Agenda

• WG structure
• Participants
• Meeting vs Session
• COVID-19 Variations
• Schedules & Attendance
• Agendas & Minutes
• Voting
• Documents
WG structure

• Chair: Glenn Parsons
• Vice Chair: Jessy Rouyer
• Recording Secretary: Jessy Rouyer
• Executive Secretary: Stephan Kehrer
• Liaison Secretary: Karen Randall
• Maintenance of Email exploder: Mark Hantel and Hal Keen
• Maintenance of website: Paul Unbehagen

Contact info:
https://1.ieee802.org/wg-leadership/

• 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 November
• IEEE account required
  • Free to sign up
  • Minimal information required
• 802.1 main mailing list subscription required
  • Information in Welcome Message https://listserv.ieee.org/cgi-bin/wa?SUBED1=STDS-802-1-L

• Guidance
  • Copyright policy
  • Patent policy
  • Participants policy
  • Decorum
  • IMAT attendance
  • Webex guidelines

• Privilege
  • Access to WG documents
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
COVID-19 variations

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

• May & September interims
  • Virtual session replaced in-person
  • Attendance credit

• July & November plenaries
  • Virtual session replaces in-person
  • Attendance credit
  • Losses and gains will be announced
Schedules

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

• Weekly virtual meetings
  • Varies by subgroup and project
  • Ongoing [calendar](#) per TG and WG
  • [802 calendar](#) for all WGs
Session attendance

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

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
Session agendas

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

• Also posted on mailing list stds-802-1-minutes
Agenda & Minutes Process

- Agendas and minutes for meetings sent to a 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 also posted on web
EC Consent Agenda process

**Normal in-person plenary**

- Agenda item deadline: Wednesday 1pm, local time of the plenary session
- Supporting documentation posted on Mentor deadline: Thursday 1pm, local time of the plenary session
- 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 session

**November virtual plenary**

- **November 13th EC**
  - Agenda item deadline: Wed, November 11 by 1pm ET.
  - Accompanying documentation posted on Mentor deadline: Thurs, November 12 by 1pm ET.
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)
Voting in the Working Group

- Straw polls
- TG Ballots
- Subgroup motions
- WG ballots on drafts
- WG motions (including ePolls)
- WG motions for EC
- Elections
- SA Ballots

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)
November plenary voting options

- **Consensus (aka acclamation)**
  - for administrative WG motions

- **Live in meeting**
  - WG motions
  - No quorum requirement
  - IEEE-SA staff & Executive Secretary have access to votes

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

- Access the web-based voting tool:
  - via the “Cast your vote” link found on the 802.1 November 2020 plenary session page
  - Link sent via email from noreply@directvote.net

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

- Click the “Enter Meeting” button for either orientation or motions

- 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
Live Voting

- There are two “Meetings”
  - TEST - IEEE 802.1 ... *Orientation*
  - IEEE 802.1 November 2020 Plenary

- A countdown is shown until the meeting starts

- Votes will only be shown after announced
  - Executive Secretary will enable each vote
**Voting Results Report**

**Valid**: The voter clicked “Vote,” selected an option, and clicked “Submit” for this motion.

**Unexercised**: The voter clicked “Vote,” and then clicked “Submit” without choosing an option for this motion.

**Total**: The total number of votes cast for this motion.

**Voters**: The total number of voters for this motion that clicked “Submit.”

**Non-Voters**: The total number of voters for this motion who did not click “Submit”.

**Eligible Voters**: The total number of voters signed into the voting tool to vote for this motion.

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<td>Abstain</td>
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<td>Total</td>
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<td>Non-Voters</td>
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<tr>
<td>Eligible Voters</td>
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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
    • 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.
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 – posted on [stds-802-1-minutes](http://www.ieee802.org/1/files/private/)

- **Minutes**
  - **Session**
  - **Meeting**
    - YYYY-MM-minutes
    - posted on [stds-802-1-minutes](http://www.ieee802.org/1/files/private/) list

- **Liaisons**
  - Posted in contributions and summarized in a [liaison table](http://www.ieee802.org/1/files/private/)

- **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**
      - YYYY-MM...slides

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

- **WG website**
  - [http://www.ieee802.org/1](http://www.ieee802.org/1)
- **WG process**
  - [https://1.ieee802.org/rules/](https://1.ieee802.org/rules/)
- **WG technical orientations**

- **IEEE-SA process**
  - [https://standards.ieee.org/about/policies/index.html](https://standards.ieee.org/about/policies/index.html)

- **802 process**

- **802 orientation**
  - [https://mentor.ieee.org/802-ec/dcn/20/ec-20-0023-03.pptx](https://mentor.ieee.org/802-ec/dcn/20/ec-20-0023-03.pptx)