

Meeting Session Reminders:

1. Participation in the 13 July 8am – 10am Meeting does not require registration or payment of registration fee. This meetings do not count towards IEEE 802.3 Working Group voting membership.
 - IMAT will be used for the purpose of meeting attendance.
2. Participation in the July 2026 IEEE 802 Plenary meeting (face-to-face or remote) **requires** registration and payment of registration fee. This meeting does count towards IEEE 802.3 Working Group voting membership.
 - If you are not eligible to sign in to IMAT to claim attendance credit
 - For example - you are not going to attend for 75% of the meeting and have not provided your name and affiliation through [Zoom|WebEx],
 - Please send an email to John D'Ambrosia / Kent Lusted to be recorded in the minutes as an attendee.
3. Participation in the 21 – 23 July 2026 electronic meetings does not require registration or payment of registration fee. These meetings do not count towards IEEE 802.3 Working Group voting membership.
 - IMAT will be used for the purpose of meeting attendance.
4. When Entering Zoom / Webex Session
 - Please make sure you have your full name and affiliation (in English Characters) noted in the Participants List when entering the meeting
 - To Change
 - Right click on name in participants list
 - Click on Rename
 - Pop up window shows – enter info there
 - Hit Change
 - Failure to do so will result in you being expelled from call in accordance with 802.3 Rules

Agenda and General Information

IEEE P802.3dj Task Force

July 2026 Session

**John D'Ambrosia,
Chair, IEEE P802.3dj Task Force
Futurewei, U.S. Subsidiary of Huawei**



Non-payment of registration fees

**Every attendee (Face-to-Face or Remote)
at any IEEE 802 meeting during the July 2026 IEEE 802 Plenary
must register and pay a fee to participate**

If the individual is in arrears:

[1] The individual is not permitted to register for any future IEEE 802 Plenary or IEEE 802 Subgroup Interim (if registration is required).

[2] As a result of [1], the individual is not permitted to attend any portion of a technical meeting that is part of an IEEE 802 plenary session. They are also not permitted to attend any portion of a technical meeting that is part of an IEEE 802 Subgroup Interim if that IEEE 802 Subgroup Interim required registration.

IEEE P802.3dj Task Force July 2026 Session Agenda

- Approve Agenda
- Approval of Minutes (next page)
- Decorum (General / Teleconference)
- Goals For the Meeting
- Project Information
 - IEEE Structure
 - IEEE P802.3dj Task Force Project Information
- Ground Rules
- Voting / Voting Rights / Membership
- Attendance
- Review IEEE SA Policies (<http://ieee802.org/3/policies.html> / included) *
- Liaisons Overview
- Ad hocs Report
 - Joint Tracks (Optics / Logic / Electrical)
 - Annex 178B
- Timeline Going Forward
- Chief Editor's Report
- Comment Agenda for July 2026 Session
- Motions –
 - "Bucket 1" Comments
 - Consideration of "Non-ballot" Late Comments
- Comment Consideration (Comments Submitted Against D3.1)
- Closing Business
 - Motions
 - Future Meetings
 - Other

* Note – additional slides covering procedures and IEEE-SA Policies are in Backup

Approval of Minutes

■ May 2026 Interim

- https://www.ieee802.org/3/dj/public/26_05/minutes_3dj_2605_unapproved.pdf

■ Joint Ad hoc (Electrical / Optic / Logic)

- **24 June 2026**
 - https://www.ieee802.org/3/dj/public/adhoc/optics/0626_OPTX/minutes_3dj_optx_elec_logic_260624_unapproved.pdf

■ Annex 178B

- **03 June 2026**
 - https://www.ieee802.org/3/dj/public/adhoc/178b/26_0603/minutes_178b_a_260603_unapproved.pdf
- **25 June 2026**
 - https://www.ieee802.org/3/dj/public/adhoc/178b/26_0625/minutes_178b_260625_unapproved.pdf

General Decorum

- An officer of the Working Group or one of its subgroups, unless prohibited by the P & P of the Standards Committee or Working Group, is permitted to record the proceedings of an IEEE standards development meeting for which they are responsible by making an audio or slideshow recording or by producing a transcript using software or an artificial intelligence (AI) application approved by IEEE. IEEE 802.3 meetings do not use this option. Recording of the proceedings by any other participant or observer, in part or in whole, via any means, is prohibited. Software or AI shall not be used if it enables persons other than the officer making the recording or authorized Standards Department staff to initiate or obtain the transcription or recording. (March 2025 IEEE-SA Standards Board Operations Manual 5.3.3.2)
- Press (i.e., anyone reporting publicly on this meeting) are to announce their presence (March 2025 IEEE-SA Standards Board Operations Manual 5.3.3.3)

In-Person Decorum



- Cell phone ringers off
- Wear your badges at all times in meeting areas
 - Help the hotel security staff improve the general security of the meeting rooms
 - **PCs HAVE BEEN STOLEN** at previous meetings
 - **DO NOT** assume that meeting areas are secure
- Please sign into the teleconference without audio and video
- Please line up at the floor mic(s) to join the queue
- Please don't speak from your seat—you won't be heard on the teleconference
- Please observe proper decorum in meetings—no sidebar conversations

Teleconference Decorum



- Please MUTE unless called on
- **Please do not turn video on**
 - The chat window is used to be placed into the queue.
 - The chat can only send to “Everyone” or the officers
 - **Please observe proper decorum in meetings**

