
Accredited Standards Committee*

INCITS, InterNational Committee for Information Technology Standards

INCITS Secretariat, Information Technology Industry Council (ITIC)

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INCITS B10 ID Cards and Related Devices

TO: INCITS B10 Members

DATE: April 21, 2004

SUBJECT: **Draft Agenda, B10 Plenary Meeting, May 6, 2004**

FROM: Brian Beech, B10 Chair

ACTION: Review to be prepared for meeting

The entire Meeting Schedule of the Task Groups & Task Forces for the week is attached in Annex A

**INCITS B10 Meeting Draft Agenda,
May 6, 2004**

Starting time: 8:00AM

1.0 Administrative – Brian Beech

1.1 Call to Order-introduction of attendees, roll call

1.2 Membership Report,

1.2.1 Introduction of new members

1.2.2 Members in Jeopardy

3M, American Express, Assa Abloy, NEC Technologies and G&D America received Jeopardy Letters for failure to return 2 of 3 successive non-accelerated letter ballots

1.2.3 Members who lost voting Rights

1.2.4 Returning 30 Day Letter Ballots

1.3 Officer Changes

1.3.1 Arthur Bobrow to assume duties as chair of B10.6

1.4 Any problems with Task Group Membership/Meeting procedures

2.0 Approval of draft agenda

3.0 Approval of the January 22, 2004 meeting minutes, INCITS B10_04N3063, - Brian Beech

4.0 SC 17 Ballots and Issues

4.1 Conduct JTC1 and SC 17 Ballots

4.1 IC Cards w/contacts, Jim Russell

SC: 17 N 2469

Date Due to TAG Administrator: 04/29/04

Subject: For NP Ballot, Proposal for a New Work Item - Informative Annex for ISO/IEC 7816-15 Including Examples of Integrated Use with Other ISO/IEC 7816 Standards

SC/JTC 1 Due Date: 05/17/04

SC: 17 N 2471

Date Due to TAG Administrator: 05/05/04

Subject: For 2nd CD Ballot, ISO/IEC CD 7816-3.2 - Identification cards - Integrated circuit cards - Part 3: Cards with contacts: Electrical interface and transmission protocols

SC/JTC 1 Due Date: 05/23/04

SC: 17 N 2497

Subject: For NP Ballot, Proposal for a new work item - Standard for on-card finger print matching

SC/JTC 1 Due Date: 07/08/04

4.1.2 Physical & Mag Stripe Ballots, Arthur Bobrow

SC: 17 N 2467

Date Due to TAG Administrator: 05/03/04

Subject: For FPDAM Ballot, ISO/IEC 7811-6 FPDAM1 - Identification cards – Recording technique – Part 6: Magnetic strip – High coercivity – Amendment1: Ui6 – Criteria and test method

SC/JTC 1 Due Date: 05/21/04

4.1.3 Contactless IC Cards, Francis Christian

SC: 17 N 2491

Subject: For NP Ballot - Proposal for a New Work Item - Limited Use Contactless Card Standard

SC/JTC 1 Due Date: 06/26/04

SC: 17 N 2483

Subject: For FDAM BALLOT – ISO/IEC 14443-3:2001/FPDAM1 – Identification cards – Contactless integrated circuit(s) cards – Proximity cards – Part 3: Initialization and anticollision – Amendment 1: Bit rates for fc/64, fc/32 and fc/16

SC/JTC 1 Due Date: 07/17/04

SC: 17 N2481

Subject: For FDAM BALLOT – ISO/IEC 14443-2:2001/FPDAM2 – Identification cards – Contactless integrated circuit(s) cards – Proximity cards – Part 2: Radio frequency power and signal amplitude – Amendment 2: Bit rates for fc/64, fc/32 and fc/16

SC/JTC 1 Due Date: 07/17/04

4.1.4 Optical memory cards, Chris Dyball

No ballots in progress

4.1.5 International Drivers License, Vic Andelin

No ballots in progress

4.1.6 Machine readable Travel Documents, Barry Kefauver

No ballots in progress

4.1.7 Smart Card Interoperability, Terry Schwarzhoff

4.1.8 Misc, Brian Beech/Jim Russell

2004 Systematic Review of Standards

ISO/IEC 7816-2: 1999

ISO/IEC 7816-7: 1999

ISO/IEC 7816-10: 1999

4.2 Establish US position on SC17 general issues as required

4.3. Nomination of delegates and HOD's to SC 17 WG meetings:

WG 1	HOD:
WG 3	HOD:
WG 4	HOD:
WG 5	HOD:
WG 8	HOD:
WG 9	HOD:
WG 10	HOD:

