Contents

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Foreword

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

<http://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 Agreement « add reference ». In particular, the Agreement details the Purpose, Scope, Objectives, and Copyright Ownership, together with the undertakings and rights of the various opportunities to participate in the collaboration.

#  Structure

* 1. Structure of oneM2M

oneM2M shall consist of a Steering Committee (SC) and a Technical Plenary (TP). The TP may establish Working Groups (WGs) or Ad-Hoc Groups (AHGs) as required.

#  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;
* propose and approve modifications to these 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 or an approved resolution for the dismissal of the Chair or Vice Chair[[1]](#footnote-1);
* 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 Partners.

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

* 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 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 SC 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 the SC:

* At most one representative of each Member;
* Any observer organization representative invited by the SC Chair.
	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.

* 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 Agreement and 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 oneM2M.

The Chair may invite observers to explore possibility of joining oneM2M as Partners.

* 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 meeting date, a calling notice, and draft agenda shall be issued.

The supporting document of the SC shall be ready for review seven days before the meeting date.

* 1. SC decision-making

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

The SC shall endeavor 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 shall have one vote. The SC Chair and Vice Chairs do not vote unless casting the vote on behalf of his/her Partners. A proposal shall be deemed approved if 71% of the votes cast are in favor, and the number of votes cast is more than 50% of the “voting list” (Partners present in the SC meeting). 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 based on Member input and taking into account market requirements.

The Technical Plenary shall also perform the following tasks:

* Propose to the SC for appointment TP Chair and Vice Chair based on election results;
* Creation of Working Groups and approval of their terms of reference;
* When a new Working Group is created, the appointment of Working Group Convener;
* 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.);
* Liaisons with other organizations on technical matters.
* Maintenance of the list of Members 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 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);
* a representative of each Partner Type 2.

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

* Representatives of Members;
* Typically, a maximum of five representatives of each Partner Type 1;
* A maximum of three representatives of each Partner Type 2.

The following shall have a right to attend the TP:

* A maximum of one representatives of each observer invited by the TP Chair;
	1. TP and WG 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. (Note: We start the term from 2013, then.)

The TP Chair and Vice Chair shall be elected by the Technical Plenary from amongst the Member representatives. The TP shall elect a maximum of three Vice Chair. The Chair and Vice Chair(s) of the TP shall be confirmed by the SC.

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 election to the office of Chair and Vice Chair is a personal one, not directly tied to a person's employer.

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 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 only 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.

Should the office of Chair or Vice Chair of a TP 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 TP, and shall be announced in the agenda according to the provisions of Article 21:

When such a special election is held to fill the office of Chair, and one or more of the Vice 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 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.

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.

Following election by the TP, the TP Chair and Vice Chair shall be appointed by the SC on the proposal 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 Article 11:a)above, changing TP to WG wherever TP 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 TP 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 TP is responsible for appointing a convener for the first two meetings.

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

* 1. TP and WG Chair responsibilities

The TP Chair is responsible for the overall management of the technical work within the TP and its Working Groups. 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 overall management of the technical work within the WG.

The Chair shall ensure that all input documents comply with a compatible IPR policy. An example front cover is provided in Annex G. Documents which fail to declare compliance with a compatible IPR policy shall not be entered into the record of the meeting, and the Chair shall entertain no discussion regarding the document.

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.

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

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 TP tasks, the Chair shall maintain strict impartiality 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 , and the number of votes cast is more than 50% of the “voting list” (Members on the quorum list and present in the TP meeting) are required to recommend dismissal.

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

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

* 1. TP and WG decision-making

Technical Plenary 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 or WG meeting or by correspondence.

A proposal shall be deemed approved if 71% of the votes cast are in favor, and the number of votes cast is more than 50% of the “voting list”. 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, and the number of votes cast is more than 50% of the “voting list” to approve the question. Questions should be phrased to precipitate a decision. Examples of appropriate questions are; Shall the TP approve the Specification and send it to the Partners? 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 we take option A as the way forward? If this question fails the second question is, shall we 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 E.

* 1. TP and WG voting during a meeting

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

* before voting, a clear definition of the issues shall be provided by the Chair;
* a single representative of any Member 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 shall be 50% of the total number of Voting Member companies on the TP or WG voting list;
* the result of the vote shall be recorded in the meeting report.

For the determination of the quorum, see Annex F.

