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

Date: March 25, 2013
Reply to: Barbara Bennett
Phone: (202) 626-5743
email: bbennett@itic.org

Draft Minutes
INCITS/SG-Internet of Things (IoT)
Meeting Number 1 - Organizational Meeting

Meeting Location:

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

Wednesday, February 27, 2013

06:00 AM - 1:00 PM (Pacific)
08:00 AM - 3:00 PM (Central)
09:00 AM - 4:00 PM (Eastern)

At the organizational meeting of INCITS/SG-IoT, it was noted that membership is open to all interested and materially affected parties.

All organizations that attend the first or second meeting and request voting membership will attain voting rights immediately. In order to comply with ANSI requirements, while all parties may participate in the discussion, only those organizations domiciled in the US may vote to establish a US position on TAG matters. Other organizations must obtain voting rights in accordance with the INCITS/RD-2, *Organization and Procedures* (http://www.incits.org/).

1. Administrative

1.1 Call to Order W. Adams

Dr. Adams called the organizational meeting of INCITS/SG-IoT to order at 9:21 AM (ET) on February 27, 2013. Ms. Bennett of ITI served as recording secretary.

1.2 Introduction of INCITS/SG-IoT Convenor W. Adams

As the Convenor of the new INCITS/SG-IoT, Dr. Adams introduced himself and gave input on the Terms of Reference (ToR) of the INCITS/SG-IoT. Dr. Adams also gave background information on himself.

He then asked participants to introduce themselves, stating their interests and expectations for the study group.

1.3 Membership Report – Introduction of Attendees and Members B. Bennett

Ms. Bennett gave the membership report and noted there were seven organizations in attendance. As this INCITS organizational entity is a Study Group, the quorum requirement is waived. The following participants were present in person or via teleconference. Organizations declared their membership class as Voting, Advisory or Guest.

Organization	Representative	In Attendance	Telecom	Voting	Advisory	Ex-Officio	Guest
American Express	Mark Grzesiek (afternoon session)		X	X			
Evanhoe & Associates, Inc.	Chuck Evanhoe	X		X			
Futurewei Technologies Inc.	Wilbert (Chuck) Adams	X		X			
High Tech Aid	Steve Halliday	X		X			
NIST	Eric Simmon	X		X			
NIST	Kang Lee		X				
NIST	Nader Moayeri	X					
Raytheon Company	Howard Choe	X					X
TIA	Jeff Hannah (morning session)	X					X
ITI/INCITS	Barbara Bennett	X				X	

As of this meeting and based on the declaration of the participants present, the membership of INCITS/SG-IoT is five voting members.

1.4 Call for Chairman
Reference: iot-2013-00003

Dr. Adams informed members of the call for Chairman noting that the requirements for volunteering for the position are listed in the referenced document. He stated that participants interested in the position should submit their information to Ms. Jennifer Garner, INCITS Secretariat.

1.5 Call for Secretary

Dr. Adams informed participants that Ms. Bennett of ITI/INCITS would act as the recording secretary for this meeting. Ms. Bennett noted that for subsequent Study Group meetings, a recording secretary will be required to assist with committee activities such as recording the minutes of the Study Group, posting documents to the SG-IoT INCITS Committee Management System (ICMS) site, among other duties. Ms Bennett reported that information on this and all other officer positions may be found on the INCITS public page in the INCITS/RD-3, Officer's Guide (http://www.incits.org).

1.6 INCITS Patent Policy Slides and Antitrust Guidelines B. Bennett
Reference: http://www.incits.org/pat_slides.pdf, http://www.incits.org/inatrust.htm

The INCITS Patent Policy slides were displayed. Ms. Bennett informed participants that the Chair shall show slides #1, #2 and #3 of the INCITS Patent Policy Slides at each meeting. Ms Bennett stated that this meeting and all INCITS/SG-IoT meetings shall operate under the rules and

procedures established by INCITS. Further, the INCITS Antitrust Guidelines was displayed, noting that it is the responsibility of each member to follow the guidelines outlined in the referenced document.

2. INCITS/SG-IoT Convenor's Remarks — W. Adams

Dr. Adams welcomed everyone to this organizational meeting of INCITS/SG-IoT and thanked the participants for their interest noting that this meeting would focus on preparation of the delegate's list and any US and/or Expert's contributions to the JTC 1/SWG-IoT meeting in Berlin, Germany, March 6-8, 2013.

Dr. Adams elaborated on the scope for the Study Group in establishing items for this meeting.

Dr. Adams thanked ITI/INCITS for their assistance in preparing for the JTC 1/SWG-IoT meeting.

