**IEEE Communications Society Standards Development Board (COM/SDB)  
Meeting Minutes  
Friday, 24 April, 2020, 10 a.m. ET  
WebEx Call**

1. Call to Order at 10:04 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. IEEE Staff: Adam Greenberg, Jennifer Santulli

1. Approval of agenda
   1. The agenda was amended to add Adoption of National Standards as item 7.3 under New Business. A copy of the amended agenda is embedded below.
   2. Alex moved to approve the agenda as amended, J.P. seconded. **MOTION PASSED.**



1. Approve previous meeting minutes (February 28, 2020 and April 3, 2020)
   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).
   2. Alex moved to approve the February 28 meeting minutes as presented, J.P. seconded. **MOTION PASSED.**
   3. The April 3 minutes were amended to clarify the statement in 6.1 about when Standards Committees are required to update their P&Ps. It now reads, “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.”
   4. Mehmet moved to approve the April 3 minutes as amended, Alex 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.
   4. There was discussion about whether the call should be done at this meeting since it is already done in all of the standards committee meetings. **ACTION**: Jennifer to find out what the 802Executive Committee does and report back to COM/SDB.
3. Old and unfinished business:   
   6.1. Continue discussion of proposals on term limits and MALs (All)  
   Ed shared a revised proposal on term limits, COM/SDB membership and MALs (see embedded slides below.) There was extensive discussion around MALs including the pros and cons of appointing versus electing them. **ACTION**: All Board members to think about acceptable ways of introducing MALs in the context of proposal 3 on slide 4 of the embedded presentation. Discussion to continue at the May 29 COM/SDB meeting.   
     
     
   6.2. Status update: Document repository (Jennifer)  
   Not addressed.

6.3. Status update: Recordings/documents stored on Join.me (Jennifer)  
Not addressed.

1. New Business  
   7.1. SC/WG fee discussion (who charges, how much, review percentage going to COM/SDB)  
   Not addressed.  
     
   7.2. Discussion of ComSoc SDB strategy  
   Not addressed.  
     
   7.3. Adoption of National Standards  
   This discussion was a follow-up to Jennifer’s April 22 email to WG Chairs with the subject, “National Body Adoption of IEEE standards.” It dealt with potential submissions for country-specific adoption of standards; as an example it was noted that an IEEE standard could use U.S. and Metric measurements but a country may only want to show Metric measurements. No standard will be submitted unless a Working Group or Standards Committee specifies it should be submitted, and the request deals only with current, approved standards. During the conversation Alex noted that localization and national standards are two separate terms and asked if both are to be considered; Jennifer took the action to gather additional information and report back.
2. Reports  
   8.1. Chair’s Report: Not addressed.   
     
   8.2. Reports from COM/SDB Standards Committees:
   * DySpan: Oliver shared the report via email but was unable to present due to time constraints. The report is embedded below.  
     
   * MobiNet: Oliver shared the report via email but was unable to present due to time constraints. The report is embedded below.  
     
   * PLC: J.P. shared the report via email but was unable to present due to time constraints. The report is embedded below.  
     
   * NetSoft: Mehmet shared the report via email but was unable to present due to time constraints. The report is embedded below.  
     
   * GreenICT: Jaafar shared the report via email 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: No report.

1. Next Meeting: Friday, 29 May. **NOTE:** This meeting will have a different start time based on a Doodle Poll to be sent by Adam Greenberg. It also will be 90 minutes to facilitate discussion and address additional agenda items.
2. Adjournment at 11:06 a.m. EDT.