

Operations Manual for P1914 WG Standard for Next Generation Fronthaul Interface

The principles contained in the IEEE Standards Association (IEEE-SA) Baseline Operating Procedures for IEEE Entity Standards Working Groups constitute the fundamental requirements for proper standards practice in the IEEE.

The objective of the Working Group is to conduct standards development meetings to develop and produce IEEE standards documents. For further information, see the IEEE-SA Standards Board Operations Manual [3], subclause 5.3.

Revision	Publication Date	Change Summary and Reason
1.0	31 May 2016	Initial Release

Table of Contents

1. PREFACE	3
2. MODIFICATIONS TO THESE PROCEDURES	3
2.1 HISTORY.....	3
3. HIERARCHY	3
4. WORKING GROUP MEETINGS.....	3
4.1 REQUIRED ATTENDANCE	4
4.1.1 ATTENDANCE TRACKING	4
4.2 CONDUCTING VOTES	4
4.2.1 VOTING AT WORKING GROUP MEETINGS.....	4
4.2.1.1 VOTING METHODOLOGY.....	4
4.3 MEETING CONTRIBUTIONS.....	4
4.3.1 REQUESTING PRESENTATION TIME	4
4.3.2 RESTRICTIVE NOTICES PROHIBITED	5
4.4 WORKING GROUP MEETING HOSTS	5
4.5 REGISTRATION POLICY	5
5. SUBGROUPS.....	5
5.1 TASK FORCES.....	5
5.1.1 TASK FORCE OFFICERS.....	5
5.1.2 TASK FORCE OPERATION.....	6
5.1.3 VOTING AT TASK FORCE MEETINGS.....	6
6. REFERENCES	6

1. Preface

In today's technological environment, standards play a critical role in product development and market competitiveness. Responsibility for how a standard evolves begins in the Working Group. Every input, behaviour, and action has both a contributory and a potential legal consequence.

This manual helps protect Working Group member companies and their representatives as well as IEEE by establishing the necessary framework for a sound standardization process.

2. Modifications to These Procedures

This operations manual describes in detail the orderly transaction of business by the Working Group. The Working Group may amend these procedures as required. Any change of these procedures shall require a supermajority vote of the voting members.

2.1 History

Edition 1.0 Initial release of this document

3. Hierarchy

The IEEE 1914 Working Group Policies and Procedures [1] take precedence to this document and this document takes precedence to Robert's Rules of Order, recently revised (Robert's Rules of Order).

4. Working Group Meetings

There are specific membership requirements for attending IEEE 1914 Working Group meetings. However, any member may attend any portion of the meeting as a Visitor. A Visitor is obligated to comply with the registration requirements for the Working Group meeting, including payment of any registration fees.

For the purposes of this document, a "meeting" is defined as, but is not limited to, any meeting of the IEEE 1914 Working Group or any of its subgroups, or any call for interest at a Working Group meeting.

There are three types of WG meetings.

- Type 1: Face to face meeting, which shall be prepared and conducted in compliance with the policies defined in the WG P&P document. Attendance (or lack of) will impact the membership level and voting rights, as defined in the P&P document.
- Type 2: Virtual WG meeting, which shall be prepared and conducted electronically and in compliance with the policies defined in the WG P&P document. Attendance (or lack of) will impact membership level and voting rights, as defined in the P&P document.
- Type 3: Normal WG conference call, which is held on a regular basis to allow the WG members to discuss the latest progress as well as technical details. Type 3 meetings are informal and therefore, attendance (or lack of) will NOT impact membership levels or voting rights.

4.1 Required Attendance

The Working Group Policy and Procedures state criteria for attendance credit (see 1914 Policies and Procedures [1]).

4.1.1 Attendance Tracking

The Working Group shall formally track attendance of individuals at all meetings. This may be done via a sign-in list or other suitable means. Individuals are required to provide information about their affiliation(s) at each meeting and may be asked to verify all roster information (see 1914 Policies and Procedures [1]).

4.2 Conducting Votes

Two types of votes exist for the Working Group; technical votes that require a supermajority and procedural votes that require simple majority (see 1914 Policies and Procedures [1]). It is at the discretion of the Chair to decide whether to use voice vote to resolve different matters within the Working Group.

4.2.1 Voting at Working Group Meetings

4.2.1.1 Voting Methodology

Any voting conducted in the Working Group, requiring either simple majority or super majority, shall not have a possibility to pass ('yes' vote) or fail ('no' vote) by votes only from the voting members of one affiliation, see sub-clause 5.2.1.3 of the IEEE-SA SB Bylaws [9]

In addition, for a voting to take place within the group, there should be at least four participants with voting right from different affiliations.

4.3 Meeting Contributions

4.3.1 Requesting Presentation Time

For Type 1 and Type 2 Working Group meetings, the intention to submit a contribution at an upcoming meeting shall be announced to the Chair at least 10 calendar days prior to the meeting. The contribution shall be submitted at least 7 days prior to the meeting and shall include the final version of the contribution (in pdf format), topic title, name of author(s), and affiliation(s).

