



TIP PG Procedures

Formation and Participation

- There are 3 types of Project Groups: Product PGs, Solution PGs, and Software PGs. TIP may from time-to-time define additional types of PGs.
- One or more Sponsors may propose to form a new PG by completing a PG Charter proposal and submitting that proposal to the TIP Board of Directors for approval. Attachment A includes a template that should be used for proposals to form a Product PG or Solution PG and Attachment B includes a template that should be used for proposals to form a Software PG. TIP may update these templates from time-to-time, at its sole discretion.
- PGs may not be open to all TIP Participants. Please see <<add tiers/benefits page>> to ascertain which General Participant tiers and benefits. The PG Charter for Product PGs and Solution PGs may list an initial set of Participant representatives who intend to participate in the PG. Any TIP Participant who is not listed may submit a request to the PG Chair to participate in the PG.
- An individual will not be permitted to participate in a PG unless (i) the individual's employer is a TIP Participant (has entered into the applicable Participation Agreement), (ii) the individual and its employer, the applicable TIP Participant, meet all participation criteria specified in the PG Charter, and (iii) the applicable Participant's Authorized Representative (See HUB to ascertain a Participant's Authorized Representative) has signed the PG Charter. A Participant who has executed a PG Charter is referred to as a "Contributor" to that PG.
- A PG may not deviate from its stated Scope, develop Deliverables that are not listed in its Charter, or collaborate with other groups not identified in the PG Charter unless the PG Charter is modified to reflect these changes. No PG Charter once approved, may be revised except pursuant to TIP's Project Group Charter Revision Policy.

Meetings

- There are two types of Project Group meetings: Status Report Meetings and Working Meetings
 - The purpose of Status Report meetings is to review project group roadmap, milestones, and updates
 - The purpose of Working meetings is to make progress on deliverables
- Project Group meetings follow the process and procedures below:
 - Call to Order
 - Review Agenda
 - Review of the Antitrust Guidelines and Adherence to TIP's Organizational Documents which may be accessed at <https://telecominfraproject.com/organizational-documents/>
 - Reminder of meeting is closed to Project Group Contributors and ask any non-Contributors to drop the call
 - Review and Approve previous meeting notes

- Agenda Topics
- AOB (Any Other Business)
- Close Meeting
- More information on Project Group Meeting Procedures can be found in Confluence: <https://telecominfraproject.atlassian.net/wiki/spaces/TTP/pages/771227662/PG+Group+Meetings+Operations>

Voting and Approvals

- Project Group deliverables are subject to group review and consensus. Drafts and Final documents are posted in the Project Group's Confluence space for feedback. Contributors can submit feedback and/or comments via either A) the Comment functionality in Confluence or B) by sending an email to the Project Group Co-Chairs, Technical Leads, and/or Community Manager. At the end of the review period, the deliverable will be sent to the Technical Committee or Board of Directors, as applicable, for approval.

Notices

- Project Group notices to Participants are posted in Confluence and may also be sent via email to the representatives named in the Participant's HUB account.

Term

- Project Groups commence upon Charter approval of the Board of Directors and conclude as set forth in the Project Group Charter.
- Project Group progress is reported to and reviewed monthly by the TIP Technical Committee and quarterly by the TIP Board of Directors.
- Project Groups will graduate upon approval by the Board of Directors.

Conduct

- TIP Project Group Participants support all TIP Project Group activities through active engagement and material collaboration. All Contributors must agree to be bound by the Governing Policies (defined Section 6.2.1 in the Bylaws) for each Deliverable specified in the applicable Project Group Charter
- If a Contributor participates in a TIP Community Lab activity, they must also abide by the TIP Community Lab Policy.
- The following are expected of each Contributor:
 - Actively participate in project group and workstream/subgroup meetings
 - Coordinate technical resource(s) to support the needs of the group (as needed)
 - Attend and participate in meetings
 - Monitor activity in Confluence to stay abreast of updates and activities

ATTACHMENT A

TIP Product¹ Project Group Charter Template

This Project Group Charter establishes the objectives, scope, intellectual property rights policies and agreements applicable to the Deliverables identified in this Project Group Charter. Only Participants whose Authorized Representative executes this Project Group Charter are permitted to participate in this Project Group in accordance with the TIP Bylaws.

TIP Board of Directors Approval Date: _____

Term: The Project Group shall commence on the date this Charter is approved by the Board ("**Formation Date**") and shall terminate automatically one year from the Formation Date unless the TIP Board of Directors votes to extend the Term for a subsequent 1-year term. The TIP Board of Directors may extend the Term an unlimited number of times.

1. Project Group Name

2. Objectives

<<Describe the problem space the PG will address. List all specific objectives and metrics for measuring success or progress for each. Explain why each objective is important to the TIP community and how achieving each objective contributes to TIP's mission>>

3. Project Group Scope

<<Describe the technology that the PG will be focusing on and specifically identify related technologies that are out of scope. It is appropriate to include illustrations to identify what features are within the PG's scope and which are not.>>

4. Project Group Deliverables

TIP may develop up to four types of Deliverables: Documents; Test Materials; Software; and in rare instances, Specifications. Intellectual Property Rights for each type of Deliverable are governed by a different policy or agreement, in each case approved by the TIP Board of Directors. The applicable policies or agreements are specified in the table below along with any procedures for approval and/or release of each Deliverable the Project Group intends to develop. All such policies and agreements may be found with TIP's Organizational Documents at: <https://telecominfraproject.com/organizational-documents/> unless otherwise identified **and attached** to this PG Charter. No Project Group may develop Software without

¹ This Template may also be used and adapted for Solutions Groups.

forming a separate Project Group using the TIP Software Project Group Charter Template.

Deliverable	IPR Treatment	Approval Procedures

5. For Deliverables which are Specifications*.

___ Check if the PG is developing Specifications as defined in the TIP IPR Policy. All such Specifications must be listed in the table set forth in Section 4 and the IPR Treatment must reference this Section 5. ² **[If not checked, the remainder of Section 5 should be left blank]**

PATENT LICENSING

The patent license for all Contributions, Draft Specifications, and Final Specifications within this Project Group shall be:

___ **RAND License Option**, as set forth in Section 5.2.1 of the Telecom Infra Project IPR Policy.

___ **Royalty-free License Option**, as set forth in Section 5.2.2 of the Telecom Infra Project IPR Policy.

FINAL SPECIFICATION COPYRIGHT LICENSING

Each PG Contributor as defined in the TIP IPR Policy agrees that to the extent that its Contributions are incorporated into the Final Specification it hereby grants TIP a copyright license in its included Contributions to release those included Contributions as incorporated into the Final Specification under the terms indicated below.

[Check one box]

___ **Option 1 as set forth in the TIP Supplemental Copyright Policy.**

___ **Option 2 as set forth in the TIP Supplemental Copyright Policy.**

___ **Creative Commons Copyright Attribution 4.** See <http://creativecommons.org/licenses/by/4.0/legalcode>.

___ **Full Release of Copyright into the public domain.**

* THIS SECTION 5 IS NOT APPLICABLE FOR ANY OTHER TYPE OF DELIVERABLE

6. Project Group Leadership

Chair or Co-Chairs:

² TIP Counsel must review any PG Charter that includes Specifications

8. Participation Criteria

Eligible to Sponsors and General Participants who have elected to be Full Participants and are in good standing.

<< Add any other applicable criteria>>

9. Charter Update³:

This Project Group Charter will be updated to reflect any changes as set forth in the Project Group Charter Revision Policy which may be accessed at

https://cdn.brandfolder.io/D8DI15S7/as/q7rnyo-fv487k-2j33tl/Project_Group_Charter_Revision_Policy_-_Telecom_Infra_Project.pdf.

10. Collaboration and Cooperation:

<<Identify any internal or external parties generally, e.g., other PGs, other SDOs, etc. that may be asked to collaborate in any way including review of Deliverables and providing feedback>>⁴.

³ Modifications to a Charter or Revised Charter that merely change the names of the PG Leadership, correct typographical errors, and make other similar non-material changes may be made by TIP at any time and are not subject to the PG Charter Revision Policy

⁴ If there are any, TIP legal counsel must be consulted before the Charter is submitted to the Board for approval.

ATTACHMENT B

TIP Software Project Group Charter Template

This Software Project Group Charter establishes the purpose, project scope, and intellectual property license terms applicable to the Software Project described below ("**Software Project**"). Only Participants whose Authorized Representative executes this Project Group Charter are permitted to participate in this Project Group in accordance with the TIP Bylaws.

TIP Board of Directors Approval Date:

Term: The Project Group shall commence on the date this Charter is approved by the Board ("Formation Date") and shall terminate automatically one year from the Formation Date unless the TIP Board of Directors votes to extend the Term for a subsequent 1-year term. The TIP Board of Directors may extend the Term an unlimited number of times.

1. **Software Project Group Name.**

2. **Software Project Purpose.**

<<Describe the problem space the PG will address. List all specific objectives and metrics for measuring success or progress for each. Explain why each objective is important to the TIP community and how achieving each objective contributes to TIP's mission>>

3. **Software Project Scope.**

<<Describe the software including any related documentation that the PG will develop including and specifically identify software features that are out of scope. It is appropriate to include illustrations to identify what features are within the PG's scope and which are not.>>

4. **Initial Code.**

<<List source of initial code and documentation, as well as term under which it is made available>>

5. **Services.**

<<List hosting repositories, tools, etc. to be used by PG>>

6. **Software Project Maintainer.**

Initial Maintainer Approved by the TIP Board of Directors:

The Authorized Representative of the Participant employing the Maintainer must execute this Software Project Group Charter. The TIP Board of Directors may replace the Maintainer at their sole discretion, and at any time.

The Maintainer, according to the Telecom Infra Project IPR Policy, has the following responsibilities:

- The Maintainer will coordinate the Contributions of Contributors (including accepting or rejecting proposed Contributions), the hosting of the Software Project, and handling of pull requests in accordance with the then-current TIP Guidelines for Maintainers for TIP Software Projects.
- The Maintainer will determine practices for releases of updates subject to approval by the Board of Directors or an Administrative Committee formed in accordance with the TIP Bylaws.

The Maintainer has the additional responsibilities described in this Charter and as may be delegated to him or her from time to time by the TIP Board of Directors, including:

- Ensuring that all Contributors' Authorized Representatives have executed the [TIP Software Contribution and License Agreement](#)
- Tracking all Contributions submitted including the date of submission, the entity responsible for the submission, and whether the Contribution was accepted, with or without modification, or rejected.
- Appointing and managing Committers, if any, in accordance with the then-current TIP Guidelines for Maintainers for TIP Software Projects.
- Coordinating with TIP legal counsel to ensure compliance with all third-party software licenses including free and/or open source software licenses.

7. Software Project Intellectual Property Rights Terms.

7.1. License Terms. The license terms applicable to the Software Project shall be as follows: **[Check one]**

Limited copyright-only license as approved by the TIP Board of Directors.

Standard 3-clause BSD License.

BSD License plus patent grant.

A copy of the complete license for the Project is attached hereto as Schedule 1 (the "**Project License**"). If the Project Group is developing multiple programs with different Project Licenses, this Section 7.1 must be completed for each program with a different Project License and a corresponding Schedule with the full text of the applicable Project License must also be attached. Each additional Schedule shall be designated Schedule 2, Schedule 3, and so on.

7.2. Contribution Terms. Contributions to the Software Project for must be made pursuant to the TIP Software Contribution and License Agreement (CLA)

Check here if Contributions must also be accompanied by the Developer Certificate of Origin as set forth in Annex B of the Telecom Infra Project IPR Policy