iot-2013-00008

Bennett, Barbara

From: iot-sg@standards.incits.org on behalf of Garner, Jennifer <jgarner@itic.org>
Sent: Monday, March 18, 2013 6:15 PM
To: iot-sg@standards.incits.org
Subject: [iot-sg] US Offer to Host August 2013 JTC 1 SWG on IoT Meeting - US Hosting Documentation Due by May 1, 2013

Importance: High

eb-2013-00392

INCITS
InterNational Committee for Information Technology Standards
INCITS Secretariat, Information Technology Industry Council (ITI)
1101 K Street NW, Suite 610, Washington, DC 20005

Date: March 18, 2013
Response Due: May 1, 2013
Reply to: Jennifer Garner
Phone: 202.626.5737
Email: jgarner@itic.org

To:	Dr. Wilbert (Chuck) Adams, Convenor INCITS Study Group on Internet of Things (IoT), US TAG to JTC 1 SWG on IoT Mr. Stephen Halliday, US HoD to the March 2013 JTC 1 SWG on IoT Meeting in Berlin, Germany
Subject:	**Correspondence with the US TAG to the JTC 1 SWG on Internet of Things (IoT) Related to the Tentative US National Body Offer to Host the August 20-21, 2013 JTC 1 SWG on IoT Meeting**
From:	Jennifer Garner, INCITS Secretariat

Background

At the January 2005 meeting, INCITS, the US TAG to JTC 1, agreed that US offers to host an international meeting must be submitted not less than eight months in advance of the meeting. Offers to host that are not submitted eight months in advance will not be approved. Document eb-2011-00218 (attached) details the US procedures related to the hosting of an international meeting by the US National Body.

Requested Action

The US HoD report for the March 2013 JTC 1 SWG on IoT meeting in Berlin, Germany (eb-2013-00391) notes that the US delegation made a tentative offer to host the August 20-21, 2013 JTC 1 SWG on IoT meeting. The largest conference room at ITI's office in Washington, DC has been reserved for the meeting.

The INCITS Study Group on IoT members are requested to review the attached documentation and contact the INCITS Secretariat (jgarner@itic.org) to discuss any questions on the hosting process.

The INCITS Study Group on IoT Convenor/Chairman is asked to submit the required hosting documentation to the INCITS Secretariat (jgarner@itic.org) by **May 1, 2013** for EB consideration and approval by accelerated letter ballot.

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eb-2011-00218

INCITS
InterNational Committee for Information Technology Standards
Information Technology Industry Council (ITI)
1101 K Street NW, Suite 610, Washington, DC 20005
Telephone 202-737-8888

Date: January 11, 2010
Replaces: eb-2010-00075
Reply to: Jennifer T. Garner
Phone: (202) 626-5737
Email: jgarner@itic.org

To: INCITS Technical Committee Chairmen
AIM Global, EIA/TIA and IEEE TAG Administrators
INCITS Executive Board

Subject: Transmittal of US Procedures and Required Documentation Related to US National Body Offers to Host JTC 1 Subcommittee and ISO Technical Committee Meetings and Reminder of Eight Month Cut-Off for US Offers to Host

From: Jennifer Garner - INCITS Secretariat

Background

At the beginning of the year, the INCITS Secretariat would like to remind the INCITS TC Chairmen and Subsidiary TAG Administrators of the procedures related to the US National Body hosting of international JTC 1 Subcommittee and ISO Technical Committee meetings and the documentation required to accompany US offers to host. This information is detailed in the attached excerpt from the INCITS/RD-2, Organization and Procedures.

US offers to host JTC 1 Subcommittee or ISO Technical Committee meetings must be submitted to the INCITS Secretariat at least eight months prior to the international meeting for review and approval by the INCITS Executive Board. Please note that offers to host that are not submitted at least eight months in advance of the international meeting will not be approved.

NOTE: US offers to host JTC 1 Subcommittee Working Group or ISO Technical Committee Subcommittee meetings should be submitted to the appropriate JTC 1/SC or ISO/TC TAG Administrator for consideration and subsequent processing (see Section 5.7.7.5.3 of the RD-2, detailed below in italicized text).

