

IEEE Standards Association

IEEE Technical Innovation and Engagement SMDC

Operations Manual

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IEEE Standards Association Technical Innovation and Engagement SMDC Operations Manual

1. Introduction

1.1 Scope and purpose

The mission of the IEEE Technical Innovation and Engagement (TIE) SMDC is to drive the IEEE SA Strategy through the IEEE Organizational Units

1.2 Mission

Strategic Management and Delivery Committees (SMDCs) are standing committees of the IEEE SA and are established by the SA Operations Manual or by the IEEE SA Board of Governors (BOG) to address strategic focus areas that are necessary and critical for the IEEE SA to achieve long-term organizational objectives.

The IEEE Technical Innovation and Engagement SMDC is responsible for the activities such as, but not limited to:

- a) Protect and promote IEEE Standards Assets – published standards and those in development
- b) Encourage and facilitate access to qualified volunteers with relevant expertise from other Organizational Units for standards development and governance
- c) Ensure that standards are a prominent part of the IEEE strategy
- d) Position IEEE in standards arenas throughout the entire IEEE technical scope
- e) Position IEEE in standardization along the entire technology timeline, e.g., in emerging technologies
- f) Position IEEE standards activities globally, in IEEE regions, and in national standards

2. References

IEEE Bylaws (current edition).

IEEE Policies (current edition).

IEEE Standards Association Operations Manual (current edition).

Robert's Rules of Order, Perseus Publishing (current edition).

3. Abbreviations and acronyms

This list offers only those acronyms and abbreviations used in this Operations Manual.

AE/P: Application Engineer/Practitioner

BOG: Board of Governors

CAG: Corporate Advisory Group

EAB: Educational Activities Board

FelCom: SA Fellows Nominations Support Committee

FSPS: Fellows Strategic Planning Subcommittee

IEEE: Institute of Electrical and Electronics Engineers

MGA: Members and Geographic Activities

PSPB: Publication Services and Products Board

SMDC: Strategic Management and Delivery Committee

SA: IEEE Standards Association

S/C: Society/Council

SPCC: Strategic Planning Coordination Committee

TA: IEEE Technical Activities

TAB: Technical Activities Board

TIE: IEEE Technical Innovation and Engagement

TL: Technical Leader

4. Membership

4.1 Chair

The IEEE SA President may appoint an individual to serve as IEEE SA Vice President, IEEE Technical Innovation and Engagement and as chair of the IEEE Technical Innovation and Engagement SMDC. An individual may serve as an IEEE SA Vice President, IEEE TIES, for up to six consecutive years. (See IEEE SA Operations Manual, clause 5.9.1)

The Professional Staff Lead for the IEEE TIE SMDC shall be considered a Co-Chair in partnership with the IEEE SA Vice President, IEEE TIE SMDC.

4.2 Members

The number of members of the TIE SMDC shall be proportional to the workload but no fewer than three.

Members of the SMDC shall be appointed by the IEEE SA President for a one-year term. SMDC members shall be of Member or higher grade of IEEE and shall be individual members of the IEEE SA. SMDC members may serve an unlimited number of consecutive terms. Candidates for membership in an SMDC may be proposed by that SMDC's chair, the SA President, or by the IEEE SA Nominations and Appointments Committee.

Upon their appointment, the chairs of the committees of the TIE SMDC shall serve as *ex officio* members with vote. IEEE SA representatives to IEEE OUs should also be appointed by the IEEE SA President as members of the TIE SMDC. Other liaisons and representatives to IEEE Committees, Regions, Sections and other subunits of the IEEE shall serve as liaisons to the TIE SMDC.

The voting members of the TIE SMDC shall be the chair, the chairs of the standing committees of the IEEE TIE SMDC, and each appointed member. Professional Staff participants in the IEEE TIE SMDC do not hold voting rights.

