

9 September 2004

TO: Members of IEEE 802.15.3 Working Group

From: Bob Heile, Chair

Cc: Paul Nikolich, LMSC Chair
Judy Gorman, Managing Director
Karen Kenney, Associate Managing Director

Members of IEEE 802 have contacted the IEEE-SA staff to express concerns about potential process violations taking place in IEEE P802.15.3a.

In response to these concerns, IEEE-SA staff, in tandem with legal counsel, has reviewed and approved the "Processes for Operation" detailed below, for implementation at the upcoming 802.15 Interim Session, 13-17 September 2004. In addition, these processes are also supported by the governance leadership of the IEEE-SA.

Please review the following "Processes for Operation" document, as its content will be implemented at the upcoming meetings.

Thank you for your attention to this matter.

**Processes for Operation of IEEE P802.15.3a Task Group Meeting
Berlin, Germany,
13-17 September 2004**

Issue #1 – Participation

Concerns have been raised to the IEEE-SA that participants in the 802.15.3a Task Group session are not adhering to the LMSC rule that requires at least a 75% presence at a meeting.

PROCESS: A door monitor will be present, who will require all attendees to sign in and out each time they enter and/or leave the room. This will be used to ensure that the 75% rule is enforced. Participation at this session is defined as two-hour, uninterrupted meeting-time blocks.

Issue #2 - Declaration of Affiliation

It is the Working Group chair's responsibility to ensure that its Working/Task Groups are not dominated by any one organization. If the WG chair determines that dominance by one or more organizations is present, then the chair, with the approval of the LMSC Executive Committee, is authorized to "treat that organization's vote as one." Dominance as interpreted by the IEEE-SA governance refers to excessive representation by one organization.

PROCESS: All 802.15 Working Group members must declare their corporate affiliation to exercise their voting rights at this meeting. Declaration of affiliation is defined as: direct employment by any one firm or corporation, indirect employment by a corporation in a consultant relationship, and companies' declarations of consultants they have hired for this meeting. If a Working Group member fails to make an accurate declaration of his or her affiliation as stated above, this individual will not be allowed to exercise his or her voting rights at this meeting.

Non-Compliance with the above processes may also result in loss of voting privileges in the 802.15 Working Group; potential IEEE Code of Ethics violations; possible risk of loss of indemnification; and possible Standards Association sanctions.