



# **ACCELLERA TECHNICAL COMMITTEE POLICIES, PROCEDURES & GUIDELINES**

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# ACCELLERA TC POLICIES, PROCEDURES, & GUIDELINES

## Chapter 1.0 BACKGROUND: ACCELLERA STRUCTURE

Accellera's technical activities are structured as follows:

- 1) **Accellera Board of Directors:** These are Corporate members of Accellera. They are elected annually by Accellera Corporate members. The Technical Committee (TC) Chair sits with the Accellera board and represents all Accellera Technical Subcommittees (TSCs). The Accellera board of directors provides guidance, approval of standards, approval of new committees, press contact, marketing, coordination with technical conferences and university relations.
- 2) **Technical Committee (TC):** This committee is composed of the chairs and co-chairs of all Technical Subcommittees (TSCs). The Accellera board of directors appoints the TC Chair. The TC provides continual improvements to the standardization process. It also ensures that standardization activities are harmonized between all TSCs.
  - a) The TC Chair is empowered as the board liaison to the TSCs.
  - b) The TC provides technical direction through a roadmap and creation of new standardization activities. This is done under the guidance of the TC Chair.
  - c) The TC Chair is the channel to communicate the requirements of both the board and each TSC.
  - d) The TC Chair and the TC are expected to provide status of all TSCs on a regular basis to the board of directors.
  - e) The TC Chair is the technical spokesman for Accellera on technical direction and TSC activities.
- 3) **Technical Subcommittee (TSC):** Each TSC is responsible for developing standards based on high-level requirements of the Accellera board as well as the TC. A TSC may also be referred to as a Working Group (WG).

## Chapter 2.0 INTRODUCTION

Accellera provides a fast, simple and efficient process to start, develop and quickly adopt standards. The goal is to establish working standards through an accelerated process that is simple and fair. Therefore, both the process and policies have been created over time with more than 12 years of experience, making the development and establishment of standards very easy. Because of this proven process, Accellera increases the adoption rate of its standards so they become globally acceptable in a shorter time. The success of Accellera can be attributed to:

- 1) Accellera bylaws allow the TC to operate in a flexible mode in regard to technical matters, committee operations, rules, and guidelines. Certain boundaries and protocols are exercised.
- 2) TSCs operate in an open environment to encourage participation and member recruitment. TSC participation is open to all interested parties. However, only current Accellera members are qualified to vote.
- 3) The TC and TSCs are allowed to continuously operate in a manner to suit the committee environment. This must be done with mutual agreement of both TC and TSC chairs and with oversight from the Accellera board.

All established Accellera standards are eventually planned for IEEE standardization to speed worldwide acceptance of such standards. Specification format, strawman donations and any other ownership documents follow or exceed IEEE rules and guidelines.

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Feedback and comments are always welcome. The Accellera TC and Accellera board will consider all comments and adjust these guidelines, rules and processes to allow fair and simple flow.

### **Chapter 3.0 COMMITTEE FORMATION AND OPERATION**

#### **3.1 Technical Subcommittee Formation**

The TC Chair, with Accellera board approval, is empowered to establish new Technical Subcommittees. A TSC is established by following the current process:

- 1) An investigative group forms to examine the feasibility of a standardization topic.
  - a) Any Accellera board member, the TC Chair, Accellera member or other can suggest a standardization topic.
  - b) The TC Chair can evaluate the viability of a proposed TSC by discussion with the board, the investigative group and technical leaders in the industry.
  - c) A workshop or meeting is conducted with the investigative group and other invited interested parties. The results of the workshop are presented to the Accellera board for approval of a new TSC.
    - i) The Accellera board must approve a new TSC by majority vote.
    - ii) The TC Chair appoints a chair and a co-chair (if desired) for the TSC.
    - iii) The mission and goals for the new TSC are developed by the TSC Chair with approval of the TC Chair.
    - iv) The TSC Chair defines the milestones and schedule for the new TSC with approval of the TC Chair.
- 2) The TC Chair or the TSC Chair calls a kick-off meeting and provides the results to the Accellera board, including:
  - a) Membership of the TSC.
  - b) Recommendations from the TSC.
  - c) Technical and business advantage of donations or expected donations.
  - d) Collaboration with recognized standardization groups.
- 3) Sponsorship by at least one board member as the committee advocate.
- 4) Reorganization of TSCs:
  - a) The TC Chair is empowered to reorganize existing TSCs.
  - b) Each TSC Chair can reorganize their TSC to focus on particular topics. Consultation with the TC and the Accellera board is required before any action is taken.
  - c) These adjustments may be done to help energize TSC activities, invigorate chairs and co-chairs, and adjust TSC deliverables based on business and technical directives.

