IEEE SA UPDATE

AGENDA

❏ **Copyright Policy Slides**
❏ **Draft sharing information**
❏ **myProject Launch information**

INSTRUCTIONS FOR CHAIRS OF STANDARDS DEVELOPMENT ACTIVITIES

At the beginning of each standards development meeting the chair or a designee is to:

- Show the following slides (or provide them beforehand)
- Advise the standards development group participants that:
- IEEE SA's copyright policy is described in Clause 7 of the IEEE SA Standards Board Bylaws and Clause 6.1 of the IEEE SA Standards Board Operations Manual;
- Any material submitted during standards development, whether verbal, recorded, or in written form, is a Contribution and shall comply with the IEEE SA Copyright Policy;
- Instruct the Secretary to record in the minutes of the relevant meeting:
- That the foregoing information was provided and that the copyright slides were shown (or provided beforehand).

IEEE SA COPYRIGHT POLICY

By participating in this activity, you agree to comply with the IEEE Code of Ethics, all applicable laws, and all IEEE policies and procedures including, but not limited to, the IEEE SA Copyright Policy.

- Previously Published material (copyright assertion indicated) shall not be presented/submitted to the Working Group nor incorporated into a Working Group draft unless permission is granted.

- Prior to presentation or submission, you shall notify the Working Group Chair of previously Published material and should assist the Chair in obtaining copyright permission acceptable to IEEE SA.

- For material that is not previously Published, IEEE is automatically granted a license to use any material that is presented or submitted.

COPYRIGHT POLICY/DRAFT SHARING UPDATES

❑ Look out for additional training on the copyright policy, training will be planned throughout the year, Webex info will be provided once dates are determined

❑ The Copyright FAQs are being updated

❑ A guide for WG Chairs is being developed

❑ *Draft Sharing:*

❑ *For subgroups/working groups (WGs) within the same Standards Committee;*

❑ *The Standards Committee Chair may notify their PM that the Standards Committee authorizes the sharing of drafts within WGs under that Standards committee.*

❑ *Any draft that is shared within the standards committee must include the cover page (Ask PM for cover page) as the first page of the draft*

❑ *If it not within same standards committee – Submit a request to your PM, a form is currently in development and a email letter template will also be available for use.*

MYPROJECT LAUNCH UPDATE

Launch date : myProject will be launching a newly improved myProject during the week of 26 January 2020

- ❑ This will result in a ballot quiet period and 3-5 days of service outage.

What to expect:

- ❑ designed to bring you a new user-friendly look and feel but similar functions,
- ❑ some enhancements in areas such as the way ballot results are displayed
- ❑ adds features/edits to be in line with governance changes that have occurred since the last myProject release.
- ❑ A ballot quiet period will go into effect in order to avoid issues with 'in-flight" ballots
- ❑ The last day to initiate a new ballot was 17th of December
- ❑ The last day to initiate a recirculation ballot is 12th of January
- ❑ A data freeze will be put into effect as of Sunday 26 January
- ❑ This will allow the data to be transitioned and verified in the new system

MYPROJECT LAUNCH UPDATE

During Transition Service interruption is for for 3-5 business days.

❑ Used to verify the data transition and pre-production to production

Training: Training material is being developed

❑ Updated User Guide and some Key function videos will be available by Launch date

❑ Program Managers are available for further training.

ADDITIONAL INFO ON COPYRIGHT POLICY

○ The IEEE SA Copyright Policy is described in the IEEE SA Standards Board Bylaws and IEEE SA Standards Board Operations Manual

○ IEEE SA Copyright Policy, see Clause 7 of the IEEE SA Standards Board Bylaws
  https://standards.ieee.org/about/policies/bylaws/sect6-7.html#7
  Clause 6.1 of the IEEE SA Standards Board Operations Manual
  https://standards.ieee.org/about/policies/opman/sect6.html

○ **Copyright Slides to be presented at Working Group meetings and Working Group Participant training slides:**
  https://standards.ieee.org/ipr/copyright-materials.html

○ IEEE SA Copyright Permission
  https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/permissionltrs.zip

○ IEEE SA Copyright FAQs
  http://standards.ieee.org/faqs/copyrights.html/

○ IEEE SA Best Practices for IEEE Standards Development
  http://standards.ieee.org/develop/policies/best_practices_for_ieee_standards_development_051215.pdf

○ Distribution of Draft Standards (see 6.1.3 of the SASB Operations Manual)
  https://standards.ieee.org/about/policies/opman/sect6.html

IEEE SA STANDARDS ASSOCIATION

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