

Update on Changes to the IEEE-SA Policies and Procedures

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Why are rules important?

- Facilitate orderly conduct of business
- Define the standards creation process
- If not followed can lead to
 - Delays
 - Litigation

Objectives

Updates to the IEEE-SA Standards Board Operation Manual and Bylaws took effect January 2008.

The purpose of this tutorial is to:

- Inform membership of changes to IEEE-SA rules that govern our operation
- Update on IEEE 802 rules change plans
- Provide an opportunity for questions

Comments on Sponsor Ballot

- Operations manual 4.2.3.2 and 5.4.3
 - All comments shall be submitted compatible with Balloting center tools
 - All comments shall receive consideration and response
 - Evidence of consideration shall be provided in Balloting Center tools
 - Responses should include sufficient detail for ballot group members to understand the rationale for rejection or revision of the proposed change

Comments on Sponsor Ballot (cont)

- Sponsor shall make a reasonable attempt to resolve all negative votes accompanied by comments
- Negative voters may indicate acceptance of response to any or all comments
 - Will require adjustment of ballot center tools
- Provide to voter and RevCom explanation of why comments associated with negative ballot did not need recirculation and of any votes with comment that are to be considered a negative vote without comment

Patents

- Operations Manual 6.3 Patents
 - Working Group chair or delegate shall request a Letter of Assurance (LOA) from affiliates specifically excluded from an accepted LOA

Patents (cont)

- Bylaws 6 Patents
 - PatCom Administrator's duties are purely ministerial
 - all letters that are complete “received from an individual within the issuing organization whose title suggests authority for intellectual property and legal matter” are accepted
 - IEEE takes no position on terms and conditions included with an LOA

And more patents

- Operations manual 6.3 Patents
 - Added to the notice that appears in published standards:

“Users of this standard are expressly advised that determination of the validity of any patent rights, and the risk of infringement of such rights, is entirely their own responsibility.

And a little more patents

- Bylaws 6.2 and Operations Manual 6.3.2
 - Call for patents is only done once a PAR is approved
 - Note: this means that only the last page of the patent slides applies to a study group.

Stabilization

- Bylaws and Operations Manual– various sections
 - Particularly Ops Manual 9.3 Stabilized Standards
- Stabilized standards have 10 year review cycle
- For standards that
 - Are not health or safety standards
 - Address mature technologies or practices
 - Are required for use in connection with existing implementations or for reference purposes
 - Contain no identified significant erroneous information
 - Are not likely to require revisions
 - Reaffirmed at least once and at least 10 years since the last change or amendment

Stabilization (cont)

- Requires stabilization ballot
 - Results go to RevCom and Standards Board for approval
- Once stabilized, recommendations to revise or withdraw may be made at any time
 - Rationale should be included in recommendation
 - Stabilization ends on approval of a revised standard or withdrawal

AudCom review of Sponsor P&P

- AudCom review of Sponsor P&P can recommend:
 - Accepted
 - Visibly under development
 - Not Accepted
- First two allow standards work

Confidentiality and Copyright statements

- Operations Manual
 - 4.1.1.5 Confidentiality Statements and Copyright Notices on Communications
 - Added an exception to allow confidentiality statements on “materials to or from IEEE counsel appropriately classified as attorney-client privileged.”

Legal compliance

- Operations Manual
 - 5.3.10.2 Discussion of litigation, patents, and licensing
 - Added “or threatened” to the prohibition of discussion of “the status or substance of ongoing or threatened litigation”

Appeals process

- Bylaws
 - 5.4 Appeals
 - Clarified that the IEEE-SA standards board will only handle procedural appeals.
 - Appeals on technical grounds are handled at or below the Sponsor level
 - Appeals on solely ethical considerations go to the IEEE-SA Standards Conduct Committee. Or IEEE Ethics and Member Conduct Committee.

Appeals (cont)

- Operations Manual
 - 5.8 Appeals
 - Changes to many procedural details
 - Added section on informal settlement
 - Settlement is encouraged and can terminate the appeal process.

Bank Accounts

- Operations Manual 5.3.7
 - All accounts must be in IEEE Concentration Banking Account

Financial Operations

- Operations Manual
 - 5.3.8 Auditing of finances
 - Clarifies that the IEEE Operations Audit Department determines the audit fees

Financial Operations (cont.)

