**IEEE P3400 Working Group Meeting
Draft Minutes
19 January 2023**

**2100 – 2222 UTC
Remote by Webex**

*Meeting Minutes recorded by Kerry Blinco (WG Secretary)*

1. **Call to Order**

The meeting was called to order at 21.00 UTC by Working Group Chair, Robby Robson.

1. **Introductions and Affiliation Declarations**

Attendance recorded by Attendees in the IEEE attendance tool <https://imat.ieee.org/my-site/home> and by report from Webex. A list of attendees is attached.

Attendees who are unable to record their attendance in iMat should contact Kerry Blinco (kerry.blinco@iinet.net.au), WG Secretary, by email.

1. **Approval of Agenda**

As no technical presentations were proposed, item 7 was removed from the agenda.

An additional item was added as Item 8 – Editorial discussion.

Other agenda items were renumbered as required.

Moved by Brittany Chapman, seconded by Clint Chaplin that the amended agenda be approved.

The amended agenda was approved by unanimous consent.

1. **IEEE Policies Review**
	* IEEE Call for Patents - <https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.pdf>

The call for patents was issued. None raised.

* + IEEE SA Copyright Policy - [https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/copyright-policy-WG-meetings.potx](https://standards.ieee.org/wp-content/uploads/import/documents/other/Participant-Behavior-Individual-Method.pdf)

The copyright policy slides were presented.

* + IEEE SA Participation - <https://standards.ieee.org/wp-content/uploads/import/documents/other/Participant-Behavior-Individual-Method.pdf>

The participant behaviour individual method slides were presented.

1. **Approval of the 15 December Meeting Minutes.**

The minutes of the 15 December Meeting were reviewed.

Moved by Heribert Schorn, seconded by Austin Johnson that the minutes be approved.

The minutes were approved by unanimous consent.

1. **Structure of Standard and maintenance of Terms and Language, Robby Robson (WG Chair)**

The Chair presented some of the issues and possible solutions to maintenance of the candidate terms and replacements list and making the list widely available, using mechanisms available through the IEEE.

 Comments in the following discussion included:

* A desire to not separate the text of the standards from the candidate terms list to ensure access to the full context of the list.
* Concern that there terms list is not large enough to warrant a separate maintenance process.
* Concern that access to the open-source repository may be difficult for some.
* A preference for a regular maintenance cycle for the standard that would provide certainty that the latest complete version of the standard is being used (e.g., annual).
* There is value in making the standard freely publicly available.
* How the standard can be made freely publicly available should be explored closer to the time the standard is ready for ballot.
1. **Sub-group updates**
	1. Sources and Definitions – Annette Reilly. The Sub-group has not met since the last WG Meeting. Once the drafts of the other Sub-groups are received the Sources and Definitions Sub-group will discern if there are additional definitions required.
	2. Processes – Brittany Chapman
* The Processes Sub-group met on 5 and 17 January.
* The draft has made good progress since the last WG Meeting.
* The Processes Sub-group has been struggling in their drafting to find a consistent way to refer to the terms that are mandated for deprecation and the terms that are suggested as replacements for those terms, resulting in some wordy drafting.
* Some suggestions from the WG were
	+ Terms mandated for deprecation – Candidate terms
	+ For replacements – replacements, recommended replacements, recommended alternatives, candidate replacements
* ACTION: Secretary to document in the minutes and forward a request to the Sources and Definitions Sub-group to provide a recommendation for the preferred term for each of these concepts for use by other Sub-groups in the drafting.
* The Sub-groups are still proposing that the standard be organised or structured as a process, where the reader can start at the beginning of the standard and follow the process (or step by step arrangement) to the end.
* A suggested outline of the standard structured in this way was shown and can be found on iMeet. (<https://ieee-sa.imeetcentral.com/p/aQAAAAAFAvGj>).
* It was noted that maintenance would need to be included as a step.
	1. Principles – Austin Johnson

The Sub-group met on 16 December to discuss feedback on their contribution. A new draft was posted with a request for comments. To allow time for comments, and for those comment to be noted in a draft for discussion by the Sub-group, the next meeting of the Sub-group will be on 3 February.

