

**IEEE SA Standards Board (SASB) Meeting Minutes  
27 February 2023  
Teleconference/Webex  
1:00 p.m. – 2:30 p.m. UTC**

**Attendees**

**Chair:**

David Law

**Past Chair:**

Gary Hoffman

**Secretary:**

Konstantinos Karachalios

**Members:**

Sara Biyabani

Ted Burse

Doug Edwards

Ramy Fathy

Yousef Kimiagar

Thomas Koshy

John Kulick

Joseph Levy

Howard Li

Johnny Lin

Gui Liu

Xiaohui Liu

Kevin Lu

Daleep Mohla

Andrew Myles

Paul Nikolich

Annette Reilly

Robby Robson

Lei Wang

Keith Waters

Karl Weber

Philip Winston

**Members Absent:**

Guido Hiertz  
Don Wright

Joe Koepfinger, Member Emeritus

**IEEE Staff:**

Madhu Bibikar  
Kim Breitfelder  
Matthew Ceglia  
Rob Craig  
Yvette Ho Sang  
Soo Kim  
Karen McCabe  
Dave Ringle, Recording Secretary  
Lisa Weisser

**IEEE Outside Legal Counsel:**

Claire Topp – Dorsey & Whitney LLP

**Guests:**

Yu Yuan

[NOTE: Some presentations are available to SASB Members in the IEEE SA [Standards Board document repository](#), in the Files & Discussions area, in the February 2023 folder.]

**1 Call to Order**

SASB Chair David Law called the meeting to order at 1:03 p.m. UTC.

Chair Law reviewed the meeting protocol.

**2 Introductions**

There was a round of introductions by all present. It was noted that the meeting was quorate.

**3 Approval of [Agenda](#)**

There was a motion to approve the agenda. In the absence of objection, the motion was approved by unanimous consent.

#### **4 IEEE SA Required Training**

##### **4.1 [Update](#)**

Chair Law reported.

There was significant discussion.

##### **4.2 Proposed Motion**

**There was a motion to approve the following changes to the *IEEE SA Standards Board Operations Manual* with an implementation date of 01 March 2023. In the absence of objection, the motion was approved.**

##### **5.1.1 Responsibilities of the Standards Committee**

The Standards Committee shall be responsible for the development and coordination of the standards project, and for supervising the standards project from inception to completion. The Standards Committee also shall be responsible for the maintenance of standards after their approval by the IEEE SA Standards Board. As part of this responsibility, each Standards Committee shall operate in accordance with a written set of policies and procedures (P & P) that have been accepted by the IEEE SA Standards Board. Such P & P shall not be in conflict with the *IEEE SA Standards Board Operations Manual*. Standards Committees should note that there are model operating procedures (e.g., individual, entity, etc.) available for use by the Standards Committee. All Standards Committee Officers shall successfully complete i) the IEEE SA Standards Working Group Chair Fundamentals training and ii) the Understanding IEEE SA's Antitrust, Competition, and Commercial Terms Policies all training as required by the IEEE SA Standards Board for Standards Committee Officers prior to or within 60 days of appointment, or as assigned.

If a Standards Committee's P & P has been in force for five years and the Standards Committee determines that its standards activities should remain active, the Standards Committee shall submit its P & P, or an extension request, to the AudCom Administrator. AudCom will make a recommendation to the IEEE SA Standards Board whether or not to accept its P & P or the extension. An extension request may be granted for one or more years.

If the Standards Committee does not submit its Standards Committee P & P or an extension request, and the P & P has reached the deadline authorized in the P & P approval letter or a previous extension approval letter, the Standards Committee P & P shall be subject to administrative withdrawal.

In the case of a Standards Committee that is a committee of an IEEE Society, the Society may develop a common set of P & P for standards development that is applicable to all Standards Committees in that Society. Individual Standards Committees within the Society may have specific P & Ps in addition, but these shall not be in conflict with the Society P & P. The P & P for the Standards Committee shall define the process by which the Standards Committee handles appeals (see subclause 5.4 of the *IEEE SA Standards Board Bylaws* and 5.8).

