



# **Term of References**

**Of the**

## **WAA Technical Committee on Standardization**

**Revision 1.1  
September 11, 2024**

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## **Introduction:**

World WLAN Application Alliance (WAA) is an international non-profit industry organization that focuses on promoting the application and innovation of new technologies and recommendations related to WLAN. However, because of complicate deployment scenarios and interference, WLAN Application Experience need continually to be improved. Network performance measurement technologies, deploy recommendation and new technologies need to standardize. This Technical Committee on Standardization has been formed by the WAA as part of its charter to advance WLAN Application Experience and promote the development of the WLAN industry.

## **Definitions:**

WAA Technical Committee on Standardization (TCS) – Voluntary industry standards setting committee empowered to develop, publish, and publicize global and regional WLAN Application Experience recommendations in cooperation with other worldwide standards organizations to promote their adoption.

Secretariat of the TCS – responsible for assisting the TCS Chair in the administrative role of day to day activities of the WAA Technical Committee on Standardization (TCS).

## **Section 1 – Organization Name, Purpose, Conduct**

### **A. Organization Name**

WORLD WLAN APPLICATION ALLIANCE TECHNICAL COMMITTEE on STANDARDIZATION  
(hereinafter referred to as the “TCS”)

### **B. Purpose**

The purpose of the TCS is to influence and accelerate the development of regional and global WLAN Application Experience recommendations and cooperate with worldwide standards organizations to promote their adoption

### **C. Conduct**

The TCS will prohibit any discussions or decisions related to participants' prices, production volumes, areas and methods of distribution, and/or markets and operate at all times within applicable national and international anti-trust rules

## Section 2 – Organization Structure

- A. TCS manage by TCS Chair assisting by secretariat. TCS Chair report to WAA Council and Expert committee.
- B. TCS include Working Group (WG) and Task Force (TF), two level of standards development groups (See Figure 1). TCS can setup Subcommittee if needed.
- C. TCS consist by multi WG, TCS is also a platform for all expert communications. TCS shall be responsible for new TF and new WG voting and approved, draft documents publish voting and approved, review and approve WG meeting minutes, coordinate multi WG technical issues. TCS meeting will not discuss about detail technical issues.
- D. WG shall be responsible for completing the TF according to NTP form approved by TCS meeting; review and comment the draft document, achieve consensus, monitoring developing activities, submitting to the TCS any documentation required by the TCS; e.g., a project schedule, participant list, or a quarterly status report;
- E. TF shall be responsible for develop recommendation include write draft, review new proposal, technical discussion, achieve consensus, modify recommendation draft base on Proposal and Comments. Writing the meeting minutes; Submitting to the TCS any documentation required by the WG; e.g., all proposal documents, project schedule, meeting minutes (include participant list, comments list, Letter Ballot record if have);
- F. TCS Subcommittee can be set up for specified scope such as different countries and regions. TCS authorizes Subcommittee to develop the WAA documents of the corresponding specified scope. Subcommittee may setup WG and TF in Subcommittee. Subcommittee should not setup the overlapping TF in TCS WG. Subcommittee is responsible for translating English documents into specified language documents (if necessary). The key technical contents of TCS English documents and Subcommittee documents should be not conflict.