4.3 Vice Chair

The members of the TIE SMDC may select a Vice Chair from among its members

5. Committees Reporting to the TIE SMDC

All members of the committees of and reporting to the TIE SMDC, as well as the members of any ad hoc committees appointed by the SA Vice President, Technical Innovation and Engagement, shall act in accordance with IEEE Standards Association policies and procedures, *IEEE Bylaws*, and *IEEE Policies* including, but not limited to, Section 9.9 on Conflict of Interest, and the IEEE Code of Ethics.

5.1 SA Fellows Nominations Support Committee

The SA Fellows Nominations Support Committee (FelCom) works to increase the number of new IEEE Fellows who qualify mainly through their contributions to IEEE standards. It will accomplish this by raising awareness, improving nominations, engaging with Societies/Councils and advising volunteer nominators, references and endorsers. Where appropriate, it will interact through liaison with the Fellow Strategic Planning Subcommittee (FSPS) and IEEE Technical Activities Fellow Evaluation Committees as well as promoting and supporting prospective Fellow nominees from the IEEE SA community.

5.1.1 Background

The IEEE Board of Directors elects a very small number of IEEE Fellows each year, in recognition of their extraordinary accomplishments within the IEEE Field of Interest. Though such achievements can be associated with activity as an Application Engineer/Practitioner, Technical Leader, Researcher, or Educator, the “pipeline” from Senior Member to Fellow has been disproportionately small for the AE/P and TL categories. This has been especially the case for those active in standards activities. Many qualified standards people shy away from nominated, and if and when they are, the nominations, references and endorsements might not be optimally matched to the evaluation criteria. Further, it has been important that the nominee has an appropriate and effective nominator, references, and endorsers. Lastly, a key step for advancement to Fellow resides in IEEE’s Technical Societies and Councils, where the value of standards achievements may not be adequately appreciated in their Fellow Evaluation Committees.

5.1.2 Membership

FelCom shall have:

- A chair,
- A vice chair,
- Members-at-Large,
- Invited Guests (e.g., FSPS Chair)
- Corresponding Members (optional)

Voting members are the Chair, Vice Chair, and Members-at-Large. Diversity of membership across IEEE’s OU’s engaged in standards activities is desirable.

5.1.3 Operation

Details concerning the operation of the IEEE SA Fellow Nomination and Support Committee are available in the *IEEE SA Fellow Nomination Support Committee Operations Manual*.

6. Strategic Alignment with IEEE Operational Units (OUs) and Committees

The IEEE TIE SMDC shall establish a representative or liaison to all IEEE Organization Units. The IEEE SA representatives shall be appointed by the IEEE SA president according to the IEEE SA Operations Manual and should also all be appointed as voting members of the TIE SMDC.

6.1 Technical Activities

6.1.1 Objectives

- The objective of partnership with the Technical Activities includes the following:
 1. Develop and maintain the partnership with TA for the oversight of Society and Councils (S/C) based Standards Activities' governance, including the creation of Standards Committees, scope allocation and mediation, and compliance with applicable IEEE TA and IEEE SA Policies and Procedures.
 2. Ensure that Technical Societies and Councils deploy effective governance structures for their respective standards activities
 3. Ensure that the ecosystem in the Societies and Councils is favorable to Standards Activities volunteers, including rewards and Fellow grade elevation
 4. Ensure that Technical Activities includes standards activities in its long-term strategy
- The above objectives will be achieved through
 1. Partnership with the TAB Committee on Standards (TAB CoS) on issues related to Society and Council based standards activities governance
 2. Participating in the Tab Future Directions Committee (FDC) and other similar TA committees for standards inclusion in forward looking technical initiatives
 3. Engagement with TAB CoS and TAB Strategic Planning committee (TAB SPC) to assure the inclusion of standards activities in the TA Strategy and assuring that S/C develop long term standards strategies.
 4. Engagement with TAB CoS and TAB Society and Counsels review Committee (TAB SCRC) to develop and maintain standards component of the S/C review process
 5. Maintaining representation in TAB Conferences Committee to promote IEEE SA interests and S/C standards activities as a program feature in IEEE conferences

