

# Working Group Guidelines

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# IEEE-SA Staff Liaison Role

1. **Protect IEEE from liability by working with the chair to ensure that good standards development practices are understood and followed by volunteers**
2. **Answer questions and provide guidance**
  - IEEE-SA policies and procedures
  - Meeting management
  - Legal
  - International issues
  - Balloting
  - Tools
3. **Keep you informed**
  - New products
  - New services
  - Policy changes
4. **Bring your ideas and concerns to the Standards Board and its committees**

# Standards Development Overview





# Importance of the PAR

- 1. A Project Authorization Request (PAR) is a legal document and the means by which a working group assigns copyright to and indemnification from IEEE.**
  - IEEE extends the umbrella of indemnification to people working on an authorized standards project, if they follow the rules
- 2. No formal activity shall take place after six months from the day of the first meeting of the working group without formal submittal of a PAR to the IEEE-SA Standards Board and assignment of a project number. (Ops Man 5.2)**
  - A standards project does not exist until a PAR is approved. However, a potential working group may gather to work on a PAR and to gain the support of a potential sponsor. This type of gathering, known as a **study group**, can exist for up to six months before a PAR needs to be submitted.
- 3. The standard must be completed within 4 years of the PAR approval date.**
  - The sponsor can request an extension to complete the project

IEEE-SA Ops Man: <http://standards.ieee.org/develop/policies/opman/sect5.html#5.2>

PAR FAQs: <http://standards.ieee.org/faqs/pars.html>

Study Group Guidelines: <http://standards.ieee.org/develop/corpchan/studygrp.pdf>

# **Working Groups & Draft Development**

# Standards Development Meetings

1. Meeting titles shall include “IEEE” for identification purposes.
2. IEEE Standards Sponsor activities shall have the IEEE logo on all promotional material and publications.
3. All IEEE-SA standards meetings shall be conducted in compliance with all applicable laws, including antitrust and competition laws.
4. Don't discuss the interpretation, validity, or essentiality of patents/patent claims.
5. Don't discuss specific license rates, terms, or conditions.
  - Relative costs, including licensing costs of essential patent claims, of different technical approaches may be discussed in standards development meetings.
  - Technical considerations remain primary focus
6. Don't discuss or engage in the fixing of product prices, allocation of customers, or division of sales markets.
7. Don't discuss the status or substance of ongoing or threatened litigation.
8. Don't be silent if inappropriate topics are discussed... do formally object.

IEEE-SA Ops Man: <http://standards.ieee.org/develop/policies/opman/sect5.html#5.3>

IEEE-SA Meeting Guidelines: <https://development.standards.ieee.org/myproject/Public/mytools/mob/meetguide.pdf>

IEEE Standards and the Law: <http://standards.ieee.org/develop/policies/stdslaw.pdf>

IEEE-SA Antitrust Policy: <http://standards.ieee.org/develop/policies/antitrust.pdf>





# Disclosure of Affiliation

Each participant's affiliation shall be disclosed at any working group or project meeting. The chair or the chair's delegate shall inform the meeting of the requirement for disclosure of affiliation (see 5.2.1.5 of the IEEE-SA Standards Board Bylaws). This shall be via a sign-in (e.g., sign-in sheet, electronic sign-in, verbal disclosure, or electronic communication) that provides for disclosure of employer and any other affiliation, a reminder of the definition of affiliation, and possible penalties for non-compliance.

IEEE-SA Standards Board Operations Manual 5.3.3.1, Para 1

A meeting attendee who fails to disclose affiliation shall not accrue any membership rights, including rights of or towards voting membership, until such disclosures have been made. The chair shall review the adequacy of disclosures. Failure to disclose affiliation, or materially false or misleading disclosure of affiliation, shall result in loss of membership privileges and may also result in loss of other participation privileges within the IEEE-SA for such participants and any affiliated entities.

IEEE-SA Standards Board Operations Manual 5.3.3.2, Para 1

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- Standards development meetings are open to all interested parties and are not to be dominated by any particular entity or interest category. The disclosure of affiliation allows all participants the information necessary to assure these principles are adhered to.
  - It is consistent with the IEEE Code of Ethics requirement to disclose conflicts of interest.
  - Industry participants and users of the standard will benefit from an open and transparent development process.

