

IEEE Standards Association

Industry Engagement and Sector Strategies SMDC

Operations Manual

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The Institute of Electrical and Electronics Engineers, Inc.
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IEEE Standards Association

Industry Engagement and Sector Strategies SMDC Operations Manual

1. Introduction

1.1 Scope and purpose

The Industry Engagement and Sector Strategies (IESS) SMDC is responsible for a strategic industry engagement framework that aims to bring companies and industry communities into the IEEE SA ecosystem.

1.2 Mission

Strategic Management and Delivery Committees (SMDCs) are standing committees of the IEEE SA and are established by the *IEEE Standards Association 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 Industry Engagement and Sector Strategies SMDC mission is to establish a strategic focus for IEEE SA industry programs, provide IEEE SA BOG alignment of Industry Connections activities, coordinate IEEE SA BOG and IEEE BOD industry involvement, and provide enablement support for evolving IEEE SA Business Practices/Industry Sectors.

2. References

IEEE Bylaws (current edition).

IEEE Policies (current edition).

IEEE Standards Association Operations Manual (current edition).

Robert's Rules of Order, Perseus Publishing (current edition).

3. Abbreviations and acronyms

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

BOG: Board of Governors

ICAID: Industry Connections Activity Initiation Document

ICCom: Industry Connections Committee

IEEE: Institute of Electrical and Electronics Engineers

IESS: Industry Engagement and Sector Strategies

SMDC: Strategic Management and Delivery 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, Industry Engagement and Sector Strategies and as chair of the Industry Engagement and Sector Strategies SMDC. An individual may serve as an IEEE SA Vice President, IESS, for up to six consecutive years (see clause 5.9.1 in the *IEEE Standards Association Operations Manual*).

The 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 SMDC shall have a minimum two and no more than 10 volunteer members in addition to the chair. A professional staff lead (IESS Staff Lead) and staff manager may be assigned to the IESS SMDC by the IEEE SA Managing Director. Liaison volunteer participation with and from other SMDCs will be established as appropriate. IEEE SA Senior Director Staff and Industry Connections Committee staff have participation rights.

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

The voting members of the IESS SMDC shall be the chair and each volunteer member. Professional Staff participants in an SMDC do not hold voting rights.

4.3 Vice Chair

The members of the IESS SMDC may select a Vice Chair from among its members.

5. Standing Committees of the IESS SMDC

The goal of the IESS SMDC is to enable strategic industry engagement for the IEEE SA. As such business development may necessitate IESS operating subcommittees, approved by the IEEE SA BOG. The IESS Chair may appoint ad hoc structures which address near term business imperatives.

Members of committees and ad hos need not be IESS members. The committee and ad hoc Members can be appointed by IESS Chair. Committee and Subcommittee members are appointed, pending approval of the IEEE SA President.

5.1 Industry Connections Committee (ICCom)

This committee shall be responsible for ensuring that proposed Industry Connections activities are within the scope and purpose of the IEEE, and for reviewing the progress and deliverables of Industry Connections activities. The committee shall examine Industry Connections Activity Initiation Documents (ICAIDs) and make recommendations to the IESS SMDC regarding their approval. The committee shall also make recommendations to the IESS SMDC regarding the termination of Industry Connections activities. The committee's procedures and responsibilities are specified in the *IEEE SA Industry Connections Committee Operations Manual*.

This committee shall be comprised of at least five members. The chair and other members of the committee shall be appointed by the IESS SMDC chair for a term of one year. At the first meeting of each year, ICCom shall appoint one of the ICCom voting members to be the ICCom Vice Chair.

5.1.1 Open-Source software development

Industry Connections activities shall comply with all IEEE and IEEE SA requirements for development of open-source software, including acceptance of the Terms of Use for the IEEE Open-Source Platform. Any Industry Connections activity that intends to develop or incorporate open-source software (either normatively or informatively) in the Industry Connections deliverable shall indicate this intent on the ICAID. Approval by the IESS SMDC of the ICAID that indicates possible incorporation of open-source software, as well as approval by the IEEE SA Board of Governors of the use of the IEEE Open-Source Platform for these open-source activities, constitutes approval for contribution, development, and maintenance of open-source software for the Industry Connections deliverables. An Industry Connections activity shall not develop open-source software without prior approval of the IESS SMDC.

All Contributions of open-source software for use in Industry Connections activities shall be accompanied by an approved IEEE Contributor License Agreement (CLA) appropriate for the open-source license under which the Work Product will be made available. CLAs, once accepted, are irrevocable.

5.1.2 Copyright

All Contributions to Industry Connections activities (whether for an individual or entity group) shall meet the requirements outlined in this clause.

5.1.2.1 Definitions

The following terms, when capitalized, have the following meanings:

“Contribution” shall mean material that is presented verbally or in recorded or written form (e.g., text, drawings, flowcharts, slide presentations, videos) in any Industry Connections activity.

“Public Domain” shall mean material that is no longer under copyright protection or did not meet the requirements for copyright protection.

“Published” shall mean material for which a claim of copyright is apparent (e.g., the presence of the copyright symbol ©; an explicit statement of copyright ownership or intellectual property rights; stated permission to use text; a text reference that indicates the insertion of text excerpted from a copyrighted work; or a visual indication of an excerpt from another work, such as indented text).