For Type 3 Working Group meetings, the intention to submit a contribution at an upcoming meeting shall be announced to the Chair at least 5 calendar days prior to the meeting. The contribution shall be submitted at least 3 days prior to the meeting and shall include the final version of the input (in pdf format), topic title, name of author(s), and affiliation(s).

Any modification to the contribution after the deadline shall be confined to editorial changes only. Any non-editorial change made to the contribution after the deadline shall result in moving the contribution to the end of the agenda and the review shall be subject to the group's agreement. An agreement by the group to allow a late input shall require a motion to amend the agenda

4.3.2 Restrictive Notices Prohibited

IEEE rules prohibit the presentation of contributions with restrictive notices. Under no circumstances shall a contribution or presentation containing restrictive notices (such as “Confidential”, Copy Right notices, etc.) be presented. Any member noticing such a restrictive notice should call for a point of order and the Chair shall instruct the presenter to discontinue the presentation.

4.4 Working Group Meeting Hosts

Any meeting may be hosted by a Working Group member (or his/her employer), a group of Working Group members (or their employers), or a third party (further referred to as the Host).

The Host is responsible for the financial and logistical planning, preparation and execution of the meeting. The Host may charge meeting participants a reasonable fee to offset the costs of the meeting facilities.

In the case that the host covers more than 50% of the meeting expense, the host is allowed to have up to 3 attendees at no charge.

4.5 Registration Policy

All participants shall pay the required registration fee for a Working Group meeting. Failure to pay by a participant shall result in a loss of meeting attendance credit by that participant.

In the event a participant is unable to attend a meeting for which they have registered a request may be made for a refund of the registration fee. Only refund requests made at least 10 days before the meeting will be honoured, while refund requests made thereafter will not be refunded..

5. Subgroups

From time to time, the Working Group may determine that forming a subgroup would expedite the completion of its work. A subgroup can be in the form of a task force or other informal bodies at the discretion of the Working Group. The formation of any task force or other subgroup of the Working Group shall be affirmed by a majority of the Working Group.

5.1 Task Forces

A task force may be formed to complete a specific subset of the work undertaken by the Working Group.

5.1.1 Task Force Officers

Officer positions required for a task force are Chair and Editor. The required task force Officers shall be appointed by the Working Group Chair and shall be affirmed by a majority of the Working Group membership.

In the event a required task force officer is not affirmed by the Working Group, the Working Group Chair may temporarily appoint the position. The temporary appointment shall be for a term of no

more than six months and may not be the candidate which failed to be affirmed by the Working Group.

5.1.2 Task Force Operation

Progress of each task force shall be reported at the Working Group meeting by the appropriate Chair. Task forces may elect officers other than the Chair and Editor, if necessary, and shall follow the general operating procedures for the Working Group.

Individual task force meetings that are held during a Working Group meeting should be held serially. Task force meetings held outside of Working Group meetings should not overlap in time and should be scheduled with member time zone constraints considered.

5.1.3 Voting at Task Force Meetings

In the case that TF meetings are held separately from WG meetings (physically or electronically), any voting member attending a task force meeting may vote on all motions. A member shall have one vote. In this case, all motions made by a task force shall be reaffirmed by the Working Group Voting members. All motions requiring a super-majority vote in the TF shall be reaffirmed by a supermajority of the Working Group Voting members. All motions requiring a simple majority vote shall be reaffirmed by a simple majority of the Working Group Voting members.

6. References

1. [IEEE 1914 WG Policies and Procedures](http://www.ieee1914.org/1/documents/P1914_1_PandP.pdf)
http://www.ieee1914.org/1/documents/P1914_1_PandP.pdf
2. [IEEE Bylaws](http://www.ieee.org/web/aboutus/whatis/bylaws/index.html)
<http://www.ieee.org/web/aboutus/whatis/bylaws/index.html>
3. [IEEE-SA Standards Board Operations Manual](http://standards.ieee.org/sa/sa-om-main.html)
<http://standards.ieee.org/sa/sa-om-main.html>
4. [IEEE SA Corporate Membership WEB](http://standards.ieee.org/sa-mem/corp_overview.html)
http://standards.ieee.org/sa-mem/corp_overview.html
5. [IEEE Policies](http://www.ieee.org/web/aboutus/whatis/policies/index.html)
<http://www.ieee.org/web/aboutus/whatis/policies/index.html>
6. [IEEE Financial Operations Manual](http://www.ieee.org/portal/cms_docs_iportals/iportals/aboutus/whatis/finopsmanual.pdf)
http://www.ieee.org/portal/cms_docs_iportals/iportals/aboutus/whatis/finopsmanual.pdf
7. [IEEE Communications Society Policies and Procedures Manual](http://ww2.comsoc.org/about/documents/pp)
<http://ww2.comsoc.org/about/documents/pp>
8. Henry M. Robert III, et al, *Robert's Rules of Order: Newly Revised*, 10th Edition (Cambridge: Da Capo Press 2000).
9. [IEEE-SA Standards Board Bylaws](http://standards.ieee.org/develop/policies/bylaws/sb_bylaws.pdf),
http://standards.ieee.org/develop/policies/bylaws/sb_bylaws.pdf