



Meeting Minutes

09 November 2020 – Virtual

Document Title:	Meeting Minutes
Meeting:	P&Ps CSIM Meeting
CSIM - TC Chair:	Burak Kantarci
CSIM-TC Vice-Chair:	Nizar Zorba
CSIM-TC Secretary:	Angelos Antonopoulos
Meeting Recorder:	Angelos Antonopoulos
File:	Minutes_PnPs Meeting Nov 2020 (virtual).docx

Location/Room	Start (date and time)	Finish (date and time)
Virtual Meeting on MS Teams	09/11/2020 16:00 CET	09/11/2020 16:55 CET

Document History

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Purpose of Meeting

Ad-Hoc meeting of the IEEE Technical Committee on Communications Systems Integration and Modeling (CSIM-TC) to approve the changes in the CSIM Policies and Procedures (P&Ps).

Agenda

Item	Topic
1.	Welcome and Introduction
2.	Approval of the Agenda
3.	Meeting Minutes IEEE ICC 2020 (virtual)
4.	Updated P&Ps
5.	Upcoming Secretary's Election
6.	Other Business/Adjournment

List of Participants

No	Name	Affiliation	Country
1	Burak Kantarci	University of Ottawa	Canada
2	Nizar Zorba	Qatar University	Qatar
3	Angelos Antonopoulos	CTTC	Spain
4	Fabrizio Granelli	University of Trento	Italia
5	Melike Erol-Kantarci	University of Ottawa	Canada
6	Claudio Fiandrino	IMDEA Networks Institute	Spain
7	Damla Turgut	University of Central Florida	USA
8	R R Venkatesha Prasad	TU Delft	NL
9	Stefano Giordano	University of Pisa	Italy
10	Moayad Aloqaily	xAnalytics Inc.	Canada
11	Kazi Huq	University of South Wales	UK
12	Luca Foschini	University of Bologna	Italy
13	Eirini Eleni Tsiropoulou	University of New Mexico	USA
14	Frank Li	University of Agder	Norway
15	Mianxiong Dong	Muroran Institute of Technology	Japan
16	Murat Simsek	University of Ottawa	Canada
17	Christos Verikoukis	CTTC	Spain
18	Ilias Politis	SSL, University of Piraeus	Greece
19	Virgilios Passas	University of Thessaly	Greece
20	Joel J. P. C. Rodrigues	Federal University of Piau�, Brazil; Instituto de Telecomunika�es, Portugal	Brazil
21	Michael Devetsikiotis	The University of New Mexico	USA
22	Christos Tselios	Citrix Systems Inc - University of Patras	Greece
23	Shahid Mumtaz	IT, Portugal	Portugal
24	Hussein T. Mouftah	University of Ottawa	Canada

Meeting Minutes

1. Welcome and Introduction

Burak Kantarci (CSIM chair) opened the meeting and welcomed the participants. The meeting was held online and only the voting members (active members) participated. The committee has 34 voting members so the meeting reached quorum.

2. Approval of the Agenda

The agenda was presented to the attendees and approved.

3. Meeting Minutes IEEE ICC 2020 (virtual)

Burak provided the link for the minutes of the CSIM meeting that took place in the context of IEEE ICC 2020 (online). The minutes have been already uploaded in the CSIM website. The approval of the minutes will take place in the upcoming CSIM meeting in the context of the IEEE Globecom 2020 (online).

4. Updated P&Ps

Burak shared the updated P&Ps for the CSIM. Some of the main updates concern the following points:

- Steering committee composition
- Election and nomination process
- Voting member definition
- Award process

With suggestions of Nizar Zorba, Michael Devetsikiotis and Fabrizio Granelli, the related section of the P&Ps was updated with a clarification that in case a past chair is not available to serve as a Steering Committee member, the TC chair is responsible to nominate another candidate from the past chairs.

The **updated P&Ps were unanimously approved** by the participants.

5. Upcoming Secretary's Election

Burak explained that the secretary's election should take place soon, as his mandate as Chair ends at the end of 2020. According to ComSoc rules, at least two candidates should be nominated for an elected position.

For practicality, Burak proposed the current steering committee to form the nomination and elections subcommittee and have Nelson Fonseca as the Chair for the election and nomination committee and everyone agreed. As Nelson did not attend the meeting, he will either accept or decline the role in writing.

Hussein Mouftah explained that the candidates for this position should be aware that this can be a long process, following the course Secretary -> Vice-chair -> Chair, with 2-year service in each position.

Burak proposed that a separate Ad Hoc meeting should take place for voting the new secretary either soon before or after the CSIM meeting in IEEE Globecom 2020. It will be announced to the TC but a calendar invitation will be sent to only the voting members in order to ensure that quorum will exist in the Ad Hoc meeting. The possibility of having a voting process through e-mail will be also examined.

6. Other Business/Adjournment

The meeting was adjourned at 16:55 CET.