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3. Approval of the Draft Agenda

Reference: iot-2013-00005

The agenda was approved by unanimous consent **(Evanhoe/Halliday)**

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4. Overview of INCITS Organization, Procedures and Policies — B. Bennett

Ms. Bennett presented an overview of the INCITS Organization that included details regarding INCITS' mission, services and tools, information on INCITS as a Standards Development Organization (SDO) and as the US TAG to JTC 1, the list of Executive Board Members and the list of INCITS Technical Committees and Study Groups.

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5. Approved Scope for INCITS/SG-IoT and JTC 1/SWG-Internet of Things (IoT)

References: iot-2013-00001, JTC 1 N 11453 (SWG5 N 1)

Dr. Adams noted that JTC 1/SWG-IoT was established per JTC 1 Jeju resolution 20 and JTC 1 has established a SWG on Internet of Things (IoT). It was noted that currently eleven members were registered as members of JTC 1/SWG-IoT.

The approved scope for INCITS/SG-IoT was reviewed.

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6. Meeting Announcement, US Delegate's List

6.1 JTC 1 N 11487, Meeting Announcement Berlin 2013-03-06/08
References: JTC 1 N 11487, SWG5 N 14 (Workshop), SWG5 N 15 (Day 1), SWG5 N 16 (Day 2)

Dr. Adams reviewed the Berlin meeting announcement in JTC 1 N 11487 and called attention to the teleconference access information for the SWG-IoT Workshop and Day 1 and Day 2 of the meeting.

6.1.1 Approval of US Delegation

Dr. Adams called for delegates to the JTC 1/SWG-IoT meeting in Berlin, Germany, March 6-8, 2013.

Ms. Bennett reported that the following participants would attend in person and that they were registered as requested in document JTC 1 N 11487.
Dr. Wilbert Adams
Mr. Chuck Evanhoe
Mr. Steve Halliday (Head of Delegation)
Dr. Nader Moayeri.
Mr. Mark Grzesiek indicated that he would attend via teleconference.

Following discussions on the logistics of the meeting such as hotel reservations, etc., the following motion was addressed:

(**Evanhoe/Moayeri**)

Motion: INCITS/SG-IoT recommends the approval of delegates and that Mr. Steve Halliday will be the Head of Delegation to the meeting in Berlin**.**

Vote on the motion: Unanimous consent

The motion passed.

Action Item (130227-01): The INCITS Secretariat will forward the list of delegates to ANSI ISO Team for submission to the JTC 1/SWG-IoT Secretariat and the meeting host.

6.2 JTC 1 N 11454, Call for participation in SWG on IoT
Reference: JTC 1 N 11454 (SWG5 N 2)

Ms. Bennett reported that the US was registered as a "P" member in JTC 1/SWG-IoT and that an initial list of names of US participants was submitted to the ISO Global directory for JTC 1/SWG-IoT document access. Ms. Bennett reported that this initial list represented the list reported from the INCITS EB approved minutes as those people having interest in the Study Group.

Ms. Bennett asked those in attendance to submit their names to the INCITS Secretariat if they wished to be added to the Global Directory subsequent to becoming members of the Study Group.

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7. 1st Draft Agenda and US Contributions

7.1 JTC 1 N 11488, 1st Draft Agenda for the 1st ISO/IEC JTC 1/SWG 5 Meeting
Reference: JTC 1 N 11488 (SWG5 N 4)

Dr. Adams reviewed the JTC 1/SWG-IoT draft agenda and noted that the US would prepare a contribution for the agenda later in the meeting at agenda item 7.2.2.

7.1.1 IoT Standardization Assessment and Planning Opportunities

Planning opportunities were discussed and noted that this will be an ongoing topic.

7.2 JTC 1 N 11489, Call for contribution to the 1st SWG-IoT meeting
References: JTC 1 N 11489 (SWG5 N 5), SWG5 N 6 (SWG on Planning), SWG5 N 7 (ETR/KATS, Korea), SWG5 N 8 (TC 122/WG 12 Convenor/ANSI, US), SWG5 N 9 (Chongqing University of Posts and Telecommunications, China), SWG5 N 10 (Chongqing University of Posts and Telecommunications, China), SWG5 N 11 (JTC 1/WG 7 Representative), SWG5 N 12 (ETR/KATS, Korea), SWG5 N 13 (JTC 1/SC 31 Representative), SWG5 N 17 (GS 1 Representative)

The contributions listed above were reviewed briefly, and Dr. Moayeri gave an overview of the JTC 1/WG 7 presentation in document, SWG5 N 11, Overview of ISO/IEC JTC 1/WG 7: Information Technology -- Sensor Networks.

