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Table 1 – Differences in the IEEE and IEC high level structures..... 9

## 1 General

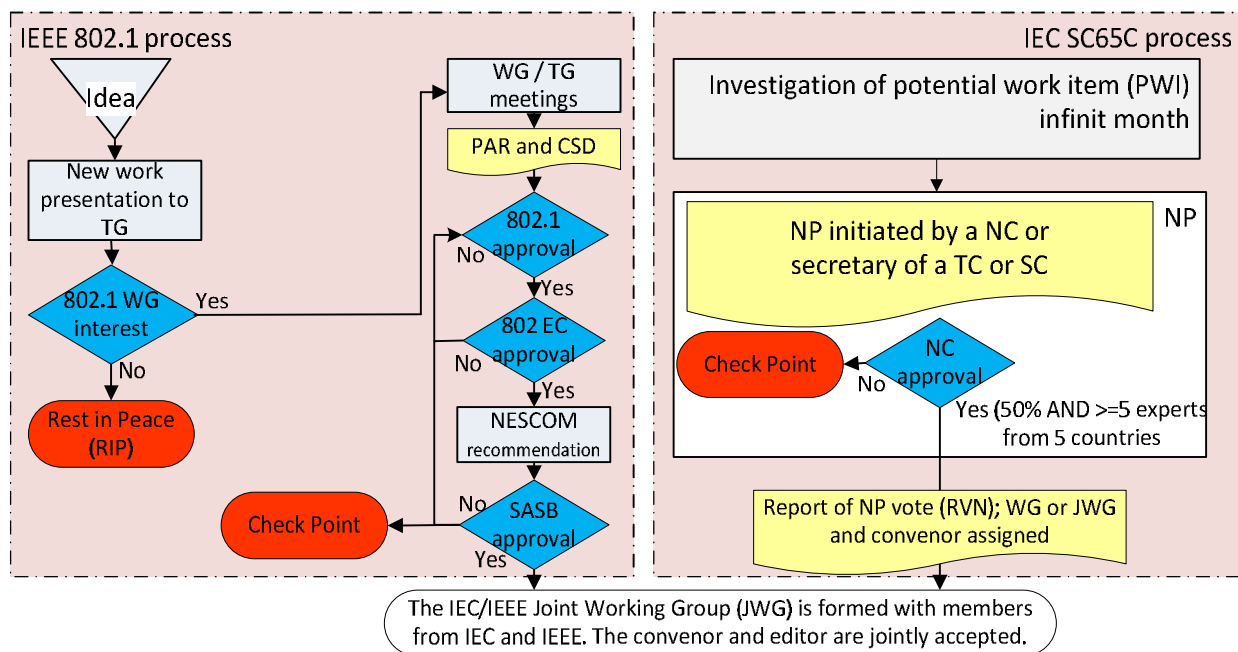
The Guide to IEC/IEEE Cooperation [1]<sup>1</sup> provide guidance on the adoption, revision, and joint development of market-relevant standards under the IEC/IEEE Dual Logo Agreement. A flow diagram for the IEC/IEEE Joint Development procedure is given in Annex C of the Guide to IEC/IEEE Cooperation [1]. The differences in the IEEE and IEC high level structures cause some differences in the process on both sides. Voting has to be aligned by a special work plan of the joint group, so that the resulting final vote on IEC side (FDIS) contains all comment resolution of the IEEE-SA sponsor ballot because the FDIS ballot result is either to adopt the standard (no comments allowed) or reject it with technical comments. If the ballot is successful, then comments from negative voters can only be considered in the next edition.

The flow diagram in the Guide to IEC/IEEE cooperation, Annex C [1], is contained in Clause 2 of this document, slightly adjusted to include the IEEE 802 process.

## 2 Process

### 2.1 Starting a joint project

Figure 1 shows the principle on both sites. In IEC, the joint project under discussion is already approved; see 65C/875/NP [2] and the resulting 65C/896/RVN [3].



**Figure 1 – Flow diagram for beginning a joint project**

IEEE 802.1 management has to start the PAR process and the IEC SC65C secretary has to start the Questionnaire, see needed actions in Clause 4 to initiate the joint project.

<sup>1</sup> Numbers in brackets refer to an entry in the Bibliography.

## **2.2 Drafting documents**

Because of the IEEE 802.1 specifics on how to progress the draft standard from the TG to the WG and then to the sponsor level, the best adjustment on the IEC side is to start with a DC at IEEE 802.1 TG level and then to circulate a CD at the IEEE 802.1 WG level. CDV and FDIS should be done at the IEEE sponsor ballot level. See Figure 2.

