IEEE-SA Standards Board Bylaws

5.2.1.5 Disclosure of affiliation

Every member and participant in a working group, Sponsor ballot, or other standards development activity shall disclose his or her affiliation(s), which includes employer(s) and any other affiliation(s). An individual is deemed "affiliated" with any individual or entity that has been, or will be, financially or materially supporting that individual's participation in a particular IEEE standards activity. This includes, but is not limited to, his or her employer(s) and any individual or entity that has or will have, either directly or indirectly, requested, paid for, or otherwise sponsored his or her participation. Failure to disclose every such affiliation(s) may result in complete or partial loss of rights to participate in IEEE-SA activities. An individual is not excused from compliance with this policy by reason of any claim of a conflicting obligation (whether contractual or otherwise) that prohibits disclosure of affiliation(s).

A person who believes that a participant's disclosure is materially incomplete or incorrect should report that fact to the Secretary of the IEEE-SA Standards Board and the appropriate Sponsor(s).

IEEE-SA Standards Board Operations Manual

5. Standards development

5.1 Sponsor

5.1.2 Duties of the Sponsor

5.1.2.1 Mandatory requirements

Supervision of a standards project by the Sponsor includes the following mandatory requirements:

a) Submit a properly completed Project Authorization Request (PAR) for IEEE-SA Standards Board approval within six months of the first decision to initiate the project. Forms and information may be obtained from the NesCom Administrator (see 5.2).

b) After approval of the project, work with the IEEE Standards Department Staff to give notice of the project in appropriate publications and to appropriate entities, for the purpose of soliciting an expression of interest in the work of the sponsoring committee.

c) Ensure that mandatory coordination requirements are accomplished (see 4.2.3.2 and 5.4.4).

d) Organize the technical development work on the standard.

e) Notify persons who have expressed interest in the time and the place of meetings as specified in the P & P of the Sponsor (see 5.1.1).

f) Ensure that all meetings involving standards are open to all interested parties.

g) Conduct the Standards Sponsor ballot in accordance with these procedures.

h) Submit the proposed standard together with the submittal form to the IEEE-SA Standards Board.

i) Submit annually to the IEEE Standards Department an electronic roster of individuals participating on standards projects.

j) Without exception, the Sponsor shall ensure the submission of an annual financial report(s) for the operation of the Sponsor and all of its standards development committees (e.g., working groups, task groups). Those groups operating without treasury are required to submit an annual declaration thereof via the report (see 5.3.6).

k) Monitor standards developing committees for signs of dominance by any single interest category, individual, or organization. If dominance is suspected, the Sponsor shall promptly notify the IEEE-SA Standards Board and shall immediately address the concern with the standards developing committee leadership.

l) If a Working Group (WG) was created for technical development work on a standard, ensure that a written set of WG policies and procedures (P & P) is created and approved by the Sponsor. Such P & P shall not be in conflict with the IEEE-SA Standards Board...
Operations Manual. Sponsors should note that IEEE-SA Standards Board maintains a baseline WG P & P, and may occasionally request to review a Sponsor's WG P & P for alignment.

5.1.2.2 Co-sponsored projects

For projects that are co-sponsored, the parties shall identify a Primary Sponsor; the Primary Sponsor’s P & P are used for the project. Project oversight will be performed by the Primary Sponsor. In addition, the parties shall complete and sign a pro-forma Joint Sponsorship Agreement (JSA) that addresses the following:

- Dissolution of the co-sponsorship
- Ownership after the initial project is complete
- Responsibilities for maintenance, corrigenda, and amendments
- Secondary Sponsor’s access to pre-ballot drafts
- WG participation privileges of Secondary Sponsor’s participants
- Reassignment of PAR from one co-sponsor to another

The JSA shall be made available to NesCom at time of PAR submittal and shall be made available for any PAR modification or RevCom submittal. The JSA will be made available to WG participants in a manner similar to other project documents (e.g., WG P & P).

5.1.2.3 Disclosure of affiliation

The Sponsor is responsible for ensuring that participants are notified of their obligation to disclose their affiliation(s), which includes employer(s) and any other affiliation(s). Each participant's affiliation(s) shall be disclosed during any standards development activity (e.g., during meetings and Sponsor balloting).

