

P1752 Working Group Meeting

Sponsored by IEEE Engineering in Medicine & Biology (EMB) Standards Committee

Please mark your attendance at:
<https://tinyurl.com/yc3oxg6q>
(see chat window)

1 September 2020

Teleconference

Attendance

This document shows attendance from previous calls <https://tinyurl.com/yc3oxg6q> (link in the chat window of join.me). **If you attended the call, please verify that your name is listed**

- If not, email simona@openmhealth.org

Put your name and affiliation in the chat window for attendance today.

- If your name is not listed, or if you are joining only via phone, please email simona@openmhealth.org with “P1752 WG call” as subject

Attendance is important for determining voting rights, so please remember to “check in”

Voting rights are granted according to the P&P after attending two consecutive calls and by explicit request to the Secretary (Simona)

IEEE Patent Policy

Participants have a duty to inform the IEEE

- Participants shall inform the IEEE (or cause the IEEE to be informed) of the identity of each holder of any potential Essential Patent Claims of which they are personally aware if the claims are owned or controlled by the participant or the entity the participant is from, employed by, or otherwise represents
- Participants should inform the IEEE (or cause the IEEE to be informed) of the identity of any other holders of potential Essential Patent Claims

**Early identification of holders of potential
Essential Patent Claims is encouraged**

Slide #1

Ways to inform IEEE

- **Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or**
- **Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or**
- **Speak up now and respond to this Call for Potentially Essential Patents**

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

Slide #2

Other guidelines for IEEE WG meetings

- All IEEE-SA standards meetings shall be conducted in compliance with all applicable laws, including antitrust and competition laws.
 - Don't discuss the interpretation, validity, or essentiality of patents/patent claims.
 - Don't discuss specific license rates, terms, or conditions.
 - Relative costs of different technical approaches that include relative costs of patent licensing terms may be discussed in standards development meetings.
 - Technical considerations remain the primary focus
 - Don't discuss or engage in the fixing of product prices, allocation of customers, or division of sales markets.
 - Don't discuss the status or substance of ongoing or threatened litigation.
 - Don't be silent if inappropriate topics are discussed ... do formally object.

For more details, see *IEEE-SA Standards Board Operations Manual*, clause 5.3.10 and
Antitrust and Competition Policy: What You Need to Know at <http://standards.ieee.org/develop/policies/antitrust.pdf>

Slide #3

Patent-related information

The patent policy and the procedures used to execute that policy are documented in the:

- *IEEE-SA Standards Board Bylaws*
(<http://standards.ieee.org/develop/policies/bylaws/sect6-7.html#6>)
- *IEEE-SA Standards Board Operations Manual*
(<http://standards.ieee.org/develop/policies/opman/sect6.html#6.3>)

Material about the patent policy is available at
<http://standards.ieee.org/about/sasb/patcom/materials.html>

If you have questions, contact the IEEE-SA Standards
Board Patent Committee Administrator at
patcom@ieee.org

Slide #4

IEEE SA Copyright Policy

IEEE SA Copyright Policy (November 2019)

- **By participating in this activity, you agree to comply with the IEEE Code of Ethics, all applicable laws, and all IEEE policies and procedures including, but not limited to, the IEEE SA Copyright Policy.**
 - Previously Published material (copyright assertion indicated) shall not be presented/submitted to the Working Group nor incorporated into a Working Group draft unless permission is granted.
 - Prior to presentation or submission, you shall notify the Working Group Chair of previously Published material and should assist the Chair in obtaining copyright permission acceptable to IEEE SA.
 - For material that is not previously Published, IEEE is automatically granted a license to use any material that is presented or submitted.

IEEE SA Copyright Policy

- The IEEE SA Copyright Policy is described in the IEEE SA Standards Board Bylaws and IEEE SA Standards Board Operations Manual
- IEEE SA Copyright Policy, see
 - Clause 7 of the IEEE SA Standards Board Bylaws
<https://standards.ieee.org/about/policies/bylaws/sect6-7.html#7>
 - Clause 6.1 of the IEEE SA Standards Board Operations Manual
<https://standards.ieee.org/about/policies/opman/sect6.html>
- IEEE SA Copyright Permission
 - <https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/permissionltrs.zip>
- IEEE SA Copyright FAQs
 - <http://standards.ieee.org/faqs/copyrights.html/>
- IEEE SA Best Practices for IEEE Standards Development
 - http://standards.ieee.org/develop/policies/best_practices_for_ieee_standards_development_051215.pdf
- Distribution of Draft Standards (see 6.1.3 of the SASB Operations Manual)
 - <https://standards.ieee.org/about/policies/opman/sect6.html>

