

DRAFT MEETING AGENDA**TR-42.13 Subcommittee****Passive Optical Devices and Fiber Optic Metrology**

Chair: Greg Sandels – OFS – (770) 798-2036 – gsandels@ofsoptics.com

Vice-Chair: Dan Morris – KITCO – (757) 216-2220 – dan.morris@kitcofo.com

Date: Wednesday, September 20, 2017

Time: 1:15 PM – 6:00 PM **Sign-in code: 4388**

Location: Rio All Suite Hotel and Casino
3700 W. Flamingo Road
Las Vegas NV 89103
1-866-746-7671

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INTELLECTUAL PROPERTY RIGHTS (early disclosure policy)

TIA has an Intellectual Property Rights (IPR) Policy. We call to the attention of participants and attendees that TIA's Policy is to encourage, but not require, the voluntary disclosure (preferably early) of Essential Patent(s) and published pending patent application(s) that may be essential to the practice of a TIA Publication. Such disclosures are to be made following the procedures of the TIA Intellectual Property Rights Policy. Additional information can be found in the TIA Intellectual Property Rights Guidelines.

1 Administrative**1.1 Call to Order****1.2 Introductions / Quorum**

The meeting code for on-line attendance tool is to be supplied at meeting, sign-in at URL <http://www.tiaonline.org/standards/committees/rosters/>

1.3 TIA Notice of Participation**1.4 Intellectual Property Rights**

1.5 General Items

- a. Items from the Opening Plenary
- b. New credential for ftp sites
- c. Use TIA cover sheets for contributions, request a document number from chair
- d. the subcommittee ftp site for documents is

<ftp.tiaonline.org/TR-42/TR-42.13/>

ftp login and PW is in your "committee dashboard" on the TIA website.

Sign in using the web-based roster system. The web sign-in data base is the official record. No paper rosters will be circulated.

Ballot web site URL:

<https://www.tiaonline.org/all-standards/committees/ballots>

Ensure your voting registration preferences are current on the TIA web site.

Voting registration policy-

Three non-returned ballots will place member in the "register by document" status instead of "automatic registration" status. This is being implemented to provide a mechanism to demote the people who are auto registered but do not participate in meetings or ballots that sometimes cause insufficient return rates to allow ballot closure.

2 Review / Approval of Current Meeting Agenda

3 Meeting Agenda Approval.

4 Review / Approval of Prior Meeting Reports

- June 2017 Quebec City Meeting Report.

Review "Action Points"

- Action Points from the Quebec City June 2017 meeting report.

5 Distribution of Documents

Document Number	Contributor	Company	Title or Subject
TR42_13-2017-09-001	Greg Sandels	OFS	Agenda
TR42_13-2017-02-008	Greg Sandels	OFS	Quebec City June 2017 Report
TR42_13-2017-09-003	Tiger Ninomiya	Senko	CS Connector Proposal
TR42_13-2017-09-004	Shelly Buchter	USConec	FOCIS 5 Proposal
TR42_13-2017-09-005	Shelly Buchter	USConec	FOCIS 18 Proposal
TR42_13-2017-09-006	Shelly Buchter	USConec	IEC 61754-7-X Recommendations
TR42-2017-09-XXX	Steve Swanson	Corning	IEC SC86B Liaison Report from TR42 Opening Plenary

6 Contributions

6.1 FOTP-171B Ballot closes 9/19/2017

6.2 FOCIS 18 Proposed Revision (S. Buchter)

6.3 FOCIS 5 Proposed Revision (S. Buchter)

6.4 CS Connector Proposal (T. Ninomiya)

6.5 IEC Adoption Strategy Discussion (G. Sandels).
Update status

6.6 Liaison Reports

- IEC SC 86B (Swanson)

7 Old Business

8 Document Maintenance

8.1 ANSI/TIA 604 series expired doc & proposal for motion (G. Sandels)

9 New Business

10 TR42 Next Meeting Date / Location (Tentative):

- January 29 – February 2, 2018: Orlando Florida
- June 11 – 15, 2018: Chicago, Pittsburgh or Jackson Hole suggested
- October 1 – 5, 2018: Phoenix or Seattle suggested

11 Adjourn

AVAILABILITY OF MEETING DOCUMENTS:

All meeting attendees are instructed to download contributions and other meeting documents from the TIA TR42-13 FTP site (<http://ftp.tiaonline.org/TR42.13/>) before the meeting. For information on how to access the FTP site, contact TIA (Teesha Jenkins: tjenkins@tiaonline.org).

NEW CONTRIBUTIONS:

Contributions shall use the approved templates and specific wording provided by TIA. Contributions affecting a document are to include a TIA cover sheet, proposed text to be included in the document, and the rationale/substantiation for the contribution. File templates are available on the TR42-13 FTP site for download. All contributions shall be submitted to the electronic document coordinator (EDC). All electronic files shall be provided in either Adobe Acrobat (*.PDF); Microsoft Word (*.DOC); Microsoft PowerPoint (*.PPT); or in Microsoft Excel (*.XLS). Compressed files shall be accessible using PKUNZIP or WINZIP (*.ZIP).

Early submittal and posting of contributions for consideration in meetings is highly encouraged. Contributions shall be submitted to the EDC as soon as possible and then posted to the FTP folders by the EDC as soon after receipt as possible, preferably within one business day. Notification of the posting shall be made to the group's email reflector list by the EDC within one working day of the posting. All contributions shall be posted to the appropriate location on the TIA FTP site no later than 12:00 noon EST on the Monday preceding the week of the meeting in which the contribution is to be considered (example: if the meeting will be held on Thursday the 20th, the contributions shall be posted by noon on Monday the 10th).

LATE CONTRIBUTIONS:

Contributions not posted as described in the timing above shall be classified as "late contributions." They may be considered in the meeting to which they are addressed provided that an appropriate motion receives 50% or greater of a vote.

All late contributions shall be provided to the EDC and to the committee members on a memory stick or CD-ROM along with sufficient paper copies for those members without a PC.

All late contributions shall be posted to the TIA FTP site no later than one week following the meeting in which they are considered. Notification of the posting shall be made to the group's email reflector list by the EDC.

DOCUMENT NUMBERS:

All contributions to TR42-13 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 TR42-13 EDC/Chair.