Logistics Orientation

July 2020

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• WG structure
• Participants
• Documents
• Schedules
• Agendas & Minutes
• Voting
WG structure

• Chair: Glenn Parsons
• Vice Chair: John Messenger
• Recording Secretary: Jessy Rouyer

• Maintenance of Email exploder: Hal Keen and Mark Hantel
• Maintenance of website: Paul Unbehagen

• Maintenance TG
  • Chair: Paul Congdon

• TSN TG
  • Chair: János Farkas
  • Vice-Chair: Craig Gunther
  • Secretary: Marina Gutiérrez
  • IEC/IEEE 60802 Joint Project Chair: Ludwig Winkel
  • IEC/IEEE 60802 Joint Project Secretary: Josef Dorr

• Security TG
  • Chair: Mick Seaman
  • Vice-Chair: Karen Randall

• YANGsters
  • Chair: Scott Mansfield
  • Vice-Chair and Secretary: Stephan Kehrer

• Nendica
  • Chair: Roger Marks
Participants

• Anyone may participate
• Registration and a session fee may be required at some sessions
  • No fee or registration for July
• IEEE account required
  • Free to sign up
  • Minimal information required

• Guidance
  • Copyright policy
  • Patent policy
  • Participants policy
  • Decorum
  • IMAT attendance
  • Webex guidelines
Documents - [http://ieee802.org/1](http://ieee802.org/1)

- **Contributions**
  - [https://mentor.ieee.org/802.1/documents](https://mentor.ieee.org/802.1/documents)

- **Drafts**

- **Agendas**
  - Per subgroup

- **Minutes**
  - Session
  - Meeting

- **Plenary summary for EC**
  - [https://mentor.ieee.org/802-ec/documents](https://mentor.ieee.org/802-ec/documents) (802.1 opening report)

- **Plenary slides**
  - Motions
  - Sanity check
  - Liaisons

- **LMSC process and approvals**
  - [https://mentor.ieee.org/802-ec/documents](https://mentor.ieee.org/802-ec/documents)
Schedules

- Plenary and interim sessions
  - Normally in-person, currently virtual
  - Schedule posted per session (e.g., July plenary)

- Weekly virtual meetings
  - Varies by subgroup and project
  - Ongoing calendar per TG and WG
  - 802 calendar for all WGs
Meeting vs Session

• Meeting
  • A contiguous period of time for WG, TG or another subgroup to conduct business
  • Attendance is recorded per meeting
  • Meeting attendance used to calculate session attendance credit
  • Minutes provided per meeting only if it is not held in a session

• Session
  • A collection of meetings
  • Either interim or plenary
  • Minutes provided per session
Session agendas

• Summarized per session
• Posted per subgroup
  • Maintenance
  • Nendica
  • Security
  • TSN
  • YANGsters

• Also sent to mailing list
New Agenda & Minutes Process

• Agendas and minutes sent to new public mailing list
• Agendas are tentative until reviewed at the corresponding meeting
• All minutes, following a common template, are draft until approved by IEEE 802.1 WG motion
  • Comments directly to sender.
  • Sender will review comments and post any necessary revision to the mailing list.

• STDS-802-1-MINUTES mailing list:
  - Address and archive: https://listserv.ieee.org/cgi-bin/wa?A0=STDS-802-1-MINUTES
  - Subscribe/unsubscribe: https://listserv.ieee.org/cgi-bin/wa?SUBED1=STDS-802-1-MINUTES&A=1

• Approved WG minutes archive
• TG Agendas posted on web
EC Consent Agenda process

**Normal in-person plenary**

- Agenda item deadline
  Wednesday 1pm, local time of the plenary meeting
- Supporting documentation posted on Mentor deadline
  Thursday 1pm, local time of the plenary meeting
- Notice sent to IEEE 802 Recording Secretary and IEEE 802 EC Reflector
- Working Group vote results provided by email deadline
  9am, Friday, local time of the plenary meeting

**July virtual plenary**

- **July 24th EC**
  - Agenda item deadline
    Wed, July 22 by 1pm ET.
  - Accompanying documentation posted on Mentor deadline
    Thurs, July 23 by 1pm ET.
  - No extension for WG vote results
- **Aug 4th EC** (PARs)
  - Agenda item and accompanying documentation posted on Mentor deadline
    Mon, July 27 by 5pm ET.
  - No extension for WG vote results
WG voting member

• 802.1 voting membership is an obligation, rather than a privilege
• Active participation in the work of the WG is expected
  • i.e., including participation in WG ballots.
• If you cannot commit to the work, please reconsider whether it is appropriate to become a voter.

