

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

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INCITS B10.6 Card Physical & Magnetic Stripe Test Methods

TO: INCITS B10.6 Members
DATE: March 28, 2007
SUBJECT: Draft Agenda Revision 1
FROM: Terry Schindler, B10.6 Chair
ACTION: Review to be prepared for meeting

INCITS B10.6 Meeting Draft Agenda, revision1

May 2, 2007

Starting time: 8:00AM

- 1) Call to Order
- 2) Attendees introduction - Roll Call
- 3) Mailing List Review
- 4) B10.6 Membership Review, Voting Qualifications
- 5) Review INCITS Antitrust Statement in Annex A
- 6) Review the B10.6 Agenda and discuss changes or additional topics for other business
- 7) Review Minutes: B10.6 2007-10 from January 2007 in Carson, CA
 - a) Vote to approve minutes with/without changes
- 8) General discussion verbal HOD report Brawnschweig / WG1 meeting minutes
 - a) B10.6-2007-23 HoD report WG1 Braunschweig.pdf
 - b) Discuss the new HoD report format
- 9) Physical & Mag Stripe Ballots
 - a) ISO/IEC JTC1/SC17 N 3246 DOCUMENT (B10.6 2007-37)
TYPE: Notification of Ballot
TITLE: Notification of Ballot: ISO/IEC FCD 7811-9 Identification Cards Recording technique — Part 9: Tactile identifier mark.

- i)* B10.6 2007-28 resolution of ballot comments (WG1 N 1642)
- ii)* B10.6 2007-29 ISO/IEC FDIS 7811-9 (WG1 N 1643)
- iii)* B10.6 2007-38 ISO/IEC FCD 7811-9 document (SC17 N 3246)

10) ISO/IEC WD 7810

- a) B10.6 2007-26 Review WD 7810 doc (WG1 N 1640)
- b) B10.6 2007-24 Review / discuss amendment 7810 doc (WG1 N 1638)
- c) B10.6 2007-25 Resolution of 7810 amendment ballot comments (WG1 N 1639)
- d) B10.6 2007-21 French comment on opacity measurement (WG1 N 1632)

11) B10.6 2007-30 FDIS 7811-8, 650 Oe magnetic stripe (WG1 N 1645)

- a) FDIS 7811-8 (1N1645) will be open again for ballot vote at the next WG1 meeting. Prepare the Kyoto delegation to support the FDIS forward.
- b) Dr Martin Albrecht should produce a proposal of work to certify that RM7811-2 is suitable for reference material in 7811-8
- c) B10.6 2007-32 Proposal to transfer supply of reference material (WG1 N 1646)

12) ISO/IEC 10373-1

- a) B10.6 2007-19 Experts will make comments and suggestions at the next WG1 meeting for improvement of the three wheel test to be made normative in ISO/IEC 10373-1 (WG1 N 1626)

13) Other Business

- a) B10.6 2007-39 extra pulses – magnetic stripe encoding

14) Review US comments for the WG1 Kyoto

15) Action list review

16) B10.6 members planning to attend WG1

- a) 5-7 June, Kyoto
- b) Volunteer for HOD

17)Next B10.6 Meetings:

22-23 August 2007	Washington, D.C./UATP
January 2008	West Palm Beach/Need Volunteers
Spring 2008	Need Volunteer

18) Call for motions to close the meeting

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.