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**IEEE EMC SOCIETY
Standards Development Committee
Policies and Procedures**

Published by the EMC-S Standards Development Committee

EMC-S Standards Development Committee

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1.0 INTRODUCTION

This policies and procedures manual has been prepared with the intent of formalizing the activities of the IEEE EMC Society (IEEE EMC-S) Standards Development Committee (SDCom).

1.1 Purpose

The purpose of this manual is to document formally the policies and procedures of the IEEE EMC-S SDCom. Further, this document will serve to provide the necessary documented relationship of the IEEE EMC-S SDCom to the IEEE.

1.2 Scope

This manual addresses the IEEE EMC-S organization as well as specific policies and procedures adopted by the Standards Development Committee. It will be periodically updated as necessary to reflect new policies and procedures adopted by the committee. Updating will be accomplished by simple majority vote of the IEEE EMC-S Standards Development Committee. The manual will document only those activities of the committee which are an extension or of a more specific nature than the policies and procedures documented in the IEEE-Standards Association Standards Board Operations Manual, referenced in Section 2.0.

1.3 Exceptions

One-time exceptions to these procedures will be considered by simple majority vote of the EMC-S Standards Development Committee. Individual working groups are allowed to have policies and procedures but this document takes precedence.

2.0 REFERENCE DOCUMENTS AND WEB SITES

The current editions of the following documents apply in the order or precedence given. See the IEEE Standards Association Standards Board Web Site for current dates and editions of these documents. Should there be any conflict between this document and those listed below, the documents listed below will govern. In general the order of precedence of the documents will be: New York State, IEEE, IEEE Standards Association Standards Board documents, IEEE EMC-S documents, IEEE EMC-S Standards Development Committee documents, and Robert's Rule of Order.

- 1) New York State Not-for-Profit Law
- 2) IEEE Certificate of Incorporation
- 3) IEEE Constitution
- 4) IEEE Bylaws (includes IEEE Standards Association Bylaws)
- 5) IEEE Policy & Procedures Manual
- 6) IEEE Board of Directors Resolutions
- 7) IEEE Standards Association Operations Manual
- 8) IEEE-SA BOG Resolutions
- 9) IEEE-SA Standards Board Bylaws
- 10) IEEE-SA Standards Board Operations Manual
- 11) Policies/Procedures of the IEEE EMC Society that established the Sponsor (including references to the EMC-S Constitution, Bylaws, and Operations Manual/Handbook)
- 12) Policies/Procedures of the EMC-S Technical Committee or Standards Committee (SDCom), that established the Sponsor
- 13) Robert's Rule of Order (revised).

Additional references, as required, may be made to the IEEE Standards Style Manual, IEEE – SA Standards Board Working Guide for Submittal of Project Authorization Request (PAR) and PAR Form, IEEE – SA Standards Board Working Guide and Form for Submittal of Proposed Standards, and the IEEE Standards Companion.

The following web site at <http://standards.ieee.org/resources/spasystem/index.html> can be accessed to obtain information on IEEE Standards Development and Standards Electronic Services. This web site provides information on *Style Templates for IEEE Standards* compatible with *Microsoft Word 6.0* and *Adobe FrameMaker*.

NOTE:

**IEEE documents are maintained and are available from the Service Center, the Institute of Electrical and Electronics Engineers, 445 Hoes Lane, PO Box 1331, Piscataway, NJ, 08855- 1331
Tel: 732/981-0060, Fax: 732/562-6380.**

The IEEE Standards Web Site home page address is <http://standards.ieee.org> and relevant information on EMC Standards can also be found at the EMC-S home page at <http://www.emcs.org> which provides links to related Web sites.

3.0 ORGANIZATION OF THE COMMITTEE

*The committee **shall** consist of the chair, vice-chair, secretary and its members. The membership **shall** be comprised of IEEE EMC Society members with sufficiently diverse interests to ensure reasonable balance without dominance by a single interest category. This is to ensure and demonstrate the technical diversity of the members, and establish as well as maintain a balanced committee, Working Group (W/G) and member profile that assures balloting procedures, revisions, challenges, appeals, etc. are exercised in a fair, open manner throughout the Standards development process.*

3.1 Standards Development Committee Membership Qualifications

In order to qualify for membership on the IEEE EMC Society Standards Development Committee an individual **shall** meet the following criteria:

- 1. The member **shall** be a member of the IEEE Standards Association.*
- 2. The member **shall** have sufficient technical breadth and depth to review and pass judgment on standards in all aspects of the discipline of EMC.*
- 3. In the absence of extenuating circumstances, the member **shall** attend at least two meetings of the Committee each year, preferably the one held at the annual EMC Symposium and one other. Attendance at the other meetings is strongly encouraged in order to maintain progress and continuity. The member **shall** also return all ballots in a timely manner.*
- 4. The member **shall be** thoroughly familiar with the standards development process of the IEEE Standards Association Standards Board (SASB) and the Standards Development Committee. Normally to qualify for membership the individual **shall** have been a working group chair and successfully guided a standard to adoption and publication. However, other standards development activities may qualify, such as significant involvement in standards at the SASB level, or in the development of standards of comparable scope in other technical societies or government organizations.*
- 5. The member **shall** make a minimum two-year commitment. Once appointed to membership, the term is open ended, continuing while there is mutual agreement for continuation between the chair of the committee and the member. Continued membership is normally contingent only upon active involvement (see item 2 above) in the work of the committee and reaffirmation of intention to continue membership by 31 January each year.*
- 6. Significant commitment is required. It is required that there be evidence of the nominee's willingness to support their involvement in the Standards Development Committee. The annual letter of reconfirmation due by 31 January of each year*

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shall be used to indicate an individual's continued membership, commitment and active involvement in the work of the Standards Development Committee. The member may indicate sooner via letter or an equivalent correspondence any significant changes in a member's ability to continue their involvement in the SDCom due changes in employment status. Included in the bio shall be the member's IEEE membership number, EMC Society member or affiliate status, and Standards Association membership.

7. The member should make a diligent effort to locate and recruit a qualified replacement when that individual's term of service or desire to continue on comes to a close.
8. *Failure to comply with the above provisions will cause a member to be removed but he/she will have the opportunity of appeal by presenting sufficient evidence for reconsideration at the next normally scheduled meeting.*
9. *Each committee member and Working Group (W/G) Chair shall provide the SDCom Chair or Secretary an updated biography which describes the individual's experience, area of technical expertise, education, and demonstrated relevant or equivalent experience which qualifies the member "for the record"; furthermore, an updated biography shall be provided at least every three (3) years or sooner in the event of a change in the member's job status or work responsibilities.*

3.2 Officers

There shall be a Chair, Vice Chair, and Secretary of the Standards Development Committee. The Chair is elected for a two-year term by the EMC-S Vice President for Standards with the approval of the EMC-S Board of Directors. The Vice Chair and Secretary are also elected bi-annually by majority vote of the Standards Development Committee members.