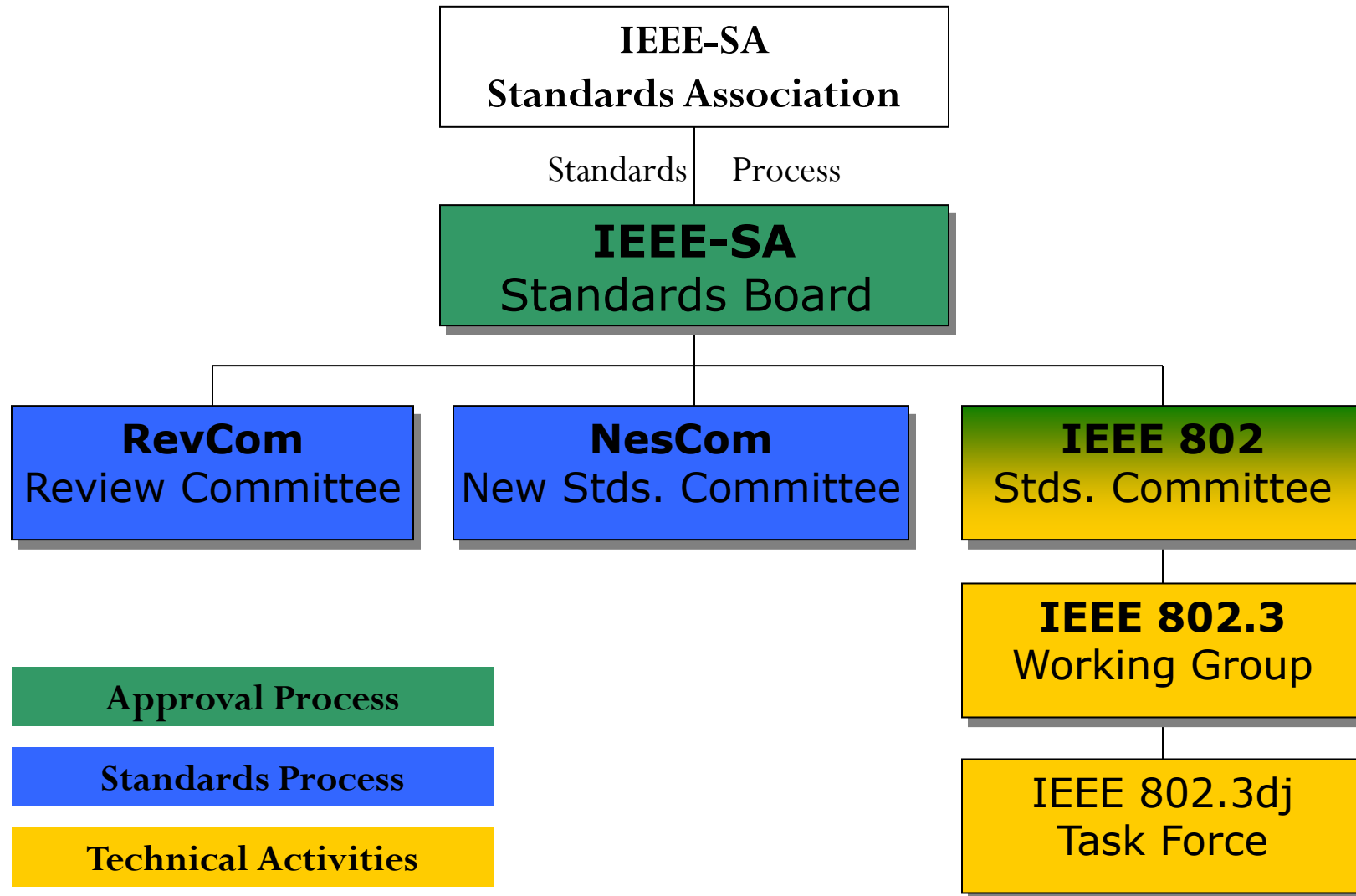
IEEE 802 Decorum Guidance

- **IEEE 802 “Decorum Guidance” @**
<<https://mentor.ieee.org/802-lmsc/dcn/26/lmsc-26-0015-06-0PNP-decorum-guidance.docx>>.
-
- **This document provides guidance on addressing any decorum issues that may come up, and will be leveraged, if the need arises, accordingly.**

Goals for the Meeting

- **Consideration of comments submitted against D3.1**
- **Approve generation of D3.2**

IEEE Structure



IEEE P802.3dj Task Force Project information

■ Organization

- John D'Ambrosia, Chair, IEEE P802.3dj Task Force
- Mark Nowell, Vice-Chair, IEEE P802.3dj Task Force; Chair, Optics Track
- Kent Lusted, Secretary, Chair, Electrical Track
- Gary Nicholl, Chair, Architecture and Logic Track
- Matt Brown, IEEE P802.3dj Chief Editor

▪ Task force web and reflector information:

- Home page: [IEEE P802.3dj Public \(ieee802.org\)](https://www.ieee802.org/3/dj/public/index.html)
- Reflector Info - <https://www.ieee802.org/3/df/reflector.html>
 - TF Reflector: stds-802-3-b400g@listserv.ieee.org
 - Logic Reflector: stds-802-3-b400g-logic@listserv.ieee.org
 - Optical Reflector: stds-802-3-b400g-optx@listserv.ieee.org
 - Electrical Reflector: stds-802-3-b400g-elec@listserv.ieee.org
 - Annex 178b Reflector: stds-802-3-b400g-178b@listserv.ieee.org

▪ Project Documentation –

- PAR : https://www.ieee802.org/3/dj/projdoc/P802d3dj_PAR.pdf
- CSD: <https://mentor.ieee.org/802-ec/dcn/22/ec-22-0256-00-ACSD-p802-3dj.pdf>
- Objectives: https://www.ieee802.org/3/dj/projdoc/objectives_P802d3dj_240314.pdf
- Adopted Timeline: https://www.ieee802.org/3/dj/projdoc/timeline_3dj_241114.pdf

▪ P802.3dj TF meeting information may be found on:

- Public page: <https://www.ieee802.org/3/dj/public/index.html>
- 802.3 Calendar: <https://www.ieee802.org/3/calendar.html>

▪

Ground Rules

- **Based upon IEEE 802.3 Rules**
 - **Foundation based upon Robert's Rules of Order**
 - **Anyone in the room may speak**
 - **Anyone in the room may vote on straw polls, but we have to follow 802.3 Voting rules**
- **RESPECT... give it, get it**
- **NO product pitches**
- **NO corporate pitches**
- **NO prices!!!**
 - **This includes costs, ASPs, etc. no matter what the currency**
- **NO restrictive notices**

Important Bylaws, Rules, and References

- **IEEE-SA Operations Manual**
http://standards.ieee.org/develop/policies/sa_opman/
- **IEEE-SA Standards Board Bylaws**
<http://standards.ieee.org/develop/policies/bylaws/>
- **IEEE-SA Standards Board Operations Manual**
<http://standards.ieee.org/develop/policies/opman/>
- **IEEE 802 LAN/MAN Standards Committee (LMSC) Policies and Procedures**
<https://ieee.app.box.com/v/PandP-LMSC>
- **IEEE 802 LAN/MAN Standards Committee (LMSC) Operations Manual**
<http://www.ieee802.org/devdocs.shtml>
- **IEEE 802 LAN/MAN Standards Committee (LMSC) Working Group (WG) Policies and Procedures**
<http://www.ieee802.org/devdocs.shtml>
- **IEEE 802.3 Working Group Operating Rules**
http://ieee802.org/3/rules/P802_3_rules.pdf
- **“Promoting Competition and Innovation: What You Need to Know about the IEEE Standards Association's Antitrust and Competition Policy”**
<http://standards.ieee.org/develop/policies/antitrust.pdf>

Voting

- ❑ https://www.ieee802.org/3/email_dialog/msg01842.html
 - ❑ IEEE 802.3 will hold its July 2026 plenary session from Monday, 13 July 2026, through Thursday, 16 July 2026. The plenary session will be held at the Le Centre Sheraton Montreal, QC, Canada, with support for mixed-mode attendance (i.e., remote attendance). Please note that the meetings are being planned around an in-person schedule, with remote access provided on a best-effort basis.
 - ❑ July 2026 Plenary is electronic meeting
- ❑ Reference: Excerpt from Section 3.4.2, IEEE 802.3 Operations Manual
 - http://www.ieee802.org/3/rules/P802_3_rules.pdf

There are two type of votes in the TF; votes on motions and votes in straw polls.

