



ADM-0005-Working_Procedures-V7.0
oneM2M Working Procedures

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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_v1.0.0	2012-09-04	Adopted only Articles 1 – 9, 11 - 13, 23, 37, 44 and 45 at the meeting of SC #1-bis.
WPD_v1.1.0	2012-09-26	Added adoption of Articles 10, 17, 26 – 30 and Annex G at the meeting of SC #2.
WPD_v1.2.0	2012-11-05	At the meeting of SC #3 adopted: <ul style="list-style-type: none"> • Articles 14 – 16, 18 – 22, 24, 25, 31, 32, 35 and 46; • amendments to Article 17; • amendments to Article 27; • the definition of consensus.
WPD_v1.3.0	2013-01-07	At the meeting of SC #4 adopted: <ul style="list-style-type: none"> • Articles 34 and 41; • Annexes B, C, and E.
WPD_v1.4.0	2013-02-20	At the meeting of SC #5 adopted: <ul style="list-style-type: none"> • Article 40; • Annexes A, D and F; At the meeting of SC #5 amended the following per change request and subsequent discussion: <ul style="list-style-type: none"> • Articles 12, 34 and 41.
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WPD_v3.0.0	2013-05-02	WG elections take place under TP <ul style="list-style-type: none"> • Sections 12, 14, 17, 19, 20, 21, 24, 26 • Annex D4, E
WPD_v4.0.0 WPD_v5.0.0	2013-06-12	<ul style="list-style-type: none"> • Removed Annex G per agreed recommendation from the Legal Sub-committee • Removed forward reference to Annex G in Article

Designation	Date	Comments
		10 <ul style="list-style-type: none">• Modified text regarding partner votes in Article 10• Removed Annex G from Table of Contents
WPD V 6.0	2014-08-01	<ul style="list-style-type: none">• Updated the Work Item Articles with a joint proposal from ETSI and TIA.
WPD V 7.0	2015-03-02	The following were changed: (SC-2015-0012R01) <ul style="list-style-type: none">• Prolonged absence of a chair or vice chair (Articles 6 and 14)• PT1 participation in TP (Article 13)• Voting procedures for a vice chair. (Article 20)

Section A. General

Article 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.

Section B. Structure

Article 2 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.

Section C. Steering Committee (SC)

Article 3 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;
- 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 Chair¹;
- 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 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.

Article 4 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. See also Article 9.

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.

Article 5 SC appointment of Chair and Vice Chairs

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

The SC shall appoint a maximum of three Vice Chairs. An endeavor shall be made to maintain Partner and regional balance in the election of the Chair and Vice Chairs.

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.

SC subgroups Chairs are appointed by the SC Chair.

Article 6 SC election of Chair and Vice Chair(s)

Regular elections shall be held every two years.

A candidate for election shall provide a letter of support from the Partner 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 Partner that he/she represents during his/her term of office, a new letter of support shall be provided. 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 SC. 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 UTC 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 an SC Chair or Vice Chair be absent for six consecutive months or 3 consecutive SC meetings, whichever is the longer period, they shall be deemed to have resigned their position, and that position shall be declared vacant and elections shall be initiated to take place at the next SC meeting.

Should a SC 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 SC, and shall be announced in the agenda according to the provisions of Article 8.

When such an election is held to fill the office of Chair, and one or more of the SC 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 SC 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.

Article 7 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.

Article 8 SC meetings

A meeting of the SC shall be held at least twice per year. SC meetings shall be conducted via electronic means whenever possible.

If a meeting of the SC is conducted as a face-to-face meeting, that meeting shall provide the means for participation via electronic means. However, the face-to-face meeting shall not be delayed to accommodate technical difficulties encountered with such electronic means. A Partner must have at least one (1) representative physically present at a face-to-face meeting.

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.

Article 9 Management of quorum in SC

a) Voting list

The SC shall maintain a *voting list* for ordinary meetings: a list of Partners eligible to vote in that group. The *voting list* shall be published and made available to the Partners 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.

b) Addition to voting list

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

c) 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.

d) Establishing quorum

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

Article 10 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 (either physical or by electronic means) or by correspondence.

