Obligations for Participation in IEEE Standards Development

As a participant in IEEE standards development, you play an important role, which also carries significant responsibilities.

1. Committee Participation

Participation in an IEEE standards development activity or IEEE Standards Working Group (hereafter "working group") is best achieved through active engagement by attending the meetings (meetings may be face-to-face or remote) and contributing to the standards development process. Other means of participating are available; however, these alternate means are intended to supplement, not replace, regular meeting attendance. Refer to your working group's policies and procedures for more detailed attendance and participation requirements.

The expectation is that your participation will be focused on helping to reach the best consensus position possible during the development of each IEEE standard in which you participate.

✓ You are not permitted to access the myProject system using more than one IEEE account. If you have an IEEE account associated with an IEEE or IEEE SA membership, that single account is to be used to access this database. See subclause 5.3.3 of the *IEEE SA Standards Board Operations Manual* <https://standards.ieee.org/about/policies/opman/sect5/#5.3.3>. If you have questions about the IEEE account you use, submit your question via the Help? feature in myProject.

✓ Participants are expected to interact with fairness and respect for other participants and IEEE Staff, see
  - IEEE Code of Conduct <https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/ieee_code_of_conduct.pdf?utm_source=links-list_text&utm_medium=lp-about&utm_campaign=code-of-conduct> and
  - Best Practices for IEEE Standards Development <https://standards.ieee.org/wp-content/uploads/import/documents/other/best_practices_for_ieee_standards_development_051215.pdf>

✓ You may not participate in a manner that dominates the consensus process, see subclause 5.2.1.3 of the *IEEE SA Standards Board Bylaws* <https://standards.ieee.org/about/policies/bylaws/sect5.html#5.2.1.3>.

✓ In order to achieve full disclosure, you agree to ensure that the information in IEEE records accurately reflects your employer and any other affiliations, see subclause 5.1.2.3 of the *IEEE SA Standards Board Operations Manual* <https://standards.ieee.org/about/policies/opman/sect5.html#5.1.2.3>.

2. Rules of Engagement

By participating in IEEE standards development, you agree that you are bound by all IEEE Standards Policies and Procedures <https://standards.ieee.org/about/policies/index.html> as they are in effect at the time of your participation. Updates made each year to the policies and procedures are available from the IEEE website <https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/policy_rev.pdf>. You are subject to all applicable laws and regulations throughout your participation in IEEE standards development and related affairs.

For IEEE Standards officers, you understand that you are required to (a) maintain IEEE and IEEE SA membership, and (b) complete the *Understanding IEEE SA's Antitrust, Competition, and Commercial Terms Policies* course. See subclause 5.2.1 of the *IEEE SA Standards Board Bylaws* <https://standards.ieee.org/about/policies/bylaws/sect5.html#5.2.1>, and subclauses 5.1.1 and 5.1.2.1 of the *IEEE SA Standards Board Operations Manual* <https://standards.ieee.org/about/policies/opman/sect5.html/#5.1>. You are responsible for ensuring that these and any other applicable requirements outlined in IEEE and IEEE SA policies and procedures are met.

IEEE policies and procedures contain information regarding intellectual property rights, including, but not limited to, the IEEE SA Patent Policy, see Clause 6 of the *IEEE SA Standards Board Bylaws* <https://standards.ieee.org/about/policies/bylaws/sect6-7.html> and Clause 6.3 of the *IEEE SA Standards Board Operations Manual* <https://standards.ieee.org/about/policies/opman/sect6.html#6.3>, as well as the 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> and Clause 6.1 of the *IEEE SA Standards Board Operations Manual* <https://standards.ieee.org/about/policies/opman/sect6.html#6.1>.

Approved IEEE standards can only be distributed with permission from IEEE. IEEE draft standards and other material related to the work of the working group can be distributed only to participants involved in that IEEE standards development activity. You agree that you will obtain permission from IEEE prior to distribution of approved IEEE standards, IEEE draft standards, or other documents related to the work of the working group for any other purpose.

3. IEEE Tools

By using IEEE tools (e.g., myProject, ListServ, Collabratec, IEEE provided web conferencing, and IEEE or IEEE SA website), you agree to comply with and be bound by all acceptable use policies; terms and conditions; email policies; data privacy policies; conduct guidelines; and plagiarism guidelines <https://www.ieee.org/publications/rights/plagiarism/plagiarism.html>.

4. Conflict of Interest

If you have IEEE SA governance responsibilities (i.e., you are a member of the IEEE SA Board of Governors, its committees or the subcommittees of these committees), or the authority to approve an IEEE financial transaction with another party, or are an External Representative <https://standards.ieee.org/about/policies/sa-opman/sect7.html#7.1>, you agree to
a)   Comply with *IEEE Policies* Section 9.9 on Conflict of Interest <https://www.ieee.org/content/dam/ieee-org/ieee/web/org/about/whatis/ieee-policies.pdf>;
b)   Bring to the governance body's, committee's, working group's, or IEEE staff's immediate attention any conflict of interest that may arise, and that may affect your judgments or decisions.

5. IEEE Code of Ethics

The IEEE Code of Ethics applies to all participants in IEEE SA activities, including participants in IEEE standards development activities, whether or not you are a member of IEEE or IEEE SA, and can be reviewed here <https://www.ieee.org/about/corporate/governance/p7-8.html>.