1. **Call to order and introductions**
   Secretary, Yukun Hao, called the tele-conference to order at 10:00 am. There was a round of introductions by all in attendance.

2. **Review and approval of the agenda**
   The agenda was reviewed, and Secretary, Yukun Hao, asked if there were any changes to be made. There were none.

   A motion was made (Chenhui Wang) and seconded (Bo Tang) to approve the agenda. In the absence of objection, the motion was approved.
## 3. WG Report

<table>
<thead>
<tr>
<th>WG</th>
<th>WG Officers</th>
<th>the status of Standard Draft/WG Meetings</th>
<th>Membership Roaster</th>
<th>relevant activities</th>
<th>future work plan</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>P3201</td>
<td>Chair: Manxiang Du (Wanxian) Vice Chair: - Secretary: Liyuan Feng (Hoopox1)</td>
<td>The working group plans to complete draft standards by the end of this year.</td>
<td>Voting members: 24 Observers: 2</td>
<td>-</td>
<td>The next online working group meeting is scheduled for March 28th</td>
<td>Chairman information needs to be updated in the system</td>
</tr>
<tr>
<td>P3202</td>
<td>Chair: Xin Tian (CESI) Vice Chair: - Secretary: Chao Li (sscenter)</td>
<td>Complete the draft of the standard.</td>
<td>Voting members: 17</td>
<td>-</td>
<td>The next standard meeting will be held in mid-April, and the standard content will be improved at the meeting.</td>
<td></td>
</tr>
<tr>
<td>P3203</td>
<td>Chair: Bo Jing (Baidu) Vice Chair: Wenting Chang (Ant) Secretary: Xiangjuan Jia (hyperchain)</td>
<td>Complete the Chinese version of the standard.</td>
<td>Voting members: 18</td>
<td>-</td>
<td>The English version of the standard will be completed in May.</td>
<td></td>
</tr>
<tr>
<td>P3204</td>
<td>Chair: Yuan Tan (onchain) Vice Chair: Quanqing Xu (Ant) Secretary: Chao Li (sscenter)</td>
<td>Six working Group meetings have been held. The draft Chinese version was completed</td>
<td>Voting members: 18</td>
<td>-</td>
<td>The English version of the standard will be completed in May.</td>
<td></td>
</tr>
<tr>
<td>P3205</td>
<td>Chair: Honglin Qiu (Ant) Vice Chair: Xiaohu Liu (Baidu) Secretary: Lu Zhang (hyperchain)</td>
<td>Complete the draft of the standard.</td>
<td>Voting members: 25 Observers: 1</td>
<td>-</td>
<td>WG Ballot is planned for May.</td>
<td></td>
</tr>
<tr>
<td>P3206</td>
<td>Chair: Lin Sun (CESI) Vice Chair: Liangliang Zhi (SGCC) Secretary: Dejun Huang (Changhong)</td>
<td>Thour working group meetings were held. Standardization objects and scope have been identified, and a standard outline and division of tasks have been formed.</td>
<td>Voting Member: 16 Non-voting members: 3 Observers: 4</td>
<td>-</td>
<td>The next working Group meeting is planned for March 30th</td>
<td></td>
</tr>
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</tr>
</tbody>
</table>
| P3207 (Haobo Ma) | Chair: Haobo Ma (Hoopox)  
Vice Chair: Tianchen Wang (Huochain)  
Secretary: Mengying Sun (Wanxian) | The working group meeting plan has been held for 4 times. The final draft will be formed in mid to late December and opinions will be solicited. | Voting Members: 8 | -                   | Complete RevCom Ballot by 2022.                                                  |                                                                      |
| P3208 (Chenhui Wang) | Chair: Chenhui Wang (CESI)  
Vice Chair: -  
Secretary: Nuqie Li (Changhong) | A framework for standard content has been developed.                                                   | Voting Members: 12  
Non-voting members: 3 | -                   | The draft standard is planned to be completed in Q3.                            | Chairman information needs to be updated in the system |
| P3209 (Yu Lang) | Chair: Yu Lang (Bytom)  
Vice Chair: Yuming Yuan (Huochain)  
Secretary: Mimi Deng (Changhong) | The draft has been formed.                                                                            | Voting Members: 10  
Non-voting members: 15 | -                   | Continue to update the draft. WG Ballot is planned for mid-April               |                                                                      |
| P3210 (Huaiacheng Huang) | Chair: Huaiacheng Huang (taiyiyn)  
Vice Chair: Heng Li (Elastos)  
Secretary: Jingqiu Gong (taiyiyn) | Group discussions have been completed in each chapter. The next step is to coordinate the content across chapters. | Voting Members: 28  
Non-voting members: 2 | -                   | Draft standards are planned for completion in June.                            | Standard normative training                                          |
| P3211 (Chenhui Wang) | Chair: Yu Lang (Bytom)  
Vice Chair: Yuming Yuan (Huochain)  
Secretary: Mimi Deng (Changhong) | Four working group meetings have been held to produce a standard outline.                          | Voting Members: 11  
Non-voting members: 5 | -                   | Draft standards are planned for completion in May.                             | Chairman information needs to be updated in the system               |
| P3212 (Lin Sun) | Chair: Wenheng Song (ZhongAn)  
Vice Chair: -  
Secretary: Liang Zhang (Fudan) | The Kick-off meeting has been held and the working group has established.                         | Voting Members: 9 | -                   | Working Group meeting on 24th March. Draft standards are planned for June.      |                                                                      |
| P3214 (Dong Zhang) | Chair: Dong Zhang (CESI)  
Vice Chair: Lipeng Xiang (5)  
Secretary: Jingzhi Zhang (Zheshang Bank) | Complete the Chinese version of the standard.                                                        | Voting members: 13  
Observers: 4 | -                   | The English version of the standard will be completed in May. WG Ballot start in June. |                                                                      |
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| P3215 (Qiao Jin) | Chair: Qiao Jin (NGD)  
Vice Chair: PeiyuZheng (hyperchain)  
Secretary: Zhiyong Xie (Inspur) | Complete the draft standard. | Voting members: 20 | -       | WG Ballot in April. |                                           |
| P3216 (Tingshan Liu) | Chair: Tingshan Liu (CESI)  
Vice Chair: Tao Sheng (kmust)  
Secretary: Haishui Yan | Complete the draft standard. | Voting members: 8 | -       | WG vote will be completed in May, draft standard will be submitted to SA in June. |                                           |
| P3217 (Fan Long) | Chair: Fan Long (Conflux Chain)  
Vice Chair: -  
Secretary: ChaoyiMao (CESI) | Complete the draft standard. | Voting members: 10  
Observers: 7 | -       | Next Working Group meeting on 24th March. |                                           |
| P3218 (Dong Wang) | Chair: Dong Wang (SGCC)  
Vice Chair: -  
Secretary: Mianchen Liu (CESI) | Complete the draft standard. | Voting members: 15  
Observers: 1 |       | Finish the draft and start WG voting in June. |                                           |
| P3219 (Bo Tang) | Chair: Bo Tang (Changhong)  
Vice Chair: Xing Wang (China mobile)  
Secretary: Yi Meng (Haier) | Complete the outline and division of labor. | Voting members: 20  
Observers 2 |       | Draft standards are planned for completion in December. |                                           |
| P3220 (Shichao Sun) | Chair: Shichao Sun (Taiyiyun) | Prepare the kick-off meeting. |       |       | The launch meeting is planned for July. |                                           |
4. **Liaison with ISO/TC 322 Sustainable finance**  
Scope: Standardization in the field of sustainable finance to integrate sustainability considerations including environmental, social and governance practices in the financing of economic activities.  
SECRETARIAT: BSI  
Committee Manager: Mr. Mike Henigan  
Chairperson (until end 2022): Mr. Peter Young  
ISO Technical Programme Manager [TPM]: Mr. Stefan Marinkovic  
ISO Editorial Manager [EM]: Ms Nicola Perou  
Creation date: 2018  