In face-to-face meetings where a TF is operating with membership rules for voting (see 3.3) only the TF members may make and vote on motions. In face-to-face meetings where membership rules are not in force all TF participants may make and vote on motions, subject only to the provision that they believe that they are qualified to vote on the matter before the TF. **Electronic meetings that will consider motions shall be approved by the WG Chair prior to the meeting announcement. In such meetings only IEEE 802.3 Working Group members may make and vote on motions. If a motion is not approved by unanimous consent it shall be taken as a roll call vote**

In all cases, regardless of any membership rules that may or may not be in force, all participants who feel qualified may participate in a straw poll

Note – Chair reserves the right to take informative straw polls by 802.3 WG voting membership

- ❑ IEEE 802.3 Requirements for Working Group voting membership – <https://www.ieee802.org/3/rules/member.html>

Membership and attendance recording

Membership requirements (gaining and retaining)

- Membership requirements (gaining)
 - Attendance in at least 75% of meeting slots at 2 of the last 4 plenary sessions
 - Attendance in at least 75% of meeting slots at recent IEEE 802.3 Ethernet Working Group or Task Group Interim Session may be substituted for one of the two Plenary Sessions
 - Attendance **in at least 75% of the meeting slot's duration** is required for that attendance to count towards gaining or maintaining voting membership
 - **You can only** claim IMAT attendance credit if you attend at least 75% of slot's duration
 - Note – Claiming IMAT attendance credit if you have not attended at least 75% of a slot's duration is not in accordance with IEEE Policies and Procedures, and is a violation of the IEEE Code of Conduct
 - Officers may remove IMAT attendance credit if you attend less than 75% of slot's duration
 - Provide declaration of affiliation and valid contact information
 - Request to become member during potential voter agenda item at an IEEE 802.3 Ethernet Working Group opening or closing **plenary** meeting
- Membership requirements (retaining)
 - Continue to meet above attendance, contact, and affiliation requirements
 - Participate in **two** out of the last **three** Working Group Letter Ballot Series
- For more details see: <https://www.ieee802.org/3/rules/member.html>
- Note - If you are not eligible to sign in to IMAT to claim attendance credit, for example, you are not going to attend for 75% of the meeting and have not provided your name and affiliation through [Zoom|WebEx], please send an email to John D'Ambrosia / Kent Lusted to be recorded in the minutes.
- Note – Task Force Meeting attendance records can not be used as evidence to request IMAT attendance credit for a slot.

Attendance

■ For July 2026 Plenary Meetings

– Leadership will use IMAT as part of determining meeting attendance.

- If you are not eligible to sign in to IMAT to claim attendance credit
- For example - you are not going to attend for 75% of the meeting and have not provided your name and affiliation through [Zoom|WebEx],
- Please send an email to John D'Ambrosia / Kent Lusted to be recorded in the minutes as an attendee.

– IMAT –

- Tutorial – https://www.ieee802.org/3/minutes/sep24/0924_imat.pdf
- Access details
 - URL: <http://imat.ieee.org/>
 - 802.3 Password – to be given out by chair of meeting

■ Please be sure to sign-in with your name / affiliation information

■ Zoom / Webex attendance will be used to identify remote attendance as well.

Review of IEEE SA Policies

- Email (<https://www.ieee802.org/3/B400G/email/msg01900.html>) sent to Task Force Reflector reminding all to review and be familiar with following policies:
 - IEEE SA Patent Policy
 - IEEE SA Copyright Policy
 - IEEE SA Participation Slides
- See Backup for slides or <http://ieee802.org/3/policies.html>.

Liaisons Overview (As of 12 July 2026)

- Received
 - ITU-T SG15 Draft revised Recommendations ITU-T G.709.1 and ITU-T G.709.6 liaison letter
 - https://www.ieee802.org/3/minutes/jul26/incoming/oLS099_Redacted.pdf
 - ITU-T SG15 Draft new Recommendation ITU-T G.709.7 liaison letter and attachment
 - https://www.ieee802.org/3/minutes/jul26/incoming/oLS100_Redacted.pdf
 - Attachment (password protected) - https://www.ieee802.org/3/private/liaison_docs/itu/oLS100att_T25-SG15-260629-TD-PLEN-0269!R1!MSW-E.pdf
- To be sent:
 - n/a

Ad hocs Report

■ **Joint Electrical / Logic / Optics**

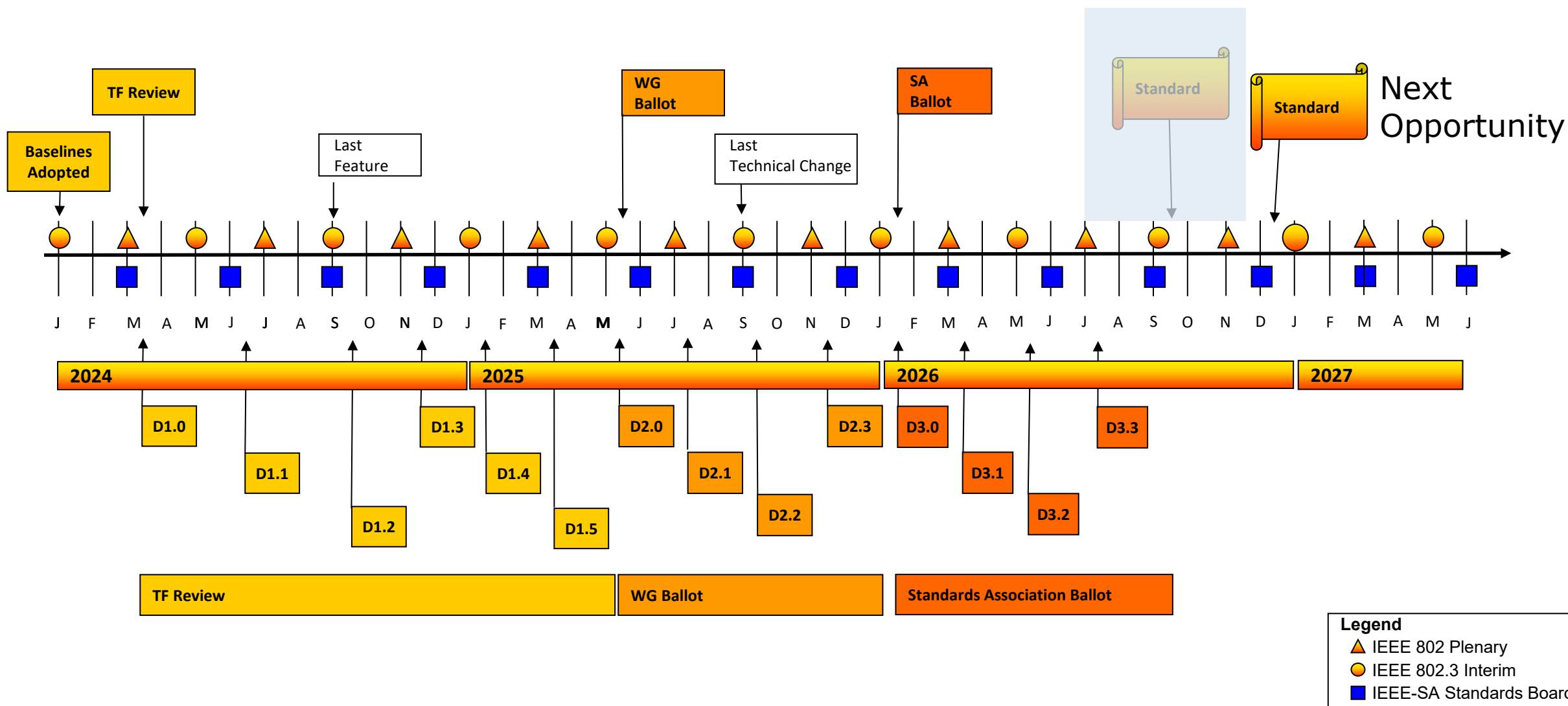
- https://www.ieee802.org/3/dj/public/26_07/lusted_3dj_01_2607.pdf

