POLICY

FIELDCOMM GROUP™

Connecting the World of
Process Automation

Working Groups

FCG PD10013
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RELEASED

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1   Scope

This policy establishes the operating rules for Marketing and Technical Working Groups, Project Groups and the Change Control Committee.

2   Normative References

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

FCG PD10014, *Technical Development*, FieldComm Group

FCG PD10015, *Anti-trust and Competition Compliance Policy*, FieldComm Group

FCG PD10016, *Intellectual Property Policy*, FieldComm Group

FCG PL10017, *Confidentiality and Intellectual Property Policy Release Statement*, FieldComm Group

FCG PL10035, *Working Group Non-Disclosure Agreement*, FieldComm Group

3   Terms, definitions, abbreviated terms and acronyms

3.1   Terms and definitions

No new terms are defined for this document

3.2   Abbreviated terms and acronyms

AP   Asia Pacific

CCC   Change Control Committee

EMEA   Europe, Middle East and Africa

MWG   Marketing Working Group

PG   Project Group

SDO   Standard Development Organization

TWG   Technical Working Group

VOIP   Voice over IP (Internet Protocol)

VP   Vice President

WG   Working Group

4   Principles of Operation

4.1   General

FieldComm Group is a Standards Development Organization (SDO) that develops voluntary, consensus-based standards. FieldComm Group facilitates the technical development process, providing policies, procedures, governance, tools and methodologies.

Policies are defined and administered by FieldComm Group with oversight by a Board of Directors.

FieldComm Group follows a well-established path for technical development, guided by a set of basic principles: due process, openness, balance of interests, consensus decision-making, and the right of appeal.

4.2   Due process

FieldComm Group maintains well-defined, open and available policies s for technical development available to any participant in the process. These policies permit open participation and the ability to express a position, have it considered with rights to an appeal.

4.3   Openness

4.3.1   Open membership

FieldComm Group is a membership association. Members in good standing have full rights to provide delegates to participate in any Working Group.

4.3.2   Liaisons with other organizations

FieldComm Group will work openly with international standards and organizations to stay on the leading edge for future technologies and innovations in the industry.   Liaisons from other international or regional organizations may be established to enable their participation in FieldComm Group Working Groups.

4.3.3   Guests

FieldComm Group may identify key experts that are not members of FieldComm Group but wish to participate in Working Group activities.

4.4   Balance of interest

4.4.1   Interest categories

To maintain a balance of interest for a decision-making, Working Groups shall be composed of a diverse set of interest categories. Those categories may include, but are not limited to:

- Developer/Device
- Developer/Host
- Developer/Installation Accessories
- Developer/Development Components
- End User/Engineering Contractor
- End User/Industrial
- End User/Government
- Education Institute
- Research Institute
- Industry Association Liaison
- General Interest

Working Groups should consider the interests of all categories, even in participants are not represented in the Working Group.

4.4.2   Membership diversity

Working Groups shall contain a diversity of FieldComm Group members.

4.5   Consensus decision-making

FieldComm Group Working Groups use consensus for decision-making.

Consensus is defined as a widespread agreement. Consensus does not require unanimity by all interested parties, but does require each objecting party to have their comments fairly considered with a clear disposition of their objection(s). All parties must be permitted to re-evaluate their position after the disposition.

Working Group decisions shall not be based on voting by its members. However, informal polling may be used while developing consensus.

The chairperson/leader shall serves as an objective moderator and manage the consensus decision process according to the principles outlined in 4. As an objective moderator, the chairperson/leader should not take a side on an issue and instead use conflict management to bring the group to consensus. The chairperson/leader shall determine when consensus is achieved.

4.6   Rights to appeal

Any participant may appeal a consensus decision. Polices for appealing are defined in 11.

5   Membership Portal

To facilitate collaboration, FieldComm Group maintains an online membership portal. To assure that all participants have access to Working Group materials, participants shall use the online membership portal for communication, schedules and document storage.

6   Technical Working Groups

6.1   General

FieldComm Group's goal is to develop high quality, market relevant products and standards for the automation industries. Technical development is performed by Working Groups. The Technical Working Group model provides defined structure and organization for technical development according to Technical Development Policy (FCG PD10014). The Technical Working Group model is illustrated in Figure 1.

