

## **Sony Electronics Contribution for the B10.5 San Diego meeting regarding “International meeting participation and preparation”**

April 9, 2003

### **Preparation:**

B10.5 should discuss and come to agreement on a “Standard Operating Procedure” on how the delegation from B10.5 should prepare for and participate in international meetings. Currently, B10.5 meetings are not “synchronized” to the SC17 WG8 meeting schedule resulting in new agenda items being posted to the WG8 agenda after B10.5 meets. Since the current method of the committee is to only discuss topics at in-person meetings this means the delegation has no opportunity to obtain a consensus from B10.5 prior to the WG8 meetings. This lack of preparation can be avoided so that only B10.5 positions are voiced at the international level.

Sony suggests that B10.5 adopt letter ballots, discussion by Email reflector hosted by INCITS, and conference calls as a standard matter of course to prepare for international meetings. The delegation should have US positions on every topic known on the agenda prior to the meeting and written delegates instructions detailing those positions should be developed. Absent US positions on topics known on the agenda, the US should abstain. ANSI provides delegates credentials for attendance at international meetings and the delegation must take positions consistent with the US position. The B10.5 committee should validate the written delegates instructions by a formal vote. This vote could be recorded in minutes or in “delegate’s instructions” agreed to prior to the US participating in a meeting.

### **Participation:**

Only delegates provided with credentials provided by ANSI are permitted to attend international meetings as a member of the US delegation. Delegates are individuals and not company members that can be substituted freely. At the WG8 Tokyo meeting a person not credentialed by ANSI was permitted to participate in the meetings. INCITS rules state that no US persons are permitted at an international meeting unless they are there in an official capacity.

B10.5 members need to be aware of how delegates are selected, how they should behave and how they are provided with credentials to attend meetings. ANSI provides such guidance in written documents, and the US delegates should study such material prior to participating in an international meeting. Delegates must understand that they need to be aware of and support US positions. Proper preparations as detailed above are necessary to support the delegation and make the delegation effective.

International meetings can have a distinctive style very different from US meetings and each country has its own methods for selecting delegates. Each country will determine what topics may be discussed by their respective delegation. However, this does not relieve a US delegation from following INCITS and ANSI procedures or antitrust guidelines.

**Post International meeting:**

The HOD is required within 30 days to provide a HOD report. ANSI also requires a report addressing specific information with regards to US participation in the meeting. The delegates who attended the international meeting are in a position to modify the HOD report so that it represents a consensus of those who participated in the international meeting. The HOD report is also made available to the INCITS B10 members.