Requested Action

INCITS TC Chairmen and Subsidiary TAG Administrators are requested to review the attached procedures and submit US offers (including required documentation) to host JTC 1 Subcommittee or ISO Technical Committee meetings to the INCITS Secretariat, not less than 8 months prior to the international meeting, for review and approval by the INCITS Executive Board.

Excerpt from the INCITS/RD-2, *Organization and Procedures*

5.7.7.5 Hosting International Meetings

All JTC 1-related meetings held in the US are at the invitation of and hosted by the US National Body (ANSI). Invitations to host international meetings at any level require prior approval of the appropriate TAG. Tentative offers for the US to host a future JTC 1-related meeting may be made at a meeting by the appropriate US Head of Delegation, contingent upon subsequent approval by the appropriate US TAG followed by submission of a formal invitation from ANSI as the US National Body.

INCITS TC Chairmen and Subsidiary TAG Administrators shall submit US offers (including required documentation) to host JTC 1 Sub Committee or ISO Technical Committee meetings to the INCITS Secretariat not less than 8 months prior to the international meeting, for review and approval by the INCITS Executive Board. The INCITS Secretariat is responsible for reviewing and approving requests to host international Working Group meetings in the U.S for which the INCITS holds the TAG. Requests to host JTC 1 SC Plenaries are reviewed and approved by the Executive Board. Those organizations wishing to host a meeting in the U.S. should contact the INCITS Secretariat for information on the requirements for hosting a meeting.

TAG Administrators oversee this activity and assure financial support for the meeting and appropriate social events based on current practice. ANSI provides a master list of all JTC 1 meetings in order to best coordinate the meetings. Conduct of such meetings is in accordance with the ISO/IEC JTC 1 Directives.

To provide an equitable cycle for hosting JTC 1 and plenary meetings of its SCs in the U.S., the INCITS Secretariat maintains a seven-year calendar that lists a schedule for hosting these meetings. Requests for changes to the seven-year calendar must be submitted in writing to the INCITS Secretariat for Executive Board consideration.

5.7.7.5.1 Meetings of JTC 1 and JTC 1 Special Working Groups

For JTC 1 and JTC 1 SWGs, the INCITS Secretariat, in conjunction with the FBC, shall submit required documentation (i.e., financial responsibility for hosting) proposing U.S. sponsorship of meetings in the U.S. to the Executive Board for vote. Once approved by the Executive Board, the invitation shall be submitted to ANSI for subsequent processing.

5.7.7.5.2 Meetings of SC Plenary Meetings

The responsible U.S. JTC 1/SC TAG Administrator shall submit all necessary documentation (i.e., financial responsibility for hosting) proposing U.S. sponsorship of meetings in the U.S. to the INCITS Secretariat. The INCITS Secretariat shall circulate the proposal to the Executive Board for vote. Once approved by the Executive Board, the invitation shall be submitted to ANSI for subsequent processing.

5.7.7.5.3 Meetings of SC Working Groups and Other Subgroups

For the hosting of SC Working Groups or other subgroup meetings in the U.S., the appropriate TAG Administrator shall forward the required documentation to ANSI for subsequent processing.

5.7.7.5.4 General Meeting Requirements

Hosting of all international meetings shall receive the approval of the TAG Administrator for the group that is meeting as specified in Sections 5.7.7.5 through 5.7.7.5.3. Once a meeting has been approved, the TAG Administrator notifies ANSI, as the U.S. National Body has responsibility to issue the formal invitation.

Prior to approval, the TAG Administrator shall receive a statement from a responsible manager from the organization hosting the meeting with a statement of management commitment that the following provisions will be met:

- meeting rooms;
- clerical support and copying;
- appropriate printers and workstations;
- internet access for all participants (if practical);
- refreshments both in the morning and the afternoon;
- a reserved block of rooms at a hotel, or a listing of hotels in the area and their telephone numbers;
- an information package that includes transportation to and from the airport, local transportation, local restaurants, etc.
- the contact person's name, address, telephone number, fax, and email;
- any customary social event;
- access to the meeting rooms and venue is not restricted to US or international delegates for any reason.

No US-hosted meeting shall be held where the attendance or presence of any international delegate could be questioned or challenged by a security sensitive host.

Best regards -

Jennifer Garner
Director, INCITS Standards Programs
INCITS/Information Technology Industry Council
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T: 202-626-5737 | Email: jgarner@itic.org | Web: www.INCITS.org