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100/AGS/661

2015-10

INTERNATIONAL ELECTROTECHNICAL COMMISSION

TECHNICAL COMMITTEE No. 100: AUDIO, VIDEO AND MULTIMEDIA SYSTEMS AND EQUIPMENT

To all TC100 AGS/AGM members

Creation of the Guideline for operating Study Session in TC100 AGS

Based on a discussion in the TC 100/AGS meeting which was held on 2015-04-22 in Milan, Italy, TC 100 Secretariats revised the guideline for operating Study Session in TC100 AGS more effectively.

Background

AGS has established 9 Study Sessions for investigating new standardization themes and tends to accelerate this approach for developing new standard timely.

Because there is no official rule or definition about Study Session, all Study Session leaders faces difficulties how to process the investigation.

Proposal

Create the Guideline for describing the rules and definitions in order to proceed Study Session effectively.

Title: Guideline for operating Study Session in TC100/AGS

- 1 Purpose of Study Session
 - Initiating and encouraging the investigation of new theme in AGS towards future new standardization.
- 2 Establishment and Disband of Study Session
 - AGS establishes and disbands Study Session through the discussion in AGS meeting
- 3 Assignment of Study Session Leader
 - AGS appoints and approves the leader among AGS members.
- 4 Study Session Member
 - i. Relevant expert who can contribute to the discussion in Study Session.
 - ii. Member must own IEC account
- 5 Guest Member
 - Study Session Leader can invite any other expert to SS meeting as a Guest.
- 6 Minimum member of expert for starting Study Session
 - 3 experts including the leader
- 7 Expected outcome
 - i. Establish Stage 0 project
 - ii. Develop Technical Report
 - iii. Investigate for issuing NP
- 8 Term of Activity
 - 2 years after the completion of the call for member
- 9 Report to TC100
 - SS Leader shall report at every AGS meeting
- 10 Call for member
 - i. Study Session Leader drafts the document of the call for member, and sends to AGS Secretary.
 - ii. AGS Secretary issues the call for member by sending email to following email reflector and corresponding collaboration tool;
 - A) AGS
 - B) AGM
 - iii. Study Session Leader defines the period of call for member.

- iv. AGS/AGM members are encouraged to circulate the email of the call for member to each TA member or outside TC100, and are requested to nominate him/herself and/or other member by responding email to AGS Secretary.
- v. AGS/AGM members can nominate Study Session member even after the closure of the call for member

11 Meeting

- i. Meeting is conducted by F2F, using internet tools or using telephone.
- ii. Meeting announcement should be announced at least 2 weeks in advance. Meeting can be held at any time if 2/3 of member agrees on holding the meeting.
- iii. TC100 AGS Secretary (TC100 Assistant Secretary) can assist for arranging web meeting tool if necessary.
- iv. Study Session Leader is expected to circulate the documents used in the meeting in advance.

12 Document Circulation

- i. All meeting documents shall be shared among all Study Session members by using the email reflector and collaboration tool.
- ii. AGS secretary helps Study Session leader to establish the email reflector by requesting IEC CO.

This guideline is reviewed time to time by TC100 Secretariat and approved by AGS for making it effective.

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Tadashi Ezaki
IEC TC 100 Secretary

Toshihiro Inokuchi
IEC TC100 Assistant Secretary