

International Roadmap for Devices and Systems Industry Connections Activity Policies and Procedures (Entity-Based)

Version 1.0, 21 November 2016

Instructions

- Instructions on how to update these Policies and Procedures are shown in red. It is recommended to leave the instructions in the final document and simply add the requested information where indicated.
- **Shaded Text** indicates a placeholder that should be replaced with information specific to this Industry Connections (IC) activity, and the shading removed.
- Any modification of these Policies and Procedures other than simply replacing the **Shaded Text** requires the approval of the IEEE Standards Association (IEEE-SA) Industry Connections Committee (ICCom).
- Completed documents, in Word format, or any questions should be sent to the ICCom Administrator at the following address: industryconnections@ieee.org.
- The version number above, along with the date, may be used to distinguish successive updates of this document. After replacing the activity name, version number, and date above, doing a Print Preview will cause those values to be updated wherever they are referenced throughout the document.
- **Unless specifically stated, no section of this document may be modified by the user.**

1. Introduction

The purpose and proposed deliverables of the International Roadmap for Devices and Systems are specified in the International Roadmap for Devices and Systems Industry Connections Activity Initiation Document (ICAID). The operations of this Industry Connections activity (“Activity”) in fulfillment of that purpose shall be governed by the policies and procedures outlined below, subject to oversight and review by the Industry Connections Committee (ICCom) of the IEEE Standards Association Standards Board (IEEE-SA Standards Board).

Participants engaged in the Activity must comply with applicable federal, state, and international laws. In addition, the latest versions of several documents take precedence over this document, in the following order:

[New York State Not-for-Profit Corporation Law](#)

[IEEE Certificate of Incorporation](#)

[IEEE Constitution](#)

[IEEE Bylaws](#)

[IEEE Policies](#)

[IEEE Board of Directors Resolutions](#)

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Baseline Policies and Procedures for IC Activities - Entity Method
IEEE-SA Standards Board Approved 22-09-2016

[IEEE Standards Association Operations Manual](#)

[IEEE-SA Board of Governors Resolutions](#)

[IEEE-SA Standards Board Bylaws](#)

[IEEE-SA Standards Board Operations Manual](#)

[IEEE-SA Standards Board Resolutions](#)

[IEEE-SA Industry Connections Committee Operations Manual](#)

International Roadmap for Devices and Systems Policies and Procedures (this document)

Robert's Rules of Order Newly Revised (RONR) is the recommended guide on questions of parliamentary procedure not addressed in these procedures.

2. Definitions and Abbreviations

Activity: This Industry Connections activity – International Roadmap for Devices and Systems

Activity Event or Event: A technical or educational gathering of the IC activity members and non-members. Events are typically self-supporting and frequently generate a surplus.

Activity Meeting or Meeting: An assembly of the IC activity members and invited guests to work on the activity's goals and deliverables. These meetings operate on a break-even basis and are not operated to generate a surplus in the long term.

Activity Member: A qualifying entity accepted to participate in the Activity

Activity Member Representative: An individual appointed by an Activity Member to represent the Member (e.g., in Activity meetings, electronic ballots).

Activity Year: The 12 month period commencing with the IAM, and each subsequent 12 month period thereafter

Affiliation: A relationship between an individual and an entity (or entities), as defined in the IEEE-SA STANDARDS BOARD Bylaws

AMR: Activity Member Representative

Committee: A group of Activity Members chartered with a specific purpose and scope, for example, the Executive Committee and the Subcommittees.

Entity: An organization or body that qualifies as an entity for standards development purposes, as defined in the IEEE-SA STANDARDS BOARD Bylaws

Executive Committee (EC): A subset of the Activity members chartered to manage the Activity. The EC is comprised of officers of the Activity and optional members-at-large. Activities may choose to have the entire Activity membership perform the duties of the Executive Committee.

