

Logistics Orientation

July 2020

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**IEEE
802.1**

Agenda

- WG structure
- Participants
- Documents
- Schedules
- Agendas & Minutes
- Voting

WG structure

- Chair: Glenn Parsons
- Vice Chair : John Messenger
- Recording Secretary: Jessy Rouyer

- Maintenance of Email exploder: Hal Keen and Mark Hantel
- Maintenance of website: Paul Unbehagen

- 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 July
- IEEE account required
 - Free to [sign up](#)
 - Minimal information required
- [Guidance](#)
 - Copyright policy
 - Patent policy
 - Participants policy
 - Decorum
 - IMAT attendance
 - Webex guidelines

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

- Contributions [http://www.ieee802.org/1/files/public/docs2020/
https://mentor.ieee.org/802.1/documents](http://www.ieee802.org/1/files/public/docs2020/https://mentor.ieee.org/802.1/documents)
- Drafts <http://www.ieee802.org/1/files/private/> (draft directory)
- Agendas
Per subgroup
- Minutes
 - Session <http://www.ieee802.org/1/files/public/minutes/> YYYY-MM-minutes
 - Meeting on stds-802-1-l mailing list
- 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>

Schedules

- Plenary and interim [sessions](#)
 - Normally in-person, currently virtual
 - Schedule posted per session (e.g., [July plenary](#))

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

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

	Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17
9am	9-10 802.1 Opening https://ieeesa.webex.com/ieeesa/j.php?MTID=m4b30beb5072b	9-11 802.1 TSN - P802.1DG https://ieeesa.webex.com/ieeesa/j.php?MTID=m4b30beb5072b	9-11 802.1 TSN - IEC/IEEE 60802 https://ieeesa.webex.com/ieeesa/j.php?MTID=mc4981b40786e	9-11 802.1 Nendica https://ieeesa.webex.com/ieeesa/j.php?MTID=mc4981b40786e	9-1:30p 802.1 TSN - IEC/IEEE 60802 https://ieeesa.webex.com/ieeesa/j.php?MTID=m90f086e039acc4db68516b5b9f15258
10am	10-11 802.1 TSN - https://ieeesa.webex.com/ieeesa/j.php?MTID=m4b30beb5072b	11-1p 802.1 Security TG https://ieeesa.webex.com/ieeesa/j.php?MTID=m4b30beb5072b	11-1p 802.1 Security TG https://ieeesa.webex.com/ieeesa/j.php?MTID=mc4981b40786e	11-1p 802.1 Security TG https://ieeesa.webex.com/ieeesa/j.php?MTID=mc4981b40786e	
11am	11-4p 802.1 TSN https://ieeesa.webex.com/ieeesa/j.php?MTID=m4b30beb5072b	11-1p 802.1 Security TG https://ieeesa.webex.com/ieeesa/j.php?MTID=m4b30beb5072b	11-1p 802.1 Security TG https://ieeesa.webex.com/ieeesa/j.php?MTID=mc4981b40786e	11:30-1:30p 802.1 TSN https://ieeesa.webex.com/ieeesa/j.php?MTID=m60f330cfd552dca2dd0fe3e43b34e228	
12pm					
1pm					
1:30p-3p	1:30p-3p 802.1 Security TG https://ieeesa.webex.com/ieeesa/j.php?MTID=m4b30beb5072b		1:30p-3:30p 802.1 Security TG https://ieeesa.webex.com/ieeesa/j.php?MTID=mc4981b40786e	2p-4p 802.1 YANGsters https://ieeesa.webex.com/ieeesa/j.php?MTID=mc4981b40786e	
2pm		2p-4p 802.1 Maintenance TG https://ieeesa.webex.com/ieeesa/j.php?MTID=mc0e225e2ca4a			2p-3p 802.1 orientation https://ieeesa.webex.com/ieeesa/j.php?MTID=mc0e225e2ca4a
3pm					

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

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TSN	TSN	TSN	TSN	TSN	8:00	17:00	0:00	
TSN	TSN	TSN	TSN	TSN	8:30	17:30	0:30	
TSN	Security	Security	Security	802.1 orientation	9:00	18:00	1:00	
TSN	Maintenance	Security	YANGsters	802.1 orientation	9:30	18:30	1:30	
TSN	Maintenance	Security	YANGsters	802.1 orientation	10:00	19:00	2:00	
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TSN	Maintenance	Security	YANGsters	802.1 orientation	12:00	21:00	4:00	
TSN	Maintenance	Security	YANGsters	802.1 orientation	12:30	21:30	4:30	