It is proposed that BDL establish a collaboration mechanism with ISO/TC 322. The contact person shall be appointed by the BDL Chair  

A motion was made (Huaichen Huang) and seconded (Bo Tang) to approve the proposal. In the absence of objection, the motion was approved.

5. **Plenary Session and P3200 series working Group meeting arrangement**  
Voting was conducted for online meetings in mid-April and offline meetings after the COVID-19 pandemic.  
Voting for online meetings in mid-April: 3218, 3209, 3211, 3216, 3217, 3207, 3212, 3205, 3220, 3206, 3202  
Voting for offline meetings after the COVID-19 pandemic: 3210, 3215, 3203, 3204  
Voting results: The plenary and P3200 series working Group meetings will be held online in mid-April.

6. **TB and EB will strengthen project approval review**  
It is proposed that if a single enterprise has 3 or more uncompleted standards, the new project will be reduced accordingly  
A motion was made (Huaichen Huang) and seconded (Bo Tang) to approve the proposal. In the absence of objection, the motion was approved.

7. **The modification of Policy&Procedure**  
In the P&P, it is proposed that the BDL Chair be elected by Committee instead of designated by the Computer Society. A motion was made (Dong Wang) and seconded (Huaichen Huang) to approve the proposal. In the absence of objection, the motion was approved.

 change ‘3.1 Appointment of Officers’ as:  

3.1 Election of Officers  
Chair elected and Chair appoints others officers  
There shall be an every fourth year vote of the Sponsor to elect the Chair. After election, the Sponsor Chair shall appoint other officers. The officers shall include a Vice-Chair, Treasurer, and Secretary Offices, and may also include other officers.
The Sponsor Chair shall appoint an Elections Administrator whose function is to gather nominations and conduct an election. The Elections Administrator shall not be a nominee in the election.

Voting members shall nominate to the Elections Administrator one or more voting members for the Chair to be filled at the election. Nominees shall be eligible to hold the position, if and when he/she are elected (see Clause 3.0). Upon written notification, the nominee shall, within 14 calendar days, indicate acceptance or rejection of the nomination. If no nomination is received or accepted, the chair may serve until a successor is appointed.

The Elections Administrator shall prepare and conduct the election by letter or electronic ballot. Voting will conclude in a time determined by the Sponsor, but no less than 14 calendar days. Each voting member shall cast a single election ballot. Within the ballot, the voting member may vote for multiple nominees for each office with the limit of one vote per nominee.

The nominee with the greatest number of approval votes shall win the election, provided ballots are returned by a majority of the eligible voters for that election.

The term of office for each officer shall be four years, but an officer may serve until a successor is appointed.

8. IEEE SA staff report from Meng Zhao

Note1: From June 1st, 2022, the new chair, vice chair and secretary will attend the standard training. It is recommended that existing team officers also attend the training.
Note2: Participants behavior needs to be supplemented in the working group meeting
Note3: the IEEE SA Contributor Collection system needs to come online
Note4: Start workgroup audit. Workgroups need to submit their latest Roster to Standard Manager. WG audit requirements include website and document center updates, meeting notices sent in advance, meeting agenda completed on time, chair chairing meetings, etc.

9. Date of Next Meeting
The next meeting of Working Group Chair will take place on or close to 17th June 2022.

10. Adjournment
There being no further business, the meeting was adjourned at 11:05 am.