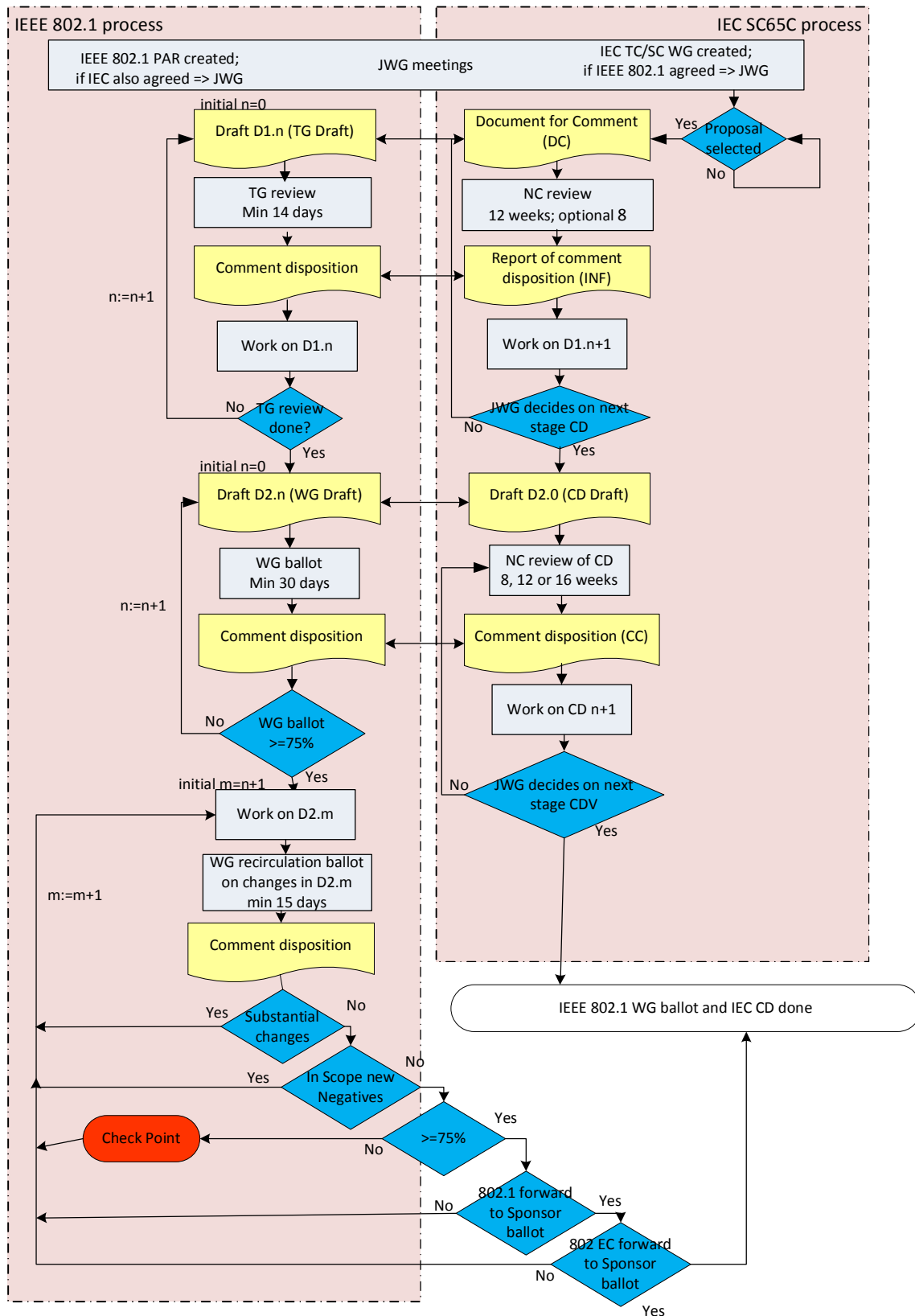


Figure 2 – CD stage

The end of the CD circulation should be synchronized with the end of the initial IEEE 802.1 WG ballot. The compiled comments of IEC and IEEE 802 should be discussed in a joint meeting and shall result in a joint comment resolution document. It is recommended to use the IEC CC document for IEEE 802 purposes also, but if IEEE 802.1 wishes to convert the CC document into their database commenting tool, is up to IEEE 802 to decide.

The CDV and FDIS drafting process is described in Figure 3. The critical part is also described in the Guide to IEC/IEEE Cooperation, Annex C, to synchronize the end of the CDV with the end of the IEEE Sponsor ballot and continue on the IEEE side with recirculation ballots until the comment resolution is complete. When launching the FDIS, then the final IEEE sponsor ballot shall be recirculated. There will be iterations between FDIS preparation and the IEEE site with recirculation ballots.

