

# **IEEE-SA LIAISON ORGANIZATION GUIDELINES FOR THE PROVISION OF DRAFT IEEE STANDARDS**

For the purposes of these guidelines, an **IEEE-SA Liaison Organization** is an organization with which the IEEE-SA has established a technical liaison relationship between an IEEE Standards Sponsor or Working Group and a technical group or regulatory body of the Liaison Organization for the provision of draft IEEE standards to the Liaison Organization and the provision of feedback from that organization.

The Chair of the IEEE Standards Sponsor or Working Group, or designee, is responsible for distribution of draft IEEE standards of that Sponsor or Working Group to the IEEE-SA Liaison Organization, and is responsible for considering the information or feedback related to drafts provided by the Liaison Organization. In addition, the Chair is responsible for reviewing the relationship annually with the Sponsor or Working Group to ensure that it continues to be productive.

### Criteria

IEEE-SA Liaison Organizations are required to

- a) Have technical competence or expertise in the field of technology represented by the IEEE Standards Sponsor or Working Group with which the liaison relationship is established, including implementation of the technology
- b) Be a not-for-profit organization with processes for developing consensus on any contributions provided to the IEEE Standards Sponsor or Working Group, or a government entity
- c) Comply with the IEEE-SA Copyright Policy, outlined in Clause 7 of the *IEEE-SA Standards Board Bylaws* and subclause 6.1 of the *IEEE-SA Standards Board Operations Manual*
- d) Agree to exchange information in both directions in order to maintain an effective liaison relationship; if provided a draft IEEE standard, be willing to provide comments or feedback to the IEEE Standards Sponsor or Working Group

*NOTE: IEEE Standards consensus is determined by the IEEE Sponsor ballot members, so no assurance is provided that comments or feedback will be accepted or included in the IEEE standard.*

If the IEEE-SA Liaison Organization makes a technical contribution to the draft IEEE standard, the IEEE-SA Liaison Organization shall be notified of the IEEE-SA's policies and procedures related to contributions (e.g., the IEEE-SA Copyright Policy, outlined in Clause 7 of the *IEEE-SA Standards Board Bylaws* and subclause 6.1 of the *IEEE-SA Standards Board Operations Manual* and the IEEE-SA Patent Policy in regards to disclosure of potential essential patent holders, outlined in Clause 6 of the *IEEE-SA Standards Board Bylaws* and subclause 6.3 of the *IEEE-SA Standards Board Operations Manual*).

Identification as an IEEE-SA Liaison Organization may be terminated or denied for the following reasons:

- a) The organization has been found to be non-compliant with IEEE policies and procedures, including the IEEE-SA Copyright Policy or the IEEE-SA Patent Policy (as noted above) in its handling of draft IEEE standards provided under these guidelines
- b) The organization has not been compliant with the permission terms associated with any draft IEEE standard provided to them
- c) The relationship is determined by IEEE-SA to not be in the best interest of the IEEE Standards Sponsor or Working Group, IEEE-SA, or IEEE