4.0 STANDARDS DEVELOPMENT ACTIVITIES

Development of IEEE EMC Standards shall be in accordance with the IEEE Standards documentation. EMC-S specific policies as well as related issues are as follows:

4.1 Formation of Standards Working Groups

EMC-S standards development is normally performed by ad hoc Working Groups which are set up under the auspices of the EMC-S technical committees. Group members are selected by the Working Group chair based on their knowledge and experience in the field of interest and their ability to perform. An adequate balance of producers, users, and general interest individuals should be the goal of the Working Group. Working Group Chairs are required to submit P/U/G (Producer/ User/ General Interest) classification lists of all W/G members annually to the EMC-S Standards Development Committee.

Standards Working Group Chairs shall be members of the EMC-S and should be members of the IEEE Standards Association, and shall be approved by the EMC-S Standards Development Committee. No person shall chair two or more concurrently active Working Groups.

Working Groups may define active membership requirements in order to facilitate the orderly progress of the project and define the required distribution for such items as minutes, meeting notices, consensus ballots, etc. Active Working Group membership may include such items as a record of a commitment to attend a required percentage of meetings, return of all consensus ballots within a specified time, and the timely completion of action items. Working Group members need not be EMC-S members.

An appointment or assignment shall be provided to a Working Group (W/G) chair or an associated committee chair by the SDCOM Chair to authorize the W/G or committee chair to perform efforts on behalf of the Standards development process. The formal authorization, approval or assignment of work to the W/G chair is provided through the PAR where the SDCOM Chair is the primary signatory of the PAR document.

4.2 Standards Project Authorization Request - PAR

In order to initiate or develop an EMC-S standard, a Project Authorization Request (PAR) shall be submitted. The PAR form is submitted by the proposed W/G chair to the EMC-S Standards Development Committee for approval. Note that the EMC Standards Development Committee is the official sponsor of the proposed standard. (See Section 2.0, Reference Documents.) In addition to the completed PAR form, a complete listing of the W/G members names, addresses, telephone numbers and “PUG” classifications (Producer, User,

General Interest) should be attached to the PAR at the time of submission to the Committee. After review and simple majority approval by the committee, the PAR is sent to NESCOM. Updates to the W/G committee roster should be provided, as necessary, to reflect changes in membership profile or status over time.

The current version of the IEEE PAR form can be electronically downloaded from the IEEE Standards Web Page at <http://standards.ieee.org/guides/par/ePARform.html>.

4.2.1 Request For Additional Information and Coordination From Producers, Users, and Materielly Interested Organizations

This policy addresses the need for coordinating PARs and any standard developed (new, draft, revision, etc.) with Users, Producers, General Interest, and other Materielly Interested groups or organizations. The purpose is to coordinate the work of the SDCOM with those who eventually may adopt the standard and who are further qualified from manufacturer's perspective to view and evaluate the technical relevance and pertinence of the standard to their product lines. This applies mainly to reaffirming a sponsor ballot group for a given standard.

*In order to assure balance in the SDCOM Working Group, attempts **shall** be made by the Working Group to solicit feedback or request additional inputs from Producers, Users, General Interest, and others (e.g., test laboratories, etc.) consistent with categories of potential organizations referenced or implied in the IEEE-SA Standards Board Bylaws and IEEE-SA Standards Board Operations Manual, that may have an interest in applying a proposed standard under development or one that has been officially released, but may require update and reaffirmation. This **shall** be accomplished both during the initial development phases and any subsequent revisions of the standard in an effort to engage the active involvement and responses of Producer, User, General Interest, and Materielly Interested groups that may adopt the standard. Every effort **shall** be made to request and record feedback of these groups for the record.*

*The procedure **shall** consist of the following:*

- 1) A Working Group that is in the process of developing a draft or completing efforts on a standard prior to final balloting **shall** first coordinate the findings of the Working Group internally with members who represent potential Producers, Users, General Interest, or Materielly Interested groups to solicit their organizations' feedback on the standard. At the discretion of the Working Group Chair, a new PAR may be issued for the primary purpose of obtaining manufacturers' inputs and then re-balloting the standards document again, as necessary.*
- 2) This **shall** also be accomplished externally with Producers, Users, General Interest, and Materielly Interested Organizations that are outside of the Working Group, to the extent possible.*

- 3) *The SDCom or Working Group Chair shall request that the contact be formally made via letter correspondence (or electronic mail) with copies to the Chair, Secretary, and the Standards Association Standards Board office. The Chair shall specifically request that a letter (or electronic mail) is sent to document the contact and if possible, a letter of their intended involvement is obtained for the record. The SDCom Vice Chair in conjunction with the Working Group Chair shall be responsible for generating and sending the letter of request to obtain inputs or feedback from outside organizations or groups on the sponsor ballot related to the PAR activity. This shall be coordinated with the SDCom Chair and the VP for Standards.*
- 4) *The Working Group Chair shall make additional attempts, as necessary, to solicit responses and to record such for the record.*

Upon request by the SDCom or Working Group Chair, the balloting group in IEEE SA shall maintain records of all such requests for coordination and provide proof of multiple attempts by SDCom entities to perform such coordination.

4.3 Working Group Management

In addition to the Chair, each Working Group shall have a Vice-Chair and Secretary. Working Group officers can have combined offices of Vice Chair and Secretary. The position of the Vice-Chair is to allow for back up for the Chair in case of absence at a scheduled meeting or inability to complete the standards development effort. The importance of the Secretary position is underscored by the need to keep detailed minutes of all meetings, process all draft standards and keep membership records for substantiating balloting procedures. The Vice Chair and Secretary functions of the W/G may be combined.

A W/G may have a coordinator assigned by the EMC-S Standards Development Committee who will act as liaison. The assigned coordinator will be a member of the EMC-S Standards Development Committee.

A Working Group may have its own written policies and procedures approved by the Standards Development Committee. *If no such written document exists at the W/G level, then the W/G shall adhere to the SDCom Policies and Procedures Manual (this document). Whether or not written policies and procedures exist at the W/G level, all W/Gs shall follow procedures that are not in conflict with the SDCom Policy and Procedures Manual, the IEEE Standards Development Guide, and other relevant IEEE Standards Association Standards Board (SASB) documented guidelines.* A training module on writing procedures is available and can be accessed at <http://standards.ieee.org/faqs/ltpres.html>.

