

IEEE-SA Study Group Guidelines

1. Introduction

When a proposal comes before an IEEE-SA Standards Sponsor concerning a standards development project, the Sponsor may form a Study Group to examine the proposal. Study Groups are formed when enough interest has been identified in a particular area of study. If the proposal merits formation of a project, the Study Group will draft a Project Authorization Request (PAR) for consideration by the Sponsor. The draft PAR may recommend either the entity-based or individual-based standards development process for the project.

Any IEEE-SA Standards Sponsor, except for the IEEE-SA Corporate Advisory Group may support individual-based or entity-based Study Groups. The IEEE-SA Corporate Advisory Group may support entity-based Study Groups either jointly with another IEEE-SA Standards Sponsor or independently when another IEEE-SA Sponsor cannot immediately be determined.

These guidelines specify how a Study Group should conduct business and the criteria it should apply to consideration of a proposal. The Sponsor may elect to use these procedures in whole, in part, or not at all.

2. Hierarchy

The latest versions of several documents take precedence over these guidelines. Please refer to the hierarchy in the *IEEE-SA Standards Board Operations Manual* for more information.

3. Conduct of Business

The Study Group shall have a defined task with specific output and a specific time frame established by the Sponsor within which it is allowed to determine that output. A Study Group shall report its recommendations to the Sponsor and shall have a limited lifetime.

A Study Group is formed as a subgroup of the Sponsor, and is subject to all relevant operating procedures concerning subgroups of the Sponsor and its parent bodies, including the IEEE-SA Standards Board (IEEE-SASB).

A Study Group will have a Chair, appointed by the Sponsor. The Sponsor may appoint a mentor to the Study Group Chair, if required, to ensure that due process is followed and that the Study Group fulfills its purpose.

The Study Group Chair should appoint a Secretary, whose duties should include

- Maintaining a roster of Study Group participants
- Establishing an email list for conduct of email discussions
- Keeping and distributing records of meetings

As soon as practical after formation of the Study Group, the Chair shall distribute a call for participation in the Study Group. The call should be distributed both within Sponsor channels and through other means at the disposal of the Sponsor to ensure materially interested parties have the opportunity to participate.

The Chair shall schedule the work of the Study Group in order to complete work within the time frame established by the Sponsor. The deliverable from the Study Group to the Sponsor should be a report addressing the criteria for consideration and, if appropriate, a draft PAR.

4. Criteria for Consideration

The purpose of the Study Group is

- 1) To determine whether sufficient interest and resources exist to develop an IEEE draft standard, and
- 2) If so, to develop a draft PAR for the proposed project.

The Sponsor should consider, and the Study Group should therefore address, the following issues when evaluating a project proposal:

- Potential market acceptance of the standards project, including technical feasibility
- Relationship to related standards, if known, including its distinct identity from other projects
- Viable volunteer leadership and participation
- Realistic scope and objectives
- Opportunity to establish new areas of expertise within the Sponsor

The Study Group should prepare a report to the Sponsor to accompany a draft PAR addressing these issues.

When developing the draft PAR, the Study Group shall review and ensure compliance with the IEEE standards initiation process. The Study Group shall take account of the [NesCom Conventions for reviewing PARs](#).

The Study Group will follow the antitrust policies established by the IEEE-SA.

The Study Group should identify any coordination needed with other standards development committees, both within and external to IEEE, and recommend a process for coordination.

The Entity Study Group may examine financial questions to determine a potential budget-and means for satisfying any mandatory fee requirements.

The Study Group Chair shall liaise with the Sponsor Chair to ensure that all of the required information is produced for completion of the PAR Form.

5. Study Group Participation

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It is expected that participants in the Study Group behave in a professional manner at all times. Participants should demonstrate respect and courtesy towards each other, while allowing everyone a fair and equal opportunity to contribute to the meeting in accordance with the IEEE Code of Ethics.

5.1 Individual Study Group Participation

Participants in Individual Study Groups shall act based on their personal qualifications and experience. For individual Study Groups, the Sponsor should determine if there will be sufficient participation to ensure a viable study group.

5.2 Entity Study Group Participation

It is recommended that there shall be at least three entities participating in an Entity Study Group. The entities within an Entity Study Group must ensure that their representatives have a material knowledge of the proposed project scope.

Each entity participating in an Entity-based Study Group shall have one Designated Representative (DR) and may have more than one alternate (DRA) participating in the Entity Study Group. The assignment of a DR/DRA can change throughout the life of the Entity Study Group. Only the DR is eligible to vote on behalf of the entity for all Entity Study Group matters. If the DR is unable to vote at a meeting, one DRA will be recognized at the start of the meeting to vote on the DR's behalf.

Each DR/DRA can vote for only one entity in the Entity Study Group; no one representative can represent the interests of more than one entity in the Entity Study Group. Each representative shall declare what entity he or she represents and that their voting shall be independent of any other entity.

Entities that meet the definition of entity members as defined in Section 6.1 Working Group Constitution of the *Operating Procedures for Corporate Standards Working Groups* (see <http://standards.ieee.org/corpforum/cag/wgproc.html>) will qualify as entity participants for an Entity Study Group.

6. Voting

While it is desirable that the Study Group develop its output using a consensus-based process as defined by its Sponsor, there may be times when majority voting is needed to address a particular issue.

6.1 Individual Study Group Voting

If voting may be necessary, then it is up to the Sponsor to determine the minimum number of individuals that must participate in any Individual Study Group vote for it to be valid, and the approval percentage required for passage. For all Individual Study Groups, it is recommended that at least 5 individuals participate in any vote for it to be valid, and that each vote is approved by a 75% approval vote of those present and voting either "approve" or "disapprove".

Any individual attending an Individual Study Group meeting may vote on all motions (including recommending approval of a draft PAR). The Individual Study Group may meet via teleconference as needed, provided a clear indication of participants is given at the start of the teleconference to determine a voting percentage.

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Electronic voting may be used by the individual study group, provided that a defined term for conducting the vote is given. Only votes received during this time period from participants who have attended either a previous meeting or teleconference will be counted in the tally of votes.

6.2 Entity Study Group Voting

If a vote is necessary, then it is recommended that at least three entities must participate in any vote for it to be valid. A vote is approved by a 75% approval vote of those present and voting either "approve" or "disapprove".

Any entity attending an Entity Study Group meeting may vote on all motions (including recommending approval of a draft PAR) through an indicated DR or DRA. The Entity Study Group may meet via teleconference as needed, provided a clear indication of attending DRs/DRAs is given at the start of the teleconference to determine a voting percentage.

Electronic voting may be used by the entity study group, provided that a defined term for conducting the vote is given. Only votes received during this time period from DRs/DRAs who have attended either a previous meeting or teleconference will be counted in the tally of votes.

7. Submission to the Sponsor

Upon completion of its work, the Study Group shall provide the following items to the Sponsor:

- A report addressing the issues cited in clause 4
- A roster of Study Group participants
- Minutes of meetings (or pointers to on-line copies)

If the Study Group recommends developing a new standard, the Study Group shall also provide the following items to the Sponsor:

- Draft PAR
- Available information concerning intellectual property, as appropriate
- Recommendation for liaisons with other organizations, if appropriate
- Draft project schedule
- Draft budget, if applicable

The decision of whether to utilize an existing Working Group, or to establish a new Working Group to carry out recommended work items from the Study Group shall be made by the Sponsor with due consideration of advice from the Study Group.

8. Disbandment

After the Study Group recommendations have been accepted by the Sponsor, the Sponsor will disband the Study Group. If establishing a PAR is approved, officers of the Study Group may be recommended to the Sponsor to serve as officers in the working group.