Each Partner shall have one vote on all issues.

The SC Chair and Vice Chair do not vote unless the individual is the only representative present from that Partner. If the Chair or Vice Chair intends to vote as a representative of their Partner, they shall declare that intent prior to the vote.

A proposal shall be deemed approved if

$$\frac{\{\text{number of votes cast for}\}}{\{\text{number of votes cast for}\} + \{\text{number of votes cast against}\}} \geq 0.71$$

Section D. Admitting New Partners

Article 11 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.

a) 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.

b) 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.

c) 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.

Section E. Technical Plenary (TP) and Working Groups (WG)

Article 12 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 14);
- Creating WGs approving their scopes and terms of reference and assign relevant tasks to them;
- Appointing a WG Convener when a new WG is created (see Article 14);
- Electing WG Chair and Vice Chair(s);
- 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 the document release process and change management process while examining improved processes for document handling;
- 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).

Article 13 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.

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;
- Secretariat representatives of Partners Type 1 may participate in the Technical Plenary but shall not provide new technical content to oneM2M specifications.
- Representatives of Partners Type 1 may participate in the development of the testing activities including the provision of technical contributions.

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.

Article 14 TP and WG election of Chair and Vice Chair(s)

a) TP elections

Regular elections shall be held every two years.

The Chairs and Vice Chair(s) shall be elected by the TP from amongst the Members or Partners Type 2 representatives. The TP shall have 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 regional 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 UTC 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 be absent for six consecutive months, or 3 consecutive TP meetings, whichever is the longer period, they shall be deemed to have resigned their position, and that position shall be declared vacant and elections shall be initiated to take place at the next TP meeting.

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 23.

When such an election is held to fill the office of Chair, and one or more of the group's 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 group 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.

b) 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, with the following differences:

- Each WG shall have 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 election by the WG, the WG Chair and Vice Chair should be confirmed by the TP on the recommendation of the WG.

Article 15 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.

An example front cover for an input document is provided in Annex F. If the source information per Annex F is not provided, the document 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 demand for resources of Members, the Chair should encourage a minimum number of meetings, and maximize the use of electronic means to advance the work. The number of parallel meetings should be minimized to limit the demand for resources of Members.

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

Article 16 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.

Article 17 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 while a quorum is present, see Article 26 or by correspondence, and must be announced at least 14 days in advance.

No vote shall be conducted during a meeting of a WG. If consensus cannot be achieved, the WG Chair may 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. Each Partner Type 2 is entitled to one vote.

A proposal shall be deemed approved if

$$\frac{\{\text{number of votes cast for}\}}{\{\text{number of votes cast for}\} + \{\text{number of votes cast against}\}} \geq 0.71$$

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

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.

Article 18 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 shall be present at the time of a vote during a TP or WG meeting, see also Article 26; and
- the result of the vote shall be recorded in the meeting report.

Article 19 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 voting list;
- only a Member or a Partner Type 2 that is listed on the voting list during the meeting that initiated the vote by correspondence shall be entitled to one vote during the voting period;
- 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 and shall be recorded in the meeting report of the first ordinary meeting to occur after the end time of the voting period.

Article 20 TP 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 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 50% 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 shall not be included in determining the number of votes cast.

If there are more candidates than vice chair positions to be filled, a secret ballot shall be used. The following procedure shall apply:

- If no candidate obtains 71% or more, of the votes cast in the first ballot, a second ballot shall be held between the two candidates who have obtained the highest number of votes in the first ballot. The candidate obtaining the higher number of votes in the second or subsequent ballot is elected.
- Abstentions shall not be included in determining the number of votes cast.
- For multiple positions, the process above is applied sequentially for each position to be filled.

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

Article 21 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 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, unless or until overturned by the SC.

Article 22 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.