IEEE-SA Ops Man: <http://standards.ieee.org/develop/policies/opman/sect5.html#5.3.3>

Disclosure of Affiliation FAQs: <http://standards.ieee.org/faqs/affiliation.html>



# Affiliation versus Employer

- An affiliation is an individual or entity that has been, or will be, financially or materially supporting your participation in this working group.
- An affiliation includes, but is not limited to, your employer and any individual or entity that has or will have, either directly or indirectly, requested, paid for, or otherwise sponsored your participation in this working group.
- Your employer is typically the entity that would be reporting you as an employee for tax purposes.
- If you are consulting or contracted with another entity, your employer and affiliation will typically be different [e.g., your employer, self-employed, or your consulting firm name is listed as employer, but the client(s) is (are) listed as affiliation(s)].

**Do not assume that the IEEE-SA will conclude that your affiliation is the same as your employer. You must declare any affiliation even if it is the same as your employer.**

**Disclosure of Affiliation FAQs:** <http://standards.ieee.org/faqs/affiliation.html>



# Call for Patents

The chair or the chair's delegate of an IEEE standards-developing working group or the chair of an IEEE standards Sponsor shall be responsible for informing the participants at a meeting that if any individual believes that Patent Claims might be Essential Patent Claims, that fact should be made known to the entire working group and duly recorded in the minutes of the working group meeting. **This request shall occur at every standards-developing meeting once the PAR is approved by the IEEE-SA Standards Board.**

The chair or the chair's delegate shall ask any patent holder or patent applicant of a Patent Claim that might be or become an Essential Patent Claim to complete and submit a Letter of Assurance in accordance with Clause 6 of the *IEEE-SA Standards Board Bylaws*. Information about the draft standard will be made available upon request.

## IEEE-SA Standards Board Operations Manual Subclause 6.3.2

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- **Call shall be made at every standards-development meeting**
  - Working Group, Task Force, Task Group, Ad Hoc, conference calls
  - **Record in minutes that call for patents was made**
  - **Record in minutes any response**
- **When informed, working group chair shall contact holder requesting an LOA**
- **IEEE-SA strongly recommends that at each WG meeting the chair or a designee show slides 1 through 4 of the patent slide set located at:**  
<https://development.standards.ieee.org/myproject/Public/mytools/mob/slideset.ppt>

IEEE-SA Bylaws: <http://standards.ieee.org/develop/policies/bylaws/sect6-7.html#6>

IEEE-SA Ops Man: <http://standards.ieee.org/develop/policies/opman/sect6.html>

Patent Policy Materials: <http://standards.ieee.org/about/sasb/patcom/materials.html>

# Duty of WG Participants

In order for IEEE's patent policy to function efficiently, individuals participating in the standards development process: (a) shall inform the IEEE (or cause the IEEE to be informed) of the holder of any potential Essential Patent Claims of which they are personally aware and that are not already the subject of an existing Letter of Assurance, owned or controlled by the participant or the entity the participant is from, employed by, or otherwise represents; ...

IEEE-SA Standards Board Bylaws Subclause 6.2, Para 14

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- If you personally know of a potential Essential Patent Claim that is owned by you or the entity you are affiliated with, you have a duty to ensure that the IEEE is informed of the holder.



# Tips for Draft Development

1. Develop an outline
2. Assign writing among working group members
3. Technical editor gathers inputs and ensures technical consistency
4. Avoid writing document in meetings
5. Work with an IEEE Project Editor
6. Refer to the IEEE Standards Style Manual for document structure
  - Send questions to the IEEE standards project editors ([stds-style@ieee.org](mailto:stds-style@ieee.org))
7. Use the standard templates in myProject
8. Follow the IEEE copyright policy

Standards Style Manual: <https://development.standards.ieee.org/myproject/Public/mytools/draft/styleman.pdf>  
Copyright Policy: <http://standards.ieee.org/ipr/copyright.html>



# IEEE-SA Copyright Policy

The IEEE owns the copyright in all Work Products.

Participants are solely responsible for determining whether disclosure of any contributions that they submit to the IEEE requires the prior consent of other parties and, if so, to obtain it.

## IEEE-SA Standards Board Bylaws Clause 7

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- Participants who submit contributions containing content from previously published sources shall notify the Chair of the need for permission, and should assist the Chair in obtaining that permission.
- Any participant who submits contributions that have not been previously published conveys the rights to the IEEE that are outlined in 7.2.2 of the IEEE-SA Standards Board Bylaws.

IEEE-SA Bylaws: <http://standards.ieee.org/develop/policies/bylaws/sect6-7.html#7>

IEEE-SA Ops Man: <http://standards.ieee.org/develop/policies/opman/sect6.html>

Copyright Policy: <http://standards.ieee.org/ipr/copyright.html>

Copyright FAQs: <http://standards.ieee.org/faqs/copyrights.html>