

Minutes

IEEE P1616

April 30, 2002

8:30-4:00

April Meeting Hosted by the
National Highway Traffic Safety Administration (NHTSA)
Room 3200, 400 7th Street, SW,
Washington, DC, 20590

Meeting called by:

Co-Chair, Tom Kowalick

Type of meeting:

4th Meeting of IEEE P1616 – 4th of 11 scheduled in 2002

Facilitator:

Co-Chair

Note takers:

Bob Kreeb, and Dan Selke

Attendees:

F. Don Anderson, Roger L. Boyell, Michael Bracki (call-in), Deborah Freund, Alan Grau (call-in), Hideki Hada (call-in), Jim Hall (call-in), Patrick Halley (call-in), Martin Hargrave, John Hinch, Tom Kowalick, Dennis Kramer (call-in), Bob Kreeb, Miramjam Kulkarmi (call-in), Joe Marsh (call-in), Sarah McComb, Robert McElroy, David McKendry, Jeff Morin (call-in), David Phelps, Chris Plaushin (call-in), Jeff Scaman, Dan Selke, Barbara Wendling, Garold Yurko

Agenda topics

08:30 Call to Order, Introductions, 3/26/02 Minutes, Agenda, April Update

08:45 Call for Patents & Distribute P1616 Patent Policy

09:00 Review Call for Volunteers & Nominations / Vote for Secretary & Treasurer

09:15 Task Reports: 1. Updated Contact Lists 2. Updated Worldwide Standards Search

09:30 Distribute & Review P1616 Policy & Procedures

10:15 Break

10:30 Distribute Draft P1616 0.2 IEEE © 2002 Task: Review Sections 1-3

12:00 Lunch Break

1:00 Data Retrieval Presentation: Roger L. Boyell

1:20 Members Resume Draft Review

3:00 Break

3:15 Members Resume Draft Review

3:45 New Business, Tasks & Next Meeting Announcement

4:00 Adjourn

[Time allotted]	[Call to Order, Introductions, Agenda, Minutes]	[Co-Chair Kowalick]
<p>Discussion: The meeting was Called to Order by Co-Chair Kowalick at 8:35 am. Introductions were made by each of the members present and on the phone. A Motion was made and seconded to approve the 3/26/02 Minutes. Motion passed. (see document #21 on the website.)</p> <p>A Motion was made and seconded to approve the Agenda. Motion passed. (see document #25 on the website.)</p>		
<p>Co-Chair Kowalick distributed the handout entitled "Update". This document identifies a list of things that occurred since the last meeting. (see document #3 on the website.)</p>		
<p>Conclusions:</p>		
<p>Action items:</p>		
The Minutes will have pages numbers for the next meeting.	Person responsible: Dan Selke	Deadline: 5/28/02
[Time Allotted]	[Call for Patents]	[Co-Chair Kowalick]
<p>Discussion: Co-Chair Kowalick distributed the handout entitled "Call for Patents." (see document #27 on the website.) He also distributed the document entitled "Patent Policy." (see document #8 on the website.) The Co-Chair mentioned that a formal patent search was not required by IEEE policy.</p> <p>Dan Selke mentioned that DaimlerChrysler (including Mercedes-Benz) has no EDR-related patents. Also, the company already performed a formal patent search since the "search" listed on the NHTSA website seemed to be limited and incomplete. The "search" identified an additional 16 EDR-related patents including 8 international patents with US priority filed under the Patent Cooperation Treaty (PCT). DaimlerChrysler offered to obtain full copies of all patents identified thus far, and will forward everything to John Hinch at NHTSA so they can be placed on the website for everyone to read.</p>		
<p>Conclusions: Even though a formal patent search was not necessary, several working group members commented that these more comprehensive search results would be helpful to the EDR standard development process.</p> <p>There was also a consensus among working group members that the EDR standards should be performance based wherever possible, and the committee should endeavor to not rely on specific patents and technologies as cornerstones of an EDR standard.</p>		
<p>Action items:</p>		
Forward all identified patents to NHTSA to be placed on the website.	Person responsible: Dan Selke	Deadline: 5/28/02
[Time Allotted]	[SA Update and Clarification]	[Edward Rashba]
<p>Discussion: Edward Rashba, IEEE Manager, New Technical Programs, gave a presentation on SA</p>		

Update and Clarification (see document #28 on the website) regarding Sponsor Balloting or the process through which consensus on a proposed standard is achieved. During his presentation (see document #26), he mentioned that it's possible to go to the IEEE Standard Board for negative comments.

