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| **Title\*:** | CDM kick-off meeting agenda | | |
|  |  | | |
| from **Source**\*: | ETSI Secretariat | | |
| Contact: | Marlène Forina | | |
|  |  | | |
| input for **Committee**\***:** | CDM | | |
|  |  | | |
| Contribution **For\*:** | Decision | **X** |  |
|  | Discussion |  |  |
|  | Information |  |  |
|  |  | | |
| Submission date**\***: | 2019-05-20 | | |
|  |  | | |
| Meeting & Allocation: | **CDM#01-Kick-off** - | | |
| Relevant WI(s), or deliverable(s): |  | | |
|  | | | |

**Decision/action requested:** Please approve

###### **Text for the formal call for IPR disclosures to be made at the beginning of each meeting**

The attention of the members of this ISG is drawn to the fact that ETSI Members and non-ETSI members having signed the ISG Agreement shall use reasonable endeavours under clause 4.1 of the ETSI IPR Policy, Annex 6 of the Rules of Procedure, to inform ETSI of Essential IPRs in a timely fashion. This section covers the obligation to notify its own IPRs but also other companies’ IPRs.

The ISG members take note that they are hereby invited:

* to investigate in their company whether their company does own IPRs which are, or are likely to become Essential in respect of the work of the ISG,
* to notify to the Chairman or to the ETSI Director-General all potential IPRs that their company may own, by means of the IPR Information Statement and the Licensing Declaration forms that they can obtain from the ETSI Secretariat or [http://www.etsi.org/legal/IPR-Forms](http://www.etsi.org/WebSite/document/Legal/IPRforms.doc).

Members are encouraged to make general IPR undertakings/declarations that they will make licenses available for all their IPRs under FRAND terms and conditions related to a specific standardization area and then, as soon as feasible, provide (or refine) detailed disclosures.

More information at: <http://www.etsi.org/about/how-we-work/intellectual-property-rights-iprs>

**Reminder of applicable antitrust and competition laws**

The attention of the members of this ISG is drawn to the fact that ISG activities which are part of the ETSI activities are subject to all applicable antitrust and competition laws and that compliance with said laws is therefore required of any participant of this meeting including the Chairman and Vice Chairmen. In case of question it is recommended that you contact your legal counsel.

The present meeting shall be conducted with strict impartiality and in the interests of the present ISG and ETSI.

More information at: <https://www.etsi.org/intellectual-property-rights/antitrust-guidelines>

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| --- | --- |
| **Topic and Description** | **Source  Doc number** |
| **Registration** |  |
| **Meeting Opening and welcome address** | **Convenor** |
| **Roll call and brief introduction of all attendees** | **All Attendees** |
| **IPR Call and Antitrust reminder** | **ETSI Secretariat** |
| **ETSI Rules, administrative aspects and portal** | **ETSI Secretariat** |
| **Appointment of officials Call for Chairman and Call for Vice Chairmen** | **ETSI Secretariat** |
| **Candidates’ presentation** |  |
| **Election of ISG Chair** |  |
| **Election of ISG Vice-Chair(s)** |  |
| **Lunch Break** |  |
| **Defining the main objectives for the ISG work programme** |  |
| **Overview of ISG CDM objectives and documents** | **Convenor / Chair** |
| **Brainstorming on the ISG Work programme** |  |
| **Input to the CDM Landscaping and Gap analysis** |  |
| **Input to the CDM Use Cases** |  |
| **Input to “other” CDM Work Items** |  |
| **ISG Work programme structure** *New Work Items drafts: scope, rapporteurs, timelines, etc..* |  |
|  |  |
| **Afternoon Break** |  |
| **External relationships** |  |
| **ISG CDM future meetings:**  **F2F Plenary meetings**  **Conference Calls** |  |
| **A.O.B** |  |
| **Meeting End** |  |