■ **Annex 178B Ad hoc**

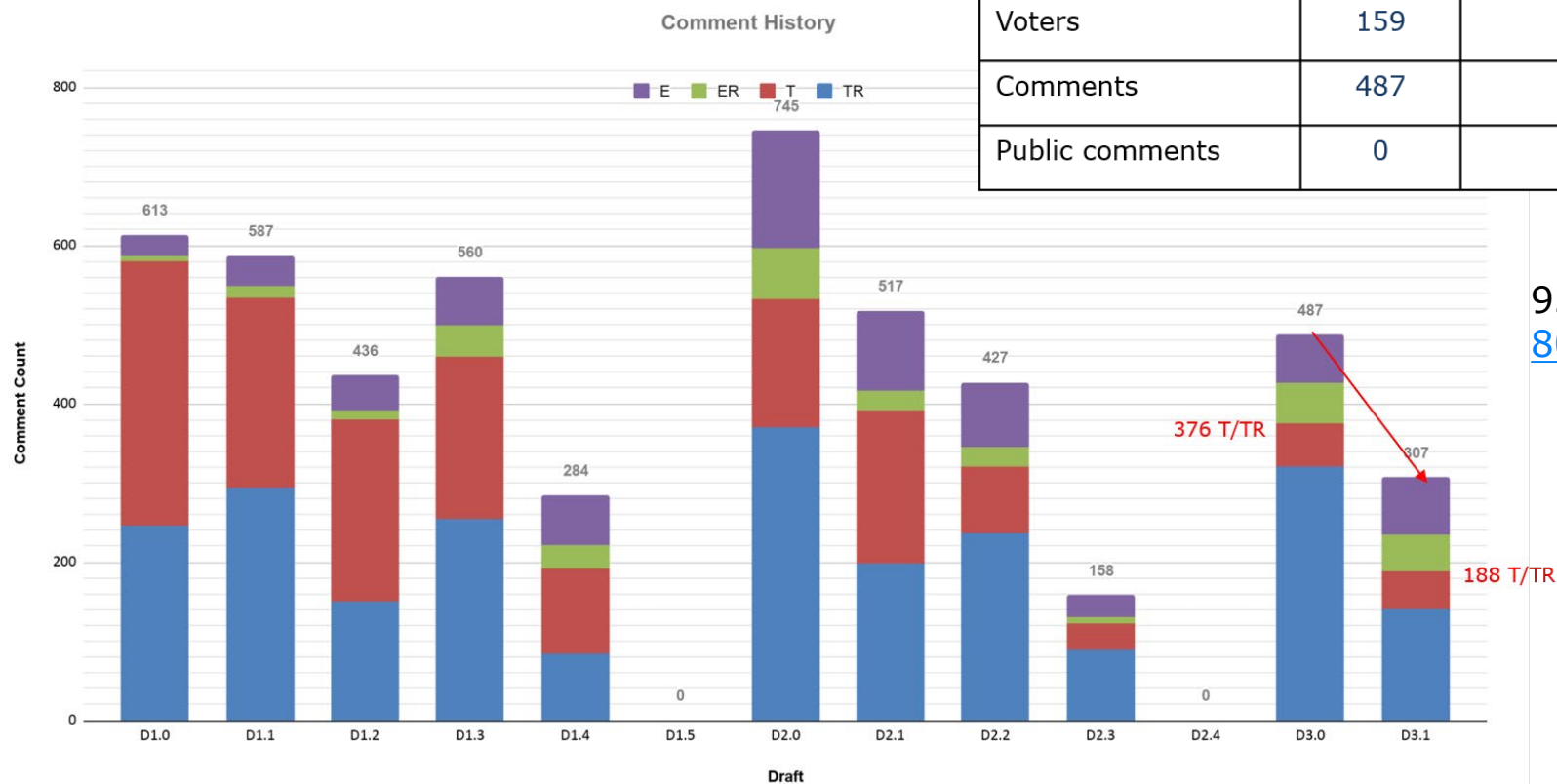
- https://www.ieee802.org/3/dj/public/26_07/dambrosia_3dj_01_2607.pdf

TIMELINE GOING FORWARD

Adopted IEEE P802.3dj Timeline (14 Nov 2024)



