

IEEE P4006 Working Group
 Meeting Minutes
 13 JULY 2021
 WG Chair: Roger Oliva
 WG Secretary: Paolo de Matthaëis

1. Call to Order:

a. *The chair called to order at 10:06 AM (EDT) and welcomes everybody*

2. Roll Call and Affiliation

a. *The chair performed a roll call on participants affiliation. All participants provided their affiliation.*

b. *There was a total of 18 participants in attendance. 17 indicated interest in becoming or remaining a WG members and received immediate voting rights.*

Meeting participants:

Roger Oliva (Zenithal Blue technologies / ESA/IEEE)	Adriano Camps (Universitat Politècnica de Catalunya and IEEC/CTE-UPC)
Nairit Barkataki (Gauhati University)	Dazhen Gu (NIST)
Tobias Bollian (DLR)	Dan Kuester (NIST)
Kaushal Buch (Giant Metrewave Radio Telescope, NCRA-TIFR)	Paolo de Matthaëis (IEEE GRSS)
Adrián Pérez-Portero (Universitat Politècnica de Catalunya)	Priscilla Mohammed (Morgan State University, NASA)
Yan Huang (Southeast University)	Beau Backus (NOAA/NESDIS, JHU APL)
Ryo Natsuaki (The University of Tokyo)	Mingliang Tao (Northwestern Polytechnical University)
Hugh Roarty (IEEE)	Yan Soldo (European Space Agency)
Thomas von Deak (NOAA-NESDIS)	Vanessa Lalitte (IEEE SA - Staff)
Deepak Kumar (Amity University)	

3. Approval of agenda

a. *The WG Chair called for motion to approve the agenda*

i. *Beau Backus made the motion to approve the agenda.*

ii. *Hugh Roarty seconded the motion.*

iii. *The motion passed without opposition.*

4. Approval of previous meeting minutes

- a. *The WG secretary presented the minutes of the previous meeting.*
 - b. *The WG chair requested an editorial correction on the list of participants.*
 - c. *The WG Chair called for motion to approve the previous meeting minutes*
 - i. *Beau Backus made the motion to approve the agenda with the requested change.*
 - ii. *Tom von Deak seconded the motion.*
 - iii. *The motion passed without opposition.*
5. IEEE Patent Policy
- a. *WG Chair presented the IEEE slides and made a call for potentially essential patents; no one raised concerns for consideration*
6. IEEE Copyright Policy
- a. *The copyright policy was presented. There were no questions or concerns*
7. Technical Discussion
- a. *The WG chair requested the Charter SG chair for the outcome of their meeting.*
 - i. *The Charter SG chair presented the outcome of their meeting. Three Charter SG were proposed for approval: The charter SG; the Scope, Purpose and Definitions SG ; and the Outline of the Standard SG*
 - b. *The WG chair read the charter of the Charter SG. No changes were proposed.*
 - i. *The WG Chair called for motion to approve the Charter of the Charter SG*
 - ii. *Beau Backus made the motion to approve the Charter of the Charter SG*
 - iii. *Tom von Deak seconded the motion.*
 - iv. *The motion passed without opposition.*
 - c. *The WG chair reads the Charter of the Scope, Purpose and Definitions SG. No changes were proposed*
 - i. *The WG Chair called for motion to approve the Charter of the Scope, Purpose and Definitions SG*
 - ii. *Hugh Roarty made the motion to approve the Charter of the Scope, Purpose and Definitions SG*
 - iii. *Tobias Bollian seconded the motion.*
 - iv. *The motion passed without opposition.*
 - d. *The WG chair read the Charter of the Outline of the Standard SG. No changes were proposed*
 - i. *The WG Chair called for motion to approve the Charter of the Outline of the Standard SG*
 - ii. *Yan Soldo made the motion to approve the Charter of the Outline of the Standard SG*
 - iii. *Tom von Deak seconded the motion.*
 - iv. *The motion passed without opposition.*

- e. *The WG chair called for volunteers to cover positions of the new SG.
 - i. *Hugh Roarty volunteered to be the chair of the Scope, Purpose and definition SG.*
 - ii. *The WG chair appointed Hugh Roarty as chair of the Scope, Purpose and definition SG.*
 - iii. *Beau Backus volunteered to be the chair of the Outline of the Standard SG.*
 - iv. *The WG chair appointed Beau Backus to be the chair of the Outline of the Standard SG.**
 - f. *The WG chair opened the floor to other SG proposals. A SG to specifically look into databases for RFI and the satellite data was brought into consideration. It was the opinion of the group that this SG would likely come as a result of the Outline of the Standard SG and it was decided to consider it when the mentioned SG meet and will bring it up.*
 - g. *The WG chair asked the webmaster for the revision of the Website.
 - i. *The WG webmaster presented the status of the website. The WG and SG meeting links are included there. The WG webmaster asked if only the approved agenda and Minutes should be uploaded to the website.*
 - ii. *The WG project manager confirmed that only the approved agenda and Minutes should be appointed in the website.**
8. Open Issues
- a. *There were no open issues.*
9. New Business
- a. *The WG chair called for new business.*
 - b. *A clarification on whether RFI for on-ground radar sensors would be within the scope of this standard was brought up for discussion.
 - i. *The WG chair showed that the Scope of the project specifies RFI impact evaluations and monitoring of frequency bands allocated to space-based remote sensing. Including on-ground radars could be within the scope as long as these instruments fit this definition. Otherwise a change of scope would be needed and require a vote at the WG meeting and submit the PAR back for approval.*
 - ii. *Given that the meeting was over time, the WG chair suggested to postpone this discussion to the next WG meeting as Open Business. An action was open for Hugh Roarty to check which/whether the on-ground radars would fit in the space-based remote sensing bands PAR definition.**
10. Action items
- a. *AI-01: Hugh Roarty to check which/whether the on-ground radars would fit in the space-based remote sensing bands PAR definition. Deadline: WG meeting #3*
11. Next meeting--date and location
- a. *The WG chair suggested to have the next meeting in September. A Doodle poll will be sent to participants to identify a date.*

12. Adjournment

- a. *WG Chair adjourned the meeting at 11:20 AM EDT*
- b. *Minutes submitted by: Paolo de Matthaes*