# Contents

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# Foreword

An electronic version of these Working Procedures is available from the following URL:

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# Change History

This document is subject to change according to the process described herein. Should a change be approved, this document will be re-released with an identifying change in the version.

# General

* 1. Description

The Partnership Project is not a legal entity but is a collaborative activity between the Partners identified in the Agreement. This collaborative activity is known by the acronym “oneM2M”.

* 1. Purpose

The purpose of oneM2M is to prepare, approve and maintain globally applicable Technical Specifications and Technical Reports for:

* 1. Scope and objectives

«Import from CoU and rationalize compound text»

oneM2M shall prepare, approve and maintain the necessary set of Technical Specifications and Technical Reports related to M2M Solutions, including:

The results of the oneM2M work shall form the basis of member contributions to the ITU in accordance with existing procedures. « need to figure out how ITU IoT, etc fits »

In the framework of agreed relationships, the oneM2M Technical Specifications and Technical Reports will form the basis of standards, or parts of standards, of the Partners.

# Participation

* 1. Categories

Participation in oneM2M shall be classified into one of the following categories:

* Partner Type 1;
* Partner Type 2;
* Member;
* Associate Member;
* Observer;
* Guest.
  1. Partner Type 1

«Relevant material is currently in the Agreement, so refer to the Agreement. »

* 1. Partner Type 2

«Relevant material is currently in the Agreement, so refer to the Agreement. »

* 1. Member

«Relevant material is currently in the Agreement, so refer to the Agreement. »

* 1. Associate Member

«Relevant material is currently in the Agreement, so refer to the Agreement. »

* 1. Termination of Members

Membership of oneM2M may be terminated by dissolution, abolition, resignation or expulsion from the related Partner Type 1.

* 1. Termination of Associate Members

Hmmmmm.

* 1. Observers and Guests

The status of Observer may be granted by the [Partners][Steering Committee] to an entity that has the qualifications to become a future Partner.

An Observer may send a single representative to a meeting of the Steering Committee. An Observer may also have representatives at a meeting of the Technical Plenary and its sub-groups. Representatives of Observers may receive documents and contribute documents for information, but shall not submit documents that propose changes to the specifications, reports, work item descriptions, work plan, or any other document under the control of the Technical Plenary. Observers shall not take part in decision-making or hold any leadership positions.

Additional participation rights of an Observer shall be decided by the [Partners][Steering Committee] on a case-by-case basis.

The status of Guest may be granted for a limited period, by the [Partners][Steering Committee] to an entity that has the qualifications to become a future Member. The limited period shall be decided by the [Partners][Steering Committee] on a case-by-case basis.

A Guest may have representatives at meeting of the Technical Plenary and its sub-groups. Representatives may receive documents but shall not take part in decision-making, participate in discussions, contribute documents, or hold any leadership positions.

# Structure

* 1. Structure of oneM2M

oneM2M shall consist of a Steering Committee (SC) and Technical Plenary (TP). The TP may establish Technical Specification Groups (TSGs) if required. The TSGs may establish Sub Working Groups (SWGs) if required.

# Partners’ Collective Responsibilities

* 1. Partners’ Collective Responsibilities

The Partners shall determine the general policy and strategy of oneM2M.

In addition the Partners shall perform the following tasks:

* approval and maintenance of the oneM2M scope;
* maintenance the Partnership Project Description;
* taking decisions on the creation or cessation of Technical Specification Groups, and approving their scope and terms of reference;
* approval of Partner Type 1 funding requirements;
* allocation of human and financial resources provided by the Partners to the Project Co-ordination Group;
* acting as a body of appeal on procedural matters referred to them.
  1. Collective responsibilities of all Partners

Partners and Partners shall perform the following tasks:

* maintenance of the Partnership Project Agreement;
* approval of applications for oneM2M partnership;
* taking decisions relating to the dissolution of oneM2M.

# Steering Committee (SC)

* 1. SC tasks

The SC shall perform the following tasks:

* appointment of Chair and Vice Chair of the Steering Committee;
* allocation of human and financial resources provided by Partners to the Technical Plenary;
* management of the oneM2M Support Team;
* handling of appeals from Members on procedural matters referred to them;
* propose and approve modifications to the Partnership Project Working Procedures;
* handling of appeals from Members on procedural matters referred to them;
* when a work item is outside the scope of the oneM2M, and where a common global solution is desired, recommend how to achieve a global solution;
* appointment or dismissal of Chair and Vice Chair of the Technical Plenary, as proposed by Technical Plenary based on election results. (The proposed candidate shall be appointed unless there are extraordinary reasons that prevent such an appointment, e.g., severe company or geographical imbalance within oneM2M. In such cases the Technical Plenary shall be requested to elect an alternative candidate. The decision not to appoint a candidate shall be made by consensus.);
* maintenance of the register of Members eligible to participate in oneM2M;
* maintenance of the aggregate list of IPR declarations relevant to oneM2M, received by any and all Partner Type 1.