Adherence to approved policies and procedures for the W/G includes the periodic submission of brief status reports using, as a minimum, a one-page reporting

format summarizing W/G progress, technical accomplishments, problem areas and coordination, W/G meeting frequency, and target dates corresponding to important PAR deadlines imposed by the IEEE Standards Association Standards Board (SASB). A sample format is shown in Figure 1. *Such W/G meeting/status reports shall be submitted by the W/G to the SDCom at least three times per year coincident with the scheduled meetings of the SDCom.*

4.3.1 Financial Policy Regarding Expenses and Reimbursements

Limited or partial financial support for W/G activities will be considered in order to advance critical projects (i.e., active projects that are nearing completion or are in a state of major revision and making significant progress towards the release of a new or revised standard), or to encourage international-level participation at W/G meetings.

Working Group chairs can be reimbursed for reasonable administrative expenses associated with standards development efforts and W/G meeting activities. *All requests shall be made to the Chair of the Standards Development Committee, in writing (or e-mail) and be pre-approved by both the Chair and the Vice President of Standards prior to incurring the expense. The request shall include the amount requested, justification for the expenditure, as well as the stated benefit to the standards development process. Actual or best estimates of anticipated expenditure amounts shall be provided in the request.*

Financial support shall be limited to covering the cost of meeting room rental fees, use of basic audio/visual (A/V) aids, light beverages and snacks, or other reasonable expenses related to the conduct of formal W/G meetings and relevant standards development efforts. Note that the cost of renting a meeting room to support a W/G meeting during the EMC Symposium event will normally be covered by the Symposium Committee in coordination with the EMC-S Treasurer and with the prior approval of the Vice President for Standards (Note: all reasonable costs shall be covered by the approved budget for and under the Vice President for Standards). This coverage may include the cost of A/V equipment rentals and related incidental expenses on a case-by-case basis. Approval of any additional or extra expenses related to formal W/G meeting activities shall be coordinated with and be at the discretion of the Chair of the Standards Development Committee and must be pre-approved by both the Chair and the Vice President for Standards.

It is necessary to file a completed IEEE Expense Report with the Chair of the Standards Development Committee to receive reimbursement.

4.3.2 Working Group Attendance and Reporting

*Working Group chairs or their designees are **required** to attend at least one Standards Development Committee meeting per year in order to present the status of their PAR to the Committee.*

4.4 Reports from Working Groups

*All Working Groups are expected to and **shall** submit a report to the Secretary of the EMC-S Standards Development Committee prior to each scheduled meeting of the SDCCom. A sample format is shown in Figure 1.*

4.5 Distribution of Working Group Drafts

Drafts of Standards being developed by Working Groups are IEEE proprietary. Circulation of drafts is restricted to members of the Working Group, members of the sponsoring technical committee, members of standards organizations identified as coordinating groups, and members of the EMC-S Standards Development Committee. *Any distribution beyond these specified groups **shall** be approved in advance by the Chair of the EMC-S Standards Development Committee.*

4.6 Copyrights

In accordance with clauses 6.2.5 of the IEEE Policy and Procedures Manual and 6.1 of the IEEE-SA Standards Board Operations Manual, all IEEE standards are copyrighted by the IEEE under the provisions of the US Copyright Act. Except as noted Sections 4.16 and 4.17 below, the IEEE is the sole copyright owner of all material included in the standard. Drafts of standards developed by the Working Groups are also copyrighted by the IEEE. *All drafts of proposed IEEE EMC-S SDCCom standards **shall** contain the copyright statement provided in subclause 4.1.1 of the IEEE Standards Style Manual. The copyright statement shown in Figure 2A **shall** appear at the beginning of drafts and each page of the draft should be stamped with the statement shown in Figure 2B.*

*At the time of PAR completion, any previously copyrighted material intended for inclusion **shall** be identified. The W/G is responsible for receiving written permission to use all copyrighted material prior to RevCom submittal. Sample form letters are available in the IEEE Standards Style Manual.*

4.7 Balloting Draft Standards

*The Working Group **shall** strive to reach consensus in its work regarding the standard. This may include an informal vote on the draft standard. Once the*

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Working Group Chair has concluded that a consensus has been reached, the results are sent to the EMC-S Standards Development Committee.

*The Standards Development Committee **shall** form a Sponsor balloting group, which should include as a minimum: the EMC-S Standards Development Committee. The balloting group **shall** strive to include representation by any individual or group that would be materially affected by the standard.*

Individuals who are considered experts in the field of interest of the standard may be added to the ballot group as well. Working Group members or members of the Standards Development Committee may suggest names of competent personnel to be included in the balloting group.

The invitation to ballot process for new standards begins with the Working Group (W/G) as shown in Figure 3. The W/G submits the names of its current membership as well as other names of interest/affected individuals. *Both groups **shall** be identified by their affiliation with education, industry, or general interest. This list **shall** also include the names of individuals for coordination.*

The SDCom receives this list and adds the names of current SDCom members as well as any other recommended additions so as to achieve balance, etc.

The IEEE Standards Association receives the proposed balloting group list from the SDCom and reviews it for Standards Association (SA) Membership. Non SA members are referred back to the SDCom. The SDCom can either ask these individuals to join the SA or petition the SA to accept them on the balloting group (for complete information on SA membership requirements and prerequisites for balloting draft standards, see <http://standards.ieee.org/guides/opman/sect5.html#5.4>).

The SA issues the list of individuals in the final balloting group including those individuals added for coordination.

*At least 75% of all ballots sent out **shall** be returned and 75% of those returned **shall** be in the affirmative (75/75 rule). After balloting, an attempt **shall** be made to resolve all negative ballots. Written records of this resolution process **shall** be maintained as one will need this documentation for submittal of the document to the IEEE Standards Association Standards Board REVCOM to substantiate evidence of diligence in attempting to resolve all negative ballots. The Working Group Chair is the key at this stage to aggressively bring the ballot to a successful conclusion.*

The proposed standard, but not the actual ballot is also sent to all groups listed on the PAR as Coordination.

*A letter document is **required** from all Coordinating bodies indicating acceptance, no comments, or negative comments. If negative comments are*

received from any Coordination group, they **shall** be considered by the Working Group. A letter **shall** be sent to that Coordination group showing that the negative comments were addressed along with the results of that consideration. It is not necessary to accept comments from Coordination, but considerations are recommended.

Once the balloting process and comment resolution process is complete, the complete package of responses is sent to the REVCOM for formal IEEE Standards Association Standards Board (SASB) approval.

After the standard is approved by REVCOM, a notification letter and Certificate of appreciation will be sent by the EMC-S Standards Development Committee Secretary and Awards Chair to the W/G Chair.

