SB41/4 - Minutes of the 41st Steering Board Meeting

Tuesday 5th May 2020
11:00 UTC / 12:00 BST / 13:00 CEST / 07:00 EDT / 21:00 AET

Attendance

Joe D'Angelo (Xperi)
Alexander ERK (IRT)
John FARRELL
Walter HUIJTEN (NPO)
Rosie KENDRICK (RadioDNS)
David LAYER (NAB) (Chair)
Nick PIGGOTT (RadioDNS Project Director)
Ben POOR (EBU) (Secretary)
Nacho SEIRUL-LO (NXP)
Ron WALKER (NPR)
Dave WALTERS (BBC)
Christian WINTER (AUDI)

Agenda

1. Welcome and Introductions
2. Agenda approved
3. Steering Board Chair remarks
   DL thanked the board for their support at the General Assembly in February. Kath Brown has had to step down as a RadioDNS Steering Board member and DL recognized Kath's contribution as a member. There has been some hybrid radio news re Radioline's technology. DL reflected on the past year as Chair, and in the coming year would like more focus on analytics, complete the stalled work on modifying standards and grow our membership. We need members' input as well as the income they provide and encouraged board to reach out to others to join. Always welcoming of feedback.
4. Approved the Minutes of the [40th Steering Board Meeting](#)
5. Actions from previous meetings:
   40-1 DW to report back on BBC standard terms for 3rd party if any further information
   - DW – no update due to Coronavirus. Delayed.
   40-2 BP to start writing doc outlining geolocation requirements for input from broadcasters and manufacturers
   - Discuss within TG report
   40-3 Board to make suggestions to TG re any analysis that may interest them
   - Discuss within TG report
   40-4 BP to write analytical insight doc for manufacturers and broadcasters

- Discuss within TG report

40-5 NP/BP to modify NPs contract to document fee history
- NP suggests that instead of add-on to contract, there is a separate doc documenting more as accounting records, completes ambition but is easier – approved.

AP – RK to create document detailing accounting records for personnel's pay

40-6 BP to understand rights for fixed term contract rolls over 2 years

AP – NP to take on the task of understanding the rights for fixed term contracts rolling over 2 years

40-7 NP to look at a better bank account for international payments
- In project office report

40-8 RK to send beta link for new web page to board
- Completed

40-9 RK to send out Steering Board Meeting Dates for 2020/21
- Completed

38-6 NP to ask manufacturers if they will follow the standard terms if created and if there is any agreement (or multiple) that would be acceptable?
- See Standard Terms

38-8 NP to summarise conversations with manufacturers and suggestions on what form Standard Terms of Use could take
- See Standard Terms

6. Appointment of new Director (NP/DL)
   Kath Brown has left Commercial Radio Australia and resigned from the RadioDNS Steering Board, as of 17th April. The board has the freedom to appoint a director with suitable skills and capabilities until next election (Feb next year) or we can hold an election. Commercial Radio Australia would like Jaime Chaux to be considered as a board member. NP shared Jaime's LinkedIn profile and stated he has the experience, understands industry, so he is engaged and would be a good person to have on the board.
   DL asked for comments
   JD – I know Jaime well and would strongly support his nomination.
   DL – Does the board agree we should make Jaime Chaux a board member?
   Approved.

AP – NP to complete/send documentation to make Jaime Chaux a member of the RadioDNS Steering Board.

7. Technology Group Report ([SB41/2](#))– NP/BP
   a. Update to ETSI TS 102 818 §5.12 to support boundary action attributes
      Ambition to get through and into standards, discussions, proposition and research into how it would work
      NP: Unusual process required due to time restrictions, if board ratifies change first, then as soon as TG is satisfied they can send to WorldDAB Tech committee to ensure change doesn't affect DAB signal. They are meeting on 27th May so this needs to be complete before then.
      Board agreed to delegating authority on this to the TG.
      Discussion on involving the US broadcasters/HD radio
   AE requested to see draft of standard.

AP – NP to post draft of standard ETSI TS 102 818

   b. Update to ETSI TS 103 270 new §5.1.6 to include CDR
      Need to understand how CDR works, before we set the standard.
      Aim to put together a prototype for autumn in our staging/test zone and work with NS-L and real services from China. The outcome is to be confident it works and to update Standard once this has been done.

Proposed changes to how the TG works:

> BP to continue to chair
> NP to do the production work with docs and liaising with group
> Andy Buckingham to look after technical side
> RK to organise meetings etc, comms and marketing
> It was discussed that NP does not have events to attend currently, so this is workable for the time being, will need reviewing in future but now is a unique opportunity to get additional work done.