During standards development meetings, the Working Group Chair or the Chair's delegate shall inform participants of the definition of, and requirement for, disclosure of affiliation(s) and possible penalties for non-compliance (see 5.2.1.5 of the IEEE-SA Standards Board Bylaws). This disclosure of affiliation shall be via a sign-in (e.g., sign-in sheet, electronic sign-in, verbal disclosure, or electronic communication) that provides for disclosure of affiliation(s). The minutes of each Working Group or other subgroup meeting shall record a list of attendees, and the disclosed affiliation(s) of each attendee.

Whenever an individual is aware that the ownership of his or her affiliation(s) may be material to the process, or when the Sponsor or the IEEE-SA Standards Board requests, that individual shall also declare the "ultimate parent entity" of their affiliation(s). The ultimate parent entity is an entity that directly or indirectly, through one or more intermediaries, controls the entity identified as the individual's affiliation. For the purposes of this definition, the term "control" and its derivatives, with respect to for-profit entities, means the legal, beneficial or equitable ownership, directly or indirectly, of more than fifty percent (50%) of the capital stock (or other ownership interest, if not a corporation) of an entity ordinarily having voting rights. "Control" and its derivatives, with respect to nonprofit entities, means the power to elect or appoint more than fifty percent (50%) of the Board of Directors of an entity.

5.1.2.4 Nondisclosure and false or misleading disclosure

A participant who fails to disclose all affiliation(s) shall not accrue any participant rights, including rights of or towards voting membership or ballot participation, until such disclosures have been made. Failure to disclose affiliation(s), or materially false or misleading disclosure of affiliation, shall result in loss of membership or balloting privileges, and may also result in loss of other participation privileges within the IEEE-SA for such participants and any affiliated entities.

The Working Group should review the adequacy of disclosures. If a Working Group Chair becomes aware of a participant who provides potentially false or misleading disclosure, the participant shall be notified and requested to clarify the disputed affiliation. If the participant continues to provide potentially false or misleading disclosure, or fails to provide the requested clarification, the Working Group Chair shall notify the Sponsor.

The Sponsor of the project shall, when notified by the Working Group Chair or when appropriate, review the adequacy of disclosures. If the Sponsor deems the disputed affiliation inadequate, then the participant shall be notified that, unless addressed, the Sponsor will submit the disputed affiliation and recommended corrective action(s) to the Secretary of the IEEE-SA Standards Board for review by the IEEE-SA Standards Conduct Committee.
During Sponsor balloting, if a potentially false or misleading disclosure of affiliation is identified, the Sponsor, Working Group Chair, or ballot designee shall notify the Sponsor ballot participant and request that the participant clarify the disputed affiliation. If the participant continues to provide potentially false or misleading disclosure, or fails to provide the requested clarification, the Sponsor, Working Group Chair, or ballot designee shall submit the disputed affiliation and corrective action(s) recommended by the Sponsor to the Secretary of the IEEE-SA Standards Board for review by the IEEE-SA Standards Conduct Committee (see subclause 6.6.1 of the IEEE Standards Association Operations Manual for details regarding the IEEE-SA Standards Conduct Committee).

5.3.3.1 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.

Whenever an individual is aware that the ownership of his or her employer or other affiliation may be material to the process, or when the Sponsor or the IEEE-SA Standards Board requests, that individual shall also declare the “ultimate parent entity” of their affiliation. The ultimate parent entity is an entity that directly or indirectly, through one or more intermediaries, controls the entity identified as the individual’s affiliation. For the purposes of this definition, the term “control” and its derivatives, with respect to for-profit entities, means the legal, beneficial or equitable ownership, directly or indirectly, of more than fifty percent (50%) of the capital stock (or other ownership interest, if not a corporation) of an entity ordinarily having voting rights. “Control” and its derivatives, with respect to nonprofit entities, means the power to elect or appoint more than fifty percent (50%) of the Board of Directors of an entity.

The minutes of each working group or project meeting shall record a list of attendees and the disclosed affiliation of each attendee.

5.3.3.2 False or misleading disclosure

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.

The Sponsor of the project shall, when appropriate, review the adequacy of disclosures and, if deemed inadequate, may direct corrective action(s). In the absence of effective corrective action(s) by the Sponsor, the IEEE-SA Standards Board may impose further corrective action(s).

5.3.3.3 Job recruiting

Job recruiting at IEEE Standards meetings is inappropriate and is actively discouraged. However, posting of notices of job opportunities by employers and of notices of jobs sought may be permitted at IEEE Standards meetings only if approved by the IEEE Standards Sponsor.

