

---

Accredited Standards Committee\*

**INCITS, InterNational Committee for Information Technology Standards  
INCITS Secretariat, Information Technology Industry Council (ITIC)**

1250 Eye Street NW Suite 200 Washington DC 20005-3922

Telephone: 202-737-8888 (Press 1 twice) FAX: 202-638-4922 or 202-628-2829

\*Operating under the procedures of the American National Standards Institute

---

**INCITS B10.11 Card Physical & Magnetic Stripe Test Methods**

---

**TO: INCITS B10.11 Members**

**DATE: Tuesday, January 08, 2008**

**SUBJECT: Draft Agenda  
January 30, 2008  
Carson, CA**

**FROM: Terry Schindler, B10.11 Chair**

**ACTION: Review to be prepared for meeting**

- 1) Opening remarks and introductions
  - a) Meeting guidelines (Anti-Trust) <http://ncits.org/inatrust.htm>
  - b) Meeting Documents
    - i) Change to document mailing lists
    - ii) B10.6 website: [http://www.incits.org/tc\\_home/b106htm/b106tg.html](http://www.incits.org/tc_home/b106htm/b106tg.html)
    - iii) B10.11 website: [http://www.incits.org/tc\\_home/b1011/b1011.html](http://www.incits.org/tc_home/b1011/b1011.html)
  - c) Self-introductions
- 2) Attendance and Membership
  - a) Introduction of new members
  - b) Members in jeopardy
  - c) Members who lost voting rights
  - d) Membership for this meeting
- 3) Approval of the Draft Agenda (B10.11 08-001)
- 4) Approval of the Minutes from Washington, DC (B10.6 2007-52)
- 5) General discussion verbal HoD report Berlin / WG1 meeting minutes
  - a) HoD report WG1 Berlin (B10.6 2007-56)
  - b) WG1 minutes from Berlin (WG1 N 1731)
- 6) Physical & Mag Stripe Ballots
  - a) Tactile Identifier FDIS 7811-9
    - i) *1N1735 FDIS 7811-9\_4 TIM.pdf (Due date to be advised by ISO)*
  - b) Thin flexible cards — Part 1: Physical characteristics

- i) ISO/IEC FDIS 15457-1- Identification cards – 17N3291 (*Due date to be advised by ISO*)
- c) Identification cards — Thin flexible cards — Part 3: Test methods
  - i) ISO/IEC FDIS 15457-3 – 17N3292 (*Due date to be advised by ISO*)
- 7) Transfer of RM7811-2 and RM7811-6
  - a) Reference WG1 minutes and HoD report
- 8) Review WD7810
  - a) 1N1732 7810\_11
- 9) Discuss actions to all experts from WG1 minutes
  - Action 2007-10/3:** All WG1 Experts will investigate suitable methods for ESD testing of contactless cards.
  - Action 2007-10/4:** All WG1 Experts to investigate suitable methods for such a flatness check, unless they do not believe that such a requirement should be inserted.
  - Action 2007-10/5:** All WG1 Experts are invited to submit contributions relating to toxicity requirements (especially relating to disposal) and testing.
  - Action 2007-10/8:** WG1 Experts are asked to refer back to national bodies to inform them of the proposal to allow 7811-7 to expire prior to withdrawal. If there is no support it is proposed to omit the next routine revision and withdraw it at the next routine revision after that.
- 10) Review US comments for WG1 in Paris
- 11) New Items
- 12) Action list review
- 13) Other Business
  - a) Thanks to meeting hosts – MagTek, Exponent, Giesecke & Devrient & HID Global
  - b) WG1 meeting in Paris March 4, 5 & 6
    - i) Candidates for delegates to WG1
    - ii) Volunteer for HoD
- 14) Future meetings
  - Spring 2008
  - Summer 2008
  - Spring 2008 – Columbus, Ohio/Boltaron and Waytek
  - Need Volunteer
- 15) Adjournment

**ANNEX A**

	<b>Mon, Jan 28</b>	<b>Tues Jan 29</b>	<b>Wed Jan 30</b>	<b>Thur Jan 31</b>
B10.12 IC w/Contacts			(25) 10am – 12:00 pm	
B10.5 Contactless IC			(35) 1pm-4pm	
B10.12 Smart Card Interoperability Ad Hoc			(25) 8am-10am	
B10.11 Card Service Life Ad Hoc	(25) 8am – 5pm	(25) 8am - 5pm		
B10.11 MS/Phys/TM/TFC			(25) 8am -12pm	
B10.8 Drivers License			(20) 1pm-5pm	
USA/RC			(5) 1-5pm	
B10 Plenary				(50) 8am – 11 am

**The sponsors for the meeting, Exponent, Giesecke & Devrient, HID Global and MagTek, will host a cocktail reception at the hotel on Wednesday evening, January 30, 2008.**

## **ANNEX A**

### **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.