

Fall 2021 Rules Meetings

Guidelines for IEEE-SA 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.

For more details, see IEEE-SA Standards Board Operations Manual, clause 5.3.10 and
Antitrust and Competition Policy: What You Need to Know at
<http://standards.ieee.org/develop/policies/antitrust.pdf>

If you have questions, contact the IEEE-SA Standards Board Patent Committee Administrator at
patcom@ieee.org

Participant behavior in IEEE-SA activities is guided by the IEEE Codes of Ethics & Conduct

- All participants in IEEE-SA activities are expected to adhere to the core principles underlying the:
 - IEEE Code of Ethics
 - IEEE Code of Conduct
- The core principles of the IEEE Codes of Ethics & Conduct are to:
 - Uphold the highest standards of integrity, responsible behavior, and ethical and professional conduct
 - Treat people fairly and with respect, to not engage in harassment, discrimination, or retaliation, and to protect people's privacy.
 - Avoid injuring others, their property, reputation, or employment by false or malicious action
- The most recent versions of these Codes are available at <http://www.ieee.org/about/corporate/governance>

Participants in the IEEE-SA “individual process” shall act independently of others, including employers

- The IEEE-SA Standards Board Bylaws require that “participants in the IEEE standards development individual process shall act based on their qualifications and experience”•
- This means participants:
 - **Shall act & vote** based on their personal & independent opinions derived from their expertise, knowledge, and qualifications
 - **Shall not act or vote** based on any obligation to or any direction from any other person or organization, including an employer or client, regardless of any external commitments, agreements, contracts, or orders
 - **Shall not direct** the actions or votes of other participants or retaliate against other participants for fulfilling their responsibility to act & vote based on their personal & independently developed opinions
- By participating in standards activities using the “individual process”, you are deemed to accept these requirements; if you are unable to satisfy these requirements then you shall immediately cease any participation

IEEE-SA standards activities shall allow the fair & equitable consideration of all viewpoints

- The IEEE-SA Standards Board Bylaws (clause 5.2.1.3) specifies that “the standards development process shall not be dominated by any single interest category, individual, or organization”
 - This means no participant may exercise “authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints” or “to hinder the progress of the standards development activity”
- This rule applies equally to those participating in a standards development project and to that project’s leadership group
- Any person who reasonably suspects that dominance is occurring in a standards development project is encouraged to bring the issue to the attention of the Standards Committee or the project’s IEEE-SA Program Manager

Information for Attendees

- Patent Policy, Patent FAQ, Antitrust guidelines, Patent Tutorial, Patent information in the IEEE Standards Companion, what you need to know about standards and the law, the LOA form, the LOA cover letter, the LOA database and the LOA process flowchart.
 - <https://standards.ieee.org/about/sasb/patcom/materials.html>
 - <https://standards.ieee.org/about/sasb/patcom/patents.html>
- Affiliations FAQ:
 - <http://standards.ieee.org/faqs/affiliation.html>
- Ethics policy:
 - <https://www.ieee.org/about/corporate/governance/p7-8.html>
- Copyright for Contributions to IEEE Standards Development
 - <https://standards.ieee.org/ipr/index.html>

November 2, 2021

Als/notes from 10/19

- Slide 11, remove “or hybrid”
- Slide 13, delete “for the IEEE”
- AI: Gilb to verify how changes would affect tutorials in the Chair’s guidelines
- Slide 15: Change “during” to “for”, 2 locations
- Other: Broken reference in 6.1 to directed position, changed to reference WG P&P.
- Updated text is in ec-21-0169-02-00EC

October 19, 2021

WG Policies and Procedures Status

- WG P&P has been updated and submitted to NesCom
- Check list has not been uploaded as of 10/4/2021
- Subclause 6.2, Procedure for Establishing a Directed position in the OM has been put in the approved WG P&P as Clause 14
- Process for declaring a interim to be used for attendance is now defined.

Changes to the OM

- Delete Subclause 6.2, Procedure for Establishing a Directed Position as it is in the WG P&P as Clause 14
- Add new subclause 5.3 IEEE 802 EC interim teleconference meeting using text from 4.4 in the Chair's Guideline.
 - The above 2 changes are in ec-21-0169-01-00EC
- Other items
 - Define start and end of plenary meeting
 - Define when WG electronic plenary meetings can happen
 - PAR and ICAID plenary review

4.1.3 Meetings

- Change title to “IEEE 802 LMSC Meetings”
- The IEEE 802 LMSC meets in-person during in-person plenary sessions. At the discretion of the Chair, between plenary sessions, meetings via electronic means may be scheduled.

4.1.4 Procedure for ... Sponsor meetings

- Change “IEEE 802 sponsor” to “IEEE 802 LMSC”
- Item d
 - For an in-person or hybrid plenary session, ~~t~~The opening IEEE 802 LMSC meeting shall start at 8:00 a.m. and end no later than 10:30 a.m. on Monday morning and the closing IEEE 802 LMSC meeting shall start at 1:00 p.m. and shall end no later than 6:00 p.m. on Friday of the plenary session.
- Add new item
 - For an electronic plenary session, the opening IEEE 802 LMSC meeting shall last no longer than two and one-half hours and the closing IEEE 802 LMSC meeting shall last no longer than five hours.

Clause 5: IEEE 802 LMSC sessions

- WG meetings are in person if the plenary is.
 - “All Working Group meetings during an in-person ~~each~~ Plenary Session shall be exclusively in-person.”
- Use “in-person” instead of “face-to-face” to be consistent with P&Ps
 - “The Working Group Chair may designate specific individual experts who are allowed to participate in Working Group discussions via electronic means during an in-person ~~a face-to-face~~ meeting for the benefit of the group.

5.1 Plenary sessions

- Add to 5.1
 - “A plenary session begins with the IEEE 802 LMSC Opening Meeting and ends with the IEEE 802 LMSC Closing Meeting. The IEEE 802 LMSC determines the times and dates for the IEEE for these meetings
 - Working group plenary sessions may begin after the end of the IEEE 802 LMSC Opening Meeting and shall end prior to the start of the IEEE 802 LMSC Closing Meeting.”

5.1.1 IEEE 802 LMSC plenary

- “If tutorials are offered on Monday during an in-person IEEE 802 LMSC plenary session, other meetings of IEEE 802 LMSC subgroups shall not be scheduled to overlap with the time of the tutorial programs.

PAR and ICAID plenary review

- In 9.3 and 10.3, fourth paragraph, change
 - Not later than 6:30 p.m. on Tuesday of ~~the~~ an in-person plenary session, or as determined by the IEEE 802 LMSC during an electronic plenary session.
- In 9.3 and 10.3, fifth paragraph, change
 - not later than 6:30 p.m. on Wednesday of ~~the~~ an in-person plenary session, or as determined by the IEEE 802 LMSC during an electronic plenary session.
- Leave 30 days in advance of opening meeting in 9.2 and 10.2