**IEEE Communications Society Standards Development Board (COM/SDB)  
Meeting Minutes  
Friday, 3 April, 2020, 9:30 a.m. ET  
WebEx Call**

1. Call to Order at 9:35 a.m. EDT
2. Roll Call, Voting Status of the members and Establish Quorum
   1. Voting members: Ed Tiedemann, Alex Gelman, Oliver Holland, Jaafar Elmirghani, Jean-Philippe Faure, Mehmet Ulema

Six voting members present, four needed for quorum. Quorum present.

* 1. Non-voting members: None
  2. Observers: Abd-Elhamid M. Taha
  3. IEEE Staff: Adam Greenberg, Jennifer Santulli

1. Approval of agenda
   1. The agenda was amended to add approval of the February 11 meeting minutes; a copy of the amended agenda is embedded below. Alex moved to approve the agenda as amended, J.P. seconded. **MOTION PASSED.**



1. Approve previous meeting minutes
   1. The minutes can be found on the [COM/SDB website](https://comsdb.standards.comsoc.org/files/2020/04/APPROVED_COM-SDB-minutes-021120.docx). Alex moved to approve the February 11 meeting minutes as presented, J.P. seconded. **MOTION PASSED.**
2. Review IEEE Patent Policy
   1. Slides 0-4 of the Patent Policy were shown.
   2. The Chair provided an opportunity for participants to identify patent claim(s)/patent application claim(s) and/or the holder of patent claim(s)/patent application claim(s) of which the participant is personally aware and that may be essential for the use of that standard.
   3. No responses were given.
3. Old and unfinished business:   
   6.1. Continue discussion of proposals on term limits and MALs (All)  
   Mehmet noted that a Standards Association Ad Hoc is working on a new P&P baseline template that would limit the number of terms of an elected standards committee chair to three. The hope is that the Standards Association Audit Committee (AudCom) and the Standards Board (SASB) will approve in June, which would make the new template effective in the June/July timeframe. All Standards Committees would be required to update their P&Ps when their current P&Ps expire, but they could proactively update earlier than required. The new baseline would allow for a Standards Committee chair to be selected by the sponsoring society or elected by committee members; it also allows for the chair to be appointed and other officers elected. Ed took the action to check on whether all COM/SDB Standards Committee chairs are elected or if there is a combination of elected and appointed chairs.  
     
   In general the group seemed favorable to the idea of MALs, but there was discussion around the need for a MAL to have an understanding of standards processes and that they should be vetted and voted on.   
     
   **NEXT STEP:** Ed to discuss this template with ComSoc BoG members and work with others on COM/SDB to come up with a revised proposal based on these inputs. The discussion will be continued at the next COM/SDB meeting on Friday, April 24.  
     
   6.2. Status update: Document repository (Jennifer/Adam)  
   Jennifer reported on two options: iMeet, an internal Standards Association system for posting minutes and document drafts, and for keeping attendance; and Collabratec. iMeet is invitation only and anyone can be invited. Collabratec also is invite-only and individual logins are required. **DECISION:** Continue discussion at next meeting.  
     
   6.3. Status update: Do ComSoc P&Ps require a COM/SDB representative on the Online Content Board? (Adam)  
   Adam reported that ComSoc P&Ps do not require a COM/SDB representative on the Online Content Board.   
     
   6.4. Status update: NESCOM approval of transfer of Smart Cities WG to NetSoft, still scheduled for March meeting? (Jennifer)  
   Jennifer confirmed that NESCOM approved the transfer of the Smart Cities WG to NetSoft.
4. New Business  
   7.1. Discussion of ComSoc Standards Strategy (not addressed)  
   7.2. Jennifer noted that the contract with Join.me is expiring, and that anyone who has used this tool in the last 12 months will be getting a new WebEx account. New users also will receive a WebEx account; please reference the email that went to working group chairs from Dave Ringle and contact Jennifer if this email was not received. **ACTION:** Jennifer to find out the status of documents and recordings that are stored on Join.me.
5. Reports  
   8.1. Chair’s Report: Ed gave a verbal report, reviewing his presentation at ComSoc’s OpCom 1 meeting including a confirmation to that body that the MAL and term-limit proposals are being discussed by COM/SDB. He also discussed two standards ad hoc committees that were formed by ComSoc’s President:   
   --The Standards Advisory Ad Hoc, consisting of senior industry people involved in standardization. This committee’s mission is to examine the role of ComSoc as it relates to standardization, including industry consortia, and make recommendations  
   --The ComSoc Standards Ad Hoc, consisting of people familiar with ComSoc, ComSoc standardization, and IEEE and ComSoc Policies and Procedures. This group’s mission is to develop a set of detailed longer term proposals on the structures needed to support standards in ComSoc, the operation of these structures, and their interfaces with the Technical Committees.   
   Ed also reminded the group that IEEE’s guidance is to not schedule any IEEE-sponsored travel at this time due to uncertainty around the COVID-19 situation.   
     
   8.2. Reports from COM/SDB Standards Committees:
   * DySpan: Oliver shared the report via email prior to the meeting but was unable to present due to time constraints. The report is embedded below.  
     
   * MobiNet: Oliver shared the report via email prior to the meeting but was unable to present due to time constraints. The report is embedded below.  
     
   * PLC: J.P. shared the report via email prior to the meeting but was unable to present due to time constraints. The report is embedded below.  
     
   * NetSoft: No report.
   * GreenICT: Jaafar shared the report via email prior to the meeting but was unable to present due to time constraints. The report is embedded below.  
     
   * EdgeCloud: No report.
   * AccessCore: No report.

8.3. Reports from Working Group and Study Group Chairs:

* CEA: No report.

8.4. Treasurer report: Alex gave a verbal report, noting that the treasury is no longer collecting revenue from participation fees because there have been no face-to-face meetings due to the COVID-19 pandemic. However, collections had not been enforced even before the pandemic (for about two years.) Alex reminded working group chairs that they need to collect participation fees at face-to-face meetings and that five percent needs to go to COM/SDB.

1. Next Meeting: Friday, 24 April, 10 a.m. EDT (WebEx Call)
2. Adjournment at 11:04 a.m. EDT.