UTC shall be used in the meeting calendar and the portal to designate meeting times for electronic meetings with remote participation only,

UTC shall be used in the invitations, agenda, minutes, etc. to designate meeting times for electronic meetings with remote participation only,

Local time of the meeting place shall be used in the invitations, agenda, minutes, etc. to designate the meeting times, for Face to Face meetings, even in case of remote participation. The time zone and the time offset with respect to UTC shall be indicated on the front page of the invitations, agenda, and minutes.

Further information on meetings is given in Annex D.

Article 23 TP and WG meeting invitation

An invitation for a face-to-face meeting should be distributed 90 days in advance but shall be distributed at least 30 days before a meeting. The draft agenda shall be distributed 30 days before a meeting.

An invitation for a meeting conducted via electronic means shall be distributed at least 14 days before a meeting. The draft agenda shall be distributed 14 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 draft agenda shall include the following:

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.

The input documents 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.

Article 24 TP and WG meeting attendance

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

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

Article 25 TP and WG meeting document numbering and file naming

OneM2M web site shall provide a freely accessible searchable data base of meeting documents, Technical Specifications, Technical Reports and other documents relative to the development and change management process.

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.

Article 26 Management of quorum in TP and WG

TP and WG meetings may be conducted via electronic means or face-to-face.

Face-to-face meetings may provide the means for participation via electronic means. However, the face-to-face meeting shall not be delayed to accommodate technical difficulties encountered with such electronic means. Further, participation via electronic means at a face-to-face meeting does not constitute attendance for the purposes of voting rights or quorum.

a) Voting list

The TP shall maintain a *voting list* for ordinary meetings: a list of Members eligible to vote in TP. The *voting list* shall be published and made available to the members at least 7 days in advance of each meeting.

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

b) 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.

c) Addition to voting list

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

d) 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 Partner Type 2 has not been represented.

e) Establishing quorum

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

Article 27 Subordinate Groups

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

Section F. Work Programme And Technical Coordination

Article 28 Work Programme

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

Article 29 Work Items

All technical work affecting deliverables in oneM2M must be within the scope of a Work Item adopted by the Technical Plenary.

A oneM2M Work Item shall be within the scope of oneM2M and shall provide the following information using the Work Item document template (http://member.onem2m.org/Static_pages/Templates/oneM2M-Template-WI-Doc.doc):

- title;
- technical scope of the intended output;
- intended work;
- impact on deliverables, Working Groups or other Work Items;
- the schedule of high level goals;
- The leading and secondary WGs;
- the identities of the four or more supporting Members or Partners Type 2;
 - o The supporting Members or Partners Type 2 shall contribute to and progress the Work Item throughout the drafting phases;
- the identity of one or more Work Item Rapporteur(s).
- Work Items documents shall be available via the Work Programme portal page.

Article 30 Work Item creation

Work Item proposals shall use the Work Item document template. (http://member.onem2m.org/Static_pages/Templates/oneM2M-Template-WI-Doc.doc).

Work Items not yet adopted by TP shall be flagged as “draft” on the Work Programme portal page.

It is recommended that new Work Items are socialized with and agreed by the impacted Working Group(s) under the leading WG coordination, before seeking TP adoption.

A WI item can be proposed first in the impacted WG(s) or directly in the TP.

Article 31 Work Item adoption by TP

New Work Items shall be subject to TP adoption as described below.

Work Items shall be adopted according to the provisions of Article 17 TP and WG Decision Making.

The proposal to adopt a Work Item shall be made in an input contribution. The proposed Work Item document, containing all of the mandatory information, shall be attached.

If the final version of the Work Item Document for adoption has not been available for 14 days prior to the decision to adopt it, members may request a 14 day approval by correspondence.

A Work Item shall be flagged on the portal as "new" for 30 days after the oneM2M work item adoption by TP.

Article 32 Work Item stopping

When a Work Item is stopped, then work covered by that Work Item shall cease.

Work Items shall be stopped when the work on the deliverables covered by the Work Item is complete.

TP may decide to stop a Work Item prior to the completion of the intended oneM2M output.

The proposal to stop a Work Item shall be made as an input contribution to TP and shall be available for at least 14 days prior to the TP meeting where the decision would take place.

