

# Logistics Orientation

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November 2021

Glenn Parsons

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The logo for IEEE 802.1, featuring the letters 'IEEE' in a bold, blue, sans-serif font above the numbers '802.1' in the same font. A thick blue vertical bar is positioned to the left of the 'IEEE' text.

# 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
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- Executive Secretary: Stephan Kehrer
  - Liaison Secretary: Karen Randall
  - Maintenance of Email exploder: Mark Hantel and Hal Keen
  - Maintenance of website: Roger Marks

Contact info:

<https://1.ieee802.org/wg-leadership/>

- Maintenance TG
  - Chair: Paul Congdon
- TSN TG
  - Chair: János Farkas
  - Vice-Chair: Craig Gunther
  - Secretary: Christian Boiger
  - IEC/IEEE 60802 Joint Project Chair: Ludwig Winkel
  - IEC/IEEE 60802 Joint Project Secretary: Josef Dorr
  - P802.1DP / SAE AS6675 joint project co-Chairs: János Farkas and Abdul Jabbar
  - P802.1DP / SAE AS6675 joint project Secretary: Marina Gutiérrez
- 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 March
- IEEE account required
  - Free to [sign up](#) (do not create two)
  - Minimal information required
- 802.1 main [Email 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

Monday July 13	Tuesday July 14	Wednesday July 15	Thursday July 16	Friday July 17	PDT start	CEST start	JST start	Monday July 20
Opening Plenary	TSN	TSN	TSN	TSN	6:00	15:00	22:00	Closing Plenary
TSN 60802	P802.1DG	TSN 60802	TSN 60802	Nendica	6:30	15:30	22:30	
					7:00	16:00	23:00	
					7:30	16:30	23:30	
TSN	TSN	Security	TSN	Security	8:00	17:00	0:00	
					8:30	17:30	0:30	
					9:00	18:00	1:00	
					9:30	18:30	1:30	
					10:00	19:00	2:00	Chairs' meeting
					10:30	19:30	2:30	
TSN	Security	Maintenance	Security	YANGsters	11:00	20:00	3:00	
					11:30	20:30	3:30	
					12:00	21:00	4:00	
					12:30	21:30	4:30	

# COVID-19 variations

- Mar 2020 plenary session
  - Cancelled – electronic meetings instead
  - No attendance credit
- May 2020 – Sept 2021 interim sessions
  - Electronic instead of in person
  - No registration fee
  - Attendance credit
- Jul 2020 - Mar 2021 plenary sessions
  - Electronic instead of in person
  - No registration fee
  - Attendance credit
  - Losses and gains will be announced
- Jul – Nov 2021 plenary sessions
  - Electronic instead of in person
    - EC hybrid trial at IEEE HQ
  - Registration fee
  - Attendance credit
  - Losses and gains will be announced

# Schedules

- Plenary and interim [sessions](#)
  - Normally in person
  - Currently electronic
  - Schedule posted per session (e.g., [Nov 2021 Plenary Session](#))

ET Start	ET End	Monday Mar 8	Tuesday Mar 9	Wednesday Mar 10	Thursday Mar 11	Friday Mar 12	PT Start	CET start	JST start	Monday Mar 15	Tuesday Mar 16	CET start <sup>1</sup>	JST start <sup>1</sup>
09:00	09:30	Opening plenary	TSN P802.1DG	TSN	TSN 60802	TSN	06:00	15:00	23:00	TSN 60802	Closing plenary meeting	14:00	22:00
09:30	10:00				Nendica	TSN	06:30	15:30	23:30			14:30	22:30
10:00	10:30					TSN	07:00	16:00	00:00			15:00	23:00
10:30	11:00						07:30	16:30	00:30			15:30	23:30
11:00	11:30						08:00	17:00	01:00			16:00	00:00
11:30	12:00						08:30	17:30	01:30			16:30	00:30
12:00	12:30	TSN 60802	TSN 60802	Security	TSN 60802	Security	09:00	18:00	02:00	TSN		17:00	01:00
12:30	13:00						09:30	18:30	02:30			17:30	01:30
13:00	13:30						10:00	19:00	03:00			18:00	02:00
13:30	14:00	802.1 orientation					10:30	19:30	03:30			18:30	02:30
14:00	14:30		Maintenance				11:00	20:00	04:00			19:00	03:00
14:30	15:00			TSN			11:30	20:30	04:30	TSN		19:30	03:30
15:00	15:30	TSN			TSN	YANGsters	12:00	21:00	05:00			20:00	04:00
15:30	16:00						12:30	21:30	05:30			20:30	04:30
16:00	16:30						13:00	22:00	06:00			21:00	05:00