5 INCITS- ANSI Issues

5.2 Organization of TG for Smart Card Interoperability

5.3 Status on Revision of ANSI NCITS 284 Health Care Card Standard (B10/02-N2071) – P. Barry

5.4 INCITS Awards

Terry Schwarzhoff

6.0 INCITS B10 Subgroup reports

6.1	B10.1 IC Card with Contacts, James Russell
6.2	B10.3 Card Service Life, Julie Hermanson
6.3	B10.5 Contactless IC Cards, Francis Christian
6.4	B10.6 Physical & Mag Stripes, Arthur Bobrow
6.5	B10.8 Drivers License/ID, Vic Andelin
6.6	SC Interoperability Ad Hoc- Terry Schwarzhoff
6.7	SC 17 WG 3 Machine Readable Travel Docs – Barry Kefauver
6.8	X9 Liaison Report – B. McGuinness
6.9	M1 Liaison Report- John Eul
6.10	X12N Liaison Report - Peter Barry

7.0 Other Business

7.1 Update on B10 website-Joe Naujokas

7.2 Update on European Healthtag Effort-Jim Ferguson

8.0 Future meetings

May 3-6, 2004

August 16-19, 2004

January 2005

Axalto, Austin, TX

Mobile-Mind, Boston

HW Sands/CPI, West Palm Beach

**9.0
 Adjournment**

**Annex A
 For Reference Only, please consult individual agendas for exact times and dates
 B10 Meeting Schedule for Austin**

	Mon. May 3	Tues May 4	Wed May 5	Thur May 6
B10.1 IC w/Contacts			(35) 9 – 11 am (10) 11am –5pm	
B10.5 Contactless IC			(25) 11-5pm	
Smart Card Interoperability		(25) 9am – 4pm		
B10.3 Card Service Life	(30) 1pm-5pm	(30) 8am-5pm		
B10.3 CDTF Task Force	(30) 8am – 12pm			
B10.6 MS/Phys/TM/TFC			(25) 9am -12pm	
B10.8 Drivers License			(20) 1-5 pm	
USA/RC			No meeting	
Health Care Card Ad Hoc			(6) 5 – 6 PM (??)	
B10 Plenary				(60) 8 – 12pm

Antitrust Guidelines

ITI counsel developed the INCITS Antitrust Guidelines for the protection of INCITS and INCITS Subgroup members on antitrust issues. INCITS and INCITS Subgroup members must follow the INCITS Antitrust Guidelines.

Anticipate Risks

INCITS and INCITS subgroup meetings must be conducted in a manner that avoids the appearance of conduct which might violate the antitrust laws. The harsh criminal penalties in the antitrust laws, for individuals as well as organizations, the high costs of defending antitrust suits, the diversion of resources from our important missions, and the risk of liability together mandate an understanding of, and respect for, the antitrust laws by INCITS and its members. Our objective is to create a climate where antitrust risks are both anticipated and avoided.

Consult Counsel

Legal counsel should be consulted prior to any discussion of actions which the staff or INCITS believes could raise antitrust issues, or which seem in any way to be questionable or out of the ordinary. It is counsel's job to advise INCITS on any matters that have legal significance. It is always better to ask.

Notice and Agenda

Each INCITS or INCITS subgroup meeting must be preceded by a notice to the members of the committee with a draft agenda. As required by INCITS procedures, the agenda must be approved at the beginning of the meeting and followed.

Conduct of Meetings INCITS policy requires the full-time attendance of a member of the INCITS staff at every meeting sponsored by INCITS, except where otherwise approved. All participants should be afforded an opportunity to present their views. Acting on behalf of INCITS, INCITS staff or an INCITS officer or subgroup officer have the responsibility to terminate any discussion, seek counsel's advice or, if necessary, terminate any meeting if the discussion might be construed to raise questions under the INCITS antitrust guidelines.

Minutes of Meetings

After each INCITS or INCITS subgroup meeting, concise minutes must be prepared that accurately describe the actions taken, the justification for those actions, and where appropriate, additional pertinent discussion. These minutes must be prepared by a member of the INCITS staff or someone designated by an INCITS officer to prepare the minutes. When prepared by someone other than a member of the INCITS staff, the draft minutes shall be reviewed by the INCITS staff prior to distribution to the committee.

Sensitive Topics

With rare exceptions that should be made only upon the advice of INCITS counsel, there should never be discussion of the following topics at any INCITS or an INCITS subgroup meeting:

- Any company's prices or pricing policies;
- Specific R&D, sales and marketing plans;
- Any company's confidential product, product development or production strategies;
- Whether certain suppliers or customers will be served;
- Prices paid to input sources; or
- Complaints about individual firms or other actions that might tend to hinder a competitor in any market.

Standards

In INCITS sponsored committees related to standards, all relevant opinions should be considered and a sound technical basis for the INCITS position should be articulated. When participating in other standard-setting bodies on behalf of INCITS, INCITS representatives should be guided by both the letter and the spirit of the established procedures, which are designed to ensure that the process is open to all interested parties and standards are based on objective technical factors. INCITS members

should voluntarily disclose any proprietary interest they may have in proposed standard in order to reduce the risk of antitrust liability.

Educational Presentations

Sharing non-proprietary information among competitors is generally lawful. Discussion should be limited to objectives, which promote overall consumer welfare. Exchanging proprietary information may not be appropriate, if the purpose or effect of the exchange is to lead to diminished competition in the marketplace.