
Accredited Standards Committee*

INCITS, InterNational Committee for Information Technology Standards

INCITS Secretariat, Information Technology Industry Council (ITIC)

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*Operating under the procedures of the American National Standards Institute
INCITS B10 ID Cards and Related Devices

TO: INCITS B10 Members

DATE: July 21, 2004

SUBJECT: **Draft Agenda, B10 Plenary Meeting, August 19, 2004**

FROM: Brian Beech, B10 Chair

ACTION: Review to be prepared for meeting

The entire Meeting Schedule of the Task Groups & Task Forces for the week is attached in Annex A

Meeting Venue:

Boston-hosted by Mobile-Mind. See B10 website for detailed information.

**INCITS B10 Meeting Draft Agenda,
August 19, 2004**

Starting time: 8:00AM

1.0 Administrative – Brian Beech

- 1.1 Call to Order-introduction of attendees, roll call
- 1.2 Membership Report,
 - 1.2.1 Introduction of new members
 - 1.2.2 Members in Jeopardy
 - 1.2.3 Members who lost voting Rights
 - 1.2.4 Returning 30 Day Letter Ballots
- 1.3 Officer Changes
 - 1.3.1 Teresa Schwarzhoff to assume duties as chair of B10.9
- 1.4 Any problems with Task Group Membership/Meeting procedures

2.0 Approval of draft agenda

3.0 Approval of the May 6, 2004 meeting minutes, *INCITS B10_04N3086*, - *Brian Beech*

4.0 SC 17 Ballots and Issues

4.1 Conduct JTC1 and SC 17 Ballots

4.1 IC Cards w/contacts, Jim Russell

SC: 17 N 2529

Subject: For NP Ballot, Proposal for a new work item - Financial transactional IC card reader (FINREAD)
SC/JTC 1 Due Date: 09/02/04

4.1.2 Physical & Mag Stripe Ballots, Arthur Bobrow

No Ballots in progress

4.1.3 Contactless IC Cards, Francis Christian

SC: 17 N 2535

Subject: For PDAM Ballot - ISO/IEC 14443-4/PDAM1– Identification cards – Contactless integrated circuit(s) cards – Proximity cards – Part 4: Transmission protocol - Amendment 1: Handling of reserved fields and values
SC/JTC 1 Due Date: 09/24/04

SC: 17 N 2538

Subject: For PDAM BALLOT –ISO/IEC 14443-3/PDAM3– Identification cards – Contactless integrated circuit(s) cards – Proximity cards – Part 3: Initialization and anticollision - Amendment 3: Handling of reserved fields and values
SC/JTC 1 Due Date: 09/24/04

SC: 17 N2540

Subject: For PDAM BALLOT –ISO/IEC 10373-6/P-DAM3.2 – Identification cards - Test methods – Part 6: Proximity cards – Amendment 3: Protocol test methods for proximity coupling devices
SC/JTC 1 Due Date: 09/24/04

SC: 17 N2542

Subject: For PDAM BALLOT – ISO/IEC 10373-6/P-DAM1.3 – Identification cards – Test methods – Part 6: Proximity Cards – Draft Amendment 1: Protocol test methods for proximity cards
SC/JTC 1 Due Date: 09/24/04

4.1.4 Optical memory cards, Chris Dyball

SC: 17 N2530

Subject: For CD BALLOT – ISO/IEC CD 10373-5 – Identification cards – Test methods – Part 5: Optical memory cards
SC/JTC 1 Due Date: 09/02/04

SC: 17 N2532

Subject: For FCD BALLOT – ISO/IEC FCD 11693 Identification cards- Optical memory cards – General characteristics
SC/JTC 1 Due Date: 09/30/04

SC: 17 N2533

Subject: For FCD BALLOT – ISO/IEC FCD 11694-1 – Identification cards – Optical memory cards – Linear recording method – Part 1: Physical characteristics
SC/JTC 1 Due Date: 09/30/04

SC: 17 N2534

Subject: For FCD BALLOT – ISO/IEC FCD 11694-2 – Identification cards – Optical memory cards – Linear recording method – Part 2: Dimensions and location of the accessible optical area

SC/JTC 1 Due Date: 09/30/04

4.1.5 International Drivers License, Vic Andelin

No ballots in progress

4.1.6 Machine readable Travel Documents, Barry Kefauver

No ballots in progress

4.2 Establish US position on SC17 general issues as required

4.3. Nomination of delegates and HOD's to SC 17 WG meetings:

WG 1	HOD:
WG 3	HOD:
WG 4	HOD:
WG 5	HOD:
WG 8	HOD:
WG 9	HOD:
WG 10	HOD:
SC 17 Plenary	

5 INCITS- ANSI Issues

5.1 NWI-Proposal for adding durability tests to NCITS 322 for non-standard (minicards) cards.

5.2 Health Care Card Update

6.0 INCITS B10 Subgroup reports

6.1	B10.1 IC Card with Contacts, James Russell
6.2	B10.3 Card Service Life, Julie Hermanson
6.3	B10.5 Contactless IC Cards, Francis Christian
6.4	B10.6 Physical & Mag Stripes, Arthur Bobrow
6.5	B10.8 Drivers License/ID, Vic Andelin
6.6	B10.9 SC Interoperability, Terry Schwarzhoff
6.7	SC 17 WG 3 Machine Readable Travel Docs – Barry Kefauver
6.8	X9 Liaison Report – B. McGuinness
6.9	X12N Liaison Report - Peter Barry

7.0 Other Business

7.1 Update on B10 website-Joe Naujokas

8.0 Future meetings

January, 2005	HW Sands/CPI, West Palm Beach, FL
April/May 2005	Pending Volunteer ???
August 2005	Need Volunteer

9.0 Adjournment

Annex A
For Reference Only, please consult individual agendas for exact times and dates
B10 Meeting Schedule for Boston

	Mon. Aug 16	Tues Aug 17	Wed Aug 18	Thur Aug 19
B10.1 IC w/Contacts			(40) 9 – 11 am (18) 11am –5pm	
B10.5 Contactless IC			(25) 11-5pm	
B10.9 Smart Card Interoperability		(25) 9am – 5pm		
B10.3 Card Service Life	(25) 1pm-5pm	(25) 8am-5pm		
B10.3 CDTF Task Force	(25) 8am – 12pm			
B10.6 MS/Phys/TM/TFC			(25) 9am -12pm	
B10.8 Drivers License			(15) 1-5pm	
Health ID Card			(30) 5-6pm	
USA/RC			(5) 2-5pm	
B10 Plenary				(60) 8am – 12pm

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.