“Work Product” shall mean the compilation of or collective work of all participants (e.g., a draft Industry Connections white paper; Industry Connections web site).

5.1.2.2 Contribution not previously Published

For any Contribution that has not been previously Published, and that is not Public Domain:

IEEE has the non-exclusive, irrevocable, royalty-free, worldwide rights (i.e., a license) to use the Contribution in connection with the development of the Work Product for which the Contribution was made.

Upon final release or publication of a Work Product by an Industry Connections activity, IEEE has the right to exploit and grant permission to use the Work Product’s content derived from the Contribution in any format or media without restriction.

Copyright ownership of the original Contribution is not transferred or assigned to the IEEE.

5.1.2.3 Industry Connections Activity Initiation Document (ICAIID)

At the time an ICAID is submitted for approval, any known previously Published material and/or Public Domain material intended for inclusion in the proposed Industry Connections Work Product shall be identified on the ICAID. The Chair of an Industry Connections activity is responsible for obtaining written permission to use all previously Published material prior to inclusion of the material in an Industry Connections Work Product.

5.1.2.4 Contributions from previously Published sources

Participants in an Industry Connections activity who intend to submit Contributions containing excerpted content from previously Published sources shall first notify the Chair of the need for permission, and should assist the Chair in obtaining that permission. The Industry Connections activity shall not accept as a Contribution, place on an IEEE server or activity document repository, or include in an IEEE document any material that was previously Published without first obtaining permission for use of the material from the copyright owner or a person with the authority or right to grant copyright permission. Industry Connections

activity Chairs are responsible for requesting and obtaining permission from external entities and for forwarding the completed response forms to IEEE.

IEEE Permission Form Letters should be used to request and grant such permissions. Permission Form Letters to use material unchanged or modified are available online. Agreements that do not conform to the IEEE Permission Form Letters are possible, but such requests shall be in writing and shall be approved by IEEE SA staff.

5.1.3 Industry Connections 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.

5.1.3.1. Draft Industry Connections Work Products

All draft Industry Connections Work Products shall be clearly labeled to indicate they are drafts.

5.1.3.2. Draft Industry Connections Work Product Copyright Statements

All draft Industry Connections Work Products shall carry a copyright statement that:

- a) The Work Product is a draft
- b) The Work Product is subject to change
- c) The Work Product shall not be utilized for conformance/compliance purposes

A draft Industry Connections Work Product may be distributed without charge to the participants for that Industry Connections activity. Other persons seeking permission to reproduce the draft Industry Connections Work Product, in whole or in part, must obtain permission from the IEEE Standards Department.

The IEEE SA Industry Connections activity document template provides example text to meet the above requirements.

5.1.4 Commercial terms and conditions

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an IEEE Industry Connections Work Product, except for provisions approved by the IEEE in connection with the sale or license of the IEEE Industry Connections Work Product by the IEEE or by an agent authorized by the IEEE. While an Industry Connections Work Product may contain references to products, services, or companies, an Industry Connections Work Product shall not endorse or appear to endorse any particular products, services, or companies.

6. Operations

6.1 Quorum

A quorum shall exist when 50% or greater of the voting members of the IESS SMDC are present.

6.2 Voting

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

6.3 Meetings

The IESS 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 five (5) business days. An agenda should be provided at least three (3) business days in advance. Notice for meetings may be shortened based on necessity.

6.4 Subcommittees and ad hoc committees

The IESS SMDC may have committee(s) of the BOG organized under it at the discretion of the BOG and with concurrence of the IESS SMDC chair.

New standing committees of the IESS SMDC may be created by a majority decision of the IESS SMDC, with the concurrence of the IEEE SA BOG.

The IEEE SA Vice President, IESS may create ad hoc subgroups (e.g., task forces, ad hoc) to assist the IESS SMDC. If the IEEE SA Vice President, IESS wishes to appoint a volunteer who is neither a BOG Member nor a member of the IESS SMDC as a chair of an ad hoc subgroup, confirmation of the IEEE SA President shall be obtained.

The IESS Chair, and IESS Vice-chair, shall be an ex officio member without voting rights in all subcommittees, ad hoc, and subgroups organized under the IESS SMDC for which they are not explicitly assigned as a member with voting rights.

6.5 Reporting

The IESS SMDC shall report its activities, actions, and progress toward its strategic objectives and initiatives to the IEEE SA BOG as prescribed by the BOG.

During the IEEE SA Strategic Plan development, the IESS SMDC should provide proposed new goals to the IEEE SA Strategic Planning and Coordination Committee (SPCC).

7. Maintenance

7.1 Maintenance and modification of the *IEEE Standards Association IESS SMDC Operations Manual*

This manual will be maintained by the IEEE SA IESS SMDC and IEEE Standards Department Staff.

Proposed modifications to this manual shall be submitted to the IEEE SA Vice President, IESS for committee review, approval, and submission to the IEEE SA BOG.

Any amendments to this manual shall be approved by a majority vote of the IESS 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 Standards Association Operations Manual*

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