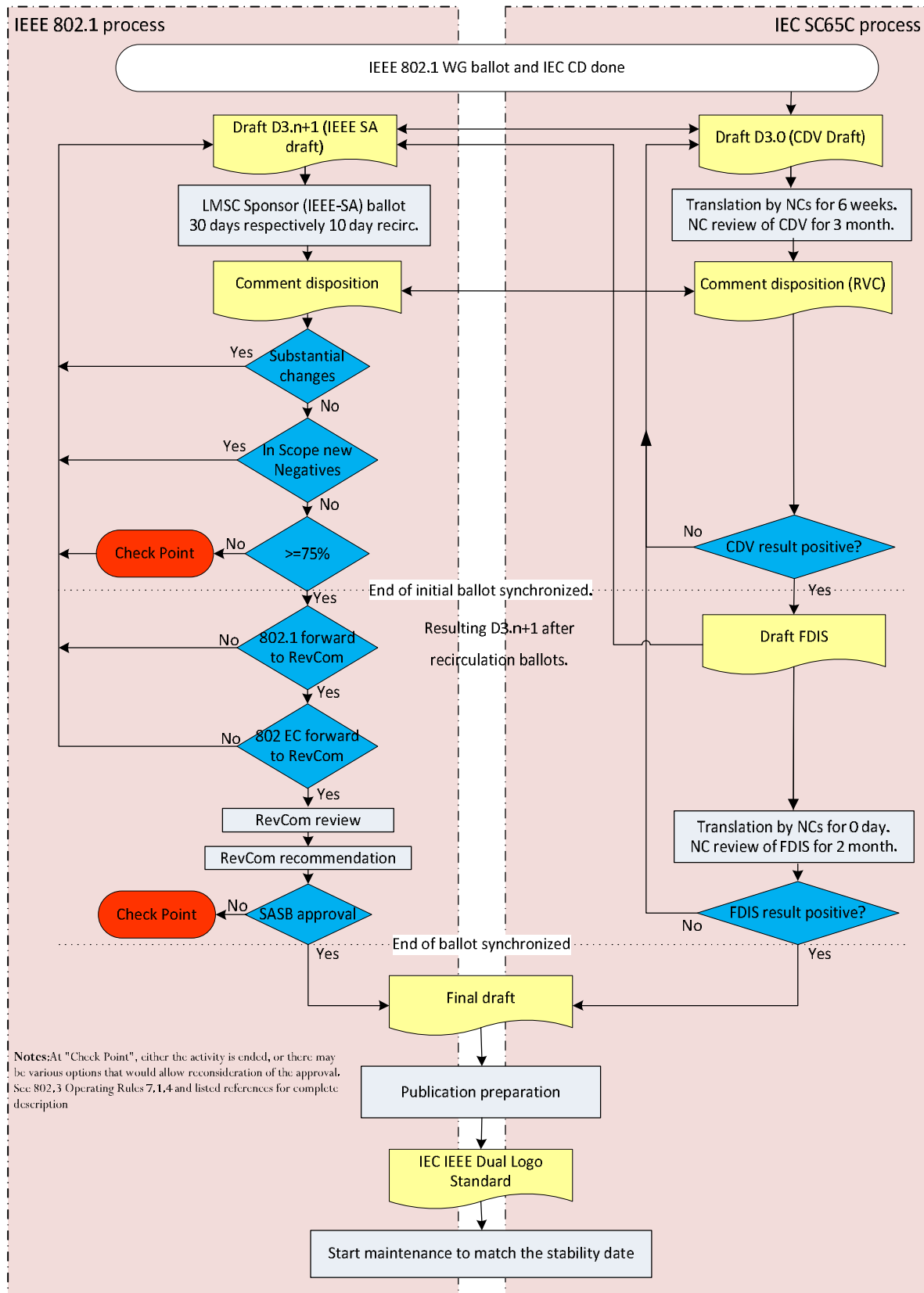


Figure 3 – CDV and FDIS

### 3 Differences between IEEE 802 and IEC TC65

#### 3.1 General

The tables in Clause 3 provide on the right hand column the conclusions of the differences. An em-dash indicates that there are no impacts or requirements to change existing processes.

#### 3.2 Decorum

IEEE 802	IEC TC65	Harmonization/ Exception needed
Photography or recording by permission only (2010 SASB Op Manual 5.3.3.4)	See code of conduct. <a href="http://www.iec.ch/about/brochures/pdf/tools/IEC_Code_of_Conduct.pdf">http://www.iec.ch/about/brochures/pdf/tools/IEC_Code_of_Conduct.pdf</a>	—
Cell phone ringers off	Same	—
Press (i.e., anyone reporting publicly on this meeting) are to announce their presence (5.3.3.5)	Not explicit in IEC process description but accepted to also be applicable.	—
Wear your badges at all times in meeting areas <ul style="list-style-type: none"> <li>– Help the hotel security staff improve the general security of the meeting rooms</li> <li>– <b>PCs HAVE BEEN STOLEN</b> at previous meetings</li> <li>– <b>DO NOT</b> assume that meeting areas are secure</li> </ul>	Applicable if badges are issued for a meeting.	—
Please observe proper decorum in meetings	Same	—

#### 3.3 Reflector and Web

IEEE 802	IEC TC65	Harmonization/ Exception needed
To subscribe to the 802.1 reflector, send an email to: <b>ListServ@ieee.org</b> with the following in the body of the message (do not include "<>"): <b>subscribe stds-802-1-L &lt;yourfirstname&gt; &lt;yourlastname&gt;</b> <b>end</b>	Only possible by applying through a national committee (NC) that nominates the expert. With that the expert automatically takes part of the reflector in the Collaboration tool without further action needed. D-Liaison members are entered by IEC CO staff without an NC.	— Convenor or secretary to copy all docs to both repositories.
Send IEEE 802.1 >> reflector messages to: <b>stds-802-1-L@listserv.ieee.org</b>	Use CollTool to send a message to the IEC group.	— Convenor or secretary to copy all docs to both repositories.
WG web page URL for example: <b>http://http://www.ieee802.org/1/</b>	See IEC SC65C web page: <b>http://www.iec.ch/sc65c</b>	— Convenor or secretary

IEEE 802	IEC TC65	Harmonization/ Exception needed
		to copy all docs to both repositories.

### 3.4 Private area

IEEE 802	IEC TC65	Harmonization/ Exception needed
The private area is used to store the draft, and on an exception basis, other copyrighted material shared through a liaison. The password will be verbally announced during the meeting.	The equivalent is the CollTool. All Experts get an access code through their NC. The D-Liaison partners get it through the IEC CO staff.	— Convenor or secretary to copy all docs to both repositories.

