

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

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:

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

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 Matthaëis 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 Matthaëis 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 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*