5.3.3.4 Audio recording, video recording, and photography

IEEE Standards Sponsor committees may apply restrictions on the use of audio recording, video recording, or photography equipment where they may impede free discussion, where they compromise commercial value, or where they are disruptive. Such restrictions should be clearly identified, in advance, to attendees.

5.3.3.5 Press attendance

Normally, individuals from the press are not encouraged to attend standards meetings. If the press is in attendance, the chair should announce press attendance. Normal meeting fees are not expected to be waived for the press.

5.3.3.6 Commercial activities

Exhibits of vendor products, distribution of literature, sales presentations, and similar activities are discouraged at standards meetings as they detract from and compete with the normal standards development process.
Summary: This change discusses Disclosure of Affiliation.
IEEE-SA Standards Board Bylaws

5.2.1.1 Membership requirements for standards developed under the individual method

Chairs and Vice Chairs of IEEE standards working groups developing standards under the individual method shall be members of IEEE-SA and shall also be either IEEE members of any grade or IEEE affiliates. Designees (those designated to manage the Sponsor ballot) in the IEEE Standards Sponsor individual ballot process shall be members of IEEE-SA and shall also be either IEEE members of any grade or IEEE affiliates.

Summary: This change adds a membership requirement for Working Group Vice Chairs.
5.3.6 Annual financial report

All Sponsors are required to submit an annual report (IEEE Form L50-S) shall ensure the submission and certification of detailing financial activity via the IEEE-SA online financial reporting tool for the previous fiscal year. The report will be due within three months of the completion of the previous fiscal year by 15 February of each year for the previous fiscal year’s activity. Failure to submit this report shall result in action from the IEEE-SA Standards Board. Actions shall include, but not be limited to, suspension of all activities until the report is filed and accepted as complete.

5.3.8 Auditing of finances

All IEEE Standards Sponsor committees with actual or budgeted income or expenses of US $25,000,000 or more per year shall be audited by a fully qualified, independent professional, auditor independent source, outside the sponsoring organizational unit. The IEEE-SA BOG Sponsor may select an outside accounting firm, another fully qualified resource, or the IEEE Internal Audit Department to arrange for and perform the audit. The selection of such auditors should avoid any conflict of interest with members of the relevant IEEE Standards Sponsor committees.

IEEE Standards Sponsor committees with more than US $25,000 but less than US $25,000,000 in income or expenses per year will be audited on a rotational basis. The IEEE Internal Audit Department will schedule and arrange for the audits of these Standards activities. For those committees not scheduled for an Internal Audit review in a given year, an informal review should be conducted by a committee composed of individuals who have no direct or indirect responsibility for the financial transactions of the committee.

IEEE Standards meetings with a non-IEEE organizational unit, when the IEEE share of annual revenues or expenses is expected to exceed US $25,000,000 per year, are required to participate in the audit process. If the cooperating organizational units agree to the audit but refuse to share in the audit fee, the IEEE Sponsor will be assessed an audit fee of no more than 50% of the standard fee rate.

All audit fees, as determined by the IEEE Internal Audit Department, shall be incorporated in the budgets of IEEE Standards Sponsor committees and displayed as a separate line on budget reports.

The IEEE Internal Audit staff will assure that committee financials are audited in accordance with the guidelines developed for this purpose.

Summary: These changes update the procedures for annual financial reporting.
IEEE-SA Standards Board Operations Manual

5.4.3 Conduct of the standards balloting process

When a proposed standard is ready for Sponsor balloting, a standards ballot shall be conducted by the Sponsor or Sponsor designee via the IEEE Standards Association balloting tools. The standards balloting process consists of Sponsor balloting group members casting votes, with or without accompanying comments, in one or more successive ballots until completion of the standards balloting process. Sponsor balloting group members shall submit votes and comments in a manner and in a format compatible with approved IEEE Standards Association balloting tools. Comments may be submitted against any normative or informative content of the ballot document, except for the Notice to Users section and the Sponsor Ballot Participant list.

The ballot process may include communication among the Sponsor comment resolution group and Sponsor balloting group members regarding the substantive merits and possible resolution of comments. However, no comment resolution member, Sponsor balloting group member, or standards participant shall intimidate or coerce a specific vote from any Sponsor balloting group member.

Summary: This change discusses conduct related to Sponsor balloting group members and their votes.
IEEE-SA Standards Board Bylaws

7 Copyright

All contributions to IEEE standards development or Industry Connection activities (whether for an individual or entity group standard) shall meet the requirements outlined in this clause.