Technical Working Groups are managed under two possible models. First, Working Groups, with support and oversight from the FieldComm Group Working Group Leader, are led by the Technical Working Group (TWG) chairperson. Alternatively, Working Groups can be led by a TWG Steering Team that consists of Working Group Leader, TWG Chairperson and addition team members as assigned by the President/Chief Executive Officer. The TWG Steering Team is illustrated in Figure 2.

Working Groups can define task oriented, limited life Project Groups. Each Project Group is managed by a Project Group (PG) leader that reports to the TWG chairperson.
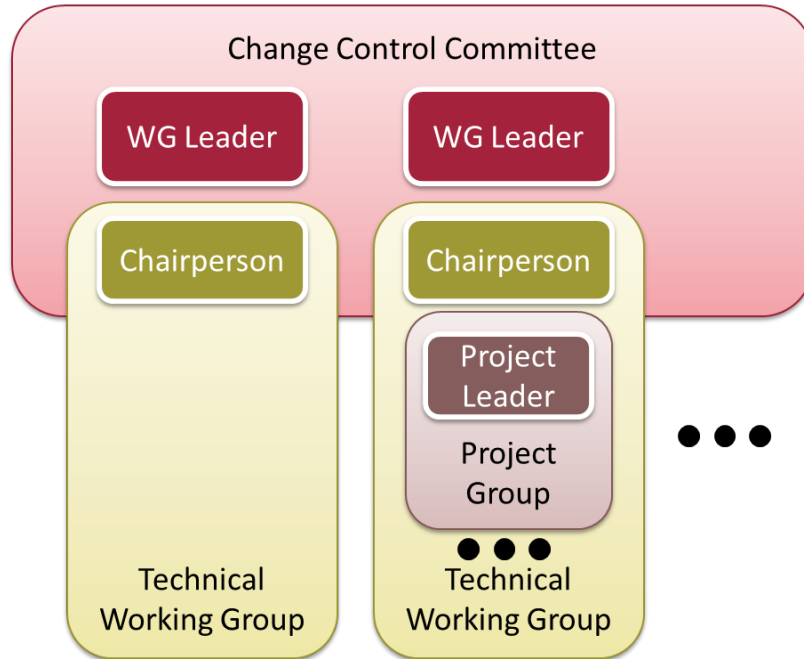
Figure 1 – Technical Working Group model

To maintain alignment between Technical Working Groups, TWG chairpersons and Working Group Leaders participate in the Change Control Committee (CCC).
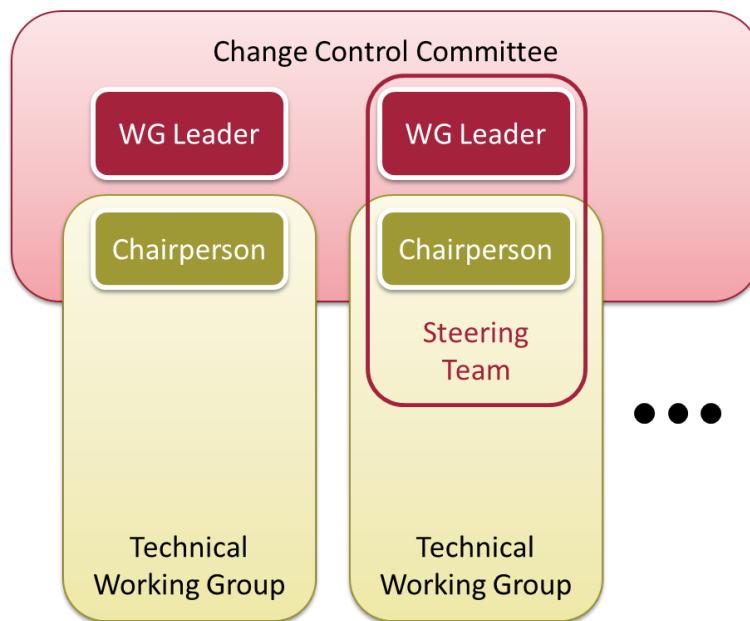
Figure 2 – Technical Working Group Model with Steering Team

Technical Working Groups are intended to operate during the life of the FieldComm Group and therefore do not have a defined termination date. However, Technical Working Groups may be terminated or restructured at any time. Any interested party may recommend a new Technical Working Group.

