

Logistics Orientation

November 2020

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**IEEE
802.1**

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
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- 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 November
- IEEE account required
 - Free to [sign up](#)
 - Minimal information required
- 802.1 main [mailing 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

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

COVID-19 variations

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

Schedules

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

EST Start	EST End	Monday Nov 2	Tuesday Nov 3	Wednesday Nov 4	Thursday Nov 5	Friday Nov 6	PST Start	CET start	JST start	Monday Nov 9	Tuesday Nov 10
09:00	09:30						06:00	15:00	23:00		
09:30	10:00	Opening plenary		TSN P802.1DG	TSN 60802	TSN 60802	06:30	15:30	23:30	TSN 60802	Closing plenary meeting
10:00	10:30		802.1 orientation		Nendica	TSN 60802	07:00	16:00	00:00		
10:30	11:00						07:30	16:30	00:30		
11:00	11:30						08:00	17:00	01:00		
11:30	12:00						08:30	17:30	01:30		
12:00	12:30	TSN 60802		TSN	Security	TSN	09:00	18:00	02:00	TSN	
12:30	13:00						09:30	18:30	02:30		
13:00	13:30						10:00	19:00	03:00		
13:30	14:00						10:30	19:30	03:30		
14:00	14:30						11:00	20:00	04:00		
14:30	15:00	TSN	Security	Maintenance		TSN P802.1DG	11:30	20:30	04:30	TSN	
15:00	15:30					YANGsters	12:00	21:00	05:00		
15:30	16:00					TSN	12:30	21:30	05:30		

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

	Mon 11/2	Tue 11/3	Wed 11/4	Thu 11/5	Fri 11/6
(9:00am) IEEE 802.1 WG electronic meetings in the IEEE 802 Plenary Session - WebEx					
9am	9 - 11 802.1 Opening Plenary https://ieeesa.webex.com/ieeesa/j.php?		9 - 11 802.1 IEC/IEEE 60802 https://ieeesa.webex.com/ieeesa/j.php?	9 - 11 802.1 TSN - P802.1 Session https://ieeesa.webex.com/ieeesa/j.php?	9 - 11 802.1 TSN - IEC/IEEE 60802 https://ieeesa.webex.com/ieeesa/j.php?
10am		10 - 11 802.1 https://ieeesa.webex.com/ieeesa/j.php?			
11am			11 - 1p 802.1 Security https://ieeesa.webex.com/ieeesa/j.php?	11 - 1p 802.1 Security https://ieeesa.webex.com/ieeesa/j.php?	11 - 1p 802.1 TSN https://ieeesa.webex.com/ieeesa/j.php?
12pm	11:30 - 1:30p 802.1 TSN - IEC/IEEE 60802 https://ieeesa.webex.com/ieeesa/j.php?		11:30 - 1:30p 802.1 TSN https://ieeesa.webex.com/ieeesa/j.php?	11:30 - 1:30p 802.1 TSN https://ieeesa.webex.com/ieeesa/j.php?	11:30 - 1:30p 802.1 TSN https://ieeesa.webex.com/ieeesa/j.php?
1pm	1:30p - 3:30p 802.1 Security https://ieeesa.webex.com/ieeesa/j.php?				1:30p - 3:30p 802.1 Security https://ieeesa.webex.com/ieeesa/j.php?
2pm	2p - 4p 802.1 TSN https://ieeesa.webex.com/ieeesa/j.php?		2p - 4p 802.1 Maintenance https://ieeesa.webex.com/ieeesa/j.php?	2p - 4p YANGsters 2020 Plenary Meeting https://ieeesa.webex.com/ieeesa/j.php?	2p - 4p 802.1 TSN https://ieeesa.webex.com/ieeesa/j.php?
3pm					

Session attendance

- Session registration
 - Solely for 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, 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

November 2020 Plenary Session (Electronic)