IAM: Initial Activity Meeting – first official meeting of the Activity after the ICAID is approved by IEEE approval body, 12 May 2016

ICAID: Industry Connections Activity Initiation Document

ICCom: Industry Connections Committee

IEEE-SA: IEEE Standards Association

IEEE-SA Standards Board: IEEE Standards Association Standards Board

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International Focused Roadmaps (IFR): An alternate designation for Subcommittee

Plenary: A meeting of all Activity Members

Simple Majority: Greater than 50%

Steering Committee (SC): Alternate name for the Executive Committee

Subcommittee: A committee other than the Executive Committee

Subcommittee Representative (SCR): An individual appointed by an Activity Member to represent the Member in a Subcommittee

Supermajority: Greater than or equal to 2/3

Task Group: Alternate name for Subcommittee

Voting Member: An Activity Member with voting privileges within a committee

Working Group: Alternate name for Subcommittee

3. Activity Member

The Activity shall operate in a manner that adheres to the principles of openness and transparency. All entities which express interest in participation in the Activity shall be considered for membership.

3.1. Activity Membership Requirements

Activity Membership shall be entity-based (e.g., corporation, government agency, academic institution, trade association), as defined in 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.

Activity Members shall agree to abide by the most recent version of this document.

Membership shall be granted to any entity that requests member status and also meets the following criteria:

- Is recommended for membership by an International Focused Roadmap chair, with the recommendation endorsed by an Executive Committee member of the Activity

Non-voting Individual Subject Experts (advisors) are permitted, at the discretion of the EC Chair.

3.2. Membership Transfer

In the event that, through merger or acquisition or other similar event, an Activity Member has its assets totally or substantially transferred to another entity, Activity Membership may be transferred to the new entity, if the new entity is not already an Activity Member.

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3.3. Activity Member Contact

Each Activity Member shall have a contact person, who is responsible for specifying the list of representatives for that Activity Member. An Activity Member roster shall be maintained by the EC Secretary (see §5.1.3), that lists the contact person and representatives for each Activity Member. The specified contact person and list of representatives can change throughout the term of the Activity Membership. It is the Activity Member's responsibility, through their contact person, or in the absence of a contact person through their IEEE-SA Corporate Member Representative, to notify the EC Secretary of changes to the specified contact person or list of representatives.

3.4. Activity Member Representative

Each Activity Member shall designate one person from its list of representatives to be their Activity Member Representative (AMR). The designated AMR may change throughout the term of the Activity Membership. It is the Activity Member's responsibility, through their contact person, to notify the EC Secretary of changes to the designated AMR. Only the AMR is eligible to vote on behalf of the Activity Member for all Activity matters. If the AMR is unable to vote at a meeting, one attending person from the Activity Member's list of representatives shall be recognized at the start of the meeting to vote on the AMR's behalf.

3.5. Adding and Removing Activity Members

Activity Members may be added at any time.

The EC may consider the removal of an Activity Member or any of its representatives at any time. The process to be followed in such a situation is specified in §5.3.

3.6. Voting Privileges

Before conducting a formal vote on a topic, the Executive Committee and Subcommittees may poll all the Activity Members to assess how the Activity Members feel about that topic. All Activity Members may vote and or comment in these informal polls.

Each committee member, through its Activity Member Representative and Subcommittee Representatives, is expected to attend committee meetings as required by these procedures. The committee Secretary records attendance at meetings. Attendance credit is granted to those who attend at least 50% of a meeting's duration. Attendance at a meeting via teleconferencing and/or electronic means, e.g., Internet conferencing, shall count towards the attendance requirements.

The Executive Committee shall determine whether voting privileges in a committee shall be granted to all members of the committee, or whether voting privileges shall be earned and retained by committee participation. The mechanism for gaining voting privileges within a committee shall change by a Simple Majority of the Voting Members of the Executive Committee.

The Voting Members of the committee are all the members of the committee

4. Initial Activity Meeting

At a minimum, the following actions shall be taken at the IAM:

- Establishment of the Activity Member roster
- Establishment of the EC Voting Members
- Election of EC officers
- Review of the goals and deliverables in the approved ICAID
- Review of the Activity's policies and procedures, if one is provided by the Sponsoring Committee, or development of the Activity's Policies and Procedures from the Industry Connections Activity Baseline Policies and Procedures

After completion of the above, other business may be conducted in accordance with §7 of this document, as identified on the IAM agenda.