#### **3.2 Donation Process**

- 1) A company can make a donation to an Accellera standard through the following donation process:
  - a) The TC Chair, along with the TC, can call for and examine donations in the area of the TSC's focus and provide appropriate recommendations.
    - i) The TC Chair must allow flexibility in discussions to protect confidentiality of the donation, if requested by the donor.
  - b) A donor must approach the TC Chair and TSC Chair with a donation proposal. All three parties must agree on the content.

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- c) Notice of a meeting to discuss a technology donation shall be agreed upon with the TSC Chair, where the donor makes a presentation on the topic and offers to donate its property.
  - d) TSC votes to accept a donation of technology for review.
    - i) An early review is allowed as long as no confidential information or technology detail is discussed.
    - ii) As a policy, Accellera does not accept competing donations. It is recommended that complementary donations are worked out among different donors.
  - e) The standard Accellera donation agreement is signed by the donor and the Chair of the Accellera board and the donation is sent to the Accellera office.
  - f) Technical donations are given by the Accellera office directly to the TSC Chair.
  - g) TSC establishes a standard through the donation approval process. The review is intended to refine, enhance or accept the technology donation as is.
- 2) Donation approval process:
- a) The TSC Chair initiates the process of analysis and debate of the donation.
    - i) Donor must provide appropriate documentation and material in order for the review process to start.
    - ii) A preview without adjustment can start to review the donation as a strawman.
    - iii) A vote is taken of the TSC at the end of the review to accept parts or all of the donation materials.
  - b) The approval by the TSC will automatically complete the transfer of legal rights of the donation to Accellera.
  - c) The TSC can use the approved donations as the basis for the standard or modification of an existing standard.
    - i) The TSC is allowed to adjust, add or remove certain parts based on its design objectives document (DOD).
    - ii) If additional technology is needed, it can be requested from the original donors if it might provide better integration with the rest of the donations.
  - d) The TSC follows the process of establishing a standard through the development and refinement of progressive drafts of the standard.

Overall general direction of the technical activities of existing TSCs or newly created TSCs is established and agreed upon with the TC Chair and TSC chair and co-chair. Details of technical activities are the responsibility of each TSC. The Accellera board will approve the overall technical direction and can suggest changes based on their members' feedback. Visibility and interaction with the Accellera board and each committee is done on a regular basis to help ensure committee success and address issues raised by the TSC Chair or the TC Chair.

### **3.3 Technical Subcommittee Operation**

Each new Technical Subcommittee will establish the following:

- 1) A mission statement, goals, milestones and roadmap. This must be done prior to the start of any technical activities.
  - a) The roadmap (plan for at least three releases) will contain high level technical contents for each version of the standard with milestones and projected dates for release to the Accellera board.
    - i) TSC roadmap should coordinate with the TC roadmap.
- 2) A design objective document (DOD). It should define technical requirements that are needed to establish a standard. It should be generated prior to the start of

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work on the standard. It can be used as a guideline to monitor the progress during the development of the standard. An issue list will be generated to track items that will be addressed for a subsequent version of the standard.