Following questions from the participants, Dr. Adams thanked Dr. Moayeri for his presentation noting that Dr. Moayeri would give this presentation at the JTC 1/SWG-IoT meeting in Berlin, Germany, March 6-8, 2013, on behalf of JTC 1/WG 7, Sensor Networks, and not as a US Delegate.

7.2.1 INCITS/SG-IoT Recommendations for the Berlin Meeting

The INCITS/SG-IoT scope was reviewed and compared with the scope of JTC 1/SWG-IoT.

7.2.2 US and Expert's Contributions for the Berlin Meeting
Reference: iot-2013-00004 (AIM contribution)

Dr. Adams asked Mr. Halliday to present the AIM contribution on "Internet of Things in the USA."

Mr. Halliday presented the AIM contribution as a working document and requested input from the participants.

After further review, it was agreed that Mr. Halliday would update the resulting contribution with information on 'mind maps' and send it to the INCITS Secretariat for submission as a US contribution to the SWG-IoT meeting.

A motion was then entertained:

(Halliday/Evanhoe)

Motion: The USNB supports submitting the AIM contribution as modified to add details on mind maps as a contribution to the JTC 1/SWG-IoT meeting, Berlin, Germany, March 6-8, 2013.

Vote on the motion: 5-0-0-0=5

The motion passed.

Action Item (130227-02): Mr. Halliday will forward the contribution to the INCITS Secretariat after updating it with information on 'mind maps' as a US contribution for the JTC 1/SWG-IoT meeting, Berlin, Germany, March 6-8, 2013.

Action Item (130227-03): The INCITS Secretariat will forward the US contribution to ANSI ISO Team for submission to the JTC 1/SWG-IoT meeting in Berlin, Germany, March 6-8, 2013.

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8. New Business

The direction for SG-IoT was discussed. The following ideas were expressed:

1. It was thought that a better sense of direction would be gained subsequent to the JTC 1/SWG-IoT meeting in Berlin, March 6-8, 2013.
2. The proposal for conducting roundtables was discussed.
3. There needs to be a list of requirements for the committee in order to determine what is missing.

4. The SG-IoT needs to be populated with more industry groups.
5. A good marketing plan is necessary
6. There should be a bottoms-up/top-down approach.

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9. Future Meetings

9.1 INCITS/SG-IoT Teleconference: Thursday, April 11th (Tentative)

INCITS/SG-IoT discussed the possibility of the next meeting of the SG-IoT being on either Monday, April 22, 2013 or Friday, April 26, 2013 by teleconference from 1:00 – 4:00 PM ET.

Ms. Bennett was requested to poll the committee to determine the next meeting date and inform members of the results.

Action Item (1302027-04): The INCITS Secretariat will poll the committee to determine the next SG-IoT meeting date and inform members of the results.

It was determined that based on the results of the poll, Dr. Adams will send the 30-day meeting notice and agenda for the next SG-IoT meeting to be held in April.

Action Item (1302027-05): Dr. Adams will send the 30-day meeting notice and agenda for the next SG-IoT meeting in April.

9.2 Desired rhythm of INCITS/SG-IoT and electronic and/or face-to-face meetings

Dr. Adams discussed with participants the desired rhythm for INCITS/SG-IoT meetings and whether the meetings should be electronic or face-to-face.

It was agreed by unanimous consent that the committee should meet monthly by teleconference with occasional face-to-face meetings as necessary to prepare for international meetings.

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10. Review of Action Items

Action Item	Responsibility	Description
130227-01	ITI	The INCITS Secretariat will forward the list of delegates to ANSI ISO Team for submission to the JTC 1/SWG-IoT Secretariat and meeting host.
130227-02	Mr. Halliday	Mr. Halliday will forward the contribution to the INCITS Secretariat after updating the contribution with information on 'mind map' as a US contribution for the JTC 1/SWG-IoT meeting, Berlin, Germany, March 6-8, 2013.
130227-03	ITI	the INCITS Secretariat will forward the US contribution to ANSI ISO Team for submission to the JTC 1/SWG-IoT meeting in Berlin, Germany, March 6-8, 2013.
130227-04	ITI	The INCITS Secretariat will poll the committee to determine the next SG-IoT meeting date and inform members of the results.
130227-05	Dr. Adams	Dr. Adams, will send the 30-day meeting notice and agenda for the next SG-IoT meeting in April.

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11. Adjournment

The organizational meeting of INCITS/SG-IoT was adjourned at 3:35 PM ET on February 27, 2013 by unanimous consent **(Halliday/Moayeri).**