

DATE: 20 August 2007  
TO: INCITS B10.8 Members, Participants  
FROM: Vic Andelin, INCITS B10.8 Chair  
SUBJECT: Meeting Minutes, B10.8 Meeting – Rapid City, SD  
August 20, 2007 (Start Time: 10:00am)

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## **1.0 Administrative**

### **1.1 INCITS Anti-Trust Guidelines**

### **1.2 Call to order, Introduction of attendees, Roll Call**

The Chair called this meeting to accommodate all members attending for the new date and time as members had travel issues getting to South Dakota for the original date and time.

The Chair opened the meeting and welcomed everyone to Rapid City. (The roll call sheet is attached)

### **1.3 Task group membership, Voting Status**

(There were 6 voting members present at the meeting (AAMVA, Digimarc, Fischer Consulting Inc, G&D (Giesecke & Devrient), Intelli-Check Inc, and Mag-Tek, Inc. There were a total of 6 people in attendance). – **6 of 12 voting members present**

## **Members in Jeopardy**

## **Members Who Have Lost Voting Rights**

### **1.4 Update member / participant list**

Participants were told to contact Lynn Barra of INCITS if they were not on the official B10.8 member list or if there was a contact change within their organizations.

## **2.0 Approval of Draft Agenda**

The Chair asked if everyone had a chance to review the Rapid City agenda and if there were any comments. There was a motion to approve the agenda as is. (Motion to approve by Geoff Slagle, seconded by Loffie Jordaan – approved unanimously)

## **3.0 Review and Approval of the Minneapolis minutes**

The Chair asked if everyone had a chance to review the revised meeting minutes from the Minneapolis, MN meeting and if there were any comments. There was a motion to approve the meeting minutes.

(Motion by Geoff Slagle – seconded by Loffie Jordaan – approved unanimously)

#### **4.0 SC17 / WG10 Update**

##### **4.1 WG10 HOD and Delegation**

HOD and new Convener – Loffie Jordaan

Thanked Geoff Slagle for his many years of service to B10.8 and his years of service as Convener for WG10.

- 4.2 18013-Part 2** – WG10 Convener Loffie Jordaan reported that WG10 submitted and recommended the FDIS for ISO/IEC 18013-2 to SC17 for ballot. WG10 recommends approve.

B10.8 discussed the FDIS for 18013-2 and approved it unanimously.

- 4.3 18013-Part 3** - WG10 Convener Loffie Jordaan reported that WG10 submitted and recommended the FCD for ISO/IEC 18013-3 to SC17 for ballot. WG10 recommends approve.

B10.8 discussed the FCD for 18013-3. The following comment was proposed:

**Comment** - Given the fact that Annex F ostensibly requires one global certification authority, and the limited extent of additional supporting information available in Annex F, it is recommended that WG10 reconsider the inclusion of Annex F in Part 3 of ISO/IEC 18013.

The FCD for 18013-3, as annotated with the above comment, was approved unanimously.

#### **5.0 Card Durability Task Force / Card Service Life B10.3 Update**

No report given.

#### **6.0 Other Business**

Nothing to report.

## **7.0 Establish Action Items for Next Meeting**

\*AI= Send out jeopardy letters.

## **8.0 Future B10.8 Meeting Schedule**

The next meeting has been scheduled for January 30, 2008 for 1:00pm to 3:00pm in Carson, CA. Room size needed for 20 people.

## **9.0 Adjournment**

(Motion by Geoff Slagle, seconded by Loffie Jordaan – approved unanimously)

(End Time: 11:00 am)

## 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.

B10.8 Meeting Attendance – Rapid City, South Dakota.

August 29, 2007

Organization	Representative	Participant Class	Membership Class
AAMVA	Denise Hanchulak	Principal	Voting
Digimarc ID Systems	Vic Andelin	Principal	Voting
Giesecke & Devrient	Ed Gresham	Principal	Voting
Fischer Consulting Inc	Loffie Jordaan	Principal	Voting
Intelli-Check, Inc.	Geoff Slagle	Principal	Voting
Mag-Tek, Inc.	John Stearns	Principal	Voting