### 3.5 Ground rules

IEEE 802	IEC TC65	Harmonization/ Exception needed
<ul style="list-style-type: none"> <li>• Based upon IEEE 802.1 Rules <ul style="list-style-type: none"> <li>– Foundation based upon Robert's Rules of Order</li> <li>– Anyone in the room may speak</li> <li>– Anyone in the room may vote</li> </ul> </li> <li>• <b>RESPECT</b>... give it, get it</li> <li>• NO product pitches</li> <li>• NO corporate pitches</li> <li>• NO prices!!! <ul style="list-style-type: none"> <li>– This includes costs, ASPs, etc. no matter what the currency</li> </ul> </li> <li>• NO restrictive notices</li> </ul>	In IEC the "Robert's Rules of Order" are not mandatory but can be used. If not an equivalent method to achieve consensus is a must. All other bullets also apply in IEC.	—

### 3.6 Attendance

IEEE 802	IEC TC65	Harmonization/ Exception needed
Attendance record must be done twice: <ol style="list-style-type: none"> <li>1. Electronically using IMAT and</li> <li>2. Manually signed in an attendance list</li> </ol> The 75% attendance is needed to maintain the voting rights. Additional rules apply about substituting a plenary by an interim etc.	In IEC the recording secretary is responsible for recording the attendance. The voting rights of a NC are independent of the percentage of participation of an expert. Just to maintain P-membership of the NC, but not on individual level.	—



### 3.7 Participation in IEEE 802 Meetings

IEEE 802	IEC TC65	Harmonization/ Exception needed
<p>Participation in any IEEE 802 meeting (Sponsor, Sponsor subgroup, Working Group, Working Group subgroup, etc.) is on an individual basis (Latest revision of IEEE 802 LMSC Working Group Policies and Procedures: <a href="http://www.ieee802.org/devdocs.shtml">http://www.ieee802.org/devdocs.shtml</a>)</p> <ul style="list-style-type: none"> <li>Participants in the IEEE standards development individual process shall act based on their qualifications and experience. (<a href="https://standards.ieee.org/develop/policies/bylaws/sb_bylaws.pdf">https://standards.ieee.org/develop/policies/bylaws/sb_bylaws.pdf</a> section 5.2.1)</li> </ul>	<p>Participation in any IEC meeting (WG, PT, MT or adhoc) is based on nomination by National Committees (NC).</p> <p>Nominated experts act in a personal capacity according to the IEC rules, see <a href="http://www.iec.ch/standardsdev/resources/tcroles/expert/">http://www.iec.ch/standardsdev/resources/tcroles/expert/</a>, but some NCs, e.g. Germany, have more stringent rules for their nominated experts that they shall represent the opinion of the NCs, so that the ballot performed by the by NCs is also influenced by the participating expert.</p>	<p>—</p> <p>A participant should decide before attending a meeting whether the person is an IEEE participant or an IEC participant because only one role per person can apply during a meeting.</p>
<ul style="list-style-type: none"> <li>IEEE 802 Working Group membership is by individual; "Working Group members shall participate in the consensus process in a manner consistent with their professional expert opinion as individuals, and not as organizational representatives". (subclause 4.2.1 "Establishment", of the IEEE 802 LMSC Working Group Policies and Procedures)</li> </ul>	See above.	<p>—</p> <p>See above.</p>
<ul style="list-style-type: none"> <li>Participants have an obligation to act and vote as an individual and not under the direction of any other individual or group. A Participant's obligation to act and vote as an individual applies in all cases, regardless of any external commitments, agreements, contracts, or orders.</li> </ul>	See above.	<p>—</p> <p>See above.</p>
<ul style="list-style-type: none"> <li>Participants shall not direct the actions or votes of any other member of an IEEE 802 Working Group or retaliate against any other member for their actions or votes within IEEE 802 Working Group meetings, see <a href="https://standards.ieee.org/develop/policies/bylaws/sb_bylaws.pdf">https://standards.ieee.org/develop/policies/bylaws/sb_bylaws.pdf</a> section 5.2.1.3 and the IEEE 802 LMSC Working Group Policies and Procedures, subclause 3.4.1 "Chair", list item x. By participating in IEEE 802 meetings, you accept these requirements. If you do not agree to these policies then you shall not participate.</li> </ul>	See above.	<p>—</p> <p>See above.</p>

### 3.8 IEEE and IEC high level structures

**Table 1 – Differences in the IEEE and IEC high level structures**

IEEE 802	IEC TC65	Harmonization/ Exception needed
Voting is done by personal individuals that gained voting rights by participation in meetings.	On working group level there is no voting, just that the convenor has to find out the intension of the NCs through the nominated experts of NCs participating in	<p>—</p> <p>IEEE 802 is based on a society sponsored basis and the IEC 65C/ WG/MT/PT/JWG is based on NC based consensus.</p>

IEEE 802	IEC TC65	Harmonization/ Exception needed
	the WG/MT/PT/JWG.	

