

Ad Hoc Groups rules in WG1

Extract from JPEG Operating Manual as contained in WG1N92036.

WG1 may decide to establish ad-hoc groups. These are governed by the following operating rules:

1. AhGs are established for the sole purpose of continuing work between consecutive WG1 meetings. They are established by WG1 and report to it;
2. The task of an AhG may only cover preparation of recommendations to be submitted to WG1. Any other document produced has the status of a contribution to the following regular WG1 meeting similar to a contribution from any WG1 expert;
3. The duration of an AhG is normally limited to the period between 2 successive meetings of WG1. They cease to exist at the start of a WG1 meeting.
4. AhGs shall be established at a WG1 meeting with mandate/objectives, membership, chairperson, eventual co- chairperson(s), email reflector, instructions on how to subscribe and information on venue, duration and date of any eventual AhG meeting, either online or face to face;
5. A numbered WG1 document will describe the items listed above in 4;
6. Participation in AhGs shall not be restricted to the delegates present at the meeting during which the AhG is established;
7. AhGs shall issue a report upon completion of their task. The report shall be delivered to the Convener at the start of the WG1 meeting marking the end of the AhG.
8. The report shall be registered and recorded by AhG chairperson to document registry;
9. Members of an AhG may be given notice of unplanned online meetings by the AhG chairperson, by email, after the WG1 meeting during which the AhG was established. Such notice shall not be less than one week in advance of the proposed meeting date and should reasonably account for the time zones the participants are calling from. The Convener shall be consulted by the chairperson, on any intention to convene an unplanned meeting. The AhG chairperson is responsible for having the online meetings of the AhG listed on the JPEG meeting calendar.
10. Exceptionally, members of an AhG may be given notice of unplanned physical meetings by the AhG chairperson, by email, after the WG1 meeting during which the AhG was established. Such notice shall not be less than three weeks in advance of the proposed meeting date. Should any member of the AhG object in writing by sending a message to the email reflector of the AhG, the meeting shall be held according to a meeting notice distributed no less than three months before, or according to the formally established meeting schedule for that AhG when it was established. The Convener shall be consulted by the chairperson, on any intention to convene an unplanned meeting. The AhG chairperson is responsible for having the physical meetings of the AhG listed on the JPEG meeting calendar.
11. The Convener must receive copy of all correspondence exchanged between members of the AhG and must be always automatically included in the email reflector of the AhG when it is created.
12. The use of electronic mail for a successful execution of the mandates is mandatory. An AhG email reflector can either be set private or public. In case the email reflector is set 'private', inclusion of external experts in the AhG email reflector is allowed when justified. Convener and AhG members shall be consulted by the chairperson prior to inclusion of any external experts, and should provide a rationale for such an inclusion and allow members of the AhG a reasonable period of time no less than one week, to react with their opinion about such an inclusion. In case the email reflector is set 'public',

inclusion of external experts in the AhG email reflector requires no specific authorization.

13. Members are free to post their own documents or submissions to WG1 meetings to AhG email reflector. Members are reminded, however, that they are not entitled to post submissions to the WG1 document registry made by other members to AhG email reflector. As for documents produced as output of a WG1 meeting, they can be posted to AhG email reflectors only if their corresponding resolution allows it, and ISO/IEC and ITU-T regulations allow it.
14. AGH chairs and JET members should be given the means in order to find out at all times the composition of other members subscribed in the AhG email reflector for the sole purpose of group management and quality control.