



IOWN
GLOBAL FORUM

Operating Procedures

As approved April 2020

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1. Introduction

This document describes the rules, operations and processes of the Steering Committees and Working Groups of the Innovative Optical and Wireless Network Global Forum (“IOWN GF”) to be followed by the Members of IOWN GF.

The rules, operations and processes covered in this document do not address all details of the various activities that will take place in the Steering Committees and Working Groups. This document may change from time to time, by decision of the IOWN GF Board of Directors (the “Board of Directors”), to address the changing needs of IOWN GF and its members.

2. Definitions

Defined terms used in this document shall have the following meanings:

“Chair” means the person appointed by the Board of Directors as Chairperson of that Working Group or Steering Committee.

“Confidential Information” means the information as set forth in Article I of the Bylaws.

“Contribution” means either a “Reference Document Contribution” or a “Specification Contribution” as set forth in section 1 of the IPR Policy.

“Deliverable” means any output materials that are created by the Forum. Examples of outputs include (but are not limited to):

- a) Whitepapers
- b) Technical Reports
- c) Technical Specifications
- d) Software

“Draft Deliverable” means either a “Draft Reference Document” or a “Draft Specification” as set forth in section 1 of the IPR Policy or any other Deliverable from the IOWN GF that has not yet been approved by the Board of Directors.

“Final Deliverable” means either a “Approved Reference Document” or a “Final Specification” as set forth in section 1 of the IPR Policy or any other Deliverable from the IOWN GF that has been approved by the Board of Directors.

“Governance Documents” means the governing legal documents of IOWN Global Forum, including the Bylaws, IPR Policy, and Participation Agreement.

“Item” means either a Study Item or a Work Item:

- a) “Study Item” mean an initial feasibility study for new functionality and technologies. The Deliverable of a Study Item could be a Technical Report.
- b) “Work Item” means a definition of architecture, functions and services, interfaces and protocols. The Deliverable of a Work Item could be a Technical Specification.

“Majority” shall have the same meaning and requirements as set forth in section 4.12 of the Bylaws. In respect to a Steering Committee or Working Group, “Majority” will consist of a majority of the Quorum.

“Member” means a member company of IOWN GF who is in good standing.

“Member Platform” means the collaboration tools of IOWN GF.

“Member Representative” means an individual employee of a Member participating in IOWN GF activities.

“Notice” means a written notice. The primary means for the provision of notice will be via electronic mail to the Members at the electronic mail address as it appears in the Member Platform.

“Operating Procedures” means this IOWN GF Operating Procedures.

“Quorum” shall have the same meaning and requirements as set forth in section 4.11 of the Bylaws. In respect to a Steering Committee or Working Group, “Quorum” will consist of a majority of the total number of Voting Members.

“Steering Committee” means a Member Committee of IOWN GF members formed by vote of the Board of Directors as defined in Article 6 of the Bylaws.

“Subject Matter Expert” means a person or organization with expertise in a technical area to assist a certain Steering Committee/Working Group activity.

“Supermajority” shall have the same meaning and requirements as set forth in section 4.12 of the Bylaws. In respect to a Steering Committee or Working Group, “Supermajority” will consist of two-thirds of the total number of Voting Members.

“Voting Member” means any Sponsor or General Member of IOWN Global Forum who has earned and/or maintained voting privileges based on the attendance requirements defined in section 7.2.

“Working Group” means a group of IOWN GF members formed by vote of the Board of Directors as defined in Article 6 of the Bylaws.

3. Referenced Documents

“Antitrust Policy” means the antitrust guidelines of IOWN GF in Exhibit A of the Bylaws.

“Bylaws” means the Bylaws of IOWN GF.

“IPR Policy” means the Intellectual Property Rights Policy of the IOWN GF.

In the event of any discrepancies, the Bylaws and the IPR Policy shall take precedence over the Operating Procedures.

4. Scope

This document applies to Steering Committees, Working Groups and their Sub-Groups.

5. Maintenance of these Operating Procedures

The Board of Directors maintains these Operating Procedures. Any revisions to these Operating Procedures must be approved by majority vote of the Quorum of the Board of Directors.

Revision History can be seen in Exhibit A.

