STANDARDIZATION GROUP FOR EMBEDDED TECHNOLOGIES

SGET Standard Development Team Rules

This document describes the SGET Policies and Procedures
to develop or update standards.

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Definitions

SDT: Standards Development Team
Team which is actively developing a standard

TMS: Team Mission Statement
Statement which describes the goals of a SDT

DP: Development Phase
Phase of active specification development work

MP: Maintenance Phase
Phase when a specification is released and minor changes are performed

AP: Archive Phase
Phase of a standard when no SDT is in place (less than 3 active members left)

SDT Officer Roles

- Chairman
- Editor
- Secretary

Creating a new Standard

In order to start a new standard, the prospective chairman of a SDT must recruit two or more additional SGET members and come to an agreement with them as to the content of the standard. The outcome of this agreement is the Preliminary TMS.

The discussion among initiators occurs outside of SGET, and is not bound by any SGET policies or processes. The initiators should be aware however, that SGET policies will come into play as soon as SGET is requested to form the SDT. In particular, initiators should clearly understand the SGET Intellectual Property Rights Policy and that it will require them to declare any Intellectual Property owned by them and to offer fair, reasonable and nondiscriminatory licensing conditions for that Intellectual Property which is applicable to the proposed standard.

The intent to start a new SGET SDT is declared when the prospective or interim chairman forwards the Preliminary TMS to the SGET board, and at least two of the other initiators declare their support for it. These communications may be by electronic mail.

The interim chairman formally requests formation of the SDT by completing a Call for Participation form identifying himself and the representatives of the other initiators and forwarding it to the SGET board. From this point in time the specification development process is governed by SGET policies and processes.

Creating a new Release of an existing Standard (from MP)

The existing SDT creates a Preliminary TMS and the SDT chairman forwards this to the SGET board. The declaration of two more supporters is not needed. The status of existing and new members (voting rights) will be reviewed and updated. The SDT positions (editor, secretary, chairman) will be offered for re-election from then on the rules for “Starting a new Standard” will apply.

SDT Organization

In response to the declaration of intent to start the development of a preliminary TMS by the three (minimum) SGET members, and the filing of the Call for Participation (CP) form, the SGET board is required to issue a Call for Participation to all SGET Members and Newsletter subscribers. This is done using the email distribution list maintained by SGET. In parallel the preliminary TMS will also be published on the public area of the SGET web page (www.sget.org). Non SGET members will need to apply for SGET membership in order to join the SDT. The representatives of participating members are required to submit an Intellectual Property Rights Policy Acknowledgement form together with their request to join the SDT, if they do not already have one on file.

After the deadline for enrollment in the new SDT, typically two weeks after issuing a Call for Participation, the SGET board forwards a list of those who responded to the call to the interim chairman. A dedicated collaboration section within the member area of the SGET web page, including an email reflector for the SDT, will be established by the SGET board to facilitate communication between the participants.

The interim chairman, supported by the SGET board and the SGET Administrative Office, schedules an organizational meeting/teleconference and sends an invitation with the time, date and location (or dial-in information for a teleconference call) to the participating representatives.

Organizational Meeting

At the organizational meeting the SDT must elect officers, finalize the TMS and adopt operating rules. The standard rules as specified by this document may be accepted, or they may be modified by a vote of the SDT. In the case of changes to the standard SGET rules the newly adopted rules need to be forwarded to the SGET board before they take effect.

The TMS is reviewed and edited if required. The SDT votes in order to release the final TMS.

The SDT has to decide the Voting Rights for each of the participating members. There are two member levels: Full voting rights member or consultant member. Consultants will not participate in the official voting process of the SDT, but can still make active contributions to the specification.

Once the organization meeting is complete, the SDT chairman reports the results to the SGET board. The board, in turn, notifies the SGET Members and newsletter subscribers of the newly organized SDT. In addition the new TMS will be published on the SGET web page (www.sget.org).

Operation (DP)

Once a SGET SDT has been organized, the Chairman conducts regular meetings to develop content for the specification. If the initiators have developed a draft specification, it becomes the starting point for deliberations. Every aspect of a draft specification is open to review and change by the SDT, subject only to the limitations imposed by the TMS. It is the responsibility of the Chairman to investigate all intellectual property declarations and determine whether intellectual property that is applicable to the spec is available for licensing under acceptable terms.

Normal SDT operation is subject to the rules adopted at the time of organization. A SDT may meet and discuss without a quorum, but it may not make any major decisions. Member companies with full voting right status that have lost voting eligibility may still participate in meetings, but may not vote on any formal decision until they have re-attained the required participation level.

Review

When a specification has been completed by the SDT it will be forwarded by the chairman to the SGET board for intellectual property and legal review. Prior to doing this, the chairman has to obtain a confirmation from all participating SDT members that they are not aware of any IPR conflicts. Once the review is completed the SGET board will publish the specification on the website.

Maintenance Phase

After releasing a SGET standard, the responsible SDT still remains active. Error corrections and minor updates will be done as required. Major change requirements restarts the development process (see section “creating a new release of a standard”).

Archive Phase

Should a SDT have less than 3 members the SDT will be closed. The standard is still available on the SGET web page (www.sget.org). The source files of the standard will be archived by the SGET board. Archived standards can be reopened on request (according to section “creating a new standard”).

Appendix

Process View

A SGET SDT Rules

1. Meeting Organization
   SDT meetings are organized as teleconferences and are scheduled periodically during the DP. Meetings need to be announced at least 3 days in advance.
2. Eligible voting members
   Members who participated to at least one of the last two meetings are eligible to vote. Each member company has one vote independent of the number of participants from that company. Proxy votes are not allowed.
3. Voting Rules
   Official votes are only possible if the minimum of 50% of eligible voting members are present. Voting is normally during the meeting, but can be conducted by email if necessary. A simple majority (>50%) is enough to pass a motion. A member may also abstain from a vote; an abstention does not contribute to the calculated majority.