# Contents

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# Foreword

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

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

# 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. oneM2M

The collaborative activity known by the acronym “oneM2M” is described in the oneM2M Partnership Agreement « add reference ». In particular, the Agreement details the Purpose, Scope, Objectives, Intellectual Property Rights and Copyright Ownership, together with the undertakings and rights of the various opportunities to participate in the collaboration.

Whenever a conflict arises between this Working Procedure and the oneM2M Partnership Agreement, the latter takes precedence.

# Structure

* 1. Structure of oneM2M

oneM2M structure shall consist of a Steering Committee (SC) and a Technical Plenary (TP). The SC and TP may establish subordinate groups as required.

# Steering Committee (SC)

* 1. SC tasks

The SC shall be responsible for the following tasks:

* Developing, approving, and maintaining

- the oneM2M purpose and scope;

- the oneM2M Working Procedures;

* Approving applications from organizations wishing to join oneM2M as new Partners;
* Electing the SC Chair and Vice Chairs;
* Approving the Terms of Reference of the TP;
* Managing the oneM2M Secretariat;
* Handling appeals from Partners and Members on procedural matters;
* Approving liaison relationships;
* Developing and managing the [budget][resources] where approval is limited to those contributing to the [budget][resources];
* Managing marketing and public relations activities;
* Appointing or dismissing the TP Chair and Vice Chair, as proposed by TP based on election results or an approved resolution for the dismissal of the Chair or Vice Chair[[1]](#footnote-2);
* Maintaining the register of Partners and Members eligible to participate in oneM2M.

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

* 1. SC participation

In this 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 participate in the SC:

* representatives of each Partner as identified by that Partner;
* the Chair and Vice Chair(s) of the TP.

Following notification to the SC, the SC Chair may invite individuals to participate as appropriate when considered needed to progress the work (e.g. WG chairs, rapporteurs, external presenters).

Prior meeting registration is required.

The following shall have a right to attend the SC:

* One representative of each Member (exclusive of Partner representatives);
  1. SC appointment of Chair and Vice Chairs

The SC shall appoint its Chair and Vice Chair from amongst the Partner candidates.

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

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

* 1. SC Chair Responsibilities

The SC Chair is responsible for the overall management of the work within the SC.

The Chair may assign tasks to members of the SC to assist in the work.

The Chair may be assisted by the Secretariat.

The Chair may delegate tasks to the Vice Chairs.

The Chair and Vice Chair shall maintain strict impartiality in their respective roles and act in the interest of oneM2M.

The Chair may invite as observers organizations wishing to explore the possibility of joining oneM2M as Partners, with notification to the SC.

* 1. SC meetings

A meeting of the SC shall be held at least twice per year. SC meetings may be conducted via electronic means. Face-to-face meetings shall provide the means for participation via electronic means. However, the meeting shall not be delayed to accommodate technical difficulties encountered with such electronic means.

An invitation to an SC meeting should be distributed 90 days in advance but shall be distributed at least 30 days before a meeting.

The draft agenda for an SC meeting shall be distributed 30 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).

The supporting documents of the SC shall be ready for review seven days before the meeting date. Documents provided after that date may be treated at the discretion of the meeting.

* 1. SC decision-making

In any meeting of the SC, the quorum required for decision-making shall be 30% of the Partners.

The SC shall endeavor to reach consensus on all issues. The views and opinions of all the Partners shall be taken into account during the consensus building process. If consensus cannot be achieved, the Chair may decide to take a vote.

The vote shall be announced at least 14 days in advance. Exceptionally, the vote may be conducted by secret ballot as decided by the Chair.

Voting may take place in meetings or by correspondence.

Each Partner shall have one vote.[, however, in case of a number of Partner Type 2 is higher than the number of Partners Type 1, the votes of the Ppartners Type 2 will be weighted to count xx50% of the total votes.].

The SC Chair and Vice Chair do not vote.

A proposal shall be deemed approved if 71% of the votes are cast in favor. Abstentions or failure to submit a vote shall not be included in determining the number of votes cast. Partners that chose not to vote shall be deemed to have abstained.

# Admitting New Partners

* 1. Applications to Join oneM2M

An application to join oneM2M as a Partner or Associate Member may be sent at any time to oneM2M.

Information, including the oneM2M Partnership Agreement and application forms, are available at:

<http://www.onem2m.org/>

Applications shall be returned to the SC.

The SC decision to accept the new Partner or Associate Member shall be taken expeditiously.

