**IEEE P3400 Working Group Meeting
Approved Minutes
22 June 2023**

**2010 – 2156 UTC
Remote by Webex**

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

1. **Call to Order**

The meeting was called to order at 20.10 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 Clint Chaplin, seconded by Don Wright that the agenda be approved.

The agenda was approved by unanimous consent.

1. **Approval of the 18 May Meeting Minutes.**

The minutes of the 18 May Meeting were reviewed.

Moved by Don Wright, seconded by Clint Chaplin 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**
	1. Disposition of comments on Draft Standard:
* The Editor prepare a consolidated spreadsheet of comments made on the draft.
* The Comment Resolution Group met to review and finalise disposition of THE comments.
* One set of comments was inadvertently missed. These comments were subsequently included and reviewed.
* No further comments have been added to iMeet.
* The consolidated comment spreadsheet with proposed dispositions was reviewed at the meeting. Comments that were rejected were reviewed in detail.
* The WG agreed 2 (two) additional modifications to the comments disposition:
	+ Spreadsheet line 28 – Draft Clause 4.2 Line 27/28: Reword "and makes documents and communications accessible to the broadest possible audience" to "and increases accessibility to documents and communications accessible to the broadest possible audience."
	+ Spreadsheet line 32 - Clause 4.2 (d) Line 19: "sexual orientation" to be included among the items following "including" – “including age, physical or mental ability or disability, education, race, color, religion, gender, sexual orientation, sex, occupation, socio-economic status, caste, culture, ethnic origin, and national origin”.
* The amended Comments Disposition Spreadsheet is available on iMeet at <https://ieee-sa.imeetcentral.com/p/aQAAAAAFDBPj>
1. **Approval of Disposition of Comments**

Moved by Annette Reilly, seconded by Clint Chaplin that the P3400 Working Group accept the comment resolutions as amended in the meeting and recorded in these minutes.

The resolution was approved by unanimous consent.

1. **Review of P3400 Draft Standard**

The amendments agreed at the meeting were incorporated into the draft (D1.2 Version 4 dated 22 June 2023). The updated draft is available on iMeet at <https://ieee-sa.imeetcentral.com/p/aQAAAAAFDCHA>

No further comments were made on the draft.

1. **Standards Association Ballot**

Moved by Annette Reilly, seconded by Steve Klecker, that the P3400 Working Group approves the Draft P3400 Standard (D1.2 Version 4 dated 22 June 2023, and requests that the Strategic and Emerging Standards Committee (SESCom) approves sending the Draft P3400 Standard (D1.2 Version 4 dated 22 June 2023) to Standards Association Ballot.

The resolution was approved by unanimous consent.

1. **Balloting Process – Jodi Haasz**

A presentation on the IEEEE Balloting process was given, including details of how to join a balloting group in My Project. The slides are available on iMeet <https://ieee-sa.imeetcentral.com/p/aQAAAAAFDRZX>

1. **Next Steps**
	* The Technical Editor will send the Draft Standard for Mandatory Editorial Review.
	* The WG Chair will send the draft standard to SESCom for consideration at the July meeting.
	* The WG Chair will initiate formation of the Balloting Group in My Project.
	* WG Chair and IEEE staff (Jodi Haasz) to determine how widely the invitation to join the Balloting Group is distributed in My Project. To be distributed as widely as possible.
	* The WG Secretary to distribute the invitation to join the Balloting Group to the listserv groups.
	* The WG agreed to defer the formation of the Ballot Comment Resolution Group until after the Ballot is completed.
2. **Future Meetings**

The WG agreed that the next meeting would be after the ballot is completed, unless the SESCom approval or Mandatory Editorial Coordination raises issues which need to be addressed by the WG.

The next meeting is likely to be in August or September 2023.

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

**The Chair adjourned the meeting at 21:56 UTC.**

**Attendees:**

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| Name | Affiliation |
| Ruby Annette | Self |
| Tim Baggett | Microchip Technology Inc |
| Kerry Blinco | Self |
| Clint Chaplin | Self |
| Brittany Chapman | Commonwealth Associates, Inc. |
| Jodi Haasz | IEEE Staff |
| Ashlie Hocking | Dependable Computing |
| Austin Johnson | Eaton |
| Steve Klecker | Self |
| Mallory Knodel | Center for Democracy & Technology |
| David Michel | Self |
| Annette Reilly | Self |
| Robby Robson | Eduworks Corporation |
| Sylvia Rodrigues | Huawei |
| Heribert Schorn | Institute for International Product Safety GmbH |
| Don Wright  | Apple |