The SC may decide to call a meeting of the full oneM2M membership if required.

* 1. SC participation

In the Article, the term *attend* is used to indicate the right to be present at a meeting of the SC; the term *participate* is used to indicate a right to provide input and engage in discussion; the term *vote* is used to indicate the right to take part in decision-making activities, including if necessary, casting a vote. The right to vote includes the rights to participate and attend. The right to participate includes the right to attend.

The following shall have a right to vote in the SC:

* each Partner Type 1 (not counting the Chair and Vice-Chair);
* each Partner Type 2.

The following shall have a right to participate in the SC:

* Typically, a maximum of five representatives of each Partner Type 1 (not counting the Chair and Vice-Chair);
* A maximum of three representatives of each Partner Type 2. (Partner Type 2 are however urged to limit their participation to one representative wherever possible.);
* The Chair and Vice Chair of the Technical Plenary as ex-officio members;

The following shall have a right to attend in the SC:

* At most one representative of each Member.
  1. SC appointment of Chair and Vice Chair

The SC shall appoint their Chair and Vice Chair from amongst the Partner Type 1 representatives.

The Chair and Vice Chair shall be appointed for a one year term of office.

The Chair and Vice Chair shall normally serve one term of office. If no other candidates are available, the Chair or Vice Chair may be appointed for a further term.

Successive Chair and Vice Chair should not be from the same Partner Type 1, the same region or from the same group of companies, unless no other candidate is available.

* 1. SC Chair Responsibilities

The SC Chair is responsible for the overall management of the co-ordination work within oneM2M.

The Chair has the overall responsibility to ensure that the Partnership Project Agreement, Partnership Project Description and Partnership Project Working Procedures are followed.

The Chair may nominate officials to assist in the work.

The Chair may be assisted by the Support Team.

The Chair may delegate tasks to the Vice Chair.

In performing his tasks, the Chair and Vice Chair shall maintain strict impartiality and act in the interest of the oneM2M.

* 1. SC meetings

Whenever possible, meetings of the Steering Committee shall be conducted via electronic means.

A meeting of the SC shall be held at least twice per year.

At least thirty days before the due date, a calling notice, draft agenda and supporting documents shall be issued.

* 1. SC decision-making

In any meeting of the SC, the quorum required for decision-making shall be 50% of the total number of Partners. Proxies shall not be permitted.

The SC shall endeavour to reach consensus on all issues. The views and opinions of the Partners and the Chair and Vice Chair of the Technical Plenary shall be taken into account during the consensus building process. If consensus cannot be achieved, the Chair can decide to take a vote. The vote may exceptionally be performed by a secret ballot if decided by the SC.

Each Partner Type 1 shall have one vote. A proposal shall be deemed approved if 71% of the votes cast are in favour. Abstentions or failure to submit a vote shall not be included in determining the number of votes cast.

# Technical Plenary (TP)

* 1. Technical Plenary tasks

The Technical Plenary shall prepare, approve and maintain the oneM2M Technical Specifications and Technical Reports taking into account market requirements.

The Technical Plenary shall also perform the following tasks:

* Propose to the SC for appointment TSG Chair and Vice Chair based on election results;
* Creation of Technical Specification Groups and approval of their terms of reference;
* When a new Working Group is created, the appointment of Technical Specification Group Convenor;
* Allocation of resources within the Technical Plenary and its sub-groups;
* Allocation of voluntary human and financial resources provided by Partners and Members;
* Handling of appeals from Members on technical matters;
* Preparation of a detailed time frame and management of detailed work progress;
* Management of work items;
* Technical Co-ordination;
* Proposal and approval of work items within the agreed scope and terms of reference of the TP;
* Where a work item is outside the scope of the oneM2M, but a common global solution is desired, recommend an approach to the SC;
* Assignment of work to Partners. (Specification development may be accomplished using various methods, including the assignment of work to Partners.);
* Maintenance of the list of Members eligible to vote within the TP (Voting Members).
  1. Technical Plenary participation

The following shall have a right to participate in the Technical Plenary:

* Representatives of members of participating Partner Type 1 (i.e. Members );
* Representatives of Partner Type 1;
* Representatives of Partner Type 2;
* Representatives of Observers;
* Representatives of Guests.
  1. TP and TWG election of Chair and Vice Chair

#### TP elections

Regular elections shall be held every two years in the first semester of odd numbered years in the Technical Plenary and its Technical Specification Groups.

The TSG Chair and Vice Chair shall be elected by the Technical Specification Group from amongst the Member representatives. Each TSG shall elect a maximum of three Vice Chair.

A candidate for election shall provide a letter of support from the Member that he/she represents. Nominations may be made up to the point when an election takes place.

