

To: INCITS B10.3 Members
From: Brad Paulson
Subject: Winter 2008 INCITS B10.11 Card Durability Task Force Draft Meeting Agenda

Draft Agenda
INCITS B10.11 Card Durability Task Force Meeting
28 & 29 January 2008
Carson, California

- 1 Opening remarks and introductions
 - 1.1 Meeting guidelines (Anti-Trust): <http://www.incits.org/inatrust.htm>
 - 1.2 B10 reorganization
 - 1.2.1 B10.3 and B10.6 dissolved
 - 1.2.2 B10.11 assumes B10.3 and B10.6 work items
 - 1.2.3 B10.11 Card Durability Task Force formed to assume B10.3 projects
 - 1.2.3.1 Chair - Brad Paulson
 - 1.2.3.2 Secretary – Gene Meier
 - 1.2.3.3 Project Editor 322 – Kevin Tall
 - 1.2.3.4 Project Editor 440 – Julie Hermanson
 - 1.3 Meeting Documents
 - 1.3.1 Change to document mailing lists
 - 1.3.2 B10.11 website: http://www.incits.org/tc_home/b1011/b1011.html
 - 1.3.3 B10.3 website: http://www.incits.org/tc_home/b103htm/b103tg.html
 - 1.4 Self-introductions
- 2 Approval of the Agenda
- 3 Attendance and Membership
 - 3.1 Gaining and losing voting membership
 - 3.2 Changes in representation since last meeting
 - 3.3 New voting memberships
 - 3.4 New advisory memberships
 - 3.5 Voting memberships resigned
 - 3.6 Voting memberships in jeopardy for attendance
 - 3.7 Voting memberships in jeopardy for letter ballots
 - 3.8 Voting memberships in jeopardy for fees
 - 3.9 Membership for this meeting
- 4 Approval of Minutes from August 2007 B10.3 Meeting in Washington, D.C. (B10.3 07-044)
- 5 Resolutions for INCITS 322
 - 5.1 Insertion of the committee rosters in the Foreword
- 6 Resolutions for Card Service Life Standard
 - 6.1 Reference to 10373 removed from Normative References
 - 6.1.1 substantive change requiring reconfirmation ballot at B10
 - 6.2 reference placed in Bibliography
 - 6.3 Insertion of the committee rosters in the Foreword

- 7 Ballot on resolution of comments document (**B10.3 07-039 -- new document incorporating changes B10.3 07-040**)
 - 7.1 Ballot results (**B10.3 07-056**)

2	yes
12	no
2	abstain
 - 7.2 Resolution of comments

- 8 Action Item Review from August 2007 B10.3 Meeting
 - 8.1 Marty Frary will submit his presentation given to help clarify the HID perspective on the need for and use of the stress and evaluations document (**done - B10.3 07-037**).
 - 8.2 Toby Padilla will submit the document that re-orders the comments and gives the HID responses to B10.3 07-033. (**done - B10.3 07-038**).
 - 8.3 Travis Lang will submit the HID comments document with the disposition of comments made during the meeting. (**done -- B10.3 07-039**).
 - 8.4 Brad Paulson will find creased Xavier cards to see how they measure using the method described in the HID proposal and will report findings to the group. (**done – information provided to HID and included in ballot comments**)
 - 8.5 HID will incorporate the agreed upon changes to their document and will submit the document (**done - B10.3 07-040**).
 - 8.6 Gene Meier will issue another 30 day letter ballot newly revised HID document. The ballot will use similar wording to the previous ballot (**done - B10.3 07-041**).
 - 8.7 Gene Meier will distribute the spreadsheet showing the flexure data obtained during the round robin testing (**done - B10.3 07-042**).
 - 8.8 Trent Argyle agreed to examine all the cards tested in the flexure round robin to see how his evaluation of fractures compares to other members that ran the test.
 - 8.9 The group agreed to rerun the flexure round robin testing using the same cards, but in the Axis B orientation.

Editorial note: It would be helpful if one of the test laboratories would volunteer to tabulate test data before the meeting so we do not have to do it in Carson. It will make the meeting run much more efficiently.
 - 8.10 Terry Schindler will submit 30 vs. 60 cycles per minute test data to Gene Meier for routing to B10.3 (will be B10.3 07-043). If after two weeks there are no comments, Gene Meier will send the test data to TF2.
 - 8.11 Gene Meier will submit comments on WD 24789 documents (including a title for the US testing approach) to TF2. B10.3 agreed he can send this directly to TF2 (**done -1N1704**).
 - 8.12 Gene Meier will send the US Position paper to WG1/TF2. (**done 1N1708 - US Proposal for WD24789-1**).

- 9 HOD report on October 2007 WG1/TF2 meeting. (**B10.3 07-049**)

- 10 Review of WG1/TF2 Action Items and Development of US Position
 - 10.1 Action 2007-06/01: USA-NB will provide the data for the next TF2 meeting in Berlin from the Round-Robin Test for 30 cycles/minute and 60 cycles/minute performed by 6 volunteer labs.
 - 10.2 Action 2007-06/02: Gene Meier will submit a new contribution for the USA flex method by middle of November. (complete, but have not seen a 1NXXXX number nor an updated WD 24789-2)
 - 10.3 Action 2007-06/03: All national bodies are requested to review and submit to TF2 its formal positions on the 1st draft of WD 24789-1 for Dual Proposal on CSL Standard in preparation to the next TF2 meeting in March 2008 in Paris.
 - 10.4 Action 2007-06/04: The USA-NB to discuss substitution of the IC Card with contact micro adhesion test with the test outlined in WD 24789-2.
 - 10.5 Action 2007-06/06: All national bodies are requested to review and submit to TF2 its formal positions on the latest draft of WD 24789-2 in preparation to the next RF2 meeting in March 2008 in Paris
 - 10.6 Action 2007-06/07: Gene M. and Brad P. will work on the draft of WD 24789-1 for Combined Proposal on CSL Standard to be completed by 31 October 2007 and sent to Guy F. and Martin W. for AFNOR/DIN review, comments, and editing.(done - **B10.3 07-052 and B10.3 07-053**)
 - 10.7 Action 2007-06/08: USA, Germany, and France will finalize 1st draft of WD 24789-1 for Combined Proposal on CSL Standard and send it to Steve B. for WG1 distribution by 30 November 2007 (**proposal rejected by France and Germany waiting for their NB meeting to establish their position**)
 - 10.8 Action 2007-06/10: All national bodies are requested to review and submit to TF2 its formal positions on the 1st draft of WD 24789-1 for Combined Proposal on CSL Standard in preparation to the next TF2 meeting in March 2008 in Paris.

11 New Items

12 Delegation Vote for WG1 Meeting Delegation (Paris, France – 4 to 6 March 2008)

12.1 Head-of-Delegation

13 Future Meeting Schedule

- | | |
|---------------------|------------------------------------|
| 13.1 Spring 2008 – | Columbus, Ohio/Boltaron and Waytek |
| 13.2 Summer 2008 -- | need volunteer |
| 13.3 Winter 2009 -- | need volunteer |

14 Action Items

15 Adjournment