7.1 Definitions

The following terms, when capitalized, have the following meanings:

“Public Domain” shall mean material that is no longer under copyright protection or did not meet the requirements for copyright protection.

“Published” shall mean material for which a claim of copyright is apparent (e.g., the presence of the copyright symbol ©; an explicit statement of copyright ownership or intellectual property rights; stated permission to use text; a text reference that indicates the insertion of text excerpted from a copyrighted work; or a visual indication of an excerpt from another work, such as indented text).

“Work Product” shall mean the compilation of or collective work of all participants (e.g., a draft standard; the final approved standard; draft Industry Connections white paper, Industry Connections web site).

7.2 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.

7.2.1 Contributions from previously Published sources

All contributions from previously Published sources that are not Public Domain shall be accompanied by a Copyright Permission Form that is completed by the copyright owner, or by a person with the authority or right to grant copyright permission. The Copyright Permission Form shall outline the specific material being used and the planned context for its usage in the Work Product IEEE standard.

7.2.2 Contributions not previously Published

For any contribution that has not been previously Published, and that is not Public Domain:

a) The IEEE has the non-exclusive, irrevocable, royalty-free, worldwide rights (i.e., a license) to use the contribution in connection with the standards project development of the Work Product for which the contribution was made.

b) Upon (i) approval of the standard, or (ii) final release or publication of a Work Product by an Industry Connections activity, the IEEE has the right to exploit and grant permission to use the Work Product’s standard’s content derived from the contribution in any format or media without restriction.

Copyright ownership of the original contribution is not transferred or assigned to the IEEE.
IEEE-SA Standards Board Operations Manual

6 Copyright, commercial terms and conditions, patents, and standard structure

6.1 Copyright

The IEEE owns the copyright of draft and approved IEEE standards, approved IEEE standards, draft Industry Connections Work Products, and Work Products released or published by an Industry Connections activity (see 7.2 of the IEEE-SA Standards Board Bylaws).

Contributions made by participants in an IEEE-SA standards development or Industry Connections activity meeting, whether the contributions are Published or not, are subject to the IEEE-SA Copyright Policy set forth in Clause 7 of the IEEE-SA Standards Board Bylaws.

6.1.1 Project Authorization Request and Industry Connections Activity Initiation Document

6.1.1.1 Project Authorization Request (PAR)

At the time a PAR is submitted for approval, any known previously Published material and/or Public Domain material intended for inclusion in the proposed IEEE standard shall be identified on the PAR. The Working Group Chair is responsible for obtaining written permission to use all previously Published material prior to the start of the initial ballot or prior to the next recirculation ballot if the excerpted material is inserted during comment resolution.

6.1.1.2 Industry Connections Activity Initiation Document (ICAID)

At the time an ICAID is submitted for approval, any known previously Published material and/or Public Domain material intended for inclusion in the proposed Industry Connections Work Product shall be identified on the ICAID. The Chair of an Industry Connections activity is responsible for obtaining written permission to use all previously Published material prior to inclusion of the material in an Industry Connections Work Product.

6.1.2 Contributions from previously Published sources

Participants in an IEEE Standards group or Industry Connections activity who submit contributions containing excerpted content from previously Published sources shall notify the Chair of the need for permission, and should assist the Chair in obtaining that permission. Working Group and Industry Connections activity Chairs are responsible for requesting and obtaining permission from external entities and for forwarding the completed response forms to the IEEE.

IEEE Permission Form Letters should be used to request and grant such permissions. Permission Form Letters to use material unchanged or modified are available online. Agreements that do not conform to the IEEE Permission Form Letters are possible, but such requests shall be in writing and shall be approved by IEEE-SA staff.

6.1.3 Drafts of proposed IEEE standards

All drafts shall be clearly labeled to reflect their status as unapproved.

6.1.3.1 Draft copyright statements

All drafts shall carry a copyright statement that:

a) The document is an unapproved draft of a proposed IEEE standard

b) The document is subject to change

c) The document shall not be utilized for conformance/compliance purposes.
An IEEE draft standard may be distributed without charge to the participants for that IEEE standards development project. Other persons seeking permission to reproduce the document, in whole or in part, must obtain permission from the IEEE Standards Activities Department.

The *IEEE Standards Style Manual* provides example text to meet the above requirements.

**6.1.4 Draft Industry Connections Work Products**

All draft Industry Connections Work Products shall be clearly labeled to indicate they are drafts.

