

Structure & Operation

IEEE Synthetic Aperture Radiometry Working Group Kick-Off

March 02, 2023

Congratulations! We are approved as a working group. Now the work begins.

Working Group (WG) Structure & Purpose

- **Structure: Membership in WG open to all**
 - **Voting members must:**
 - Be members of IEEE Standards Association
 - Have attended at least 2 of last 4 previous meetings of the WG
 - **WG Officers**
 - Chair: Brian Sequeira
 - Vice-Chair: Corina Nafornta
 - Secretary: Alexandra (Aly) Artusio-Glimpse (temporary)
- **Purpose: Develop a document on Synthetic Aperture Radiometry to be published by IEEE as a widely welcomed Recommended Practices product.**

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In this slide, we address the structure and purpose of the working group (WG).

Membership in the working group is open to all attendees regardless of professional society affiliation. This is in keeping with IEEE-SAS that documents are products of consensus of as large and diverse a community as possible. However, a voting member must be a member of the IEEE Standards Association and must have attended at least two of the last four meetings prior to the one where voting is exercised.

As required by IEEE-SA, each WG must have a chair, vice-chair, and secretary. Brian Sequeira is chair, Corina Nafornta is vice-chair, and Aly is temporarily our secretary. We need a volunteer to serve as secretary for the WG.

The purpose of the WG is to craft for the Synthetic Aperture community at large and the Synthetic Aperture Radiometry community in particular, a Recommended Practices document that is widely welcomed and embraced by both communities. All other considerations are subservient to this stated purpose.

Operation of Working Group (WG)

- Meetings observe strict formality in regards to quorum, agenda, & minutes
 - Quorum must be satisfied for all transactions that require voting
 - Agenda must be available to known members one week prior to meeting
 - Minutes must be taken at each meeting and read & approved at following meeting
- Call for patents and call for copyrights by chair at start of each meeting
- Contributions to recommended practice comes from members
 - No contributions from or by the chair to prevent perception of bias and dominance and to preserve neutrality.
- Acceptance of contribution(s) through formal vote by members
 - No vote by chair except in special circumstances (making/breaking tie)
 - Goal is to accept contribution by 75% of vote
 - Only members of IEEE-SA are entitled to vote
- Writing of draft recommended practice shall follow IEEE-SA style guide

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Working group proceedings are more formal than study group's. Meeting must meet quorum requirements of voting members. Agenda & minutes and approvals of them are more formal.

An important change is contributions, which must come from members (voting and non-voting) and not from the chair. This is to prevent perception of bias or dominance and to ensure that the chair is neutral in all matters relating to contributions.

The chair will issue separate calls for patents and copyrights pertaining to all offered contributions. Chair will provide form letters to contributors to fill out regarding the intent and scope of proposed use of patented or copyright material in the Recommended Practices document.

Acceptance of contributions into the recommended practice is by vote from all eligible members. The chair does not vote except in special circumstances: to break a tie or make a tie. The goal is that each contribution gains approval by 75% of the vote.

Once a contribution is accepted, it is incorporated into the draft in several places as specified in the style guide. Members are urged to consult the style guide both for adherence to the style and to become knowledgeable about the review process.

Contributions

- A contribution can be made by any member (attendee). A contribution is
 - An original, i.e., not previously published, work by the contributor. The work is a written description in any form and format, or software in open source form (per PAR #3339).
 - IEEE co-owns copyright to all contributions
 - An excerpt drawn either verbatim or paraphrased from a previously published source (either copyrighted or patented).
 - Requires permission from all owners of the copyright or intellectual property (IP)
 - Contributor must provide contact information of all owners (authors/publisher for copyright, inventors/assignees for patents) of the source from which excerpt is drawn.
 - IEEE sends permission letters to all owners identified by contributor. Acceptance of contribution by vote occurs only after permission is granted by owners to use their material for the stated purpose.

