
INCITS, InterNational Committee for Information Technology Standards

DATE: July 16, 2006
TO: NCITS B10.5 Members
FROM: Francis Christian - INCITS B10.5 Chairman
SUBJECT: Draft Agenda, B10.5, Meeting August 16, 2006

START: August 16 at 11:00 Please Note Time

AGENDA: The first part of this meeting will be a joint meeting with the B10.1 group.

1. Administrative – Francis Christian & Jim Russell
 - 1.1 Call to order, introduction of attendees
2. Report of ISO/IEC and other meetings
 - 2.1 WG8 – Next meeting September 28-29 I Paris
 - 2.2 WG8/TF4 Report - Francis Christian and Marty Frary
 - 2.3 WG4 Reports – Jim Russell or appointee
 - 2.4 APTA Universal Transit FareCard Standard update – Walt Bonnea
 - 2.5 ANSI LUC Standard update - Has been published, check the ANSI webstore for BSR 410-2006
 - 2.6 WG3 – ICAO update - Barry Kefauver
 - 2.7 Reports on B10.9 tasks - Teresa Schwarzhoff and team
3. **Start of B10.5 meeting 1:00 PM Please Note Time**
 - 3.1 Membership role call and voting status review
 - 3.2 Review of members in voting jeopardy
 - 3.3 Review the INCITS Antitrust Guidelines and INCITS IPR Notice

IPR Notice

The attention of the members of this technical body is drawn to the fact that members of this task group have the obligation under Section 8 of the INCITS/SD9 Policy and Guidelines, in particular Clause 8.6, Part III, Early Disclosure of Patent Rights, to inform INCITS of essential IPRs they become aware of. This disclosure covers the obligation to identify individual IPRs but also other companies IPRs.

The members of this group shall 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 to the work of this technical body, and
- to notify the Chairman of this TG and TC of all potential IPRs that their companies may own or potential IPRs outside their company

4. Approval of Draft Agenda for August 16, 2006, meeting **N06-126 (this document)**
5. Approval of May 10, 2006, Minutes **N06-124**
6. List of activities for the May 10. 2006, B10.5 meetings
 - 6.1 Review the Minutes of the TF4meeting from Washington DC, of August 7-8,2006 **TBD**
 - 6.2 Review the Minutes of the TF2 meeting from Vienna **N06-114**
 - 6.3 Discuss the WG8 and WG8/TF2 meeting to be held in Paris late in September
 - 6.4 Review the Text for ISO/IEC15693-2 with correction **N06-128**
 - 6.5 Make recommendation on ISO/IEC10373-6 FDAM5.2 ballot to B10 **N06-127**

7. Other Business
 - 7.1. Discuss hosting the series of ISO meetings January 2007 in San Diego
 - 7.2. Discussion on Contactless card standard for the financial / payment industry.
8. Future INCITS Meeting Schedule
 - 8.1. January 2007 Need volunteer
 - 8.2. May 2007 Minneapolis
 - 8.3. August 2007 Need volunteer
9. Future ISO meetings schedule
 - 9.1. WG8/TF2 #26 Sept 21/27, 2006, in Paris, France
 - 9.2. WG8 #37 Sept 28/29, 2006, in Paris, France
 - 9.3. WG8/TF4 #5 January 23-24, 2007, in San Diego
 - 9.4. WG8/TF2 #27 January 25-26, 2007, in San Diego
 - 9.5. WG8 #38 January29- February 02, 2007, in San Diego
10. Adjournment of the B10.5 meeting not later than 4:00 PM

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.