Conclusions: "Consensus" is defined as a minimum return of 75% of the balloting pool with a 75% affirmative vote. One doesn't need to be a member of VTS in order to vote; just need to be an "SA" member. When an issue is ready for balloting, we will need to see what the "ballot" looks like in order to determine which category one would fall into in order to vote. IEEE tries to maintain a balance among the different groups. Any comments from affected parties must be addressed, but if not materially affected by the ballot, then the comments will be ignored. There is a difference for voting between this working group and a "ballot" committee. Mr. Rashba's presentation was for the "ballot" committee. Voting for this working group is determined under our Policy & Procedures.

Action items: A definition of "Adequate Response" is needed for negative comments.	Person responsible:	Deadline:
This committee would like to know the number of VTS members identified as users, producers, or general.	Edward Rashba	5/28/02

[Time Allotted] [Task Reports: 1. Updated Contact Lists 2. Updated Worldwide Standards Search] [Co-Chair Kowalick]

Discussion: The Contact List (see document #18 on the website) was distributed to the working group. The following organizations were included; TRB, OEMA, and MEMA.

The Co-chair then distributed to the working group, the Updated Standards Search (see document #19 on the website) which elaborates on what other organizations are doing on EDRs.

The Member Roster was distributed (see document #10 on the website). Any changes should be forwarded to John Hinch and the Co-chair.

Conclusions: The roster will only include the names of the members. A separate monthly roster will be created for observers. "Voting" Working Group Members were identified at this meeting to be:

- Boyell, Roger L.
- Bracki, Michael
- Hall, Jim
- Hargrave, Martin
- Hinch, John
- Kowalick, Tom
- Kreeb, Bob
- Kulkarmi, Miramjam
- Kurihara, Tom

Marsh, Joe
 McComb, Sarah (Roberts, Vernon as Alternate)
 McElroy, Robert
 McKendry, Dave (Gehring, Steve as Alternate)
 Niessner, Chuck
 Plaushin, Chuck
 Sanders, Louis
 Selke, Dan
 Spitzley, Mike
 Trotter, Jerry (Phelps, Dave as Alternate)
 Web, Stephen
 Wendling, Barb
 Yurko, Garold
 For a total of 22 “Voting” members.

Action items:	Person responsible:	Deadline:
The Co-Chair agreed to obtain IEEE Std. 1428.1 – Railroad Event Recorders and add it to the Updated Standards Search. John Hinch agreed to obtain SAE J1939 and add it to the Updated Standards Search.	Tom Kowalick/John Hinch	5/28/02
Both the Co-Chair and John Hinch agreed to work offline and create a new roster for the next meeting, but include mailing address, phone number, fax number, E-mail, etc. There was also agreement that it was not necessary for members to classify themselves as “users”, “producers”, or “general interest” members. This designation is only relevant for balloting of the final Standards document.	John Hinch & Tom Kowalick	5/28/02

[Time Allotted] [Distribute & Review P1616 Policy & Procedures] [Co-Chair Kowalick]

Discussion: Changes made by the IEEE were added to the Policy & Procedures document (see document #22 on the website) in order to reflect the standard operating procedures of the IEEE organization. The working group agreed that it can vote and ballot on the Policy & Procedure document during its monthly meetings and will do so by taking a letter ballot with all changes. The minutes will reflect all the changes to the document. A Motion was made and seconded with several friendly amendments to accept proposed changes to the Policy & Procedure made by Barb Wendling; specifically Sections 1 through 8 (see document #28 on the website).

Conclusions:

Action items:	Person responsible:	Deadline:
A letter ballot will be sent to all eligible working group voting members on the motion to accept the proposed changes to the Policy & Procedures made by Barb Wendling; specifically Sections 1 through 8. The letter ballot will include the draft Policy & Procedures with an attachment of the proposed changes.	Dan Selke	5/10/02
<p>[Time Allotted] [Review Call for Volunteers & Nominations/Vote for Secretary & Treasurer] [Co-Chair Kowalick]</p>		
<p>Discussion: The Co-Chair proposed a slate of candidates, but after discussion with the IEEE main office and the approved 3/28/02 minutes, the working group decided to have a election.</p>		
<p>Conclusions: The following P1616 Working Group Officers were elected: Treasurer – Dr. Robert McElroy; Secretary – Dan Selke; Technical Editor – Tricia Rosenthal</p>		
Action items:	Person responsible:	Deadline:
<p>[Time Allotted] [Data Retrieval Presentation: Roger L. Boyell] [Roger L. Boyell]</p>		
<p>Discussion: Roger Boyell gave a presentation entitled “Availability and Accessibility of MVEDR Data.” (see document #27 on the website)</p>		
<p>Conclusions: The working group agreed to consider items #4 (Proposed MVEDR availability and accessibility policy) and #9 (Recommendations) during the development of the standard.</p>		
Action items:	Person responsible:	Deadline:
<p>[Time Allotted] [Draft P1616 0.2 IEEE Task: Review Section 1-3] [Co-Chair Kowalick]</p>		
<p>Discussion: The working group agreed that a ballot on improving the Policy & Procedures will be sent out next week.</p>		
<p>The ISO TC22 under FC12 WG7 (Accident Analysis & Methodology Data Group) met last week and is developing a new work item on data recorders. This group is looking specifically at defining what is</p>		

meant by “impact severity” for accident metrics, and not at what is a good variable.

Conclusions:

Action items:	Person responsible:	Deadline:
Create an E-mail, send to working group members on members information	John Hinch (Joe Marsh will assist with “codes.”)	5/10/02
Offer definition on “impact severity” and how to record it	Joe Marsh	5/10/02

[Time Allotted] [Next Meeting] [All]
 Discussion: After some discussion, the working group agreed that the timing of the next meeting will be 9:30 am – 5:00 pm. The meeting will take place at Booz-Allen Hamilton in Tyson’s Corner, VA.

Conclusions:

Action items:	Person responsible:	Deadline:

[Time Allotted] [Draft Compendium] [Co-Chair Kowalick]

Discussion: The latest Draft Compendium was distributed (see document #24 on the website) with the Draft Standard (see document #23 on the webpage).

Working group members were encouraged to review both documents and make any suggested changes at the next meeting. A review of all comments must be made, and Section 1.1 and 1.2 must match exactly.

Conclusions:

Action items:	Person responsible:	Deadline:
Page numbers will be added to the Compendium document	Dan Selke	5/28/02

[Time Allotted] [New Business] [Co-Chair Kowalick]

Discussion: A Motion was made and seconded to create a Decision Log (DL) for the first four meetings to be reviewed at the next meeting, if a DL is mandated. Motion Passed.

The Co-Chair asked for feedback on where “other online resources” should be placed. The consensus of the working group was that this information should be moved to the webpage.

Conclusions:

Action items:	Person responsible:	Deadline:
The Co-Chair agreed to consult with Tricia at IEEE to understand the significance of the DL and if it's mandated; if not, then he will prepare a draft document anyway	Tom Kowalick	5/28/02
Move "other online resource" information to the webpage	Tom Kowalick	5/28/02
[Time Allotted]	[Adjournment]	[Co-Chair Kowalick]
Discussion: The meeting was adjourned at 3:35 pm.		
Respectfully Submitted,		
Dan Selke		

List of Documents Distributed at the Meeting:

Printed materials distributed on 4/30/02 and available on the P1616 website

<u>Doc #</u>	<u>Title / Date</u>
2002043001	3/26/02 Minutes (7 pgs) and available in the Members' Area of the website
2002043002	4/30/02 Agenda (3 pgs) and available on the website
2002043003	April 2002 Meeting Update (1 pg) to be posted
2002043004	March-April Co-Chair Contact List, to be posted
2002043005	Updated Unapproved Policy & Procedures Draft (8pgs) available in the Members' Area
2002043006	Resource 1: Contacts (4 pgs) (available on the website)
2002043007	P1616 Draft Standard 0.2 for Motor Vehicle Event Data Recorders (MVEDRs) © IEEE 2001-2002 (76 pgs) available in the Members' Area
2002043008	Resource 3: MVEDR Related Standards Search (19 pgs), available on the website)
2002043009	Volunteers/Nominations/Vote Form for Secretary & Treasurer (1pg) (to be posted)
2002043010	Draft Standard Comment Compendium (21 pgs., and available in the Members' Area)

WEBSITE : <http://grouper.ieee.org/groups/1616/home.htm>