6. Steering Committees and Working Groups

Steering Committees serve as an oversight over the work in their respective subordinate Working Groups and support the coordination and alignment of Working Groups. The development of Deliverables is performed by Working Groups with the approval of the Board of Directors. In the absence of such subordinate Working Groups, Steering Committees may actually develop Deliverables.

6.1. Formation

A Steering Committee or Working Group (Steering Committee/Working Group) is formed upon the request of three or more Members (referred to in this Section 6 as the “Initiator Group”), with the approval of the Board of Directors.

- For Steering Committees: The Initiator Group may only be made up of Sponsor Members
- For Working Groups: The Initiator Group must include at least one Sponsor Member

The Formation of a Steering Committee/Working Group shall follow the following procedure:

- To initiate a request for formation, the Initiator Group must deliver to the Board a completed Charter (see Exhibit B).
- Within 4 weeks after its receipt of the formation request, the Board of Directors shall hold a meeting to discuss the proposed scope of the new Steering Committee/Working Group. The Board of Directors may request additional information from the Initiator Group to clarify the request before the Board makes its decision. If additional information is requested, the formation process will begin again as in section 6.1(a) with the receipt of such information.
- If the Board of Directors approves the establishment of the Steering Committee/Working Group, the Board shall appoint a Chair of the Steering Committee/Working Group and decides on the participation of Members of the different Membership classes in such Steering Committee/Working Group in accordance with Section 6.2 below. If a Working Group, the Board shall also assign the Working Group to a Steering Committee or to report directly to the Board.
- Thereafter, the Board of Directors shall initiate a “Notice of Steering Committee/Working Group Formation and Call for Participation” to be sent electronically to each Member.
- If the Board of Directors does not approve the establishment of the Steering Committee/Working Group, it informs the Initiator Group about the decision, giving the reasons for the disapproval of the request.
- The Charter of each Steering Committee/Working Group, as well as regular progress reports from the Chair of the Steering Committee/Working Group, shall be made accessible to all Sponsor and General Members of the Global Forum through the Member Platform.

6.2. Leadership

Upon the formation of a Steering Committee/Working Group, the Board of Directors shall appoint the initial and any replacement Chair of such Steering Committee/Working Group from among the Sponsor Members. If desired, the Board may also appoint a Vice-Chair.

- For Steering Committees: The Vice-Chair must also be appointed from among the Sponsor Members
- For Working Groups: The Vice-Chair may be appointed from among the Sponsor OR General Members

All leadership positions (officers) can only be held by a single individual. All officers are appointed for a term of two years after which time the Board of Directors must either replace or reappoint said officer.

Any such officer may cease to hold office before the expiry of such term for the following reasons:

- The officer resigns;
- The officer is removed from office by the Board of Directors;
- The officer ceases to be an active participant in the Steering Committee/Working Group, for example, due to change of responsibilities, change of employer or the Member ceases to be a member of the Steering Committee/Working Group;
- The employer of the officer is not (or no longer is) entitled to designate a representative to run for fit that officer position, for example due to a change in membership class of the Member.

Any such officer may be appointed to any number of consecutive terms. If a Chair of a Steering Committee/Working Group ceases to hold office, the Vice-Chair will assume the responsibilities of the Chair until a new Chair is appointed.

If any such officer changes employment from one Member to another Member, the officer must ask for a vote of confidence from the Board in order to continue serving in his current officer capacity. If the vote of confidence fails, then a new officer must be appointed.

6.3. Composition

Unless otherwise decided by the Board of Directors, all Members are eligible to join all Steering Committees/Working Groups open to their Member class.

- For Steering Committees: Any Sponsor Member in good standing is eligible to join in any Steering Committee
- For Working Groups: Any Sponsor or General Member in good standing is eligible to join in any Working Group.

To maintain voting rights in any Steering Committee/Working Group it is expected that the Member will meet the Attendance Requirements as defined in Section 7.2.

6.4. Sub-Groups

From time to time, a Steering Committee/Working Group may establish Task Forces, each a "TF". TFs are special Sub-Groups within Steering Committees/Working Groups, established by the members of the parent Steering Committees/Working Groups, as internal Sub-Groups, in order to achieve progress on specific topics or work items in an efficient and focused way.