Session agendas

- Summarized per session
- Posted per subgroup
 - Maintenance
 - Nendica
 - Security
 - TSN
 - YANGsters
- Also sent to mailing list

July 2020 Plenary Session (Electronic)

Agendas: [Opening Report](#) | [Maintenance](#) | [Nendica](#) | [Security](#) | [TSN](#) | [YANGsters](#)

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12:00	12:30		TSN	TSN	TSN
12:30	13:00				
13:00	13:30				
13:30	14:00				
14:00	14:30	Security			Security
14:30	15:00	TSN	Maintenance		YANGsters
15:00	15:30				
15:30	16:00				

New Agenda & Minutes Process

- Agendas and minutes sent to new 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 posted on web

Categories

[Maintenance TG Agendas](#)

[Nendica Agendas](#)

[Security TG Agendas](#)

[TSN TG Agendas](#)

EC Consent Agenda process

Normal in-person plenary

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

July virtual plenary

- [July 24th EC](#)
 - Agenda item deadline
Wed, July 22 by 1pm ET.
 - Accompanying documentation posted on Mentor deadline
Thurs, July 23 by 1pm ET.
 - No extension for WG vote results
- [Aug 4th EC](#) (PARs)
 - Agenda item and accompanying documentation posted on Mentor deadline
Mon, July 27 by 5pm ET.
 - No extension for WG vote results

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)

Session attendance

- Session registration
 - Solely for host
- [IMAT](#) attendance tracking
 - Per meeting attendance
- 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

COVID-19 variations

- March plenary
 - Cancelled – virtual meetings
 - No attendance credit
- May interim
 - Virtual session replaced in-person
 - Attendance credit
- July plenary
 - Virtual session replaces in-person
 - Attendance credit
 - Losses and gains will be announced

Voting in the Working Group

- Straw polls
- TG Ballots
- WG Ballots
- SA Ballots
- Subgroup motions
- WG motions
- WG motions for EC
- Elections

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)

July plenary voting options

- Consensus (aka acclamation)
 - for administrative WG motions
- Live in meeting
 - WG motions
 - Election (secret ballot)
 - No quorum requirement
 - IEEE-SA staff have access to votes
- ePoll
 - WG motions
 - 10-day response window
 - Quorum requirement
 - 802.1 leadership has access to votes



Live Voting at a Glance

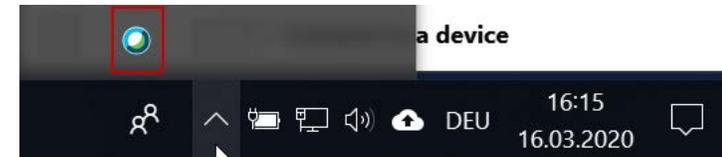
- Access the web-based voting tool via the “Voting Member – Cast your vote” link found on the 802.1 [July 2020 plenary session](#) page
- When asked to sign in, use your IEEE Account user name and password
- Click the “Continue to Meeting” button 
- In the voting tool click on the “Vote” button  for 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

Electronic meeting guidelines

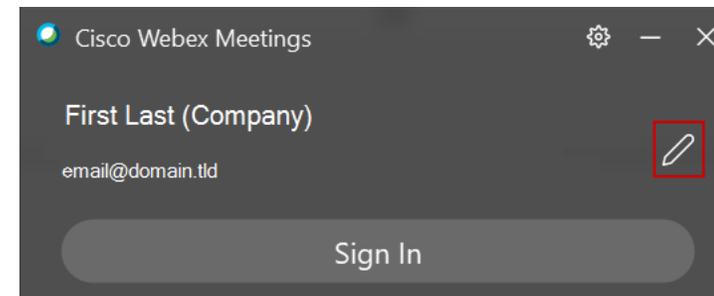
- Please **mute** yourself when you are not speaking
- Please put yourself into the queue “at the mic” via the Chat, e.g.,: “+q” / “-q”
- Please provide your information
 - Full name
 - Affiliation, as part of your name, e.g., in brackets
 - (may provide them in the chat window)

• 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.

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>
- 802 process
 - <http://www.ieee802.org/devdocs.shtml>
- 802 orientation
 - <https://mentor.ieee.org/802-ec/dcn/20/ec-20-0023.pdf>
 - <http://www.ieee802.org/orientation.shtml>