**6.1.4.1 Draft Industry Connections Work Product copyright statements**

All draft Industry Connections Work Products shall carry a copyright statement that:

a) The Work Product is a draft

b) The Work Product is subject to change

c) The Work Product shall not be utilized for conformance/compliance purposes.

A draft Industry Connections Work Product may be distributed without charge to the participants for that Industry Connections activity. Other persons seeking permission to reproduce the draft Industry Connections Work Product, in whole or in part, must obtain permission from the IEEE Standards Department.

The IEEE-SA Industry Connections activity document template provides example text to meet the above requirements.

Summary: This change addresses the application of the IEEE-SA Copyright Policy to Industry Connections activities.
IEEE-SA Standards Board Operations Manual

8.2 Publication of drafts

Drafts of standards under development are normally distributed to members of the group involved in their generation (working group, subcommittee, etc.) for comment and letter ballot. The normal method for generating valid comments is to conduct a letter ballot of the working group or subcommittee.

All drafts, no matter how broad their circulation, shall be marked on the cover and elsewhere with the appropriate copyright and legal statements as defined in Clause 6.

When using the approved IEEE standards designation on a draft standard, the designation shall be structured, at a minimum, as “IEEE Pxxx/DXX,” where “xxx” represents the specific designation and “XX” represents the specific draft version of that document. The date of the draft shall also be included. Any additional information (such as the draft chapters) may be included at the discretion of the working group. The draft designation shall appear on each page of the draft in the same location for the sake of continuity (for example, the upper right corner, the bottom right corner, etc.).

In projects of broad interest, it is sometimes useful to collect a broader spectrum of comments than that available within the working entity involved in the development of the draft. Although the practice is deprecated by the IEEE-SA Standards Board, a small number of IEEE committees publish such drafts for distribution either as separate documents or in Society Transactions. Publication, including electronic, hard copy, or other forms of distribution, shall be carefully controlled to avoid misunderstandings regarding the status of and legal responsibility for such documents (N.B. these documents must not be mistakenly regarded as IEEE standards). The following conditions shall be met for such publication:

  a) The document shall be marked according to Clause 6.
  b) The draft can be authorized for publication only by the IEEE Standards Department. Committees wishing to have their drafts published and distributed shall have their Sponsor contact the IEEE Standards Department.

A preferred alternative to this procedure is to process the document as a trial-use standard (see 5.7).

Summary: This change removes an outdated method of soliciting comments on a draft standard.
IEEE-SA Standards Board Operations Manual

1.2 Types of IEEE standards

IEEE standards include but are not limited to:

— Lists of terms, definitions, or symbols, applicable to any field of science or technology within the scope of the IEEE.
— Expositions of scientific methods of measurement or tests of the parameters or performance of any device, apparatus, system, or phenomenon associated with the art, science, or technology of any field within the scope of the IEEE.
— Characteristics, performance, and safety requirements associated with devices, equipment, and systems with engineering installations.
— Recommendations reflecting current state-of-the-art in the application of engineering principles to any field of technology within the scope of the IEEE.

IEEE standards are classified as:

— Standards: documents with mandatory requirements.
— Recommended practices: documents in which procedures and positions preferred by the IEEE are presented.
— Guides: documents in which alternative approaches to good practice are suggested but no clear-cut recommendations are made.
— Trial-Use documents: publications in effect for not more than two three years (see 5.7). They can be any of the categories of standards publications listed above (See 5.7).

The IEEE standards development process may result in one or more of the following documents:

— New: A document that does not replace or modify another standard.
— Revision: A document that updates and replaces (i.e., supersedes) an existing IEEE standard in its entirety.
— Amendment: A document that adds to, removes from, or alters material in a portion of an existing IEEE standard and may make editorial or technical corrections to that standard.
  NOTE – An amendment to a standard may be prepared to maintain the state-of-the-art within the standard due to advancing technology or techniques. An amendment facilitates the timely change of an existing IEEE standard prior to its complete revision.
— Corrigendum: A document that only corrects editorial errors, technical errors, or ambiguities in an existing IEEE standard. A corrigendum does not introduce new material.
  NOTE – A typical corrigendum may contain:
  — Corrections to equations, tables, or figures, or their associated numbering or citations in the text
  — Corrections to technically incorrect sentences or paragraphs
— Erratum: A document that contains only grammatical corrections to, or corrections of errors introduced during the publishing process of, an existing IEEE standard. An erratum is based on the comparison of the final balloted version of the standard as compared to the published version.