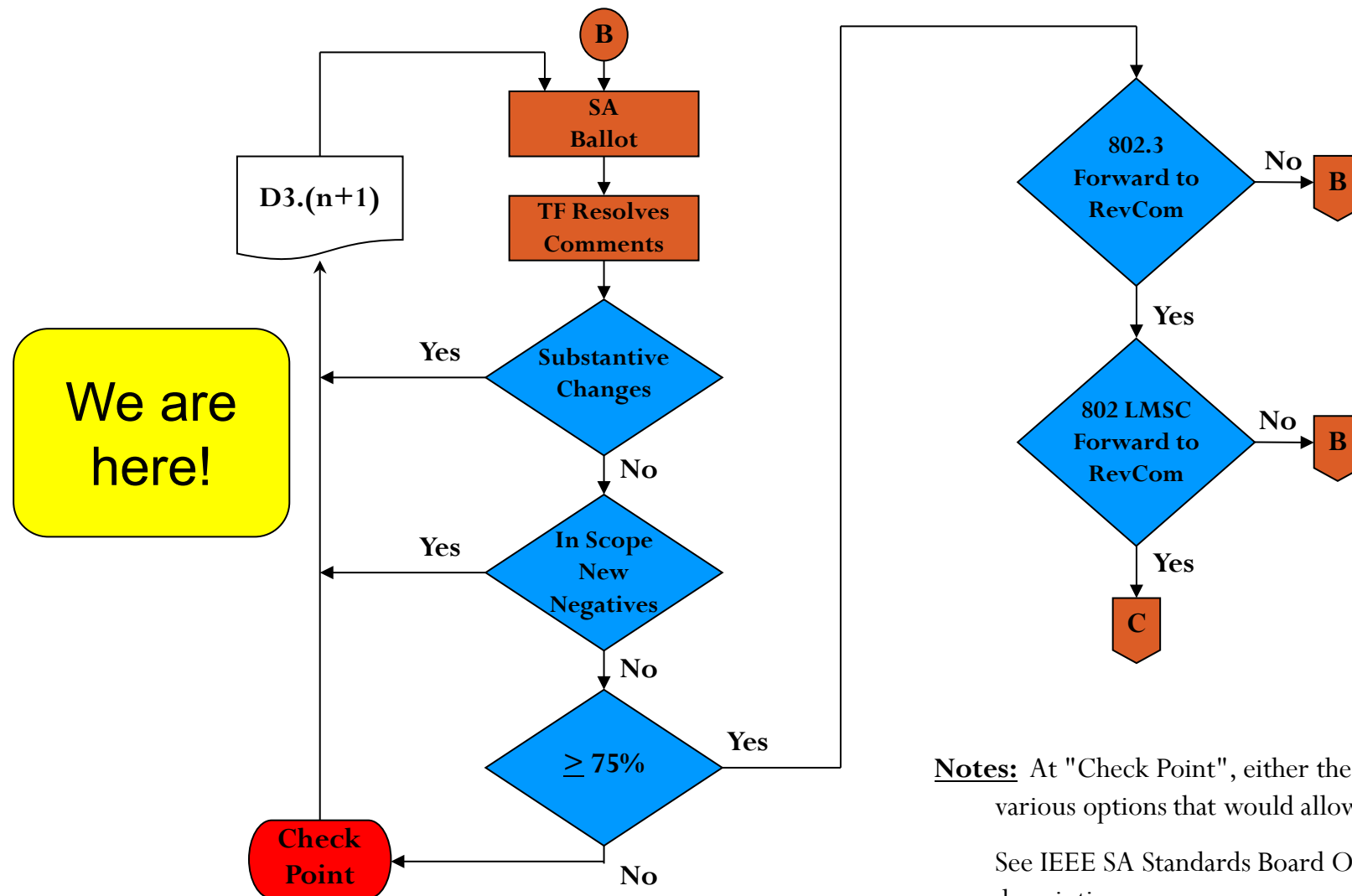
Ballot History



	Initial D3.0			1 st Recirculation D3.1			Req %
	#	%	Status	#	%	Status	
Abstain	3	2	PASS	3	2	PASS	<30
Dis with comment	28			26	-		
Dis w/o comment	1			1	-		
Approve	99	77	PASS	105	80	PASS	>75
Ballots Returned	131	82	PASS	135	84	PASS	>75
Voters	159			159	-		
Comments	487			307	-		
Public comments	0						

93 unsatisfied comments (D3.0) -
[8023dj_D3p0_comments_unsatisfied_id.pdf](#)

Overview of IEEE 802.3 Standards Process (4/5)- Standards Association (SA) Ballot Phase



Notes: At "Check Point", either the activity is ended, or there may be various options that would allow reconsideration of the approval.

See IEEE SA Standards Board Operation Manual 5.4 for complete description.

RevCom – Acceptable Responses for Rejection

<https://standards.ieee.org/wp-content/uploads/import/governance/revcom/guidelines.pdf>

- an explanation of why the CRG disagrees with the comment;
- a statement that the comment is out of scope, and the rationale;
- a statement that the proposed change in the comment does not contain sufficient detail so that the CRG can understand the specific changes that are being proposed;
- a statement that the proposed change is already included in another part of the document and not needed here;
- a statement that the proposed wording change does not improve the technical clarity or accuracy of the text in the consideration of the CRG, e.g., "change happy to glad";
- a statement that the CRG could not reach consensus on the changes necessary to address the comment;
- a statement that the CRG has previously considered the comment (or a substantively similar comment), along with identification (by reference or copy) of the original comment and its disposition detail and status;
- a statement of why the CRG considers the attachment does not meet the criteria indicated by myProject; or cannot be addressed as a single issue; or does not relate to a specific line, paragraph, figure, or equation in the balloted draft;
- a statement that the commenter has withdrawn the comment.
- The CRG disagrees with the comment.
- The comment is out of scope.
- There may be editorial comments that are Rejected. The comment response could be "The CRG refers this change to IEEE SA Editorial staff for consideration during preparation for publication."

IEEE SA Standards Board OPS Manual

<https://standards.ieee.org/about/policies/opman/sect5/>

5.4.3.5 Completion of the standards balloting process and submittal to RevCom

A minimum of 75% of those voting *Approve* or *Do Not Approve (Negative with comment)* must approve the draft in order to submit the ballot result to the IEEE SA Standards Board. In the event that 30% or more of the returned ballots are *Abstentions*, the standards balloting process shall be considered invalid.

In the event that a 75% return cannot be obtained, the standards balloting process is considered to have failed and further disposition of the proposed standard shall be the responsibility of the Standards Committee.

Once all required recirculations have been completed and 75% approval has been achieved, the IEEE requirements for consensus have been met. Efforts to resolve *Do Not Approve* votes may continue for a brief period; however, if such resolution is not possible in a timely manner, the Standards Committee should forward the submittal to RevCom because the IEEE has an obligation to the majority to review and publish the proposed standard quickly.

Copies of all unresolved *Do Not Approve* votes, together with the reasons given by the *Do Not Approve* voters and the responses by the comment resolution group, shall be included with the ballot results submitted to RevCom.

The Working Group shall, if not included in a recirculation package, provide to the *Do Not Approve* voter and to RevCom an explanation why any comments associated with a *Do Not Approve* vote were not required to be recirculated. Any *Do Not Approve* vote with comment that RevCom is asked to consider as a *Do Not Approve (Negative without comment)* shall be explained to RevCom.

Crossing the Finish Line (Working Backwards)

- Next Opportunity for standard ratification
 - 07 – 09 Dec, 2026: Dec 2026 SASB Meeting Series
- RevCom Submittal Deadline: 19 Oct 2026
- Seek conditional approval to submit to RevCom
 - IEEE 802.3 WG Approval Sept Interim (17 Sept 2026)
 - IEEE 802 LMSC Approval Oct Teleconference (06 Oct 2026)
- This means no changes after Sept 2026 Interim
- Individuals with “unsatisfied comments” are asked to review their comments to see if they are now satisfied

What does this mean?

- Other projects are ramping up: 3ds, 3dt, 400GPL (3dv), E4AI Effort #2 CFI – Future 3dj meeting F2F time will be limited!
- *Do we want IEEE P802.3dj to be considered for ratification in 2026?*
 - July 2026 is last meeting for substantive changes
 - Sept 2026 – STOP MAKING CHANGES!
 - 3dj Meetings must address process deadlines!
 - Comments submitted against D3.1 must be resolved by end of July 26 Plenary
 - For Sept Session –
 1. Virtual meetings week of 07 Sept (week before Sept 26 Interim)
 2. 1 day @ 802.3 Sept 2026 interim – Mon 14 Sept during (til we're done)
- Changes after Sept 2026 will push ratification to Q1 27

CLOSING BUSINESS

Next Steps

- **SA 2nd Recirculation Ballot (Estimate)**
 - **Opens: 01 Aug 2026**
 - **Closes: 16 Aug 2026**

Future Meetings

IEEE 802.3: <https://www.ieee802.org/3/interims/index.html>

IEEE P802.3dj: <https://www.ieee802.org/3/dj/public/index.html>

- IEEE 802.3 Sep 2026 Interim
 - Week of 14 Sept
 - Lisbon, Portugal
- IEEE 802 Nov 2026 Plenary
 - Week of 09 Nov
 - Bangkok, Thailand

Future Meetings – Ad Hoc

- **Joint Electrical/Optical/Logic Ad hoc**
 - **To Be Announced, if necessary**
- **178B Ad hoc**
 - **To Be Announced, if necessary**

THANK YOU!