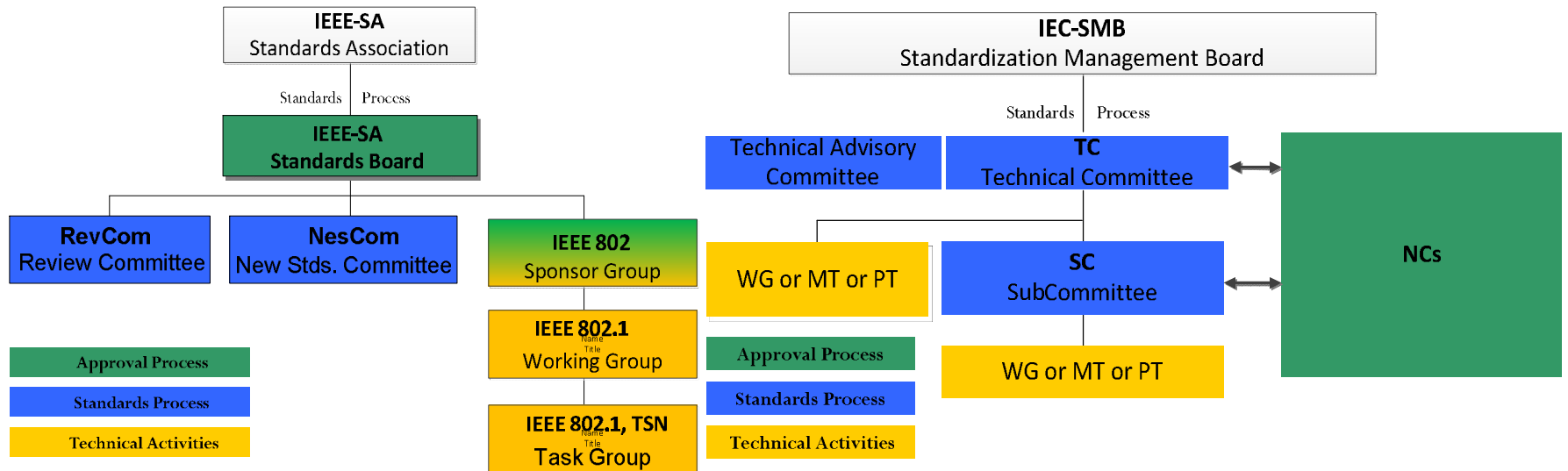


Figure 4 – IEEE and IEC high level structures

### 3.9 Important Bylaws and Rules

IEEE 802	IEC TC65	Harmonization/ Exception needed
IEEE-SA Operations Manual <a href="http://standards.ieee.org/sa/sa-om.pdf">http://standards.ieee.org/sa/sa-om.pdf</a>	ISO/IEC Directives Part 1	—
IEEE-SA Standards Board Bylaws <a href="http://standards.ieee.org/guides/bylaws/sb-bylaws.pdf">http://standards.ieee.org/guides/bylaws/sb-bylaws.pdf</a>	ISO/IEC Directives Part 2	
IEEE-SA Standards Board Operations Manual <a href="http://standards.ieee.org/guides/opman/sb-om.pdf">http://standards.ieee.org/guides/opman/sb-om.pdf</a>	IEC TC65 Strategic Business Plan	
	IEC TC65 Good Working Practice Guidance on TC roles, see <a href="http://www.iec.ch/standardsdev/resources/tcroles/">http://www.iec.ch/standardsdev/resources/tcroles/</a>	

IEEE 802	IEC TC65	Harmonization/ Exception needed
<p>IEEE 802 LAN/MAN Standards Committee (LMSC) Policies and Procedures <a href="http://standards.ieee.org/about/sasb/audcom/pnp/LMSC.pdf">http://standards.ieee.org/about/sasb/audcom/pnp/LMSC.pdf</a></p> <p>IEEE 802 LAN/MAN Standards Committee (LMSC) Operations Manual <a href="http://www.ieee802.org/PNP/2010-07/IEEE_802_LMSC_OM_approved_100716.pdf">http://www.ieee802.org/PNP/2010-07/IEEE_802_LMSC_OM_approved_100716.pdf</a></p> <p>IEEE 802 LAN/MAN Standards Committee (LMSC) Working Group (WG) Policies and Procedures <a href="http://www.ieee802.org/PNP/2010-07/IEEE_802_LMSC_WG_PandP_approved_100716.pdf">http://www.ieee802.org/PNP/2010-07/IEEE_802_LMSC_WG_PandP_approved_100716.pdf</a></p>	<p>IEC GUIDE 103:1980 Edition 1.0 (1980-06-01) Guide on dimensional co-ordination</p> <p>IEC GUIDE 108:2006 Edition 2.0 (2006-08-15) Guidelines for ensuring the coherency of IEC publications - Application of horizontal standards</p> <p>ISO/IEC GUIDE 75:2006 Edition 1.0 (2006-11-14) Strategic principles for future IEC and ISO standardization in industrial automation</p>	

### 3.10 Instructions for the WG Chair

IEEE 802	IEC TC65	Harmonization/ Exception needed
<p><b>The IEEE-SA strongly recommends that at each WG meeting the chair or a designee:</b></p> <ul style="list-style-type: none"> <li>- <b>Show slides #1 through #4 of this presentation</b></li> <li>- <b>Advise the WG attendees that:</b> <ul style="list-style-type: none"> <li>• The IEEE's patent policy is described in Clause 6 of the <i>IEEE-SA Standards Board Bylaws</i>;</li> <li>• Early identification of patent claims which may be essential for the use of standards under development is strongly encouraged;</li> <li>• There may be Essential Patent Claims of which the IEEE is not aware. Additionally, neither the IEEE, the WG, nor the WG chair can ensure the accuracy or completeness of any assurance or whether any such assurance is, in fact, of a Patent Claim that is essential for the use of the standard under development.</li> </ul> </li> <li>- <b>Instruct the WG Secretary to record in the minutes of the relevant WG meeting:</b> <ul style="list-style-type: none"> <li>• That the foregoing information was provided and that slides 1 through 4 (and this slide 0, if applicable) were shown;</li> <li>• That the chair or designee provided an opportunity for</li> </ul> </li> </ul>	<p>The patent policy of IEC is similar but do not require the convenor to read the policy each time.</p>	<p>—</p> <p>It does not harm the IEC people hearing the policy of IEEE.</p>

