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INTERNATIONAL ORGANIZATION FOR STANDARDIZATION
ORGANISATION INTERNATIONALE DE NORMALISATION
ISO/IEC JTC 1/SC 29/AG 2
CODING OF MOVING PICTURES AND AUDIO

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AG 2 recommends these rules to apply to the SC29 MPEG groups, i.e. WGs 2, 3, 4, 5, 6, 7, 8 and AGs 2, 3, and 5. In the following text, these AGs and WGs are referred to as Group. An ad-hoc group is referred to as AHG. Convenor refers to the Convenor of the Group that established the AHG. The document is available at https://www.mpeg.org/adhoc/.

A Group may decide to establish one or more AHGs. These are governed by the following operating rules:

1. AHGs are established for the sole purpose of continuing work between consecutive Group meetings. They are established by a Group and report to it;
2. The task of an AHG may only cover preparation of recommendations to be submitted to the establishing Group. Any other document produced has the status of "input document" to the following regular Group meeting;
3. The duration of an AHG is normally limited to the period between 2 successive meetings of the establishing Group. They cease to exist at the start of a Group meeting.
4. AHGs shall be established with mandate, membership, chair, duration and meeting schedule at a Group meeting;
5. A numbered Group document will describe the items listed above in 4;
6. Membership of AHGs is inherited from membership of the parent body;
7. Participation in AHGs shall not be restricted to the delegates present at the meeting during which the AHG is established;
8. Participation in the AHG may be supplemented, if necessary, by experts invited by a Convenor.
9. All AHG participants shall be required to familiarize themselves with relevant ISO Policies and Procedures, including in particular ISO Code of Conduct, ISO Declaration for Participants in ISO Activities, ISO Privacy and Copyright policy, and ISO Policy on Communication of Committee Work, and to consent to be bound by these policies.
10. The Chair may remove participants from the AHG in case they do not respect the rules of number 9.
11. An AHG shall issue a report upon completion of its task. The report shall be delivered to the Convenor at the start of the Group meeting marking the end of the AHG.
12. The report shall be a numbered Group document.
13. A verbal report should be delivered to the MPEG Information Sharing Session on the Monday of the Group meeting.

14. Participants of an AHG may be given shorter notice of meetings (including agenda) by the AHG chair in writing. Such notice shall be given by the chair not less than two weeks in advance of the proposed meeting. Should any participant of the AHG object in writing, meetings shall be held according to the formally established meeting schedule for that AHG. The Convenor shall be consulted by the chair on any intention to convene an unplanned meeting.
15. The Convenor of the Group that established the AHG as well as the Convenor of AG 2 must receive copy of all correspondence exchanged between participants of the AHG.
16. The use of electronic mail for a successful execution of the mandate is encouraged. This, however, is to be restricted to the participants of the AHG. When registering with the email reflector, participants shall receive a link to the current version of this document available at http://www.mpeg.org/adhoc/.
17. To facilitate technical discussion and issue tracking, the AHG may also use a MPEG GitLab repository established by a Group or if appropriate a public GitLab or similar.
18. The use of both electronic mail and information sharing platforms shall comply with the rules and limitations discussed in number 8 above.
19. Participants are free to post their own documents or submissions to meetings to AHG reflectors. Participants are reminded, however, that they are not entitled to post submissions to the MPEG document repository made by other participants to AHG reflectors.

The list of the latest ad hoc groups can be found under http://www.mpeg.org/adhoc/.