6.1.2 SA Representative to TA

- The purpose of the IEEE SA Representative to Technical Activities Board is to assure the alignment of the TA standards strategy with strategic direction of IEEE SA and to monitor the dynamics of Technical Activities and its impact on the TA-based standards activities.
- The IEEE SA Representative to TA shall file regular reports to the TIE SMDC no later than 2 weeks in advance of the scheduled TIE SMDC meetings
- IEEE SA representative to TAB shall also be the IEEE SA representative to the TAB Committee on Standards
- Qualification requirements for the IEEE SA representative to TAB include:
 1. Experience with IEEE SA governance structure and committees. Preferred background includes service on IEEE SA Standards Board, service on its committees, or service on IEEE SA Board of Governors.
 2. Chairmanship of a TA-based standards committee is highly desirable.
 3. Experience with TA governance at the Society or Council level, including service on an AdCom is preferred.

4. Experience with TA Governance on TAB level, including service on at least one TAB Committee is preferred.

6.1.3 SA Representative to Future Directions Committee

- The mission of the SA Representative to FDC is to promote IEEE Standards Activities in the FDC technology initiatives, to contribute to project proposals, and to assure that Standards Activities are prominently represented in new initiatives and adequately budgeted.
- The SA Representative to FDC shall seek to discover IEEE standardization opportunities in emerging technologies and alert such opportunities relevant the IEEE standards committees
- The IEEE SA Representative to FDC shall file regular reports to the TIE SMDC no later than 2 weeks in advance of the scheduled TIE SMDC meetings
- Qualification requirements for the IEEE SA representative to Future Directions Committee include:
 1. Experience with IEEE TA activities on S/C level: membership in S/C AdCom or chairmanship of a responsible S/C committee
 2. Experience with IEEE standards activities, such as membership in IEEE SA BOG, CAG, or Standards Board or its committees, or standards committee chairmanship

6.1.4 SA Representative to IEEE Conferences Committees

- The mission of the SA Representative to the Conferences Committee is to promote IEEE standards activities in the Conferences Committee's Initiatives.
- Qualification requirements for the IEEE SA representative to the IEEE Conferences Committee include:
 1. Experience with IEEE Conferences activities
 2. Experience with IEEE Standards Activities, such as membership in IEEE SA BOG, CAG, or Standards Board or its committees, or standards committee chairmanship

6.2 Member and Geographic Activities

6.2.1 Objectives and Approach

The objective of the SA partnership with Member and Geographic Activities (MGA) is to support IEEE SA's strategic objectives globally and may include the following activities:

- IEEE SA Membership development
- Organization and governance of Standards Activities Chapters
- Recruitment of standards volunteers for standards-related projects and tasks
- Coordination of the collection of information by standards chapters about regional and national standardization activities
- Promotion of member elevation to Senior and Fellow grade memberships among standards volunteers
- Leveraging local chapters for outreach to local industry groups, regional and national SDOs and government agencies
- Promotion of IEEE SA to local industry groups and national agencies
- Discovery of standardization opportunities for IEEE

6.2.2 IEEE SA Representative to Member and Geographic Activities

- The mission of the IEEE SA Representative to MGA is to maintain awareness of and assure presence at major MGA governance events, such as Regional meetings and Section Congresses, chapter chair events conducted by Societies and Councils and joint TA/MGA/SA activities
- The IEEE SA Representative to MGA shall file regular reports to the TIE SMDC no later than 2 weeks in advance of the scheduled TIE SMDC meetings

- Qualification of the SA Representative to MGA include:
 1. Experience with IEEE SA Standards governance structure and committees.
 2. Service on IEEE SA Standards Board or its committees, service on IEEE SA Board of Governors, or service on the IEEE SA CAG
 3. Chairmanship of a TA-based Standards Committee or a standards development Working Group is preferred.
 4. Familiarity with MGA structure and operations, experience serving on any regional or section governance committee or subcommittee, or service as an officer of a region, section, or chapter, or service in any capacity in an S/C based Member and Geographic Activities Governance structure

6.2.3 IEEE SA Global Volunteer Infrastructure

TIE SMDC shall plan, execute, promote, and maintain a regional IEEE SA affiliated infrastructure consisting of Region and Section Standards coordinators.