6.2   Establishing a new Technical Working Group

Technical Working Groups are established by the President/Chief Executive Officer in consultation with Working Group Leaders and approved by the Strategic Technology Committee.

Each Technical Working Group shall have a defined charter. Charters define the goals, boundaries, success criteria, and constraints of the Technical Working Group. Charters are defined by the TWG chairperson with the assistance of the Working Group Leader. The Technical Working Group charter must be approved by the Strategic Technology Committee and the President/Chief Executive Officer. See Annex B for the Working Group charter template.

FieldComm Group shall notify members and liaisons of the creation of a new Technical Working Group.

6.3   Technical Working Group Participant Types

6.3.1   General

Technical Working Groups are open to FieldComm Group members, liaisons and guests. Each Technical Working Group shall maintain a roster of active participants. FieldComm Group members that do not register to participate in a Working Group can still monitor activities, attend meetings, engage in consensus-based discussions and access Working Group materials on the membership portal.

A Technical Working Group may work with confidential/sensitive information that necessitates a higher level of information security. At the direction of the President/Chief Executive Officer, a Working Group may require additional qualifications for membership. These additional qualifications shall be approved by the President/Chief Executive Office and made available with the Working Group charter.

A summary of the Technical Working Group participant type roles and responsibilities is described in Table 1.

Table 1 - Technical Working Group Participant Role and Responsibilities

	Actively contribute to Working Group	Participate in Project Groups	Access to membership portal	Eligible for chairperson role
Member	X	X	X	X
Liaison	X	X	Xª	
Guest	X	X		
ª Liaisons access is limited to the Working Groups that they participate				

6.3.2   Member

FieldComm Group members provide delegates to participate in Working Group activities.

Member delegates are expected to attend face-to-face and web meetings, actively engage in discussion and take action item assignments. A FieldComm Group member can provide multiple delegates to a Technical Working Group, however for consensus decision-making, only one member delegate is considered.

Member delegates that do not fulfil responsibilities may be removed from the Technical Working Group active roster by the TWG chairperson with approval of the Working Group Leader. The member delegate shall be notified of the removal. Member delegates that are removed from the active roster can still participate per 6.3.1.

6.3.3   Liaison

Liaisons are approved organizations that align with the goals of FieldComm Group and provide delegates to participate in Working Group activities.

A liaison delegate is a subject matter expert in the liaisons' respective technology and actively participates in a Technical Working Group. Liaison delegates are assigned to specific Technical Working Groups.

Liaison delegates are expected to attend face-to-face and web meetings, actively engage in discussion and take action item assignments. A liaison can provide multiple delegates to a Technical Working Group, however for consensus decision-making, only one liaison delegate is considered.

Liaison delegates that do not fulfil responsibilities may be removed from the Technical Working Group active roster by the TWG chairperson with approval of the Working Group Leader. The liaison delegate shall be notified of the removal.

All liaison delegates shall be approved by TWG chairperson and Working Group Leader prior to participating in a FieldComm Group event.

Refer to Annex A for additional liaison policies.

6.3.4 Guest

Working Groups may need external expertise from participants that are not members of FieldComm Group. Examples of guests include representative of certification entities, end users and FieldComm staff.

Guests are invited by the TWG chairperson and shall be approved by the Working Group Leader.

Before participating in a FieldComm Group event, guests shall sign a copy of the Confidentiality and Intellectual Property Policy Release Statement (FCG PL10017).

6.4 Working Group Leader

Each Technical Working Group shall be assigned a Working Group Leader. The Working Group Leader shall monitor the overall performance of the Working Group and provide direction and support to the TWG Chairperson.

6.5 Technical Working Group Steering Team

6.5.1 General

At the discretion of the President/Chief Executive Office, a Technical Working Group can be managed by a TWG Steering Team.   The Steering Team consists of the Working Group Leader, TWG Chairperson and additional members.

6.5.2 Selection

TWG Steering Team Members are assigned by the President/Chief Executive Officer.

