

## IEEE TRANSFORMER COMMITTEE WORKING GROUP HIGH POINTS

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## **AFFILIATION**

# AFFILIATION

**IEEE SA** STANDARDS  
ASSOCIATION

 **IEEE**

One of the items that we all do in our working group meetings is to do a declaration affiliation. But what does this really mean. Let investigate this from IEEE's Point of View.

## AFFILIATION

# What is an Affiliation?

The word affiliation is defined in the IEEE SA Standards Board Bylaws, 5.2.1.5. It states that an affiliation is when an individual is associated or connected with an individual or entity that has been, or will be, financially or materially supporting that individual's participation in a particular IEEE standards activity. This includes, but is not limited to, an employer or any individual or entity that has or will have, either directly or indirectly, requested, paid for, or otherwise sponsored their participation.  
Lot of words here. Lets break this down some.

## AFFILIATION

What is the difference between an employer and affiliation?

Lets investigate the term employer and how this could be our affiliation. We can not assume that IEEE SA will conclude our affiliation is the same as our employer. We must declare any affiliation even if it is the same as our employer. If you have a contract with a client, your employer and affiliation might be different.

## AFFILIATION

What if I represent more than one affiliate or multiple companies are funding my participation?

The key here is to determine if they are financially or materially supporting your participation. One client or maybe a small number of clients could influence your positions, but if you are represents a large number of clients, it is very unlikely they will influence your positions when working in the documents. So when you are disclosing your affiliation, you have to honestly judge if your position is being "materially supported" by this client or your group of clients and if so, you have to declare them.

## **AFFILIATION**

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I consult for multiple companies but none pay for my time or expenses to attend standards development meetings. Am I affiliated with those companies?

Again, If your work is possibly dependent on taking an agreeable position that they are promoting, then you are materially supported by them. Therefore, they must be declared.

## AFFILIATION

I'm employed, but my employer isn't funding my participation. What should I record for affiliation?

A number of you may be participating at your own expense, both in time and money. Because of this you are participate as a volunteer for the good of the industry and by the way thank you. If this is your situation, you can declare yourself self-employed with the affiliation being the same. However, if you want your employer to be declared as your allocation, you still can do that.

## **AFFILIATION**

# **Why am I being asked to record my affiliation?**

But here's the real question.

Standards development meetings are open to all interested parties and are not to be dominated by any particular entity or interest category. The disclosure of affiliation allows all participants the information necessary to assure these principles are being followed. It is also consistent with the IEEE Code of Ethics requirement to disclose conflicts of interest. The key word I want you all to focus on is dominated or dominance. So what is dominance by IEEE definition? The IEEE SA Standards Board Bylaws, clause 5.2.1.3 states that it is (move to next slide)



## **DOMINANCE**

The exercise of authority, leadership, or influence by reason of sufficient leverage, strength, or representation to hinder the progress of any IEEE SA activities, including but not limited to standards development activities.

Lot of words here. Not to offend any lawyers in our midst, but I am kind of thinking this was written by one. Lets break this down a bit further.

## DOMINANCE

**Dominance is contrary to open and fair participation** by all interested parties.

When Dominance occurs, it doesn't allow for fair development of the document. So how do we insure that this doesn't happen.

## **DOMINANCE**

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Follow IEEE Due Processes outlined in the Working Group's P&Ps and Robert's Rules of Order, Newly Revised .

Due process is the key here. By following Due Process openness and balance can be established.

## **DOMINANCE**

- **Participants** in the IEEE-SA “individual process” **shall act independently of others, including employers.**
- The IEEE-SA Standards Board Bylaws require that “**participants** in the IEEE standards development individual process **shall act based on their qualifications and experience**”

Another point I need to make with you is that most of our documents are individually balloted. Because of this (read slide).

## DOMINANCE

■ This means participants:

- **Shall act and vote based on their personal and independent opinions derived from their expertise, knowledge, and qualifications**
- **Shall not act or vote based on any obligation to or any direction from any other person or organization, including an employer or client, regardless of any external commitments, agreements, contracts, or orders**

This makes it real clear that the affiliation that we discussed earlier can not affect your actions. So if you are here representing the opinions of your affiliation, the individual process of document development might not be the best place for you. It might be better if your affiliate would work in the entity arena which does allow for a group to be represented.

## **DOMINANCE**

- Further, by participating, participants are expected to comply with both of the following:
  - IEEE Code of Ethics
  - IEEE Code of Conduct

These again stress the integrity of the individual working in the development of the document. So the next step is to determine what dominance could look like in a working group.

## **What can dominance look like?**

Some the things that could give a clue to this is that there isn't a proper debate on a potentially contentious topic. This could mean that debate is cut short by a floor motion to call to question with little or no engagement on the technical issues in the topic or when participants are not given reasonable time to consider a proposal. Some of the other things could be

## **DOMINANCE**

- A technical position gains an inexplicable groundswell of endorsement from a group of participants, with no substantive technical argument being made.
- It is unclear whether all participants in a debate are providing knowledgeable input or just following a “group leader” direction.



## **DOMINANCE**

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- Decisions are made by participants who vote on topics but have been inattentive during the discussion.
- The participant has entered the room late to vote but has not heard the discussion.

## **DOMINANCE**

A large proportion of voters have the same affiliation.

This could be a big one. Some of our products have only a few manufacturer or users. This could appear to a first time attendee as a dominance issue but this alone does not necessarily constitute dominance. This has to be tempered by the other things that we just mentioned. If these other things are present along with this, then a dominance issue could possibly exist.