* 1. TP 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 TP or WG membership list;
* a single representative of any Member on the voting list shall be entitled to one vote during the voting period;
* there are no quorum requirements;

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

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

In the case where there is more than one candidate for TP 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 Support Team 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 of oneM2M who 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 shall also inform the TP or relevant WG Chair.

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

Technical Plenary and WGs shall meet as necessary to complete their work within the prescribed timeframe. Technical Plenary and WGs should endeavor 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 TP and WG delegates.

Further information on meetings is given in Annex D.

* 1. TP and WG meeting invitation

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 the meeting to all on the TP or WG membership list.

* 1. TP and WG meeting agenda

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 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. TP and WG meeting registration

Every delegate shall register on arrival at each TP 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.

The term "attendance list" is used for a list of individuals who register at a given meeting representing a Member or other entity entitled to participate in meetings – see Annex D.

* 1. TP and WG meeting document and file naming

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

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

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

yyyy – year

mm - month

dd – day

xxx – contribution number restarting a 001 for each meeting

Rz – optional Revision number (e.g. R1)

n – Working Group Number

* 1. TP and WG Voting List

#### Voting list

The TP and each WG shall maintain a “voting list”: a list of Members eligible to vote in that group.

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

#### On creation of new WG

When a new WG is formed no votes may be taken at the first meeting.

The voting list is established by taking a copy of the attendance list at the end of the first 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 24:.d.

#### Removal from and reinstatement to voting list

A Member which is not represented at three consecutive meetings of the TP 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.

* 1. Sub Working Groups

A WG may establish a Sub Working Group (SWG) with defined Terms of Reference. The WG shall appoint a SWG Chair. The SWG shall work by consensus. The SWG shall consider only input documents remanded to it by its parent WG. The meeting notice requirements for a SWG meeting are the same as for Technical Plenary and WGs.

# 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

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 ;
* 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 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 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 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 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 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 co-ordination

The TP shall be responsible for determining the overall time frame and for managing the overall work progress. The TP shall have a responsibility for the technical co-ordination of 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. Such documents shall be drawn up by the Technical Plenary and shall, following approval at that level, be submitted to the participating Partners.

* 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 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. Conversion by Partners

As appropriate, Partners shall use their best endeavors 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 TP.

# Reporting

* 1. Chair’s reporting obligations

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

* 1. Changes to structure and officials

The Chair of each WG 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 ISO, IEC and ITU

oneM2M results should be submitted to the ISO, IEC and ITU as appropriate.

Representatives of ISO, IEC and ITU are invited to participate for the efficient coordination and exchange of information.

* 1. Relations with other groups

Technical Plenary 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 WG may draft individual liaisons to any external organization for approval by the Technical Plenary.

It is not necessary to have all external liaisons copied to the SC The Technical Plenary 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.

Relations with the ISO, IEC and ITU are described in Article 39:.

# 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 licenses on fair, reasonable terms and conditions and on a non-discriminatory basis.

Partners Type 2 shall be responsible for informing the contributors of the IPR policy of granting licenses 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. Amendments to oneM2M Working Procedures

These 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 a Partner Type 1deliverable following the Partners’ recognized processes.

Delegate:
An individual taking part in a TP/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.

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 or company 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.

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.

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 24: and Annex A and Annex D.

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 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:
A subordinate body of a Technical Specification Group.

1. Abbreviations

SC Project Co-ordination Group

SWG Sub Working Group

TP Technical Plenary

WG Working 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

TP and WG Meetings are classified either:

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

Ordinary meetings are ones where the 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.

Ordinary meeting that are to be conducted face-to-face should be announced at least six months prior to the opening day of the meeting. Ordinary meeting 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 15: and Article 16:). 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 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 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, e-mail 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 dialing in to the conference bridge, those issuing and responding to e-mails, etc.) Nevertheless, advance registration is strongly encouraged.

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 TP (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 14: and Article 15:.
* If the challenge fails (at least 71% in favor of the working agreement, and the number of votes cast is more than 50% of the “voting list”), 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 favor of the working agreement, and the number of votes cast is more than 50% of the “voting list”), 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 TP or a WG, the quorum is established if:

(Note: Need to add text here.)

1. Example front cover

All Members are encouraged to include the following front cover on any input to the work of oneM2M:

(Note: Need to add Text here with IPR Statement.)

1. 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.); [↑](#footnote-ref-1)