5. Executive Committee

(Modify to add/remove responsibilities)

The Activity shall be managed by an Executive Committee (EC) consisting of the Chair, Vice Chair, Secretary, and Treasurer (if a Treasurer is installed). The EC provides the strategic direction for the Activity, manages the growth of participation, directs the development of all deliverables, and performs whatever additional functions are required to fulfill the purpose specified in the ICAID.

Among the responsibilities of the EC are the following:

- Creating a roadmap of planned deliverables that specifies what is to be developed, when, and what will then be done with the results.
- Establishing Subcommittees as and when needed to develop the planned deliverables.
- Recruiting additional Activity Members to participate in the Activity.
- Establishing guest entity participation rules and permissions if necessary (see §7.2).
- Creating and revising as necessary these Activity Policies and Procedures and filing copies thereof with the ICom Administrator.
- Overseeing the activities of all Subcommittees to ensure the agreed processes are followed.

- Reviewing and approving all documents and other deliverables produced by the Activity.

5.1. Officers

(Modify to add/remove positions and move responsibilities)

The initial EC officers shall consist of the EC officers specified in the ICAID. EC officers not specified in the ICAID shall be elected at the Initial Activity Meeting by the Activity Members present at the Initial Activity Meeting.

The initial EC officers shall serve for renewable one year terms, with the terms lasting until completion of the officer selection process at the beginning of the next Activity Year when three officers shall be elected from among the listed representatives of the Activity Members: Chair, Vice-Chair and Secretary. A fourth position, Treasurer, shall be also elected if the Activity has qualifying financial transactions (collection of dues, meeting participation fees, etc.) The Chair, Vice-Chair, Secretary and Treasurer shall be representatives of separate Activity Members, except in the following permitted cases. It is permitted to have one person fill both the Vice-Chair and Secretary roles, and in the absence of a separate Secretary, the Vice-Chair shall be responsible for performing all the duties of the Secretary. It is permitted to have one person fill both the Secretary and Treasurer roles, and in the absence of a separate Treasurer, the Secretary shall be responsible for performing all the duties of the Treasurer.

The officers shall be selected annually at the first meeting of each Activity Year, or as soon as practical thereafter. Officers shall serve for renewable one year terms, with the terms lasting until completion of the officer selection process at the beginning of the next Activity Year.

5.1.1. Selection of Officers

The initial EC officers shall consist of the EC officers specified in the ICAID. EC officers not specified in the ICAID shall be elected at the Initial Activity Meeting by the Activity Members present at the Initial Activity Meeting. An ICCom member or other representative of ICCom shall preside over the election of the officers not specified in the ICAID. Officers not specified in the ICAID shall be selected in order: first the Chair, then the Vice-Chair, then the Secretary and finally, the Treasurer (if required). For each office, nominations (including self-nominations) shall be accepted from any representative of a Member. If only one nomination is received for a given office, that nominee may be confirmed with the approval of a Simple Majority of the Activity Members. If there are multiple nominees for an office, an election shall be conducted to select the officer from the set of nominees. Each Activity Member may vote for at most one of the nominees. The nominee receiving the greatest number of votes shall be selected as the officer. In the event of a tie, a runoff vote shall be conducted to select the officer from among the tied nominees.

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An ICCom member or other representative of ICCom shall preside over the annual officer selection process. The officers shall be selected in order: first the Chair, then the Vice-Chair, then the Secretary and finally, the Treasurer (if required). For each office, nominations (including self-nominations) shall be accepted from any representative of a Member. If only one nomination is received for a given office, that nominee may be confirmed with the approval of a Simple Majority of the EC Voting Members. If there are multiple nominees for an office, an election shall be conducted to select the officer from the set of nominees. Each EC Voting Member may vote for at most one of the nominees. The nominee receiving the greatest number of votes shall be selected as the officer. In the event of a tie, a runoff vote shall be conducted to select the officer from among the tied nominees.

