

IEEE P4006 Working Group
 Meeting Minutes
 11 OCTOBER 2022
 WG Chair: Roger Oliva
 WG Secretary: Ryo Natsuaki

1. Call to Order:

a. *The chair called to order at 10:02 (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 20 participants in attendance.*

Meeting participants:

Roger Oliva (Zenithal Blue technologies / ESA / IEEE)	Paolo de Matthaéis (IEEE GRSS)
Ryo Natsuaki (The University of Tokyo)	Nairit Barkataki (Gauhati University)
Tobias Bollian (DLR)	Kaushal Buch (GMRT, NCRA-TIFR)
Adriano Camps (Universitat Politecnica de Catalunya)	Raúl Díez-García (ESA)
Stephen English (ECMWF)	Dazhen Gu (National Institute of Standards and Technology)
Yan Huang (Southeast University)	Siri Jhoda Khalsa (retired)
Deepak Kumar (Amity University Uttar Pradesh)	Jiawang Li (Northwestern Polytechnical University)
Jiawei Liu (Northwestern Polytechnical University)	Yifei Liu (Northwestern Polytechnical University)
Hui Lu (Tsinghua University)	Priscilla Mohammed (Morgan State University)
Jia Su (Northwestern Polytechnical University)	Mingliang Tao (Northwestern Polytechnical University)

3. Approval of agenda

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

i. *Tobias Bollian 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.*
 - b. *The WG Chair called for motion to approve the previous meeting minutes as presented.*
 - i. *Raúl Díez-García made the motion to approve the agenda.*
 - ii. *Nairit Barkataki 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.*
 - b. *WG Chair presented the copyright policy as well. There was no question or comment.*
6. Technical Discussion
 - a. Raúl Díez-García showed a slide summarizing the output of the combined active/passive RFI subgroup and the outcome of the more extensive presentation that he gave in the previous WG meeting.
 - b. Raúl Díez-García shared the latest outline of the standard and explained some changes that he had made
 - c. It was agreed to focus the development of this text. The following points and actions were discussed:
 - i. The best tools to use for collaborating on writing the outline of the standard were found to be Overleaf and Google Docs. It was decided to use Google Docs since that is the platform with which most WG members are familiar.
 - ii. The first step will be to create a Google Docs document.
 - iii. The active and passive SG Chairs will then fill this document with material from their SG reports.
 - iv. Nairit Barkataki will share the link to the resulting outline with the WG members.
 - v. All WG members were encouraged to look at the document and provide comments.
 - d. Paolo reported on the outcome of the presentation of the GRSS information document on "Development of IEEE Standard for RFI Assessment in EESS Frequency Bands" at the Space Frequency Coordination Group (SFCG) meeting:
 - i. The contribution was well received and some interaction was proposed with the Coordination Group on Meteorological Satellites (CGMS) that was represented at at SFCG by its liaison Markus Dreis for the CGMS WGI Task Group on RFI Detection, Monitoring and Mapping.
 - ii. Tan introduction to the goal of the standard will tentatively be presented and discussed at the next meeting of this CGMS WGI Task Group.
7. Unfinished Business/Action Item Review

- a. None
- 8. New Business
 - a. None
- 9. Next meeting--date and location
 - a. *The WG chair suggested to hold the next virtual meeting later in 2022 or in early 2023 depending on the progress in the development of the outline of the standard.*
- 10. Adjournment
 - a. *The WG Chair called for a motion to end the meeting.*
 - b. *The motion passed without opposition. The WG Chair adjourned the meeting at 10:58 (EDT).*
 - c. *Minutes submitted by: Paolo de Matthaeis*