**IEEE Communications Society Standards Development Board (COM/SDB)**

**Minutes (draft)**

Friday 30 March 2018, 10AM Eastern time

WebEx Call

1. **Call to Order**

This meeting was called to order by the Chair, Tarek El-Bawab, at 10:15 Eastern time

1. **Roll Call, voting status of the members, and Establish Quorum**

Chair conducted the roll call. According to the table below showing the voting status, with 7 voting members in attendance quorum is achieved. Attendance total is 8.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Voting Members** | **Attendance** | **Voting Status** | **Affiliations** | **Standards Participation** |
| Tarek El-Bawab (Chair) | X | X | * Jackson State University
* Member, IEEE COM/SDB
 | * None
 |
| Oliver Holland (Vice-Chair) | X | X | * King’s College London
* Member, IEEE COM/SDB
* Chair, IEEE COM/MobiNet Standards Committee
* Chair, IEEE DYSPAN Standards Committee
* Board Member, Whitespace alliance
 | * Chair, IEEE 1918.1
* Chair, IEEE 1900.6,
* Vice-Chair, IEEE 802.22
* Vice-Chair, IEEE 1900.1
* Vice-Chair, IEEE 1900.7
* Vice-Chair, IEEE 802.22.3
 |
| Earl McCune (Secretary) | X | X | * Professor, TU Delft
* CTO, Eridan Communications
* Member, IEEE COM/SDB
* Vice-Chair, COM/GreenICT SC
* IEEE Green-ICT Initiative Steering Committee
* SSCS representative, IEEE 5G Initiative Standards subcommittee
 | * Chair, IEEE P1923.1, P1924.1
 |
|  <open> (Treasurer) |  | X | * Member, IEEE COM/SDB
 |  |
| Mehmet Ulema  | X | X | * Professor, Manhattan College
* Director, Standards Development Board, IEEE ComSoc
* Past-Chair, IEEE COM/SDB
* Advisory Member, IEEE COM/SPDB
* Member, IEEE SASB
* Member, IEEE-SA NesCom
* Member, IEEE-SA AudCom
* Chair, COM/NetSoft
 | * Chair, IEEE P1903.1, P1903.2, P1903.3
* Chair, IEEE 1903 WG
 |
| Jean-Philippe Faure “JP” |  | X | * CEO, Progilon (Representing Panasonic in IEEE activities)
* Chair, IEEE-SA SASB
* Member, IEEE COM/SDB
* Chair, IEEE COM/PLC
 | * Chair, IEEE P1901
* Chair P1901.3
 |
| Jaafar Elmirghani |  | X | * University of Leeds
* Member, IEEE COM/SDB
* Chair, COM/GreenICT SC
* IEEE GreenICT Initiative
 | * Chair, IEEE EEICT
* Chair, IEEE P1925.1, P1926.1, P1927.1, P1928.1, P1929.1
* Member of IEEE 1922.1, 1922.2, 1923.1, 1924.1
 |
| Alex Gelman |  | X | * IEEE GreenICT Initiative
* CTO, NETovations, LLC - consulting, no standards representation, no direct standards activities
* Chair, IEEE AccessCore-SC
* Member, IEEE CSS42 (representing ComSoc)
* Member and Acting Treasurer, IEEE COM/SDB
* Member, IEEE ComSoc Standardization Programs Development Board, primary responsibility: RRSA
* Co-Chair, Standards Working Group, IEEE 5G and Beyond Initiative
* Vice Chair, IEEE-TA SPC Subcommittee on Standards (representing ComSoc)
* Member, IEEE-TA Conferences Committee (representing IEEE-SA)
* Member of Steering committee, IEEE Communications Standards Magazine
 | * No standards participation
* No involvement with other IEEE Standards or Standards-related Activities
* No involvement with non-IEEE Standards or Standards-related Activities
 |
| Zach Huhn | X | X | * Venturesmarter
* Member, IEEE COM/SDB
 | * P2784 WG Chair
 |
| Rob Fish | X | X | * President, NETovations Group, LLC
* Princeton University
* Member, IEEE COM/SDB
* President -elect and a member of the BoG of the IEEE Standards Association
 | * Chair, SC on Edge Cloud
 |
|  |  |  |  |  |
| **Advisory Members** |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Ex Officio Member** |  |  |
| Stefano Galli | X | X | * Huawei Technologies
* VP, Industry and Standards, IEEE ComSoc
 |  |
|  |  |  |  |  |
| **IEEE-SA Staff** |  |  |
| Nicholas Orlando | X | - | * IEEE-SA Program Coordinator
 | * No standards participation
 |
| **Other Participants** |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Approval of Agenda (DECISION)**

Motion by Stefano, seconded by Rob.