6.5.3 Term

TWG Steering Team Member serve a two-year term that shall automatically renew. A TWG Steering Team Member term can be terminated by the President/Chief Executive Officer at any time.

6.6 Technical Working Group chairperson

6.6.1 General

The TWG chairperson is a member volunteer that provides leadership and assures the effective operation of the Working Group.

The TWG chairperson is expected to attend and participate in Change Control Committee (7) and FieldComm Group Meetings (10.2).

6.6.2 Selection

The TWG chairperson is nominated by the Working Group Leader and approved by the President/Chief Executive Officer.

6.6.3 Term

The TWG chairperson serves a two year term that shall automatically renew. The TWG chairperson term can be terminated by the President/Chief Executive Officer at any time.

6.6.4 Role of the Technical Working Group chairperson

6.6.4.1 Manage Technical Working Group membership

The TWG chairperson shall manage the Working Group roster in the membership portal.

6.6.4.2 Implement the charter

The TWG chairperson shall drive the implementation of the Working Group charter.

6.6.4.3 Manage decision-making

The TWG chairperson shall mange the decision process according to the principles outlined in 4.5.

6.6.4.4 Convene Technical Working Group meetings

The TWG chairperson shall convene Working Group meetings as specified in 10. The TWG chairperson define the meeting agenda with the assistance of the Working Group Leader.

6.6.4.5 Publish meeting minutes

The TWG chairperson is responsible to ensure minutes are taken and published for each meeting in accordance to 10.3.11.

6.6.4.6 Communicate progress reports

The TWG chairperson shall provide progress reports documenting activities, recent milestones and project barriers. Progress reports are provided to the Change Control Committee, Working Group Leader and Working Group assembly at FieldComm Group Meetings (10.2).

6.6.4.7 Manage Project Groups

Project groups may be created according to **Error! Reference source not found.**. The TWG chairperson shall manage PG leaders.

7 Marketing Working Group

7.1 General

FieldComm Group's Marketing Working Group (MWG) is a group of member volunteers (6.3.2) that meet in conjunction with the Technical Working Groups to provide a conduit for members to understand and contribute to the "corporate" or global marketing direction and activities. The Marketing Working Group leverages the membership's support to execute key marketing projects and initiatives to supplement corporate resources and in exchange the members have the benefit of influencing the direction of FieldComm Group corporate marketing.

7.2 Compliment to Marketing Committees

Participation in the Marketing Working Group is optional and focuses on Global (Corporate) efforts so as not to conflict with the regional strategies or activities in the FieldComm Group Marketing Committees in other world regions. Marketing Working Group meetings are held in different world regions, which enables members of these committees to participate more economically when held in their region. The VP for each region (AP and EMEA) should either attend or name a delegate to attend the meeting to liaison the activities of corporate marketing to the regional committees. Figure 3 illustrates the Marketing Working Group model.
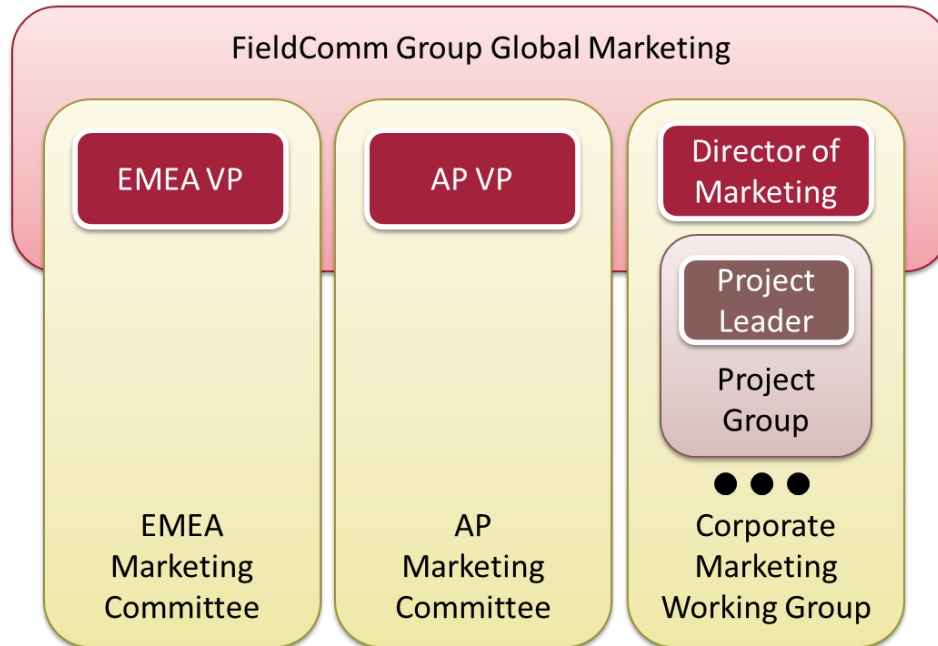
Figure 3 – Corporate Marketing Working Group model