The Chair and the Vice Chair shall be elected for a two-year term of office. The Chair and Vice Chair may offer themselves for election for a second consecutive term. Exceptionally, they may offer themselves for further consecutive terms, subject to the following:

* A two week deadline that expires at noon Central European Time on the Friday which falls between 20 and 14 days prior to the first day of the meeting at which elections are due to be held shall be established.
* A Chair is not permitted to stand for another consecutive term if another candidate is announced via the oneM2M web site or via the relevant oneM2M email reflector prior to this deadline.
* A Chair is not permitted to stand for another consecutive term until after this deadline.
* A Vice Chair is not permitted to stand for another consecutive term in a Vice Chair position for which there is a candidate announced via the oneM2M web site or via the relevant oneM2M email reflector prior to this deadline.
* A Vice Chair is not permitted to stand for another consecutive term until after this deadline. If, by the deadline, the number of candidatures is less than the number of Vice Chair positions, then any incumbent Vice Chair may put forward his candidature.

There is no restriction on a Vice Chair whose term of office is due to expire offering himself for the position of Chair; neither is there any restriction on a Chair whose term of office is due to expire offering himself as a Vice Chair. There is no restriction of a retiring Chair or Vice Chair of one TSG offering himself for election as either Chair or Vice Chair of any other TSG (or WG).

Should the office of Chair or Vice Chair of a TSG become vacant for reasons other than expiration of term of office, a special election shall be conducted to fill the unexpired term. This special election shall be conducted at a meeting of the TSG, and shall be announced in the agenda according to the provisions of Article 31:

When such a special election is held to fill the office of Chair, and one or more of the Vice Chair of the TSG intends to stand for election to that position, the announcement shall also indicate that there will be an election to fill the position of Vice Chair in the event that a Vice Chair be elected to the office of Chair. If at the special election the Vice Chair is elected to the office of Chair, that individual shall become Chair immediately, and, the position of Vice Chair thus being vacant, an election shall be held for the office of Vice Chair.

Similarly, if an incumbent Chair intends to stand for election to the position of Vice Chair, the same applies, with the necessary changes to the text above.

If a Chair or Vice Chair changes the Member that he/she represents (e.g., job change, merger or acquisition) during his/her term of office, a new letter of support shall be provided. If the change of company affiliation is due to a move to another company, then the decision for the Chair or Vice Chair to continue in office shall be made by consensus of the TSG. If consensus cannot be achieved, a special election shall be held for the office.

The term of office for a Chair or Vice Chair elected at a special election is a partial term lasting until the end of the current term. A partial term of office does not count towards the two consecutive term limit.

Chair and Vice Chair should not be from the same region, Partner Type 1, or from the same group of companies, unless no other candidate is available.

Successive Chair should not be from the same Partner Type 1, the same region or from the same group of companies, unless no other candidate is available. This does not apply to special elections or to regular elections for a second or subsequent consecutive term of office .

When a new TSG is established, the Partners shall appoint a convenor for the first two TSG meetings. The election for TSG Chair and Vice Chair shall take place at the second TSG meeting. If the election takes place other than at the normal time for TSG elections (see above), the elected Chair and Vice Chair shall serve until the next regular TSG election. This partial term of office does not count towards the two consecutive term limit. The provisions of this paragraph may be overridden by consensus of the SC where a new TSG is formed by the merger of existing Technical Plenary; under these circumstances, the SC shall establish a set of ad hoc rules for the creation of the new TSG.

Following election by the TSG, the TSG Chair and Vice Chair shall be appointed by the SC on the proposal of the TSG.

#### WG elections

The provisions concerning the election of WG Chair and Vice Chair shall be as for TSG Chair and Vice Chair as defined in 22.1 above, changing TSG to WG wherever TSG is mentioned, with the following differences.

Each WG shall elect a maximum of two Vice Chair.

WG elections shall be held when the corresponding terms of office expire or when an existing Chair or Vice Chair resigns. WG elections need not be synchronized within the WG (i.e. elections for Chair and each Vice Chair may occur at different times), across different WGs of the same or other Technical Plenary, nor with the regular TSG elections.

WG Chair and Vice Chair are always elected for a period of two years (and not, as is the case with special elections in Technical Plenary, for the unexpired period of the present term of office).

*Note: For this reason, elections for WG Chair and Vice Chair are likely to become spread over a period of time, rather than being grouped like the Technical Plenary regular elections.*

When a new WG is established, the parent TSG is responsible for appointing a convenor for the first two meetings.

Following election by the WG, the Chair and Vice Chair hold office immediately, without need of appointment by TSG or SC.

* 1. TSG and WG Chair responsibilities

The TSG Chair is responsible for the overall management of the technical work within the TSG and its Working Groups. The Chair has an overall responsibility to ensure that the activities of the TSG follow the Partnership Project Working Procedures.

The WG Chair is responsible for the overall management of the technical work within the WG and its sub-groups.

The Chair may nominate officials to assist in the work.

The Chair may delegate tasks to the Vice Chair.

The Chair may be assisted by the Support Team.