4.8 Appeals

4.8.1 Purpose

*Persons who have directly and materially affected interests and who have been or will be adversely affected by a standard within the EMC-S Standards Development Committee (SDCom) Working Group jurisdiction, or by the lack thereof, **shall** have the right to appeal procedural action or inaction of the EMC-S SDCom Working Group or primary sponsoring committee. Appeals **shall** first be made to the Chair of the Working Group before escalation to the EMC-S SDCom or sponsoring committee. Every attempt **shall** be made to resolve concerns informally, since it should be recognized that a formal appeals process has a tendency to negatively and sometimes permanently affect the goodwill and cooperative relationships between and among individuals interested in the standard development. The SDCom in conjunction with the Working Group shall consider the appeal, as necessary. If the informal EMC-S SDCom attempts fail to resolve a concern, then the SDCom shall forward the appeal to the IEEE Standards Association Standards Board (SASB) in accordance with the IEEE SASB Operations Manual, Section 5.8 and IEEE SASB Bylaws, Section 4.4. The following formal procedure as outlined in 4.8.2 to 4.8.8 describes this process and **shall** be invoked.*

4.8.2 Complaint

*The appellant **shall** file a written complaint with the Working Group Chair as soon as possible after an action, but not later than ninety (90) days after the appellant knew, or reasonably should have known, of the action to be appealed. The complaint **shall** state: the nature of the objection(s), including any adverse effects with respect to the issue; and the specific remedial action(s) that would satisfy the appellant's concerns. Previous*

*efforts to resolve the objection(s) and the outcome of each **shall** be noted, and the official record of all challenged actions **shall** be included.*

4.8.3 W/G Response

*Within thirty (30) days after receipt of the complaint, the respondent (W/G Chair, Vice-chair or Secretary) **shall** respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.*

4.8.4 Hearing

*If the appellant and the respondent are unable to resolve the written complaint in a manner consistent with these procedures, the W/G Chair **shall** schedule a hearing with an appeals panels on a date agreeable to all participants, giving at least ten (10) working days notice.*

4.8.5 Appeals Panel

*The appeals panel **shall** consist of at least three (3) individuals who have not been directly involved in the matter in dispute and who will not be materially or directly affected by any decision made, or to be made, in the dispute. At least two (2) members **shall** be acceptable to the appellant and at least two (2) members **shall** be acceptable to the respondent.*

4.8.6 Conduct of the Hearing

The appellant has the burden of documenting adverse effects, improper actions or inaction, and the reasons for the proposed remedial action. The respondent has the burden of demonstrating that the Working Group and the associated officers took all actions in compliance with these procedures, and that the requested remedial action would be detrimental or ineffective. Each party may address other pertinent arguments, and members of the appeals panel may address questions to individuals.

4.8.7 Appeals Panel Decision

*The appeals panel **shall** render its decision in writing within thirty (30) days, stating findings of fact and conclusions, with reasons therefor, based on a preponderance of the evidence. Consideration may be given to the following positions, among others, in formulating the decision:*

- a. Finding for the appellant, remanding the action to the Working Group or the EMC-S Standards Development Committee with a specific statement of the issue and the facts in regard to which fair and equitable action was not taken.

b. Finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections.

c. Finding that new, substantive evidence has been introduced, and remanding the entire action to the Working Group or the EMC-S Standards Development Committee for appropriate consideration.

4.8.8 Further Appeal

If the appellant gives notice that further appeal is intended, a full record of the complaint, response, hearing and decision **shall** be submitted by the Working Group Chair to the EMC-S Standards Development Committee. *For Projects which have already been approved by the IEEE Standards Association Standards Board, the appeals process described in the IEEE Standards documentation shall apply, and shall be directed to the IEEE Standards Association Standards Board.*

4.9 Distribution of Information on IEEE EMC-S Standards Development Committee Activities

Pertinent activities of the IEEE EMC Society Standards Development Committee activities will be publicized in the IEEE EMC Society Newsletter and the IEEE Standards Bearer. Back issues and the current copy of the IEEE Standards Bearer can be obtained from the IEEE Standards website at <http://standards.ieee.org/reading/ieee/SB/index.html>.

The EMC-S Standards Development Committee activities may be made available by electronic media. The EMC-S Standards Development Committee Vice Chair is responsible for access, approval, and general administration of the SDCom web site regarding Committee activities.

4.10 Meetings of the IEEE EMC-S Standards Development Committee

The IEEE EMC-S Standards Development Committee meets at the call of the Chair, but typically in conjunction with the IEEE EMC-S Board of Directors Meetings which are held periodically. Committee meetings are open. *All items requiring a vote shall require only a simple majority to pass with exceptions as contained in Robert's Rules of Order.*

4.11 Proxy

Members of the EMC-S Standards Development Committee who are unable to attend a meeting of the SDCom may give their proxy vote to another member of

the Committee. The procedure for giving a proxy to another member is via the RSVP form, which is sent out by the Secretary prior to each meeting.

4.12 Interpretations

Written inquiries requesting interpretation of the IEEE approved EMC-S standards shall be responded to by an ad hoc Interpretations subcommittee. This subcommittee(s) will be appointed as necessary by the Chair of the Standards Development Committee.

4.13 Standards Awards

Recommendations for recognition of individuals who have contributed significantly to EMC Standards development efforts should be made to the Awards Committee Chair for the EMC-S Standards Development Committee. *The Awards Committee Chair shall be appointed by the EMC-S Standards Development Committee Chair. Recommendations for awards shall be made directly to the Awards Committee Chair. The Awards Committee Chair shall present recommendations to the SDCom for discussion and approval at the meeting that immediately precedes the annual symposium meeting of the SDCom.*

The awards categories available are: The Richard R. Stoddard Award for outstanding performance; the Lawrence G. Cumming Award for outstanding services; the Standards Medallion; the Certificate of Appreciation, the Certificate of Achievement, and the Certificate of Acknowledgment.

4.14 Additional Considerations Following the Publication of a Standard

4.14.1 Changes in the Working Group

Just as the PAR and standards have a life cycle, so do the working groups that create them. When the SDCom's working group has completed all of its projects, then it is appropriate for the SDCom to consider terminating that working group. The reasons for this consideration are that the working group has no active PARs (everything has either been published, or withdrawn or superseded), and no new PARs or projects will be under consideration in the foreseeable future. However, the issues of maintenance for possible revisions or withdrawal of existing standards still remain, along with responding to interpretation requests. The working group chair should identify people early on in the standards development process who could maintain the standard after approval. The W/G chair should relay these names to the SDCom Secretary, and the SDCom Secretary should update this list annually. If the standard needs to be revised eventually, then the SDCom can reactivate the working group.

Consequently, there is a need for a maintenance group i.e., a core of the working group that can be reached to deal with issues of interpretation, possible errata or supplements, and whether or not a revision will be needed. These kinds of issues should be addressed while the working group is still active (since it can be difficult to come up with a maintenance group when the working group has already disbanded).