IEEE 802	IEC TC65	Harmonization/ Exception needed
<p>participants to identify patent claim(s)/patent application claim(s) and/or the holder of patent claim(s)/patent application claim(s) of which the participant is personally aware and that may be essential for the use of that standard</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>– <b>The WG Chair shall ensure that a request is made to any identified holders of potential essential patent claim(s) to complete and submit a Letter of Assurance.</b></li> <li>– <b>It is recommended that the WG chair review the guidance in IEEE-SA Standards Board Operations Manual 6.3.5 and in FAQs 12 and 12a on inclusion of potential Essential Patent Claims by incorporation or by reference.</b></li> </ul> <p>NOTE: <b>WG</b> includes Working Groups, Task Groups, and other standards-developing committees with a PAR approved by the IEEE-SA Standards Board.</p>		
<p><u>Other Guidelines for IEEE WG Meetings:</u></p> <ul style="list-style-type: none"> <li>– All IEEE-SA standards meetings shall be conducted in compliance with all applicable laws, including antitrust and competition laws.</li> <li>– Don't discuss the interpretation, validity, or essentiality of patents/patent claims.</li> <li>– Don't discuss specific license rates, terms, or conditions.</li> <li>• Relative costs, including licensing costs of essential patent claims, of different technical approaches may be discussed in standards development meetings.             <ul style="list-style-type: none"> <li>• Technical considerations remain primary focus</li> </ul> </li> <li>– Don't discuss or engage in the fixing of product prices, allocation of customers, or division of sales markets.</li> <li>– Don't discuss the status or substance of ongoing or threatened litigation.</li> <li>– Don't be silent if inappropriate topics are discussed ... do formally object.</li> <li>• -----</li> </ul> <p>See <i>IEEE-SA Standards Board Operations Manual</i>, clause 5.3.10 and "Promoting Competition and Innovation: What You Need to Know about the IEEE Standards Association's Antitrust and Competition Policy" for more details.</p>		<p>—</p> <p>It does not harm the IEC people hearing the policy of IEEE.</p>

### 3.11 Starting a new project

IEEE 802	IEC TC65	Harmonization/ Exception needed
In IEEE 802.1 a new project can be started after presentations of a new work item in the TG and WG that results in sufficient WG interest (as indicated by a motion) to develop a PAR..	In IEC the management of a TC or SC can establish adhoc to think about an NP and the associated scope and drafting a document before the official time line for a project is triggered.	—
In IEEE 802.1 a new project is started after a WG motion to develop a PAR has passed. The development of the new project is typically handled by a TG, but a SG may be created on an exceptional basis.	A potential new work item can be presented during an IEC TC/SC plenary to advertise the potential project. It is more important to identify the PWI which can be launched with a simple majority vote of the P-members and this preliminary work becomes officially listed in the program of work (Clause 2.2) and managed by the TC.	—
<p>The 802 Executive committee (EC) occasionally will form the Study Group (SG) under the WG to create the PAR and CSD PAR &amp; CSD approval is by the WG but is circulated beforehand to all 802 WGs for comments. Comments of the 802 WGs can come until Wednesday morning, so that the comment resolution can be integrated before the closing plenary of the WG on Thursday afternoon.</p> <p>The WG shall vote on the PAR and CSD. If one of these multiple motions fails, then rest in peace. The PAR shall also be approved by the 802 EC and confirmed by the NESCOM and approved by the IEEE SASB.</p>	A NC or Secretary can launch a New Work Item Proposal (NP) along with at least an outline of the intended document. This is circulated through the NCs for vote within 12 weeks. The committee can decide to shorten the ballot to 8 weeks. The proposer should propose a convenor and the location and date of the 1 <sup>st</sup> meeting. In case the NC votes positive they may nominate 0 to 5 experts. If the NC votes negative it cannot nominate an expert; if the project gets a majority, then this NC can nominate an expert within 4 weeks after the closing date. A rejected NP can again be launched for circulation if it is adjusted according to comments or changed. The secretary has to send out a report of the vote (RVN) with a comment resolution within 6 weeks. If the comment resolution could not be finished by the new group, then a revision of the RVN with a comment disposition shall be circulated later as a revision of the RVN document.	<p>—</p> <p>In case of TSN profile, an approved project is already established. A Questionnaire (Q) shall be circulated by the secretary to ask the NCs about approval for the change to create a joint group with IEEE 802.1 with extended voting rights of IEEE 802.3. If no objections are submitted by NCs within 6 weeks, then the secretary creates the Review report (RR) to inform the NCs about the changes.</p>
The PAR is assigned to a TG can start their drafting work on the next interim after the plenary.	The Group can start if the NP was voted with a 2/3 majority and at least 5 experts from 5 different NCs are nominated at the date proposed by the NP. NOTE: The number of nominated experts depends on the TC/SC.	<p>—</p> <p>To start the joint group both IEEE 802.1 and IEC SC65C shall agree to work on the joint document.</p>

### 3.12 Drafting a document

IEEE 802	IEC TC65	Harmonization/ Exception needed
The TF works on the 1 <sup>st</sup> draft D1.0. The TF	The Group works on the 1 <sup>st</sup> draft. The 1 <sup>st</sup> draft can be a Document for	—

IEEE 802	IEC TC65	Harmonization/ Exception needed
ballot period is 4 weeks. The commenting phase can be repeated.	Comment (DC) or a Committee draft (CD) circulated to the NCs for 16, 12 or 8 weeks. The commenting phase can be repeated.	The joint group starts to draft a joint document using WORD2010 or newer. The ISO/IEC directives Part 2 apply with the exceptions given in <a href="http://www.iec.ch/standardsdev/resources/draftingpublications/writing_formatting/IEC_template/ieee_stdtexts.htm">http://www.iec.ch/standardsdev/resources/draftingpublications/writing_formatting/IEC_template/ieee_stdtexts.htm</a> concerning the Header/Footer and Foreword.