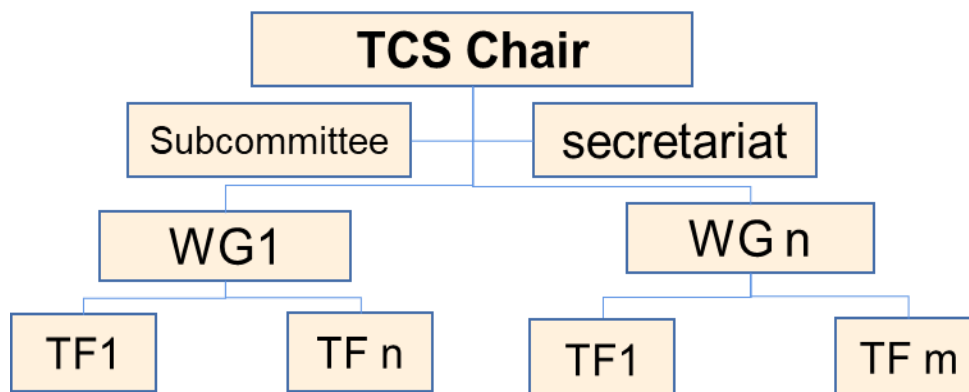


Figure 1: TCS Structure

### **Section 3 – Membership and Authority**

- A. Membership in the TCS is voluntary base on WAA membership. The TCS will seek participation from technical and business experts from leading businesses, universities, and governmental bodies, as well coverage of as many major geographical and regional representations as possible
- B. Membership requires execution of a Letter of Participation (Appendix A)
- C. Individual can act as technical expert in TCS with the same right as the Observation member.
- D. Each Member organization may have more than one participant for each.
- E. All member (include Observation member) can participate TCS and TCS Subcommittee meeting, submit new contribution and submit comments.
- F. Council Member, Senior member, Ordinary member can download drafts and TCS member only documents at WAA website. Observation member can obtain WG meeting minutes and document by email.
- G. Council Member, Senior member can submit New TF Proposal and nominate TF leader candidate.
- H. Council Member can submit New WG Proposal and nominate WG Chair candidate.
- I. Council Member (\*) and WAA Secretariat can nominate candidate of TCS Chair and Vice-Chair.
- J. Council Member can nominate individual joining in the TCS.
- K. The TCS Secretariat will keep and maintain the roster of Member organizations, participating members and Voting Representatives
- L. All member can do complaint about TCS by sending the mail to TCS Secretariat, TCS Chair will needs to deal with complaints within certain time and publish the result if needed.

## **Section 4 –Voting**

- A. Council Member, Senior member can do voting and should designate one individual from their organization to be the Voting Representative for that organization
- B. All items put up for a vote of the membership shall be communicated by the Chair, Vice-Chair and the TCS Secretariat with a minimum of three weeks advance notice
- C. Voting will be in the meeting or by email, and tabulated by the TCS Secretariat
- D. At least quorum of 2/3 of members must vote on a given item for the vote to be binding; failing a quorum of 2/3 of votes cast the ballot will fail.
- E. TCS Secretariat will publish the outcome of any vote within one week of the closing of the vote

## **Section 5 – Meetings**

- A. Meetings of the TCS shall be held twice each year and communicated by the TCS Secretariat at least 30 days in advance. Meetings of the each WG should be held regularly depend on how many documents need to be reviewed. Meetings can be held in either virtual, hybrid or face-to-face mode at a time and place set and communicated by the TCS Secretariat at least 14 days in advance. TCS and WG meeting can be held together.
- B. Specific meetings (include teleconference or video conference) may also be called by the TCS Chair with at least 7days notice

## **Section 6 – Officers and Terms**

- A. The Chair of TCS will be approved by the WAA Council. The term of office of the Chair will be three years. TCS may have Vice-Chair to improving communication.
- B. The Vice-Chair may serve as chair in a duly called meeting where the Chair is not in attendance
- C. The TCS will draft the criteria for the candidate selection of the Chair and Vice-Chair (such as, experience with WLAN standards development/track of record; commitment for effort/time for this work from his/her organization (include WAA); leadership and communication skill; not driven solely by the interest of his/her own organization, etc.)
- D. The Vice-Chair Elect may not be from the same Member organization as either the Chair or Vice-Chair

- E. The WG Chair will be nominated by Council member and approved by TCS voting. WG may have Vice-Chair to improving communication.
- F. The TF leader will be nominated by Council member or Senior member and approved by TCS voting.
- G. Each Task Force may have one or more editor. Editor will maintain the document throughout the whole project, until publication.
- H. Subcommittee has the same officer structure and follow TCS management rules

## **Section 7 – Fees and Assessments**

- A. Each member is responsible for their own travel and other expenses associated with TCS participation
- B. TCS membership is free and open to all WAA members.

## **Section 8 – Records**

- A. The TCS Secretariat shall keep and maintain all records of these Term of references and any communication, correspondence, voting records, and meeting minutes
- B. These documents will be made available for inspection by any TCS member of record within 5 working days of a written request
- C. Any member may request amendments, corrections, or additions to these Term of references in writing
- D. Changes to these Term of references must be agreed by a majority vote of the TCS Members and approved by the WAA Council

## **Section 9 – Ratification**

- A. The Term of references and its amendments will be ratified by WAA Council. The WAA Council will give its comments to the Term of references during the discussion of its formation and any amendments if any afterwards.

## **Section 10-Taking into Effects**

The Term of references will take into effects after its ratification.



Month day, 202X

XXXXX XXX  
Secretary-General  
World WLAN Application Alliance

Subject: [your organization name] Membership in WAA  
Technical Committee on Standardization (TCS)

Dear XXX:

With this letter [your organization name] hereby requests to become a Member of the WAA Technical Committee on Standardization subject to the published TCS Term of references and nominates [Voting Representative] to be the Voting Representative on behalf of our organization. [Voting Representative]'s contact information is: [Voting Representative email, phone number].

[Authorized Signature]

cc: TCS Chair  
TCS Vice-Chair