

Operating Procedures of the IEEE Registration Authority Committee (IEEE RAC)

Proposed: December 2020

1. Introduction

The IEEE Standards Board established the IEEE Registration Authority (RA) in 1986 and the IEEE Registration Authority Committee (RAC) in 1991. In 1998, the IEEE Registration Authority Committee became a standing committee of the IEEE Standards Association Board of Governors (IEEE SA BOG).

The purpose of this document is to specify the organization, responsibilities, and basic procedures of the RAC. Adherence to these Operating Procedures is an essential aspect in determining the applicability of IEEE's indemnification policy. The IEEE SA Operations Manual takes precedence over this document.

Robert's Rules of Order Newly Revised (RONR) is the recommended guide on questions not addressed in these procedures regarding parliamentary procedure for meetings.

1.1 Mission Statement

The RAC mission statement:

- The IEEE RAC is the oversight committee for the IEEE Registration Authority.
- The IEEE RAC is international in scope, assisting standard developing organizations in their establishment of unambiguous, sustainable registration authorities.
- The IEEE RAC considers the long-term interests of the ultimate users of these standards, while pragmatically addressing the needs of the affected organizations, industries, and IEEE.

1.2 Role within IEEE SA

The RAC is a standing committee of the IEEE Standards Association. The RAC charter is specified in Section 5.7 of the IEEE SA Operations Manual. In particular:

"The IEEE Registration Authority Committee (RAC) shall provide oversight of all registration activities defined or referenced in IEEE standards. The RAC shall report to the Products and Services Innovation SMDC. Such registration activities include, but are not necessarily limited to, assignment of unique numbers or identifiers used by implementers of the standard, or listings of products or services defined by the standard. This committee is responsible for both the registry process and the registration-activity-related technical content of standards using a RAC administered activity.

“This committee performs its registration authority function for approved (or proposed) IEEE standards or non-IEEE standards relevant to IEEE interests. The IEEE RAC also recommends new registries to the IEEE SA BOG.

“Each IEEE standard that contains a registration activity shall have such registration activity presented to the IEEE RAC for consideration as a RAC administered registry. The IEEE maintains the right of first refusal to be the registration authority for all registries described in an IEEE Standard.”¹

The RAC shall be the conduit for all IEEE communications regarding registration issues. All communication to the RAC should be addressed to the RAC Chair at rac-chair@ieee.org.

2. Scope

2.1 The IEEE RAC is responsible for any registry-related technical content of standards, and for overseeing the RA process. The RAC provides guidance on registration activity to IEEE Standards Developing Committees (SDCs), including Standards Committees (historically called Sponsors), Working Groups, and other groups involved in standards development.

2.1.1 The RAC uses the collective experience of its members to determine the need for registration in each case and then, if registration is the acceptable process, helps the SDC to document the requirements.

2.1.2 The RAC shall be the highest-level technical support and oversight committee whenever the IEEE administers a registration activity.

2.1.3 The RAC recommends new RAC administered registries to the IEEE Standards Association Board of Governors through the Products and Services Innovation SMDC.

2.2 The RAC delegates the administration of RAC administered registries to the IEEE Registration Authority (RA). The RAC oversees all IEEE approved RA functions.

2.2.1 The IEEE RAC shall provide advice to the IEEE RA.

2.2.2 The IEEE RA serves as an administrative and operational body. Answers to technical and procedural questions shall be provided by the RAC and/or an SDC delegated that responsibility by the RAC.

2.3 The RAC shall consider requests for Registration activities in support of any IEEE Standard.

2.3.1 If an SDC within the IEEE identifies a need for registration in support of a standard, it shall submit a request to the RAC. The SDC can inform the RAC of a need for registration by:

- a) Indicating on the project PAR that the registration of objects or numbers is a requirement for the project, or
- b) Identifying the RAC as a Mandatory Coordination body when the project is submitted for Standards Association Ballot, or
- c) Sending a memo to the RAC via the RAC administrator.

