or informative), and the location of the software code and documentation in the repository on the IEEE Open Source Platform ~~repository~~.

Normatively referenced Open Source ~~that is incorporated normatively~~ without a specific version shall not be ~~included~~ duplicated in the text of the draft standard unless it is marked as an Example.

Informative documentation shall be included in the published standard (e.g., as an Annex) explaining how to access and run the Open Source. The form of this documentation shall comply with the *IEEE Standards Style Manual*, and files provided to IEEE Standards ~~E~~editorial ~~S~~staff shall be compliant with requirements for standards publication.

IEEE Open Source that is developed by the Standards Committee or Working Group and incorporated in a draft IEEE standard that is published prior to approval of the standard by the IEEE SA Standards Board shall include IEEE SA disclaimer text (see the *IEEE Standards Style Manual*) on the IEEE Open Source Platform and in all IEEE Open Source in the ~~IEEE Open Source~~ repository for the IEEE Open Source Project.

The guidance on references listed in the *IEEE Standards Style Manual* applies to normative and informative references to Open Source. A reference shall specify one or more source code libraries within a specified project in a specified code repository. A reference may specify one or more specific versions, including "the most current version," of each library.

Normative use of Open Source is discouraged, unless required for accuracy, functionality, safety, security, or compatibility. Open Source that is incorporated normatively without referencing specific version(s) (i.e., it is undated) shall be made available and maintained on the IEEE Open Source Platform. This restriction does not apply to informative references.

If an IEEE standard normatively references a specific version of the Open Source (i.e., it is a dated reference), the version can be changed only through a revision of the standard, or an amendment or corrigendum to the standard, unless the changes are required by IEEE for the secure and productive operation of the IEEE Open Source Platform. The restriction on published amendments (see 8.1.2) does not apply for amendments that are intended only to update Open Source or references to Open Source.

For normatively referenced Open Source that does not have a specific version, the Standards Committee or Working Group shall review updates to the Open Source during the standards development process and should review updates to the Open Source after IEEE SA Standards Board approval to determine if the software continues to align with the standard. ~~, and i~~If the software does not align with the standard, the Standards Committee or Working Group shall ~~to~~ take appropriate action, ~~(e.g.~~for example, ~~determine whether~~ if a dated reference should be noted in the standard instead, submit a PAR for a revision or amendment to the standard~~)~~.

6.5.3 Mandatory coordination

During mandatory coordination, the Standards Committee shall include all IEEE Open Source developed by the Working Group and incorporated in the draft. ~~All applicable CLA identifiers shall be submitted during Mandatory Editorial Coordination.~~ The IEEE Open Source Community Manager and IEEE SA IPR Staff shall review the IEEE Open Source, CLAs, and associated documentation prior to initial Standards Association ballot. Mandatory coordination comments by the IEEE Open Source Community Manager and IEEE SA IPR Staff shall be addressed prior to initial Standards Association ballot.

6.5.4 Standards Association ballot and IEEE ~~p~~Public ~~r~~Review

All IEEE draft standards that incorporate Open Source developed by an IEEE Working Group shall provide notification during the invitation to ballot and on the IEEE ~~p~~Public ~~R~~Review site that (a) the IEEE draft standard incorporates Open Source developed by the Working Group, (b) applicable CLA(s) are required for any Contributions to IEEE Open Source Projects developed by the Working Group and incorporated in an IEEE standard, and (c) template CLAs are available, with links to the applicable CLA templates.

During the Standards Association ballot, balloters shall be granted access to view any referenced Open Source. After the initiation of the Standards Association ballot process, any ~~the~~ IEEE Open Source Projects developed by the Working Group and incorporated in an IEEE standard shall only be updated to reflect changes approved by the ballot group or required by IEEE for the secure and productive operation of the IEEE Open Source Platform.

The IEEE Open Source Project Lead and at least one Maintainer shall be members of the comment resolution group.