### 3.13 Collecting fees to attend a joint meeting

IEEE 802	IEC TC65	Harmonization/ Exception needed
It is usual in IEEE 802 interim and plenary meetings to collect money for paying the meeting venue, organizing WiFi access, refreshments, etc.	In IEC it is prohibited to collect money for paying the meeting venue. Common ISO/IEC Directives: (Part 1, 4.1) "National Bodies are reminded that they are not permitted to charge delegates/ experts any sort of participation fee; nor require accommodations at specific hotels or hotel rates for any meetings of technical committees, subcommittees, working groups, maintenance and project teams. The basic meeting facilities shall be funded entirely by resources from a NB and/or voluntary sponsors. For more information in IEC, see Meeting Guide ( <a href="http://www.iec.ch/members_experts/refdocs/iec/IEC_Meeting_Guide_2012.pdf">http://www.iec.ch/members_experts/refdocs/iec/IEC_Meeting_Guide_2012.pdf</a> ) and for ISO see, Annex SF for further details"	This has to be clarified with IEEE 802 management to get an exemption if the JWG is meeting together with an IEEE 802 plenary or an interim so that the IEC experts do not have the need to pay for the basic meeting facilities. The upcoming Geneva meeting in January 2018 will not collect meeting fees because it is sponsored by ITU-T. For future meetings it would be beneficial for the organization of the JWG to use the IEEE 802 staff organized meetings. It could be to collect money for additional services like refreshments, lunch, or a social, if IEC people wish to jointly have this service.

### 3.14 Terminology

IEEE 802	IEC TC65	Harmonization/ Exception needed
Session: one or more days of coming together face to face to held several meetings or adhoc. Meeting: coming together for a couple of hours during a day of a session. Some WGs strictly organize a day by dividing the day in 4 elements: am1, (coffee break), am2, (lunch break), pm1, (coffee break), and pm2. Also evening meetings can be scheduled after a short for dinner.	Meeting: one or more days of coming together face to face.	—

### 3.15 Documents repositories

IEEE 802	IEC TC65	Harmonization/ Exception needed
The IEEE 802.1 web site allows to store documents in an public or a restricted member area.	The Collaboration tool is a restricted member area. The semi-public area is the web site of the 65C committee also called "dashboard", see e.g. for 65C: <a href="http://www.iec.ch/sc65c">http://www.iec.ch/sc65c</a> .	— Convenor/secretary of the JWG to duplicate relevant documents to the different document repositories.

## 4 Actions

### 4.1 IEC SC65C management

#### 4.1.1 Changing the existing project (IEC SC65C/MT9/PT61784-6) to a joint IEC/IEEE activity to create a Dual logo standard

According to the Guide to IEC/IEEE cooperation, a project is begun via a NP or an RR. The IEC established already a project IEC SC65C/MT9/PT61784-6 for the topic under consideration to become a Dual logo standard with IEEE 802. IEC SC65C will circulate a Questionnaire (Q) with the following information to the NCs:

- To convert the established project IEC 65C/MT9.PT61784-6, see 65C/896/RVN [3], in a joint IEC/IEEE activity to create a Dual logo standard. There is no need to change the organization as it is today a PT under MT9 even if the term JWG used in the IEC/IEEE Cooperation [1], lead to the assumption that there is a need to reorganize the existing MT to a JWG as it is usual if ISO and IEC are forming a JWG under a certain Mode of cooperation. This does not apply in the IEC/IEEE Joint Development procedure. (NOTE SC65C management might decide to reorganize this effort from MT9 in an IEC 65C/JWG15 or something different)
- In IEEE 802 this JWG# will be organized below IEEE 802.1. IEEE 802.3 voting members will be ex officio voters in matters of the JWG# dealing with TSN profile for Industrial Automation.
- The resulting standard will be a joint IEC/IEEE standard. The ISO/IEC Directives Part 2 will apply and not the IEEE style guide with the exceptions given in [Standard texts for IEC/IEEE publications](#) concerning the Header/Footer and Foreword.
- The IEEE 802.1 management, who initiated the joint project, wanted to have a different IEC project number assigned. It is proposed to assign the project number IEC 60802 with the option to divide this number in parts later if needed.

#### 4.1.2 Approval of joint working group

As a result of the Q the IEC SC65C secretary will circulate the report on Q (RQ) with the resulting decisions.

### 4.2 IEEE 802 management

#### 4.2.1 Project start

To launch the PAR and CSD in the November 2017 plenary, authorizing creation in January 2018 with IEEE 802 approval in March 2018.

#### **4.2.2 1<sup>st</sup> joint meeting invitation**

To invite IEC 65C/MT9.PT61784-6 to a joint meeting with IEEE 802 in Geneva 2 rue Varembe, ITU Tower Room A, 24<sup>th</sup> and 25<sup>th</sup> January 2018, start at 8:00 and adjourning at about 18:00.

#### **4.2.3 Reserve meeting time during sessions**

Sufficient time will be allocated to the JWG during IEE 802.1 plenary and interim sessions, as well as joint sessions with other TG (notably TSN) and reports to the plenary meetings it is expected that most of the work would be done in joint session with TSN. Note that not all IEEE 802.1 interims are together with IEEE 802.3

#### **4.2.4 Meeting fees**

It has been proposed with IEEE 802 management that a meeting fee exemption will be requested by the 802.1 WG chair for IEC delegates to attend the IEEE 802 plenary at no cost. It is expected that there will be under 10 IEC delegates (note that current IEEE 802 participants may not request an IEC delegate exemption). For interim meetings, this would require negotiation with each host so that the IEC experts do not have the need to pay for the basic meeting facilities, see 3.13. As an example, the host could collect money for additional services like refreshments, lunch, or a social, if IEC people wish to jointly have these services. It could be considered to have two different badges for the IEC experts besides the badges for IEEE 802 participants:

1. Just want to attend the JWG sessions.
2. Wishing additional services like refreshments during breaks, lunch, or attending the social event.