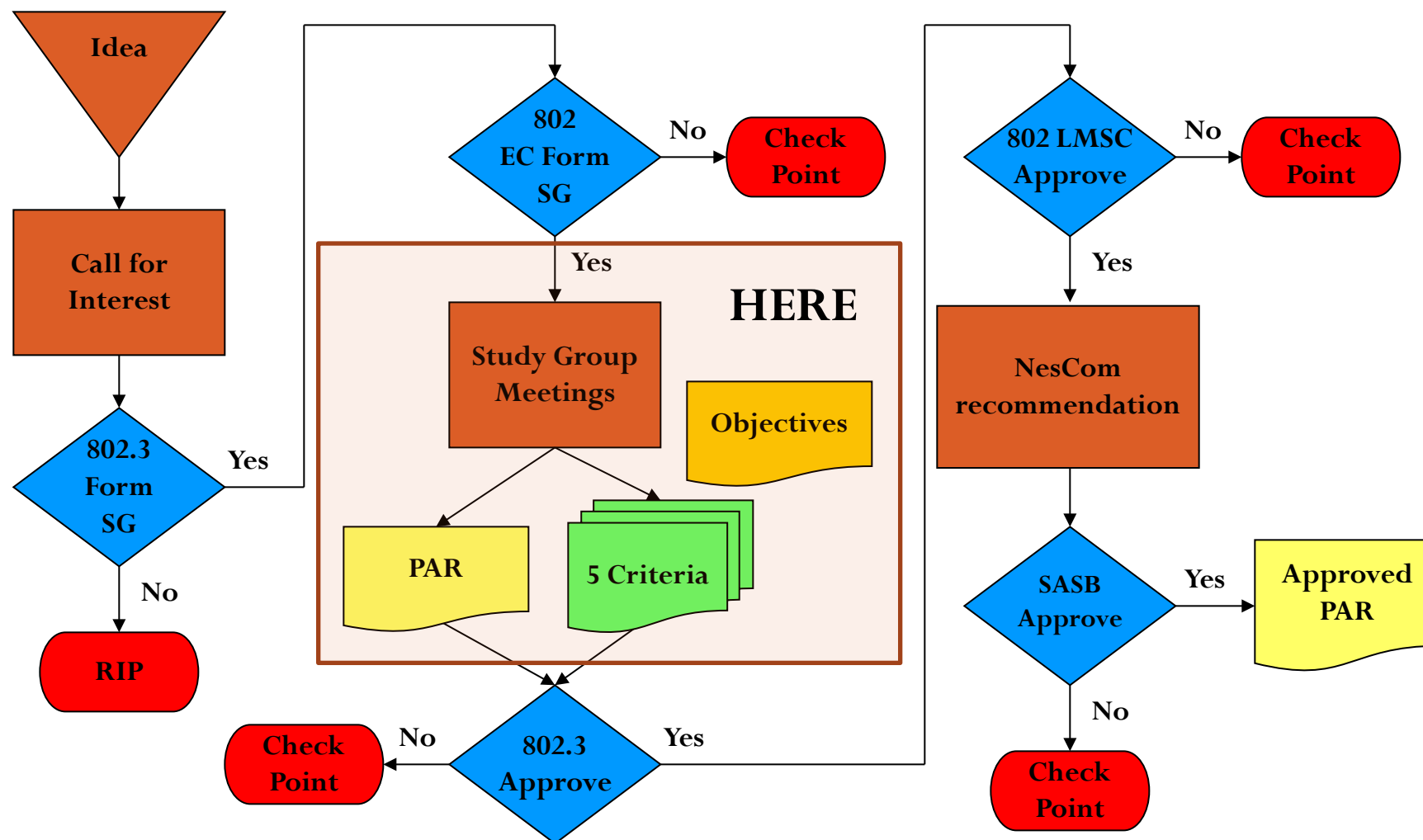
BACKUP



The Role of the Chair / Vice Chair

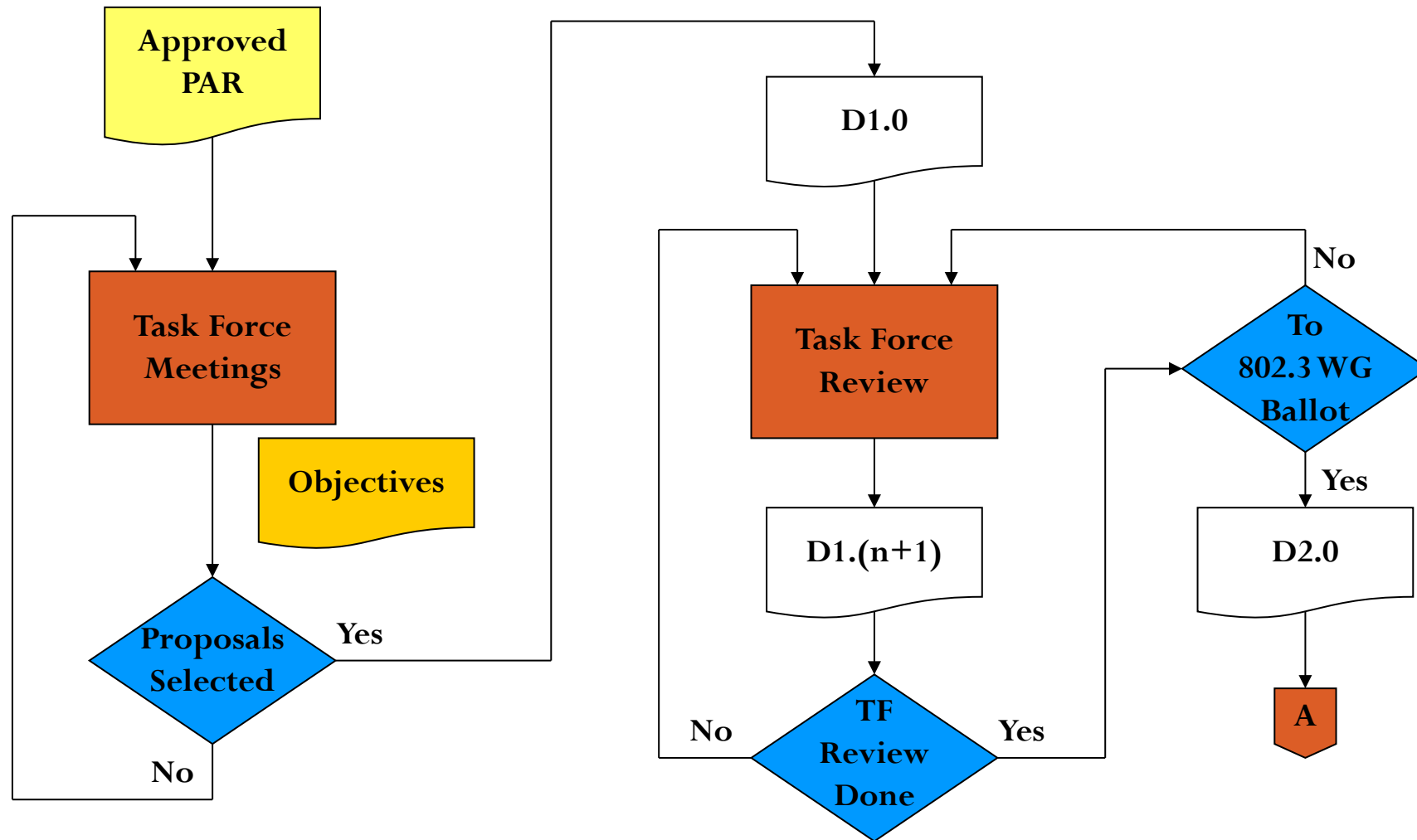
- **Per the IEEE 802.3 Ethernet WG Operations Manual (http://www.ieee802.org/3/rules/P802_3_rules.pdf)**
 - **Per 3.4 - Operation of the Task Force**
 - **The operation of the TF has to be balanced between democratic procedures that reflect the desires of the TF members and the TF Chair's responsibility to produce a draft standard, recommended practice, or guideline in a reasonable amount of time for review and approval by the WG. Robert's Rules of Order shall be used in combination with these operating rules to achieve this balance.**
 - **The full responsibilities of the chair are specified in 3.4.3 Task Force Chair's Responsibilities.**
 - **The Role of the Vice Chair is specified in 3.2 –**
 - **There may be a TF Vice-Chair. A TF Vice-Chair carries out the TF Chair's duties if the TF Chair is temporarily unable to do so or chooses to delegate specific duties.**
- **Reminders –**
 - **We are a contribution driven organization. It should not be assumed by anyone that work will just get done without contributions to drive it. Areas not moving forward will be brought to the attention of the Task Force for consideration on how to address.**
 - **Individual standards activities within the WG are, at the discretion of the WG, carried out by Task Forces (TF) operating under, and reporting to, the WG.**