If the proposal to stop a Work Item has not been available for 14 days, the decision shall be taken by a 14 day approval by correspondence.

Any Work Item shall automatically be considered by the TP as a candidate for stopping, if any the information identified in **Error! Reference source not found.** becomes invalid. For the purposes of evaluating continued support, a Member or Partner Type 2 shall only be considered a supporting Member or Partner Type 2 if they have provided an input contribution, either as a sole contributor or as a contributor with others, towards development of at least one of the deliverables identified in the Work Item within the previous three months. Work Items that are candidates for stopping shall be clearly identified in the Agenda of the TP meeting where the decision would take place.

Following a TP decision to stop a Work Item, it shall be flagged as "stopped" on the portal. .

The Work Programme shall be updated accordingly, and shall show the Work Item as "stopped".

Article 33 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 both within oneM2M and with other organizations, and for overall system architecture and system integrity. See also Article 40 and Article 41.

Section G. Deliverables

Article 34 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 or WG and shall, following approval at TP level, be submitted to the participating Partners.

The development of such deliverables must be within the scope of a Work Item, **Error! Reference source not found.**, adopted by the Technical Plenary

Such deliverables shall be allocated a unique identifier that also incorporates version and release information.

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 – see also Article 18 and Article 19.

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 approved by the TP or relevant WG according to the agreed change management process.

Article 35 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 *Drafting Rules* shall be developed and maintained by the SC taking into account input from the TP, approved by the SC and made available from the oneM2M web-site.

Article 36 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.

Section H. Reporting

Article 37 Chair's reporting obligations

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

Article 38 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.

Article 39 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.

Section I. External Relations

Article 40 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.

Article 41 Relations with Other Groups

The establishment of a collaborative relationship beyond the exchange of informative information needs to be approved by the SC.

External liaison statements that may have management or legal implications such as organization, process, procedures, and policy shall be approved by the SC.

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

TP is encouraged to send liaison statements directly to approved technical bodies and to relevant technical bodies within the Partners as appropriate.

A WG may draft individual liaison statements to any external organization for approval by the TP.

A liaison statement shall clearly communicate what is expected from the receiver, i.e., which parts are for information, what (if any) 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.

Section J. Miscellaneous

Article 42 Resources

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

Article 43 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 oneM2M web-site via the following URL:

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

Article 44 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).

Article 45 Amendments to oneM2M Working Procedures

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

Article 46 Procedures not covered by these Working Procedures

The TP may create its own *Method of Work* to provide further guidance for the operation of the Technical Plenary and its subordinate groups provided that *Method of Work* does not conflict with these Working Procedures. In the event of conflict between the *Method of Work* and these Working Procedures, these Working Procedures shall prevail.

Annex A. 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.

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 oneM2M Partnership Agreement.

Partner Type 1:

See oneM2M Partnership Agreement.

- Partner Type 2:**
See oneM2M Partnership Agreement.
- Partner:**
See oneM2M Partnership Agreement.
- 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.

Annex B. Abbreviations

SC Steering Committee

TP Technical Plenary

WG Working Group

Annex C. Partner application form

An application form is available from the oneM2M web-site via the following URL:

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

Annex D. Guidance on meeting organization

D.1. Meeting classification

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

D.2. 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 that are to be conducted face-to-face should be scheduled 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 scheduled at least 14 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 18 and Article 19). 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.

D.3. Ad-hoc meetings

An ad-hoc meeting may be called by decision of the WG to address one or more particular topics. 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..

Ad-hoc meetings shall not be considered when calculating voting rights.

No voting shall occur at ad-hoc meetings.

D.4. Attendance registration

The Secretariat shall make available a means for delegates to confirm their attendance during an ordinary TP 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 delegate shall not be added to the attendee list.

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.

Annex E. 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 TP. 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
- 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 TP. 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 17 and Article 18.
- 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.

Annex F. 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:

<input type="checkbox"/>	Decision
<input checked="" type="checkbox"/>	Discussion
<input type="checkbox"/>	Information
<input type="checkbox"/>	Other: «specify»