### **5 Conclusions**

All identified differences between IEC and IEEE processes can be resolved by the convenor and the editor (e.g. drops or fills the IEEE 802 commenting tool). The differences on meeting fees are described in 3.13 and possible solutions for IEEE 802 plenary and interim meetings are given in 4.2.4. The project plan for the upcoming meetings will consider the restrictions on meeting fees for IEC meetings versus the typical meeting fees for IEEE 802 meetings and will handle that individually to match all rules of IEEE and IEC.



## Annex A

### List of Acronyms

Acronym	Meaning	Source
CC	Compilation of Comments on CD	IEC, see ISO/IEC Directives, IEC Supplement:2017
CD	Committee draft	IEC, see ISO/IEC Directives, IEC Supplement:2017
CDV	Committee Draft for Vote	IEC, see ISO/IEC Directives, IEC Supplement:2017
CollTool	Collaboration Tool	IEC, see Collaboration Tool suite
CSD	Criteria for standards development	IEEE 802 LAN/MAN Standards Committee (LMSC) Operations Manual, Clause 14
DC	Document for comment	IEC, see ISO/IEC Directives, IEC Supplement:2017
EC	Executive committee	IEEE 802
FDIS	Final draft international standard	IEC, see <a href="#">Preparatory and Committee stage</a>
IEC	International electrotechnical commission	IEC, see <a href="http://www.iec.ch">www.iec.ch</a>
IEC CO	IEC central office	IEC
IEEE	Institute of Electrical and Electronics Engineers	IEEE, see <a href="http://www.ieee.org">www.ieee.org</a>
INF	Document for information	IEC, see ISO/IEC Directives, IEC Supplement:2017
JWG	Joint working group	IEC, IEEE, Guide to IEC/IEEE Cooperation
LMSC	LAN/MAN Standards Committee	IEEE
MT	Maintenance team	IEC, see ISO/IEC Directives, IEC Supplement:2017
NB	National Bodies	IEC, see Common ISO/IEC Directives
NC	National committee	IEC, see IEC Technical Committees & Subcommittees
NESCOM	New standards committee	IEEE, see IEEE-SA Standards Board: NesCom
NP	New work item proposal	IEC, see Processes and Procedures
PAR	Project authorization request	IEEE SA
PT	Project team	IEC, see ISO/IEC Directives, IEC Supplement:2017
Q	Questionnaire	IEC, see ISO/IEC Directives, IEC Supplement:2017
RevCOM	Standards review committee	IEEE, see IEEE-SA Standards Board: RevCom

RQ	Report on Questionnaire	IEC, see ISO/IEC Directives, IEC Supplement:2017
RR	Review report	IEC, see IEC Technical Committees & Subcommittees
RVC	Report of Voting on CDV, DTS or DTR	IEC, see ISO/IEC Directives, IEC Supplement:2017
RVN	Result of Voting on an NP	IEC, see Processes and Procedures
SC	Subcommittee	IEC, see IEC Technical Committees & Subcommittees
SG	Study Group	IEEE 802
TC	Technical committee	IEC, see IEC Technical Committees & Subcommittees
TG	Task group	IEEE 802.1
TSN	Time sensitive networking	IEEE 802.1, see IEEE802.1 TSN web site
WG	Working group	IEC, IEEE

## Annex B

### History of this document

Revision	Author/Contributor	Status	Comment	Date
rev0	Ludwig Winkel/ Ludwig Winkel	Early Draft	Initial version	2017-09-06
rev1	Ludwig Winkel/Tony Capel	Early Draft		2017-09-28
rev2	Ludwig Winkel/Rudy Belliardi, Jodi Haasz	Early Draft		
rev3			Not circulated	
rev4	Glenn Parson/Jodi Haasz,, Janos Farkas	Early Draft		2017-10-27
rev5	Ludwig Winkel/ Ludwig Winkel	Stable Draft	Improvements	2017-11-08
rev6	Ludwig Winkel/ Ludwig Winkel	Stable Draft	Editorials	2018-01-24

Changes in rev 5 versus rev 4 done by Ludwig:

1. Clause 1: replace the URL by a ref to the Bibliography, so that IEC as well as IEEE sources could be mentioned.
2. Add "Bibliography at the end of the document with references.
3. Clause 1: Add the rationale for FDIS doing after SA-sponsor ballot is finished.
4. Fig 1: Right side deleted "D-Liaison". Wording of the box down.
5. Fig 2: Changed in the IEC part the acronym of comment disposition document from RVC to CC.
6. Edits

Changes in rev 6 versus rev 5 done by Ludwig:

1. Replaced RR by Q and RQ in 4.1.
2. Added acronym RQ in list of acronyms in Annex A.

## Bibliography

- [1] Guide to IEC/IEEE Cooperation: 2012 <available at [http://www.iec.ch/about/brochures/pdf/tools/IEC\\_IEEE\\_Cooperation.pdf](http://www.iec.ch/about/brochures/pdf/tools/IEC_IEEE_Cooperation.pdf) and [http://standards.ieee.org/develop/intl/iec\\_ieee\\_coop.pdf](http://standards.ieee.org/develop/intl/iec_ieee_coop.pdf)>
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