6.2.3.1 Region Standards Coordinator

IEEE Region Standards Coordinators are appointed by and operate under the policies and procedures of the Member and Geographic Activities Board and the respective IEEE Region.

The objectives of the IEEE TIE SMDC cooperation with the Region Standards Coordinators include:

- IEEE SA Membership development
- Organization and Governance of Standards Activities Chapters
- Recruitment of standards volunteers for standards-related projects and tasks
- Coordinate collection of information by IEEE SA chapters about regional and national standardization activities
- Leverage local chapters for outreach to local Sister Societies, industry groups, regional and national SDOs and government agencies
- Promote IEEE SA to local industry groups and national agencies
- Interact with IEEE SA professional partners for industry, academia and governments engagement for the purpose of discovery of standardization opportunities for IEEE SA

6.2.3.2 Section Standards Coordinator

IEEE Section Standards Coordinators are appointed by and operate under the policies and procedures of the Member and Geographic Activities Board, the respective IEEE Region, and the respective IEEE Section.

The objectives of the IEEE TIE SMDC cooperation with the Section Standards Coordinators include:

- IEEE SA Membership development
- Recruitment of standards volunteers for standards-related projects and tasks
- Coordinate collection of information by IEEE SA section local standardization activities and needs
- Promote IEEE SA to local industry groups and national agencies
- Interact with local IEEE SA professional partners for industry, academia and governments engagement for the purpose of discovery of standardization opportunities for IEEE SA

6.3 Publications Services and Products

6.3.1 Objectives and Approach

The objective of the SA partnership with Publications Services and Products Board (PSPB) is to support IEEE SA's strategic objectives globally and may include the following activities:

- IEEE SA Products and Services development
- Promotion of IEEE SA products and services to other IEEE organizations

- Discovery of new standardization products and services opportunities for IEEE SA

6.3.2 IEEE SA Representative to PSPB

- The mission of the IEEE SA Representative to PSPB is to maintain awareness of and assure presence at PSPB governance and other events as well as and joint TA/PSPB activities
- The IEEE SA Representative to PSPB shall file regular reports to the TIE SMDC no later than 2 weeks in advance of the scheduled TIE SMDC meetings
- Qualification of the SA Representative to PSPB include:
 1. Experience with IEEE SA Standards governance structure and committees.
 2. Service on IEEE SA Standards Board or its committees, service on IEEE SA Board of Governors, or service on the IEEE SA CAG
 3. Familiarity with PSPB structure and operations.

6.4 Educational Activities

6.4.1 Objectives and Approach

The objective of the SA partnership with the Educational Activities Board (EAB) is to support IEEE SA's strategic objectives globally and may include the following activities:

- Development and roll-out of IEEE SA specific standards education
- Development and roll-out of generic standards education
- Improvement of public and private standards education at all levels (K-University)

6.4.2 IEEE SA Representative to EAB

- The mission of the IEEE SA Representative to EAB is to maintain awareness of and assure presence at EAB governance and other events.
- The IEEE SA Representative to EAB shall file regular reports to the TIE SMDC no later than 2 weeks in advance of the scheduled TIE SMDC meetings
- Qualification of the SA Representative to EAB include:
 1. Experience with IEEE SA Standards governance structure and committees.
 2. Service on IEEE SA Standards Board or its committees, service on IEEE SA Board of Governors, or service on the IEEE SA CAG
 3. Familiarity with EAB structure and operations.