<sup>1</sup>: Please note that the change to summer time occurs on March 14, 2021 for ET.

- Weekly electronic meetings
  - Varies by subgroup and project
  - [802.1 calendar](#) per 802.1 subgroup
  - [802 calendar](#) for all 802 WGs

	Mon 11/2	Tue 11/3	Wed 11/4	Thu 11/5	Fri 11/6
(9:00am) IEEE 802.1 WG electronic meetings in the IEEE 802 Plenary Session - WebEx					
9am	9-11 802.1 Opening Plenary <a href="https://ieeesa.webex.com/ieeesa/j.php?">https://ieeesa.webex.com/ieeesa/j.php?</a>		9-11 802.1 IEC/IEEE 60802 <a href="https://ieebex.com/">https://ieebex.com/</a>	9-11 Nendica 802.1 Session <a href="https://ieebex.com/">https://ieebex.com/</a>	9-11 802.1 TSN - IEC/IEEE 60802 <a href="https://ieeesa.webex.com/ieeesa/j.php?">https://ieeesa.webex.com/ieeesa/j.php?</a>
10am		10-11 802.1 <a href="https://ieeesa.webex.com/">https://ieeesa.webex.com/</a>			
11am			11-1p 802.1 Security <a href="https://ieebex.com/a/j.php?">https://ieebex.com/a/j.php?</a>	11-1p 802.1 Security <a href="https://ieebex.com/j.php?">https://ieebex.com/j.php?</a>	
12pm	11:30 - 1:30p 802.1 TSN - IEC/IEEE 60802 <a href="https://ieeesa.webex.com/ieeesa/j.php?">https://ieeesa.webex.com/ieeesa/j.php?</a>		11:30 - 1:30p 802.1 TSN <a href="https://ieebex.com/">https://ieebex.com/</a>	11:30 - 1:30p 802.1 TSN <a href="https://ieeesa.webex.com/ieeesa/j.php?">https://ieeesa.webex.com/ieeesa/j.php?</a>	11:30 - 1:30p 802.1 TSN <a href="https://ieeesa.webex.com/ieeesa/j.php?">https://ieeesa.webex.com/ieeesa/j.php?</a>
1pm					1:30p - 3:30p 802.1 Security <a href="https://ieebex.com/j.php?">https://ieebex.com/j.php?</a>
2pm	1:30p - 3:30p 802.1 Security <a href="https://ieebex.com/a/j.php?">https://ieebex.com/a/j.php?</a>	2p - 4p 802.1 TSN <a href="https://ieeesa.webex.com/">https://ieeesa.webex.com/</a>	2p - 4p 802.1 Maintenance <a href="https://ieeesa.webex.com/ieeesa/j.php?">https://ieeesa.webex.com/ieeesa/j.php?</a>	2p - 4p YANGsters 802.1 Novemb 2020 Plenary Meeting <a href="https://ieebex.com/">https://ieebex.com/</a>	2p - 4p 802.1 Security <a href="https://ieebex.com/j.php?">https://ieebex.com/j.php?</a>
3pm					2p - 4p 802.1 TSN <a href="https://ieeesa.webex.com/">https://ieeesa.webex.com/</a>

# Session attendance

- Session registration
  - Solely for in-person session 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 with IMAT, 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

## March 2021 Plenary Session (Electronic)

Schedule:

