
INCITS, InterNational Committee for Information Technology Standards

DATE: November 25, 2004
TO: NCITS B10.5 Members
FROM: Francis Christian - INCITS B10.5 Chairman
SUBJECT: Draft Agenda, B10.5, Meeting January19, 2005

Hosted by H. W. Sands Corp and CPI Card Group -- see B10.5 Web for details
http://www.incits.org/tc_home/b105htm/b105.htm

START: January 19, 2005, at 9:00 AM

AGENDA: The first part of this meeting will be held with the B10.1 contact 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/TF2 – David Dressen
 - 2.2 WG4 Reports – Jim Russell or ????
 - 2.3 SC31 RFID - ????
 - 2.4 APTA Universal Transit FareCard Standard update – Walt Bonneau
 - 2.5 WG3 – ICAO update - Barry Kefauver
 - 2.6 Report on B10.9 ????
3. Start of B10.5 meeting 11:00 AM
 - 3.1 Subgroup membership role call and voting status review
 - 3.2 Review of members in voting jeopardy
 - 3.3 Review the INCITS Antitrust Guidelines
4. Approval of Draft Agenda for January 19, 2005, meeting **N04-147**
5. Review and approval of August 18, 2004, Minutes **N04-141**
6. List of documents for January 19, 2005, B10.5 meetings
 - 6.1. Reports from the ISO meetings in Sydney, Australia **N04-144, 5, 6**
 - 6.2. Ballot 17N2637 ISO/IEC 14443-2/FDAM2 **N04-149**
ISO/IEC 14443-2 FDAM2 - Identification cards - Contactless integrated circuit(s) cards - Proximity cards - Part 3: Initialization and anticollision - Amendment 1: Handling of reserved fields and values - wg8n1038
 - 6.3. Ballot TBD - ISO/IEC 14443-3:2001/FPDAM1 – **N04-150**
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 - wg8n1039
 - 6.4. Ballot TBD - ISO/IEC 14443-3:2001/FPDAM3 – **N04-151**
Identification cards - Contactless integrated circuit(s) cards - Proximity cards - Part 3: Initialization and anticollision - Amendment 3: Handling of reserved fields and values -wg8n1040
 - 6.5. Ballot TBD - ISO/IEC 14443-4:2001/FPDAM1 – **N04-152**
Identification cards - Contactless integrated circuit(s) cards - Proximity cards - Part 4: Transmission protocol - Amendment 1: Handling of reserved fields and values - wg8n101041

- 6.6. Ballot TBD - SO/IEC 10363-6 PDAM1.4 **N04-153**
ISO/IEC 10373-6/PDAM1.4 - Identification cards - Test methods - Part 6: Proximity Cards - Amendment 1: Protocol test methods for PICC – wg8n1042
- 6.7. Ballot TBD ISO/IEC 10373-6 PDAM 4 - **N04-154**
ISO/IEC 10373-6/PDAM 4 - Identification cards - Test methods - Part 6: Proximity Cards - Amendment 4: RF Interface Test - wg8n1044
- 6.8. Ballot of ISO/IEC 10373-6:2001/PDAM 5 – **N04-155**
Identification cards - Test methods - Part 6: Proximity Cards - Amendment 5: Bit rates of fc/64, fc/32 and fc/16 - wg8n1045

7. Discussions and Actions required by the B10.5 Group

- 7.1. Review the update to the LUC working draft for the ANSI Standard - **N04-142**
- 7.2. Inputs on the revision of ISO/IEC14443-1 (**ref 33.03 of N04-145**)
- 7.3. Recommendation to B10 on the Ballot 17N2637 ISO/IEC 14443-2/FDAM2 **N04-149**
- 7.4. Recommendation to B10 on the Ballot 17N2639 ISO/IEC 14443-3/FDAM1 **N04-150**
- 7.5. Recommendation to B10 on the Ballot TBD ISO/IEC 14443-3 FPDAM3 **N04-151**
- 7.6. Recommendation to B10 on the Ballot TBD ISO/IEC 14443-4 FPDAM1 **N04-152**
- 7.7. Recommendation to B10 on the Ballot TBD ISO/IEC 10363-6 PDAM1.4 **N04-153**
- 7.8. Recommendation to B10 on the Ballot TBD ISO/IEC 10373-6 PDAM4 **N04-154**
- 7.9. Recommendation to B10 on the Ballot TBD ISO/IEC 10373-6 PDAM5 **N04-155**
- 7.10. Discussion on how to deal with improvement proposal to standards (**ref 33.01 of N04-145**)
- 7.11. Discussion on the need for a Reader(PCD) standard (**ref 33.20 of N04-145**)
- 7.12. Inputs/contribution for the Form-Factor-Free option(**ref 33.05 of N04-145**)
- 7.13. Inputs for the revision of ISO/IEC 15693-3 (**ref 33.19 of N04-145**)

8. Other Business

- 8.1. TBD ??? Please let me know if you have anything for this topic.

9. Future INCITS Meeting Schedule

- 9.1. January 2005, HW Sands/CPI, West Palm Beach, F
- 9.2. April or May 2005

10. Future ISO meetings schedule

- 10.1. WG8 April 5-8, 2005, Madrid, Spain
- 10.2. WG8 Sept 26-30, 2005, Sun City, South Africa
- 10.3. SC17 October 5-7, 2005, Sun City, South Africa

11. Adjournment of the B10.5 meeting not later than 5:00 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.

Accredited Standards Committee*

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