Discussion: topic of P&P updates for COM/SDB should move from ‘New Business’ to have its own line item.

Motion approved by acclamation.

1. **Approval of the COM/SDB Minutes of the last meeting (DECISION)**

Prior meeting minutes were posted, but not distributed. Not all members therefore have reviewed the draft minutes. Approval motion is deferred to the next meeting. Minutes will be distributed to the members, along with the agenda distribution.

1. **Old and Unfinished Business**
	1. **Review, discussion, and approval of P2784's P&Ps**

Motion to approve by Zack, seconded by Earl. Accepted by acclamation.

[This Guide to the Technology and Planning Process to Build A Smart City] will provide a framework that outlines technologies and the processes for planning the evolution of a smart city. Smart Cities and related solutions require technology standards and a cohesive process planning framework for the use of the internet of things to ensure interoperable, agile, and scalable solutions that are able to be implemented and maintained in a sustainable manner. This framework provides a methodology for municipalities and technology integrators to use as a tool to plan for innovation and technology solutions for smart cities.

The proposed guideline takes into consideration both technology standards and protocols as well as process and planning guidelines as a part of the overall framework. This guideline provides a process that allows for deployments to be reflective of the needs of constituents in a given area and enable data to drive best practices decisions that use technology as a tool to improve outcomes for people. This framework will provide a methodology for municipalities and technology integrators to plan for innovative and emerging solutions to seamlessly connect from city to city, state to state, and region to region.

* 1. **Report from Stefano**

Summary of Orlando FL meeting minutes, which were distributed to the membership in an email earlier this morning.

1. **Reports**
	1. **Reports from ComSoc Standards Committees**
* **DySPAN** (Oliver)
* Three active working groups: 1900.1 on terminology, 1900.5 on Policy Language/Architectures, 1900.6 on Spectrum Sensing.
* 7 voting members of DySPAN-SC.
* Holding meeting next week 3-5 April (primarily online, although with a host in Annapolis Junction and 1900.5 meeting physically there).
	+ 9am-5.30pm each day, Eastern Time.
	+ Opening plenary 9am on Tuesday.
	+ Closing plenary 4pm on Thursday.
	+ All other times are 1900 WG meetings.
* 1900.5.2a PAR developed and approved on spectrum consumption modelling scheme, made it into 1 May NesCom Agenda.
* In process of updating its P&Ps, based on the 2018 AudCom baseline.
* Maintaining monthly (informal) leadership meetings including the Chairs of WGs, and DySPAN-SC Officers. Otherwise meetings of DySPAN-SC are every 4 months.
* **PLC** (Jean Philippe) no report since J-P is not in attendance
* **NetSoft** (Mehmet)

**P1903 Next-Generation Service Overlay Networks (NGSON)**

* 10903.1, .2, and .3 are in the press.
* Expected publication date: April 2018
* No other activities planned

**P1913: Software-Defined Quantum Communication**

* Last meeting Mar 19, 2018.
* My sense is that we are on schedule, roughly ~50% complete.
* Meetings held monthly.

**P1915.1: Security for Virtualized Environments**

* No report was available

**P1916.1: Performance for Virtualized Environments**

* Our next big thing is our physical meeting in June-2018 in Montreal along with IEEE Netsoft and PVE-SDN <http://sites.ieee.org/sagroups-1916-1/ieee-pve-sdn-2018/> .
* It will be two days event one for only by invitation, and other one open to all i.e,PVE-SDN.
* Our group is working in sort of clusters, where each cluster in focusing on it part. We hope to finalize approve/disapprove submissions by clusters during this meeting.  We will be having a telecon before it around end of April/start of  May.

**P1917.1: Reliability for Virtualized Environments**

* Dormant, No current activity due to lack of membership

**P1921.1 Software-Defined Networking Bootstrapping Procedures**

* The P1921.1 WG effort is in its early stages.
* Monthly calls are organized since Feb. 28, as the status of the WG changed from entity-based to individual-based, according to the updated PAR that was approved by NesCom in late January. The next call will be organized on April 17 from 04:00 to 05:00 PM CET.
* The work is organized into three tasks/streams, namely global Framework, Data and Protocols and Security. Each of the current 14 WG members have expressed their interest to work on one or several of these streams, and a first contribution from Orange that discusses dynamic discovery options will be circulated by the end of this week.
* A F2F meeting will be organized by Orange in our Paris premises on Sept. 4-5.