EST Start	EST End	Monday Nov 2	Tuesday Nov 3	Wednesday Nov 4	Thursday Nov 5	Friday Nov 6
09:00	09:30					
09:30	10:00	Opening plenary		TSN P802.1DG	TSN 60802	TSN 60802
10:00	10:30		802.1 orientation			
10:30	11:00					
11:00	11:30					
11:30	12:00	TSN 60802		TSN	Security	TSN
12:00	12:30					
12:30	13:00					
13:00	13:30					
13:30	14:00					
14:00	14:30	Security		Maintenance	TSN P802.1DG	YANGsters
14:30	15:00	TSN				TSN
15:00	15:30					
15:30	16:00					

Subgroup agendas: [Maintenance](#) | [Nendica](#) | [Security](#) | [TSN](#) | [YANGsters](#)

- Also posted on mailing list stds-802-1-minutes

Agenda & Minutes Process

- Agendas and minutes for meetings sent to a 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 also 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 session
- Supporting documentation posted on Mentor deadline
Thursday 1pm, local time of the plenary session
- 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 session

November virtual plenary

- [November 13th EC](#)
 - Agenda item deadline
Wed, November 11 by 1pm ET.
 - Accompanying documentation posted on Mentor deadline
Thurs, November 12 by 1pm 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 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 **participants can vote**
- Subgroup motions

- 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)





November plenary voting options

- Consensus (aka 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 [November 2020 plenary session](#) page
 - Link sent via email from noreply@directvote.net
- When asked to sign in, use your IEEE Account user name and password then 
- 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”
 - TEST - IEEE 802.1 ... *Orientation*
 - IEEE 802.1 November 2020 Plenary
- A countdown is shown until the meeting starts
- Votes will only be shown after announced
 - Executive Secretary will enable each vote



Meetings

TEST - IEEE 802.1 November 2020 Plenary

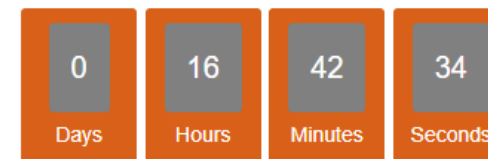
Enter Meeting



TEST - IEEE 802.1 November 2020 Plenary

Welcome Glenn Parsons

The meeting is scheduled for 11/03/2020 10:00 AM Eastern Time (UTC -5)



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.

Yes	2	66.7%
No	1	33.3%
Abstain	0	0.0%
Valid	3	
Unexercised	0	
Total	3	

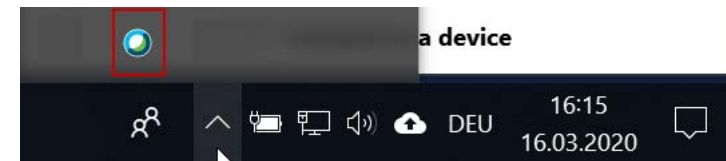
Voters	3
Non-Voters	0
Eligible Voters	3

Electronic meeting guidelines

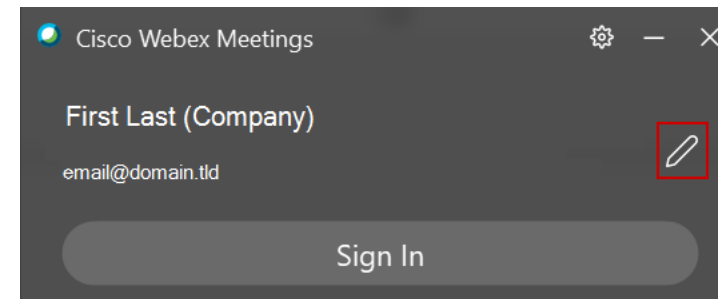
- Please **mute** yourself when you are not speaking
- Please put yourself into the queue “at the mic” via the Chat, e.g.,: “+q” / “-q”
- Please provide your information
 - Full name
 - Affiliation, as part of your name, e.g., in brackets
 - (may provide them in the chat window)

• 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.

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 – posted on [stds-802-1-minutes](#)
- Minutes
 - Session <http://www.ieee802.org/1/files/public/minutes/> YYYY-MM-minutes
 - Meeting posted on [stds-802-1-minutes](#) list
- Liaisons Posted in contributions and summarized in a [liaison table](#)
- 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>

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-20-0023-03.pptx>
 - <http://www.ieee802.org/orientation.shtml>