The Chair shall form a Management Team, including the Vice Chair and Support Team, in order to assist in discharging his duties.

Recognizing the need to balance the requirement of rapid specification development with the limited resources of delegates, the Chair should encourage a minimum number of meetings, especially parallel meetings, and maximize the use of electronic means to advance the work.

In performing TSG tasks, the Chair shall maintain strict impartiality and act in the interest of oneM2M.

* 1. TP and TWG Chair and Vice Chair dismissal

A secret ballot shall be taken for the proposal to dismiss a TSG or TWG Chair or Vice Chair because of a failure to effectively perform their duties, if requested by 30% of the TP or TWG membership list. 71% of the votes cast are required to recommend dismissal.

The SC shall dismiss a Chair or Vice Chair on the proposal of the TSG.

* 1. TP and WG decision-making

Technical Plenary and TWGs shall endeavour to reach consensus on all issues, including decisions on Technical Specifications and Technical Reports. Informal methods of reaching consensus are encouraged (e.g., a show of hands). If consensus cannot be achieved, the Chair can decide to take a vote. A vote may be conducted during a TP or TWG meeting or by correspondence.

A proposal shall be deemed approved if 71% of the votes cast are in favour. Abstentions or failure to submit a vote shall not be included in determining the number of votes cast.

It is the responsibility of the Chair to ensure that questions to be voted upon are phrased in a positive yes/no manner, with 71% required to approve the question. Questions should not be phrased as the TSG shall not do something. Examples of appropriate questions are; Shall the TSG approve the Specification and send it to the SDOs? Shall the liaison be approved? Shall the new WI be approved? Shall the existing WI be stopped? If the issue is to choose option A or B, the question should be split into two questions, with the Chair selecting the order. First, shall the TSG take option A as the way forward? If this question fails the second question is, shall the TSG take option B as the way forward?

Contributions on which decisions will be based should be made available in good time before each meeting. Technical Plenary may establish informal guidelines for dealing with late contributions.

Working Agreements may be used to establish tentative agreements in cases where consensus cannot be obtained. The working agreement process is described in Annex G.

* 1. TSG and WG voting during a meeting

The following procedures apply for voting during a TSG or WG meeting:

* before voting, a clear definition of the issues shall be provided by the Chair;
* Voting Members shall only be entitled to one vote;
* if a Voting Member has more than one representative present, only one representative may vote;
* each Voting Member may only cast the vote once;
* each Voting Member may carry proxy votes for up to five other Voting Members. All proxy votes shall be accompanied by a letter of authority from the authorising Voting Member. Proxies will not be taken into account when determining the quorum;
* the quorum required for voting during a TSG or WG meeting shall be 30% of the total number of Voting Member companies on the TSG or WG voting list;
* the result of the vote shall be recorded in the meeting report.

For the determination of the quorum, see Annex H.

* 1. TSG or WG voting by correspondence

The following procedures apply for voting by correspondence:

* before voting, a clear definition of the issues shall be provided by the Chair and disseminated to all on the TSG or WG membership list;
* Voting Members shall only be entitled to one vote;
* each Voting Member may only cast the vote once within the voting period;
* the voting period shall be 30 days;
* there are no quorum requirements;

The result of the vote should be disseminated to the TSG or WG .

* 1. TSG or WG voting for the election of TSG or WG Chair and Vice Chair

In the case where there is more than one candidate for TSG or WG Chair or Vice Chair, a secret ballot shall be used. For interpreting the result of the secret ballot the following procedure shall apply:

When, in the first ballot, no candidate has obtained 71% of the votes cast, a second ballot shall be held. In the second ballot, in cases where there are only two candidates, the candidate obtaining the higher number of votes is elected. In cases where there are more than two candidates, if none of them has obtained 71% of the votes, a third and final ballot shall be held among the two candidates who have obtained the highest number of votes in the second ballot. The candidate obtaining the higher number of votes in the third ballot is then elected.

The TSG or WG Chair shall be responsible for the voting process and shall ensure that confidentiality is maintained.

* 1. TSG or WG Chair's decision appeal process

A Member of oneM2M who opposes a Chair’s ruling on a vote taken within a TSG or WG may submit its case to the SC for decision. In such cases the Member shall also inform the relevant TSG or WG Chair.

When a TSG or WG Chair has made a ruling, his decision shall be taken as the basis for future operations, unlessor until overturned by the SC.

* 1. TSG and WG meetings

Technical Plenary and WGs shall meet as necessary to complete their work within the prescribed timeframe. Technical Plenary should endeavour to hold their meetings at the same time and place to assist in the overall co-ordination of the work.

Meeting locations should reflect the geographical diversity of the TSG and WG delegates.

Further information on meetings is given in Annex F.

* 1. TSG and WG meeting invitation

The invitation to a TSG or WG meeting and the necessary logistical information should be disseminated as soon as practically possible, taking into account the need to obtain travel documentation. It shall be disseminated at least 28 days before the meeting to all on the TSG or WG membership list.