5.1.2. Replacement of Officers

If an officer resigns from office, changes his/her Affiliation, or is no longer a representative of a Member, that office shall become vacant.

An officer may also be considered for removal from office at any time. The process to be followed in such a situation is specified in §5.3.

As soon as practical after an office becomes vacant, a replacement officer shall be selected from among the listed representatives of the Members, using the officer selection process described above (see §5.1.1).

5.1.3. Responsibilities of Officers

(Modify to align with §5.1 and to add/remove/move responsibilities)

The Chair is responsible for presiding over all Plenary and EC meetings and for ensuring that the Activity operates in accordance with the policies and procedures outlined in this document. The Chair shall supervise and manage the affairs of the Activity and drive its business in fulfillment of the Activity's purpose, as specified in the ICAID. The Chair shall report to ICCom about the progress of the Activity on a regular basis or when otherwise requested by ICCom.

In the absence of the Chair, or in the event of his/her inability or refusal to act, the Vice-Chair shall be responsible for performing all the duties of the Chair.

The Secretary is responsible for ensuring that a record is made of the minutes of all Plenary and EC meetings. The Secretary is also responsible for maintaining the records of the EC in electronic form or otherwise, at a place that is accessible to all EC Member Representatives, and to ICCom when requested. These records shall include the following:

- A copy of this document and other governance documents of the Activity, as amended or otherwise altered to date.

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- A roster of current Activity Members that includes for each Activity Member the name and contact information of its contact person and its list of representatives.
- A record of the minutes of all EC and Plenary meetings, recording therein the time and place of holding, the names and Affiliations of those present at the meeting and the proceedings thereof, including all decisions and voting results.
- A record of all the EC electronic ballot results (see §8).
- A copy of all Subcommittee purpose statements, as amended or otherwise altered to date (see §6).
- A list of the individual subject experts approved to participate in any of the Subcommittees (see §6.2).
- A copy of all approved deliverables.
- A copy of all email and other materials submitted to the established mailing list(s) and file archives of the EC.

The Treasurer is responsible for maintaining a budget, tracking all funds into and out of the Activity's bank account, becoming familiar with and following IEEE policies concerning finances in adherence to the IEEE Financial Operations Manual, and fulfilling any financial reporting requirements of the IEEE.

5.2. Executive Committee Members-At-Large

Executive Committee members-at-large shall aid the Officers in providing strategic direction for the Activity.

An at-large member of the Executive Committee may be appointed by a supermajority of the Officers of the Activity. Such an appointment shall be for a one-year term. An at-large member of the Executive Committee may be reappointed, without limit. Removal of an at-large member from the Executive Committee is subject to procedures defined in §5.3. The Executive Committee may have at most ten (10) Members-At-Large at any time.

5.3. Process for Removing Persons and Members

The following process shall be followed for any situation involving the removal of an Activity Member or any of its representatives, an officer, or a committee officer. Upon approval of a Supermajority of the EC Voting Members, notification shall first be issued to the person or Activity Member (party) advising of possible removal action and the reason for the removal consideration. The party shall be allowed 30 days to respond in writing, and upon request from the party shall also be granted a hearing in a meeting of the EC. After review of any written response and additional information obtained from the optional hearing, the EC Voting Members shall vote on the removal action. If an approval of a Supermajority of the EC Voting Members is reached, the party will be removed from the position or role in question.

6. Subcommittees

Subcommittees shall be created and disbanded as necessary by a Simple Majority of the EC Voting Members. A Subcommittee shall have a purpose statement which specifies the committee's purpose, scope, expected deliverables, timeframe in which to create those deliverables, and any extra-fee support services or other fees required. Amendments to a Subcommittee purpose statement shall require the approval of a Simple Majority of the EC Voting Members.

