



# GOOD WORKING PRACTICE

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**IEC/TC 48: Electrical connectors and mechanical structures for electrical and electronic equipment**

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## TC48 GOOD WORKING PRACTICE (GWP)

### Background

48/490/INF was posted to the IEC TC48 website in 2007-09 intended to be used as a guidance document for all WG Convenors and Project Leaders in TC48, SC48B and SC48D. In 2011 48/490/INF was replaced by 48/525/INF. A revised document has been circulated as 48/548/DC with the intention to replace 48/525/INF.

The revision has been initiated with the intention to provide

- a) information regarding use of the IEC “Standard template” & IEC Directives
- b) information on the use of the ISO Geometrical Product Specification standard referenced in clause B.8 of the IEC Directives, Part 2, revision 6, dated 2011-04.
- c) clarification on the use of the TC 48 Collaboration tools site
- d) clarification regarding requests & guidelines for disclosing relevant patent information in addition to the ISO/IEC directives to reflect discussions during previous meetings, ANNEX B
- e) Committee’s good working practice in making presentations. ANNEX C

ANNEX A: PROJECT TEAMS AND WORKING GROUPS IN TC48 AND SUB-COMMITTEES.

Note: Information that is already available under IEC TISS as **Guidance by your role in the IEC** or the **Survival Kits for TC/SC Chairmen, Secretaries and WG Convenors**, available at the IEC website <http://www.iec.ch/tiss/> shall be noted by convenors and Project leaders but is not repeated in this document.

ANNEX B: COMMITTEE’S GOOD WORKING PRACTICE IN HANDLING OF PATENT RIGHTS

ANNEX C: COMMITTEE’S GOOD WORKING PRACTICE IN MAKING PRESENTATION

## Annex A

### Project Teams and Working Groups in TC 48 and its Sub- committees

#### A.1 Project Teams (PT)

Once a new work item proposal (NWIP) has been accepted by national committees (NC) and is assigned to the project leader (PL) he/she will be responsible for all activities involved in the creation of a suitable Committee Draft (CD) and in providing proposals to comments on CD, CDV, DS etc. received from national committees. Attention should be given to the following:

1. PL to initiate communication and working with the experts assigned to the PT during the NWIP approval procedure. If the PL feels that more experts are required than those appointed as a result of the NWIP procedure, he/she is entitled to seek assistance by requesting additional experts through the committee secretariat or by contacting the appropriate Working Groups (WG) Convenors.
2. PTs report to the assigned WG, PLs are encouraged to attend WG meetings and are obliged to provide a verbal or preferred a written report when requested by the WG convenor or the secretary of the sub-committee
3. The PL/ Editor shall use the IEC "Standard template" for the preparation of the standard, see AC/25/2013; in case the template was not used at the NWIP stage, it shall be implemented at the CD stage. The IEC Directives Part 2 (Edition 6.0 2011-04) is mandatory for the preparation of IEC International Standards, Technical Specifications, Publicly Available Specifications .
4. The PL shall ensure that drawings and figures, to be inserted in the standard, are following ISO 14405 (all parts), Geometrical product specifications (GPS) — Dimensional tolerancing At its 2013 Plenary Meeting in Delft (NL) TC48 approved a decision Policy regarding the new GPS tolerance standards:
  - i. For NPs the ISO14405 should be used. Latest by the CDV stage the document shall comply with the ISO 14405 standard.
  - ii. For already published editions, new editions or modifications shall have the figures transformed into ISO 14405. Exceptionally, existing figures may remain unchanged according to a resolution of the SC48B or SC48D Plenary meeting. In this case an explanatory statement shall be made
5. Once a CD has been circulated and comments from the NC have been received, the PL is required to distribute the draft 'compilations of comments' to his/her PT members within 2 weeks.  
Note: NC voting results and comments can be downloaded from the IEC website the day after the closing date, how to download, see AC/23/2013.
6. The PL should investigate and assess issues with the PT and guide the communication to achieve consensus in the PT in a timely manner. The PT is encouraged to make use of:
  - Teleconference calls, web-meetings and other modern communication techniques
  - Circulating of document versions (with changes indicated) instead of or in addition to comments in the table (cut and paste to prepare revised document)
7. The PL shall submit the proposed resolution to comments to the Secretary and the WG Convenor in a timely manner (within less that 4 weeks).
8. To help NCs with complex documents with many changes, the PL shall consider providing the TC/SC Secretary with a document with editing marks that may be circulated as an INF document.
9. During the preparation of the FDIS documents, PL shall include corrections and changes requested by the IEC Editing Service staff. The PL shall request a copy of the IEC Editing Service comments from the TC/SC Secretary if they had not already been provided to them. (PL and PT members working on the FDIS documents need to be sure to have MS Word settings such that they can read the "comments" inserted by the IEC Editing Service staff).
10. If PT/WG needs more time to complete their project they should consider requesting the TC/SC Secretary to consider the TS or PAS approach.
11. Once the project has been finished, the Project Teams will be disbanded.

## **A.2 Working Groups (WG)**

The task of the WG in TC 48 and its Sub-committees is to review progress, discuss critical comments and technical issues received from Secretary, NCs, PTs, sister WGs or the parent committees.

In addition the WGs are in charge of dealing with all technical issues occurring over the life cycle of IEC Standards in their domain, e.g. reviewing the need for maintenance as corrigendum's, amendment or revised editions.

Periodic verbal or preferably written progress reports shall be made by the convenor to the parent committee.

The Convenor may seek assistance by a meeting secretary or a permanent WG secretary for administrative support.

### **A.2.1 Preparation of a face-to-face WG meeting**

For preparation of a face-to-face WG meeting the convenor shall circulate an agenda latest 4 weeks before the meeting by mail to the experts and up-load the agenda and any supporting documents to the IEC Collaboration tools website. When preparing the agenda the convenor should consider the following:

- Agenda for the meeting shall be realistic for the time available.
- Agenda should be arranged with high priorities first, such as managing of critical situations in projects (RVN, CC, RVC).
- An executive summary of the status of work.

### **A.2.2 Monitoring of the progress between face to face meetings**

Between face-to-face WG meeting the convenor shall monitoring of the progress of projects and up-date the Summary Project List (SPL) for his/her WG

- Documentation to be send to the secretariat with request for actions.
- Regularly Web meetings / Telephone-calls with PLs

Note: Teleconference calls and webmeetings should be planned in consideration of the time difference of the members who participate.

## **A.3 Membership in WG and PT and Convenors/Project Leaders Mailing List**

Working Group members (experts) are assigned by the P-member countries using the IEC Expert Management System; some members are maintained as WG experts even though they have never participated on the work. **Therefore members or corresponding members, who have not contributed to the work of the working group by correspondence (or by attendance) for a period of eighteen months, may be deleted from the Convenors / Project Leaders Mailing List.**

## **A.4 Obligations of WG experts when attending WG meetings**

- Each Member shall have reviewed the agenda to be prepared to participate in technical discussions during the meetings and shall bring required documents to the meeting including reference technical documents that will aid all the WG experts to have good technical discussions.

**A.5 Use of the IEC Collaboration Tools Site (as decided at Kista - TC 48 meeting)**

For general information about the collaboration tool visit <http://www.iec.ch/tiss/collaboration/>

**Table 1 - ACTUAL STRUCTURE for TC 48, SC 48B and SC 48D:**

<b>C meetings</b>	<u>→</u>	8		er with Year and Location Note 2)
on		8/AG 1		uments <b>Note 1)</b>
				ites / Agenda <b>Note 2)</b>
	<u>→</u>	8B/WG 3		uments <b>Note 1)</b>
				ites / Agenda <b>Note 2)</b>
on 8B	<u>→</u>	8B/WG 5		ussion forum → not yet used – for future
	<u>→</u>	8B/WG 6		es → not yet used – for future
	<u>→</u>	8D/WG 2		uments <b>Note 1)</b>
				ites / Agenda <b>Note 2)</b>
on 8D	<u>→</u>	8D/WG 4		ussion forum → not yet used – for future
	<u>→</u>	8D/WG 5		es → not yet used – for future

Note 1: folders documents shall be used for exchanging working documents between project team members and/or Working Group members, the folder name shall use the IEC Project Number (actual example see SC48B/WG 6)

Note 2: folders Minutes / Agenda shall contain all documents to be discussed in the Working Group Meeting the folder name shall begin with year – month\_ meeting location (Town)

Convenors or Secretaries, when uploading the agenda or administrative documents for the meeting shall set the Email Notification to Notify all members, this is to make sure that new and also long time inactive experts receive the information.

**A.6 Management of critical situations in WG and PT**

Management of critical situations as overload or absence of secretary, convenors or project leaders:

- a. When possible a secretary, convenor or project leader who knows in advance of a meeting that they will not be able to attend, shall enlist a replacement person for that meeting and share relevant information so they can be properly prepared.
- b. The Secretary and all WG convenors of a SC shall follow the entire program of work of the SC to be prepared to chair any WG meeting of the SC in the case of absence of the regular convenor.

**A.7 Convenor's report**

The Convenor shall provide a written report to the meeting of the parent committee (TC or SC as appropriate). This report shall contain details of the number of meetings held, achievements and recommendations, if any.

The list of achievements shall contain the status of all projects.

## Annex B

## Committee's good working practice in handling of patent rights

*ITU, ISO and IEC have had patent policies for many years, the purpose being to provide in simple words practical guidance to the participants in their Technical Bodies in case patent rights matters arise.*

*The Patent Policy encourages the early disclosure and identification of Patents that may relate to Deliverables under development. In doing so, greater efficiency in standards development is possible and potential patent rights problems can be avoided.*

*IEC should not be involved in evaluating patent relevance or essentiality with regards to Deliverables, interfere with licensing negotiations, or engage in settling disputes on Patents; this should be left – as in the past – to the parties concerned.*

**The IEC Patent Policy is specified in ISO/IEC Directives Part 1, 2012, Clause 2.14 and Annex I (normative) and the ISO/IEC Directives Part 2, 2011, Clause 6.6.4 and Annex F (normative) Patent rights.**

**The following ISO/IEC Directives Part 1, Annex I information shall be considered at the meetings:**

### **I.5 Conduct of meetings**

Early disclosure of Patents contributes to the efficiency of the process by which Deliverables are established. Therefore, each Technical Body, in the course of the development of a proposed Deliverables, will request the disclosure of any known Patents essential to the proposed Deliverables.

Chairs of Technical Bodies will, if appropriate, ask, at an appropriate time in each meeting, whether anyone has knowledge of patents, the use of which may be required to practice or implement the Deliverables being considered. The fact that the question was asked shall be recorded in the meeting report, along with any affirmative responses.

As long as the IEC has received no indication of a Patent Holder selecting paragraph 2.3 of the Patent Policy, the Deliverables may be approved using the appropriate and respective rules of the IEC. It is expected that discussions in Technical Bodies will include consideration of including patented material in a Deliverables, however the **Technical Bodies may not take position regarding the essentiality, scope, validity or specific licensing terms of any claimed Patents.**

**According ISO/IEC Directive Part 1, 2013 the ISO/IEC code of practice may be summarized as follows:**

1) The offices of the CEOs of ISO and IEC are not in a position to give authoritative or comprehensive information about evidence, validity or scope of patents or similar rights, but it is desirable that the fullest available information should be disclosed. Therefore, any party participating in the work of ISO or IEC should, from the outset, draw the attention of the offices of the CEOs of ISO or IEC, respectively, to any known patent or to any known pending patent application, either their own or of other organizations, although ISO or IEC are unable to verify the validity of any such information.

2) If a Deliverable is developed and such information as referred to in paragraph 1 has been disclosed, three different situations may arise:

2.1 The patent holder is willing to negotiate licences free of charge with other parties on a non-discriminatory basis on reasonable terms and conditions. Such negotiations are left to the parties concerned and are performed outside ISO/IEC.

2.2 The patent holder is willing to negotiate licences with other parties on a non-discriminatory basis on reasonable terms and conditions. Such negotiations are left to the parties concerned and are performed outside ISO/IEC.

2.3 The patent holder is not willing to comply with the provisions of either paragraph 2.1 or paragraph 2.2; in such case, the Deliverable shall not include provisions depending on the patent.

3) Whatever case applies (2.1, 2.2 or 2.3), the patent holder has to provide a written statement to be filed at the offices of the CEOs of ISO or IEC, respectively, using the appropriate "Patent Statement and Licensing Declaration" Form. This statement must not include additional provisions, conditions, or any other exclusion clauses in excess of what is provided for each case in the corresponding boxes of the form.

### **General consideration to the work of TC 48:**

IEC TC 48 and its subcommittees 48B and 48D pursue IEC standards that cover products for the sake of sharing interface, have common minimum features and performance, in the benefit of multiple sourcing of standardized

products, which is the interest of industrial system integrators and finally also of the end users, who benefit of competition by reduced price for the same product.

TC 48 develops IEC Standards for Electrical Connectors and for Mechanical Structure of Electrical and Electronic Equipment, the Standards cover

- I. Connector mating faces and performance (electrical, mechanical, environmental, signal integrity),
- II. Connector test methods and Connection technologies
- III. Electronic equipment, standards for indoor mechanical structures for electronic equipment deal with their environmental (test) criteria and their thermal management
- IV. Electronic equipment, standards for outdoor mechanical structures for electronic equipment deal with their environmental (test) criteria and their thermal management

It is a common understanding in SC 48B that connector mating faces and performance are the main content of the standards and should not contain any IPR, other properties and features of connectors e. g. cable termination , internal design, etc. are usually not standardized as they need to be open for innovations.

It is furthermore common understanding in SC 48B that any IPR holder do NOT need to give access to all their IPRs used to produce a product. e. g. design, production, material, application etc; only information regarding IPR of relevance to the IEC deliverable should be disclosed

IPRs should be disclosed at the earliest stage, it is acceptable that not all information's are available at the NP stage. Nevertheless it is highly desirable to disclose IPR early in the development process of a new International Standard, accepting that at this stage a detailed assessment of any claim may not be available

Application of IPR is a fully legitimate and logical consequence of innovation and therefore IPR is an essential part of the fruitful development of our global society.

**Therefore TC 48 agrees on the following code of practice:**

1. It is the responsibility of the secretariat to give relevant comments to the NWIP form before circulation and he will request information on IPRs.

2. It is recognised that there must be convincing evidence that the deliverable under vote which includes IPR falls under the "exceptional conditions" invoked by 2.14.2 of ISO/IEC Directives, Part 1, 2012 as the only justification for accepting patent-affected deliverables. If this evidence have been provided, a negative vote to NWIP, CDV or FDIS with the only rational of the existence of an IPR is considered as not in the spirit of IEC rules, because those rules explicitly allow IPR in standards

3. If a third party IPR holder is identified during the project development process (CD, CDV, FDIS), the proposer of the NP shall contact the patent holder to receive the IEC Patent declaration. In case this third party IPR holder is not willing to grant reasonable and non-discriminatory licensing conditions, the proposer may apply for IPR- expertise covering the relevance of the patent right for the Standard and, in case such expertise (or better a sentence by a court of justice) declare the non-essentiality of the above IPR, the secretary should send it to the office of the CEOs of the IEC to get permission for publication

4. It is the responsibility of any committee or WG member to highlight IPR in the context of the standardization work, but this shall be tied with a reasonable explanation of essentiality. This explanation shall be preferably presented and discussed at a face to face meeting.

5. Chairs and Convenors of TC / SCs / WGs will ask at an appropriate time in each meeting, whether anyone has knowledge of patents, the use of which may be required to practice or implement the Deliverables being considered. A respective topic shall be on any meeting agenda. The fact that the question was asked shall be recorded in the meeting report, along with any affirmative responses

Any convenor or chairman is requested to keep a list of IPR related to projects in the responsibility of his/her Working Group or Committee and shall ensure that this list will be up-to-date at every meeting. The TC/SC Secretary can provide a copy of IPR letters received by the IEC Central Office for TC48/SC48B/SC48D projects.

## Annex C

### Committee's good working practice in making presentations

Presentations to other standards organizations on behalf of TC48/SC48B/SC48D shall use an IEC template. Presentations to TC48/SC48B/SC48D plenary meetings (or Working Groups) describing liaison status or work of other standards organization committee work shall also be on an IEC template. In order to identify the origin of the presentation it shall contain only the name(s) of the author(s) and if applicable the country of the respective NSO (for TC and SC meetings).

*Note 1: IEC TC48/SC48B/SC48D templates will be saved onto the IEC Collaboration Tools server.*

*Note 2: Presentations which are not compliant with this should be rejected by the chairman or meeting convenor.*

Presentations by experts to Working Groups and Project Teams disclosing future proposals for new work may use the template of the company or organization the author is representing.