IEEE P4006 Working Group
Kick-off Meeting Minutes
14 June 2021
WG Chair: Roger Oliva
WG Secretary: Paolo de Matthaeis

1. Call to Order
   a. WG Chair Roger Oliva called the meeting to order at 10:05AM (EDT). He made his opening remarks including:
      i. The announcement that the meeting is being recorded but only to assist in preparing the minutes and the recording will be destroyed afterwards (per IEEE policy).

      ii. Roll Call and Affiliation

   b. The Chair invited everyone to provide name, disclose their affiliation(s) and indicate their intention of becoming a WG member or not.

   c. There was a total of 22 participants in attendance. 21 indicated interest in becoming a WG member and received immediate voting rights.

Meeting participants:

<table>
<thead>
<tr>
<th>Roger Oliva (European Space Agency)</th>
<th>Adrian Camps (Universitat Politecnica de Catalunya and IEEC/CTE-UPC)</th>
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<tr>
<td>Nairit Barkataki (Gauhati University)</td>
<td>Leland Pierce (The University of Michigan)</td>
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<td>Tobias Bollian (DLR)</td>
<td>Mark Andrews (Ohio State University)</td>
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<td>Kaushal Buch (Giant Metrewave Radio Telescope, NCRA-TIFR)</td>
<td>Paolo de Matthaeis (IEEE GRSS)</td>
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<td>Adrián Pérez-Portero (Universitat Politècnica de Catalunya)</td>
<td>Stephen English (ECMWF)</td>
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<td>Yan Huang (Southeast University)</td>
<td>Beau Backus (NOAA/NESDIS, JHU APL)</td>
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<td>Ryo Natsuaki (The University of Tokyo)</td>
<td>Alvaro Llorente (European Space Agency)</td>
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<td>Raúl Díez-García (European Space Agency)</td>
<td>Yan Soldo (European Space Agency)</td>
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<td>Thomas von Deak (NOAA-NESDIS)</td>
<td>Jorge Querol (IEEE GRSS and SPS)</td>
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<td>Flávio Jorge (ESA)</td>
<td>Mingliang Tao (Northwestern Polytechnical University)</td>
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<td>Hui Lu (Tsinghua University)</td>
<td>Hugh Roarty (IEEE)</td>
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<td>Vanessa Lalitte (IEEE SA - Staff)</td>
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Approval of Agenda

d. The WG Chair called for motion to approve the agenda
   i. Beau Backus made the motion to approve the agenda.
   ii. Leland Pierce seconded the motion.
   iii. The motion passed without opposition.

2. Review and Approval of Working Group Policies and Procedures (WG P&P)
   a. Vanessa Lalitte gave a high-level overview of certain clauses of the Policies and Procedures which was made available to the participants prior to the kick-off mtg for their review.
      i. Clauses 3 & 3.1 – WG Officers and their appointment
      ii. Clause 4 – WG Membership
      iii. Clause 5 – Subgroup Formation
   b. The Chair called for a motion to approve the WG P&P.
      i. Beau Backus made the motion to approve the WG P&P.
      ii. Tom von Deak seconded the motion.
      iii. The motion passed without opposition.

3. Establishment of WG Officers
   a. The WG Chair advised that per the WG P&P, as Chair, he gets to appoint the remaining WG Officers. He introduced Tom von Deak and Paolo de Matthaeis for the positions of WG Vice-Chair and Secretary, respectively.
      i. He explained that the position of Treasurer is not needed at this time.
   b. The Chair called for a motion to accept the appointments of Tom von Deak and Paolo de Matthaeis for the positions of WG Vice-Chair and Secretary, respectively.
      i. Beau Backus made the motion to accept the appointment of the Vice-Chair and Secretary.
      ii. Nairit Barkataki seconded the motion.
      iii. The motion passed without opposition.

4. IEEE SA Patent & Copyright Policies
   a. The WG Chair made a call for potentially essential patents.
      i. Adriano Camps mentioned a potential (but unlikely) conflict and Vanessa Lalitte proposed to look into it offline.
   b. The copyright policy was presented. There were no questions or concerns
5. Standards Development Process
   a. Vanessa Lalitte presented an overview of the IEEE SA Standards Development Process, from the PAR formation to the standard publication and maintenance. The presentation can be found in the WG Kick-off Mtg folder in the iMeet Central workspace.

6. Technical Discussion
   a. Roger Oliva reviewed the P4006. There are no questions.
   b. Tom von Deak presented some slides to introduce the goal of the standard.
   c. Nairit Barkataki asked whether ground penetrating radar would be included in the work. Tom von Deak responded that only space-based systems are considered in P4006 and any terrestrial or oceanographic radar cannot be included. Roger Oliva noted that a change to the PAR could be made but would need to be discussed and approved.
   d. Roger Oliva opened the floor to discussion and comments.
   e. Yan Soldo noted that at some frequencies such as L-band there is some information already available but that also depends on the particular system and application.
   f. Stephen English stressed the challenge of different languages spoken by different communities affected by RFI and the need for the standard to resolve that.
   g. Mark Andrews suggested some parameters to characterize the RFI, such as statistics in time and the maximum expected RFI.
   h. Raúl Díez-García raised the point of the dependence of the RFI on the angle of observation.
   i. Beau Backus made a comment on the definition of interference, classifying it as very obvious, negligible and insidious when it is undetectable but still affecting the measurements.
   j. Tom von Deak also noted the possibility of analyzing past measurements looking for previously missed RFI with better tools not practical in real or near-real time processing.
   k. Hugh Roarty commented and based on the discussion, he believed he can still participate and contribute to the development of the standard.

7. Way Forward
   a. Subgroup formation was discussed to handle the technical discussions and draft writing. It was agreed that more context was needed before the WG can form subgroups to draft the standard.
      i. The WG Chair appointed Tom von Deak to bring up the objective of a subgroup at the next WG meeting. Tom suggested to word the motion as “to form a subgroup to develop the subgroup charter for discussion at the next WG meeting”.
         1. Tom von Deak made the motion and Yan Soldo seconded the motion.
a. Beau Backus asked to clarify the scope of the subgroup, and as a result, the text of the motion is modified to, “to form a subgroup to develop the topics that the subgroups might pursue and their charters for discussion at the next WG meeting”.

b. No objections were made and the motion is approved.

ii. Tom proposed to have the work of the subgroup concluded by mid July.

8. Working Group eTools
   a. The WG Chair showed the WG website and asked if anyone would like to be webmaster. Nairit Barkataki volunteered and was appointed webmaster.

9. Future Meetings
   a. The WG decided to meet monthly for 1 hour on ET timezone.

10. Adjournment
    a. WG Chair adjourned the meeting at 12:24PM (EDT).
    b. Minutes submitted by Paolo de Matthaeis