6.1. Subcommittee Officers

Each Subcommittee shall have at least two officers, consisting of a Chair and a Vice-Chair, selected by the EC Chair from among the representatives of the Activity Members. For each Subcommittee, the officers shall be representatives of separate Activity Members. Each Subcommittee may itself optionally elect or appoint a Secretary.

6.2. Subcommittee Participation

Any Activity Member may participate in each Subcommittee upon request to the Subcommittee Chair. The Activity Member requesting to participate in the Subcommittee shall designate one person from its list of representatives to be its Subcommittee Representative (SCR). The designated SCR may change throughout the life of the Subcommittee. It is the Activity Member's responsibility, through its contact person, to notify the Subcommittee Chair of changes to the designated SCR.

Individual subject experts are permitted in Subcommittees.

6.3. Subcommittee Deliverables

A Subcommittee shall develop the deliverables specified in its purpose statement using the principles of inclusion and consensus building. Upon agreement by the SCRs that the work has been completed, the Subcommittee Chair shall provide each deliverable to the EC. The EC shall then review each completed deliverable to ensure the final result meets the expectations set forth in the purpose statement, and to check that proper procedures were followed in the Subcommittee development processes. Following this review, and upon the approval of a Supermajority of the EC Voting Members, the completed deliverable may be released to others both within and outside of the Activity, in accordance with the roadmap developed by the EC. If a deliverable is not approved by the EC, it may be returned to the Subcommittee to continue the deliverable development process.

6.4. Subcommittee Termination

Unless extended by the EC, a Subcommittee shall terminate at the end of the timeframe specified in its purpose statement. A Subcommittee may also be

terminated at any time upon the approval of a Simple Majority of the EC Voting Members. Upon termination, all records of the Subcommittee shall remain the property of the IEEE-SA and be returned to the EC.

7. Meetings

Activity meetings shall be held as decided by the Executive Committee Chair and Subcommittee Chairs to conduct the business of the Activity. Meetings should be held at intervals necessary to ensure the effective progress of the work. There is no fixed timetable and these intervals may vary according to the status of the work. Meetings may be in-person, by conference call, or by some other electronic means such as Internet conferencing. Meetings shall be scheduled in a manner that attempts to reflect the geographic distribution of the participants fairly and appropriately. Participants should share the meeting facility costs, e.g., by rotating the hosting of meetings or by other means, and each participant shall bear their own travel and accommodation costs, if any.

The Activity, or meeting host, may charge a meeting fee to recover facilities costs, catering and other services needed for the conduct of the meeting. The fee shall not be used to restrict participation by any interested parties.

7.1. Meeting Quorum

Quorum shall be defined as a Simple Majority of the Voting Members of the committee. A quorum shall be identified and announced before the initiation of Activity business at a committee meeting, but if a quorum is not present, actions may be taken subject to confirmation by letter or electronic ballot, as detailed in §8, or at the next meeting of the committee.

7.2. Guest Entity

At the discretion of the committee Chair, guest entities may be invited to attend meetings. A guest entity shall have no voting rights but may participate in discussions or other meeting activities as permitted by the committee Chair.

7.3. Meeting Procedures

Notice of a meeting shall be published on the appropriate email reflector. The minimum notice for an in-person meeting is (30) calendar days. The minimum notice for a conference call or other electronic meeting is fourteen (14) calendar days. A documented waiver of notice by all eligible meeting attendees shall be accepted in lieu of the required minimum notices for each type of meeting.

In preparation for a meeting, a draft agenda shall be sent to the appropriate email reflector at least two (2) calendar days in advance of a conference call and at least ten (10) calendar days in advance of an in-person meeting. The agenda shall be reviewed at the beginning of the meeting and revised if necessary. The following agenda items are required for all meetings:

- Approval of agenda
- Approval of minutes from previous meeting(s)

All documents and other materials required for a meeting shall be submitted and notification shall be sent to participants, such that reasonable and sufficient time is available for review of the materials prior to the meeting. The Chair shall have the authority to declare what period of time is reasonable.

