IEEE-SA Industry Connections Committee Operations Manual

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1. IEEE-SA Industry Connections Committee (ICCom)

The IEEE Standards Association (IEEE-SA) Industry Connections Committee (ICCom) is a standing committee of the IEEE-SA Standards Board, as specified in subclause 4.2.7 of the IEEE-SA Standards Board Bylaws. The details of ICCom’s responsibilities and procedures beyond those specified in the IEEE-SA Standards Board Bylaws are specified in this document. Additionally, this document also addresses some universal policies and procedures which are to be followed by groups which are undertaking Industry Connections (IC) activities.

ICCom is responsible for ensuring that proposed Industry Connections (IC) activities are within the scope and purpose of the IEEE, and for reviewing the progress and deliverables of IC activities. ICCom examines Industry Connections Activity Initiation Documents (ICAIDs) and makes recommendations to the IEEE-SA Standards Board regarding their approval. ICCom also makes recommendations to the IEEE-SA Standards Board regarding the termination of IC activities.

Industry Connections activities provide an efficient environment for building consensus and developing many different types of shared results. Such activities may complement, supplement, or be precursors of IEEE Standards projects, but they do not themselves develop IEEE Standards. Consequently, IC activities and ICCom’s procedures are not part of IEEE’s American National Standards Institute (ANSI) accredited standards development process.

2. Related Documents

The following documents are essential elements of the operations of ICCom and are hereby incorporated in this operations manual. In the event of a conflict between reference documents, the hierarchy of documents shall be as listed below.

IEEE Policies.
IEEE-SA Standards Board Bylaws.
IEEE-SA Industry Connections Activity Policies and Procedures (Entity-Based/Individual-Based) templates.

2.1. Other Related Documents

Additional direction, reference documents and other material useful in the conduct of IC activities and ICCom operations can be found on the Industry Connections Program web site: standards.ieee.org/industryconnections.
3. Abbreviations and Acronyms

**ANSI:** American National Standards Institute  
**IC:** Industry Connections  
**ICAID:** Industry Connections Activity Initiation Document  
**ICCom:** IEEE-SA Standards Board Industry Connections Committee  
**IEEE:** The Institute of Electrical and Electronics Engineers  
**IEEE-SA:** The Institute of Electrical and Electronics Engineers Standards Association  
**ProCom:** IEEE-SA Standards Board Procedures Committee

4. ICCom Responsibilities

In general, ICCom shall be responsible for all actions and activities related to its operation, and all IC activities operating under its authority. Those responsibilities shall include, but not be limited to, the following:

4.1. Generation and Maintenance of Documents

ICCom shall generate and maintain the governance documents, IC activity templates, and other such documents as ICCom requires for the effective and consistent operation of ICCom and its associated activities. Documents that require approval by the IEEE-SA Standards Board shall be submitted to that body for appropriate action.

4.2. ICAID and Policies and Procedures Review

ICCom shall review all Industry Connections Activity Initiation Documents (ICAIDs) for proposed new activities, and requests for revisions to previously approved ICAIDs, and make recommendations to the IEEE-SA Standards Board regarding their approval.

For IC activities that are not governed by an IEEE sponsoring committee’s policies and procedures, ICCom shall review and approve the activity-generated Policies and Procedures documents, and any revisions thereof.

4.3. Activity Sponsor

For an IC activity which does not operate under the sponsorship of a committee in IEEE-SA or other IEEE operational unit (OU), ICCom shall serve as the IEEE sponsoring committee of that activity.
4.4. **Activity Oversight**

ICCom shall periodically review compliance with the applicable procedures and the progress towards deliverables of approved IC activities with respect to the purpose, timeframe, and deliverables stated in their associated ICAIDs, and make recommendations to the activity Chairs and to the IEEE-SA Standards Board regarding revisions of the ICAIDs or termination of activities.

When requested, ICCom shall provide summary progress reports to the IEEE-SA Standards Board.

4.5. **IC Activity Termination**

ICCom shall review all requests from activity Chairs to terminate their approved IC activities, and shall make recommendations to the IEEE-SA Standards Board regarding the approval of such requests.

In the event that ICCom, without request from the activity Chair, determines that an activity should be terminated, ICCom shall take appropriate actions to notify the activity Chair and recommend termination to the IEEE-SA Standards Board.

4.6. **Other Responsibilities**

ICCom shall perform other tasks and duties as identified in ICCom reference documents (ICAID form, IC Activity Policies and Procedures templates), as amended from time to time, as well as any tasks and duties that may be assigned to ICCom by direction of the IEEE-SA Standards Board.

5. **Initiation of IC Activities**

The procedure for initiating a new IC activity begins with the submission of a completed ICAID to the ICCom Administrator. The ICAID form, along with the instructions for completing and submitting it, shall be available on the IC Program web site (standards.ieee.org/industryconnections).

The ICCom Administrator shall assign a unique IC Activity Number to each new ICAID.