#### Applications to join oneM2M

An organization shall submit an application from a person in authority (D-G, Sec Gen, Chairman of the Board, Executive Director, etc.), which states their desire to be considered for the Partner Type 1 or Partner Type 2 category.

The application should include some brief information about the applicant, a link to its website and to its IPR Policy. Any missing information will be requested.

#### Candidatures Review

Once an application is received it will be sent to the SC for consideration.

The SC will consider whether the applicant fulfills the criteria given in the Partnership Agreement.

#### Candidatures Approval

Potential Partners meeting the above criteria should not be unreasonably denied the right to be a Partner. The decision to accept the new Partner shall be taken by the SC. The SC shall inform the applicant of its decision.

Upon approval, the applicant shall receive a copy of the oneM2M Agreement to be signed.

# Technical Plenary (TP) and Working Groups (WG)

* 1. Technical Plenary tasks

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

The TP shall also perform the following tasks:

* Electing TP Chair and Vice Chair(s);
* Proposing to the SC for appointment TP Chair and Vice Chair(s) based on election results (see Article 12);
* Creating WGs and approving their scopes and terms of reference;
* Appointing a WG Convener when a new WG is created (see Article 12);
* Endorsing WG Chair and Vice Chair(s) as proposed by the WG;
* Resolving deadlocks within and between WGs;
* Handling of appeals on technical matters;
* Managing and approving work items and study items within the agreed scope of oneM2M, including the scope, detailed timeline, and responsible groups;
* Providing coordination of the technical Work Programme and its management;
* Where a work item is outside the scope of oneM2M but a common global solution is desired, recommending an approach to the SC;
* Determining whether specific regional requirements will be addressed;
* Handling document release process and change [request]process;
* Liaising with other organizations on technical matters; and
* Maintaining the list of Members and Partners Type 2 eligible to vote within the TP (Voting Members).
  1. Technical Plenary participation

[In this Article, the term *attend* is used to indicate the right to be present at a meeting of the TP; the term *participate* is used to indicate a right to provide input (e.g., contributions) and engage in discussion; the right to participate includes the right to attend. From the right to participate derives also the right to take part in decision-making activities, including, if necessary, casting a vote. The term *vote* is used to indicate it.]

[In this Article, the term *attend* is used to indicate the right to be present at a meeting of the TP; the term *participate* is used to indicate a right to provide input (e.g., contributions) 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 TP:

* a representative of each Member admitted by a Partner Type 1 (not counting the Chair and Vice Chair unless casting the vote on behalf of his/her Membership);
* for an organization with one or more of its Affiliates admitted as oneM2M Members by a specific Partner Type 1, the organization and its Affiliates shall cast only one vote per admitting Partner Type 1;
* a representative of each Partner Type 2.

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

* Representatives of Members and Partners Type 2;

The following shall have a right to attend the TP:

* Representatives of Partners Type 1;
* One representative of each Associate Member; and
* One representative of each observer invited by the TP Chair.
  1. TP and WG election of Chair and Vice Chair(s)

#### TP elections

Regular elections shall be held every two years.

The TP Chair and Vice Chair(s) shall be elected by the TP from amongst the Members or Partners Type 2 representatives. The TP shall elect a maximum of three Vice Chairs. The Chair and Vice Chair(s) of the TP shall be confirmed by the SC. An endeavor shall be made to maintain Partner, Member [and geographical] balance in the election of the Chair and Vice Chairs.

A candidate for election shall provide a letter of support from the Members or Partners Type 2 that he/she represents. The deadline for nominations is 14 days prior to the point when an election takes place.

If a Chair or Vice Chair changes the Member or Partners Type 2 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 under the same terms of election shall be made by consensus of the TP. If consensus cannot be achieved, an election shall be held for the office.

The Chair and Vice Chair(s) shall be elected for a two-year term of office. The Chair and Vice Chair(s) 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 Greenwich Mean Time (GMT) 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 permitted to stand for another consecutive term only after this deadline if another candidate has not been announced.
* 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 permitted to stand for another consecutive term only after this deadline if the number of candidatures is less than the number of Vice Chair positions.

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.

Should a TP Chair or Vice Chair position become vacant for reasons other than expiration of term of office, an election shall be conducted to fill the unexpired term. This election shall be conducted at a meeting of the TP, and shall be announced in the agenda according to the provisions of Article 1.

When such an election is held to fill the office of Chair, and one or more of the TP Vice Chairs intend 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(s) in the event that a Vice Chair be elected to the office of Chair. If, at the 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.

