**IEEE P3400 Working Group Meeting
Approved Minutes
20 April 2023**

**2100 – 2217UTC
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**

The date presenter for Item 7, the Technical Editor’s report was amended to Robby Robson.

Moved by Don Wright, seconded by Clint Chaplin that the amended agenda be approved.

The amended agenda was approved by unanimous consent.

1. **Approval of the 16 February Meeting Minutes.**

The minutes of the 16 February Meeting were reviewed.

Moved by Heribert Schorn, seconded by Brittany Chapman that the minutes be approved.

The minutes were 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. **Review of Standards and Voting Processes Robby Robson (WG Chair)**

**6.1 Working Group process.**

* Current task of the WG is to develop the consensus draft standard that the WG is prepared to submit for Standards Association Ballot.
* Comments on the WG drafts are collected from the WG. There will be a process to review and resolve comments from the WG.
* It is important to make comments as early in the process as possible. Whilst it is possible to make comments during the SA ballot, there are constraints on what comments can be made after the first ballot (i.e. generally subsequent ballots do not allow comments to be made on text that has not changed since the earlier circulations).
* During the WG process, comments are resolved by consensus if possible.
* At the stage of the process, if a comment on one section has an impact on other sections, these should be included. The goal is to have the best possible draft to submit to the SA Ballot.
* If it is necessary to resolve anything by vote, only Voting Members can vote.
* To **obtain Membership** of the you must attend a meeting of the WG and request Membership of the WG from the WG Chair.
* To **attain (and retain) Voting Membership** you must attend 2 of the last 4 WG meetings.
* Current Membership Status is updated in the Membership Roster after each WG Meeting on iMeet. <https://ieee-sa.imeetcentral.com/p/aQAAAAAE9hVg>

**6.2 Standards Association Ballot. (SA Ballot)**

* Once the WG has agreed the draft standard is ready for SA Balloting, there are approvals required outside the WG before the draft standard can be balloted. These include Mandatory Editorial Coordination, where the draft standard is checked for compliance with the IEEE Style Manual and Copyright compliance.
* The SA Ballot process is a formal process.
* The SA Ballot is undertaken by a ballot group. Individuals who have registered and interest in a project in MyProject automatically receive an invitation to join the ballot group. The invitation can also be issued through the mail reflector. You can join the ballot group if you did not receive an invitation via MyProject.
* To join a ballot group you must have an IEEE account and be a member of the IEEE Standards Association or pay a per-ballot fee. (<https://standards-support.ieee.org/hc/en-us/articles/4413187340692-Pay-to-Join-a-Single-Ballot-Individual-and-Entity-Balloting-> The fee needs to be paid before the closing date of the ballot **invitation**.
* Members of the ballot group have the opportunity to make comments on the draft standard and vote whether to approve the draft standard. Comments may be editorial, general, or technical.
* Comments should include an actionable statement of what needs to be done to resolve your comment.
* Comments submitted through the ballot are addressed through a formal comment resolution process. The comments are reviewed by the Comment Resolution Group which may be the full WG or a sub-group of the WG. Some comments will be directed to the whole group, whilst others may be directed to the Sub-Group Chairs for review.
* Comments are looked at one by one and are given one of three designations: accepted, revised, or rejected. Revised or rejected designations require a disposition comment.
* If the comment resolution process results in technical changes to the draft, the ballot is reissued. Comments can only be made on changes since the last ballot.
* After the draft standard has been approved by the ballot group, the standard is submitted to RevCom which issues a recommendation to the Standards Board that the standard is ratified or denied. RevCom checks that all the IEEE SA procedures were followed.

ACTION: The leadership to provide additional information about the comment resolution process to the WG prior to initiating the ballot process. Note: The IEEE SA Balloting and Comment Resolution Process Guidelines <https://standards.ieee.org/wp-content/uploads/import/governance/revcom/guidelines.pdf> provides assistance in preparing comment resolutions.

Note: information about the Standards development process is available from the IEEE SA Website – see https://standards.ieee.org/develop/

1. **Technical Editors Report Robby Robson (WG Chair) on behalf of Annette Reilly**

7.1 Annette Reilly (Technical Editor) provided the following documents for the meeting in iMeet:

1. Slides from the IEEE SA Webinar held on 18 April. Slide 16 onwards is a summary of the draft standard. <https://ieee-sa.imeetcentral.com/p/aQAAAAAFCZtP>
2. The latest draft of the standard. <https://ieee-sa.imeetcentral.com/p/aQAAAAAFCVT4>
3. The spreadsheet for submitting comments. <https://ieee-sa.imeetcentral.com/p/aQAAAAAFCU9R>
* Download the commenting template.
* Create a copy of the files replacing Myname with the commentors name.
* Upload the completed commenting spreadsheet to the initial working draft folder <https://ieee-sa.imeetcentral.com/p3400/folder/WzIwLDE2MzQ5NjMxXQ/>

**7.2** Robby Robson (WG Chair) walked through the draft standard, explaining what parts of the content contain boiler plate text from the IEEE template.

7.3 Next steps:

* The next step is to obtain an initial round of comments from the WG, focusing on substantive comments.
* It was noted that some of the sections are significantly different to the submissions by the Sub-groups. It was suggested that it may be more efficient for some Sub-groups to meet with Annette to discuss the purpose of the changes prior to submitting their comments.
* The Processes Sub-group suggested Annette join their scheduled meeting on Thursday 4 May 4.00 pm EDT.
* The Principles Sub-group invited Annette to join their scheduled meeting on Friday 5 May 8.00 am EDT.
* Whilst the preferred form of submission of comments is to use the template spreadsheet, if a large amount of editing is required, an edited (with change markers) and commented document may be submitted.
* The target date for this round of comments is Friday 12 May 2023.
* The Sources and Definitions Sub-group chair will review the draft to identify any additional terms which require definitions.
* The Editor will be requested to provide a collated set of comments for the 18 May meeting (if possible). It is unlikely that a new draft can be ready for the meeting.
* It was noted that a different format to the commenting spreadsheet for this round will be required for any formal comment resolution process undertaken by the WG.
1. **Future Meetings**
	1. 18 May 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.00 UTC.
	2. 15 June 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
	3. 20 July 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
	4. 18 August 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
2. **Adjourn.**

**The Chair adjourned the meeting at 22:17 UTC.**

**Attendees:**

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| Name | Affiliation |
| Ruby Annette | Self |
| Kerry Blinco | Self |
| Clint Chaplin | Self |
| Brittany Chapman | Commonwealth Associates |
| Shi Baw Chng | BAWMAN LLC |
| Stacey Della Valle | Nokia |
| Jodi Haasz | IEEE Staff |
| Marek Hajduczenia | Charter Communications |
| Edward Harrison | Anritsu |
| Austin Johnson | Eaton Corporation |
| Steve Klecker | MidAmerican |
| Mallory Knodel | Center for Democracy & Technology |
| Joseph Levy | Interdigital |
| David Michel | Self |
| Robby Robson | Eduworks Corporation |
| Heribert Schorn | Institute for International Product Safety GmbH |
| Laura Schweitz | Turck |
| Caroline Treuthardt | UL Standards & Engagement |
| Don Wright  | Apple |