Determination of Quorum

<https://tinyurl.com/yc3oxg6q>

Approval of Agenda

1. Attendance
2. Call for Patents
3. Approval of agenda and of prior minutes (if quorum present)
4. Progress towards ballot and next steps
5. Other business

Approval of Prior Minutes

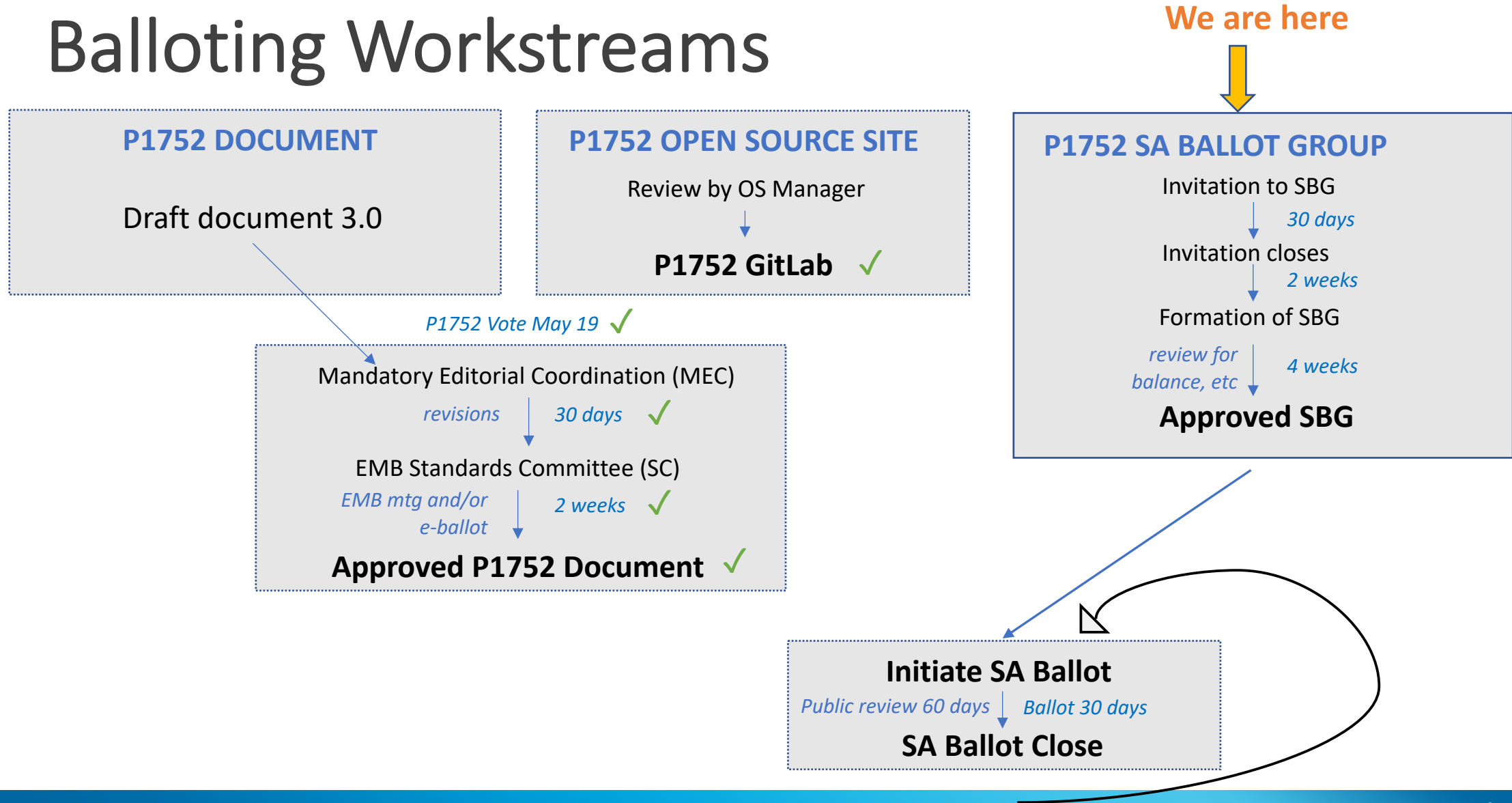
(July 21)