~~Any~~ comment~~s~~ that provide~~s~~ modifications to an IEEE Open Source Project developed by the Working Group and incorporated in an IEEE standard may not be implemented in the IEEE Open Source or the draft standard and may not be considered unless an applicable CLA was previously submitted to IEEE. The IEEE Open Source Project Lead and Maintainer are responsible for obtaining all CLAs prior to the start of any initial Standards Association ballot~~, and prior to the next~~ or recirculation ballot ~~if the Open Source Contribution is inserted during comment resolution~~.

Once the Standards Association ballot is completed for a draft standard, ~~any~~the incorporated IEEE Open Source developed by the Working Group ~~that is incorporated~~

shall not be updated until after IEEE SA Standards Board approval, and then only if the IEEE Open Source is undated.

IEEE Public Rreview commenters shall be granted access to view ~~the IEEE~~ any Open Source incorporated in an IEEE standard ~~developed by the Working Group~~. Any public review comments that provide modifications to ~~the~~ IEEE Open Source developed by the Working Group may not be implemented in the IEEE Open Source or in the draft IEEE standard and may not be considered unless an applicable CLA was previously submitted to IEEE.

6.5.5 Release and maintenance of Open Source

Final Rrelease of IEEE Open Source Projects developed by the Standards Committee or Working Group and incorporated in~~to~~ an IEEE standard shall occur only after approval of the standard by the IEEE SA Standards Board, and the IEEE Open Source Projects incorporated in an IEEE standard shall be included in the official IEEE listing. After the standard is approved, only Open Source that does not have a specific version (undated) may be updated without requiring a revision of the standard, or an amendment or corrigendum (see 8.1.2). Normatively referenced Open Source that is undated may be updated only with approval from the Standards Committee, Working Group, or a subgroup delegated with that responsibility, unless the changes are required by IEEE for the secure and productive operation of the IEEE Open Source Platform.

6.4 Proposed Updates to SASB Bylaws and SASB OpMan RE: Industry Connections Committee (ICCom) – Lu

Kevin Lu introduced the proposed updates to the SASB Bylaws and the SASB OpMan.

There was a motion to recommend the *IEEE SA Standards Board Bylaws and 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 Bylaws

1 IEEE SA Standards Board

The IEEE SA Standards Board is established by the IEEE SA Board of Governors according to clause 5.1 of the *IEEE Standards Association Operations Manual*. The details of its responsibilities beyond that specified in the *IEEE Standards Association Operations Manual* are stipulated by these bylaws, as supplemented by the *IEEE SA Standards Board Operations Manual*.

The IEEE SA Standards Board is responsible on an Institute-wide basis for

a) Encouraging and coordinating the development of IEEE standards

b)   Reviewing all proposed IEEE standards to determine whether the proposed standards conform to the requirements established by the IEEE SA Standards Board and whether consensus has been achieved for approval of the proposed standards

c)   ~~Overseeing the initiation, review, and termination of Industry Connections activities~~

Matters of standards policy, financial oversight, new directions in standardization, and other standards-related activities in fields of interest to the Institute as stated in the *IEEE Constitution* are the responsibility of the IEEE SA Board of Governors (BOG).

~~4.2.7 Industry Connections Committee (ICCom)~~

~~4.2.7.1 Scope~~

~~This committee shall be responsible for ensuring that proposed Industry Connections activities are within the scope and purpose of the IEEE, and for reviewing the progress and deliverables of Industry Connections activities. The committee shall examine Industry Connections Activity Initiation Documents (ICAIDs) and make recommendations to the IEEE SA Standards Board regarding their approval. The committee shall also make recommendations to the IEEE SA Standards Board regarding the termination of Industry Connections activities. The committee's procedures and responsibilities are specified in the *IEEE SA Industry Connections Committee Operations Manual*.~~

~~4.2.7.2 Organization~~

~~This committee shall be comprised of at least five members, at least two of whom, including the chair, shall be voting members of the IEEE SA Standards Board. The chair and other members of the committee shall be appointed by the Chair of the IEEE SA Standards Board for a term of one year.~~

