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

1. Call to Order:

    a. *The chair called to order at 9:05 AM (EST) 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 14 members plus the IEEE SA Program Manager in attendance.*

    Meeting participants:

Roger Oliva (Zenithal Blue technologies / ESA / IEEE)	Paolo de Matthaeis (IEEE GRSS)
Ryo Natsuaki (The University of Tokyo)	Beau Backus (NOAA/NESDIS, JHU APL)
Nairit Barkataki (Gauhati University)	Tobias Bollian (DLR)
Kaushal Buch (Giant Metrewave Radio Telescope, NCRA-TIFR)	Raúl Díez-García (ESA)
Yan Huang (Southeast University)	Siri Jodha Khalsa (GRSS Standards Committee)
Deepak Kumar (Amity University)	Hui Lui (Tsinghua University)
Priscilla Mohammed (Morgan State University, NASA)	Mingliang Tao (Northwestern Polytechnical University)
Vanessa Lalitte (IEEE SA - Staff)	

3. Approval of agenda

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

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

        ii. *Deepak Kumar 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 and proposed a small editorial correction.*

    b. *The WG Chair called for motion to approve the previous meeting minutes with the editorial corection.*

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

        ii. *Raúl Díez-García seconded the motion.*

        iii. *The motion passed without opposition.*

5. IEEE Patent Policy

    a. *WG Chair presented the IEEE slides and made a 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

  7.1 Report of the Outline Subgroup

    a. *The WG chair requested the Standard Outline SG chair Beau Backus to report on the SG progress.*

    b. *The Standard Outline SG chair presented the draft Standard Outline document and thanks everyone who participated in the SG.*

    c. *The WG chair opened the floor to discussion on the Standard Outline document.*

    d. *There were no questions or discussion on the Standard Outline document.*

    e. *The WG chair called for motion to approve the Standard Outline document.*

    f. *Beau Backus made the motion to approve the Standard Outline as presented.*

    g. *Deepak Kumar seconded the motion.*

    h. *The motion passed without opposition.*

    i. *The work of the Standard Outline SG was completed.*

    j. *There were no other SG reports because no other SG had met since the previous WG meeting.*

  7.2 Discussion on future steps

    k. *The WG chair showed the 4-year standard development timeline introduced at the first WG meeting and commented on the status of the WG progress:*

        i. *development of the standard was proceeding according to the schedule and expected to be completed in 2022;*

        ii. *the work of Scope, Purpose and Definitions SG chaired by Raúl Díez-García is still ongoing.*

    l. *The WG chair asked the WG members for input on the development of a draft of the standard and the creation of a new SG for this purpose.*

        i. *Beau Backus showed the Standard Outline and noted that its various sections need to be filled out by a new SG tentatively identified as "Radio Frequency Interference" SG;*

        ii. *it is agreed that two SG would be necessary, with separate focus on passive and active systems;*

      iii. *Beau Backus notes that identifying the criteria for RFI definition and for RFI impact assessment would be the main task of the two subgroups and that an additional four to six months would be needed by another SG to complete the standard after these criteria have been identified.*

  m. *The WG chair formalized the text for the goals of the Active SG and Passive SG:*

      i. *Goal of the Active SG: Define the criteria for active sensor RFI and for RFI impact assessment (Standard Outline sections 5.2.2.1 and 5.2.2.2). Establish the process under which an RFI impact assessment can be provided and have this written in the above mentioned sections for active sensors. And to have this work completed in 4-6 months;*

      ii. *Goal of the Passive SG: Define the criteria for passive sensor RFI and for RFI impact assessment (Standard Outline sections 5.2.1.1, and 5.2.1.2). Establish the process under which an RFI impact assessment can be provided and have this written in the above mentioned sections for passive sensors. And to have this work completed in 4-6 months.*

  n. *Beau Backus made the motion to establish the Active SG and Passive SG.*

  o. *Tobias Bollian seconded the motion.*

  p. *The motion passed without opposition.*

  q. *The WG chair called for volunteers to chair the Active SG and Passive SG and asked anyone interested to contact him.*

8. Next meeting--date and location

  a. *The WG chair suggested to hold the next virtual meeting around January 24, 2022, and will send a confirmation of date and time.*

9. Adjournment

  a. *The WG Chair adjourned the meeting at 10:01 AM (EST)*
  b. *Minutes submitted by: Paolo de Matthaeis*