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
This document shows attendance from previous calls [https://tinyurl.com/yc3oxg6q](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.
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.
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.


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
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

- IEEE SA Copyright Permission
  - https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/permissionltrs.zip

- IEEE SA Copyright FAQs

- IEEE SA Best Practices for IEEE Standards Development

- Distribution of Draft Standards (see 6.1.3 of the SASB Operations Manual)
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

- **P1752 DOCUMENT**
  - Draft document 3.0
- **P1752 OPEN SOURCE SITE**
  - Review by OS Manager
  - **P1752 GitLab ✓**
- **Mandatory Editorial Coordination (MEC)**
  - **P1752 Vote May 19 ✓**
- **EMB Standards Committee (SC)**
  - EMB mtg and/or e-ballot
  - **30 days ✓**
  - **2 weeks ✓**
- **Approved P1752 Document ✓**

We are here

- **P1752 SA BALLOT GROUP**
  - Invitation to SBG
  - **30 days**
  - Invitation closes
  - **2 weeks**
  - Formation of SBG
  - Review for balance, etc
  - **4 weeks**
  - **Approved SBG**

- **Initiate SA Ballot**
  - Public review 60 days
  - **Ballot 30 days**
  - **SA Ballot Close**

IEEE STANDARDS ASSOCIATION
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

Additionally, see presentations by Tom Thompson, IEEE Program Manager


To Receive Ballot Invitation (I)

1. Click "Add Groups" to add any groups that you would like to Part

2. Add/Search Interested Groups
   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.

3. Filter by Type
   - Standards Committee
   - Subcommittee
   - Working Group
   - Project/Task Group
   - Study Group
   - Clear
   - Apply
To Receive Ballot Invitation (II)

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Committee</th>
<th>Group Type</th>
<th>Groups I Am Interested In</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Mobile Health</td>
<td>EMB/Std's Comm/OMH</td>
<td>Working Group</td>
<td>☑</td>
</tr>
</tbody>
</table>

Add/Search Interested Groups

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

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

Check here
To Receive Ballot Invitation (III)

Check here (in practice, either option is fine)
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

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

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