ET Start	ET End	Monday Mar 8	Tuesday Mar 9	Wednesday Mar 10	Thursday Mar 11	Friday Mar 12	PT Start	CET start	JST start	Monday Mar 15	Tuesday Mar 16	CET start <sup>1</sup>	JST start <sup>1</sup>
09:00	09:30						06:00	15:00	23:00			14:00	22:00
09:30	10:00	Opening plenary	TSN P802.1DG	TSN	TSN 60802	TSN	06:30	15:30	23:30	TSN 60802	Closing plenary meeting	14:30	22:30
10:00	10:30						07:00	16:00	00:00			15:00	23:00
10:30	11:00						07:30	16:30	00:30			15:30	23:30
11:00	11:30						08:00	17:00	01:00			16:00	00:00
11:30	12:00						08:30	17:30	01:30			16:30	00:30
12:00	12:30	TSN 60802	TSN 60802	Security	TSN P802.1DP	TSN 60802	09:00	18:00	02:00	TSN		17:00	01:00
12:30	13:00						09:30	18:30	02:30			17:30	01:30
13:00	13:30						10:00	19:00	03:00			18:00	02:00
13:30	14:00	802.1 orientation					10:30	19:30	03:30			18:30	02:30
14:00	14:30		Maintenance				11:00	20:00	04:00			19:00	03:00
14:30	15:00			TSN		TSN	11:30	20:30	04:30	TSN		19:30	03:30
15:00	15:30	TSN					12:00	21:00	05:00			20:00	04:00
15:30	16:00						12:30	21:30	05:30			20:30	04:30
16:00	16:30						13:00	22:00	06:00			21:00	05:00

<sup>1</sup>: Please note that the change to summer time occurs on March 14, 2021 for ET.

Subgroup agendas: [Maintenance](#) | [Nendica](#) | [Security](#) | [TSN](#) | [YANGsters](#)

- Also posted on agendas & minutes Email list [stds-802-1-minutes](mailto:stds-802-1-minutes)

# Agenda & Minutes Process

- Agendas and minutes for meetings sent to a public Email 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 agendas & minutes Email list.
- STDS-802-1-MINUTES Email 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](#)
- Most TG Agendas also posted on web

## Categories

[Maintenance TG Agendas](#)

[Nendica Agendas](#)

[Security TG Agendas](#)

[TSN TG Agendas](#)

# IEEE 802 Executive Committee (EC) Consent Agenda process

## In-person plenary session

- Agenda item deadline:  
Wednesday 13:00, local time of the plenary session
- Supporting documentation posted on Mentor deadline:  
Thursday 13:00, 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  
Friday 9:00, local time of the plenary session

## November 2021 electronic plenary session

- [Nov 19<sup>th</sup> EC](#)
  - Consent agenda items deadline:  
Wed, November 17<sup>th</sup> by 13:00 ET
  - Accompanying documentation posted on Mentor deadline:  
Fri, Nov 19<sup>th</sup> by 12:00 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 member status
  - Qualifying attendance: 2 of the last 4 Plenary sessions
  - Acquire during the next Plenary session, if they have emailed the WG Chair and Recording Secretary indicating intention
  - Qualifying attendance at an Interim session can be substituted for a Plenary session attendance
- Retaining WG voting member 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 **participants can vote**
- Subgroup motions

- WG ballots on drafts
- WG motions (including ePolls)
- WG motions for EC
- Elections **WG voters only**

- SA Ballots **SA members only**

## Voting methods

- Consensus -- no objection
- In person raising of hands
- Email (TG & WG ballot)
- myProject (SA ballot)
- ePoll (10-day electronic motions)
- Webex poll (live electronic motions – for all participants)
- DirectVote (live electronic motions – only for WG voters)





# July plenary session voting options

- Consensus (a.k.a. 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 [Nov 2021 plenary session](#) page
  - Link sent via email from [noreply@directvote.net](mailto: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”
  - IEEE 802.1 Orientation ...
  - IEEE 802.1 Closing Plenary ...
- A countdown may be shown until the meeting starts
- Votes will only be shown after being announced by WG Chair
  - Executive Secretary will enable each vote