¹ From IEEE SA OPS manual, August 2020. (https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/sa_om.pdf.)

The request shall contain a specification statement of the type of registration required, such as an IEEE RA-administered registry or a registry specified and administered only in a standard. The SDC shall also submit a justification (for example, if documented within a draft standard) for the registration function.

2.3.2 If the RAC accepts the request for registration then the SDC shall submit a proposal for the details of the registration procedure. All registration procedures developed to support an IEEE standard shall be subject to RAC and BOG approval.

2.3.3 If the RAC believes there is a need for registration or registration requirements in an IEEE standard, it shall inform the SDC that the standard under development requires Mandatory Coordination including explaining its registration concerns.

2.4 Where registration activity (new registry or use of an existing registry) has been identified as part of a project, the RAC shall provide Mandatory Coordination on the project. If the registration activity is identified before or during a Standards Association ballot, it shall provide guidance to the SDC either in consultation with the SDC or during the Standards Association ballot.

2.4.1 When the RAC has not indicated satisfaction in a completed Standards Association ballot, the RAC shall make a recommendation to the IEEE SA Standards Board as to whether the project should be approved or disapproved. The RAC Chair may provide additional information to IEEE Review Committee (RevCom) and the Standards Board as appropriate for their consideration of a project submitted for their approval. At all stages in the coordination process, the RAC shall indicate what steps would be required in order for the recommendation to be one of approval.

2.4.2 When the need for a change to a registry procedure becomes apparent, the new procedure shall be subject to approval by the IEEE RAC.

2.4.3 Non-IEEE Standards Developing Organizations (SDOs) may also submit requests for registration and registries to the RAC. The RAC decides if a registry should be submitted to the BOG for possible approval on a case-by-case basis.

3. Membership

3.1 Membership criteria

As specified in the IEEE Standards Association Operations Manual, Section 5.7, the RAC

“shall be comprised of representatives of Standards Committees interested in registration. The RAC may have up to 21 members. The IEEE SA President shall appoint the chair of the RAC for a three-year term, renewable at the discretion of the IEEE SA President. This committee shall have two members without vote, the RAC Secretary (IEEE Staff) and the chair of the Standards Activities Board of the IEEE Computer Society (or designee). The RAC Chair may appoint additional technical experts to serve as non-voting members of the RAC. The IEEE SA BOG shall oversee this committee through its minutes and agendas.”²

² From IEEE SA OPS manual, August 2020. (https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/sa_om.pdf.)

Each Standards Committee may appoint up to two representatives for a renewable three (3) year term based on the calendar year, effective Jan 1st. The initial term of appointment includes the calendar year of the appointment and two additional years.

The current RAC roster and the member terms shall be posted at the RAC web site:
<http://standards.ieee.org/about/bog/rac.html>.

3.1.1 Additional criteria

The RAC Chair may appoint registry consultants (e.g., an Ethertype consultant) when a consultant role is specified in registry procedures. Such consultants serve as advisors to the RAC and IEEE RA.

3.2 Rules of membership

Members are expected to actively participate via email (or similar means), to attend meetings, and to respond to ballots.

3.3 Voters

Each represented Standard Committee will have only one vote. For the purpose of voting, each represented Standard Committee shall appoint a primary voter and may appoint an alternate voter. The represented Standard Committee shall appoint the primary and alternate voters by providing their identities to the RAC Secretary.

Both primary and alternate Standards Committee RAC representatives are encouraged to participate in discussion but only one vote from per Standards Committee will be recognized. Similarly, non-voting RAC members are encouraged to participate in discussion.

4. Officers

4.1. RAC Chair

As specified in the IEEE Standards Association Operations Manual, Section 5.7,

“the IEEE SA President shall appoint the chair of the RAC for a three-year term, renewable at the discretion of the IEEE SA President.”³

When the IEEE Standards Association President is considering appointment of a chair, the RAC members may recommend candidates for consideration.

