# Opening

The meeting was opened by the Conveners, Andrew Kurtzman and Enrico Scarrone, at 1300 GMT.

# Attendees

In attendance (as recorded by GoToMeeting):

Cheryl Blum [cblum@tiaonline.org](mailto:cblum@tiaonline.org)  
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# Review of Agenda (20120307\_01)

The agenda provided in document 20120307\_01 was approved as presented.

# Notes from 02 March 2012 Meeting (20120307\_02)

The meeting notes from the 2 March 2012 teleconference provided in 20120307\_02, were approved as presented.

# Level of Secretariat Services (20120228\_03)

Document 20120228\_03 was presented, noting the changes proposed by ETSI (and shown in blue).

Action: The proposed Secretariat Functions document will be converted to a Word file, for ease of change tracking, etc. Cheryl, Changho, Jonas, and Steve will make additional changes focusing on the rearranging/grouping of the functions. The updated document will be redistributed to the ad hoc groups prior to the next teleconference.

Extensive discussions regarding meeting planning occurred. Noting the importance of this topic and its impact on the budget, it was noted that additional offline discussions will need to occur so that consensus can be reached and a plan to implement the recommendation can be developed.

# Funding (20120228\_04, 20120307\_03)

Document 20120228\_04, which proposes an initial cost sharing principle of the oneM2M Secretariat functions during the first year operation, was presented. In the proposal, rather than approving a budget at this time, oneM2M Partners would provide Secretariat staff support for the first year.

Document 20120307\_03, a proposed draft budget, was presented. The document shows the costs for several budget line items (meeting planning, etc.) but no staff support costs, as Partners may be willing to provide a staff member for the first year of operation. The costs associated with this proposal could be covered by collecting a flat fee from all participants for the first year.

During the discussions, it was noted:

* If a funding model and budget is not passed prior to the onset of activities, it will be imperative that a decision be made during Q3 of 2012, so that Partners and companies can plan 2013 budgets.
* The Secretariat staff that would travel to meetings will depend on the functions to be performed (as agreed upon and finalized).
* Equipment would be “lent” to the Project and then bought in a subsequent year.
* A certain level of service must be maintained during the first year and a stable document system must be in place.
* Recommendation that a funding formula/model be established up front, prior to launch of oneM2M.
* Emphasized that costs for operation of oneM2M should be minimized both now and later.

# Review of Draft Founding Agreement (20120307\_04, 20120307\_05)

Document 20120307\_04, the oneM2M Partnership Agreement, was presented. Edits to the document were made during the discussions.

It was also noted that while the funding model of oneM2M is not currently outlined in the document, it will need to be included once it has been determined (perhaps as an Exhibit).

Action: The oneM2M Partnership Agreement will be updated (per discussions) and provided to the participants prior to the next joint ad hoc teleconference.

Document 20120307\_05, which presents a comparison of the proposed approaches relating to voting in oneM2M, was presented. Due to time constraints a thorough discussion did not occur and this topic will be the first item on the next meeting’s agenda.

Action: Participants will review document 20120307\_05 and be prepared to discuss during the next Ad Hoc teleconference.

# Draft Working Procedures Document (20120307\_06)

Document 20120307\_06, a draft of the oneM2M Working Procedures, was not discussed due to time constraints. This document will be carried forward to the next joint ad hoc meeting.

# Next Meeting

The next joint meeting of the Participation and Legal ad hoc groups will be held 13 March 2012 @ 1300 GMT.

# Any other Business

None

# Adjourn

The meeting ended at 1517 GMT.