Another concern is how to handle any changes in working group leadership. Working groups are fluid i.e., their membership changes as new people become involved or as previous supporters move out into other areas of work. Sometimes the movement affects the leadership of the working group - the chair, vice chair, technical editor, etc. As such, working groups should set up plans for electing chairs if needed (keeping in mind the rules of the SDCOM) and for interim chairs during that time (for instance, the vice chair may run the group until nominations and an election can be held). It is always wise to have these contingency plans prepared in case they are needed. *Also, if the chair of a working group changes, then the corresponding PAR shall be revised to reflect the new chair's signature on the copyright agreement.*

4.14.2 Dissolution of Working Groups and Termination of W/G Chairs

Technically, the life of a working group is tied to the life of the PAR or PARs they are developing. The life of a PAR is four (4) years. When a PAR results in an approved standard, the working group usually stops having its regular meetings. However, it is the responsibility of the SDCOM to dissolve the working group.

A standard has a validity period of five (5) years from the date of publication. Amendments or corrigenda can be developed and balloted that offer minor revisions to the standard or extensions to it, but the amendment does not affect the five-year validity rule. *At the end of the period, one of three things shall happen: revision, reaffirmation, or withdrawal.*

The SDCOM Chair and the committee in conjunction with W/G chairs shall periodically determine the need to either continue, maintain, or terminate certain working groups, particularly examining those that have fulfilled their duties on behalf of standards development processes.

A decision shall be made whether to maintain or terminate a working group that is responsible for developing a new or updated standard. This shall occur following the formal approval of a standard by REVCOM and the IEEE Standards Association Standards Board (SASB), and after both a notification letter has been sent by the EMC-S Standards Development

Committee Secretary and a Certificate of appreciation has been presented by the Awards Chair to the W/G Chair. A W/G can be kept active if it is in the best interests of the SDCom, IEEE SASB and the overall standards development processes, in particular between or during reaffirmation cycles of a standard.

*The SDCom Chair **shall** authorize, in writing and if warranted, the dissolution of the respective W/G and the termination of its chair and members from any further obligation on behalf of the standard development activity. This can happen when a standard has been retired, is not in active status, has been superseded, or is not subject to reaffirmation or renewal, or if the W/G has previously disbanded due to internal staffing matters. This written authorization **shall** be kept on file by the Secretary and a copy **shall** be forwarded to the W/G chair.*

Further information on amendments and the new category of supplementary documents called corrigenda can be obtained from:

<http://standards.ieee.org/guides/opman/sect1.html#1.2>
<http://standards.ieee.org/guides/opman/sect8.html>
<http://standards.ieee.org/guides/opman/sect9.html#9.2>

4.15 Position Statements to Legislative Bodies, Government Agencies and International Organizations

This policy addresses the need to include guidance on the issuance of policy statements from the IEEE EMC-S SDCom. As stated in the *IEEE Policy and Procedures*, the Institute recognizes the need for public statements on topics within the scope and purposes of the IEEE. *The SDCom or its related entities that sponsor a standard **shall** adhere to the following policies and procedures concerning the creation and handling of position statements prior to sending any such statements to any governmental body.* These procedures state the means for determining a SDCom position and a methodology for presentation of position statements.

*Each position statement **shall** clearly state the group forming this position in its opening paragraph. Electronic copies of all position statements **shall** be sent to the Secretary of the IEEE-SA Standards Board, who may forward such statements to appropriate entities within the IEEE. A consolidated listing of all such position statements **shall** be maintained on the IEEE Standards web site. The rules in Section 15 of the *IEEE Policy and Procedures* **shall** be followed in developing SDCom sponsor procedures.*

If the SDCom, as sponsor, wishes to create an entity position statement that represents the viewpoint of the IEEE Standards Association, the rules in the IEEE

Standards Association Operations Manual shall be followed. If the SDCom wishes to go to IEEE-USA to have that entity offer a position statement on a US non-standards matter, it shall do so after agreement from the IEEE-SA Standards Board and after informing the IEEE-SA Board of Governors (BoG).

4.15.1 Guidelines for SDCom Sponsor Policy and Procedure Statement

As required in Paragraph 5.1.4 of the IEEE SA Standards Board Operations Manual, each IEEE Sponsoring entity shall have policies and procedures in place concerning the creation and handling of position statements prior to sending any such statements to any legislative body, governmental agency or international organization. This section provides guidance for the preparation of the policies and procedures for the SDCom or its related entities.

SDCom and related Standards entity policy and procedure statements on this topic shall fulfill the following requirements, in a manner appropriate to the organization and structure of the SDCom or the related entity:

- 1) The policies and procedures shall specify that the subject of any position statement must be both within the scope and purpose of the SDCom or related entity issuing the position statement.*
- 2) The Secretary of the IEEE SA Standards Board shall be notified at the initiation of an activity intended to produce a position statement. The notification shall specify: the scope of the statement, the need for the statement, and its intended use.*
- 3) The voting rules to be used in determining consensus shall be specified. The position statement shall be approved by a majority vote of a duly convened meeting of the SDCom entity that submits the position statement.*
- 4) The SDCom or a related entity that intends to produce a position statement shall enact a procedure for coordination with other IEEE entities on issues of mutual interest, and encouragement to initiate such coordination wherever appropriate. IEEE objectives are best pursued when concerted, consensus positions can be articulated, therefore encouragement shall be given to develop statements which represent the broadest fraction of the membership possible. Guidance shall be given for recognizing minority opinions in cases where it is apparent that a significant number of members hold a minority, but deeply felt view. The determination of “significant number” and “deeply felt” need not be quantified in this or any other entity policy and procedures.*
- 5) The identity of the SDCom entity (committee, working group, etc.) issuing the statement shall be clearly specified in the opening paragraph of all position statements. If the position statement is not by unanimity, the actual tallies for the approval of the position statement should be provided in a footnote on the first page.*

- 6) *The Vice President of Standards and his Secretary or an assigned designee **shall** be notified in advance of the proposed draft position statement. All position statements **shall** be signed by the President of the EMC Society and the VP for Standards of the EMC Society or by his designee.*
- 7) *Once the position statement is completed it **shall** be transmitted to the Secretary of the IEEE SA Standards Board.*
- 8) *Approved position statements shall be published to the SDCom or related entity's membership via newsletter, Web Site, or other publication reaching the members of the SDCom or of that entity.*
- 9) *All position pages submitted in the last five (5) years **shall** be posted on the IEEE-SA Web site through the IEEE SA staff. A notification of an intended meeting to discuss the formulation of entity statements (e-mail, tele-conference, face-to-face) **shall** be posted on the IEEE-Working Groups "Regulatory" Web page at least ten (10) days in advance. A Working Group site (grouper) can be directly handled or maintained for this purpose by officers of that working group.*
- 10) *The notification should specify the scope of the possible SDCom or its entity position and who will receive this entity position (Note: *the fact that a change has been made to the notification page **shall** be forwarded to a list of email addresses or a list server containing a current roster of representatives who have expressed an interest in or are involved in the stated position, including the IEEE-USA Board government relations).**

Therefore, any entities having an interest in an SDCom position statement, should make that known to the Chair of the SDCom or its related entity that made an announcement, five (5) days prior to the announced meeting and ensure that an officer of that entity is in attendance at the meeting.

