Logistics Orientation

November 2021

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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: Roger Marks

- 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

Contact info: https://1.ieee802.org/wg-leadership/
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
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](#))

- Weekly electronic meetings
  - Varies by subgroup and project
  - **802.1 calendar** per 802.1 subgroup
  - **802 calendar** for all 802 WGs
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

• Also posted on agendas & minutes Email list
  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
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 19th EC
  - Consent agenda items deadline: Wed, November 17th by 13:00 ET
  - Accompanying documentation posted on Mentor deadline: Fri, Nov 19th 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
- 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 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. acclimation)
  • 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

• 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
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.

<table>
<thead>
<tr>
<th>Yes</th>
<th>2 66.7%</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>1 33.3%</td>
</tr>
<tr>
<td>Abstain</td>
<td>0 0.0%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Valid</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unexercised</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
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<td>0</td>
</tr>
<tr>
<td>Eligible Voters</td>
<td>3</td>
</tr>
</tbody>
</table>
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

  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  
  - Meeting  
  http://www.ieee802.org/1/files/public/minutes/ YYYY-MM-minutes 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  
  - Motions  
  - Sanity check  
  - Liaisons  
  http://www.ieee802.org/1/files/public/minutes/ YYYY-MM...slides
- LMSC process and approvals  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)