# Contents

It is convenient to omit the Table of Contents during document development. An automatically generated Table of Contents may be inserted here by updating the document custom property 'Status' to anything other than 'draft' and then updating this field.

# Foreword

An electronic version of these Working Procedures is available from the oneM2M web-site via the following URL:

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

# 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.

| Designation | Date | Comments |
| --- | --- | --- |
| WPD\_v1.0 | 2012-07-25 | Adopted at the first meeting of the Steering Committee and focuses on material relevant to the operation of the Steering Committee |

# General

* 1. oneM2M

The collaborative activity known by the acronym “oneM2M” is described in the oneM2M Partnership Agreement, which is available from the oneM2M web-site via the following URL:

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

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.

* 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.

* 1. Amendments to oneM2M Working Procedures

These Working Procedures may only be amended by a decision taken by the Steering Committee, 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 Annex D.

* 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. Calendar of meetings

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

* 1. Document numbering and file naming

OneM2M web site shall provide a freely accessible searchable database of all meeting documents, and deliverables (e.g. Technical Specifications, Technical Reports.)

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 C, automatic assignment of document numbers, management of revisions and maintaining a consistent file naming convention.

The file naming convention as shown in the following example:

MM\_ww-yyyymmdd-xxx(Rz)\_title or description

Where:

MM a meeting designator: SC for the Steering Committee; TP for the Technical Plenary;

\_ww an optional two-digit representation of a subordinate group preceded by an underscore. The two-digit representation is padded with leading zeros as necessary;

* a hyphen as a delimiter and to provide visual chunking;

yyyymmdd the date on which the meeting was convened. If the meeting is conducted physically, the date is the local date at the location of the meeting. If the meeting is conducted electronically, the date is the date in timezone Zulu.

* a hyphen as a delimiter and to provide visual chunking;

xxx a three-digit representation of the document number. The three-digit representation is padded with leading zeros as necessary. The numbers are assigned per meeting starting at 001 and incremented for each new document;

Rz a representation of the revision level of the document for all revision levels greater than zero. The letter R is present only if z is present. A representation of the revision level is provided in place of z for all revision levels greater than zero. The revision level is incremented by one for each revision of the document;

\_title or description and optional short string, starting with an underscore, that provides additional information regarding the file.

# 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 resources where approval is limited to those contributing to the 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 right to participate includes the right to attend. See also Article 14.

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.

The following shall have a right to attend the SC:

* One representative of each Member (exclusive of Partner representatives);

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.

* 1. SC appointment of Chair and Vice Chairs

The SC shall appoint its Chair and a maximum of two Vice Chairs 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. Management of quorum in SC

#### Voting list

The SC 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 *partner list*: a list of all Partners.

#### Addition to voting list

Partners shall be added to the voting list at the start of the first meeting at which that Partner is represented.

#### Removal from the voting list

Partners shall be removed from the voting list at the end of a meeting at which that Partners is not represented.

#### Establishing quorum

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

* 1. SC decision-making

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.

The SC Chair and Vice Chair do not vote.

A proposal shall be deemed approved if

* 1. Admitting New Partners

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.

1. Definitions

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| --- |
| 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. |
| 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). |
| 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 right to attend a meeting of oneM2M by the SC or TP Chair. |
| Partner Type 1: See oneM2M Partnership Agreement. |
| Partner Type 2: See oneM2M Partnership Agreement. |
| Partner: See oneM2M Partnership Agreement. |
| Partner List: A list of all Partners. |
| Secretariat: A number of persons dedicated to support oneM2M. |
| Steering Committee (SC): See oneM2M Partnership agreement. |
| 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. |

1. Abbreviations

|  |
| --- |
| SC: Steering Committee. |
| TP: Technical Plenary |

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. Description of Secretariat Functions
   1. Introduction

The use of a Secretariat is considered important for speed and efficiency reasons. oneM2M must take into consideration various support functions required to manage its day-to-day operations, and must be:

* Cost effective (low cost minimal secretariat)
* Efficient and ensure quality documents
* Fairly and equally funded by the Partners/Companies (cost split basis)

Generally speaking, the Secretariat functions can be categorized as noted below. More detailed information on each of these general topics is provided in the sections below.

* High Level Management
* Participant Management
* Technical Document Management
* IT Management & Support
* Budget & Funding
* Temporary arrangement for Meeting Planning
  1. High Level Management

Acts as central point of contact for participations, public, press, regulatory matters and members seeking information related to the oneM2M project and the process.

Monitor and inform the Steering Committee about the use of trademarks, manage copyright requests and usage

Maintain and ensure compliance with official documents (Working Procedures, oneM2M Description, and oneM2M Partnership Agreement) and act as primary contact for procedural matters regarding membership and operation of the Steering Committee, Technical Plenary, Working Groups.