- 11) *Approved position statements **shall** be forwarded to the IEEE-SA staff for posting on the IEEE-SA Regulatory Web page. IEEE Staff is responsible for forwarding the submissions to the IEEE Executive Director (in accordance with IEEE P&P 15.3 E and the relevant Regional Board, e.g., clause 7.7, point 2 of the IEEE-USA 2000 Operations Manual).*

4.16 Use of Patent Technologies

It is IEEE policy to encourage the establishment and implementation of appropriate incentive, improvement, and protection systems for the development of inventions and disclosure of patents. This policy may include actions directed toward the improvement and revitalization of patent laws to extend protection of inventions in newer fields of technology not currently covered, and improving laws to promote equitable standard patent pre-assignment agreements. This SDCom policy addresses standard patent pre-assignment and coordination, in

accordance with IEEE Patent Policy*, applicable to EMC-S SDCom standards development activities.

In support of the patent policy of the IEEE, the chair of each SDCom Working Group is required to solicit submissions from those parties who hold patents (U.S. or foreign) that have been granted or are under application and who feel that such patents cover technology described in a standard that is under development or has been approved. The request is that any such party submits a letter which will be kept on file at the IEEE Standards office. These letters will be made available to any party upon request. The IEEE Standards office and the EMC-S SDCom seek assurance that any granted patent will follow the IEEE Patent Policy.

According to the IEEE Patent Policy set forth in Clause 6 of the IEEE Standards Board Bylaws and 6.3 of the IEEE-SA Standards Board Operations Manual, IEEE standards may include the known use of patent(s), including patent applications, provided the IEEE receives assurance from the patent holder or applicant with respect to patents essential for compliance with both mandatory and optional portions of the standard. *This assurance shall be provided without coercion and submitted to the IEEE prior to approval of the standard (or reaffirmation when a patent becomes known after initial approval of the standard). This assurance shall be a letter that is in the form of either*

- a) A general disclaimer to the effect that the patentee will not enforce any of its present or future patent(s) whose use would be required to implement the proposed IEEE standard against any person or entity using the patent(s) to comply with the standard or*
- b) A statement that a license will be made available without compensation or under reasonable rates, with reasonable terms and conditions that are demonstrably free of any unfair discrimination.*

The submitter should feel free to include any other information that they wish to communicate in such a letter that will be available on a long-term basis. The letter should be addressed and submitted to the W/G Chair and signed by a responsible party that holds or will hold assignment rights to the patent.

This assurance shall apply, at a minimum, from the date of the standard's approval to the date of the standard's withdrawal and is irrevocable during that period.

*Policy 7.14 *Patent Rights of Employed Engineer Inventors* adopted by the IEEE Board of Directors and incorporating revisions through 17 February 2002.

4.16.1 General Provisions

The policy of the IEEE and the EMC-S SDCom is to permit a Working Group to use patented technology in the development of a standard if there is technical justification. By permitting the use of patented technology in a standard, the potential anti-competitive effect of the patent must be addressed. IEEE policy addresses this issue by requiring a letter of assurance from the patent owner stating that the patent can be used free of charge to comply with the standard once it is approved or that the owner will make a license available on a non-discriminatory basis and upon reasonable terms and conditions. IEEE's policy is for patents which are needed for compliance with the standard. If compliance to the standard can be achieved without the use of patented technology, there is no need to obtain a letter of assurance, even if the use of patented technology is desirable or preferable or the best mode.

4.16.2 Responsibilities and Procedures

It is the policy of the IEEE and EMC-S SDCom that at IEEE standards-setting meetings, the W/G meeting Chair requests, of the individual participants, that known patent holders submit a statement that licenses will be made available either without compensation or under reasonable rates, terms and conditions. This policy requires that the W/G Chair make a call for patents or patent applications from members of the W/G committee that may be relevant to the standard under development. This call should be made routinely during the course of the development. The duty of a W/G member is to advise the W/G Chair and SDCom of any patent that he or she knows of that may be relevant to practice of the proposed standard. This includes knowledge of patent applications as well. Any patents referred to the Chair should be cursorily reviewed for relevance and if deemed relevant from that review, a letter to the patent owner should be sent by the W/G Chair with the authorization of the Chair of the SDCom. A model form letter is provided in the *IEEE Standards Companion*.

*In response to this letter, patent holders **shall** submit letters of assurance to the IEEE Standards Department (to the attention of the Patents Administrator) and the W/G Chair before the time of IEEE-SA Standards Board review for approval. In the event that a patent may apply to a standard and a letter of assurance cannot be obtained, the W/G **shall** refer this matter to the Patents Administrator in the IEEE Standards Department and the SDCom Chair. Unless the letter of assurance is received from an individual within the issuing organization who has clear authority for intellectual property and/or legal matters, the IEEE Standards Department (Patents Administrator) **shall** send a certified*

letter, return receipt requested, to the General Counsel of the issuing organization to confirm receipt of the letter of assurance and to ensure that the letter of assurance is factually correct and was submitted by an appropriate individual within the issuing organization. No response to this letter, other than the return receipt, is required. The IEEE will provide contact information about the patent holder upon request.

It is not the duty or province of the W/G to do an in-depth study or analysis of the patent to determine whether it is valid or would be infringed by compliance with the standard. It is the policy of the IEEE [Patent Committee] and EMC-S SDCom not to inquire into either aspect of the patent; rather, the SDCom in coordination with the Patent Committee will assume the need to have a license without analysis of the patent or its claims. If a patent owner advises the SDCom upon receipt of a request for a letter of assurance that the patent does not apply, the SDCom or Patent Committee will not require a letter of assurance.

4.16.3 Special Provisions, Exclusions and Limitations of Policy

If the letter of assurance that is sent to the W/G Chair and IEEE Standards Department conforms to the model IEEE letter, it should be placed on file. If the letter deviates from the model letter or the patent owner refuses to provide a letter of assurance for any reasons other than the patent does not apply, it should be forwarded to the IEEE Patent Committee for resolution in coordination with the Chairs of the SDCom and W/G. *If the standard cannot be written in such a way that compliance cannot be achieved without infringing the patent, then work on the standard shall be discontinued.* In this case, the IEEE and ANSI require that a license be available. If it is determined after the publication of a standard that a patent license is required to comply, there is nothing that the IEEE or EMC-S SDCom can do until it is time to revise the standard. At that time, if a letter of assurance is not obtainable, the standard will not be revised and will cease to be an existing IEEE EMC-S standard.