- 3) A roster that includes name, telephone number, email and company/institution affiliation for each member. The list should include attendance records.
- 4) An appropriate structure that can include sub-subcommittees or task forces. The TSC Chair is allowed to reorganize without the approval of the TC or the board. Each sub-subcommittee or task force can elect a leader to address one or more specific issues on behalf of the entire TSC. A sub-subcommittee can be responsible for developing a portion of the standard. All processes, rules and guidelines apply equally to each sub-subcommittee. Activities should be reviewed and approved by the TSC Chair.
- 5) Meeting minutes generated from each meeting. Approval of contents of the minutes must be voted on at the next meeting. These minutes should include attendance of members or their designated alternates. Attendance is important to qualify for the voting process.
- 6) Continuous communication with the Accellera Board through status reports showing adjustment of milestones on a regular basis.

Each TSC is responsible for:

- 1) Creating a web page on [www.accelera.org](http://www.accelera.org). The TSC chair and co-chair will have editing access to the page and its content.
- 2) Posting all information generated by the TSC on the web page (such as roadmap, minutes, drafts, proposals, member list, future meeting dates and times, etc.).
  - a) Materials that should not be distributed outside the TSC should be protected with a password to restrict access to active TSC members only.
  - b) Donations by companies should be put into this protected web area to minimize the distribution to active members only.
  - c) No confidential materials can be accepted or kept on the web site.
  - d) The web site must comply with [accelera.org](http://accelera.org) rules and procedures.
- 3) An email list kept on the [accelera.org](http://accelera.org) with the capability for members to self-subscribe. The email list shall be administered by the TSC chair and co-chair.
  - a) An email reflector can be set by the chair to filter emails.
  - b) Active members should be the primary recipients for emails.
    - i) All email message archives can be accessed publicly
- 4) Holding regular meetings and working sessions. The chair's and/or co-chair's company should sponsor telephone teleconferences or a free teleconference service number can be obtained from the Accellera office. Each TSC will meet at least once each month by teleconference.
  - a) Meeting frequency: It is suggested that biweekly teleconference calls be held on a regular basis. The duration can be one to two hours. Email discussions should be encouraged on a regular basis, which allows communication to establish consensus and voting on major issues. Face-to-face meetings are encouraged once per quarter hosted by a member company. Face-to-face meetings are also encouraged to be scheduled around major conferences and events. This allows better opportunity for international participants to join meetings.
- 5) Involving any appropriate university professors and research organizations to ensure their early participation. The hope is that these professors / researchers will influence and teach this standard in the classroom. They can provide help in the area of formal semantics and can ensure closer reliance on theory mixed with

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practice. They can also help in areas of compliance as well as maintain university relationships. Accellera is a strong supporter of university relationships.

- 6) Voting on its draft standard. Accellera membership fees finance technical editing. As such, qualified Accellera members have the final voting rights. On critical issues, the eligible votes are determined by the TSC chair to include only the following:
  - a) Qualified Accellera members: One vote per company membership from a designated representative, or alternate from the same company
  - b) TSC Members who have actively participated, at minimum, in the last 75% of the previous meetings.
- 7) Producing a draft standard using the IEEE format. A template will be provided. Final technical edits may be done by professional writers sponsored by Accellera. As an acknowledgement for member participation, all members and their company affiliation involved in the standardization activities are printed on the standard document in a separate section. The chair and co-chair, with the help from the TC chair, will determine this list.
- 8) Following the direction of the Accellera board and TC.

### **Chapter 4.0 STANDARDIZATION PROCESS**

It is strongly recommended that a draft standard be based on a strawman donation of existing and proven technology. The strawman should be donated to Accellera with no conditions. A signed Accellera standard donation agreement must be in place before the committee starts work on the draft. A copy of the agreement and the donation can be obtained by the TSC Chair from the TC Chair or the Accellera office.

The regular Accellera operating policy is to only consider strawman donations that are open to the public, with full ownership of the derived standard by Accellera. It is not permitted for any member to file patents on work that is done by the TSC. All Intellectual Property generated during the process of standardization is owned by Accellera and therefore all parties who implement and use the standard have full access to it. Any deviation to the standard Accellera donation agreement or process will require legal review and/or Accellera board approval. It is expected that the TC will address and vote on any deviation prior to Accellera board consideration.