IEEE Standards Project Editors can assist Sponsors in determining whether an amendment or revision is appropriate.

IEEE Standards may be in one of three states of activity:

— Developing: Standards projects that have not yet been approved as standards.
— Active: Approved standards that have not been transferred to inactive status.
— Inactive: Standards that are no longer being reviewed or assessed for accuracy, relevance to current practices, or further applications; these standards are removed from active status (i.e., these standards are transferred from active to inactive status). (See 9.2).
5.4.3.5 Completion of the standards balloting process and submittal to RevCom

A minimum of 75% of those voting Approve or Do Not Approve (Negative with comment) must approve the draft in order to submit the ballot result to the IEEE-SA Standards Board. In the event that 30% or more of the returned ballots are Abstentions, the standards balloting process shall be considered invalid.

In the event that a 75% return cannot be obtained, the standards balloting process is considered to have failed and further disposition of the proposed standard shall be the responsibility of the Sponsor.

Once all required recirculations have been completed and 75% approval has been achieved, the IEEE requirements for consensus have been met. Efforts to resolve Do Not Approve votes may continue for a brief period; however, if such resolution is not possible in a timely manner, the Sponsor should forward the submittal to RevCom because the IEEE has an obligation to the majority to review and publish the proposed standard quickly.

Copies of all unresolved Do Not Approve votes, together with the reasons given by the Do Not Approve voters and the responses by the Sponsor, shall be included with the ballot results submitted to RevCom.

The Sponsor shall, if not included in a recirculation package, provide to the Do Not Approve voter and to RevCom an explanation why any comments associated with a Do Not Approve vote were not required to be recirculated. In order for a Do Not Approve vote to be changed to an Approve or Abstain vote, the Sponsor shall obtain and provide to RevCom written confirmation from each voter (by letter, fax, or electronic mail) that indicates concurrence with any change of his or her vote. Any Do Not Approve vote with comment that RevCom is asked to consider as a Do Not Approve (Negative without comment) shall be explained to RevCom.

Proposed standards receiving a significant number of unresolved Do Not Approve votes should be considered by the Sponsor for trial-use (see 5.7).

5.7 Trial-Use standards

A Trial-Use standard may be appropriate for the following situations:

a) To bring together concepts for cutting edge technologies that are so new that standardization concepts need to be developed as the technology progresses.
b) To solicit input from a broader community prior to consideration of the development of a full-use standard.
c) As an alternative for a proposed standard that receives a significant number of Do Not Approve votes that cannot be resolved.

Trial-Use standards are effective for not more than two-three years and cannot be amended; it is allowable to have corrigenda against a Trial-Use standard from the date of publication. In the absence of comments received in the trial period, the document is subject to adoption as a full-status standard by the IEEE-SA Standards Board upon recommendation of the Sponsor. Trial-Use standards are prepared through the normal standards process and require a PAR indicating trial-use, Sponsor balloting, ballot resolution, and IEEE-SA Standards Board approval. During the trial-use period, users and those interested in the document may submit comments. The front matter of each approved Trial-Use standard shall contain a published scheduled cutoff date for receipt of comments and shall state the expiration date for the Trial-Use document (dates shall be calendar dates, i.e., dd mmm yyyy) for further revision and approval action. The comment cutoff date shall be at least six-12 months before the end-of-expiration date for the Trial-Use period for the standard. The expiration date for the Trial-Use standard shall be three years from its publication date. Upon expiration, the Trial-Use standard shall be transferred to inactive status (i.e., the document will be labeled Inactive and reserved for historical reference.)

The approval period for a trial-use standard that is adopted as a full-status standard without change shall be for a total of ten years from the start of the trial use period. If the trial-use period demonstrates that a trial-use standard has to undergo changes to become a full-status standard, a PAR for revision of an existing standard shall be prepared. The Sponsor shall consider the comments received. If the document is to be converted to a full-use document, a revision project shall be initiated through the submission of a PAR that indicates full-use status. The normal Sponsor balloting and approval processes applicable to all standards shall be followed. Sponsor balloting for the full-use document shall not be conducted until after the comment cutoff date for the Trial-Use document. Once approved, the full-use standard will follow all of the applicable policies and procedures (e.g., ten-year life; can be amended; can be further revised; etc.).
The Sponsor may consider converting a full-use project to a Trial-Use project. To make this conversion, a Modified PAR indicating the change to a Trial-Use project shall be submitted to NesCom. If the Sponsor balloting process has begun, the Sponsor cannot convert the project from full-use to trial-use without terminating the active ballot.