* 1. TSG and WG meeting agenda

The draft agenda for a TSG or WG meeting shall be disseminated by the responsible Chair to all on the TSG or WG membership list at least 21 days before a meeting. The draft agenda should indicate subject matters where voting may be required. The draft agenda shall indicate elections to be held (including known candidates).

* 1. TSG and WG meeting registration

Every delegate shall register on arrival at each TSG or WG meeting. Each delegate who represents a Member shall declare the precise name of that Member. A delegate may only register to represent one Member.

* 1. TSG and WG meeting document and file naming

Documents for a TSG or WG meeting shall follow a consistent numbering system as shown in the following example:

* 1. TSG and WG Voting Membership List

#### Voting list

Each TSG and WG shall maintain a list of Members eligible to vote in that group.

The voting list shall be used to establish quorum and for determining those eligible to take part in a vote.

*NOTE 1: The term "membership list" has no particular significance in the context of TSG and WG meetings. The term "attendance list" is used for a list of individuals who attend a given meeting representing a Member or other entity entitled to participate in meetings – see Annex F.*

For the determination of the quorum, see Annex H.

#### On creation of new TSG or WG

When a new TSG or WG is formed a Member is added to the voting list at the first meeting at which it is represented, and may vote at the second meeting where it is represented.

Exceptionally, if inadequate notice (less than the period of time given in Article 30:) had been given for the first meeting of the new group, a Member shall be added to the voting list on its delegate's attending the second meeting (the election meeting) and vote at that meeting even if it had not been represented at the group’s first meeting.

Only a Member that had been represented at the group’s first meeting may provide a proxy for the second meeting.

#### Established Technical Plenary and WGs

To qualify for the voting list it is necessary for at least one delegate of a Member to attend at least two meetings of the group concerned, without being removed according to the provisions of Article 34:.d.

#### Removal from and reinstatement to voting list

A Member which is not represented at three consecutive meetings of the TSG or WG shall be removed from the voting list.

The right to vote is reinstated at the second meeting which a delegate of the Member attends without missing the number of consecutive meetings mentioned in the previous paragraph.

#### Meetings other than ordinary meetings

Any group that wants to call an electronic meeting (audio, video, document distribution by posting or e-mail, etc) may do so, although this works best with smaller groups. Therefore, all electronic meetings are allowed but only ordinary meetings (see Annex F) count towards attendance. However, if a meeting is designated as face-to-face, provision of bridge and speakerphone capabilities for those requesting it would be at the discretion of the host. Those participating by speakerphone are not to be counted toward quorum or attendance, and are not allowed to vote.

For the determination of the quorum, see Annex H.

* 1. Sub Working Groups

A Technical Specification Group may establish a Sub Working Group (SWG) with defined Terms of Reference. The Technical Specification Group shall appoint a SWG Chair. The SWG shall work by consensus. The meeting notice requirements for a SWG meeting are the same as for Technical Plenary and TWGs.

# Work Programme And Technical Co-ordination

* 1. Work Programme

The oneM2M Work Programme shall consist of Work Items defined by the Technical Plenary.

* 1. Work Items

A oneM2M Work Item is a specification task defined in terms of the following principal parameters:

* title;
* intended output (i.e. Technical Specifications or Technical Reports);
* impact on other Technical Specifications and Technical Reports;
* technical scope, including the field of application of the intended output;
* impact on other oneM2M Work Items;
* the schedule of tasks to be performed;
* the identities of the supporting Members ;
* the identity of the Work Item Rapporteurs.
  1. Work Item creation

Each proposed new Work Item shall be supported by at least four Members, and their names shall be recorded in the Work Item definition prepared for the TSG approval. One or more persons shall be named as Rapporteur for the proposed Work Item, and the Rapporteur shall act as the prime contact point on technical matters and for information on progress throughout the drafting phases. The supporting Members are expected to contribute to and progress the new work item throughout the drafting phases.

In addition to the above, Technical Plenary shall approve new Work Items, giving all essential parameters. The proposal shall be entered into the oneM2M work programme, clearly marked as a new entry, for which a unique reference identity shall be allocated.

* 1. Work Item adoption by TP

The oneM2M work programme shall be made available to all Members. A new Work Item shall remain flagged as "new" until the end of the month following the month during which the oneM2M work item was entered into the oneM2M work programme. A new Work Item shall be adopted by the TP unless a substantial objection is received from a Member or Partner during this period. At the end of the period, the "new" flag shall be removed (even if there is an objection) and it is the responsibility of any objecting Member or Partner to discuss their objections with the TSG Chair. If it is not possible to resolve the objection, it is the responsibility of the Member or Partner to raise the issue with the SC.

The Technical Plenary shall ensure that the oneM2M Work Item details are maintained at regular intervals.