The following rules and procedures apply to all Task Forces:

- a) TF members must be participants of the parent Steering Committee/Working Group.
- b) The procedures for Formation as described in Section 6.1 above do not apply to TFs.
- c) TFs may not have their own Sub-Groups.
- d) TFs will not have Chairs and/or Vice-Chairs.
- f) The scope of each TF must be determined by the parent Steering Committee/Working Group, may be changed by the parent Steering Committee/Working Group from time to time, and must at all times be within the scope of the Statement of Work of its parent Steering Committee/Working Group.
- g) TFs should work on a consensus basis and are not permitted to make decisions that require attention by the entire parent Steering Committee/Working Group.
- h) Attendance at TF meetings does not constitute attendance at parent Steering Committee/Working Group meetings.
- i) Each TF shall provide regular status/progress reports to its parent Steering Committee/Working Group.
- j) Each Steering Committee/Working Group shall review and provide guidance to its Task Forces regarding the aforementioned TF status/progress reports, and shall report the status of each of its Task Force deliverables in the manner requested by the Board of Directors.

6.5. Disbanding

6.5.1 Disbanding Steering Committees

Each Steering Committee may propose to disband itself at any time by a Majority vote of its members. The Chair of such Steering Committee shall inform the Chairperson of the Board of Directors of such a vote and the Board of Directors shall decide at its next meeting about the continuation or disbandment of such Steering Committee and its Sub-Groups. Steering Committees may also be disbanded by the Board of Directors acting on its own initiative.

Whenever a Steering Committee is disbanded, all of its Working Groups or Sub-Groups subordinated to the Committee shall be assigned by the Board of Directors to other Steering Committees or shall be disbanded as well.

6.5.2 Disbanding Working Groups

Each Working Group may propose to disband itself at any time by a Majority vote of its members, and may want to do so when it has completed the work it has set out for itself, although continuing in existence is certainly permissible and may make it easier to revise a Deliverable as implementations evolve.

The Chair of such Working Group shall inform the Chair of its parent Steering Committee of such a vote, and the respective Steering Committee shall decide at its next meeting about the continuation or disbandment of such Working Group and its Sub-Groups. If determined to disband the Working Group, the Committee Chair will recommend the disbandment of the Working Group to the Board of Directors, and the Board of Directors shall make the final decision.

Working Groups may also be disbanded by the Board of Directors upon the recommendation of the respective Steering Committee, or by the Board of Directors on its own initiative. Whenever a Working Group is disbanded, all of the Sub-Groups subordinated to the Working Group shall be disbanded as well.

6.6 Merging

6.6.1 Merging Steering Committees

Steering Committees shall not be merged, but may choose to hold joint meetings on an indefinite basis.

6.6.2 Merging Working Groups

Each Working Group may propose to merge with another Working Group at any time by a Majority vote of its members, and may want to do so when there is overlap with the work both Groups have set out for themselves. Upon the affirmative vote of one Working Group to merge with another, the other Working Group in the case must also call for a vote to propose to merge. Upon affirmative votes of both Working Groups, the Chairs of both Working Groups shall inform the Chair of the respective Steering Committee of such a vote. The Steering Committee shall inform the Board of this decision, who shall then either confirm or deny the merge. In case the Board of Directors denies the merge, a justification shall be given to the requesting Working Groups with guidance on how to proceed.

Working Groups may also be merged by their respective Steering Committee or the Board of Directors acting on its own initiative. The Steering Committee is encouraged to consult with the affected Working Groups where feasible.

Whenever Working Groups are merged, the Board of Directors will then appoint the Chair of the newly merged Working Group.

The attendance records of all Voting Members of the merging Working Groups shall not be carried over into the newly formed Working Group and attendance tracking will reset as if a new Working Group had been formed.

7. Activities

7.1. General Voting Procedures

Steering Committees and Working Groups shall seek to make all decisions via consensus. If a decision cannot be made by consensus, the Chair may call for a vote. A Supermajority of affirmative votes of all Voting Members will be required for any motion, act, or decision to be an action of the Steering Committee/Working Group where a vote is called for.

Each Member that has voting rights in the respective Steering Committee/Working Group is entitled to one vote. Any Member Representative can cast a vote on behalf of the Voting Member; in the case of a discrepancy, the Member's vote is invalid. The Member with an invalid vote will be considered to have not voted.

