***Action Item 5.21: Proposed Update to Chair’s Guidelines*  Date:** 2020-01-31

**Source:**

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**Abstract:**

This document proposes to close Action Item 5.21 in [https://mentor.ieee.org/802-ec/dcn/19/ec-19-0085-11-00EC.pdf](https://mentor.ieee.org/802-ec/dcn/19/ec-19-0085-11-00EC-ec-action-items-ongoing.pdf):

* Draft an update of the Chair’s Guide to reflect/simplify the “patent/participation/copyright” slide requirements

Changes are proposed as follows:

* Subclause 2.9: Patent Policy announcement instructions (adding Copyright)
* Subclause 2.19: IEEE 802 participation requirements (replacing with IEEE SA requirements)

Action Item 5.21 is related to the following prior contributions, where explanatory information is available:

802-ec-19-0204-00-00EC

Second Vice Chair Action Items on Procedural Issues

<https://mentor.ieee.org/802-ec/dcn/19/ec-19-0204-00-00EC.pdf>

802-ec-19-0191-01-00EC

Implications of IEEE SA Participation Policy Slides

<https://mentor.ieee.org/802-ec/dcn/19/ec-19-0191-01-00EC.pdf>

802-ec-19-0192-00-00EC

Implications of IEEE SA Copyright Policy Materials

<https://mentor.ieee.org/802-ec/dcn/19/ec-19-0192-00-00EC.pdf>

**Proposed changes to 2.9:**

2.9 Patent and Copyright Policy announcement instructions

(Standards Committee Chair Origin)

2.9.1 Face to face meetings

At the first meeting of any session of an IEEE 802 Working Group, Task Force (TF), Task Group (TG), or other subgroup conducting a Standards Development meeting, the IEEE SA PatCom Slides for Standards Development Meetings [<https://standards.ieee.org/about/sasb/patcom/materials.html>] shall be presented by the chair, or the chair's designee, in accordance with the 'Instructions for the Working Group Chair' found on slide 0 of the slide set. This would also be included within the pre-published tentative agenda.

During any subsequent Standards Development meetings of the session, the chair, or the chair's designee, shall also make a statement that [a] the meeting is subject to the patent policy as presented on the first meeting of the session; and [b] if any individual believes that patent claim(s)/patent application claim(s) might be or may become essential patent claims, that fact should be made known. The fact that these statements were made, and any responses that were given, specifically the patent claim(s)/patent application claim(s) and/or the holder of the patent claim(s)/patent application claim(s) that were identified (if any) and by whom, shall be duly recorded in the meeting minutes.

For meetings of a Technical Advisory Group, Study Group, Industry Connections Activity, or any other subgroup meetings without the assigned responsibility of a project authorized in an approved PAR, the Patent Slides for Standards Development Meetings shall not be included or presented. The PatCom Slides for Pre-PAR Meetings [<https://standards.ieee.org/about/sasb/patcom/materials.html>] shall instead be presented at the first meeting of any session.

At the first meeting of any session of an IEEE 802 Working Group, Task Force (TF), Task Group (TG), or other subgroup conducting a Standards Development meeting, [the IEEE SA Copyright Slides](https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/copyright-policy-WG-meetings.potx) [https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/copyright-policy-WG-meetings.potx] shall be presented.

2.9.2 Online or Teleconference Meetings

As part of the pre-published tentative agenda or meeting announcement of an IEEE 802 Working Group, Task Force (TF), Task Group (TG), or other subgroup conducting a Standards Development meeting, a link to the IEEE SA PatCom Patent Slides for Standards Development Meetings

[ <https://standards.ieee.org/about/sasb/patcom/materials.html>] shall be provided, indicating that they must be read prior to the meeting. At the start of the meeting the chair shall ask whether there is anybody participating that has not read the slide set. If someone says they have not, then the chair must either [a] read the slide set aloud, or [b] send the slide set, or URL of the slide set, electronically and pause the call until all participants have read the slide set.

The chair shall also make a statement that if any individual believes that patent claim(s)/patent application claim(s) might be or may become essential patent claims, that fact should be made known. The fact that these statements were made, and any responses that were given, specifically the patent claim(s)/patent application claim(s) and/or the holder of the patent claim(s)/patent application claim(s) that were identified (if any) and by whom, shall be duly recorded in the minutes.

At the first meeting of any session of an IEEE 802 Working Group, Task Force (TF), Task Group (TG), or other subgroup conducting a Standards Development meeting, [the IEEE SA Copyright Slides](https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/copyright-policy-WG-meetings.potx) [https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/copyright-policy-WG-meetings.potx] shall be presented.

For a meeting of Technical Advisory Group, Study Group, Industry Connections Activity or any other subgroup meetings without the assigned responsibility of a project authorized in an approved PAR, the Patent Slides for Standards Development Meetings shall not be included or presented. The PatCom Slides for Pre-PAR Meetings [<https://standards.ieee.org/about/sasb/patcom/materials.html>] shall instead be included in the pre-published tentative agenda or meeting announcement.

2.9.3 IEEE 802 Web site

The IEEE 802 web site as well as all IEEE 802 Working Group, Technical Advisory Group, Standards Committee PAR Study Group web sites will contain a link to the Patent Policy, Copyright Policy, Patent FAQ, Affiliations FAQ, Antitrust guidelines, and Ethics policy.

2.9.4 Suggested URLs for reference by websites:

[Note: Update URLs with whichover ones are in effect at the time of the update.]

1) Patent Policy, Copyright Policy, Patent FAQ, Antitrust guidelines, Patent Tutorial, Patent information in the IEEE Standards Companion, what you need to know about standards and the law, the LOA form, the LOA cover letter, the LOA database and the LOA process flowchart.

2) Affiliations FAQ:

3) Ethics policy:

**Proposed changes to 2.19:**

2.19 Notification of IEEE SA Individual participation requirements

2.19.1 Face to face meetings

At the first meeting of any session of an IEEE 802 Working Group, Technical Advisory Group, PAR Study Group, Task Force (TF) or Task Group (TG), the IEEE SA Individual Participation slides ( <https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/Participant-Behavior-Individual-Method.pdf>) should be presented by the chair, or the chair's designee. A link to this slide set should also be included within the pre-published tentative agenda.

2.19.2 Online or teleconference meetings

As part of the pre-published tentative agenda or meeting announcement, a link to the IEEE SA Individual Participation slides ( <https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/Participant-Behavior-Individual-Method.pdf>) should be provided indicating that participants should read the document prior to the meeting. At the start of the meeting the chair should ask whether there is anybody participating that has not read the slides. If someone says they have not, then the chair should either [a] read the Slide 2 of the slide set aloud, or [b] send the slides, or URL of the slides, electronically and pause the call until all participants have read the slides.

2.19.3 IEEE 802 Web site

The IEEE 802 web site as well as all IEEE 802 Working Group, Technical Advisory Group, Standards Committee PAR Study Group web sites will contain a link to the IEEE SA Individual Participation slides.

2.19.4 Suggested URL for reference by websites:

IEEE SA Individual Participation policy:

<https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/Participant-Behavior-Individual-Method.pdf>