Public Notice. According to 6.3 of the IEEE-SA Standards Board Operations Manual, the following notice shall appear when the IEEE receives assurance from a known patent holder prior to the time of publication that a license will be made available to all applicants either without compensation or under reasonable rates, terms, and conditions that are demonstrably free of any unfair discrimination:

Attention is called to the possibility that implementation of this standard may require use of subject matter covered by patent rights. By publication of this standard, no position is taken with respect to the existence or validity of any patent rights in connection therewith. The

IEEE shall not be responsible for identifying patents for which a license may be required by an IEEE standard or for conducting inquiries into the legal validity or scope of those patents that are brought to its attention. A patent holder has filed a statement of assurance that it will grant licenses under these rights without compensation or under reasonable rates and nondiscriminatory, reasonable terms and conditions to all applicants desiring to obtain such licenses. The IEEE makes no representation as to the reasonableness of rates and/or terms and conditions of the license agreements offered by patent holders. Further information may be obtained from the IEEE Standards Department.

If the IEEE has not received letters of assurance prior to the time of publication, the following notice shall appear:

Attention is called to the possibility that implementation of this standard may require use of subject matter covered by patent rights. By publication of this standard, no position is taken with respect to the existence or validity of any patent rights in connection therewith. The IEEE shall not be responsible for identifying patents for which a license may be required by an IEEE standard or for conducting inquiries into the legal validity or scope of those patents that are brought to its attention.

Submittal. The IEEE encourages early disclosure to the W/G of patent information that might be relevant or essential to the standard being developed. *The SDCom Sponsor or W/G chair **shall** request that known patent holders submit a statement either that the patent does not apply to the standard or that licenses will be made available without compensation or under reasonable rates, terms, and conditions. This assurance **shall** be obtained without coercion and submitted to the IEEE and SDCom or W/G Chair at the earliest practical time prior to the approval of an IEEE standard.* Letters of assurance from patent holders are publicly listed on the IEEE-SA website[†].

Withdrawn Standards. All IEEE standards are subject to periodic review for reaffirmation, revision, or withdrawal every five years. Thus, any standard sponsored by the SDCom that incorporates patented technology may at some point in time be withdrawn. Clause 6 of the *IEEE-SA Standards Board Bylaws* contains policies concerning the period of validity for any assurance received from a party claiming a patent, issued or under application.

[†] <http://standards.ieee.org/> and <http://standards.ieee.org/db/patents/index.html>.

Disclaimers. *All IEEE EMC-S standards developed by the SDCom shall contain a disclaimer regarding the possibility that the practice of the subject matter contained in the standard may be covered by patents. Thus, it is the obligation of the user of the standard to assure that the applicability of patents is checked and that the necessary license(s) is/are obtained.*

While standards may include the known use of patents if there is technical justification, the W/G should not attempt to determine whether or not a patent applies. The W/G shall accept the view of the patent holder.

Furthermore, the IEEE and EMC-S SDCom are not responsible for identifying patents for which a license may be required to implement an IEEE standard or for conducting inquiries into the legal validity or scope of those patents that are brought to its attention.

4.16.4 Additional Patent Information

The following are additional sources of information regarding IEEE patent policies:

- IEEE-SA Standards Board Patent Committee (PatCom) Home page at <http://standards.ieee.org/board/pat/index.html>.
- Procedures relating to the Patent Policy in Clause 6.3 of the IEEE Standards Operations Manual.
- IEEE-SA Standards Board PatCom sample Letter of Assurance Form (.pdf format).
- IEEE-SA Standards Board PatCom sample Letter of Assurance Form (Word format).

4.17 Trademark References

In accordance with clause 6.2 of the IEEE-SA Standards Board Operations Manual and clause 7 of the IEEE Standards Style Manual, references to commercial equipment in a standard shall be generic and shall not include trademarks or other proprietary designations. Where a sole source exists for essential equipment or materials, it is permissible to supply the name of the trademark owner in a footnote and marked as such (with either ® or TM), as appropriate, upon first reference. The proper use guidelines for trademarks shall be determined by the trademark owner. Trademark owners must grant written permission before their trademarks may be referenced in a standard or any of its draft versions. All trademarks shall be credited to the trademark owner in the front matter of the standard. The following text shall introduce any mention of specific trademark information:

The following information is given for the convenience of users of this standard and does not constitute an endorsement by the IEEE of these products.

*During the PAR procedure, the working group **shall** identify any possible trademark use for the forthcoming standard. The instructions in 6.2.1 of the IEEE-SA Standards Board Operations Manual **shall** be adhered to prior to RevCom submittal.*

4.18 IEEE-SA Trademark Usage/Compliance Statement

In order to protect the IEEE from the improper usage of IEEE trademarked intellectual property, the following statement **shall** be inserted into the front boilerplate of all SDCom standards publications:

*Proper usage of the trademark “IEEE Std xxxx-200x” is mandatory and is to be followed in all references of this Standard. The mark **IEEE®** is the registered trademark of the Institute of Electrical and Electronics Engineers, Inc. and must be used in bold type. It is to appear with the registered trademark symbol “®” the first time “**IEEE**” appears in the text. The use of “IEEE Std xxxx-200x” should include the trademark symbol “TM” (e.g., **IEEE Std xxxx-200xTM**) at least the first time it is used in text, unless the number of the standard is also trademark registered (e.g., **802®**), then the symbol “®” must be used.*

*It is not permissible to use the standard number alone or with “**IEEE**” to indicate conformance or compliance with the associated standard. The user of the Standard should contact the Manager, Standards Licensing and Contracts for information concerning issues regarding indicating product compliance with an **IEEE** standard. To represent that a product has been designed to meet an **IEEE** standard, it is permissible to state that “the product has been engineered, designed or manufactured with the intent to meet the requirements of **IEEE Std xxxx-200xTM**”. However, it is **not** permissible to state or refer to a product as “xxxx compliant”, “xxxx certified”, “**IEEE xxxx conformant**”, “**IEEE xxxx certified**”, or the like, unless the user has obtained a Certification License from the Manager, Standards Licensing and Contracts.*

5.0 AUDITS

The IEEE Standards Association Standards Board (SASB) staff members are a credible source of information to help determine or substantiate whether Standard Development Committee members are maintaining their qualifications status and are members in good standing. The SASB can also independently verify whether the Committee is adhering to acceptable procedural requirements specified in this manual and its supporting documents.