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What is a contribution? A contribution can either be an original piece of work submitted by the contributor, or an excerpted piece of previously published or patented work by individuals or organizations other than the contributor. IEEE co-owns copyright to all contributions, which makes it necessary to obtain permission from the original owners of the work to use excerpted pieces of their work in the Recommended Practices document. As mentioned previously, the contributor participates in the process of securing that approval by entering in a permission letter, the names and addresses of the individual(s)/organization(s) from whom permission is being sought, as well as the proposed excerpt that is being considered for incorporation into the Recommended Practices document. Voting for acceptance of a contribution occurs only after permission for its use has been granted by its owners

Acceptance of Contributions

- Acceptance of a contribution requires
 - Written approval from all owners of the IP from which the contribution is extracted.
 - Quorum satisfied by eligible voting members.
 - Approval by $\frac{2}{3}$ rd or higher of voting members.

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Acceptance of any contribution for incorporation into the Recommended Practices document requires written approval from the originators and owners/assignees of the work. In the case of original work by the contributor, a copyright transfer form or similar device suffices. It also requires that a vote be taken at a meeting that satisfies quorum among voting members and at least 2/3 of those members favor its acceptance.

Insertion of Contribution in Recommended Practices Document

- Following acceptance, contributor suggests place(s) to insert contribution in Recommended Practices document
 - Highly advisable to read the IEEE-SA style guide and PAR #3339

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Following acceptance, the contributor is invited to insert the contribution or fragments thereof at multiple places of the Recommended Practices document as mandated by the style guide. The document is reviewed by several IEEE individuals who are NOT WG members, so, it is highly advisable to comply with formatting and layout requirements, and with the approved PAR.

Tracking Contributions

- Time lapse between excerpted submission and its approval to use may span several meetings so we need a durable tracking system.
- One possible tracking system is to create an identifier by appending a sequence number to contributor's name: e.g., Gilb02, to associate with a contribution.
 - Put this identifier as reference in all permission letters and responses.
 - Name contribution by this identifier in agenda for vote when approval is in hand.
 - Notify contributor if no response received
 - Record acceptance/rejection of contribution by this identifier after vote.

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Time lapse between a submission that involves excerpted material from sources other than the contributor, and approval by said sources to use of their material may span several meetings. A durable tracking system is needed to mitigate delays or lack of timely responses by those sources and assure that voting occurs only on contributions for which approval to use has been received.

One possible scheme is to assign to every contribution a character string that concatenates the contributors name with a serial number that signifies the contribution made by that individual. An example is Gilb02 which signifies the 2nd contribution made by James Gilb. This string tracks that contribution and is included in all transactions concerning it: permission letter, approval responses, agenda notifications, voting, and dispositions.

WG Policies & Practices

- To prevent member dissatisfaction the WG should have a policy on whose names appear in the final published document.
 - Member whose attendance at meetings was poor?
 - Member who violated IEEE code of Ethics or Behavior?
 - Member who did not make a contribution except when barred by IEEE policy from doing so?
 - Member who did not make an accepted contribution?
 - Member who attended poorly but made significant contributions to the Recommended Practices document?
- WG should have a procedure for how to handle the situation where a contributor offers work of another member of the WG
- Policies to enlarge WG participation?
- Other policies?
- Motion: Propose a 3-person committee led by James Gilb to address these policies and present recommendations to the WG for approval. James has latitude to select among volunteers for this committee.

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In past standards committees in which I served, divisiveness has arisen among members regarding whose names appear on the final published document and in what order. IEEE has prescribed criteria regarding attendance and code of ethics and behavior, but none regarding contributions. One source of division arises between those who contribute and those who do not. Another between those whose contributions are accepted and those whose contributions are not. How do we treat an individual who attended poorly but who contributed significantly to the document? Should fulfillment of our purpose in this case take a back seat to attendance?

How do we handle a case where a contributor offers an excerpt that is drawn from the work of another member of the WG?

Are there policies that would enlarge WG participation?

Are there any other policies that we should enact?

To handle these questions, I propose a motion that James Gilb lead a 3-person committee to address these policies and present recommendations to the WG for approval. The WG grants James Gilb the latitude to select among volunteers for this committee.