Numbering Scheme: ICyy-nnn
- yy – Last two digits of year
- nnn – 3-digit count of new ICAIDs submitted in year yy (001-999)

The ICCom Administrator shall notify ICCom of each new ICAID. A review of each new ICAID shall be scheduled within 30 days from the time it is received by the ICCom Administrator. The primary contact(s) listed on the ICAID for a proposed activity shall be invited to attend the ICCom review meeting, and may present their proposal at that meeting.
Following the review of each new ICAID, ICCom shall make a recommendation to the IEEE-SA Standards Board regarding its approval. A proposed IC activity shall become an approved activity upon approval of the ICAID by the IEEE-SA Standards Board. Continuous processing through electronic technologies may be used to expedite the approval process. Following approval, the ICCom Administrator shall enter the ICAID in the list of Approved Activities, which shall be accessible from the IC Program web site.

In the event that an ICAID is not approved by ICCom, ICCom may appoint an advisor/mentor to work with the submitter to determine the most appropriate course of action.

ICCom may assign an IEEE-SA advisor to guide the progress and processes of an approved activity, if the activity does not already have a sufficiently knowledgeable participant. The advisor may be an IEEE-SA staff member or a knowledgeable volunteer.

6. **Review of IC Activities**

ICCom shall determine the appropriate level and schedule of review for each IC activity, which shall occur no less than once per calendar year.

6.1. **Procedures and Progress Review**

For each review, ICCom shall request from the activity Chair a report on the procedures and progress of the activity. Based on the activity Chair’s report, ICCom may request further information from the Chair.

At the request of the IEEE-SA Standards Board, or at the request of ICCom with IEEE-SA Standards Board’s approval, ICCom shall provide reviews of selected activities to highlight and report on the IEEE-SA Standards Board agenda.

6.2. **Financial Activities Review**

ICCom shall perform a review of all IC financial activities regardless of financial ownership or sponsorship scenarios. The review shall be to verify that the process is being followed as identified in the approved ICAID, IC Activity Policies and Procedures, and/or any sponsoring committee policies and procedures under which the IC activity may be operating.

6.3. **Financial Commitment**

Any proposed or anticipated activity which may lead to financial/contractual obligations to the IEEE-SA, (such as conferences, hotel commitments, publications, legal counsel, etc.) shall be first reviewed by ICCom in consideration of an appropriate course of action.
6.4. **Financial Reporting**

For IC activities sponsored by ICCom, financial reporting shall be made by the activity to ICCom as required by IEEE-SA.

7. **Revision of IC Activity Charter**

In the event that it becomes necessary to revise the charter of an IC activity, the activity Chair shall submit a revised ICAID to the ICCom Administrator prior to embarking on the revised charter. Revision of the charter can be initiated in one or more of three possible ways:

- At the request of ICCom
- At the request of the activity sponsor
- At the request of the Chair as a result of the activity member actions as outlined in the activity policies and procedures

The procedure for submitting a revised ICAID and subsequent processing and review shall be the same as that for a new ICAID as described in §5 above.

8. **Termination of IC Activities**

Termination of an IC activity requires the approval of the IEEE-SA Standards Board. Requests to terminate an activity will be considered by ICCom, and, if approved, will be placed as a recommendation to terminate on the IEEE-SA Standards Board consent agenda for action. A request to ICCom to consider termination of an activity can be made in one of the following manners:

- At the discretion of an ICCom member
- At the request of the activity sponsor
- At the request of the Chair as a result of activity member proceedings as stated in the activity policies and procedures

Termination of an IC Activity is effective upon approval by the IEEE-SA Standards Board. In the event that a request by the sponsor or the activity Chair is not recommended by ICCom to the IEEE-SA Standards Board, or the IEEE-SA Standards Board votes to not honor the request to terminate, ICCom shall meet with the sponsor and/or the activity Chair to discuss an appropriate course of action.

9. **Structure and Operations of IC Activities**

9.1. **Activity Structure**
An IC activity shall be either entity-based or individual-based corresponding to the definitions for standards activity as defined in subclause 5.2 of the IEEE-SA Standards Board Bylaws. Declaration of entity- or individual-based operation shall be made in the ICAID and, if applicable, the Policies and Procedures manual of the IC activity.

9.2. Activity Operations

For IC activities operating under a sponsoring committee in the IEEE-SA or other IEEE operational unit (OU), the policies and procedures of that committee or OU will apply. For activities in which ICCom is the sponsoring committee or where the sponsoring committee or OU does not have applicable documents, policies and procedures shall be developed from the ICCom template or from other IEEE organizations with the source of the template identified. Policies and procedures developed specifically for an IC activity must be submitted within three (3) months of approval of the ICAID.

IC activities shall avoid development of work products that should be undertaken through the IEEE-SA PAR/Standards Development process or the ISTO process.

10. Participation in IC Activities

IC activities shall operate in a manner that adheres to the principles of openness and transparency.

10.1. Entity-Based Activities

Participation in entity-based activities shall be limited to entities (e.g., corporations, government agencies, academic institutions, trade associations) as defined in subclause 5.2 of the IEEE-SA Standards Board Bylaws. In the event that a question arises regarding the eligibility of an entity to be an Activity Member, the final determination shall be made by ICCom.