So what should take place if dominance is suspected?

## **DOMINANCE**

- If dominance is suspected by the Working Group Chair or others in the Working Group, the Subcommittee Chair shall be immediately notified.

In conjunction with the subcommittee chair and other officers of the Transformer Committee, an observation of the future meetings, investigation of working group votes and other keys to dominance will be investigated. If the claim is substantiated, these are the directives from the IEEE SA Standards Board Bylaws, clause 5.2.1.3.

## **DOMINANCE**

1. If the Standards Administrative Committee agrees with the concern of potential dominance, then the Standards Committee Chair will raise the issue to the IEEE SA Standards Board (specifically the Secretary of the Board).
2. The SASB will investigate and determine what actions to take next as well as consider any recommendations from the Standard's Committee.

If the SASB agrees that dominance is taking place, there is a default action that the SASB is mandated to take. The next few slides are from the IEEE SA Standards Board Bylaws, clause 5.2.1.3. I know you all can read but let me read the next few slide for emphasis.

## **DOMINANCE**

- The default corrective action in the individual process is that **the votes of individuals affiliated with the dominating party or parties are combined into a single vote for any given action.**
- The Standards Committee may recommend **additional corrective action(s)**, which may include corrective action(s) listed in the Standards Committee's official P&P.

#### **DOMINANCE**

- The IEEE SA Standards Board shall continually monitor the efficacy of corrective action(s) taken and may impose further corrective action(s) if previous corrective action(s) prove to be insufficient.
- The IEEE SA Standards Board may, at its discretion, instruct the Standards Committee to cease specific corrective action(s) or to implement other corrective action(s).

So this can be rather smothering to the Working Group's document development. So the best course of action is prevent it or as Barney Fife from the old Andy Griffith show would say, we just need to nip it in the bud. Hopefully, some of you remember that quote. For others just google it. Anyway

## **DOMINANCE**

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What are some Preventative Measures suggested by Due Process?

## **DOMINANCE**

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Always allow for adequate time for discussion so all views can be heard.

With a continuous issue this can be hard to control. The recommended method to do this is to establish a queue for those who wish to speak to an issue. Once this is done, set a reasonable duration for adequate time for discussion. Then divide up this time equally so as to apply a time limit to those wishing to speak.



## Minimize Side Conversations.

During a discussion, side conversations can occur. Request that all participants remain engaged in the process. If you see this happening, request that the group refrain from these and place their focus on the person presenting. Be sure to encourage these individuals to share their conversation with the group by joining the queue.

## **DOMINANCE**

If there is a contentious or difficult technical debate, one practice is to do a roll call vote so that the vote is associated with a particular voting member. This can help to identify potential issues based on their declared affiliation.

Remember If a roll call is done, the votes are recorded in the minutes with the name and vote for each voting member. Now I would like to switch gears to another topic. One that seems to continue to rear its ugly head.

## **RECORDING IN STANDARD'S DEVELOPMENT MEETINGS**

**IEEE SA applies restrictions on recording the proceedings of IEEE standards development meetings. Restrictions include, but are not limited to, the usage of audio recording, video recording, and photography by participants or observers.**

This is directly from the IEEE SA Standards Board Operations Manual 5.3.3.2. Let me read it for emphasis...

#### **RECORDING IN STANDARD'S DEVELOPMENT MEETINGS**

An officer of the Working Group is permitted to record, via either audio or slideshow recording only, the proceedings of an IEEE standards development meeting.

**Recording of the proceedings by any other participant or observer, in part or in whole, via any means, is prohibited.**

The Working Group or subgroup officer can only use the recording exclusively for the purpose of generating minutes. The officer can not copy or further distribute the recording. Remember, this recording is exclusively for the purpose of generating minutes and can not be distribute so don't ask. Once the meeting minutes have been prepared, the recording will be destroyed.

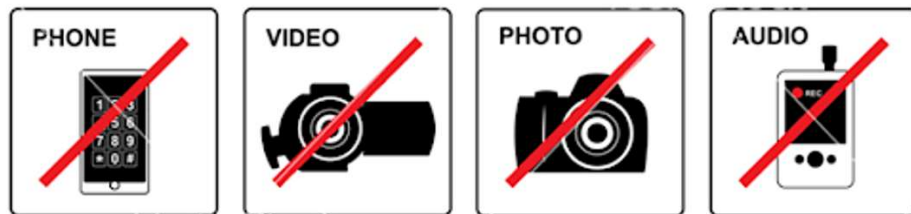
If you chose to do this, there a few things that have to be done in preparation.

#### **RECORDINGS IN STANDARD'S DEVELOPMENT MEETINGS**

1. The intent to record for preparation of the meeting minutes shall be noted on the distributed agenda.
2. At the beginning of the meeting, the Chair or designee shall announce the intent to record the meeting and shall notify participants that remaining in the meeting is an agreement to be recorded.
3. The fact of the announcement to record the meeting shall be included in the meeting minutes.

While we are talking about this I have a slide that I will show you all.

## **DECORUM**



- Press (i.e. anyone reporting publicly on this meeting) are to announce their presence. *(5.3.3.3 of SASB operation Manual)*
- Video/Audio recording by participants is prohibited. *(5.3.3.2 of SASB Operations Manual)*
- Photography by permission only (5.3.3.2 of SASB Operations Manual)
- Please silence your cell phones.

Here is a slide that will be made available to the Working Group chairs for display at the beginning of the their meeting. It will remind those first attenders of the Standards Association policy.

## QUESTIONS

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