A record shall be made of the minutes of all meetings. At the request of the committee Secretary or in the event of the Secretary's absence, the committee Chair may ask at the beginning of a meeting for a volunteer to record the minutes. Alternatively, with the approval of the EC, additional resources may be contracted to handle this task. The minutes shall include an accurate attendance list, agenda, main discussion points, action items and decisions. The minutes of a meeting should be reviewed, revised as necessary and approved at the following meeting. The approved minutes are the official record of the meeting.

For any decision that is to be made during a committee meeting, unless determined by a Simple Majority vote of the committee, the committee Chair shall determine the most appropriate voting method, taking into account any specific requests and proposals received from the eligible voters. Permitted voting methods include the following:

- Secret ballot, conducted by a trusted neutral person, and with only the final result and/or tally recorded.
- Openly visible voting, with only the final result and/or tally recorded.
- Fully open voting, including a record of how each voting participant responded.

Proxies are permitted to vote on behalf of Voting Members that are otherwise unable to attend a meeting. Voting Members may employ proxy voting only when other methods of participation or alternative representation have been exhausted. Proxy voting shall neither count in quorum determination, nor count as the presence of the applicable Voting Member at the meeting. Proxies must be announced by the applicable Voting Member in writing to the committee Chair in advance of the meeting. Any person attending the meeting may hold at most one proxy vote in addition to his or her own vote.

7.4. Meeting Decisions

(This clause shall not be modified except to include a list of additional voting actions that require an affirmative vote of a Supermajority of the votes cast)

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Meeting attendees shall strive to reach consensus in all matters. In case of failure to reach full and timely consensus, a vote may be conducted at the discretion of the committee Chair.

The affirmative vote of a Supermajority of the EC Voting Members (whether present at the meeting or not) shall be required to approve any of the following actions:

- Amendment of governance documents (including this document)
- Removal of Activity Members or any of their representatives
- Removal of officers
- Removal of Subcommittee chairs
- Approval of extra-fee support services or other fees
- Approval of public statements
- Request to ICCOM for termination of the Activity
- Additional actions, if any, as established by the EC

All other decisions shall require the affirmative vote of a Simple Majority of the votes cast (i.e., Approve or Do Not Approve votes, excluding abstentions.) at a meeting (including teleconferences) where quorum has been established

8. Electronic Ballots

Electronic ballots may utilize email lists, web sites, or other tools that are conveniently available to all Voting Members of the committee. Unless determined by a Simple Majority vote of the committee, the committee Chair shall determine the most appropriate voting method, taking into account any specific requests and proposals received from the Voting Members of the committee. Permitted voting methods include the following:

- Secret ballot, conducted by a trusted neutral person, and with only the final result and/or tally recorded.
- Openly visible voting, but with only the final result and/or tally recorded.
- Fully open voting, including a record of how each voting participant responded.

The Voting Members for an electronic ballot is determined at the time the ballot is distributed. Once an electronic ballot is distributed, all responses (votes and abstentions) must be returned within seven (7) calendar days, unless the committee Chair specifies a longer voting period to accommodate extra electronic discussion or other considerations. For urgent matters once sufficient response is received to clearly decide a matter, the ballot may be closed early. It must be clearly stated in the ballot announcement when the possibility of an early close exists. The electronic ballot will be considered to have failed due to lack of quorum unless a Simple Majority of the eligible Voting Members of the committee respond (including abstentions.) The electronic ballot is passed by a Simple Majority (or Supermajority depending on the action) of the Approve plus Do Not Approve votes (excluding abstentions.) The results of the electronic ballot shall be posted within one calendar day following the close of the voting period whenever possible.

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9. Events

Activities may organize "Events" as defined in §2.

9.1. Steering Committee Responsibilities

IC Activities whose primary purpose is to manage a series of events may choose to call the Executive Committee a Steering Committee. The Steering Committee Chair shall be the Event Chair.

The Steering Committee organizes and manages the event. It holds meetings as needed to ensure that the event is on track and reports to ICom and the sponsoring organization(s).

