**IEEE COM-SDB  
Approved Meeting Minutes   
December 17, 2020 1-2:30pm EST  
*Meeting Minutes Recorded by: Karen Pannullo/Cyn Sikora***

1. Call to Order  
   The meeting was called to order at 1:09 pm EST by the ComSoc Standards Development Board Chair, Ed Tiedemann.
2. Roll Call, Voting Status, Member Affiliations and Establish Quorum.  
   Attendees present stated their name and affiliation.

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| --- | --- | --- | --- | --- |
| **Voting Members  (Ex Officio)** | **Attendance** | **Voting Status** | **Employer/Affiliations** | **Standards Participation** |
| Ed Tiedemann (Chair) | x | Voting | Qualcomm, Senior Vice-President, Engineering/Qualcomm | * Chair, IEEE COM/SDB * Chair, ComSoc Standardization Programs Development Board * Head of Qualcomm’s standards and industry organization activities * Chairman of the Board, OCF (Open Connectivity Foundation) * Member of Board, OMA (Open Mobile Alliance) * Member of Board, MFA (MulteFire Alliance) * TIA lead representative, oneM2M Steering Committee |
| John Bareham |  | Non-Voting | Consultant | * Chair, IEEE CEA Working Group on Communication Electroacoustics * Member, IEEE COM/SDB |
| Jaafar Elmirghani | x | Voting | University of Leeds | * Chair, IEEE EEICT * Chair, IEEE P1925.1, P1926.1, P1927.1, P1928.1, P1929.1 * Member, IEEE 1922.1, 1922.2, 1923.1, 1924.1 * Member, IEEE COM/SDB * Chair, COM/GreenICT SC * PI EPSRC Terabit Optical   Wireless (TOWS) project |
| Jean-Philippe Faure “JP” | x | Voting | Progilon CEO / Panasonic | * Chair, IEEE P1901 * Chair, IEEE P1901a * Past Chair, IEEE-SA SASB * Member, IEEE COM/SDB * Chair, IEEE COM/PLC |
| Rob Fish | x | Voting | Princeton University / Self | * Chair, IEEE COM/EdgeCloud SC * Member, IEEE COM/SDB * President, IEEE Standards Association (SA) * Chair, SA BoG * Member, TA Committee on Standards |
| Alex Gelman | x | Voting | NETovations, LLC/NETovations LLC | * Chair, IEEE AccessCore-SC * Member and Treasurer, IEEE COM/SDB * Member, IEEE ComSoc Standardization Programs Development Board * Co-Chair, Standards Working Group, Future Networks Initiative * Member, IEEE TA Committee on Standards (representing IEEE SA) * Member, IEEE TA Conferences Committee/TPIC * Chair of IEEE-CCNC Steering Committee * Vice Chair of IEEE-BlackSeaCom Steering Committee * Member, IEEE EMCC * Representative of IEEE SA to IEEE TAB * IEEE SA Vice President * IEEE Chair of Technical Innovation and Engagement SMDC |
| Oliver Holland | x | Voting | Advanced Wireless Technology Group, Ltd.  Visiting Fellow, King’s College, London | * 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 * Member, IEEE COM/SDB * Member, IEEE 802.11 * Member, IEEE 802.15 * Member, IEEE 802.15.22.3 * Member, IEEE 802.24 * Chair, IEEE COM/MobiNet Standards Committee * Chair, IEEE DYSPAN Standards Committee * Board Member, Whitespace alliance |
| Mehmet Ulema | x | Voting | Professor, Manhattan College, New York | * Chair, IEEE 1903 NGSON WG * Member, IEEE COM/SDB * Member, IEEE SASB * Member, IEEE-SA ICCom * Member, IEEE-SA AudCom * Chair, COM/NetSoft SC |
| **Advisory Members** | | |  |  |
|  |  |  |  |  |
| **IEEE-Staff** | | |  |  |
| Jennifer Santulli |  | N.A. | IEEE-SA Staff | * Project Manager, IEEE SA |
| Karen Pannullo | x | N.A. | IEEE ComSoc Program Manager | * No standards participation |
| Vinoo Mathew |  | N.A | IEEE ComSoc Governance Specialist | * No standards participation |
| Cyn Sikora | x | N.A. | IEEE ComSoc Director | * No standards participation |
| Harold Tepper |  | N.A | IEEE ComSoc Executive Director | * No standards participation |
| Erin Morales |  |  |  | IEEE SA |
| **Other Participants/Visitors** | | |  |  |
| Vincent Chan | x | N.A. | MIT | * No standards participation * ComSoc President |
| Rodolfo Coutinho | x | N.A. | Concordia University | * No standards participation * IoT-ASHN TC |
| VP Prasad | x | N.A. | TU Delft | * Member, IEEE 1900 * Mentor, IEEE 1918.1 * Member, IEEE 1920 * Member, IEEE 1931 * TCGCC * TCCC |
| Abd-Elhamid M. Taha | x | N.A. | Alfaisal University (Employer), Queen's University, Canada (Adjunct) | * Member, IEEE P7014 * CommSoft TC |
| Jim Frazer | x | N.A. | ARC Advisory Group | * IEEE PES * IEEE ITSS * Chair IEEE P2784 * Member IEEE Smart Cities Publications Committee * Smart Cities Marketing Committee * IEEE Smart Grid Marketing Committee |