Any abstentions would not be counted as votes for or against a matter, however, the abstaining members would still be counted toward Quorum.

If there is a Supermajority of Voting Members present and the vote passes, the motion, act, or decision shall proceed. If the vote does not pass and it can be attributed to a lack of Voting Members in attendance, -the Steering Committee/Working Group shall determine if the vote shall happen electronically or at a future meeting.

If the Steering Committee/Working Group determines the vote should happen at a future meeting, the meeting must be announced at least seven (7) days in advance and members be allowed to cast their vote by proxy, which must be sent in writing to the Chair in advance of the meeting.

If the Steering Committee /Working Group determines the vote should happen electronically, a ballot will be set up and sent out via the Member Platform to all Members who have voting privileges as defined in Section 6.3; non-voting members will be notified electronically. The wording of the ballot shall be decided by the Chair. All ballots will remain open for fourteen (14) days. The same requirements apply to electronic ballots.

7.2. Attendance Requirements

A Member Representative must attend at least four (4) of the previous eight (8) meetings in order for such Member to earn or maintain voting privileges. For the initial 4 meetings all Members are eligible to vote irrespective of the attendance in past meetings and Quorum is assumed if at least 3 Members are present. New Members to an existing Steering Committee/Working Group must attend 4 meetings to attain voting privileges.

7.3. Meetings and Joint Meetings

Any motion, act, or decision by consensus may only occur in which there is a Quorum for the meeting. It is the responsibility of the representative to join Steering Committees/Working Groups via the Member Platform and to maintain one's current email address.

For purposes of counting attendance, "meeting" means every session for which a unique agenda is published, either for a face-to-face meeting or teleconference. Any multi-day face-to-face meetings shall count as one meeting regardless if multiple meetings are held over the week.

At the beginning of each meeting of a Steering Committee/Working Group the Chair must present a summary of the IOWN GF Governance Documents, at the minimum a reminder of the Antitrust Policy and IPR Policy, and such other information as is appropriate and must encourage the meeting attendees to review the Governance Documents in full.

7.4. Noticing of Meetings

Notice of any meetings must be provided by or at the direction of the Chair at least seven (7) days in advance for conference calls or twenty-one (21) days for meetings in person, with Notice given to all Member Representatives of the respective Steering Committee/Working Group.

A Steering Committee/Working Group may decide to hold regularly scheduled meetings, in which case a single Notice of the schedule will be sufficient. For conference calls, the contact information for the call must be distributed no later than twenty-four (24) hours prior to each call.

Contributions to be discussed at a meeting must comply with the IPR Policy. Items that do not require voting should be distributed at least twenty-four (24) hours in advance of the meeting, and items that require voting should be distributed at least seventy-two (72) hours in advance of the meeting. Discussion of a late submission of a Contribution is subject to the approval of the Steering Committee/Working Group and the discretion of its Chair.

7.5. Records

The Steering Committee/Working Group will elect a secretary or other person to document and record the Steering Committee/Working Group's activities. The elected individual will work with the Chair to determine the requirements and structure needs for the records of the Steering Committee/Working Group. All records will be kept on the Member Platform and available to members as allowed to their member class.

7.6. Reports

Each Steering Committee/Working Group shall make at a minimum a progress report at the Annual Meeting which will be made accessible to all Sponsor and General Members of the Global Forum through the Member Platform. Beyond the annual report, each Steering Committee/Working Group is expected to keep the membership updated on key activities and milestones.

Each Working Group is obligated to keep their supervising Steering Committee aware of the Working Group's activities and progress. The Steering Committee is responsible for keeping the Board informed. Each Steering Committee Chair will be expected to provide a detailed report to the Board of Directors at each Member Meeting; the Steering Committee Chair may ask a Working Group Chair(s) to participate in such a report as needed. Any requests to the Board are to be clearly outlined as part of the report(s).

From time to time the Board may request a report from a specific Steering Committee/Working Group, and/or any Steering Committee/Working Group may request time at an upcoming Board Meeting to provide a report or request input.

