Logistics Orientation
March 2022

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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
• 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 2021 – Mar 2022 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., Mar 2022 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 LMSC reflector
• Working Group vote results provided by email deadline: Friday 9:00, local time of the plenary session

March 2022 electronic plenary session

• Mar 18th EC
  • Consent agenda items deadline: Wed, Mar 16th by 14:00 ET
  • Accompanying documentation posted on Mentor deadline: Fri, Mar 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 voting member.

• 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 ballot series (WG ballot series & 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

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)
March 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 Mar 2022 plenary session page
  • Link sent via email from noreply@directvote.net

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

• 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
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>No</td>
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<td>33.3%</td>
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<tr>
<td>Abstain</td>
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<td>Voters</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
  • 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](http://ieee802.org/1)

- Agendas: Per subgroup – posted on [stds-802-1-minutes](http://www.ieee802.org/1/files/private/)
- Minutes:
  - Meeting: 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:
  - Sanity check
  - Liaisons
- 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
• WG process
  • https://1.ieee802.org/rules/
• WG technical orientations

• IEEE-SA process
  • https://standards.ieee.org/about/policies/index.html

• 802 process
  • http://www.ieee802.org/devdocs.shtml

• 802 orientation
  • https://mentor.ieee.org/802-ec/dcn/20/ec-20-0023-04-00EC-ieee-802-orientation.pptx
  • http://www.ieee802.org/orientation.shtml