6.5 IEEE USA

6.5.1 Objectives and Approach

The objective of the SA partnership with IEEE-USA is to support IEEE SA's strategic objectives within the United States and may include the following activities:

- US Government engagement, education and other similar activities
- Promotion of IEEE SA products and services to US government agencies
- Participation on IEEE USA policy and advisory committees

6.5.2 IEEE SA Representative to IEEE-USA

- The mission of the IEEE SA Representative to IEEE-USA is to maintain awareness of and assure presence at IEEE-USA governance and other events

- The IEEE SA Representative to IEEE-USA shall file regular reports to the TIE SMDC no later than 2 weeks in advance of the scheduled TIE SMDC meetings
- Qualification of the SA Representative to IEEE-USA include:
 1. Experience with IEEE SA Standards governance structure and committees.
 2. Service on IEEE SA Standards Board or its committees, service on IEEE SA Board of Governors, or service on the IEEE SA CAG
 3. Familiarity with IEEE-USA structure and operations
 4. Member of IEEE Region 1-6.

7. Operations

7.1 Voting

For the purposes of voting, a quorum shall exist when 50% or greater of the voting members are present.

Voting may occur at face-to-face meetings, electronic meetings, or via electronic ballot. The committee may also act via consensus, i.e., a lack of sustained objection.

7.2 Meetings

The TIE SMDC shall meet as often as necessary to accomplish its goals and objectives in a timely manner.

Meetings should be called with advance notice of at least 5 business days. An agenda should be provided at least 3 business days in advance.

7.3 Subcommittees and Ad Hoc Committees

The IEEE TIE SMDC may have committee(s) of the BOG organized under it at the discretion of the BOG or as designated in its charter. With the concurrence of the IEEE TIE SMDC chair, the IEEE TIE SMDC may have an ad hoc committee(s) of the BOG organized under it at the discretion of the IEEE SA President or as designated in the ad hoc's charter.

New committees of the IEEE TIE SMDC may also be created by a majority decision of the SMDC and with the concurrence of the IEEE SA BOG.

The IEEE SA Vice President, IEEE Technical Innovation and Engagement may create ad hoc subgroups (e.g., task forces, ad hocs) to assist the SMDC. If the IEEE SA Vice President, IEEE Technical Innovation and Engagement, wishes to appoint a volunteer who is neither a BOG Member nor a member of that SMDC as a chair or member of a subgroup, approval of the IEEE SA President shall be obtained.

The IEEE SA Vice President, IEEE Technical Innovation and Engagement, shall be an ex officio member without voting rights in all committees, ad hoc committees, and subgroups organized under the SMDC for which they are not explicitly assigned as a member with voting rights.

7.4 Reporting

The IEEE TIE SMDC shall report its activities, actions, and progress toward its strategic objectives and initiatives to the IEEE SA BOG regularly. In addition, during the course of the development of the IEEE SA Strategic Plan, the TIE SMDC shall provide suggested new goals and initiatives applicable to the IEEE TIE SMDC to the IEEE SA Strategic Planning and Coordination Committee (SPCC).

8. Maintenance

8.1 Maintenance and modification of the *IEEE SA TIE SMDC Operations Manual*

This manual will be maintained by the IEEE SA Technical Innovation and Engagement SMDC Committee and IEEE Standards Department Staff. Proposed modifications to this manual shall be submitted to the IEEE SA Vice President, Technical Innovation and Engagement.

Any amendments to this manual shall be approved by a majority vote of the TIE SMDC, with advance notice prior to said vote. Such changes shall become effective after approval of the IEEE SA BOG.

8.2 Conflict with *IEEE SA Operations Manual*

In all cases where conflict exists between this manual and the IEEE SA Operations Manual, the IEEE SA Operations Manual shall control. In cases where the IEEE SA Operations Manual is silent, this manual shall control.