The TSC will review the donation and judge it based on its DOD or any other relevant guidelines. The TSC will use the voting process to accept the donation as the basis for the draft. In the case of multiple donations, the TSC will give each donation its due process and select part or all of a donation with the advice from the TC and Accellera board. The less restrictive donation with respect to openness and public ownership will be given the priority approval. Any political or business related issue should be addressed by the Accellera board.

Once the strawman donation is approved by the technical committee, the standardization process can commence. The draft should be updated on a regular basis using the Accellera voting rules. All input by TSC members shall be considered. Selection for inclusion or exclusion of such input will be done through the eligibility voting process. A reference to the DOD is advisable.

The TSC schedule and milestones should be updated based on the progress of the draft. Each draft will have a version number and a date to track all activities. It is recommended that an archive of all versions be maintained. When the draft is ready

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to be finalized, a professional writer is hired by Accellera. The final draft must be approved by the TSC. This final draft is then delivered to the TC for distribution to Accellera members and the Accellera board for final approval as an Accellera standard.

The TC Chair will distribute the final draft to the TC members and the Accellera board. The review period for the Accellera members is 30 days. During that time, it is expected that the TSC be allowed to make cosmetic changes to the final draft. Examples of cosmetic changes are: fix typos, adds words or paragraphs to make the document more readable and easier to understand or implement, add examples, etc.). No technical changes will be allowed unless the TSC decides to restart the approval cycle. New final draft version(s) should be available on the web for the TC or Accellera board to download. Bar changes should be included to compare with the first version of the final draft.

The TC members and Accellera members can provide specific feedback for the TSC to consider. The normal policy is that the TSC is open to public participation, so individuals are encouraged to participate directly during the standardization effort. The TC approval and Accellera board approval will be conducted in accordance with the Accellera bylaws. The Accellera board will ensure that the proper and fair process has been followed. All issues should have been addressed before or during the draft standardization effort. The technical content of the standard is the responsibility of the respective TSC under the direction of the TSC Chair and the TC Chair.

The Accellera board respects the recommendation of the TC Chair speaking on behalf of a TSC. All Accellera members are invited and encouraged to participate from the beginning and provide technical direction through the TSC activities. Both the TC Chair and Accellera board will resolve all non-technical issues prior to Accellera board approval.

Once the Accellera board approves the final draft standard, it becomes an official Accellera standard and will be made available for download from the Accellera web site. Accellera may issue a press release to promote the standard and to endorse quick adoption of the standard. The TSC Chair, with the help of the TC Chair, should start the draft of a press release and will coordinate with Accellera's marketing committee.

### **Chapter 5.0 PILOT ACTIVITIES AND TRAINING**

Accellera recommends a process for each TSC to promote their standard and encourage wide adoption. The process includes:

- 1) Establishing a pilot program for demonstration at large conferences such as DAC. The demonstration could be sponsored by users and EDA vendors to show one or more tools operating using the standard. An example of such a pilot activity is having many tools in a design flow using the new standard. EDA vendors can modify versions of their tools to support a standard.
- 2) The TSC should assign one or two persons to create training materials based on the new standard. They can conduct training on the new standard at major conferences. The TC Chair can help to arrange for training at these conferences.
- 3) Compliance models or guidelines can be generated and posted on the web site.

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- 4) Each TSC should encourage participation from around the world and whenever possible, present activities and progress at conferences outside the United States.
- 5) Papers in regular technical journals, magazines, and conference proceedings are encouraged to help explain and promote the standard. Birds of a feather sessions at major conferences allow interactions with users and EDA vendors to discuss the standard in detail.

### **Chapter 6.0 PARTICIPATION AND VOTING PROCESS**

#### **6.1 Accellera Technical Subcommittee Rules**

Every Accellera TSC is open to public participation by individuals representing themselves, a company, university, institution, or another standards organization. The goal is to ensure positive and open participation by all interested parties. The TC and Accellera board encourage joint activities and cooperation with other standards and industry organizations to accelerate standards development and gain wide acceptance of them in the industry.