• Acquiring WG voting status
  • Qualifying attendance: 2 of the last 4 Plenary sessions
  • Acquire during the next Plenary session, if they have emailed the WG Chair indicating intention
  • Qualifying attendance at an Interim session can be substituted for a Plenary session attendance

• Retaining WG voting status
  • Qualifying attendance: 2 of the last 4 Plenary sessions
  • Respond: 2 of last 3 WG letter ballots (WG project letter ballots & ePolls)
Session attendance

• Session registration
  • Solely for host
• **IMAT** attendance tracking
  • Per meeting attendance
• Secretary’s database
  • Tracking attendance & voting
• Minutes
  • Official record of attendance
  • Generated from database

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**Session attendance credit**

• By signing in, you are indicating that, by the end of a meeting, you will have been present for the majority (i.e., 75%) of the time allocated for that meeting.
• It is not legitimate to claim attendance at a meeting of two different working groups that occupy the same time period.
• Per meeting –
  • typically meetings are split morning and afternoon during a session;
  • typically between 8 and 10 meetings held during a session
  • 75% attendance is then attending 6 of 8 or 8 of 10 meetings
COVID-19 variations

• March plenary
  • Cancelled – virtual meetings
  • No attendance credit

• May interim
  • Virtual session replaced in-person
  • Attendance credit

• July plenary
  • Virtual session replaces in-person
  • Attendance credit
  • Losses and gains will be announced
Voting in the Working Group

- Straw polls
- TG Ballots
- WG Ballots
- SA Ballots
- Subgroup motions
- WG motions
- WG motions for EC
- Elections

Voting methods

- Consensus -- no objection
- In person raising of hands
- Email (TG & WG project ballot)
- myProject (SA ballot)
- ePoll (10-day virtual motions)
- DirectVote (live virtual motions)
July plenary voting options

- Consensus (aka acclamation)
  - for administrative WG motions

- Live in meeting
  - WG motions
  - Election (secret ballot)
  - No quorum requirement
  - IEEE-SA staff have access to votes

- ePoll
  - WG motions
  - 10-day response window
  - Quorum requirement
  - 802.1 leadership has access to votes
Live Voting at a Glance

• Access the web-based voting tool via the “Voting Member – Cast your vote” link found on the 802.1 July 2020 plenary session page

• When asked to sign in, use your IEEE Account user name and password

• Click the “Continue to Meeting” button

• In the voting tool click on the “Vote” button for motions currently requiring your vote

• Make your vote selection and click the “Submit” button to record your vote

• Keep the voting tool “DirectVoteLive” browser tab or window open during the meeting
Electronic meeting guidelines

• Please **mute** yourself when you are not speaking

• Please put yourself into the queue “at the mic” via the Chat, e.g.,: “+q” / “-q”

• Please provide your information
  • Full name
  • Affiliation, as part of your name, e.g., in brackets
  • (may provide them in the chat window)

• Changing your data in WebEx
  • Step 1
    • Go to the "Display hidden icons" arrow in the Windows task bar
  • Step 2
    • Right-click on the Webex icon and select "Open Cisco Webex Meetings"
  • Step 2
    • In the Webex Windows that opens, Click on the pencil icon* next to your display information

(*) May need to Exit Webex via the cog wheel and restart the desktop Webex app to see the pencil icon.
Additional information

- WG website
  - http://www.ieee802.org/1
- WG process
  - https://1.ieee802.org/rules/
- WG technical orientations
- IEEE-SA process
  - https://standards.ieee.org/about/policies/index.html
- 802 process
- 802 orientation