##### **5.1.2 Duties of the Standards Committee**

### 5.1.2.1 Mandatory requirements

Supervision of a standards project by the Standards Committee includes the following mandatory requirements:

- a) Submit a properly completed Project Authorization Request (PAR) for IEEE SA Standards Board approval within six months of the first decision to initiate the project. Forms and information may be obtained from the NesCom Administrator (see 5.2).
- b) After approval of the project, work with the IEEE Standards Department Staff to give notice of the project in appropriate publications and to appropriate entities, for the purpose of soliciting an expression of interest in the work of the Standards Committee.
- c) Ensure that mandatory coordination requirements are accomplished (see 4.2.3.2 and 5.4.4).
- d) Organize the technical development work on the standard.
- e) Access and use IEEE's data, including personal data, from IEEE systems for the purposes intended, including to support the technical development work on the standard, and only in compliance with IEEE or IEEE SA Privacy and data privacy policies.
- f) Notify persons who have expressed interest in the time and the place of meetings as specified in the P & P of the Standards Committee (see 5.1.1).
- g) Ensure that all meetings involving standards are open to all interested parties.
- h) Ensure that the provision regarding the participant behavior slide set (see 5.3.3), the IEEE SA Copyright slide (see 6.1), and a call for patents in accordance with 6.3.2, are followed for all meetings involving standards.
- i) Conduct the Standards Association ballot and IEEE Public Review in accordance with these procedures (see 5.4).
- j) Submit the proposed standard together with the submittal form to the IEEE SA Standards Board.
- k) Submit annually to IEEE SA Staff an electronic list of persons participating in standards projects during the prior year.
- l) Without exception, the Standards Committee shall ensure the submission of an annual financial report(s) for the operation of the Standards Committee and all of its standards development subgroups (e.g., working groups, task groups). Those groups operating without treasury are required to submit an annual declaration thereof via the report (see 5.3.6).
- m) Monitor standards developing committees and duly authorized IEEE SA activities for signs of dominance by any single interest category, individual(s), or organization(s). If dominance is suspected, the Standards Committee shall immediately notify the Secretary of the IEEE SA Standards Board of the suspected dominance and may recommend corrective action(s) to the IEEE SA Standards Board beyond the default corrective action noted in *IEEE SA Standards Board Bylaws* subclause 5.2.1.3.
- n) If a Working Group (WG) was created for technical development work on a standard, ensure that a written set of WG policies and procedures (P & P) is created and approved by the Standards Committee. Such P & P shall not be in conflict with the *IEEE SA Standards Board Operations Manual*. Standards Committees should note that IEEE SA Standards Board maintains a baseline WG P & P, and may occasionally request to review a Standards Committee's WG P & P for alignment.

- o) Ensure that all Working Group Officers have successfully completed i) the IEEE SA Standards Working Group Chair Fundamentals training and ii) the Understanding IEEE SA's Antitrust, Competition, and Commercial Terms Policies all training as required by the IEEE SA Standards Board for Working Group Officers prior to or within 60 days of appointment, or as assigned.
- p) Upon request, provide the IEEE Standards Association Program Manager with full access to
- i. All documents related to IEEE standards development activities including, but not limited to, the following:
    - Meeting minutes
    - Meeting agendas
    - Membership roster(s) and/or participant list(s) as described in the working group policies and procedures
    - All Work Products, Contributions and/or presentations as defined in the IEEE SA Copyright Policy (see *IEEE SA Standards Board Bylaws*, clause 7)
    - Communications including, but not limited to, communications by the standards development group for the review of the draft and communications to external bodies
    - Appeals, dominance complaints, and other related materials
  - ii. IEEE and non-IEEE document repositories used to store all documents related to IEEE standards development activities including, but not limited to, IEEE offered eTools and document storage tools
  - iii. Email distribution lists including, but not limited to, IEEE ListServ and email aliases
  - iv. Tools used by the standards development group not listed above

The time frame required for providing the requested information and/or access based on the requirements listed above shall be 20 days from the date of the request from the IEEE Standards Association Program Manager. Failure to respond may be cause for suspension of standards activities.

**There was a motion:**

**The Understanding IEEE SA's Antitrust, Competition, and Commercial Terms Policies training shall be completed by Standards Committee/ Working Group Officers within 90 days of appointment as such or by 31 December 2023, whichever is later. The motion was approved. [Vote: Yes=19, Abstain =2 (Levy, Nikolich)]**

**5 Next Meeting**

The next SASB meeting is scheduled for 30 March 2023 in Mexico City, Mexico.

## **6 SASB Resolutions**

- **The SASB resolved that the Understanding IEEE SA's Antitrust, Competition, and Commercial Terms Policies training shall be completed by Standards Committee/ Working Group Officers within 90 days of appointment as such or by 31 December 2023, whichever is later.**

## **7 Adjournment**

There being no further business, the meeting was adjourned at 2:40 p.m. UTC.