5.6 Open source software development

IEEE standards development ~~and Industry Connections~~ activities shall comply with all IEEE and IEEE SA requirements for development of open source software, including acceptance of the Terms of Use for the IEEE Open Source Platform. Any IEEE Standards project ~~or Industry Connections activity~~ that intends to develop or incorporate open source software (either normatively or informatively) in the standard ~~or Industry Connections deliverable~~ shall indicate this intent on the PAR ~~or ICAID~~. Approval by the IEEE SA Standards Board of the PAR ~~or ICAID~~ that indicates possible incorporation of open source software, as well as approval by the IEEE SA Board of Governors of the use of the IEEE Open Source Platform for these open source activities, constitutes approval for contribution, development, and maintenance of open source software for the IEEE standard ~~or Industry Connections deliverables~~. An IEEE Standards project ~~or Industry Connections activity~~ shall not develop open source software without prior approval of the IEEE SA Standards Board.

All Contributions of open source software for use in IEEE standards development ~~and Industry Connections~~ activities shall be accompanied by an approved IEEE Contributor License Agreement (CLA) appropriate for the open source license under which the Work Product will be made available. CLAs, once accepted, are irrevocable.

7 Copyright

All Contributions to IEEE standards development ~~or Industry Connections~~ activities (whether for an individual or entity group) shall meet the requirements outlined in this clause.

7.1 Definitions

The following terms, when capitalized, have the following meanings:

"Contribution" shall mean material that is presented verbally or in recorded or written form (e.g., text, drawings, flowcharts, slide presentations, videos) in any IEEE standards development activity ~~or Industry Connections activity~~.

"Public Domain" shall mean material that is no longer under copyright protection or did not meet the requirements for copyright protection.

"Published" shall mean material for which a claim of copyright is apparent (e.g., the presence of the copyright symbol ©; an explicit statement of copyright ownership or intellectual property rights; stated permission to use text; a text reference that indicates the insertion of text excerpted from a copyrighted work; or a visual indication of an excerpt from another work, such as indented text).

"*Work Product*" shall mean the compilation of or collective work of all participants (e.g., a draft standard; the final approved standard; draft ~~Industry Connections~~ white paper~~; Industry Connections web site~~).

7.2.2 Contributions not previously Published

For any Contribution that has not been previously Published, and that is not Public Domain:

a)   IEEE has the non-exclusive, irrevocable, royalty-free, worldwide rights (i.e., a license) to use the Contribution in connection with the development of the Work Product for which the Contribution was made.

b)   Upon ~~(i)~~ approval of the standard~~; or (ii) final release or publication of a Work Product by an Industry Connections activity~~, IEEE has the right to exploit and grant permission to use the Work Product's content derived from the Contribution in any format or media without restriction.

Copyright ownership of the original Contribution is not transferred or assigned to the IEEE.

IEEE SA Standards Board Operations Manual

5.1.2.1 Mandatory requirements

Supervision of a standards project by the Standards Committee includes the following mandatory requirements:

a)   Submit a properly completed Project Authorization Request (PAR) for IEEE SA Standards Board approval within six months of the first decision to initiate the project. Forms and information may be obtained from the NesCom Administrator (see 5.2).

b)   After approval of the project, work with the IEEE Standards Department Staff to give notice of the project in appropriate publications and to appropriate entities, for the purpose of soliciting an expression of interest in the work of the Standards Committee.

c)   Ensure that mandatory coordination requirements are accomplished (see 4.2.3.2 and 5.4.4).

d)   Organize the technical development work on the standard.

e)   Access and use IEEE's data, including personal data, from IEEE systems for the purposes intended, including to support the technical development work on the standard, and only in compliance with IEEE or IEEE SA Privacy and data privacy policies.

