# Logistics Orientation

July 2020

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IEEE 802.1 Working Group chair

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IEEE 802.1

# Agenda

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

# WG structure

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

- Executive Secretary:  Stephan Kehrer
- Liaison Secretary:  Karen Randall
- Maintenance of Email exploder:
  Mark Hantel and Hal Keen
- Maintenance of website: Paul Unbehagen

Contact info:
https://1.ieee802.org/wg-leadership/

- 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
- 802.1 mailing list subscription required
  - Free to sign up 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

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

- Contributions
  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 – going forward posted on stds-802-1-minutes
- Minutes
  - Session
    http://www.ieee802.org/1/files/public/minutes/  YYYY-MM-minutes
  - Meeting
    currently on stds-802-1-l, going forward on stds-802-1-minutes 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](#))

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

# 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

# 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

# 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

| EDT Start | EDT End | Monday July 13 | | Tuesday July 14 | | Wednesday July 15 | | Thursday July 16 | |
|---|---|---|---|---|---|---|---|---|---|
| 9:00 | 9:30 | Opening Plenary | | | | | | | |
| 9:30 | 10:00 | | | TSN P802.1DG | | TSN 60802 | | TSN 60802 | Nendica |
| 10:00 | 10:30 | TSN 60802 | | | | | | | Nendica |
| 10:30 | 11:00 | | | | | | | | |
| 11:00 | 11:30 | | | | | | | | |
| 11:30 | 12:00 | TSN | | | Security | | Security | | |
| 12:00 | 12:30 | | | TSN | | TSN | | TSN | |
| 12:30 | 13:00 | | | | | | | | |
| 13:00 | 13:30 | | | | | | | | |
| 13:30 | 14:00 | | | | | | | | |
| 14:00 | 14:30 | TSN | Security | Mainte-nance | | | Security | YANGsters | |
| 14:30 | 15:00 | | | | | | | | |
| 15:00 | 15:30 | | | | | | | | |
| 15:30 | 16:00 | | | | | | | | |

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# New Agenda & Minutes Process

- Agendas and minutes for meetings 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)

# Voting in the Working Group

- Straw polls
- TG Ballots
- Subgroup motions

**participants can vote**

- 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 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 "Enter Meeting" button [Enter Meeting] for either elections or motions

- In the voting tool click on the "Vote" button [Vote] for motions currently requiring your vote

- Make your vote selection and click the "Submit" button [Submit] to record your vote

- Keep the voting tool "*DirectVoteLive*" browser tab or window open during the meeting

# Live Voting

- There are two "meetings"
  - Elections
  - Motions
- Votes will only be shown after announced
  - SA staff will enable each vote

- A countdown is shown until the meeting starts
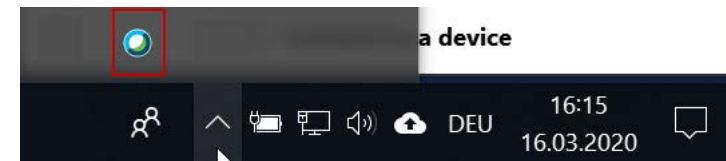
# Electronic meeting guidelines

- 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
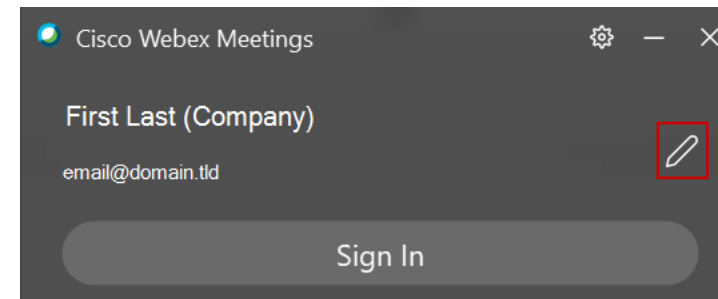


(*) May need to Exit Webex via the cog wheel and restart the desktop Webex app to see the pencil icon.

# 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
  - 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.pdf
  - http://www.ieee802.org/orientation.shtml