

IEEE Standards Association

Standards and Standards Innovations (S&SI) Strategic Management and Delivery Committee (SMDC)

Operations Manual

The Institute of Electrical and Electronics Engineers, Inc.
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IEEE Standards Association Standards and Standards Innovations SMDC Operations Manual

1. Introduction

1.1 Scope and purpose

The Standards and Standards Innovations (S&SI) Strategic Management and Delivery Committee (SMDC) is responsible for maintaining a vibrant consensus standards development environment within the IEEE SA that meets the needs of its membership. Through the development of online educational materials and the fostering of strategic and emerging technology areas, the S&SI SMDC seeks to increase global engagement within IEEE standards development, improve the quality of the standards development experience, increase productivity, and facilitate launching, mentoring, and managing new, strategic, or emerging standards development projects.

1.2 Mission

SMDCs are standing committees of the IEEE SA and are established by the *IEEE Standards Association Operations Manual* or by the IEEE SA Board of Governors (BOG) to address strategic focus areas that are necessary and critical for the IEEE SA to achieve long-term organizational objectives.

The S&SI SMDC is responsible for activities such as, but not limited to:

- a) Adapting the IEEE SA governance system to enable the expansion of global IEEE SA volunteer communities.
- b) Providing guidance related to the development of training materials to foster a well understood and well managed standards development process that leads to high-quality and market-relevant standards.
- c) Creating new types of standards governance structures to support strategic projects.
- d) Fostering relationships with standards development organizations (SDOs) and other relevant organizations to promote global and local adoption of IEEE standards while maintaining the integrity of IEEE standards and the IEEE brand.
- e) Providing strategic guidance to the IEEE SA Standards Board (SASB), as needed.

2. References

[IEEE Bylaws.](#)

[IEEE Policies.](#)

[IEEE Standards Association Operations Manual.](#)

Robert's Rules of Order (latest revision).

3. Abbreviations and acronyms

This list offers only those acronyms and abbreviations used in this Operations Manual.

BOG: Board of Governors

IEEE: The Institute of Electrical and Electronics Engineers, Incorporated

IEEE SA: IEEE Standards Association

NESC[®]: National Electrical Safety Code[®]

SASB: IEEE SA Standards Board

S&SI: Standards and Standards Innovations

SDO: Standards Development Organization

SESCoM: Strategic and Emerging Standards Committee

SMDC: Strategic Management and Delivery Committee

SPCC: Strategic Planning and Coordination Committee

4. Membership

4.1 Chair

The IEEE SA President shall appoint the chair or a past chair of the SASB to serve as IEEE SA Vice President, Standards and Standards Innovations and as chair of the S&SI SMDC. An individual may serve as an IEEE SA Vice President, Standards and Standards Innovations, for up to six consecutive years. (See [IEEE Standards Associations Operations Manual](#), clauses 5.1.1 and 5.8.1.)

The S&SI SMDC shall operate as a partnership between volunteer and Professional Staff leadership. Each Professional Staff Lead for the S&SI SMDC shall be considered a Co-Chair in partnership with the IEEE SA Vice President, Standards and Standards Innovations.

4.2 Members

The number of members of the S&SI SMDC shall be proportional to the workload but no fewer than three.

Members of the SMDC shall be appointed by the IEEE SA President for a one-year term. SMDC members shall be of Member or higher grade of IEEE and shall be individual members of the IEEE SA. SMDC members may serve an unlimited number of consecutive terms. Candidates for membership in the S&SI SMDC may be proposed by the S&SI SMDC chair, the IEEE SA President, or by the IEEE SA Nominations and Appointments Committee.

Upon their appointment, the chairs of the committees noted in 5.1, 5.2, and 5.3 shall serve as *ex officio* members with vote.

Upon their appointment, the chairs of the other Standards Committees (see 5.4) shall serve as *ex officio* members without vote.

Professional Staff who are members of the SMDC do not hold voting rights.

4.3 Vice Chair

The members of the S&SI SMDC may select a Vice Chair from among its members.

5. Committees reporting to the S&SI SMDC

Except as noted in 5.2, all members of the committees of and reporting to the S&SI SMDC, including without limitation the members of any ad hoc committees appointed by the IEEE SA Vice President, Standards and Standards Innovations, shall act in accordance with IEEE Standards Association policies and procedures, *IEEE Bylaws*, and *IEEE Policies* including, but not limited to, Section 9.9 on Conflict of Interest, the IEEE Code of Ethics, and the IEEE Code of Conduct.

All committees reporting to the S&SI SMDC shall be subject to oversight from the S&SI SMDC.