Progress Towards Balloting

Recent steps

- July 20
 - Published OS site here <https://opensource.ieee.org/omh/1752>
- August 25
 - EMBS Standards Committee approved draft document and OS site for ballot
 - P1752 OS site frozen

Balloting Workstreams



Reminders (I)

Balloting group members:

- Shall have IEEE SA membership or pay a Per Ballot fee in order to participate
- Shall express interest in the group in MyProject prior to the invitation opening in order to receive the ballot invitation email
- Shall register to be a member of the balloting group during the invitation period
- Shall classify their relationship relative to the scope of the draft standard
- Have an obligation to vote and comment during the complete balloting period

Reminders (II)

MyProject User Guide

https://mentor.ieee.org/etools_documentation/dcn/11/etools_documentation-11-0014-MYPR-myproject-user-guide.pdf

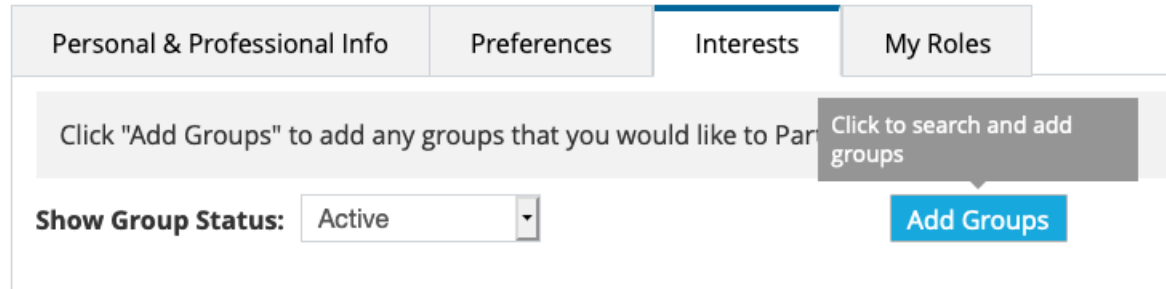
Additionally, see presentations by Tom Thompson, IEEE Program Manager

<http://sagroups.ieee.org/1752/wp-content/uploads/sites/277/2020/04/2020-04-14-1752-slides.pdf> [slides 19-27]

<http://sagroups.ieee.org/1752/wp-content/uploads/sites/277/2020/04/2020-04-28-1752-slides.pdf> [slides 14-19]

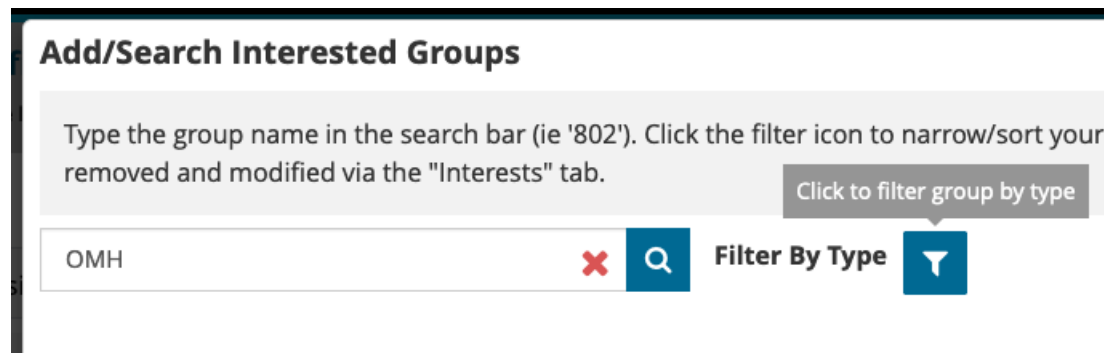
To Receive Ballot Invitation (I)