* 1. Work Item stopping

Prior to completion of the intended oneM2M output, the responsible TSG may conclude that a Work Item is no longer required. Any Work Item shall automatically be considered by a TSG for stopping, if no progress has been achieved in a given period of time, typically six months, e.g. due to a lack of contribution. In such cases, the Work Item shall be flagged as "stopped" in the Work Programme. The proposal to stop a Work Item shall be fully justified.

The Work Programme shall be updated accordingly, and shall show the Work Item as "stopped" until the end of the month following the month during which the Work Item was initially flagged.

The Work Item will be stopped by the TP unless substantial objection is received from a Member during this period. It is the responsibility of any objecting Member to discuss their objections with the TSG Chair. If it is not possible to resolve the objection, it is the responsibility of the Member to raise the issue with the TP.

* 1. Technical co-ordination

The TP shall be responsible for determining the overall time frame and for managing the overall work progress. The System Aspects TSG shall have a particular responsibility for the technical co-ordination of work being undertaken within oneM2M, and for overall system architecture and system integrity. Problems encountered in performing this technical co-ordination role shall be reported immediately to the TP.

# Deliverables

* 1. Deliverable types

oneM2M shall prepare, approve and maintain documents known as Technical Specifications and Technical Reports. Such documents shall be drawn up by the Technical Plenary and shall, following approval at that level, be submitted to the participating Partners to be submitted to their respective standardization processes.

* 1. Approval process

Approval of Technical Specifications and Technical reports by a TSG shall normally be by consensus.

Where consensus cannot be achieved in the TSG a vote may be taken.

When Technical Specifications and Technical Reports become sufficiently stable, they shall be put under change control of the relevant TSG. The further elaboration of these Technical Specifications and Technical Reports shall be achieved by change requests to be approved by the TSG.

* 1. Drafting rules

The Technical Specifications and Technical Reports drafted by the Technical Plenary shall follow the oneM2M drafting rules, using document processing facilities, format, languages and notations agreed by the Partners, and on a medium suited for electronic document handling and publishing.

* 1. Copyright and ownership

The Partners will have joint ownership (including copyright) of the Technical Specifications and Technical Reports produced by oneM2M.

* 1. Conversion by Partners

Partners shall use their best endeavours to convert the Technical Specifications and Technical Reports approved by the Partnership Project into national/regional deliverables in a timely manner through their normal processes.

The Partners are urged not to change the technical parts of the Technical Specifications and Technical Reports; they may add non-technical parts required by their own deliverable schemes and they may add descriptions of options selected.

Partners should ensure that all unresolved comments raised during their public enquiry and approval phases are delivered to the appropriate TSG.

# Reporting

* 1. Chair’s reporting obligations

A report shall be prepared by the Chair following all SC, TP and TSG meetings.

* 1. Changes to structure and officials

The Chair of each TSG shall inform the TP of all organizational changes concerning Working Groups and their officials. An up to date record of the oneM2M structure shall be maintained.

* 1. Calendar of meetings

The SC and Technical Plenary shall maintain an up to date calendar of the dates and venues for future meetings.

# External Relations

* 1. Relationship with the ITU

oneM2M results should be submitted to the ITU as appropriate.

Representatives of ITU-D, ITU-R and ITU-T are invited to participate in the TSGs for the efficient coordination and exchange of information.

* 1. Relations with other groups

Technical Plenary and WGs are encouraged to liaise directly with the relevant technical bodies within oneM2M and Partners as appropriate.

A liaison statement shall clearly communicate what is expected from the receiver, i.e., which parts are for information, which questions are expected to be clarified and by whom (especially if there are multiple receivers), and also when an answer is needed, e.g., when is the next meeting of the group sending the liaison statement.

A TSG may send individual liaisons to any external organization (other than ITU). However, if the statement is considered sensitive, the TSG Chair may seek TP guidance.

It is not necessary to have all external liaisons copied to the SC and/or TP. The originating TSG should decide, at its own discretion, which should be copied.

External liaisons that may have management implications such as schedules, organization, process, procedures, and policy shall be copied to the SC, or approved by the SC if sensitive.

Relations with the ITU are described in Article 52:.

# Miscellaneous

* 1. Resources

The resources for the operation of oneM2M shall be managed by the Partners. The resources are allocated to the TP by the SC.

* 1. Support Team

The Partners shall provide logistical support to, and assist in the operation of, oneM2M. The support shall be in the form of a Support Team, which shall operate under the overall management of the SC and the day to day management of Technical Plenary.

* 1. Intellectual Property Rights (IPR) Policy

Members shall be bound by the IPR Policy of their respective Partner Type 1.

Members should declare at the earliest opportunity, any IPRs which they believe to be essential, or potentially essential, to any work ongoing within oneM2M. Declarations should be made by Members to their respective Partners.

Partners should encourage their respective members to grant licences on fair, reasonable terms and conditions and on a non-discriminatory basis.

The SC shall maintain a register of IPR declarations relevant to oneM2M, received by the Partners.

* 1. Working language

The working language for oneM2M shall be English.