Steering Committee responsibilities include:

- *Budget Management*: Work with the IEEE-SA to create the event budget and get approval for the event budget as needed.
- *Timeline Management*: Develop the event timeline and track progress to ensure the event is on track.
- *Program Management*: Establish a Program Committee that is responsible for delivering a well-balanced and high-quality technical program at the event.
- *Publicity and Promotion*: Work with the IEEE-SA to promote the event and manage the event website.

9.2. IEEE-SA Responsibilities

IEEE-SA shall manage the financials for Industry Connections Events that are managed by the IEEE-SA, including executing contracts in the name of IEEE and collecting and distributing funds.

IEEE-SA responsibilities include:

- *Budget Management*: Create the event budget and manage the event budget. Obtain any necessary approvals.
- *Registration Management*: Plan and manage event registration per budget.
- *Exhibit Management*: Manage contracts, floor space, exhibitor registration, security, and other logistics per budget as appropriate.
- *Venue Management*: Plan the event space, including room set-up, and other local logistics per budget as appropriate.
- *Sleeping Room Arrangements*: Manage contract for room block for event attendees per budget as appropriate.

9.3. Program Committee Responsibilities

A Program Committee shall be created for each Event, and disbanded as necessary, by a Simple Majority of the Steering Committee. The Program Committee oversees the submission and review of papers/presentations and organizes the program agenda delivered at a specific event.

The Program Committee Chair is appointed by the Steering Committee Chair.

Program Committee participants should be experts in their fields and may represent different areas within the domain of the event. Program Committee participants shall be representatives of Activity Members. Individual subject experts may also participate in a Program Committee at the invitation of the Program Committee Chair and with the approval of a Simple Majority of the Steering Committee. The size and scope of the event will dictate the number of participants needed for the Program Committee and the functions the Committee performs.

Program Committee responsibilities include:

- Define the scope for the technical program
- Define quality standards and other submittal guidelines as needed for assessment of papers/presentations proposed for the technical program
- Set a schedule for technical program development activities, including:
 - Issue call for proposed papers/presentations/abstracts
 - Initial abstract submission reviews, if applicable
 - Complete reviews of papers/presentations for final selection
 - Notification of paper/presentation acceptance
- Communicate Event guidelines in the call for proposed papers/presentations, on the event website, and other event materials
- Establish the final program/agenda in a timely manner to facilitate publicity of the final program via event website and other channels

The contents of submitted papers/presentations/abstracts should be treated as privileged information and should not be disclosed to others not involved in the review process prior to making the program agenda public.

9.4. Topic and Scope

The Steering Committee defines the scope and theme of the event. The Program Committee Chair leads the process. The scope shall be within the subject matter of the Purpose statement in the Activity's approved ICAID.

The scope will depend on a number of factors, including:

- Anticipated interest in the topic
- Maturity of the technology
- Location of the event
- Potential exhibitors

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10. Legal Compliance and Other Issues

10.1. Compliance With Laws

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

10.2. Discussion of Litigation, Patents, and Licensing

No discussions or other communications regarding the following topics shall occur during meetings and activities of the Membership, EC and/or Subcommittees:

- 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

10.3. Discussion of Relative Cost/Benefit Analyses

When comparing different technical approaches in Activity meetings, 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. The relative costs may include any potentially essential patent claims, but not the price at which compliant products may or will be sold. Technical considerations should be the main focus of discussions in the Activity.

11. IPR and Confidentiality Policy

The Activity is not required to follow IEEE-SA Patent Policy. All Activity deliverables shall contain the IEEE-SA approved disclaimer related to patents in ICom Activities.

The copyright for all documents or other copyrightable output of the 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.

Activity participants shall observe a rule of confidentiality during discussions of the Activity. Any information reasonably considered, or actually labeled, as being confidential shall be treated as such, including information that each representative would treat as confidential based on the principles of their associated entity.

12. Activity Termination

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The Activity and all of its then existing Subcommittees may be dissolved at any time through an action of ICCom. Upon termination, all records of the Activity, including those of its Subcommittees, shall remain the property of and shall be returned to IEEE-SA.