7.7. Subject Matter Experts

From time to time Steering Committee/Working Group may have input from a Subject Matter Expert that has been approved by a majority vote of such Steering Committee/Working Group. The Steering Committee/Working Group must have prior approval from the Board of Directors to invite a non-Member Subject Matter Expert and shall engage a nondisclosure agreement as necessary. Unless otherwise determined by the Board of Directors, Subject Matter Experts shall have no voting rights in Steering Committee/Working Group.

8. Development, Approval and Maintenance of Items and Deliverables

8.1. Submission and Approval of New Items

Any Sponsor or General Member may contribute in creation of new Study Item or Work Item (collectively referred to as an "Item"). The Items shall follow strategic directions set by the Board and be prioritized into areas of interest recommended by Steering Committee(s). A "Proposal for New Item" shall be submitted by a Sponsor Member, using the form attached

hereto as Exhibit C together with the supporting Members, either fellow Sponsor Members or General Members. One or more persons must be named as coordinator for the proposed Item, who shall act as the prime contact point on technical matters. Any Sponsor or General Member Representative may serve as a coordinator.

Note: A General Member who initiates a new Item is encouraged to find a Sponsor Member within the Working Group who supports and acts as a submitter of such new Item proposal and may join such submission as a supporting Member. Any Sponsor or General Member may request time on a Working Group meeting agenda to discuss their new Item and solicit supporters.

If a Sponsor Member wishes to submit a Proposal for New Item and is unsure which Working Group is appropriate, they may submit the Proposal for New Item for discussion to the supervising Steering Committee who will either recommend a Working Group for the Item or suggest a new Working Group be formed.

Once a Proposal is submitted, the Working Group Chair will add the review of the Proposal for New Item to the agenda for the next meeting. The Working Group Chair will lead the Working Group members to review and to prioritize all proposals according to the Working Group's Charter, technical focus, and workload. The Chair shall then ask the Working Group to approve or reject the Proposal for New Item following the voting procedures outlined in section 7.1. For any proposal to be approved there must be a minimum of three (3) supporting Members, including the Coordinator's company; supporting Members may be identified at the time of submission or during the review. At least one of the supporting Members must be a Sponsor Member.

Once approved, the Working Group Chair will take the approved Proposal for New Items to create or update a Work Plan, which shall be approved by the Working Group and then sent to the supervising Steering Committee for review. The Steering Committee may request changes to a Work Plan or coordination with other Working Groups' plans if necessary. The Steering Committee shall also keep the Board of Directors informed of all approved Items.

If the Working Group rejects the Proposal, the Chair should inform the coordinator(s) that the Request has been rejected, along with the reasons for the decision.

8.2. *Item Development: Draft Deliverables*

Any IOWN Global Forum output materials shall be called Deliverables. Any Deliverable not approved by the Board of Directors shall be considered a Draft Deliverable.

Deliverables shall be written and formatted according to available templates, which are stored in the Member Platform. If no template exists, the Steering Committee/Working Group will create a template.

Working Groups shall develop Deliverables using a draft-comment-revise cycle. All comments received toward a Deliverable shall be disposed of, either through acceptance, rejection, or deferral to a future version of the Deliverable. Disposition of comments should generally be performed via consensus; however, the Chair of a Working Group shall use the formal voting procedure, as set forth in Section 7.1, on any items where consensus is not clear.

Contributions for inclusion in any Deliverable shall be submitted according to the IPR Policy. If two or more Contributions are competing for inclusion in a Deliverable, then the Chair of the Working Group shall use the voting process, as set forth in section 7.1 of these Operating Procedures, to determine which Contribution is preferred by the Supermajority of Members of the Working Group.

8.3. Item Review and Adoption: Final Deliverables

8.3.1 Working Group Review of Draft Deliverable

When a Working Group decides via consensus that a Draft Deliverable is stable and ready for the Working Group review process, the Chair of the Working Group will post the Draft Deliverable on the Working Group's section of the Member Platform and will give Notice to all Members of the Working Group. In that Notice, the Working Group Chair will ask for return of final comments toward the Draft Deliverable within no less than seven (7) days from the date of Notice. Within seven (7) days after the due date for comments toward the Draft Deliverable, the comments will be made available to all Members of the Working Group.

After the Working Group resolves all comments toward the Draft Deliverable the Working Group will vote, as set forth in Section 7.1, to advance the document to the supervising Steering Committee. Upon approval, the Working Group Chair will submit the Draft Deliverable to the Chair of the supervising Steering Committee and request to submit the Draft Deliverable to the Board of Directors for publication. When there is no supervising Steering Committee, the Working Group shall submit the Draft Deliverable to the Board of Directors directly.