When such an election is held to fill the office of a Vice Chair and the Chair of the TP intends to stand for election to that position, the announcement shall also indicate that there will be an election to fill the position of the Chair in the event that the Chair be elected to the office of the Vice Chair. If, at the election, the Chair is elected to the office of Vice Chair, the position of Chair thus being vacant; an election shall be held for the office of the Chair.

The term of office for a Chair or Vice Chair elected at an 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.

Following election by the TP, the TP Chair and Vice Chair shall be appointed by the SC on the recommendation of the TP.

#### WG elections

The provisions concerning the election of WG Chair and Vice Chair shall be as for TP Chair and Vice Chair as defined in a) above, changing TP to WG wherever TP is mentioned, with the following differences:

* Each WG shall elect a maximum of two Vice Chairs;
* 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, or with the regular TP elections;
* WG Chair and Vice Chair(s) are elected for a period of two years, or the lifespan of the WG; whichever is shorter (and not, as is the case with elections in TP, for the unexpired period of the present term of office).

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

When a new WG is established, the TP is responsible for appointing a convener for the first two meetings.

Following elections by the WG, the Chair and Vice Chairs hold office immediately, without need of appointment by TP.

* 1. TP and WG Chair responsibilities

The TP Chair is responsible for coordination of the overall management of the technical work within the TP and its WGs. The Chair has an overall responsibility to ensure that the activities of the TP follow these Working Procedures.

The WG Chair is responsible for the coordination of the overall management of the technical work within the WG.

The TP and WG Chairs shall ensure that all input documents comply with a compatible Partner Type 1 IPR policy. An example front cover is provided in Annex E. Documents which fail to declare compliance with a compatible Partner Type 1 IPR policy shall be entered into the record of the meeting and the Chair shall not entertain discussions regarding the document.

The Chair may assign tasks to members of the TP to assist in the work.

The Chair may delegate tasks to the Vice Chairs.

The Chair may be assisted by the Secretariat.

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

The Chair may invite subject matter experts or observers to the meeting.

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

The Chair and Vice Chair shall maintain strict impartiality in their respective roles and act in the interest of oneM2M.

* 1. TP and WG Chair and Vice Chair dismissal

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

Abstentions or failure to submit a vote shall not be included in determining the number of votes cast.

The SC should dismiss a Chair or Vice Chair of the TP on the proposal of the TP.

The TP should dismiss a Chair or Vice Chair of a WG on the proposal of the WG or a resolution at the TP.

* 1. TP and WG decision-making

TP and WGs shall endeavor 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 meeting or by correspondence, and must be announced at least 14 days in advance. The WG Chair can propose a vote to the TP.

Each Member is entitled to one vote per admitting Partner Type 1. Companies and their affiliates, or non-member-based organizations and their affiliates, are considered a single membership and are entitled to a single vote per admitting Partner Type 1.A proposal shall be deemed approved if 71% of the votes are cast in favor, and the *number of votes cast* is more than 50% of the voting list. Abstentions shall be included in determining the *number of votes cast*. Members and Partners Type 2 that chose not to vote shall not be counted in the number of votes cast.

It is the responsibility of the Chair to ensure that questions to be voted upon are phrased in an unambiguous and actionable manner.

* 1. TP voting during a meeting

The following procedures apply for voting during a TP meeting:

* the Chair shall announce the end time of the voting period;
* before voting, the question of the vote shall be clearly defined, and a clear definition of the issues shall be provided, and an opportunity for discussion shall be provided by the Chair;
* A single registered participant representing a Member admitted by a Partner Type 1 on the voting list shall be entitled to one vote;
* A single registered participant representing a Partner Type 2 on the voting list shall be entitled to one vote;
* no proxy votes are permitted;
* the quorum required for voting during a TP or WG meeting is defined in Article 23; and
* the result of the vote shall be recorded in the meeting report.
  1. TP voting by correspondence

The following procedures apply for voting by correspondence:

* before voting, the question to be voted upon shall be clearly defined, and a clear definition of the issues shall be provided by the Chair and disseminated to all on the TP or WG membership list;
* a voting Member shall be entitled to one vote during the voting period;
* a voting Partner Type 2 shall be entitled to one vote;
* failure to vote by an eligible member of the voting list shall be deemed an “abstain”; and
* the Chair shall announce the end time of the voting period;
* there are no quorum requirements.

The result of the vote should be disseminated to the TP or WG and shall be recorded in the meeting report of the first ordinary meeting to occur after the end time of the voting period.

