

## **REGISTRATION FEE**

Access to this session\*  
requires a registration fee.

Please check the session  
announcement for details  
before attending.

\* IEEE 802.1 holds 3 plenary sessions and 3 interim sessions a year.  
No registration fee is required for IEEE 802.1 electronic meetings held between these sessions.

# MEETING INTRODUCTION

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FOR IEEE 802.1 TASK GROUPS





# **MEETING INTRODUCTION**

- **Call for Potentially Essential Patents**
- **Decorum**
- **Attendance**
- **Web Conferencing Guidelines**
- **Policies provided in advance**
  - IEEE SA Patent Policy
  - IEEE SA Copyright Policy
  - Participant Behavior – Individual Method

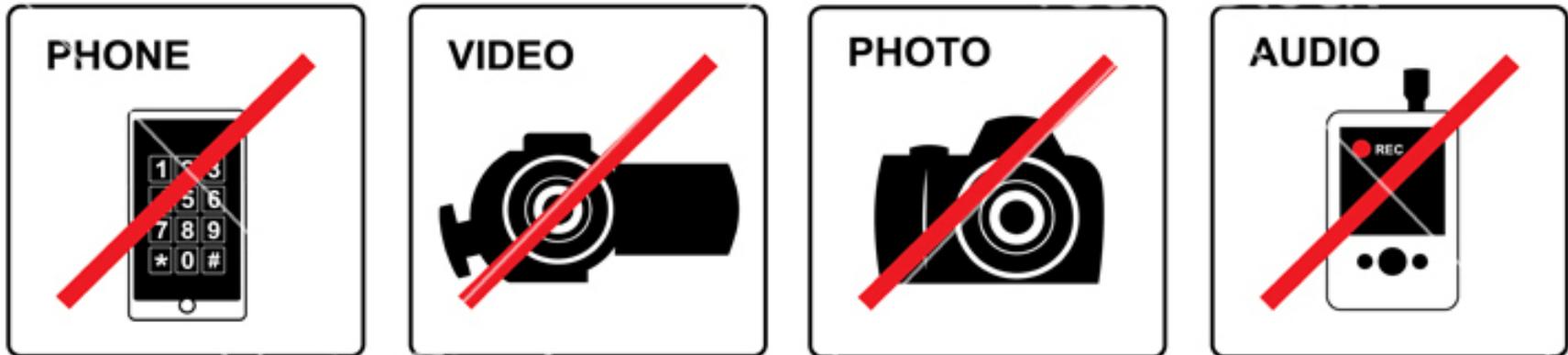


# **WAYS TO INFORM IEEE**

- **Cause an LOA to be submitted to the IEEE SA (patcom@ieee.org); or**
- **Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or**
- **Speak up now and respond to this Call for Potentially Essential Patents**

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

# DECORUM



- **Press (i.e., anyone reporting publicly on this meeting) are to announce their presence** (*5.3.3.3 of SASB Operations Manual*)
- **Video/Audio recording by participants is prohibited** (*5.3.3.2 of SASB Operations Manual*)
- **Photography by permission only** (*5.3.3.2 of SASB Ops Manual*)
- **Cell phone ringers off please**

# ATTENDANCE

- Please **record** your attendance in IMAT at <https://imat.ieee.org>

- This requires a free IEEE Account.
- Please create one **only** if you do not already have one.

Schedule	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
TSN TG																	

- For an active meeting denoted by a yellow bar, click on the bar: it changes to a green bar once your attendance has been recorded.
- **The data from IMAT is used as the meeting participant list.**
  - Please **promptly** provide your affiliation to the minute taker if you are unable to record your attendance in IMAT.

# **WEB CONFERENCING GUIDELINES**

- Please **mute** yourself when you are not speaking
- Please put yourself into the queue “at the mic” via the chat, e.g.: “+q” / “-q”
- Please provide your information
  - **First and last names**
  - **Affiliation**, after your last name, e.g., in square brackets

(Ideally upon joining as a guest. Alternatively, right click your name to edit it in the participants list; if unsuccessful, try signing out and rejoining as a guest.)