8.3.2 Steering Committee Review of Draft Deliverable

After receiving a Draft Deliverable, the Steering Committee will endeavor to review such Draft Deliverable within fourteen (14) days of having received it, unless the Steering Committee determines that it needs a longer period of time for review. The Steering Committee will review the Draft Deliverable for conformance to documentation rules such as numbering and disclaimers, and for conformance with the Working Group's Final Statement of Work.

After the review the Steering Committee will vote as set forth in Section 7.1 to recommend the Draft Deliverable to the Board of Directors for publication. The Steering Committee may also request changes to the Draft Deliverable.

Upon agreement to recommend the Draft Deliverable to the Board of Directors for publication, the Steering Committee Chair shall give the recommendation to the Board of Directors to approve the Draft Deliverable. The recommendation should include the following details:

- If the Deliverable should be an internal release or published externally
- The Version Number (see section 8.5.2)
- A recommendation if the Deliverable is sufficiently substantial and defined to warrant a meaningful review by the Members as described in the IPR Policy Section 2.1.

8.3.3 Board Review of Draft Deliverables

After receiving a Draft Deliverable, the Board of Directors will endeavor to review such Draft Deliverable within thirty (30) days of having received it, unless the Board of Directors determines that it needs a longer period of time for review.

If the Steering Committee has recommended, or the Board of Directors determine at any point during their review, that a meaningful review by the Members is needed, the Board will adopt a resolution for a Review Period. Upon adoption, the Review Period shall commence as described in the IPR Policy Section 2.1

8.3.4 Final Deliverables

Upon completion of the process set forth in Section 8.3.3 above, the Board of Directors will determine whether such Draft Deliverable should be returned to the Working Group for further revisions, or be considered for adoption as a Final Deliverable by the Board of Directors. The Board of Directors may send the Draft Deliverable for further revisions by the Working Group any number of times, as determined in the sole discretion of the Board of Directors. Draft Deliverables become Final Deliverables only upon the approval of the Board of Directors as defined in section 4.12 of the Bylaws. The Board of Directors may, in its sole discretion, decide

whether to proceed with the adoption of any Draft Deliverables as Final Deliverables. The Board also shall determine whether and when the outcome of Items may be released internally or externally.

8.4. Maintenance of Deliverables

Once approved by the Board of Directors, responsibility for maintenance of a Deliverable is assigned according to the following rules:

- a) If the Working Group that has developed the Deliverable is still active, the responsibility for maintenance lies with the Working Group.
- b) If such Working Group has been or is ever disbanded, the supervising Steering Committee shall have responsibility for maintenance of the Deliverable. The supervising Steering Committee may reassign the responsibility of the Deliverable to a new Working Group at any time.
- c) If such Working Group and the supervising Steering Committee has been or is ever disbanded, the Board of Directors shall have responsibility for maintenance of the Deliverable. The Board of Directors may reassign the responsibility of a Deliverable to a new Steering Committee/Working Group at any time.

8.4.1 Editorial Changes

The responsible party may, at its option or at the direction of its supervising Steering Committee or the Board of Directors, make editorial changes to a Final Deliverable, providing that such changes do not materially change the Deliverable.

8.4.2 Deliverable Revisions

Changes to a Deliverable that are not editorial should be made in the context of an active Working Group and must follow the approval process described in Section 8 of these Operating Procedures.

8.5. Naming Conventions

8.5.1 Internal Documents

The following naming convention will be applied when Member Representatives upload files (including Contributions) to the Member Platform into any Steering Committee/ Working Group's "Input Documents" folder.

GGGG-NNNN-Rnnn- text.ext

- **GGG** This section is three - four capital letters representing the group
 - **TSC** = Technology Steering Committee
 - **VSC** = Vision Steering Committee
 - **MSC** = Marketing Steering Committee
 - **TWG** = Technology Working Group
 - **UCWG** = Use Cases Working Group
- **NNNNN** This section is five digits for the document number. This is automatically added by the system when uploaded.
- **Rnnn** This section is the letter R followed by three digits for the revision number of the document. This is automatically added by the system when uploaded.
- **text** This section is arbitrary text given by the uploading user (usually is the document name). This text should be kept as uniform as possible and be no more than 100 characters.

