
1. Introduction

1.1 Scope and purpose

The Products and Services Innovation (PSI) SMDC is responsible for creating, growing, and managing IEEE SA’s product and services portfolio, with an emphasis on products and services that complement IEEE SA’s core consensus businesses.

1.2 Mission

Strategic Management and Delivery Committees (SMDCs) are standing committees of the IEEE SA and are established by the SA Operations Manual or by the IEEE SA Board of Governors (BOG) to address strategic focus areas that are necessary and critical for the IEEE SA to achieve long-term organizational objectives.

The Products and Services Innovation SMDC is responsible for the following activities such as, but not limited to:

a) Overseeing the IEEE SA portfolio of products and services including but not limited to the sale of standards, the IEEE Conformity Assessment Program, and the Registration Authority

b) Ideating new products and services

c) Developing business cases for proposed new products and services above the financial threshold

d) Overseeing committees reporting to the Products and Services Innovation SMDC

e) Proposing, developing, refining, and monitoring strategic and operational objectives and initiatives within the scope of the PSI SMDC

f) Coordinating efforts among volunteers and staff in implementing, reviewing, and recommending adjustments to initiatives and activities within the scope of the PSI SMDC

g) Reviewing and considering new ideas that are within the scope of the PSI SMDC
2. References


3. Abbreviations and acronyms

This list offers only those acronyms and abbreviations used in this Operations Manual.

**BOG:** Board of Governors

**IEEE:** Institute of Electrical and Electronics Engineers

**SMDC:** Strategic Management and Delivery Committee

**PSI:** Products and Services Innovation

**RAC:** Registration Authority Committee

**SPCC:** Strategic Planning Coordination Committee
4. Membership

4.1 Chair

The IEEE SA President may appoint an individual to serve as IEEE SA Vice President, Products and Services Innovation and as chair of the Products and Services SMDC. An individual may serve as an IEEE SA Vice President for up to six consecutive years. (See IEEE SA Operations Manual, clause 5.9.1)

Each SMDC shall operate as a partnership between volunteer and Professional Staff leadership. The Professional Staff Lead for each SMDC shall be considered a Co-Chair in partnership with the IEEE SA Vice President who chairs that SMDC.

4.2 Members

The number of members of the PSI SMDC shall be proportional to the workload but no fewer than three.

Members of the SMDC shall be appointed by the IEEE SA President for a one-year term. SMDC members shall be of Member or higher grade of IEEE and shall be individual members of the IEEE SA. SMDC members may serve an unlimited number of consecutive terms. Candidates for membership in an SMDC may be proposed by that SMDC’s chair, the IEEE SA President, or by the IEEE SA Nominations and Appointments Committee.

The chairs of the standing committees of the PSI SMDC shall serve as *ex officio* members with vote.

The voting members of the PSI SMDC shall be the chair, and each member; the professional staff lead assigned by the IEEE SA Managing Director shall be a non-voting member.

4.3 Vice Chair

The members of the PSI SMDC may select a Vice Chair from among its members.
5. Committees Reporting to the PSI SMDC

All members of the committees of and reporting to the PSI SMDC, as well as the members of any ad hoc committees appointed by the SA Vice President, Products and Services Innovation, shall act in accordance with IEEE Standards policies and procedures, *IEEE Policies* including, but not limited to, Section 9.9 on Conflict of Interest, and the IEEE Code of Ethics.

5.1 Registration Authority Committee (RAC)

The IEEE Registration Authority Committee (RAC), a Standing Committee of the IEEE Standards Association, shall provide oversight of all registration activities defined or referenced in IEEE standards. The RAC shall report to the Products and Services Innovation SMDC. Such registration activities include, but are not necessarily limited to, assignment of unique numbers or identifiers used by implementers of the standard, or listings of products or services defined by the standard. This committee is responsible for both the registry process and the registration-activity-related technical content of standards using a RAC administered registry.