In addition, the Sponsor may consider converting a Trial-Use project to a full-use project. To make this conversion, a Modified PAR indicating the change to a full-use project shall be submitted to NesCom. If the Sponsor balloting process has begun, the Sponsor cannot convert the project from trial-use to full-use without terminating the active ballot.

Trial-Use standards may result from one of the following:

a) **At the Standards Development Level.** When a draft has been generated that generally satisfies the standards-developing group (i.e., subcommittee or working group) but needs input from a very broad constituency, such a draft may be processed as an IEEE Trial-Use Standard. For approval, such a draft requires a letter ballot of the Sponsor and approval by the IEEE-SA Standards Board as a trial-use standard.

b) **At the Sponsor Level.** When a Sponsor is unable to resolve negative ballots to a satisfactory level, or uncertain aspects of the document justify preliminary distribution, it may consider submission of the draft to the IEEE-SA Standards Board as a trial-use standard.

c) **At the IEEE-SA Standards Board Level.** When the IEEE-SA Standards Board cannot attain a suitable level of approval for a draft submitted for adoption as an IEEE Standard, it may decide to approve it as a trial-use standard.

Summary: This change addresses the Trial-Use standards process.
IEEE-SA Standards Board Operations Manual

6.2 Commercial terms and conditions

6.2.1 IEEE standards

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an IEEE standard. The appearance that a standard endorses any particular products, services, or companies shall be avoided. Therefore, it generally is not acceptable to include manufacturer lists, service provider lists, or similar material in the text of an IEEE standard. Where a sole source exists for essential equipment, materials, or services necessary to comply with or to determine compliance with the standard, it is permissible to supply the name and address of the source in a footnote as long as the words “or the equivalent” are added to the reference. In connection with standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity can be standardized as long as the description of the process or criteria (a) is limited to technical or engineering concerns and does not include what would otherwise be a commercial term, and (b) does not provide for testing conformance with any commercial terms.

6.2.2 Industry Connections Work Products

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an IEEE Industry Connections Work Product, except for provisions approved by the IEEE in connection with the sale or license of the IEEE Industry Connections Work Product by the IEEE or by an agent authorized by the IEEE. While an Industry Connections Work Product may contain references to products, services, or companies, an Industry Connections Work Product shall not endorse or appear to endorse any particular products, services, or companies.

Summary: This change addresses Commercial Terms and Conditions for Industry Connections Work Products; and updates Commercial Terms and Conditions for IEEE standards.
IEEE-SA Standards Board Operations Manual

8.1.2 Amendments and corrigenda

Amendments and corrigenda are independent projects and are processed with separate PARs and balloted independently in accordance with the requirements of these procedures, including submission to the IEEE-SA Standards Board. A corrigendum may not extend the scope of the existing standard. An amendment may extend the scope of the existing standard, but if the proposed scope of the amendment PAR or the changes made in the draft amendment are found to be excessive by the IEEE-SA Standards Board, the Sponsor shall initiate a revision PAR to replace the amendment PAR.

All PARs for amendments and corrigenda shall include a project scope.

All amendments and corrigenda shall follow the style conventions for indicating changes defined in the IEEE Standards Style Manual.

Sponsor ballots of amendments and corrigenda shall also include access to the approved base standard and any approved amendments and corrigenda in order to provide sufficient information to the ballot group.

Up to three amendments can be approved before the standard shall be revised, unless the base standard has been approved within the past three years. In such a case, multiple amendments may be added until the base standard is three years old. After the three-year period, RevCom shall defer consideration of additional amendments or corrigenda until a revision or a two-year extension request is approved by the IEEE-SA Standards Board.

If, for any extenuating circumstances, an exception to these rules is required, the Sponsor shall take its request for a two-year extension to RevCom. A project plan outlining the rationale for the request, as well as a schedule for the revision, also shall be submitted. RevCom will review the request and make a recommendation to the IEEE-SA Standards Board.

During the two-year extension period, Sponsors can submit additional amendments and corrigenda for approval consideration. However, after this period, RevCom shall defer consideration of additional amendments or corrigenda until a revision is approved by the IEEE-SA Standards Board.

Summary: This change removes a few words that were causing misunderstandings.