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

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

* If no candidate obtains 71% of the votes cast in the first ballot, a second ballot shall be held. In the case there are only two candidates in the second ballot, the candidate obtaining the higher number of votes is elected. In cases where there are more than two candidates in the second ballot and if none of them obtains 71% of the votes, a third 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 or subsequent ballot is elected. Abstentions or failure to submit a vote shall not be included in determining the number of votes cast.

The Secretariat shall be responsible for the voting process and shall ensure that confidentiality is maintained.

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

A Member or Partner Type 2 of oneM2M that opposes a Chair’s ruling on a vote taken within the TP or a WG may submit its case to the SC for decision. In such cases the Member or Partner Type 2 shall also inform the TP or relevant WG Chairs.

When a TP 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. TP and WG meetings

TP and WGs shall meet as necessary to complete their work within the prescribed timeframe. TP and WGs should endeavor to hold their meetings at the same time and place to assist in the overall coordination of the work.

Meeting locations and conference call/electronic meeting times should reflect the geographical diversity of the TP and WG delegates.

Further information on meetings is given in Annex D.

* 1. TP and WG meeting invitation
  2. The invitation to a TP 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 a physical meeting and 14 days before a meeting conducted via electronic means to all on the TP or WG membership list. The meeting invitation shall include the following:
  3. Participation in, or attendance at, any activity of oneM2M, constitutes acceptance of and agreement to be bound by all provisions of IPR policy of the admitting Partner Type 1 and permission that all communications and statements, oral or written, or other information disclosed or presented, and any translation or derivative thereof, may without compensation, and to the extent such participant or attendee may legally and freely grant such copyright rights, be distributed, published, and posted on oneM2M’s web site, in whole or in part, on a non-exclusive basis by oneM2M or oneM2M Partners Type 1 or their licensees or assignees, or as oneM2M SC directs.
  4. TP and WG meeting agenda
  5. The draft agenda for a TP or WG meeting shall be disseminated by the responsible Chair to all on the TP or WG membership list at least 21 days before a physical meeting and 7 days before a meeting conducted via electronic means. The draft agenda should indicate subject matters where voting may be required. The draft agenda shall indicate elections to be held (including known candidates). The draft and approved agenda shall include the following:
  6. Participation in, or attendance at, any activity of oneM2M, constitutes acceptance of and agreement to be bound by all provisions of IPR policy of the admitting Partner Type 1 and permission that all communications and statements, oral or written, or other information disclosed or presented, and any translation or derivative thereof, may without compensation, and to the extent such participant or attendee may legally and freely grant such copyright rights, be distributed, published, and posted on oneM2M’s web site, in whole or in part, on a non-exclusive basis by oneM2M or oneM2M Partners Type 1 or their licensees or assignees, or as oneM2M SC directs.
  7. TP and WG meeting attendance

All delegates shall confirm their attendance on arrival at each TP or WG meeting. Each delegate who represents a Members or Partners shall declare the precise name of that Members or Partners. A delegate may only represent one Members or Partners at a meeting.

The term *attendance list* is used for a list of individuals who attend physically means at a given meeting representing a Members or Partners or other entity entitled to participate in meetings – see 0.

* 1. TP and WG meeting document numbering and file naming

OneM2M web site shall provide a freely accessible data base of meeting documents, TSs, TRs [and CRs].

The oneM2M web site will provide an automatic allocation of document numbers.

Document numbering and consistent file naming shall be supported by an application on the oneM2M web site that provides for capturing the information detailed in Annex F and maintains a consistent file naming convention.

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

TP-yyyymmdd-xxx(Rz)\_Title or Description

[not in the beginning, write the principle]

* 1. Management of quorum in TP and WG

#### Voting list

The TP and each WG shall maintain a *voting list* for ordinary meetings: a list of members eligible to vote in that group. The *voting list* shall be published and made available to the members at least [30 days] in advance of each meeting.

The *voting list* shall be a proper sub-set of the *member list*:

#### On creation of new group

When a new group is formed the *voting list* is empty.

For the second meeting of a newly formed group, the *voting list* is a copy of the *attendance list* for the first meeting.

#### Addition to voting list

A Members or Partners Type 2 shall be added to the voting list at the end of the second consecutive meeting at which that Members or Partners Type 2 is represented.

#### Removal from the voting list

A Member or Partners Type 2 shall be removed from the voting list if they are not represented at three consecutive meetings. The removal shall take place at the end of the third consecutive meeting at which that Member or Partners Type 2 has not been represented.