1



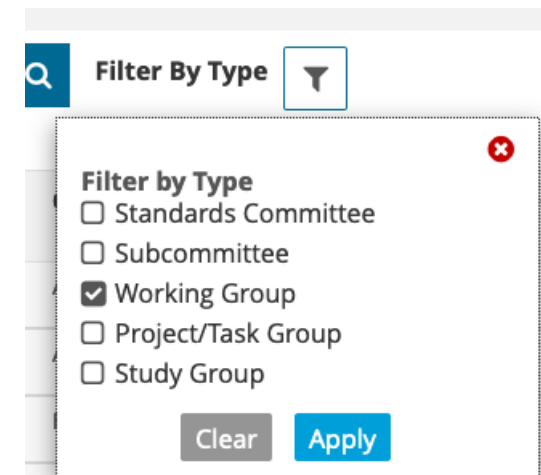
The screenshot shows a user profile interface with four tabs: 'Personal & Professional Info', 'Preferences', 'Interests' (which is selected), and 'My Roles'. Below the tabs, there is a text instruction: 'Click "Add Groups" to add any groups that you would like to Par'. To the right of this text is a callout box that says 'Click to search and add groups' with an arrow pointing to the 'Add Groups' button. Below the text, there is a 'Show Group Status:' label followed by a dropdown menu currently set to 'Active'. The 'Add Groups' button is a blue button located at the bottom right of the section.

2



The screenshot shows a dialog box titled 'Add/Search Interested Groups'. Inside the dialog, there is a text instruction: 'Type the group name in the search bar (ie '802'). Click the filter icon to narrow/sort your removed and modified via the "Interests" tab.' Below this text is a search bar containing the text 'OMH'. To the right of the search bar is a red 'X' icon, a magnifying glass icon, and a 'Filter By Type' label. To the right of the 'Filter By Type' label is a blue button with a white funnel icon. A callout box points to this button with the text 'Click to filter group by type'.

3






The screenshot shows the 'Filter By Type' dropdown menu. The menu is open, showing a list of options: 'Standards Committee', 'Subcommittee', 'Working Group' (which is selected with a checkmark), 'Project/Task Group', and 'Study Group'. At the bottom of the menu are two buttons: 'Clear' and 'Apply'. A red 'X' icon is visible in the top right corner of the menu.


To Receive Ballot Invitation (II)




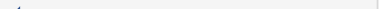
4







Add/Search Interested Groups

Type the group name in the search bar (ie '802'). Click the filter icon to narrow/sort your search results. Interests can be removed and modified via the "Interests" tab.

  **Filter By Type** 

Working Group 

Group Name	Committee	Group Type	Groups I Am Interested In
 Open Mobile Health 	EMB/Std Com/OMH	Working Group	 

Group Type Legend:
 Society  Standards Committee  Subcommittee  Working Group  Project/Task Group
 Study Group

Close

Check here


To Receive Ballot Invitation (III)

5

Add Interested Group I want to follow ✕

[Level of Interest](#) > [Affiliations](#)

Are you interested in potential participation in group activities?

☒ Participate - I may be contacted for participation in group activities. 

☐ Follow - I would only like to be considered "following" this group to receive notifications related to this group, including balloting invitations.

Cancel Declare Affiliations

Check here

(in practice, either option is fine)

6

Add Interested Group I want to follow ✕

[Level of Interest](#) > [Affiliations](#)

In order to express interest in this group, please declare your affiliation(s) as per [IEEE SA Standards Board Bylaws 5.2.1.5](#). You must declare at least one affiliation before saving.
You can add affiliations that do not already appear in the affiliation list by typing the full name, and then clicking on the Add button.

My Affiliation(s): University of California San Francisco ✕

Select Affiliation(s) Add

Cancel Return to Level of Interest Save

Then...

- Working Group Chair sends invitation via MyProject using template provided
- You receive the invitation and answer by the deadline specified in it
- IEEE Staff verifies eligibility
- Important: Using MyProject is required for this part of the process

After Invitation Sent

myProject

Welcome, Simona Carini ▾  Help   Menu

 **Invitations/Ballots**

System Date/Time: 26-AUG-2020 07:34 UTC-12

Warning: Use of the browser back button may result in unsaved data or unexpected behavior. Use system navigation buttons or menus.

Open Invitations

My Ballots (Voter)

The "My Invitations" view displays open invitations which are based on your interest designation or those to which you have been invited. The "All Invitations" view shows all current open invitations.

Show: ☒ My Invitations ☐ All Invitations

Search Invitations



PAR/Standard Number ⓘ	Project Title	⚡Committee	⚡Ballot Type	⬆️Invitation Close Date	Ballot Invitations
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Results matching your search/filtering criteria have not been found.

Next steps

- September 4
 - Ballot invitation sent to interested people and additional IEEE groups via MyProject
- October 5
 - Ballot invitation closes and formation of ballot group begins

Summary of Action Items

Future Meetings

Upcoming Meetings

- Main WG
 - TBD

Adjournment