



Meeting Notice & Agenda

TR-42.11 & TR-42-13 Joint Working Meeting

Date: October 06, 2021
 Time: 3:15PM to 6:00PM CT
 Location: Virtual GoToWebinar
 Chair: Phil Irwin (TR42.11) - Greg Sandels (TR42.13)
 Vice Chair: Dan Morris (TR42.11) - Sunny Xu (TR42.13)

Meeting/Event Schedule: see TIA's Events Calendar for the full schedule (<https://tiaonline.org/events/>)

Event Registration: (not required as meeting is not in person)

GoToWebinar Registration: <https://attendee.gotowebinar.com/register/9019879239671165454>

TIA Important Notice of Notice of Participation

Participation in, or attendance at, any activity of a TIA Formulating Group or any sub-element thereof, constitutes acceptance of an agreement to be bound by all provisions of TIA Standards Development Procedures and permission that all communications and statements, oral or written, or other information disclosed or presented, and any translation or derivative thereof, may without compensation, and to the extent such participant or attendee may legally and freely grant such copyright rights, be distributed, published, and posted on TIA's web site, in whole or in part, on a non-exclusive basis by TIA or TIA's licensees or assignees, or as TIA directs. Exceptions to the foregoing may be granted or permitted in writing to the Chair of the Formulating Group by the head of the TIA Standards Department on a case-by-case basis.

TIA is actively seeking participation in TR-42 standards projects from the user and general interest categories

1. Administrative/General Business

- 1.1. Call to Order
- 1.2. Attendance (Call Quorum, Introductions, Roster)
- 1.3. Current Meeting Agenda Review and Approval
- 1.4. Previous Meeting Report Review and Approval
- 1.5. TIA Intellectual Property Rights (Early Disclosure Policy)

TIA's Intellectual Property Rights Policy can be found in Statements of Policy (ANNEX C) and other clauses and annexes of TIA Standards Development Procedures. Participants in the work of the TIA Formulating Groups are urged to review the appropriate sections. Individual participants are encouraged to notify TIA of any patent(s) or published pending patent application(s) of which they are aware that may

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be essential to the practice of a proposed TIA Publication, including requirements introduced through normative references, early on in the development to reduce the possibility for delays in the development process and increase the likelihood that the proposed TIA Publication will become a Standard. However, a Patent Holder who has provided TIA with a TIA Patent Holder Statement with respect to the applicable proposed TIA Publication need not (but may elect to) identify its specific patent(s) or published pending patent application(s) that may be essential to the practice of the proposed TIA Publication in question. Patent searches are not required to comply with the TIA Intellectual Property Rights Policy.

1.1. Distribution of documents and contributions

Document Number	Contributor	Company	Title/Subject
TR42_11/13-2021-10-001	Greg Sandels	OFS	Agenda
TR42_11/13-2021-10-002	Tiger Ninomiya	Senko	Polarity Discussion

2. Contributions

3. Liaison Reports

3.1. None

4. New Business

5. Document maintenance

5.1. None

6. Old Business

7. Upcoming Meetings

7.1. TBD

8. Subsequent Meetings

8.1. None

9. Adjournment

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AVAILABILITY OF MEETING DOCUMENTS:

TR-42.13 members/participants are instructed to download contributions and other meeting documents from TIA Connect (connect.tiaonline.org) before the meeting.

To access the meeting's contributions, please follow the directions below:

- Go to connect.tiaonline.org
- Enter your *Username* (your email address in the TIA database)
- Enter your *Password*
- Click "LOGIN"
- Click the "Communities" tab and then select "All My Communities"
- Scroll down the page and select "TR-42.13 Passive Optical Devices and Optic Metrology"
- Click on "Documents" and then select the "2021-02 Virtual" folder

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 TIA Connect under the Standards Procedure Toolbox tab in the Form folder 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 appropriate TIA Connect folders by the EDC as soon after receipt as possible, preferably within one business day. All contributions shall be posted to the appropriate location on TIA Connect 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 provided to the EDC within 24-hours of the meeting shall be classified as "late contributions." They may be considered in the meeting to which they are addressed at the discretion of the chair. All late contributions shall be provided to the EDC and to the committee members on a memory stick or other electronic media. All late contributions shall be posted to TIA Connect within one week of meeting adjournment.

Questions and comments on this agenda should be submitted to:

Greg Sandels, Chair	gsandels@ofsoptics.com	(770) 798-2036
Dan Morris, Vice-Chair	Dan.morris@kitco.com	(757) 216-2220

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