**IEEE SA**  
STANDARDS  
ASSOCIATION

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# **POLICIES PROVIDED IN ADVANCE**

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# INSTRUCTIONS FOR THE WG CHAIR

The IEEE SA strongly recommends that at each WG meeting the chair or a designee:

- Show slides 1 through 4 of this presentation
- Advise the WG attendees that:
  - IEEE's patent policy is described in Clause 6 of the *IEEE SA Standards Board Bylaws*;
  - Early identification of patent claims which may be essential for the use of standards under development is strongly encouraged;
  - There may be Essential Patent Claims of which IEEE is not aware. Additionally, neither 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.
- Instruct the WG Secretary to record in the minutes of the relevant WG meeting:
  - That the foregoing information was provided and that slides 1 through 4 (and this slide 0, if applicable) were shown;
  - That the chair or designee provided an opportunity for 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
  - 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.
- 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.
- It is recommended that the WG Chair review the guidance in *IEEE SA Standards Board Operations Manual* 6.3.5 and in FAQs 14 and 15 on inclusion of potential Essential Patent Claims by incorporation or by reference.

Note: **WG** includes Working Groups, Task Groups, and other standards-developing committees with a PAR approved by the IEEE SA Standards Board.

# **PARTICIPANTS HAVE A DUTY TO INFORM THE IEEE**

- Participants shall inform the IEEE (or cause the IEEE to be informed) of the identity of each holder of any potential Essential Patent Claims of which they are personally aware if the claims are owned or controlled by the participant or the entity the participant is from, employed by, or otherwise represents
- Participants should inform the IEEE (or cause the IEEE to be informed) of the identity of any other holders of potential Essential Patent Claims

**Early identification of holders of potential  
Essential Patent Claims is encouraged**

## **WAYS TO INFORM IEEE**

- **Cause an LOA to be submitted to the IEEE SA ([patcom@ieee.org](mailto:patcom@ieee.org)); or**
- **Provide the chair of this group with the identity of the holder(s) of any and all such claims as soon as possible; or**
- **Speak up now and respond to this Call for Potentially Essential Patents**

If anyone in this meeting is personally aware of the holder of any patent claims that are potentially essential to implementation of the proposed standard(s) under consideration by this group and that are not already the subject of an Accepted Letter of Assurance, please respond at this time by providing relevant information to the WG Chair

# OTHER GUIDELINES FOR IEEE WORKING GROUP MEETINGS

- All IEEE SA standards meetings shall be conducted in compliance with all applicable laws, including antitrust and competition laws.
  - Don't discuss the interpretation, validity, or essentiality of patents/patent claims.
  - Don't discuss specific license rates, terms, or conditions.
    - Relative costs of different technical approaches that include relative costs of patent licensing terms may be discussed in standards development meetings.
    - Technical considerations remain the primary focus.
  - Don't discuss or engage in the fixing of product prices, allocation of customers, or division of sales markets.
  - Don't discuss the status or substance of ongoing or threatened litigation.
  - Don't be silent if inappropriate topics are discussed. Formally object to the discussion immediately.

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For more details, see *IEEE SA Standards Board Operations Manual*, clause 5.3.10 and *Antitrust and Competition Policy: What You Need to Know* at <http://standards.ieee.org/develop/policies/antitrust.pdf>

# **PATENT-RELATED INFORMATION**

The patent policy and the procedures used to execute that policy are documented in the:

- ***IEEE SA Standards Board Bylaws***  
(<http://standards.ieee.org/develop/policies/bylaws/sect6-7.html#6>)
- ***IEEE SA Standards Board Operations Manual***  
(<http://standards.ieee.org/develop/policies/opman/sect6.html#6.3>)

Material about the patent policy is available at  
<http://standards.ieee.org/about/sasb/patcom/materials.html>

**If you have questions, contact the IEEE SA  
Standards Board Patent Committee  
Administrator at [patcom@ieee.org](mailto:patcom@ieee.org)**

# INSTRUCTIONS FOR CHAIRS OF STANDARDS DEVELOPMENT ACTIVITIES

**At the beginning of each standards development meeting the chair or a designee is to:**

- Show the following slides (or provide them beforehand)
- Advise the standards development group participants that:
- IEEE SA's copyright policy is described in Clause 7 of the IEEE SA Standards Board Bylaws and Clause 6.1 of the IEEE SA Standards Board Operations Manual;
- Any material submitted during standards development, whether verbal, recorded, or in written form, is a Contribution and shall comply with the IEEE SA Copyright Policy;
- Instruct the Secretary to record in the minutes of the relevant meeting:
- That the foregoing information was provided and that the copyright slides were shown (or provided beforehand).
- Ask participants to register attendance in IMAT: <https://imat.ieee.org>