5.1 Strategic and Emerging Standards Committee

The Strategic and Emerging Standards Committee (SESCoM) is established to assist the IEEE Standards Association in launching, mentoring, and managing new, strategic, or emerging standards development projects for both the entity and individual method within the IEEE fields of interest for which there is no active Standards Committee. In addition, SESCom can, subject to approval by the SASB, serve as the Standards Committee for a project in a field of interest where there is an active Standards Committee that through action or inaction has declined to progress the project. SESCom may also oversee maintenance of standards for which the Standards Committee of record no longer exists.

SESCoM is also intended to support standardization needs in all IEEE Regions and local communities. The scenarios may include forming Working Groups, Standards Committees, and Responsible Subcommittees for localization/adaptation of global IEEE standards, development of local standards, or adoption of IEEE standards documents as local/national standards. SESCom can support adoption of industry specifications as IEEE standards.

[SESCoM's policies and procedures](#) shall be reviewed and approved by the S&SI SMDC prior to submittal to the SASB for consideration of acceptance by the SASB.

5.2 NESC Main Committee

Published exclusively by IEEE and updated every five years to keep the Code up-to-date with changes in the industry and technology, the National Electrical Safety Code® (NESC®) sets the ground rules and guidelines for practical safeguarding of utility workers and the public during the installation, operation, and maintenance of electric supply, communication lines, and associated equipment.

The National Electrical Safety Code (NESC) [Main Committee](#) shall operate under its ANSI-accredited [policies and procedures](#) and shall receive Secretariat support from the IEEE Standards Association.

5.3 IEEE Relationship to International SDOs Committee

The IEEE Relationship to International SDOs Committee shall provide strategic guidance with respect to the interactions between IEEE and relevant international standards organizations and between IEEE and relevant regional standards organizations.

The chair and other members of the Committee shall be appointed by the IEEE SA Vice President, Standards and Standards Innovations.

5.4 Other Standards Committees

The S&SI SMDC may oversee Standards Committees that no longer have a parent entity. In addition, the S&SI SMDC may also create Standards Committees, which must be recognized by the SASB.

6. Operations

6.1 Voting

For the purposes of voting, a quorum shall exist when 50% or greater of the voting members are present.

Voting may occur at in-person meetings, electronic meetings, or via electronic ballot. The S&SI SMDC may also act via consensus, i.e., a lack of sustained objection.

6.2 Meetings

The S&SI SMDC shall meet as often as necessary to accomplish its goals and objectives in a timely manner.

Meetings should be called with advance notice of at least five business days. An agenda should be provided at least three business days in advance.

6.3 Subcommittees and ad hoc committees

The S&SI SMDC may have committee(s) of the BOG organized under it at the discretion of the BOG or as designated in its charter. With the concurrence of the IEEE SA Vice President, Standards and Standards Innovations, the S&SI SMDC may have ad hoc committees of the BOG organized under it at the discretion of the IEEE SA President or as designated in the ad hoc's charter.

New committees of the S&SI SMDC may also be created by a majority decision of the S&SI SMDC and with the concurrence of the IEEE SA BOG.

The IEEE SA Vice President, Standards and Standards Innovations may create ad hoc subgroups (e.g., task forces, ad hocs) to assist the S&SI SMDC. If the IEEE SA Vice President, Standards and Standards Innovations wishes to appoint a volunteer who is neither a BOG Member nor a member of the S&SI SMDC as a chair or member of an ad hoc subgroup, approval of the IEEE SA President shall be obtained.

The IEEE SA Vice President, Standards and Standards Innovations shall be an ex officio member without voting rights in all committees, ad hoc committees, and ad hoc subgroups organized under the S&SI SMDC for which the IEEE SA Vice President, Standards and Standards Innovations is not explicitly assigned as a member with voting rights.

6.4 Reporting

The S&SI SMDC shall report its activities, actions, and progress toward its strategic objectives and initiatives to the IEEE SA BOG, in accordance with the BOG meeting agenda set by the IEEE SA President. In addition, during the course of the development of the IEEE SA Strategic Plan, the S&SI SMDC shall recommend goals and initiatives to the IEEE SA Strategic Planning and Coordination Committee (SPCC).

Committees reporting to the S&SI SMDC shall provide annual reports to the S&SI SMDC or upon request of the S&SI SMDC.

7. Maintenance

7.1 Maintenance of this document

This manual will be maintained by the S&SI SMDC and IEEE SA Professional Staff. Proposed modifications to this operations manual shall be submitted to the IEEE Professional Staff support for the SMDC.

Any amendments to this operations manual shall be approved by a majority vote of the S&SI SMDC, with advance notice prior to said vote. Such changes shall become effective after approval of the IEEE SA BOG.

7.2 Conflict with *IEEE Standards Association Operations Manual*

In all cases where conflict exists between this operations manual and the *IEEE Standards Association Operations Manual*, the *IEEE Standards Association Operations Manual* shall take precedence. In cases where the *IEEE Standards Association Operations Manual* is silent, this operations manual applies.