f)   Notify persons who have expressed interest in the time and the place of meetings as specified in the P & P of the Standards Committee (see 5.1.1).

g)   Ensure that all meetings involving standards are open to all interested parties.

h)   Conduct the Standards Association ballot and IEEE Public Review in accordance with these procedures (see 5.4).

i)   Submit the proposed standard together with the submittal form to the IEEE SA Standards Board.

j)   Submit annually to IEEE SA Staff an electronic list of persons participating in standards projects during the prior year.

k)   Without exception, the Standards Committee shall ensure the submission of an annual financial report(s) for the operation of the Standards Committee and all of its standards development subgroups (e.g., working groups, task groups). Those groups operating without treasury are required to submit an annual declaration thereof via the report (see 5.3.6).

l)   Monitor standards developing committees and duly authorized IEEE SA activities ~~(e.g., Industry Connection activities)~~ for signs of dominance by any single interest category, individual(s), or organization(s). If dominance is suspected, the

Standards Committee shall immediately notify the Secretary of the IEEE SA Standards Board and should recommend corrective action(s) to the IEEE SA Standards Board (see *IEEE SA Standards Board Bylaws* Clause 5.2.1.3).

m)   If a Working Group (WG) was created for technical development work on a standard, ensure that a written set of WG policies and procedures (P & P) is created and approved by the Standards Committee. Such P & P shall not be in conflict with the *IEEE SA Standards Board Operations Manual*. Standards Committees should note that IEEE SA Standards Board maintains a baseline WG P & P, and may occasionally request to review a Standards Committee's WG P & P for alignment.

6.1 Copyright

IEEE owns the copyright of draft IEEE standards, and approved IEEE standards, draft Industry Connections Work Products, and Work Products released or published by an Industry Connections activity (see 7.2 of the *IEEE SA Standards Board Bylaws*).

Contributions made by participants in an IEEE SA standards development or Industry Connections activity meeting, whether the Contributions are Published or not, are subject to the IEEE SA Copyright Policy set forth in Clause 7 of the *IEEE SA Standards Board Bylaws*.

The IEEE SA Copyright slide shall be either presented at the beginning of every IEEE SA standards development or Industry Connections activity meeting, or distributed prior to the meeting along with the meeting agenda. If the slide is distributed with the meeting agenda, all meeting participants shall be informed at the beginning of the meeting that all material submitted during the meeting is a Contribution and is subject to the IEEE SA copyright policy. The presentation of the slide or the notice to meeting participants shall be documented in the minutes of the meeting.

6.1.1 Project Authorization Request and Industry Connections Activity Initiation Document

6.1.1.1 Project Authorization Request (PAR)

At the time a PAR is submitted for approval, any known previously Published material and/or Public Domain material intended for inclusion in the proposed IEEE standard shall be identified on the PAR. The Working Group Chair is responsible for obtaining written permission to use all previously Published material prior to the start of the initial ballot or prior to the next recirculation ballot if the excerpted material is to be inserted during comment resolution.

6.1.1.2 Industry Connections Activity Initiation Document (ICAID)

At the time an ICAID is submitted for approval, any known previously Published material and/or Public Domain material intended for inclusion in the proposed Industry Connections Work Product shall be identified on the ICAID. The Chair of an Industry Connections activity is responsible for obtaining written permission to use all previously Published material prior to inclusion of the material in an Industry Connections Work Product.

6.1.2 Contributions from previously Published sources

Participants in an IEEE Standards group ~~or Industry Connections activity~~ who intend to submit Contributions containing excerpted content from previously Published sources shall first notify the Chair of the need for permission, and should assist the Chair in obtaining that permission. The Working Group shall not accept as a Contribution, place on an IEEE server or standards developing group ~~or activity~~ document repository, or include in an IEEE document any material that was previously Published without first obtaining permission for use of the material from the copyright owner or a person with the authority or right to grant copyright permission. Working Group ~~and Industry Connections activity~~ Chairs are responsible for requesting and obtaining permission from external entities and for forwarding the completed response forms to IEEE.