# IEEE SA COPYRIGHT POLICY

**By participating in this activity, you agree to comply with the IEEE Code of Ethics, all applicable laws, and all IEEE policies and procedures including, but not limited to, the IEEE SA Copyright Policy.**

- Previously Published material (copyright assertion indicated) shall not be presented/submitted to the Working Group nor incorporated into a Working Group draft unless permission is granted.
- Prior to presentation or submission, you shall notify the Working Group Chair of previously Published material and should assist the Chair in obtaining copyright permission acceptable to IEEE SA.
- For material that is not previously Published, IEEE is automatically granted a license to use any material that is presented or submitted.

# IEEE SA COPYRIGHT POLICY

- The IEEE SA Copyright Policy is described in the IEEE SA Standards Board Bylaws and IEEE SA Standards Board Operations Manual

- IEEE SA Copyright Policy, see  
Clause 7 of the IEEE SA Standards Board Bylaws  
<https://standards.ieee.org/about/policies/bylaws/sect6-7.html#7>  
Clause 6.1 of the IEEE SA Standards Board Operations Manual  
<https://standards.ieee.org/about/policies/opman/sect6.html>

- IEEE SA Copyright Permission

- <https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/permissionltrs.zip>

- IEEE SA Copyright FAQs

- <http://standards.ieee.org/faqs/copyrights.html/>

- IEEE SA Best Practices for IEEE Standards Development

- [http://standards.ieee.org/develop/policies/best\\_practices\\_for\\_ieee\\_standards\\_development\\_051215.pdf](http://standards.ieee.org/develop/policies/best_practices_for_ieee_standards_development_051215.pdf)

- Distribution of Draft Standards (see 6.1.3 of the SASB Operations Manual)

- <https://standards.ieee.org/about/policies/opman/sect6.html>

# Participant Behavior – Individual Method

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Approved by IEEE SA Standards Board – January 2026

# Participant behavior in IEEE SA activities is guided by the IEEE Codes of Ethics & Conduct

All participants in IEEE SA activities are expected to adhere to the core principles underlying the:

- [IEEE Code of Ethics](#)
- [IEEE Code of Conduct](#)

The core principles of the IEEE Codes of Ethics & Conduct are to:

- *Uphold the highest standards of integrity, responsible behavior, and ethical and professional conduct*
- *Treat people fairly and with respect, to not engage in harassment, discrimination, or retaliation, and to protect people's privacy.*
- *Avoid injuring others, their property, reputation, or employment by false or malicious action*

The most recent versions of these Codes are available at <http://www.ieee.org/about/corporate/governance>

# Participants in the IEEE SA “*individual process*” shall act independently of others, including employers

The [IEEE SA Standards Board Bylaws](#) require that “*participants in the IEEE standards development individual process shall act based on their qualifications and experience*”

This means participants:

- **Shall act & vote** based on their personal & independent opinions derived from their expertise, knowledge, and qualifications
- **Shall not act or vote** based on any obligation to or any direction from any other person or organization, including an employer or client, regardless of any external commitments, agreements, contracts, or orders
- **Shall not direct** the actions or votes of other participants or retaliate against other participants for fulfilling their responsibility to act & vote based on their personal & independently developed opinions

By participating in standards activities using the “*individual process*”, you are deemed to accept these requirements; if you are unable to satisfy these requirements then you shall immediately cease any participation

# IEEE SA standards activities shall allow the fair & equitable consideration of all viewpoints

The [IEEE SA Standards Board Bylaws](#) (clause 5.2.1.3) specifies that *“the standards development process shall not be dominated by any single interest category, individual, or organization”*

- This means no participant may exercise *“authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints”* or *“to hinder the progress of the standards development activity”*

This rule applies equally to those participating in a standards development project and to that project’s leadership group

Any person who reasonably suspects that dominance is occurring in a standards development project is encouraged to bring the issue to the attention of the Standards Committee or the project’s IEEE SA Program Manager

## Participants in attendance at IEEE Standards development activity meetings shall follow appropriate meeting decorum, and the SA meeting rules, including but not limited to:

- Recording (e.g., via audio, video, photography, artificial intelligence (AI) application or other software) of the proceedings by any participant or observer other than Officers of this IEEE standards development group, in part or in whole, via any means, is NOT permitted. (See *IEEE Standards Board Operations Manual* subclause 5.3.3.2 Recordings of the proceedings of standards development meetings)
- Participants intending to report publicly on this meeting (e.g., news outlets, social media, or online forums) shall inform the Chair of their attendance and the Chair shall announce their presence and their intent to report publicly. (See *IEEE Standards Board Operations Manual Subclause 5.3.3.3 Press attendance*)
- Participants shall comply with *IEEE SA Standards Board Operations Manual* 5.1.4 Standards promotion and social media communication

# IEEE ETHICS REPORTING LINE

## Ethics Reporting Line

### Attention!

This web page is hosted on EthicsPoint's (owned and operated by NAVEX) secure servers and is not part of the Institute of Electrical and Electronics Engineers web site or intranet.



[Make a Report](#)

[Follow-up on a Report](#)

### ETHICS AT IEEE

IEEE strives to achieve the highest standards of integrity and endeavors to conduct business around the world in a responsible and ethical way. It is important that those who act on the organization's behalf ensure IEEE's compliance by adhering to the same standards and expectations.

When you become aware of or suspect a violation of IEEE's Code of Ethics, Code of Conduct or Policies, raising your concern should be as easy as possible. For this reason, IEEE has selected EthicsPoint, an independent third party for the receipt and resolution of reports of impropriety. The information you provide will be sent to IEEE by EthicsPoint on an entirely confidential (and, if you choose, anonymous) basis. (For more information see, [IEEE's Ethics Reporting Line FAQ](#))

We will review every concern raised using a defined process to ensure fairness and consistency as defined in IEEE's Bylaws and Policies. We will treat you with dignity and respect throughout the process. You can trust that we will handle your question or concern seriously and as soon as practicable. If something needs to be addressed, we will take action based on what we learn.

### ETHICSPPOINT IS NOT A 911 OR EMERGENCY SERVICE:

Do not use this site to report events presenting an immediate threat to life or property. Reports submitted through this service may not receive an immediate response. If you require emergency assistance, please contact your local authorities.

### TO MAKE A REPORT

You may use either of the following two methods to submit a report: dial toll-free, within the United States, Guam, Puerto Rico, and Canada: **+1 888 359 6323** Or select the "**Make a Report**" link at the top of this Web page.

After you complete your report, you will be assigned a unique code called a "report key." Write down your report key and password and keep them in a safe place. After **7-10** business days, use your report key and password to check your report for feedback or questions.

Please be aware that the IEEE Ethics Reporting Line will only accept complaints regarding IEEE's business and activities. IEEE will not review or accept complaints regarding any other organization, including the employers of members. IEEE members seeking ethical assistance regarding their employers should seek their own counsel or consult their employers.

### NON-RETALIATION POLICY

It is the policy of IEEE not to take any retaliatory action against any director, officer, manager, employee or volunteer for raising a good faith compliance or ethics concern, for making a good faith report of a possible violation of the IEEE Code of Ethics, Code of Conduct or IEEE Policies, or assisting or cooperating in an investigation of a possible violation.

Any elected director or officer of IEEE and any staff manager or employee who engages in any such retaliatory action can be punished by penalties up to and including expulsion from IEEE membership for a volunteer and termination of employment for any IEEE staff member.

**OTHER COMPLIANCE INQUIRIES** may be directed to [compliance@ieee.org](mailto:compliance@ieee.org).

Reports alleging violations of IEEE's Code of Conduct, Code of Ethics, or other policies and rules, can be reported in two ways:

- **Phone:** +1 888-359-6323
- **Web:** [www.ieee-ethics-reporting.org](http://www.ieee-ethics-reporting.org)

Under IEEE Bylaw I-110 and IEEE Policy 7.10, any individual may report an allegation of misconduct against a member, or a non-member engaged in an IEEE activity. Reports may be filed anonymously.

## References

### Code of Ethics:

<https://www.ieee.org/about/corporate/governance/p7-8.html>

### Code of Conduct:

<https://www.ieee.org/about/corporate/governance/code-of-conduct.html>