Meetings of the SC and Technical Plenary shall be conducted in English.

oneM2M Technical Specifications and Technical Reports shall be prepared in English (as defined by the Shorter Oxford English Dictionary).

* 1. Duration

oneM2M shall be task oriented and on completion of the tasks the future of oneM2M shall be re-considered. The continuation of oneM2M shall therefore be confirmed by the Partners on an annual basis.

* 1. Review of activities

An evaluation of the activities of oneM2M should be made by the Partners at regular intervals.

* 1. Dissolution, winding up

In the event of a voluntary dissolution of oneM2M, the Partners shall determine the terms of liquidation by consensus. All issues shall be documented and distributed at least 30 days prior to decisions being made.

* 1. Amendments to oneM2M Working Procedures

These Partnership Project Working Procedures may only be amended by decision taken by the SC.

1. Definitions

Consensus:  
General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interest and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. (Note: consensus need not imply unanimity).

Conversion:  
The transformation of a oneM2M output document into an Partners deliverable following the Partners’ recognized processes.

Delegate:  
An individual taking part in a TSG/WG meeting physically or by electronic means.

Drafting Rules:  
A document approved by the Partners providing rules for the drafting of oneM2M Technical Specifications and Technical Reports.

Election:  
The voting process used to identify an individual from a number of individuals.

Guest:  
An entity fulfilling the criteria to become a future Member, which has been granted temporary participation rights in the oneM2M

Member:  
A member of an Partner Type 1 having participation rights within that Partner Type 1 and which has registered to take part in oneM2M.

ITU Representative Representatives of ITU-D, ITU-R and ITU-T invited to participate in the Project Coordination Group for the efficient coordination and exchange of information.

Partner Type 2:  
A Partner invited by the Partners to participate in oneM2M to offer advice and to bring into oneM2M a consensus view of market requirements.

oneM2M:  
The acronym by which this collaboration is known.

Observer:  
An Organization fulfilling the criteria to become a future Partner which has been granted temporary participation rights in oneM2M.

Partner Type 1:  
An organization that has been accepted as a Partner Type 1 in oneM2M.

Partner Type 2:  
An organization that has been accepted as a Partner Type 2 in oneM2M.

Partner:  
An Partner Type 1 or a Partner Type 2 of oneM2M.

Partnership Agreement:  
The document signed by oneM2M Partners defining their rights and obligations.

Represent:  
Attend on behalf of.  
A person who attends a meeting on behalf of a Member represents that Member. The person is not necessarily employed by that Member, but may be, for example, employed by a subsidiary company in the same group as the represented Member; or the person may be an independent consultant under contract to the Member. "Representation" sometimes influences the eligibility to vote – see Article 34: and Annex A and Annex F.

Sub Working Group:  
A subordinate body of a Working Group.

Support Team:  
A number of persons dedicated to support oneM2M.

Technical Report:  
A oneM2M output document containing mainly informative elements approved by a Technical Specification Group.

Technical Specification:  
A oneM2M output document containing normative provisions approved by a Technical Specification Group.

Voting Member A Member who has voting rights within a TSG/WG.

Work Item:  
The documented record of a specific technical activity of oneM2M.

Work Programme:  
The documented record of all the technical activities of oneM2M.

Working Group:  
A subordinate body of a Technical Specification Group.

1. Abbreviations

SC Project Co-ordination Group

SWG Sub Working Group

TP Technical Plenary

TSG Technical Specification Group

1. Member application form

A membership application form is maintained at the following URL:

<http://onem2m.org/> « complete this URL »

1. Guidance on meeting organization
   1. Meeting classification

TSG and WG Meetings are classified either:

* ordinary; or
* ad hoc.
  1. Ordinary meetings

Ordinary meetings are ones where the regular business of the TSG or WG is conducted. Such meetings are normally chaired by the Group's Chair or, if unavailable, a vice-Chair. Ordinary meeting should be announced at least six months prior to the opening day of the meeting.

TSG and WG ordinary meetings shall follow an incrementing number sequence. If an additional ordinary meeting is required between two ordinary meetings, the sequence may be preserved, even though this means renumbering subsequent meetings, or the additional meeting may be numbered using the ‘bis’ suffix as a numbering scheme.

Attendance at an ordinary meeting counts towards a Member's eligibility to cast a vote in the Group (see Article 25: and Article 26:). The Support Team shall record the participation in an ordinary meeting (each person and organization represented) and the attendance list shall be included in the meeting report.