ACTION: The Secretary to cancel the meeting of the Principles Sub-group scheduled for 20 January and email the reflector with notice of the cancellation including a link to the latest draft with a request to provide feedback prior to the 3 February meeting.

Comments are preferred to be made using the commenting function on iMeet.

The Sub-group had some discussion on whether some of the principles are about clear communication rather than specifically about inclusiveness. It was noted that it is important to make the general point that good communication is by, by definition, inclusive. Clear communication is understood by the broadest range of people who are interested in the technical material.

* 1. Candidate Terms and Language – No report. The Chair noted that progress is being made by the Sub-group.
1. **Editorial discussion**
* The issue of the format of the Sub-group submissions in relationship to copyright and recognition of the contributors to the submissions was discussed.

It was noted that:

* If a contribution has been published previous and is quoted the IEEE Copyright permissions process must be followed.
* Individual contributions are not recognised in the standard. The IEEE policies denote which contributors are listed in the standard, including Voting Members of the WG.
* We all agree to all the IEEE copyright, ethical policies and all the other policies when we engage in standards.
* Recommended that for Sub-group contributions, a coversheet should include the names of the contributors in the Sub-group, and a footer stating that this is a contribution to the P3400 Standard, is draft, and should not be circulated outside the P3400 WG should be included in the document.
* ACTION Jodi Haasz (IEEE Staff) will consult with her colleagues to determine it this proposal is acceptable.
* Table of contents and numbering. It was noted that:
* There is a draft table of contents that had been approved by the WG (<https://ieee-sa.imeetcentral.com/p/aQAAAAAE97-j> ).
* The Processes Sub-group have proposed revising the structure, so the standard is presented as a process. (See item 7.2 above and <https://ieee-sa.imeetcentral.com/p/aQAAAAAFAvGj>).
* The first three clauses are prescribed by the IEEE Style Manual.
* Suggested that the Sub-groups use the following main number in their draft contributions to make consolidation of the contributions easier:
	+ Principles – 4
	+ Processes – 5
	+ Terms – 6
* This numbering is for draft purposes only. The editor may need to split contributions for readability.
* Review and commenting on the draft contributions
* A process to manage resolution of comments on the draft once the Sub-group contributions have been consolidated is required.
* Suggested that a process like ballot resolution be used, with comments and their resolution in a form.
* Comments may be referred to the Sub-group for resolution.
* There may be holes in the content that also need to be referred to the Sub-groups for drafting.
* INCITS
* The WG Chair has had conversations about what permissions may be required from INCITS relating to P3400.
* The INCITS document is available on iMeet for consultation with permission from Annette Reilly. <https://ieee-sa.imeetcentral.com/p/aQAAAAAFAvGj>).
* Copyright permission would need to be sought for any text copied directly from the INCITS document to P3400.
* It isn’t clear at the moment if any permissions are required to use the INCITS list of terms as the starting point for the terms list in P3400 with terms added (and possible deletions) if the explanations and proposed alternatives are not identical to the INCITS Document.
* ACTION: WG Chair to consult relevant IEEE staff about required permissions.
1. **Future Meetings**
	1. 16 February 21.00 UTC (16h00 EST, 21h00 GMT, 07h00 + 1 AEST) to 23.00 UTC.
	2. 16 March 20.00 UTC (16h00 EDT, 20h00 GMT, 06h00 + 1 AEST) to 22.00 UTC.
	3. 20 April 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.00 UTC.
	4. 18 May 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.00 UTC.
2. **Adjourn.**

**The Chair adjourned the meeting at 22:20 UTC.**

**Attendees:**

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| Name | Affiliation |
| Kerry Blinco | Self |
| Clint Chaplin | Self |
| Brittany Chapman | Commonwealth Associates, Inc. |
| Shi Baw Chng | BAWMAN LLC |
| Stacey Della Valle | Nokia |
| Austin Johnson | Eaton Corporation |
| Steve Klecker | MidAmerican |
| David Michel | Self |
| Anette Reilly  | Myself |
| Robby Robson | Eduworks Corporation |
| Sam Sambasivan | AT&T |
| Heribert Schorn | Institute for International Product Safety GmbH |
| Laura Schweitz | Turc Inc |
| Don Wright | Apple |