- 1) Open Participation: Following Accellera policies and additional TSC rules by every participant is a condition of his or her participation. Common sense rules are understood but are emphasized:
  - a) New members may not disrupt an on-going process.
  - b) New members should observe existing rules and procedures.
  - c) New members have the responsibility to read past minutes and catch up to the current state on their own time.
- 2) All TSC members are allowed to vote on non-critical issues. However, on critical issues, only qualified Accellera members in good standing who meet the attendance requirements are eligible to vote.

Any TSC member can participate in the development of the standard and can influence the technical content. It should be done through normal channels by way of a meeting agenda and proper scheduling. Meeting agendas are set by the TSC Chair. Proposals must be in written format to allow proper review. Proposals should be presented on a timely basis to allow normal discussions. Acceptance or rejection of each proposal should be done through a simple majority approval of the TSC via the voting process.

Conflicting input or proposals should be discussed within an allotted time as determined by the TSC Chair. Consensus on major items is recommended but not required. The primary goal is to allow adequate time for discussions and to go through the voting process by the TSC. Critical technical issues can be elevated to the TC and business and political issues to the Accellera board. The TC Chair and the Accellera board will determine a course of action. The TSC will abide with the final decision of the board.

##### **6.1.1 Simple Majority Voting**

- 1) Voting by the TSC members is done with a simple majority. Each member declares, through open voting, the approval or rejection of the item being voted on. The percentage should be recorded in the minutes.
- 2) In case of an impasse, the TSC Chair can cast the deciding vote. This can also be deferred to the TC Chair.

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- 3) On critical issues declared by the TC Chair with the help of the TSC Chair, only Accellera members with a 75% meeting attendance record can vote.
  - a) All critical issues will be declared in advance and sufficient time allowed for discussions.
- 4) Members from other standards organizations in joint activities can also join the Accellera members in voting on these critical issues.

### **6.2 Recommended Operational Ground Rules**

#### **6.2.1 Record-Keeping**

At every meeting a scribe will be selected to take minutes, unless the group has a designated secretary who will capture the meeting minutes. Meeting minutes are posted on the TSC web site.

#### **6.2.2 Guidelines/Recommendations for Scheduling Meetings**

- 1) Hold meetings during weekdays (avoid weekends).
- 2) Hold meetings to complete no later than 3pm PDT, to facilitate participation from the East Coast and Europe.
- 3) Meeting Frequency:
  - a) One every two weeks for a teleconference call.
  - b) One a month or once a quarter face-to-face meetings.
- 4) Hold meetings at company sites where meeting rooms and teleconferencing are available.

#### **6.2.3 How Motions are Made**

Advance notice, by email, of a motion to be made is acceptable and encouraged, putting the issue on the agenda. Participants concerned with the motion can make a point of attending that meeting, but there should be at least one meeting where the motion is discussed before any vote is taken. To enforce this, a voting member can only second a motion in person at a meeting. For major issues in order to ensure that any member concerned with the issue has an opportunity to participate in its discussion and in the vote, a motion cannot be introduced and voted on in the same meeting.

#### **6.2.4 Voting Members and Balloting**

- 1) A "voting member" is anyone who has attended 3 of the last 4 meetings.
  - a) Critical votes are counted based on active Accellera membership.
  - b) Every participating company is encouraged to join Accellera.
  - c) In the case of multiple attendees from the same company, the TSC Chair is empowered to enforce a single vote from those attendees.
- 2) Except for final approval of the standard, simple majority will decide each ballot.
- 3) Final approval of a proposed standard will require a quorum of 75% of the eligible voting members, and a 75% affirmative vote.
- 4) A proposed standard can only become a final standard by a vote of the Accellera board.

## **Chapter 7.0 JOINT STANDARD ACTIVITIES**

Joint activities with other standards organizations or industry association groups are allowed to encourage acceleration of standards and minimize duplication. Members of other standards organizations will have equal voting capabilities as Accellera

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members relative to the joint standards development. The standardization process, ownership terms of a resulting standard and ongoing support of the standard will be negotiated in advance by the Accellera board.