P1752 Working Group Meeting
Sponsored by IEEE Engineering in Medicine & Biology (EMB) Standards Committee

Please mark your attendance at:
https://tinyurl.com/yc3oxg6q
(see chat window)

14 April 2020
Teleconference
This document shows attendance from previous calls
https://tinyurl.com/yc3oxg6q (link in the chat window of join.me). **If you attended the call, please verify that your name is listed**
- If not, email simona@openmhealth.org

**Put your name and affiliation in the chat window for attendance today.**
- If your name is not listed, or if you are joining only via phone, please email simona@openmhealth.org with “P1752 WG call” as subject

Attendance is important for determining voting rights, so please remember to “check in”

Voting rights are granted according to the P&P after attending two consecutive calls and by explicit request to the Secretary (Simona)
IEEE Patent Policy
Participants have a duty to inform the IEEE

- Participants **shall** inform the IEEE (or cause the IEEE to be informed) of the identity of each holder of any potential Essential Patent Claims of which they are personally aware if the claims are owned or controlled by the participant or the entity the participant is from, employed by, or otherwise represents.

- Participants **should** inform the IEEE (or cause the IEEE to be informed) of the identity of any other holders of potential Essential Patent Claims.

Early identification of holders of potential Essential Patent Claims is encouraged.
Ways to inform IEEE

• Cause an LOA to be submitted to the IEEE-SA (patcom@ieee.org); or

• Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or

• Speak up now and respond to this Call for Potentially Essential Patents

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair.
Other guidelines for IEEE WG meetings

- All IEEE-SA standards meetings shall be conducted in compliance with all applicable laws, including antitrust and competition laws.
  - Don’t discuss the interpretation, validity, or essentiality of patents/patent claims.
  - Don’t discuss specific license rates, terms, or conditions.
    - Relative costs of different technical approaches that include relative costs of patent licensing terms may be discussed in standards development meetings.
      - Technical considerations remain the primary focus
  - Don’t discuss or engage in the fixing of product prices, allocation of customers, or division of sales markets.
  - Don’t discuss the status or substance of ongoing or threatened litigation.
  - Don’t be silent if inappropriate topics are discussed ... do formally object.

The patent policy and the procedures used to execute that policy are documented in the:

- **IEEE-SA Standards Board Bylaws**
  (http://standards.ieee.org/develop/policies/bylaws/sect6-7.html#6)
- **IEEE-SA Standards Board Operations Manual**
  (http://standards.ieee.org/develop/policies/opman/sect6.html#6.3)

Material about the patent policy is available at
http://standards.ieee.org/about/sasb/patcom/materials.html

If you have questions, contact the IEEE-SA Standards Board Patent Committee Administrator at patcom@ieee.org
IEEE SA Copyright Policy
IEEE SA Copyright Policy (November 2019)

• 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.
IEEE SA 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

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

• IEEE SA Copyright FAQs

• IEEE SA Best Practices for IEEE Standards Development

• Distribution of Draft Standards (see 6.1.3 of the SASB Operations Manual)
Determination of Quorum

https://tinyurl.com/yc3oxg6q
Approval of Agenda

1. Attendance
2. Call for Patents
3. Approval of agenda and of prior minutes (if quorum present)
4. Subgroup updates
5. Introduction: the IEEE ballot process
6. Other business
Approval of Prior Minutes
(March 31)
Update:
Sleep Subgroup
Sleep Schema Subgroup Update

Status and Next Steps

Quantitative sleep measure task group:
---Completed addressing the WG review comments on 2\textsuperscript{nd} set of schemas

Qualitative sleep measure task group:
---Completed addressing WG review comments on example survey schemas

Sleep schema subgroup meeting slides/minutes:
http://sites.ieee.org/sagroups-1752/sleep-subgroup-meeting-materials/

Next subgroup meeting: May 5, 2020 11:30 am to 12:30 pm EST

Info on the sleep group: email charlotte.chen@Philips.com or Simona.Carini@UCSF.EDU
Update:
Metadata Subgroup
Metadata Schema Comments Addressed

- datasheet type value set removed; data element is an optional string

```
"external_datasheets": {
  "description": "Reference(s) to external documentation regarding the component(s) relevant to describe the collection, computation, use, etc. of this datapoint or data series, e.g., software, algorithm, study protocol, etc."

  "type": "array",
  "items": {
    "type": "object",
    "properties": {
      "datasheet_type": {
        "description": "The type of component described or documented by the referenced datasheet, e.g., software, hardware, study."
      }
    }
  }

  "required": [
    "datasheet_reference"
  ]
}
```
Metadata Schema Comments Addressed

- sample data shows use

```json
"external_datasheets": [
  {
    "datasheet_reference": "iri-of-some-ambient-thermometer"
  },
  {
    "datasheet_type": "study",
    "datasheet_reference": "iri-of-some-study-protocol"
  }
]
```
SA Ballot Invitation Process

Tom Thompson
Program Manager
IEEE Standards Association
14 April 2020
Agenda

• Overview
• Advantages of the Ballot Invitation Process
• Invitee and Voter Classification
• Maintaining Balance
• High Level Role of the Balloter
• Additional Resources
• Questions? Comments?
The first step in IEEE Standards Association Ballot (SA Ballot) is forming the ballot group in myProject™. In order to form this group, a ballot invitation must be initiated by the Working Group (WG) Chair.