Support workshops and any special events

Serve as Secretary of Steering Committee. Provide meeting minutes, distribution and maintenance of meeting documents.

Provide basic marketing (e.g., press releases, request for oneM2M representatives, etc.) and outreach oversight

Provide liaison statement management

Provide staff to manage elections of officials (e.g., chairs, vice-chairs)

Maintain approved list of Secretariat functions

Review and monitor execution of legally binding contracts/agreements

Manage the provisioning of technical support

Maintain cross reference data showing transposed SDO versions of document deliverables

* 1. Participant Management

Serve as first point of contact for participants and prospective members contacting oneM2M and provides administrative support for participant at large.

* Serve as main point of contact for recruiting new prospects for participation and observation, as well as enforce participation eligibility rules and requirements.
* Facilitate member awareness of IPR policies and guidelines.
* Maintain database of Partners and members and run reports, as required (prepare and maintain annual participants directory)
* Maintain membership lists and any member lists (required for election purposes)
* Process new participants (membership) application and renewals, and communicate all necessary information.
  1. Technical Document Management

Coordinate and [control](http://www.businessdictionary.com/definition/control.html) the specification & release management (Document template, Work item, Release, and Deliverable) of [electronic](http://www.businessdictionary.com/definition/electronic.html) and [paper](http://www.businessdictionary.com/definition/paper.html) [documents](http://www.businessdictionary.com/definition/documents.html) in a [secure](http://www.businessdictionary.com/definition/secure.html) and efficient manner, to ensure that they are accessible to authorized [personnel](http://www.businessdictionary.com/definition/personnel.html) as and when [required](http://www.businessdictionary.com/definition/required.html).

Serve as Secretary of TP and WGs. Provide meeting minutes, distribution and maintenance of meeting documents.

**Management of specifications:**

* Work item management and reporting
* Manage the issuance of Releases – document development process, including document and change request databases, and quality control to ensure uniformity, consistency and adherence to procedures for output documents
* Ensure compliance with Style Guide or Drafting Rules
* Provide document templates and document handling procedures
* Process final review of output documents once received from working groups
* Create documents
* Update documents by including approved change requests
* Provide output documents to relevant Partners for transposition
* Maintain website eLibrary, including both editable and published versions of technical specifications and reports, and all supporting documentation

**Project Management/Tools:**

* Provide input, as needed, on project management mechanism and tools
* Process changes to work plans and generate reports accordingly
* Track deadlines
* Release management
* Enforce and provide guidance on project management procedures and processes, including conducting training sessions accordingly
  1. IT Management & Support

Manage requirements and resolve IT-related issues of the entire oneM2M project in a timely manner.

* supervise website construction, management and maintenance
* Administer web content; containing and providing, as a minimum, meeting documents, approved specifications, application process, meeting calendars, organization structure, elected officials, contacts, meeting registration
* Maintain policies (need to clarify)Propose and procure IT related equipment (WLAN/Projectors/Router/Local servers based on guideline
* Manage and maintain service
* Provide onsite meeting support
* Provide and maintain the Virtual Meeting Software
* Administrate and maintain Email distribution lists
  1. Budget & Funding

Provide a forecast of revenues and expenditures, and compare the actual financial operation of the oneM2M partnership project to the forecast.

Prepare annual operating budget

* Draft Funding Agreement, based on annual budget
* Review budget with partners
* Seek approval of budget
* Prepare and present quarterly budget statements
* Close annual books, as appropriate

Expense paying

* Bill handing
* Bill reconciliation
* Payments
* Analyze and ensure accuracy of expenses

Funding

* Ensure dues collection goals are met
* Collect funds from partners

Communicate issues and prescribe solutions to any issues that may arise

Resolution documentation

* Keep track of revenues and expenses
* Provide financial summaries to SC
  1. Temporary arrangement for Meeting Planning

For 2012, the Partners are responsible for hosting of meetings on a regional rotation basis.

This arrangement will be reviewed by end 2012 for the subsequent years, in particular considering the following options:

* The Partners/Members will to host the meetings on a regional rotation basis, or
* The secretariat will take care of hosting the meeting; the resources will be obtained from the oneM2M funding

The host is responsible for:

* Location selection / recommendations on hotel
  + Work in conjunction with SC, TP , WG leadership and the Secretariat
  + Ensure regional balance for meeting locations
* Negotiate agreements with potential hotels
* Sleeping Room rates negotiation
* Meeting room rental and related expenses
* A/V (Internet, electricity, speakerphones, etc.) and related expenses
* Concessions and related expenses
* Invitation and Reservation information, including visa management
* Onsite support and related expenses

The secretariat:

* Provides onsite support
* Analyze committee attendance for future planning

Develop and maintain meeting requirements and recommendation documentation.

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)