Overview of IEEE 802.3 Standards Process (1/5)- Study Group Phase

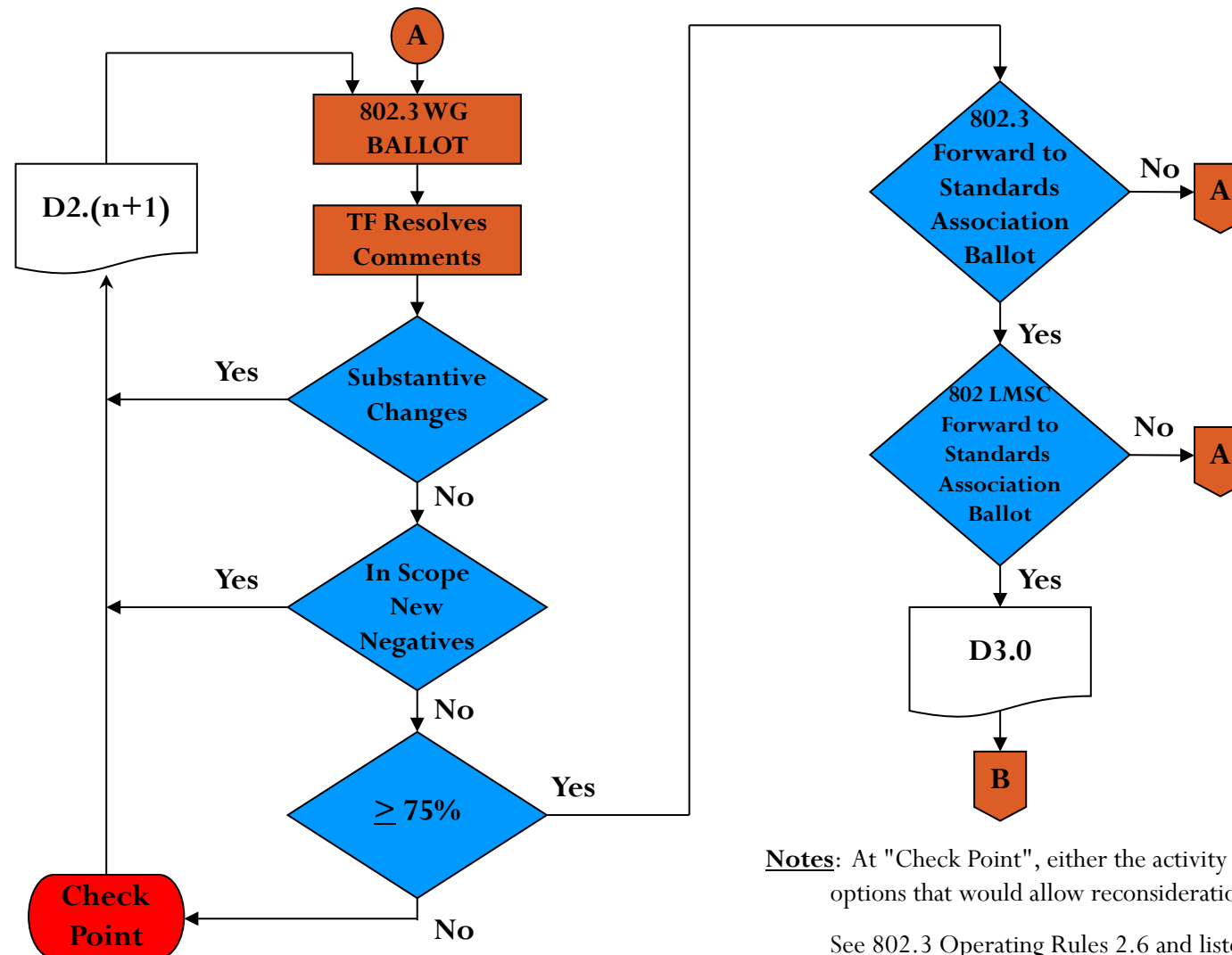


Note: At "Check Point", either the activity is ended, or there may be various options that would allow reconsideration of the approval.