IEEE Permission Form Letters should be used to request and grant such permissions. Permission Form Letters to use material unchanged or modified are available online. Agreements that do not conform to the IEEE Permission Form Letters are possible, but such requests shall be in writing and shall be approved by IEEE SA staff.

~~6.1.4 Draft Industry Connections Work Products~~

~~All draft Industry Connections Work Products shall be clearly labeled to indicate they are drafts.~~

~~6.1.4.1 Draft Industry Connections Work Product copyright statements~~

~~All draft Industry Connections Work Products shall carry a copyright statement that:~~

~~a) The Work Product is a draft~~

~~b) The Work Product is subject to change~~

~~c) The Work Product shall not be utilized for conformance/compliance purposes.~~

~~A draft Industry Connections Work Product may be distributed without charge to the participants for that Industry Connections activity. Other persons seeking permission to reproduce the draft Industry Connections Work Product, in whole or in part, must obtain permission from the IEEE Standards Department.~~

~~The IEEE SA Industry Connections activity document template provides example text to meet the above requirements.~~

6.2 Commercial terms and conditions

~~6.2.1 IEEE standards~~

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an IEEE standard. The appearance that a standard endorses any particular products, services, or companies shall be avoided. Therefore, it generally is not acceptable to

include manufacturer lists, service provider lists, or similar material in the text of an IEEE standard. Where a sole source exists for essential equipment, materials, or services necessary to comply with or to determine compliance with the standard, it is permissible to supply the name and address of the source in a footnote as long as the words "or the equivalent" are added to the reference. In connection with standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity can be standardized as long as the description of the process or criteria (a) is limited to technical or engineering concerns and does not include what would otherwise be a commercial term, and (b) does not provide for testing conformance with any commercial terms.

~~6.2.2 Industry Connections Work Products~~

~~Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an IEEE Industry Connections Work Product, except for provisions approved by the IEEE in connection with the sale or license of the IEEE Industry Connections Work Product by the IEEE or by an agent authorized by the IEEE. While an Industry Connections Work Product may contain references to products, services, or companies, an Industry Connections Work Product shall not endorse or appear to endorse any particular products, services, or companies.~~

6.5   Proposed Updates to SASB Bylaws RE: NesCom – Stanley

Dorothy Stanley introduced the proposed updates to the SASB Bylaws.

There was a motion to recommend the *IEEE SA Standards Board Bylaws* changes noted below to the SASB for approval consideration via a 30-day email ballot. The motion was approved. [Vote: Yes=5; No=0; Abstain=1 (Edwards)]

IEEE SA Standards Board Bylaws

4.2.2 New Standards Committee (NesCom)

4.2.2.2 Organization

This committee shall be comprised of at least 12~~0~~ but not more than 18~~5~~ members, at least ~~four~~ six of whom, including the chair and two vice chairs, shall be voting members of the IEEE SA Standards Board. The NesCom membership shall be broadly distributed across each of the following regional groupings: Regions 1-7 and 9, Region 8, and Region 10 (see *IEEE Bylaws* I-402. Geographic Organization of Members). A minimum of four members should be from each regional grouping. Regional representation is based on a member's residence and not their affiliation location or the country indicated on their passport.

The chair, two vice chairs, and other members of the committee shall be appointed by the Chair of the IEEE SA Standards Board for a term of one year. The appointed

NesCom Chair and two vice chairs shall each be from different regional groupings. In making nominations, the nominations committee shall give consideration to attaining membership from various IEEE Technical Divisions.

IEEE SA Standards Board members not appointed to NesCom may serve as *ex officio* members without voting privileges.

7   NEXT MEETING

The next ProCom meeting is scheduled to occur on 01 December 2020 in Piscataway, New Jersey, USA.

8   ADJOURNMENT

There being no further business, the meeting was adjourned at 5:01 p.m. UTC.