The duties of the Chair shall be as follows:

- 1) To preside over the meetings of the RAC.
- 2) To prepare a yearly status report to the BOG.
- 3) To represent the RAC during RevCom and SASB considerations of submitted projects.
The Chair may designate an alternate when appropriate, by notifying the RAC.

³ From IEEE SA OPS manual, August 2020. (https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/sa_om.pdf).

- 4) To represent the RAC before the BOG. The Chair may designate an alternate when appropriate, by notifying the RAC.

4.2. RAC Secretary

The RAC Secretary shall be a staff person appointed by the IEEE Standards Association. The duties of the Secretary shall be, in consultation with the chair:

- 1) To prepare and distribute the meeting notice for the RAC meetings to RAC and BOG members.
- 2) To distribute the agenda for the RAC meetings to RAC and BOG members.
- 3) To prepare and circulate minutes of each meeting of the IEEE RAC.
- 4) To prepare and circulate reports to the BOG as requested.
- 5) Other duties as assigned in support of the duties of the RAC Chair.

5. Voting

The RAC operates mostly by consensus. The RAC Chair determines consensus on a committee position. If there is an objection to the consensus, a RAC member may request a vote. The RAC consensus may be communicated externally, and the communication must be updated if the consensus changes as a result of a vote.

A vote can be conducted in a meeting, via email, or other electronic means. The deadline for submitting a vote is determined by the RAC Chair.

The voting result on a proposed action or position is determined by simple majority of votes cast (i.e., approve divided by total of approve and disapprove) unless a different approval ratio is required by these procedures.

When both the primary and secondary Standards Committee members cast a vote, only the primary representative vote shall be counted.

As the presiding officer, the RAC Chair may vote whenever the RAC Chair's vote will affect the result, e.g.:

- i. To break a tie.
- ii. To create a tie.
- iii. To change the result between approval and disapproval.

6. Meetings

6.1 RAC meetings

The RAC shall hold an annual meeting each calendar year and may meet more frequently at the discretion of the RAC Chair, based on urgency or need to make decisions on specific topics. Notice of the time and place of each annual meeting shall be distributed to the members at least four weeks in advance of the RAC meeting.

If an additional RAC meeting is to be conducted only via teleconference, notice of the meeting information and agenda of the principal items to be considered shall be distributed to the members at least two weeks (four weeks preferred) in advance of the teleconference.

All RAC meetings shall also meet notice requirement as specified in the IEEE Standards Association Operations Manual 5.7.1.

Teleconference facilities shall be provided for all RAC meetings.

As specified in the IEEE Standards Association Operations Manual, Section 5.7.1,

*"A preliminary agenda for each RAC meeting shall be prepared by the IEEE Standards Department staff (the IEEE OUI Registration Authority Administrator or a designated person) and distributed to RAC members at least two weeks prior to a scheduled meeting of the RAC. At the same time, the agenda, without supporting documentation, shall be sent to all members of the IEEE SA BOG."*⁴

6.2 Ad hoc meetings

Ad hoc meetings may be scheduled in support of Mandatory Coordination or for discussion of other topics. Votes of the RAC shall not be taken at ad hoc meetings.

6.2.1 Ad hoc meeting for Mandatory Coordination consultation

The RAC may hold ad hoc meetings for Mandatory Coordination consultation with an SDC to discuss issues identified during Mandatory Coordination review (see IEEE Standards Board Operations Manual, section 5.4.4). Mandatory Coordination consultation ad hoc meetings shall be announced to RAC members and SDC members at least 5 days in advance. A Mandatory Coordination consultation ad hoc meeting will typically be held via teleconference, but when appropriate may be held as part of an SDC meeting. If part of an SDC meeting, support of teleconference participation is strongly encouraged.