Quorum Established 7/7

1. Approval of the Agenda  
   Motion to approve the meeting agenda. (Mover: JP; Second: Mehmet.) The agenda was unanimously approved as presented without objection.
2. Approval of October 30, 2020 meeting minutes and review action items

Motion to approve the minutes from October 30, 2020 working group meeting. (Mover: Mehmet: Second: Alex.) October 30, 2020 meeting minutes were approved.

1. Chair Report (Ed)
   1. Ed gave a quick overview of standards activities status reports given at ComSoc’s TEA and BoG2.
   2. Motion made at the 2019 BoG to add MALs into P&Ps has been postponed to next BoG meeting in middle of 2021.



1. Follow up on Action Items – Ed requested to postpone the following actions until the next meeting.
   1. Process Proposals - Oliver and Ed will propose a process to maintain original and revisions of documents as well as a clear document naming system (e.g., 01 = Agenda, 01.R1 = Revised Agenda) if deemed necessary.
   2. Posting Requirements – Jennifer will investigate (per P&Ps) the requirements to post meeting documents for general access not on iMeet
2. Old and Unfinished Business
   1. Report from Ad Hoc Group on P&Ps (Mehmet) – Mehmet provided status report. JP suggested having a document that all standards committees agree on that confirms alignment on shared issues (e.g., financials, policies). Proposal to expand scope of Ad Hoc Group to look at existing operations manual.

**DECISION:** Expand scope of Ad Hoc Group to look at operations manual. Operations Manual will include a coordinating function that documents alignment on shared issues.

**ACTION: Mehmet** will report progress at the next COM-SBD meeting**.**

1. Discussion on ComSoc SDB Strategy – Open discussion.
   1. Suggestion was made to develop terminology to let the TCs know what types of standards they can focus on.
   2. ComSoc should inform TCs that if they want to be a significant presence in IEEE, standardization should be part of their mission. TCs need to get an understanding of Standards, potentially sessions at Globecom and ICC.

**ACTION:**  **Ed** have a discussion with the Communications Standardization Programs Board. If any COM-SDB members would like to attend, please let Cyn/Karen and Ed know and they will add you to the meeting.

1. Reports
   1. Reports from Working Group and Study Group Chairs
      1. CEA (John) – No report given.
   2. Reports from ComSoc Standards Committees
      1. DySPAN and MobiNet (Oliver). Oliver reviewed the DySPAN and MobiNet Standards Committee reports.



* + 1. PLC. JP reviewed the PLC Standards Committee report.



* + 1. NetSoft. Mehmet verbally reported on the NetSoft Standards Committee status.

**ACTION**: **Mehmet** will send a request to Ed to have the chair of one of his WGs present at the next meeting.

* + 1. Green ICT. Jaafar reviewed the Green ICT Standards Committee report.

**ACTION**: **Rob** will introduce Jaafar to Rudi Schubert, IEEE Staff, to share information on Green Standards.



* + 1. EdgeCloud. Rob reviewed the Edge Cloud Standards Committee report.

**ACTION**: **Rob** will ask Silona Bonewald to talk about IEEE Open Source at an upcoming meeting.



* + 1. AccessCore. Alex reviewed AccessCore Standards Committee report.



* 1. Treasurer Report (Alex)
     1. SA Financial Reporting - Reviewed previous annual report in preparation for creating 2020 report.

**ACTION**: **Alex** will complete the L50 form and submit it by 2/15/21.

1. Next meeting: Friday, January 22nd – 12:00pm – 1:30pm EDT
2. Other Business - Alex announced that SA anticipates opening of a pre-print server to publish standards contributions to increase the probability that standards are discovered and cited.

**ACTION:** **Cyn/Karen** to add this topic to the agenda of the next meeting.

**ACTION:** **Alex** is soliciting contributions to the pre-print server.

1. The meeting adjourned at 2:59pm EST.