

# IEEE-SA Industry Connections Committee Operations Manual

The Institute of Electrical and Electronics Engineers, Inc.  
3 Park Avenue, New York, NY 10016-5997, USA

Copyright © 2016 by the Institute of Electrical and Electronics Engineers, Inc.  
All rights reserved. Published 2016. Printed in the United States of America.

*Reproduction and distribution of this document in whole or in part by any medium is permitted. Appropriate acknowledgement of the source and ownership of the material should be made with any such reproduction and distribution.*

*Please note that this document may be revised periodically. The latest edition will be made available at the IEEE Standards website at no charge. The document on the IEEE Standards website is considered to be the definitive version (<http://standards.ieee.org/develop/policies>). For further information, contact the IEEE Standards Department, 445 Hoes Lane, Piscataway, NJ 08854-4141, USA.*

## Contents

1. IEEE-SA Industry Connections Committee (ICCom) .....	1
2. Related Documents.....	1
2.1. Other Related Documents .....	1
3. Abbreviations and Acronyms.....	1
4. ICCom Responsibilities.....	2
4.1. Generation and Maintenance of Documents.....	2
4.2. ICAID Review .....	2
4.3. Activity Sponsor .....	2
4.4. Activity Oversight .....	3
4.5. IC Activity Termination .....	3
4.6. Other Responsibilities .....	3
5. Initiation of IC Activities.....	3
6. Review of IC Activities .....	4
6.1. Procedures and Progress Review.....	4
6.2. Financial Activities Review.....	4
6.3. Financial Commitment.....	4
6.4. Financial Reporting.....	5
7. Revision of IC Activity Charter.....	5
8. Termination of IC Activities.....	5
9. Structure and Operations of IC Activities .....	6
9.1. Activity Structure.....	6
9.2. Activity Operations.....	6
9.3. Basic Support for Activities.....	6
10. Participation in IC Activities.....	7
10.1. Entity-Based Activities.....	7
10.2. Individual-Based Activities .....	7
11. Legal Compliance and Other Issues.....	7
11.1. Compliance with Laws .....	7
11.2. Discussion of Litigation, Patents, and Licensing .....	8
11.3. Discussion of relative cost/benefit analyses .....	8
12. Ethics.....	8
13. Disclosure of Affiliation .....	8
14. Call for Mediation.....	8
15. IC Activity Documents.....	9
16. Intellectual Property Rights.....	9
17. Access to Activity Material .....	9
18. Maintenance and Modification of the IEEE-SA Industry Connections Committee Operations Manual.....	9
19. Interpretations of the IEEE-SA Industry Connections Committee Operations Manual .....	10

## **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.

## **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 Standards Association Operations Manual.*

*IEEE-SA Standards Board Bylaws.*

*IEEE-SA Industry Connections Committee Operations Manual (this document).*

*IEEE-SA Industry Connections Activity Initiation Document (ICAID) form.*

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

*Robert's Rules of Order, Newly Revised (current edition).*

### **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](http://standards.ieee.org/industryconnections).

## **3. Abbreviations and Acronyms**

**Activity Event or Event:** A technical or educational gathering of the IC activity members and non-members. Attendees generally pay to attend events. 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.

**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

**ISTO:** IEEE Industry Standards and Technology Organization

**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 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.

##### **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](http://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 program financial activities specified in the program ICAID, regardless of project financial ownership or sponsorship scenarios. Reviews shall occur at least semi-annually with additional reviews at the discretion of the ICCom Chair. Reviews 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 indicated on the activity's ICAID for ICom's review prior to making a commitment to incur any obligations.

If the activity sponsor believes a financial obligation is necessary for an activity's operations, such financial obligations shall be indicated on the activity's ICAID for ICom's review.

If any funding request is being made to the IEEE-SA that is not being covered in the ICAID then that request for approval shall be made to the ICom Chair at least 30 days prior to making a commitment to incur any obligations.

#### **6.4. Financial Reporting**

For IC activities sponsored by ICom, financial reporting shall be made by the activity to ICom as required by IEEE-SA, in order to ensure that the activity adheres to the IEEE Financial Operations Manual, clause 5.1.3 "IEEE Standards meetings" of the IEEE-SA Operations Manual and clause 5.3.6 "Annual financial report" in the IEEE-SA Standards Board Operations Manual.

#### **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 ICom 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 ICom
- 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 ICom, and, if approved, will be placed as a recommendation to terminate on the IEEE-SA Standards Board consent agenda for action. A request to ICom to consider termination of an activity can be made in one of the following manners:

- At the discretion of an ICom 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 (P&Ps) of that committee or OU may apply, subject to ICCom approval. If after that approval, those P&Ps are revised then the IC activity shall immediately submit those revised P&Ps to ICCom for approval for use.

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 baseline *Industry Connections Activity Policies and Procedures*. Policies and procedures developed specifically for an IC activity must be submitted within three (3) months of approval of the ICAID. If an IC activity revises its P&Ps, the IC activity shall immediately submit those revised P&Ps to ICCom for review and approval.

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

### **9.3. Basic Support for Activities**

The IEEE-SA shall provide the following basic level of support to all Industry Connections activities at no charge to participants. Additional support services are available for a fee.

- Assignment of IEEE-SA advisor/mentor
- Assistance with creation and approval of the Activity Initiation Document



(ICAID)

- Assistance with the creation of policies & procedures (P&P)
- Assistance with the election of Activity officers
- Advise activity Chair on establishment of a work plan
- Establishment of a collaboration workspace, email reflector, and public website for the activity
- Announcement at/near beginning of IC activity
- One media announcement per year upon completion of major deliverables
- Guidance on publication of documents through IEEE
- Guidance on startup of IEEE-SA standards projects
- Administration of added fee services (e.g., secretariat services, technical writing, workshops), including:
  - Facilitate selection of service providers
  - Manage contracts and negotiate fees
  - Deliverables and payments schedule oversight
  - Activity member/sponsor fee collection and distribution

## **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.

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 open to all individuals as defined in subclause 5.2 of the IEEE-SA Standards Board Bylaws.

## **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.