All users who have expressed interest in the project through myProject™ will be notified of the ballot group formation.

During the invitation period, typically 30 days, individuals (or entity representatives) can join the balloting group, change their voter classification, or withdraw from the ballot. WG officers should monitor the group for balance during this period.
Advantages of the Ballot Invitation Process

• Helps ensure an open process
• Ensures that only those who have actively expressed an interest in participating in the SA Ballot are actually involved
• Reduces probability of recirculations or failed ballots resulting from unreturned ballots by “disinterested” parties
• Ensures a balanced Ballot Group by collecting the proper classifications (producer, user, etc.)
Invitee and Voter Classification

• **Invitee (Other Standards Committees and Working Groups):**
  • WG Chairs review the list of Standards Committees and Working groups provided within the myProject system.
    • Select the groups that may have interest in the development of your standard outside of your working group
    • The more groups selected may lead to more participants in the balloting group.

• **Classifications**
  • WG Chair will confirm voter classifications for the ballot
  • The chair may add/edit/delete voter classifications (e.g. producer, user, academic, government) if needed, however it is not recommended to delete.

• **Once complete, a Ballot Invitation email is sent out to all persons in the categories that were chosen by the WG Chair**
Maintaining Balance

• **The ballot group shall be balanced;**
  • No group (classification) shall constitute one-third (33%) or more of the balloting group
  • Ballot groups shall have at least 10 members for Individual ballots and 5 members for Entity ballots.
  • If balance, or minimum participants is not achieved the invitation may be extended
  • At chairs discretion, the invitation maybe extended for additional individuals who missed the invitation period.
  • Invitation(s) CANNOT be re-opened once the ballot has started

**NOTE:** Balloting shall begin within 6 months of when the ballot invitation closed or the ballot group becomes stale and will need to initiated again.
High Level Role of the Balloter

- **Balloting group members:**
  - Shall have IEEE SA membership or pay a Per Ballot fee in order to participate
  - Shall express interest in the group prior to the invitation opening in order to receive the ballot invitation email
  - Shall register to be a member of the balloting group during the invitation period
  - Shall classify their relationship relative to the scope of the draft standard
  - Have an obligation to vote and comment during the complete balloting period
Additional Resources

• My Project User Guide:
Questions?

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Progress Towards Balloting
Workstreams

SUBGROUPS

Sleep
- validate schemas
- Main WG Review

PA&M
- Survey schemas
- Main WG Review

Metadata
- Finalized
- Final draft
- Main WG Review (Mar 31)

1st Batch Quantitative
- ✓

2nd Batch Quantitative
- ✓

Almost ✓

Almost ✓

Almost ✓

Pending input from main WG

MAIN WG

Standards Document
- Initial draft
- v2 draft
- v3 draft

IEEE GitLab
- Sign and submit CLAs
- Site design completed
- P1752 GitLab

Schemas
- Utility schemas ✓

P1 Batch Quantitative
- ✓

P2 Batch Quantitative
- ✓

Almost ✓

Almost ✓

Almost ✓
Balloting Workstreams

**P1752 DOCUMENT**
- Draft document 3.0

**P1752 OPEN SOURCE SITE**
- Initial GitLab
- P1752 GitLab

**P1752 Mandatory Editorial Coordination (MEC)**
- Revisions: 1-2 months
- Standards Association Committee (SC)
- EMB mtg and/or e-ballot: 2 weeks

**P1752 Vote May 12 or 19?**
- Approved P1752 Document

**P1752 SA BALLOT GROUP**
- Invitation to SBG: 30 days
- Invitation closes: 2 weeks
- Formation of SBG: 4 weeks
- Review for balance, etc: 4 weeks

**Approved SBG**
- Initiate SA Ballot
- Public review: 60 days

**SA Ballot Close**
- Sept 30?
Future Work
Timeline Proposal

• March 31 WG call
  • DISCUSSION: Metadata schemas

• April 14 WG call
  • PRESENTATION: Voting rolls and procedure
  • PRESENTATION/DISCUSSION: rest of draft ballot, processes for review, GitLab readiness, etc.

• April 28 WG call
  • PRESENTATION/DISCUSSION: GitLab site?
  • VOTE: Whether GitLab site is public from outset or not

• May 12 or May 19?
  • VOTE: Send document and open source site to MEC
  • VOTE: Once document approved by MEC, send to Standards Committee for approval
Summary of Action Items
Future Meetings
Upcoming Meetings

• Main WG
  • April 28, 2020: 8 AM (Pacific)

• Sleep subgroup
  • May 5, 2020 8:30 am to 9:30 am (Pacific) [to be confirmed]
Adjournment