Minutes from Mandatory Coordination consultation ad hoc meetings shall be posted publicly and announced on the public RAC reflector (see 7.0) within one week of the meeting. Note that the minutes from the ad hoc meeting may be taken by a RAC member or a member of the SDC. Both members of the SDC and the RAC may comment on the minutes.

6.3 Executive session

Meetings to discuss personnel or business matters (e.g., the negotiation of contracts), or for other appropriate non-public matters (e.g., the receipt of legal advice), may be conducted in Executive Session.

7. Communications

All correspondence on behalf of the RAC shall contain identification of the RAC as the source of the correspondence.

Inquiries relating to the RAC should be directed to the RAC Secretary, and RAC members should so inform individuals who raise such questions. All replies to inquiries shall be made through the RAC Secretary based on RAC committee consensus.

RAC members shall clearly indicate whether information they informally communicate is personal opinion or represents RAC consensus.

⁴ From IEEE SA OPS manual, August 2020. (https://standards.ieee.org/content/dam/ieee-standards/standards/web/documents/other/sa_om.pdf).

There are two RAC reflectors: the private RAC reflector (stds-rac@ieee.org) and the public RAC reflector (stds-rac-public@listserv.ieee.org).

The private RAC reflector is used among RAC members to discuss registration requests and establish consensus on registration issues.

The public RAC reflector shall be used for correspondence between the RAC and the SDC regarding Mandatory Coordination. Any consensus position of the RAC shall be clearly indicated and communicated by the RAC Chair or designate.

8. Mandatory Coordination

8.1 Scope

RAC Mandatory Coordination provides oversight over Standards Committee projects to protect existing registries and provide advice in the creation of new registries. The SASB operations manual specifies procedural requirements related to Mandatory Coordination.

RAC Mandatory Coordination can involve discussion and debate on technical topics where RAC members may need to engage with SDC project members. This involves, for example, promotion of open and innovative deliberations that result in broad consensus in accordance with due process procedures detailed in the bylaws and operations manuals of the subsidiary boards and committees of the IEEE SA BOG.

In order for Mandatory Coordination to be effective, the project SDC is encouraged to make potential requirements with respect to registration known to the RAC at the earliest possible stage in the project development so that the RAC can review the circumstances and, if necessary, identify a mentor to assist the SDC in developing the registration requirements.

Where registration has been identified as part of a project, the RAC shall, as part of its Mandatory Coordination response at Standards Association ballot, make a consensus recommendation to the IEEE SA Standards Board as to whether the project should be approved or disapproved, based on the provisions made for registration. Should the recommendation be to disapprove, the RAC shall identify steps that would be required in order to change the recommendation from disapprove to approve.

8.2 Communication between the SDC and the RAC

In order for Mandatory Coordination to be effective, the project SDC is encouraged to engage with the RAC in an open forum. This includes:

- Correspondence between the SDC and RAC members using the RAC public reflector.
- Mandatory Coordination consultation meetings between members of the RAC and SDC members

Proposed RAC Mandatory Coordination comments are collected by the RAC Secretary. These proposed comments are used to formulate RAC Mandatory Coordination comments, which constitute a consensus position of the RAC.

9. Modifications to these operating procedures

Modifications to these operating procedures shall be approved by at least a two-thirds approval vote. Quoted content from the IEEE SA Operations Manual shall be updated by the RAC Secretary to retain consistency with the IEEE SA Operations Manual, without a RAC approval requirement.

10. Reconsideration

Any customer of the RA who has concerns about an action or inaction of the RA can request that the entire RAC reconsider the action or inaction by filing a written request for reconsideration with the RAC Secretary within 30 days after the date of notification of action of the RAC or at any time with respect to inaction. Upon receipt, the Secretary will add the reconsideration request to the agenda of the next RAC meeting. The RAC Chair can optionally call a duly called meeting of the RAC . At the meeting, the reconsideration will be discussed and the RAC will decide by majority vote. The reconsideration decision of the RAC will be the RAC's final decision and should be communicated to the customer within 90 days of the reconsideration request.