This committee performs its registration authority function for approved (or proposed) IEEE standards or non-IEEE standards relevant to IEEE interests. The IEEE RAC also recommends new registries to the IEEE SA BOG through the PSI SMDC.

Each IEEE standard that contains a registration activity shall have such registration activity presented to the IEEE RAC for consideration as a RAC administered registry. The IEEE maintains the right of first refusal to be the registration authority for all registries described in an IEEE Standard.

This committee shall be comprised of representatives of Standards Committees interested in registration. The RAC may have up to 21 members. The IEEE SA President shall appoint the chair of the RAC for a three-year term, renewable at the discretion of the IEEE SA President. This committee shall have two members without vote, the RAC Secretary (IEEE staff) and the chair of the Standards Activities Board of the IEEE Computer Society (or designee). The RAC Chair may appoint additional technical experts to serve as non-voting members of the RAC. The PSI SMDC shall oversee this committee through its minutes and agendas.

5.1.1 RAC agenda

A preliminary agenda for each RAC meeting shall be prepared by the IEEE Standards Department staff (the IEEE OUI Registration Authority Administrator or a designated person) and distributed to RAC members at least two weeks prior to a scheduled meeting of the RAC. At the same time, the agenda, without supporting documentation, shall be sent to all members of the PSI SMDC.
6. Operations

6.1 Voting

For the purposes of voting, a quorum shall exist when 50% or greater of the voting members are present.

Voting may occur at face-to-face meetings, electronic meetings, or via electronic ballot. The committee may also act via consensus, i.e., a lack of sustained objection.

6.2 Meetings

The PSI SMDC shall meet as often as necessary to accomplish its goals and objectives in a timely manner.

Meetings shall be called with advance notice of at least 5 business days. An agenda shall be provided at least 3 business days in advance.

6.3 Subcommittees and Ad Hoc Committees

The PSI SMDC may have committee(s) of the BOG organized under it at the discretion of the BOG or as designated in its charter. With the concurrence of the PSI SMDC chair, the PSI SMDC may have an ad hoc committee(s) of the BOG organized under it at the discretion of the IEEE SA President or as designated in the ad hoc’s charter.

New committees of the PSI SMDC may also be created by a majority decision of the SMDC and with the concurrence of the IEEE SA BOG.

The IEEE SA Vice President, Products and Services Innovation may create ad hoc subgroups (e.g., task forces, ad hocs) to assist the SMDC. If the IEEE SA Vice President, Products and Services Innovation wishes to appoint a volunteer who is neither a BOG Member nor a member of that SMDC as a chair or member of a subgroup, approval of the IEEE SA President shall be obtained.

The IEEE SA Vice President, Products and Services Innovation shall be an ex officio member without voting rights in all committees, ad hoc committees, and subgroups organized under the SMDC for which they are not explicitly assigned as a member with voting rights.

6.4 Reporting

The PSI SMDC shall report its activities, actions, and progress toward its strategic objectives and initiatives to the IEEE SA BOG regularly. In addition, during the course of the development of the IEEE SA Strategic Plan, the PSI SMDC shall provide suggested new goals and initiatives applicable to the PSI SMDC to the IEEE SA Strategic Planning and Coordination Committee (SPCC).
7. Maintenance

7.1 Maintenance and modification of the IEEE SA PSI SMDC Operations Manual

This manual will be maintained by the IEEE SA Products and Services Innovation SMDC Committee and IEEE Standards Department Staff. Proposed modifications to this manual shall be submitted to the IEEE SA Vice President, Products and Services Innovation.

Any amendments to this manual shall be approved by a majority vote of the PSI SMDC, with advance notice prior to said vote. Such changes shall become effective after approval of the IEEE SA BOG.

7.2 Conflict with IEEE SA Operations Manual

In all cases where conflict exists between this manual and the IEEE SA Operations Manual, the IEEE SA Operations Manual shall control. In cases where the IEEE SA Operations Manual is silent, this manual shall control.