

IAB Technology Laboratory, Inc.

Working Group Rules & Procedures

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In order to operate the working groups of IAB Technology Laboratory, Inc. ("Tech Lab") in the most effective manner possible, these Tech Lab Working Group Rules & Procedures (the "Rules") shall apply to all working groups, except where dispensation is provided by the Board of Directors or contracts entered into by the Tech Lab prohibit otherwise.

A. Working Group Charter

Tech Lab will create a "Charter" for every working group at inception wherein it will set forth the scope of the problem it is solving for and the standards, if any, that fall under its remit.

B. Working Group Projects

In addition to a Charter, working group activities shall be defined by the "Projects," which are undertakings to solve problems that will be executed through new standards or enhancements thereof, or new software development or features. The Tech Lab Board of Directors can, at its sole discretion, create Projects for a working group.

Additionally, any working group participant can propose a Project by submitting a Project Proposal Document ([Project Outline, Scope & Timeline](#)) to the Tech Lab working group owner (“WGO”), which will be added to the “Backlog” and accessible to all working group participants.¹ The WGO shall, at his or her sole discretion, determine the prioritization for the working group to review and consider a Project Proposal Document.

The WGO shall provide notice to all working group participants via e-mail when a particular Project Proposal Document will be reviewed. At the conclusion of the review, a Project shall be deemed approved (thereafter, an “[Approved Project Document](#)”) unless an objection is raised by the Tech Lab WGO or a working group participant. In such instances, the WGO shall initiate a voice vote amongst those working group participants attending the meeting to approve or disapprove the Project Proposal Document. Such Proposal must be approved by a majority of votes cast by those participants present at the meeting; provided, however, no company is permitted to cast more than one (1) vote, regardless of the number of employees it may have participating in a working group (“[Majority Vote](#)”).

Upon approval of the Proposal, the WGO shall determine, and communicate in writing, the timeline for all deliverables (“[Deliverable Deadline](#)”). Such Deliverable Deadline will be appended to the Project Proposal Document.

C. Working Group Solution Proposals

An Approved Project Document identifies the business problem(s) for which there can be multiple solutions. The WGO shall establish a timeframe in which participants can submit a “Solution Proposal Document” ([Solution Proposal Template](#)) to the WGO to address a problem(s) identified in the Approved Project Document. The WGO shall, at his or her sole discretion, determine the prioritization for the working group to review and consider a Solution Proposal Document.

The WGO shall provide notice to all working group participants via e-mail when a particular Solution Proposal Document will be reviewed. At the conclusion of the review, the WGO shall attempt to achieve consensus amongst the working group participants concerning the Solution Proposal Document, whether individually or collectively, with other Solution Proposal Documents. In the event that consensus is not reached or an objection is interposed by a working group participant, the WGO shall initiate a voice vote amongst those working group participants attending the meeting to

¹ Sample [backlog/roadmap](#) spreadsheet

approve or disapprove the Solution Proposal Document. Such Proposal must be approved by a Majority Vote. (thereafter, a “Solution Document”).

The WGO owner will then commence the public comment period.

D. Public Comments

The WGO shall release the Solution Document or variant thereof for public comment (the “Solution”) utilizing a means determined by the Tech Lab. The WGO shall establish the length of time for the public comment period, which shall depend on the length of time since the release of the last version of the standard and/or the complexity and volume of changes being released.

E. Review of Comments & Final Release

The WGO will collate the public comments ([Sample Notes & Feedback](#)) relating to the Solution and review with the working group. With respect to each comment that is subject to review (each a “Comment”), the WGO will attempt to achieve consensus amongst the working group participants about whether to take action on the Comment. In the event that consensus is not reached or an objection is interposed by a working group participant, the WGO shall initiate a voice vote amongst those working group participants attending the meeting to approve or disapprove the whether to take action on the Comment. Such Comment and corresponding action will be decided by a Majority Vote.

In the event a Comment and corresponding action is approved, the WGO shall establish a timeframe for the working group to revise the Solution. Upon doing so, the Solution is ready for Final Release by the WGO.

F. Working Group Records

Each WGO shall record meeting notes for the working group (see e.g., [Meeting Notes Template](#)), which will generally be included in the meeting invite and be available to all working group members. Meeting group notes include all relevant information, including: (i) link to Tech Lab IPR; (ii) patent mode under which the group operates; (iii) slack registration link when appropriate; (iv) agenda; (v) link to backlog of project proposals; (vi) link to current working project proposal; and (vii) summary of decisions.

G. Appeals

To the extent that a Working Group participant (the “Complainant”) believes that these Rules have not been followed and material injury has resulted to the Complainant’s company or the industry more broadly, it may submit, in writing, an “Issue of Concern” to the Tech Lab’s CEO. Such submission must describe in detail how these Rules were not complied with, the resulting injury and the proposed remedy sought by the participant. Tech Lab’s CEO shall respond in writing with an “Initial Decision” within fourteen (14) days.

If Complainant is not satisfied with the response from the Tech Lab CEO, it may appeal the Initial Decision to Tech Lab’s Complaint Review Committee (“Review Committee”), which shall be composed of three (3) randomly selected members of Tech Lab’s Board of Directors, provided that such directors have no direct interest in the matter at issue. A Complainant must submit a Notice of Request for Review of Initial Decision (“Review Notice”) to Tech Lab’s CEO within seven (7) days of receipt of the Initial Decision upon which Tech Lab’s CEO will convene the Review Committee.

Within fourteen (14) days of Complainant’s Review Notice, Complainant must submit a Brief in Support of its Request for Review and Reversal of the Initial Decision (“Review Brief”), which shall include: (i) an explanation of why the Complainant believes the Initial Decision is incorrect; and (ii) any request for a video hearing to present arguments to the Review Committee and respond to questions (“Review Submission”). Such hearing, if requested, will be scheduled within fourteen (14) days of submission of the Review Brief.

Within fourteen (14) days of Review Submission or the telephonic hearing, if applicable, the Review Committee will weigh the evidence using a preponderance of the evidence standard and render a decision and remedy, if applicable (“Final Decision”). Tech Lab’s staff or its counsel will assist the Review Committee in drafting the Final Decision, which must be approved by a majority of the Review Committee.