During the first year of an activity, any entity, regardless of IEEE-SA corporate membership status, may participate in the activity. After completion of the first year of the activity, it is required that every entity be a Basic or Advanced Corporate Member of IEEE-SA in order to become or remain an Activity Member. Non-voting Individual Subject Experts (advisors) are permitted, at the discretion of the activity Chair.

10.2. Individual-Based Activities

Participation in individual-based activities shall be governed by the following:

- In accordance with the approved policies and procedures of the IEEE sponsoring committee for the activity, or
• In accordance with the ICCom-approved activity Policies and Procedures for activities not overseen by an IEEE sponsoring committee.

Membership in IEEE-SA is not required for participation in individual-based activities.

11. Legal Compliance and Other Issues

11.1. Compliance with Laws

All activity meetings shall be conducted in compliance with all applicable laws, including antitrust and competition laws. In the course of activity work product development, participants shall not engage in fixing product prices, allocating customers, dividing sales markets, or other conduct that violates antitrust or competition laws.

11.2. Discussion of Litigation, Patents, and Licensing

No discussions or other communications regarding the following topics shall occur during IC activity meetings or other duly authorized IC activities:

• The status or substance of ongoing or threatened litigation
• The essentiality, interpretation, or validity of patent claims
• Specific patent license terms or other intellectual property rights

11.3. Discussion of relative cost/benefit analyses

When comparing different technical approaches in activity work product development, participants may discuss the relative costs (in terms for example, of percentage increases or decreases) of different proposed technical approaches in comparison with the relative technical performance increases or decreases of those proposals. Technical considerations should be the main focus of discussions in the work product development activities.

12. Ethics

All participants in IC activities, whether IEEE members or not, shall adhere to the IEEE Code of Ethics as stated in subclause 7.8 of the IEEE Policies.

13. Disclosure of Affiliation

Every member and participant in an IC activity shall disclose his or her employer and any other affiliations as defined in subclause 5.2.1.5 of the IEEE-SA Standards Board Bylaws.
14. **Call for Mediation**

IC activity members unsatisfied with the procedures or process of the activity are encouraged to resolve matters of concern within the activity’s leadership/membership/sponsoring committee. In the event that resolution within the activity structure is not achieved, such matters may be brought to the attention of ICCom for mediation. Under no circumstances shall issues of disagreement be made public (external to ICCom) without ICCom’s consent.

In the event of a dispute concerning the eligibility of a participant in an activity, the conduct of activity membership, or any other non-technical matter that is brought before ICCom for mediation, ICCom shall appoint an impartial panel of three ICCom members to hear the concerns of the affected party and the position of the Chair of the activity. Based on that hearing, the panel shall issue a report and recommended course of action to be approved by the ICCom membership. Upon approval by ICCom, the activity Chair shall be notified of ICCom’s decision and implement the recommendations of ICCom.

In the case where the issue raised to ICCom is determined to be technical in nature, ICCom may refer the issue back to the activity structure without action.

Concerns regarding the decisions or actions of ICCom may be submitted to the IEEE-SA Standards Board for consideration.

15. **IC Activity Documents**

All documents that are produced and published by an activity shall include an IEEE-SA approved notice and disclaimer related to copyright, patents and liability. An approved version of the notice and disclaimer shall be available on the IC Program web site. Where activity work products are in the form of an event, including exhibits, workshops, and other such gatherings, promotional material for the purpose of advertising such events shall be exempt from including this notice and disclaimer.

16. **Intellectual Property Rights**

All IC activity deliverables shall contain the IEEE-SA approved disclaimer noted in §15 above related to patents.

The copyright for all documents or other copyrightable output of an IC activity shall be held by the IEEE, in accordance with the IEEE-SA Copyright Policy as specified in Section 7 of the IEEE-SA Standards Board Bylaws.

17. **Access to Activity Material**
Activity participants may restrict access to activity documents and output to activity members, IEEE staff, and ICCom governance.

18. **Maintenance and Modification of the IEEE-SA Industry Connections Committee Operations Manual**

Proposed modifications to this manual may be submitted to the Secretary of the IEEE-SA Standards Board by members of the IEEE-SA Standards Board and any of its committees. This manual will be maintained by the IEEE Standards Department Staff, reviewed by ProCom, and approved by the IEEE-SA Standards Board.

Changes to this document shall be recommended for submission to legal counsel by IEEE Standards Department Staff.

19. **Interpretations of the IEEE-SA Industry Connections Committee Operations Manual**

Requests for interpretations of this document shall be directed to the IEEE-SA Standards Board. The Secretary of the IEEE-SA Standards Board shall respond to the request within 30 days of receipt. Such response shall indicate either an interpretation or a specified time limit when such an interpretation will be forthcoming. The time limit shall be no longer than is reasonable to allow consideration of and recommendations on the issue by, for example, ProCom.