#### Establishing quorum

Quorum is established if the number of Members or Partners Type 2 present exceeds 50% of the number of Members or Partners Type 2 on the *voting list*.

* 1. Subordinate Groups

A WG may establish a Subordinate Groups. Subordinate groups shall work by consensus.

# Work Programme And Technical Coordination

* 1. Work Programme

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

* 1. Work Items

An 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 or Partners Type 2;
* the identity of the Work Item Rapporteurs.
  1. Work Item creation

Each proposed new Work Item shall be supported by at least four Members or Partners Type 2, and their names shall be recorded in the Work Item definition prepared for the TP 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 the progress throughout the drafting phases. The supporting Members or Partners Type 2 are expected to contribute to and progress the new work item throughout the drafting phases.

In addition to the above, TP shall approve new Work Items, giving all essential parameters. The proposal shall be entered into the oneM2M Work Programme maintained on the oneM2M web site, clearly marked as a new entry, for which a unique reference identity shall be allocated.

A WI item can be proposed first in a WG and endorsed by such WG for TP approval.

* 1. Work Item adoption by TP

The oneM2M Work Programme shall be made available to all Members and Partners. 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 TP 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 TP shall ensure that the oneM2M Work Item details are maintained at regular intervals.

* 1. Work Item stopping

Prior to the completion of the intended oneM2M output, the responsible TP may conclude that a Work Item is no longer required. Any Work Item shall automatically be considered by a TP 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 or Partner during this period. It is the responsibility of any objecting Member or Partner to discuss their objections with the TP Chair.

* 1. Technical coordination

The TP shall be responsible for determining the overall time frame and for managing the overall work progress. The TP shall have the responsibility for the technical coordination of the work being undertaken within oneM2M, and for overall system architecture and system integrity.

# Deliverables

* 1. Deliverable types

oneM2M shall prepare, approve and maintain documents known as Technical Specifications and Technical Reports based on input contributions from all eligible parties. Such documents shall be drawn up by the TP and shall, following approval at that level, be submitted to the participating Partners.

Such deliverables shall be allocated a unique identifier that also incorporates version [and release] information as follows:

« how do we want to identify these deliverables? »

* 1. Approval process

Approval of Technical Specifications and Technical Reports by a TP shall normally be by consensus.

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

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

* 1. Drafting Rules

The Technical Specifications and Technical Reports drafted by the TP 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. The oneM2M Drafting Rules are available at the following URL:

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

* 1. Conversion by Partners

As appropriate, Partners shall use their best endeavors to convert the Technical Specifications and Technical Reports approved by the oneM2M initiative 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 comments raised during their public enquiry and approval phases are delivered to the TP.

# Reporting

* 1. Chair’s reporting obligations

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

* 1. Changes to structure and elected officials

The Chair of each WG shall inform the TP of all organizational changes concerning WGs and their elected officials. An up-to-date record of the oneM2M structure shall be maintained on the oneM2M web site.

* 1. Calendar of meetings

The SC and TP shall maintain an up-to-date electronic calendar of the dates and venues for future meetings on the oneM2M web site.

# External Relations

* 1. Relationship with external organizations

oneM2M results should be submitted to external organizations as appropriate.

Representatives of external organizations may be invited to attend for the efficient coordination and exchange of information.

* 1. Relations with Other Groups

TP is 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, what document types may be exchanged, 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 WG may draft individual liaisons to any external organization for approval by the TP.

It is not necessary to have all external liaisons copied to the SC. The TP should decide, at its own discretion, which Groups 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.

Nevertheless, the establishment of a new liaison relationship needs to be approved by the SC before the start of liaison exchange.

# Miscellaneous

* 1. Resources

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

* 1. Secretariat

The Partners shall provide logistical support to, and assist in the operation of, oneM2M in the form of a Secretariat. The functions of the Secretariat are described in *oneM2M Secretariat Functions* which is available from the following URL:

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

* 1. Working language

The working language for oneM2M shall be English.

