

# MEETING ENGAGEMENT FOR STANDARDS DEVELOPMENT

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# IEEE SA RECORDING POLICY & PRESS ATTENDANCE

***“IEEE SA applies restrictions on recording the proceedings of IEEE standards development meetings. Restrictions include, but are not limited to, the usage of audio recording, video recording, and photography by participants or observers.”***

- Recommendation from IEEE SA staff about taking photos of awards, etc.
  - Keep standards development portions of meetings separate from tutorials, award ceremonies, and other non-development activities.
  - Make the separation clear on any agendas or session descriptions.
  - If attendees request permission for photos ahead of time, any such permission cannot subvert the Ops Manual, so no photography would be allowed in the standards development portion of meetings, even if permission is granted by participants.
- The IEEE SA Recording Policy is described in clause 5.3.3.2 of the IEEE SA Standards Board Operations Manual
  - <https://standards.ieee.org/about/policies/opman/sect5.html>
- Press are to announce their presence as per IEEE SA Standards Board Ops Man

# **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 Code of Ethics & Conduct are to:
  - *Uphold the highest standards of integrity, responsibility 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 <https://www.ieee.org/about/corporate/governance/index.html> and <https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/stdslaw.pdf>

# 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 process of the standards development activity”*
- This rule applies equally to those participating in a standard development project and to that project’s leadership group
- Any person who reasonably suspects that dominance is occurring in a standard development project is encouraged to bring the issue to the attention of the Standards Committee or the project’s IEEE SA Program Manager

See FAQs on Dominance and Signs of Potential Dominance

<https://standards.ieee.org/faqs/dominance.html>

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

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

# DECLARATION OF AFFILIATION: DIFFERENCE BETWEEN EMPLOYER AND AFFILIATION

- **An affiliation as defined by the IEEE SA Standards Board Bylaws, 5.2.1.5, -** “An individual deemed “affiliated” with an individual or entity that has been, or will be, financially or materially supporting that individual’s participation in a particular IEEE standards activity.
- An affiliation includes, but is not limited to, an individual’s employer and any individual or entity that has or will have, either directly or indirectly, requested, paid for, or otherwise sponsored his or her participation.
- An employer is typically the entity that would be reporting an individual as an employee for tax purposes.
- If you are consulting or contracted with another entity, your employer and affiliation will typically be different [e.g., your employer, self-employed, or your consulting firm name as the **Employer**; the client(s) as the **Affiliation**].
- Do not assume that the IEEE SA will conclude your affiliation is the same as your employer. You must declare any affiliation even if it is the same as your employer.

# UNDERSTANDING YOUR DISCLOSURE OBLIGATIONS

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## Disclosure Is Mandatory

- “Every member and participant in a working group, Sponsor ballot, or other standards development activity shall disclose his or her affiliation, which includes employer(s) and any other affiliation(s).”  
*IEEE SA Standards Board Bylaws - 5.2.1.5*

## Non-Disclosure and Consequences

- “A participant who fails to disclose all affiliation(s) shall not accrue any participant rights, including rights of or towards voting membership or ballot participation, until such disclosures have been made. Failure to disclose affiliation(s) shall result in loss of membership or balloting privileges, and may also result in loss of other participation privileges within the IEEE SA for such participants and any affiliated entities.”  
*IEEE SA Standards Board Operations Manual - 5.1.2.4*

## Confidentiality Claim Not an Option

- “An individual is not excused from compliance with this policy by reason of any claim of a conflicting obligation (whether contractual or otherwise) that prohibits disclosure of affiliation(s).”  
*IEEE SA Standards Board Bylaws - 5.2.1.5*

# USE OF INFORMATION

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- **How will this information be used?**
  - All standards development group employer and affiliation declarations will be considered if there is an appearance of dominance in the standards development project or governance body.
  
- **Will this information be shared with anyone else other than IEEE SA?**
  - Yes, employer and affiliation of participants will be included in the minutes of a standards development meeting. Since meeting minutes are to be available to all participants, the declarations are considered public information.

For complete FAQs on Affiliation and answers to additional questions on employers, retirees, subsidiaries, parent affiliates, etc., see:

<https://standards.ieee.org/faqs/affiliation.html>

**THANK YOU**

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