- **ext** This section is the file extension name given by the system. Contributions can be submitted in word, ppt, excel. Final documents will be produced in word and released as an un-editable document.

Note: All contributions should be uploaded to the Input Documents folder within the Steering Committee/Working Group in the Member Platform.

8.5.2 Final Documents Version Numbers

The following Document Version Numbering convention will be applied when Documents are ready for publication.

IOWN-GF-**TT**-text-**A**.**B**

- **TT** This section is two capital letters representing the type of Deliverable.
 - **TS** = Technical Specification
 - **WP** = White Paper
- **text** This section is text which representing the name of the document
- **A** This section is one digit representing the revision number.
- **B** This section is one digit representing the editorial change number.

Note: Both A or B could become two digits

8.6. Storage and Access to Draft Deliverables and Final Deliverables

All Draft Deliverables (in any revision) as well as other working documents of a Steering Committee/Working Group should be stored on the Member Platform. All Draft Deliverables and other working documents of a Steering Committee/Working Group shall only be accessible to the Members, approved Subject Matter Experts, the Board of Directors, the staff of IOWN GF and authorized representatives of IOWN GF. **Members shall not distribute to non-Members any Confidential Information, which includes, but is not limited to, Draft Deliverables.**

All Final Deliverables that have been adopted by IOWN GF will be made available to all Members through the Member Platform or public website.

8.7. Withdrawal of Final Deliverables

The Board of Directors may withdraw approved Final Deliverables by a Supermajority of Directors currently serving on the Board of Directors. Withdrawn Deliverables are still subject to the IPR Policy.

Once the Board of Directors has withdrawn a Deliverable, it may be removed altogether from the Member Platform or public website or anywhere else it may have been published. Otherwise, should the withdrawn Specification remain available on the Member Platform or the public website, it shall be clearly labeled as 'withdrawn'. Further, the Members of IOWN GF shall be notified promptly about any withdrawal.

Exhibit A: Operating Procedures Revision History

Revision	Release Date	Summary of Changes
Version 1.0	April 2020	Initial version

Exhibit B: Charter Template

[Proposed Name [Steering Committee / Working Group]] Charter
[Member Committee/Working Group] under the Innovative Optical and Wireless Network Global Forum (IOWN GF)

Supporting Member Companies: _____

Steering Committee: *Minimum of three Sponsor Member Companies*

Working Group: *Minimum of three Member Companies, at least one of which is a Sponsor Member, required*

Proposed Chair*: _____

Proposed Vice-Chair:** _____

Chairs and Vice-Chairs will be appointed by the Board of Directors to serve for a term of two years

Steering Committee:

**All members of member committee must be Sponsor Member Representatives*

Working Group:

**Chairs must be Sponsor Member Representatives*

***Vice Chairs may be Sponsor or General Member Representatives*

Description of Scope and Objectives

Description of Deliverables

Legal

All [Member Committees/Working Groups] operate under the IOWN GF policies and procedures.

Exhibit C: Proposal for New Item Template

NAME OF ITEM:	
TYPE OF ITEM	<ul style="list-style-type: none"> ○ Study Item ○ Work Item
DATE OF SUBMISSION:	
SUBMITTED TO: (WORKING GROUP OR COMMITTEE)	
COORDINATOR'S NAME AND COMPANY:	
SUPPORTING COMPANIES : (MINIMUM OF 3 COMPANIES INCLUDING COORDINATOR'S COMPANY)	
SCOPE OF Item:	
DELIVERABLES: (TECHNICAL REPORT, SPECIFICATION, WHITE PAPER, IMPLEMENTATION GUIDELINES, PROCESS, ETC)	
USE CASE EXAMPLE THAT IS ENABLED BY THE DELIVERABLE (IF APPLICABLE)	
END USER BENEFIT (IF APPLICABLE)	

PROPOSED SCHEDULE:		
	Milestone	Target Date
	Submission of Item	
	Approval of Item	
	Stable Draft	
	WG Approval (if applicable)	
	Committee Approval (if applicable)	
	BoD Approval	
	Publication	