**IEEE P3400 Working Group Meeting
Approved Minutes
18 May 2023**

**2100 – 2218UTC
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**

Moved by Don Wright, seconded by Baw Chng that the agenda be approved.

The agenda was approved by unanimous consent.

1. **Approval of the 20 April Meeting Minutes.**

The minutes of the 20 April Meeting were reviewed.

Moved by Marek Hajduczenia, 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. **Technical Editor’s report – Annette Reilly**
	* The draft was made available before the April Meeting.
	* The invitation to comment on the draft was extended until 17 May.
	* 5 sets of comments on the comments template and one copy of the draft with extensive comments were submitte.
	* The spreadsheet comments have been consolidated on to a single spreadsheet with suggested resolutions.
	* The number of comments was reasonably low for a first draft. Many of the comments were editorial.
	* Generally the consensus is that there is a draft that we can move forward with, with some adjustments. None of the comments suggested major changes that would require starting over.
	* The Technical Editor will work with the Comment Resolution Group to agree on resolution of comments and bring these back to the June WG meeting for to approve sending the standard to ballot and Mandatory Editorial Coordination.
	* The attention of everyone who reviewed the draft and especially those who submitted comments is appreciated.
	* The consolidated comments spread sheet was briefly reviewed.
	* Need further consultation with other standards groups about the recommended replacements for master slave and, and master clock or grandmaster clock and slave clock.
	* The draft needs to be reviewed for compliance with its own recommendations.
	* Formatting and style will be reviewed – this level of proof reading is not often done on a first draft.
2. **Formation of Comment Resolution Group (CRG)**

Note: The Comment Resolution Group will resolve comments on the WG Draft. A separate resolution group will be established to resolve comments received during the balloting process.

* + The (CRG) should aim to complete the comment resolution process by the end of May in order for documentation to be circulated prior to the June WG meeting.
	+ The composition of the CRG was discussed.
	+ The WG agreed that the CRG should be 5-7 people.
	+ The WG agreed that the Sub-group Chairs or their nominated delegates should be members of the CRG.
	+ The WG agreed that members of the CRG should be voting members of the WG. The Sub-group Chairs may also wish to ask other members of their Sub-Group if they wish to participate in the CRG.
	+ WG Chair and Secretary to contact the Sub-group Chairs.
	+ The Technical Editor (Annette Reilly) will chair the CRG.
	+ If other members of the WG would like to participate in the CRG they should contact the Technical Editor.
	+ Members of the CRG will need to prepare well for the CRG Meetings.
	+ Aim is to have the CRG Members agreed by the end of this week.
1. **Balloting Process**

Working Group Chair, Robby Robson noted:

* Once the standard is ready for balloting, it requires Standards Committee approval. This WG is under the Strategic and Emerging Standards Committee (SESCom) which is a subcommittee of the Standards and Standards Innovation, Strategic Management and Delivery Committee (S&SI SMDC), which is a subcommittee of the Board of Governors (BOG).
* The Mandatory Editorial Coordination process is where the draft standard is reviewed for compliance with the IEEE Style Manual and Copyright policies.
* 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.
* To join a ballot group you must have a free 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**.
* There is an opportunity to make further comments during the initial 30-day balloting period.
* It is important to make comments in the first round of balloting. If the standard is re-balloted, comments can only be made on changes made as a result of the previous ballot comments.
* Review by external organisations requires a draft sharing agreement. Only individuals may participate in Balloting.
1. **Future Meetings**
* The WG agreed to postpone the June WG meeting to 22 June, due to conflicts with other meetings by a number of members of the WG.
* The Secretary to make the necessary changes to the Calendars and distribute advance notice to the listserves.
* There is no requirement for further Sub-group meetings.
	1. 22 June 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.

Meetings from this date to be agreed depending on progress – scheduled dates are:

* 1. 20 July 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
	2. 18 August 20.00 UTC (16h00 EDT, 21h00 BST, 06h00 + 1 AEST) to 22.30 UTC.
1. **Adjourn.**

**The Chair adjourned the meeting at 22:18 UTC.**

**Attendees:**

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| Name | Affiliation |
| Ruby Annette | Self |
| Kerry Blinco | Self |
| Baw Chng | BAWMAN LLC |
| Stacey Della Valle | Nokia |
| Jodi Haasz | IEEE Staff |
| Marek Hajduczenia | Charter Communications |
| Steve Klecker | MidAmerican |
| Mallory Knodel | Center for Democracy & Technology |
| David Michel | Self |
| Robby Robson | Eduworks Corporation |
| Laura Schweitz | Turck |
| Caroline Treuthardt | UL Standards & Engagement |
| Don Wright  | Apple |