**P1930.1  SDN based Middleware for Control and Management of Networks**

* Last WG meeting :  27th March 2018
* In general, the WG meetings are held almost every month, 13 meetings held so far since the project kick off in March 2017
* Next meeting: 29th May 2018 (Though meetings are held monthly, none planned for April 2018)
* Standard Draft Status : 50% Complete
* Number of People in the WG: 21
* **MobiNet** (Oliver)
* Maintaining monthly Online Meetings, although will have a face-to-face meeting at IEEE ICC (although likely almost all will be remote/online participants).
* Last meeting on 8 March, next meeting on 12 April.
* Approved PAR for Frugal 5G, to be a WG/project under MobiNet-SC when/if approved by NesCom/SA. First considered in February meeting; further considered and approved (with minor changes) in 8 March meeting in order to give Committee more time to consider. Made it into 1 May NesCom Agenda.
* WGs were listed; all progressing well, although H-ARQ needs some work to ramp up quickly.
* P&Ps of WGs are being update to correct documents hierarchy, and for “beautification” (e.g., consistent formatting); optionally also to be based on 2018 baseline P&Ps if WGs wish to do that.
* **GreenICT** (Jaafar) no report since Jaafar is not in attendance
* **EdgeCloud** (Rob)
* IEEE P1906.1.1: Last meeting Feb 13, 2018. In early stages of this project. We presented overview of this work to Neuro technologies for Brain-Machine Interfacing Industry Connections Activity - IC17-007-01 a few days ago. Meetings are held monthly.
* IEEE P1913: Last meeting Mar 19, 2018. My sense is that we are on schedule, roughly ~50% complete. We are on track to have a demonstration of a managed quantum key distribution for the power grid based upon IEEE 1913 within a few months. Meetings are held monthly.
* P1934 Inaugural Meeting was held on Dec 20, 2017 with 15 voting entity members and 9 observers attended. The Working Group P&P was accepted. The motion to initiate a sponsor ballot to adopt P1934/D1.0 was also accepted.
* Sponsor ballot for adopting P1934/D1.0 has been running between Feb 27 and Apr 2, 2018 with 22 entity members participating. As of Mar 31, 2018, 19 votes were received (86% return rate) with 100% affirmative, 0% negative, 0% abstention. Nine comments were received, and the draft has met all editorial requirements.
* Next on-line meeting of the Working Group will be held on Apr 13, 2018 and was announced on Mar 28, 2018. A Comment Resolution Committee will be formed at that meeting to respond to the comments submitted during the ballot.
* First face-to-face meeting of the Working Group will be held on May 10, 2018 at The Juniper Hotel in Cupertino, CA. Announcement will be sent out on Apr 3, 2018.
* **AccessCore** (Alex) not present
	1. **Reports from Working Group and Study Group Chairs**
* **COM/SDB/CEA**
* **SG on Frugal 5G** (Zack)
* Working Group subcommittees (task groups) have been formed and are working on the different document sections
* A draft document outline is expected to go to vote in either April or May
* In person meetings are scheduled for April 4th during the IEEE Green Tech Conference and May 7th during Smart Cities Week Silicon Valley
* 105 members (voting, nonvoting, and observing) make up the working group - about 50 are voting members
* A new secretary had to be appointed following the original secretary resigning due to lack of time and ability to commit to the large group workload. Leslie Martinich is a seasoned IEEE member and has taken over the secretarial reins.
1. **Current P&P for COM/SDB expiring by end of 2018**

Nicholas: present P&Ps only call for minutes to be posted as sufficient notice to the membership. Maybe this is a topic for further discussion?

1. **New Business** none
2. **Next Meeting: regular schedule (last Friday of each month) will be Friday 25 May, 10 AM to 11AM Eastern time**

Stefano: please look into setting up a recurring meeting time block, so that long term schedule planning is easier to manage.

Nicholas will look up the procedure, and Earl will implement

1. **Adjournment** Motion to adjourn by Mehmet, seconded by Rob. Meeting adjourned by the Chair at 11:06 EDT