* 1. Ad hoc meetings

An ad hoc meeting of a WG or a TSG is one called to address one or more particular topics. The ad hoc meeting shall be called by decision of the WG (or its parent TSG) or TSG concerned; the decision to hold any subsequent ad hoc meetings on the same topic may be made by the ad hoc meeting participants themselves without reference to the parent WG or TSG, although the parent WG or TSG shall review any ad hoc activity at every Ordinary meeting and determine to either continue or to close the ad hoc activity, even if the previous ad hoc meeting suggested a further meeting. The scope of each subsequent ad hoc meeting shall be indicated by the Chair at least 21 days before the meeting. The ad hoc meeting shall not expand or change the scope originally determined by the parent group. An ad hoc meeting is allowed to make decisions only within its pre-defined remit, and any such decisions shall be ratified by the parent WG or TSG unless, in the case of a WG, a decision was previously explicitly delegated by the WG to the ad hoc meeting.

An ad hoc meeting may be chaired as described for an ordinary meeting above, or, with the agreement of the WG or TSG concerned, by a Work Item rapporteur, or other appropriate person. Although open to all oneM2M Members , ad hoc meetings may attract only a subset of Member representatives who would normally participate in ordinary meetings.

Ad hoc meetings shall not be considered when calculating voting rights. That is, attendance at (or absence from) an ad hoc meeting shall not influence voting rights, which are determined solely by attendance at "ordinary" meetings.

No voting shall occur at ad hoc meetings.

* 1. Attendance register

#### Face to face meetings

A delegate is deemed to have attended a given meeting if the individual confirms his or her participation by signing the attendance list made available by the group's secretary during the meeting. If a delegate does not sign the attendance sheet during the meeting, the secretary shall assume that the individual did not attend.

A delegate, having registered and begun to participate in a meeting, is not allowed to change the organization he represents during the course of that meeting. An individual delegate is not allowed to simultaneously represent two or more Members at a meeting.

#### Electronic meetings

Electronic meetings such as audio / video conferences, email exchanges considered as meetings, etc, are encouraged where appropriate. For such events, the Secretary will establish the attendance list on the basis of those actually participating in the meeting (those dialling in to the conference bridge, those issuing and responding to emails, etc.) Nevertheless, advance registration is strongly encouraged.

Fully electronic meetings are to be considered as "ad hoc" as defined above.

Participation by Member in fully electronic meetings, or electronic participation in a face to face meeeting (eg by phoning in) is not considered for the accrual or loss of voting rights.

1. Working agreements

"Working agreements" are tentative decisions reached by oneM2M groups in order to make progress on matters where consensus (as defined in Annex A) cannot be reached. It is intended to be used in situations where there is a clear majority in favour of one approach, but a small minority has sustained opposition to that approach.

The working agreement process has the following steps:

* Consensus cannot be reached on an issue. A substantial majority of Members prefer a given approach, but there is sustained opposition by a small minority of Members , preventing consensus.
* The chair declares a working agreement. The working agreement is documented in the meeting report
* The approach agreed to by the majority and documented in the working agreement can continue unimpeded.
* The working agreement is entered into the oneM2M working agreements page on the oneM2M web site. The window for challenging the working agreement is now open.
* Working agreements may be challenged, resulting in a formal vote. This potential vote would be held at the next meeting of the WG or parent TSG (whichever comes first). If the next meeting is less than 14 days after the establishment of the working agreement, then that meeting is skipped in determining the next meeting. The meeting for potential voting is documented on the oneM2M working agreements page of the oneM2M web site ([http://www.oneM2M.org/TSG-Working-Agreements](http://www.3gpp.org/TSG-Working-Agreements)).
* The challenge cutoff date is established. This is 7 days before the start of the meeting for potential voting. The cutoff date is documented on the oneM2M working agreements page of the oneM2M web site.
* Organizations wishing to challenge the working agreement may do so until the challenge window closes. A challenge may be made by informing the chair of the group which will do the voting. Any received challenge is documented on oneM2M working agreements page of the oneM2M web site.
* The group which will be voting is informed of the intention to have a working agreement challenge vote and the specific voting question.
* If no challenge is received by the challenge cut-off date, then the working agreement is confirmed. The confirmation of the working agreement is documented on the oneM2M working agreements page of the oneM2M web site. The issue is closed.
* If a challenge is received, then a formal vote on the working agreement will occur at the designated meeting. Voting on working agreements is a standing part of meeting agendas. Voting is as described in Article 24: and Article 25:.
* If the challenge fails (at least 71% in favour of the working agreement), then the working agreement is confirmed. The confirmation of the working agreement is documented on the oneM2M working agreements page of the oneM2M web site. The issue is closed.
* If the challenge succeeds (less than 71% in favour of the working agreement), then the working agreement fails. All changes that were made based on the working agreement shall be reversed and the group must continue to search for consensus. The overturning of the working agreement is documented on the oneM2M working agreements page of the oneM2M web site.
* Organizations may withdraw a challenge at any time in the process. If the last challenge is withdrawn after the challenge cut-off, then the working agreement is confirmed. The confirmation of the working agreement is documented on the oneM2M working agreements page of the oneM2M web site. The issue is closed.

1. Calculation of quorum in Technical Plenary and WGs

Where calculation of a quorum is required in the context of a vote conducted in a TSG or a WG, the quorum is established if: