



BUILDING GLOBAL COMMUNICATIONS

Approved by General Counsel

TR-42 TAG Meeting Report

Date: 10/10/03

Location: St. Louis, Missouri

Approved: 01/06/04

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MEETING Report

Organization: Coordination meeting of TR42 Subcommittees and USTAG to ISO/IEC JTC1/SC25/WG3
Chair: Bob Jensen — Fluke Networks (512) 514-7760
Date: October 10, 2003
Time: Convene at 5:00 PM; Adjourn approximately 6:30 PM
Location: Hilton St. Louis Airport
 10330 Natural Bridge Road
 St. Louis, MO 63134-3303
 Phone: 314-426-5500
 Fax: 314-426-3429

1 Administrative

1.1 Call to order

1.2 Attendance (introductions, circulate roster)

The attendees introduced themselves.

1.3 Agenda review and approval

1.4 Intellectual property rights (early disclosure policy)

TIA's patent policy can be found in the TIA Engineering Manual (3rd edition). Participants in the work of the TIA Formulating Group are urged to review this policy. Participants are encouraged to notify TIA of any patents of which they are aware that are related to the practice of a TIA publication early on in the development of the TIA document to reduce the possibility for delays in the development process and increase the likelihood that the draft TIA publication will be approved for publication. Patent searches are not required to comply with the TIA IPR policy. Moreover, the Engineering Manual describes the need for members' disclosure of patents that are essential to practice TIA publications and for members to provide an indication of their willingness to license any known patents.

1.5 Distribution of Documents and Contributions

2 Old Business

2.1 Review status Industrial Project Team – Bob Lounsbury

A short review was given by Bob Lounsbury. Bob may be requesting 569-B and 758 for use in constructing a contribution to the IPTG.

2.2 Review other potential coordination projects

Wayne Larsen agreed to coordinate efforts on wireless.

3 New Business

3.1 Output documents; letters; approved standards publications

It was agreed to ask each Subcommittee to place on their agenda an item regarding documents to be provided to the TAG.

A list of documents was not reviewed at this meeting.

A folder will be set up on TR-42MAIN for TAG contributions.

4 Next meeting

5 Adjournment

6 AVAILABILITY OF MEETING DOCUMENTS:

All meeting attendees are instructed to download contributions and other meeting documents from the TIA TR42MAIN FTP site (<http://ftp.tiaonline.org/TR-42/>) before the meeting. CONTRIBUTIONS THAT ARE AVAILABLE ON THE FTP SITE FIVE (5) WORKING DAYS BEFORE THE MEETING WILL NOT BE DISTRIBUTED AT THE MEETING. For information on how to access the FTP site, contact the TR-42 Electronic Document Coordinator (EDC): Herb Congdon (PH: 828-464-2165; e-mail: hvcongdon@tycoelectronics.com).

7 NEW CONTRIBUTIONS:

All contributions to TR-42 are assigned a document number. To obtain a document number before the meeting, provide your name, affiliation, contribution title and corresponding agenda item to the TR-42 EDC. Logged contributions should be provided to the EDC as electronic files at least SEVEN (7) CALENDAR DAYS prior to the meeting. The contributor should have an electronic copy available at the meeting for those who wish an electronic copy of the contribution. All electronic files shall be provided in either Adobe Acrobat 3.0 or later (*.PDF); Word 6.0 or later (*.DOC); PowerPoint 6.0 or later (*.PPT); or in Excel 6.0 or later (*.XLS). Compressed files shall be accessible using PKUNZIP or WINZIP (*.ZIP).

8 Notes:

- 1) All contributions to TR 42 should use the approved templates. A file with these statements is available on the TR42MAIN FTP site for download.
- 2) It is not necessary to provide hard copies at the meeting for contributions submitted in the appropriate electronic format to the EDC before the 7-day deadline.
- 3) The author shall bring at least 40 copies for distribution at the meeting for contributions submitted to the EDC after the 7-day deadline.
- 4) For any submittal after the 7-day deadline, provide contributions to the EDC in the appropriate electronic format for posting to be uploaded for future reference.
- 5) Contributions will not be accepted for discussion at a meeting after agenda approval or without Chair exception.

9 Questions and Comments on this agenda should be submitted in writing to:

Bob Jensen; Chair, TR 42

Ph: 512-514-7760

robert.jensen@flukenetworks.com

This meeting was conducted in accordance with the TIA Engineering Manual and TIA Guidelines.