EMC-S Standards Development Committee

<u>EMC-S Working Group Report</u>	
W/G PAR # _____	Date _____
W/G Title _____ _____	
Last Meeting _____	
Date	Place
Minutes of last meeting filed with Sec. of Standards Dev. Committee? _____ YES _____ NO	
Summary of last meeting _____ _____	
<i>NEXT MEETING</i> _____	
Date	Place
Agenda sent to Standards Dev. Committee Sec? _____ YES _____ NO	
Planned activity at next meeting _____ _____	
Key Tasks & Proposed Schedule Through Publication of Standard	
Note: <i>The following suggested items should be addressed although not all items are mandatory. It is important to file a limited report rather than no report at all.</i>	
Include the following <u>items</u> with their <u>target dates</u> :	
<ol style="list-style-type: none"> 1. PAR 2. Task Definition 3. W/G Membership List 4. W/G Position & P/U/G 5. 1st Draft in W/G 	<ol style="list-style-type: none"> 6. Draft Approved by W/G 7. Submission to EMC Std. Com. 8. Submission for Coordination 9. Submission to REVCOM 10. Publication of Standard
<u>Item</u>	<u>Target Completion Date</u>
_____	_____
_____	_____
_____	_____
_____	_____
Submitted by: _____	
W/G Title: _____	
(Use additional sheets as needed and attach most recent minutes.)	
Rev 11/99	

Figure 1 – EMC-S SDCom Working Group Report

EMC-S Standards Development Committee

- A) *The following Statement **shall** appear on the TITLE page of EVERY DRAFT (note that current year shall be replaced with the current year of distribution):*

Copyright © <current year> by the Institute of Electrical and Electronic Engineers Inc.
Three Park Avenue
New York, NY, 10016-5997 USA
All Rights Reserved.

This document is an unapproved draft of a proposed IEEE Standard. As such, this document is subject to change. USE AT YOUR OWN RISK! Because this is an unapproved draft, this document must not be utilized for any conformance/compliance purposes. Permission is hereby granted for IEEE Standards Development Committee participants to reproduce this document for purposes of IEEE Standardization activities only. Prior to submitting this document to another standards development organization for standardization activities, permission must first be obtained from the Manager, Standards Licensing and Contracts, IEEE Standards Activities Department. Other entities seeking permission to reproduce this document, in whole or in part, must obtain permission from the Manager, Standards Licensing and Contracts, IEEE Standard Activities Department.

IEEE Standards Activities Department
Standards Licensing and Contracts
445 Hoes Lane, PO Box 1331
Piscataway, NJ 08855-1331, USA

- B) *The following Statement **shall** appear on EVERY PAGE OF THE DRAFT, preferably at the BOTTOM of the page:*

Copyright © <current year> IEEE. All Rights Reserved.
This is an unapproved IEEE Standards Draft, subject to change.

**Figure 2 – EMC-S Standards Development Copyright Statements
[IEEE Standards Style Manual, 5/00]**

INVITATION TO BALLOT PROCESS

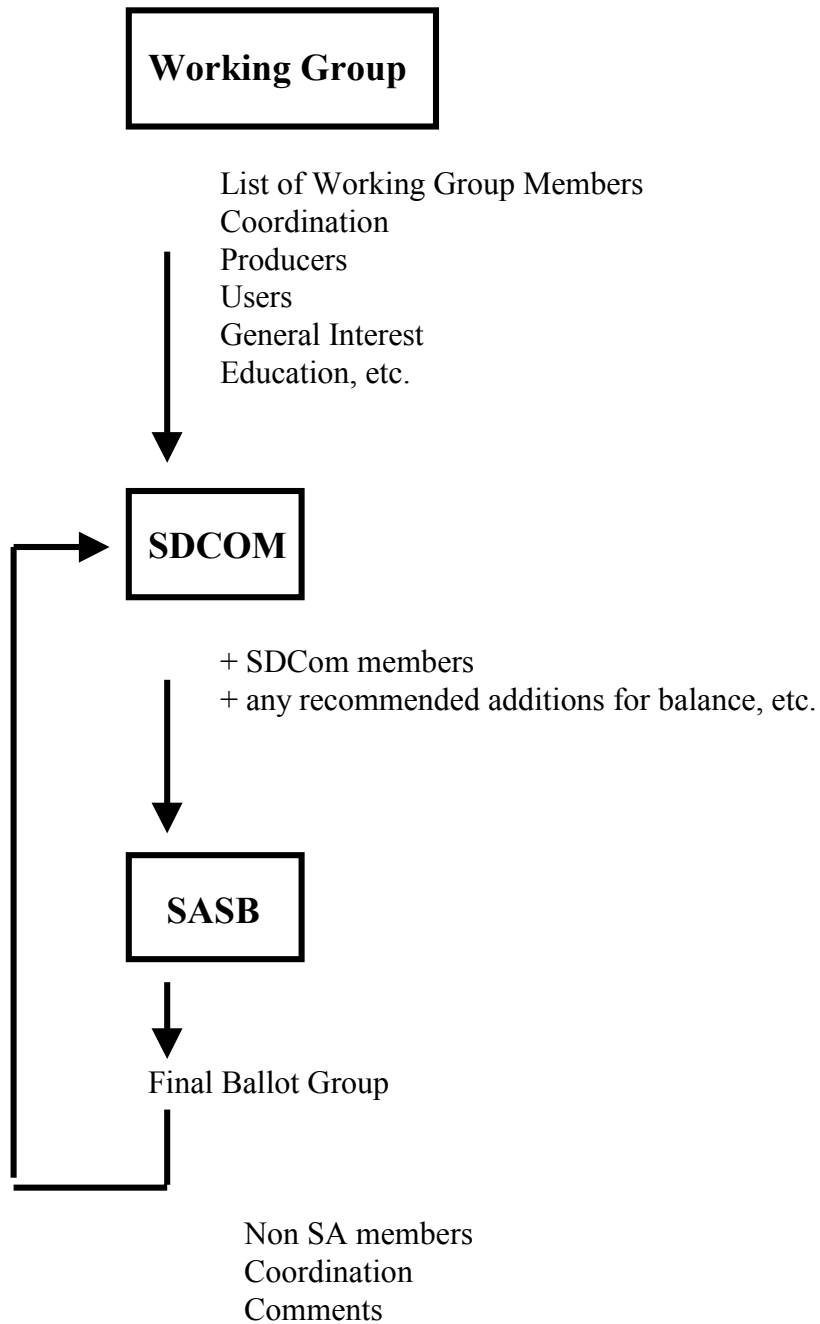


Figure 3 – Invitation to Ballot Process