- Operations Manual
 - 5.1.2 Duties of Sponsors and 5.36 Annual Financial report
 - Makes it the sponsor's duty to ensure submission of annual financial reports for all of its subgroups.
 - Elevating the requirement to simplify contacts

Adoption of non-IEEE Standards

- Operations Manual 5.6.2
 - Process clarified
 - Any comments are forwarded to developer of the non-IEEE standard
 - IEEE does not make changes to the standard but may include IEEE exceptions in front matter.

Entity balloting group changes

- Operations Manual 5.4.1.1
 - Balloting group shall have at least 5 members.
- Bylaws 5.2.1.2
 - Chairs of entity method Working Groups only need to be reps of entity IEEE-SA members. Removed the requirement for them to be IEEE members or affiliates.

Update on IEEE 802 Rules changes in progress

SA / AudCom influence on LMSC P&P

- SA has gradually tightened control on sponsor P&P
- ~4 years ago established SA/AudCom Baseline P&P
- SA gave AudCom increased control of Sponsor P&P
 - Sponsor P&P must conform with AudCom Baseline P&P
 - Sponsor P&P must be posted on AudCom site
 - Requires AudCom Approval
 - AudCom will only permit revisions once per year
 - Limit burden on AudCom of P&P reviews

LMSC Responses to SA / AudCom

- 4 year ago started lengthy process to reformat the LMSC P&P to align with SA Baseline P&P
 - Many revision ballots
 - LMSC paid SA Staff to assist in process
- Finally received conditional approval and posting of LMSC P&P last year (10/2/07)
 - Conditional (till Dec. 2008) since AudCom is requiring further reformatting of LMSC P&P to make it easier for them to review
 - Less is More! (We have too much material in our P&P)

***LMSC response to AudCom:
Creating Operations Manual!***

Why an Operations Manual (OM)

- Sponsor P&P really acts as ‘Bylaws’
 - Should give ‘big picture’ – charter, scope, etc...
 - Should not change frequently
 - High threshold for modification
 - P&P equates to SA Bylaws
- Many organizations have Operations Manuals
 - SA and SA Standards Board both have Operations Manuals
 - Includes any detailed operating procedures
 - Usually easier to modify and update
 - No constraint limiting update once per year

Where are we in the Process

- July 2007 – Initiated process to create OM
- Nov 2007 – Review of first attempt to reformat P&P
 - Minus OM material
 - Not ready for prime time
- Mar 2008 – Draft OM and P&P material available
 - Extensive commentary on partitioning
 - Material can be found at:
 - <http://grouper.ieee.org/groups/802/secmail/msg10324.html>
 - Being commented by EC Members
- Mar 2008- Initiate Revision ballot for new P&P/OM
- July 2008 – Approve revised P&P/OM (if lucky)
- Nov 2008 – Reballot of P&P / OM if necessary



You Are Here

Approach Taken

- Started with baseline P&P from AudCom
- Filed in material from Existing LMSC P&P
 - Some areas of baseline P&P are not editable
 - Favored baseline over LMSC P&P
 - Tried to minimize material moved to new P&P
- Moved remaining material into OM
- Created recommended changes for AudCom baseline P&P
 - There are some clear issues with their document
 - Will submit for consideration at next AudCom
- Plan on vote to send to ballot on Friday 3/21/08

Documentation Provided to Date

- Clean copy of New P&P from ballot
- Clean copy of OM for ballot
- Marked up copy of New P&P
 - Explains where each text comes from
 - Provides some rationale if changes
- Marked up copy of OM
 - Explains where each text comes from
 - Provides some rationale if changes
- Remapping of current P&P
 - Explains where each line of current P&P wound up
- Recommended modifications to Baseline P&P

References

- Full text of changes is at:

<http://standards.ieee.org/board/pro/2007changes.pdf>

- Standards Board Operations Manual and ByLaws are at:

<http://standards.ieee.org/resources/index.html#guides>

- The LMSC P&P can be found at

<http://standards.ieee.org/board/aud/LMSC.pdf>

Thank You

Questions?