7.3   Function

The Marketing Working Group agenda is coordinated by the FieldComm Group Director of Marketing and targeted where these resources are best utilized to accomplish key deliverables to supplement the lean corporate marketing staff. This agenda should be circulated in advance to the Marketing Committee leaders such that they can understand the activities of the meeting and also make agenda recommendations in support of their region. Minutes of the meeting will be circulated to the regional marketing committees through their leadership such that they may stay in sync with the activities and plans of corporate marketing. The Director of Marketing may create Project Groups (8) and appoint Project Group Leaders for sub groups focused on specific and time duration projects.

7.4   Composition

The composition is open to all members and in practice, participation is typically a combination of core participants at all meetings and some participants added based on the location venue.

8   Project Groups

8.1   General

In order to fulfil the charter of a Technical Working Group or the Marketing Working Group, it may be appropriate to create one or more Project Groups. A Project Group is a task oriented, limited lifetime group created to complete a specific set of delegated tasks from the parent Working Group. For example, a Project Group may be created to manage the development of a new edition of a specification or a website requirements document.

The Project Group shall have a defined charter that details scope of work, explicit objectives and expected scheduled. See Annex C for the Project Group charter template.

A Project Group should complete the scope of work within 2 years. The lifetime of a Project Group of a Technical Working Group lifetime may be extended with recommendation by the TWG chairperson and approval of the Working Group Leader.

8.2   Establishing a new Project Group

Project Groups of Technical Working Groups are established by the TWG chairperson and approved by the Working Group Leader. Project Groups of the Marketing Working Group are established by the Director of Marketing. FieldComm Group shall notify members and liaisons of the creation of the project group. All Project Group activity shall be documented on the membership portal.

8.3   Participants

All members of the parent Working Group can participate in a Project Group. If someone joins a Project Group, that person automatically joins the parent Working Group.

8.4   Project Group leader

8.4.1   General

The PG leader is a member volunteer from the parent Working Group that provides leadership and assures the effective operation of the Project Group.

8.4.2   Selection and term

PG leaders for Technical Working Groups are nominated by the TWG chairperson and approved by the Working Group Leader. The PG leader term can be terminated by the TWG chairperson with approval of the Working Group Leader.

PG leaders for the Marketing Working Group are selected by the Director of Marketing and can be terminated at any time.

8.4.3   Role of the Project Group leader

8.4.3.1   Manage Project Group membership

The PG leader shall manage the Project Group roster in the membership portal.

8.4.3.2   Convene project group meetings

The PG leader shall convene meetings as specified in 10. The PG leader defines the meeting agenda with the assistance of the TWG chairperson or Director of Marketing.

8.4.3.3   Publish meeting minutes

The PG leader is responsible to ensure minutes are taken and published for each meeting in accordance to 10.3.11.

8.4.3.4   Implement the charter

The PG leader shall define and execute the charter according to a project schedule.

8.4.3.5   Manage decision-making

The PG leader shall mange the decision process according to the principles outlined in 4.5.

8.4.3.6   Communicate progress reports

The PG leader shall provide periodic progress reports documenting activities, recent milestones, project barriers and scheduled completion date to the TWG chairperson or Director of Marketing.

9   Change Control Committee

9.1   Charter

9.1.1   Purpose

The purpose of the Change Control Committee is to maintain alignment between technical activities of FieldComm Group Technical Working Groups, audit technical development work and approve pre-ballot specification changes.