Overview of IEEE 802.3 Standards Process (2/5) – Task Force Comment Phase



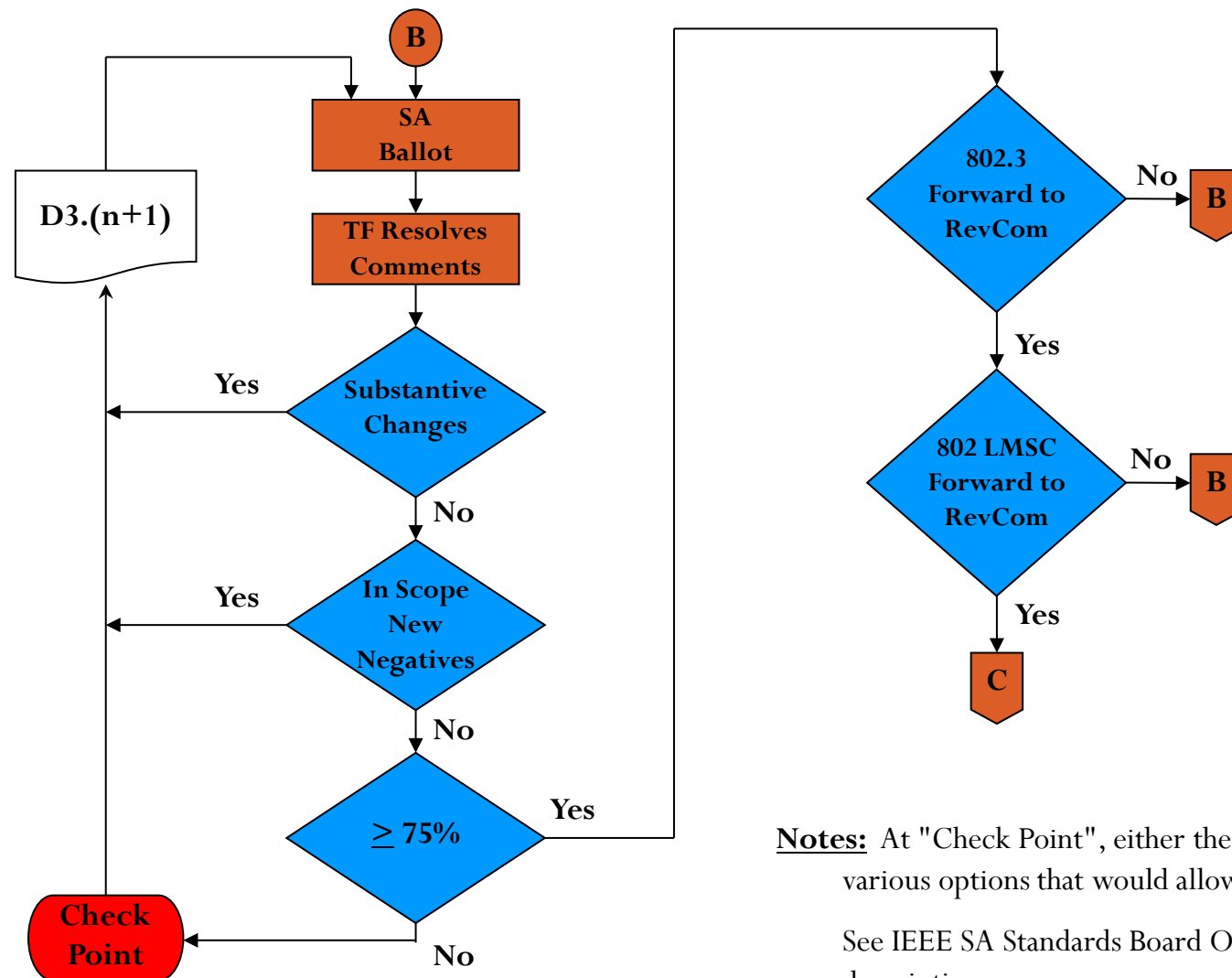
Overview of IEEE 802.3 Standards Process (3/5) – Working Group Ballot Phase



Notes: At "Check Point", either the activity is ended, or there may be various options that would allow reconsideration of the approval.

See 802.3 Operating Rules 2.6 and listed references for complete description

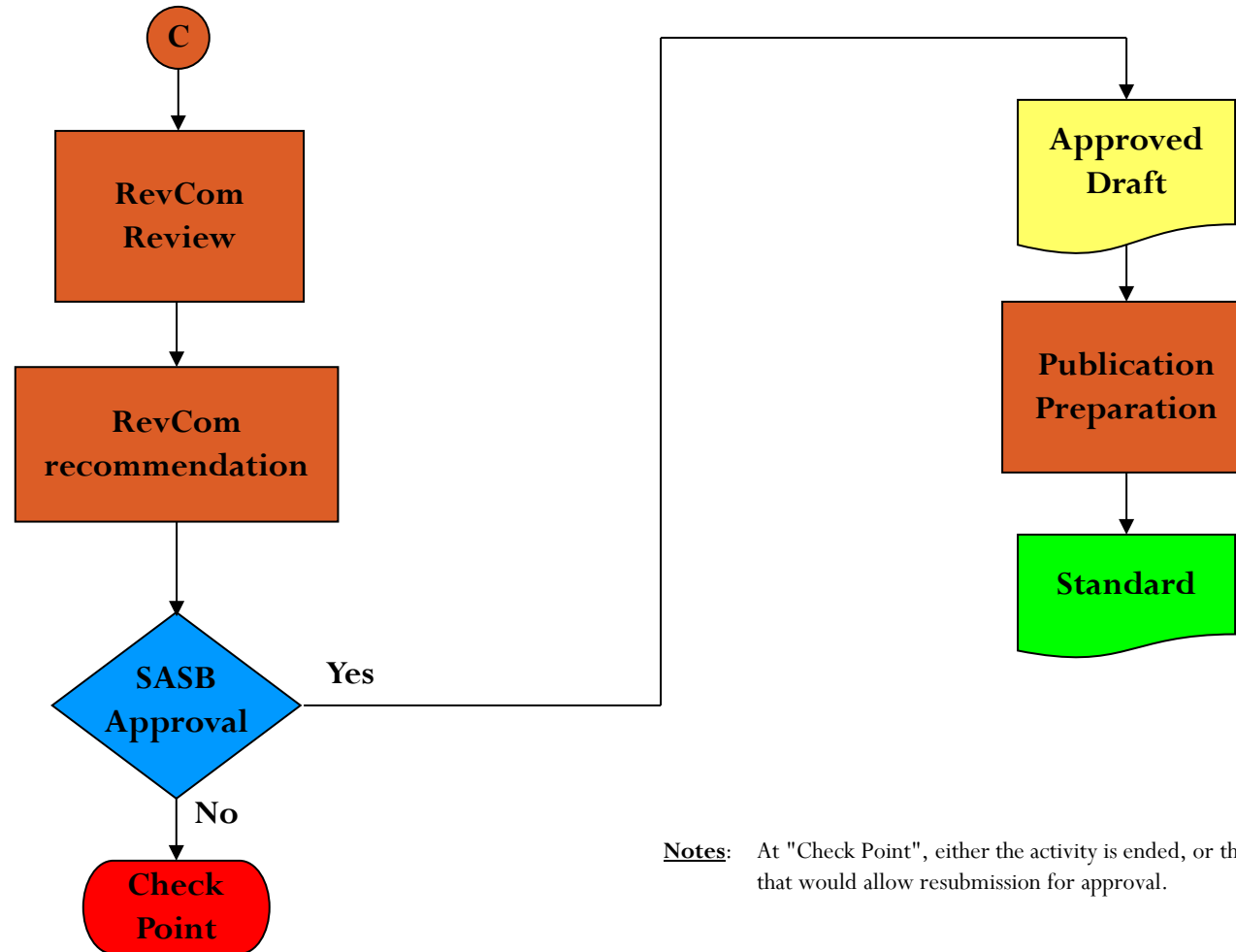
Overview of IEEE 802.3 Standards Process (4/5)- Standards Association (SA) Ballot Phase



Notes: At "Check Point", either the activity is ended, or there may be various options that would allow reconsideration of the approval.

See IEEE SA Standards Board Operation Manual 5.4 for complete description.

Overview of IEEE 802.3 Standards Process (5/5) – Final Approvals / Standard Release



Notes: At "Check Point", either the activity is ended, or there may be various options that would allow resubmission for approval.

IEEE SA POLICIES

IEEE SA PATENT POLICY

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); 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.

■ -----
■ 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**

IEEE SA COPYRIGHT POLICY

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).

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>
- IEEE SA Best Practices for IEEE Standards Development
- http://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/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>

IEEE SA PARTICIPATION SLIDES

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

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.

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

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>