## Meetings

IEEE 802.1 Orientation -  
November 2021

Enter Meeting

**IEEE SA**  
STANDARDS  
ASSOCIATION

Welcome, Glenn Parsons

**IEEE 802.1 Orientation - November 2021**

The meeting is scheduled for 11/08/2021 01:30 PM Eastern Time (UTC -5)



# 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.

Yes	2	66.7%
No	1	33.3%
Abstain	0	0.0%
Valid	3	
Unexercised	0	
Total	3	
<hr/>		
Voters	3	
Non-Voters	0	
Eligible Voters	3	

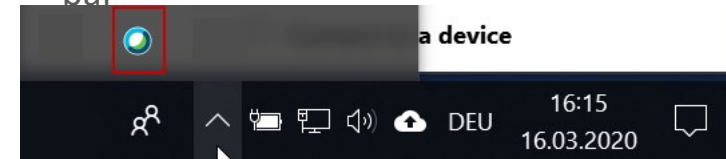
# Electronic meeting guidelines

- 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
  - First and last 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

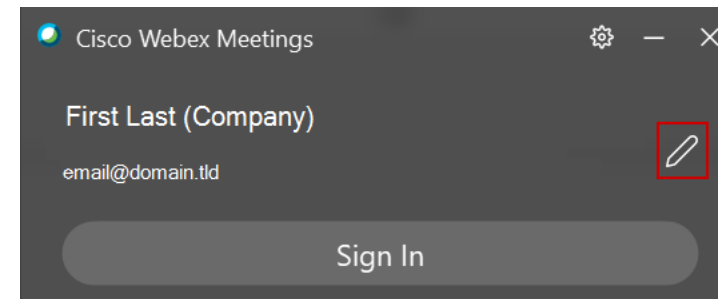
- Go to the "Display hidden icons" arrow in the Windows task bar



- 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. May also need to log in as guest

# Documents - <http://ieee802.org/1>

- Contributions <http://www.ieee802.org/1/files/public/docs2021/>  
<https://mentor.ieee.org/802.1/documents>
- Drafts <http://www.ieee802.org/1/files/private/> (draft directory)
- Agendas Per subgroup – posted on [stds-802-1-minutes](#)
- Minutes
  - Session <http://www.ieee802.org/1/files/public/minutes/> YYYY-MM-minutes
  - Meeting posted on [stds-802-1-minutes](#) list
- Liaisons Posted in contributions and summarized in a [liaison table](#)
- Plenary summary for EC <https://mentor.ieee.org/802-ec/documents>  
(802.1 opening report)
- Plenary slides <http://www.ieee802.org/1/files/public/minutes/> YYYY-MM...slides
  - Motions
  - Sanity check
  - Liaisons
- LMSC process and approvals <https://mentor.ieee.org/802-ec/documents>

# Additional information

- WG website
  - <http://www.ieee802.org/1>
- WG process
  - <https://1.ieee802.org/rules/>
- WG technical orientations
  - <http://www.ieee802.org/1/files/public/docs2018/tsn-farkas-intro-0318-v01.pdf>
  - <http://www.ieee802.org/1/files/public/docs2018/detnet-tsn-farkas-tsn-overview-1118-v01.pdf>
  - <http://www.ieee802.org/1/files/public/docs2018/detnet-tsn-farkas-tsn-basic-concepts-1118-v01.pdf>
- IEEE-SA process
  - <https://standards.ieee.org/about/policies/index.html>
  - <http://www.ieee802.org/1/files/public/docs2020/admin-parsons-SA+802-process-overview-0720.pdf>
- 802 process
  - <http://www.ieee802.org/devdocs.shtml>
- 802 orientation
  - <https://mentor.ieee.org/802-ec/dcn/20/ec-20-0023-03.pptx>
  - <http://www.ieee802.org/orientation.shtml>