Meetings of the SC and TP 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. Amendments to oneM2M Working Procedures

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

1. Definitions

|  |
| --- |
|  |
| Affiliate: See oneM2M Partnership Agreement. |
| Agreement: The oneM2M Partnership Agreement signed by oneM2M Partners defining their rights and obligations and available at http:…... |
| Associate Member: See oneM2M Partnership Agreement. |
| Attendance List: A list of individuals who attend either physically or by electronic means at a given meeting representing a Member or other entity entitled to participate in meetings. |
| Attendance: |
| 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 a Partner Type 1 deliverable following the Partners’ recognized processes. |
| Delegate: An individual taking part in a meeting and representing a Member, Partner, Associate Member or Observer. |
| 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. |
| Member: See oneM2M Partnership Agreement. |
|  |
| Member list: A composite list of all Partners Type 2 and Members admitted by all Partners Type 1 per §3 of the oneM2M Partnership Agreement. |
| Observer: An organization fulfilling the criteria to become a future Partner or Member, which has been granted temporary participation rights in oneM2M by the SC or TP Chair. |
| oneM2M: See Agreement. |
| Participate: |
| Partner Type 1: See oneM2M Partnership Agreement. |
| Partner Type 2: See oneM2M Partnership Agreement. |
| Partner: See oneM2M Partnership Agreement. |
| Proxy: |
| Secretariat: A number of persons dedicated to support oneM2M. |
| Steering Committee (SC): See oneM2M Partnership agreement. |
| Sub Working Group (SWG): A subordinate body of a Working Group. |
| Technical Plenary: See oneM2M Partnership Agreement. |
| Technical Report: A oneM2M output document containing mainly informative elements approved by the TP. |
| Technical Specification: A oneM2M output document containing normative provisions approved by a TP. |
| Voting List: A list of Members eligible to vote in a group. |
| Voting Member: A Member or Partner Type 2 that is included in the voting list for the TP or a 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 (WG): A subordinate body of a Technical Plenary. |

1. Abbreviations

SC Steering Committee

SWG Sub Working Group

TP Technical Plenary

WG Working Group

1. Partner application form

An application form is maintained at the following URL:

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

<do we need Member application form ??>

1. Guidance on meeting organization
   1. Meeting classification

TP and WG Meetings are classified and announced as either ordinary or ad-hoc.

* 1. Ordinary meetings

Ordinary meetings are the ones where regular business of the TP or WG is conducted. Such meetings are normally chaired by the Group's Chair or, if unavailable, a Vice Chair.

Ordinary meetings may be conducted as face-to-face meetings, or via electronic means. Face-to-face meetings shall provide the means for Members to participate remotely via electronic means. However, the meeting shall not be delayed to accommodate technical difficulties encountered with such electronic means.

Ordinary meetings that are to be conducted face-to-face should be announced at least six months prior to the opening day of the meeting. Ordinary meetings that are to be conducted solely via electronic means should be announced at least 28 days prior to the opening day of the meeting.

TP 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 16 and Article 17). The Secretariat 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 is one called to address one or more particular topics. The ad-hoc meeting shall be called by decision of the WG 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 TP, although the parent WG or TP 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 TP 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 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 registration

The Secretariat shall make available a means for delegates to confirm their attendance during an ordinary meeting. A Member is added to the *attendance list* only if at least one of their delegates confirms their attendance via such means. If a delegate does not confirm their attendance via such means, the secretary shall assume that the delegate 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 more than one Member at a meeting.

1. Information with input

The table below does not attempt to define a layout of the information, but is presented as a table to identify the information to be provided. Failure to provide that information identified as mandatory will require the Chair of the affected group and those participating in the affected group to reject the input and report that fact in the meeting report.

The following information shall be provided with any input to the work of oneM2M:

|  |  |
| --- | --- |
| Title\*: | **A title for the contribution** |
| |  |  | | --- | --- | | Source\*: | Information pertaining to the Member(s) or Partner Type 2 that are the source of the contribution. Each Member shall include their admitting Partner Type 1. | | Contact\*: | An individual or individuals that other Members may contact for further information or discussion. | | |
| Abstract: | An abstract of the document that may be used to help reader decide whether to read the entire document, and provide information that may be used in subsequent electronic searches. |
| Unique identifier\*: | Such as a document number. This field is assigned automatically. |
| Meeting\*: | The designation of the group to which this contribution is submitted, e.g. Technical Plenary, Working Group, … This field assigned automatically. |
| Agenda\*: | A list of the relevant agenda item(s). |
| Work Item: | A list of the designation of the relevant work item(s). |
| Document(s) impacted: | A list of the Technical Report(s), Technical Specification(s) or other documents that are impacted by this contribution. |
| Intended Purpose of Document: | 🞎 Decision  🗹 Discussion  🞎 Information  🞎 Other: «specify» |

1. The proposed candidate shall be appointed unless there are extraordinary circumstances. 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. [↑](#footnote-ref-2)