AP - NP/RK to create a rolling review of TG admin

>   a. Analytics using RadioDNS server data

We know that broadcasters' servers can afford analytics capability, which broadcasters might not know how to use, so we suggest

> 1. Write a doc which is specific about how basic analytics can be obtained from RadioDNS Hybrid Radio. More prescriptive about what can be done and how to do it.
> 2. Work out through consultation what is wanted by broadcasters – what, how frequently and how it is delivered.
> 3. Start a workpart in TG going beyond baseline analytics

Discussion on this doc being a 'real world' document acknowledging what can be done and what analytics broadcasters could currently use, it won't add any new functionality or require additional work by manufacturers, it's an additional advantage of using RadioDNS, providing details of what can be done already.

Points raised on the impact of publishers like Radioplayer affecting analytics, GDPR and privacy requirements.

AP – NP to draft the how-to doc on current analytic capabilities.

8. Standard Licence and Managing Client ID's:

NP summarized the current situation, asking if the objections to the most recent draft are still the same and suggested creating 2 licences. One with a very limited scope that is acceptable to all and a second license that can be made unique to Client ID's and has a cost of value associated with it. It may also include podcasting and other on-demand material.

Discussed the challenges and also clarification of what RadioDNS will offer and further values such as geofencing.

AP – RK to schedule meeting for those interested in working to deliver Standard terms solution.

9. Project Office Report ([SB41/3](#)) - NP / RK
   >   a. Financial Report
   >   We have an Alternative Bank Account which we can start using for International Payments if necessary
   >   b. Membership Review

Still awaiting payments – we have a target to find a resolution within the next 4 weeks

AP – RK to continue to chase non-payments

Discussion on budget reassessment for 2021, including the surplus we are currently carrying which is the equivalent to 12 memberships, so we could run a year with reduction in membership of 40%, without having to make changes in spending. Also:

- We will naturally save money in 2020 due to less events (40% of spending)
- We can save money by not doing acceleration in technology systems design if necessary

Therefore in 2021 we should have a bigger surplus than we started with this year which will mean we continue to run most of our services even losing 30% of our members.

AP – NP to develop 2021 budget at 50% of this year's spending and revenue for consideration by the Steering Board

   c. New Website – has launched.
   d. Events
- We are participating in the digital version of NAB – NAB Show Express and have provided a video.
- Radiodays has been rescheduled into Dec.
- Online event on June 19th with WorldDAB, a further Automotive Workshop after it went so well in Feb.
- NAB Radioshow in Nashville, IBC in Amsterdam and World DAB GA in Prague – we don't know if these are going to happen, we will look at their scale and respond accordingly.
   e. Test and Fault Reporting Platform
    Had some probs with single sign in, Andy Buckingham hoping to fix by 22nd May.
   f. Update on .org registry sale
    Sale now not happening.

10. 14th General Assembly meeting recap – NP/DL [14th GA minutes](#) and updated [Articles of Association](#) ([Record at Companies House](#))

The Articles of Association have been filed with Companies House.
DL – Could there be a history of modification?
NP – Possibly have a separate doc with the changes noted, we could digitally staple the resolution to the article.
AP – NP to digitally attach the resolution to the updated articles of association
General feedback was the General Assembly was good and the presentations were informative and helpful.
AP – RK to make available Radioline's presentation.
EBU haven't confirmed the activities or dates for next year, but if Digital Radio week goes ahead again, RadioDNS will be welcome.
AOB:
DL encouraged everyone to check out NAB Show Express and will send email to the Steering Board highlighting sessions that are auto or hybrid related.

11. Action point review:
  41-01: RK to create document detailing accounting records for personnel's pay
  41-02: NP to take on the task of understanding the rights for fixed term contracts rolling over 2 years
  41-03: NP to complete/send documentation to make Jaime Chaux a member of the RadioDNS Steering Board.
  41-04 - NP to post draft of standard of ETSI TS 102 818
  41-05 - NP/RK to create a rolling review of TG admin
  41-06 - NP to draft the how-to doc on current analytic capabilities.
  41-07 - RK to schedule meeting for those interested in working to deliver Standard terms solution.
  41-08 - RK to continue to chase non-payments
  41-09 - AP – NP to develop 2021 budget at 50% of this year's spending and revenue for consideration by the Steering Board
  41-10 - NP to digitally attach the resolution to the updated articles of association
  41-11 - RK to make available Radioline's presentation.

12. Meeting Dates for 2020:
  ● 14th July: 6am EDT/11am BST/12pm CEST/8pm AEST - Online Meeting
  ● 14th Sept: 10am EDT/3pm BST/4pm CEST/12am AEST (15th Sept) -
        In Person at Radioshow (09:00 CDT) / Online Meeting

- 1st Dec: 2pm EDT/7pm GMT/8pm CET/6am AEDT - Online Meeting
- Feb: TBA

13. Adjournment