9.1.2   Scope

9.1.2.1   Facilitate coordination among Working Groups

To foster an environment of collaboration and order, TWG chairpersons provide periodic updates documenting Working Group activities, Project Group activities, recent milestones, project barriers and recommendations to the Change Control Committee.

9.1.2.2   Audit Working Group development

Change Control Committee role regarding the technical development process is defined in Technical Development Policy (FCG PD10014).

9.1.2.3   Approve Interpretation Resolutions

After the release of a technical deliverable, clarifications may be necessary before the next edition is published. The Change Control Committee shall audit and authorize Interpretation Resolutions according to the Technical Development Policy (FCG PD10014).

9.2   Participants

The Change Control Committee is composed of TWG chairpersons and Working Group Leaders. Additional participants may be appointed by the President/Chief Executive Officer.

9.3   Change Control Committee chairperson

9.3.1   Selection

The CCC chairperson is nominated by Working Group Leaders and appointed by President/Chief Executive Officer. The Change Control Committee chairperson shall be a TWG chairperson.

9.3.2   Term

The CCC chairperson is appointed for a 2 year non-renewing term. A TWG chairperson shall not serve consecutive terms as the CCC chairperson.

9.3.3   Role of the Change Control Committee chairperson

9.3.3.1   Implement the charter

The CCC chairperson shall drive the charter defined in 9.1.

9.3.3.2   Manage Decision-making

The CCC chairperson shall mange the decision process according to the principles outlined in 4.5.

9.3.3.3   Convene Change Control Committee meetings

The CCC chairperson shall convene meetings as specified in 10. The CCC chairperson defines the meeting agenda.

1.1.1.1   Publish meeting minutes

The CCC chairperson is responsible to ensure minutes are taken and published for each meeting in accordance to 10.3.11.

9.3.3.4   Communicate progress report and recommendations

The CCC chairperson shall provide periodic reports documenting activities, recent milestones, project barriers and recommendations to President/Chief Executive Officer.

10 Meetings

10.1   General

Meetings provide a collaborative environment for participants to engage in open dialog and bring consensus to the technical development process. FieldComm Group hosts meetings each year where all Working Groups come together in a single location.

In-between the FieldComm Group hosted meetings, Working Groups and Project Groups are encouraged to conduct web meetings to maintain activities necessary to achieve the charter. Working Groups and Project Groups can also schedule additional face-to-face meetings as determined by the TWG chairperson or PG leader.

Participants are responsible for their travel and living expenses for face-to-face meetings. Reasonable meeting fees may be assessed to cover typical meeting logistics such as meeting room and catering fees.

10.2   Scheduling meetings

10.2.1   Web meeting

To reduce participant costs, groups are encouraged to utilize modern web meetings for their work. The convener of the group may establish web meetings based on a regular schedule (e.g. every Third Thursday) or may use polling methods to schedule such meetings based on participant availability. (e.g. online poll)

Web meeting services shall be provided by a meeting participant that offers access to all attendees. Web meeting services should offer VOIP to minimize attendee telecommunication cost.

All scheduled web meeting notifications shall be published to the membership portal with an agenda at least 2 calendar weeks prior the start of the web meeting unless agreed by a consensus of the group members. For example, a meeting may run long, and the participants can chose to continue the meeting the following day.

10.2.2   Face-to-face meeting

Face-to-face meetings shall only be scheduled if the work cannot be completed in the FieldComm Group hosted meetings or web meetings.   A group shall not schedule a face-to-face meeting in lieu of attending a FieldComm Group hosted meeting.

Face-to-face meetings shall be scheduled at reasonably priced locations accessible to group members.   Meetings can also be hosted at FieldComm Group offices. Meeting locations shall be approved by the Working Group Leader.

All face-to-face meeting notifications shall be published to the membership portal with an agenda at least 4 calendar weeks prior to the start of the meeting unless agreed by a consensus of the group members.

10.3   Conducting a meeting

10.3.1   Language

All meetings shall be conducted in English language.

10.3.2   Conduct

FieldComm Group fosters an open environment where participants shall feel free to express ideas and opinions. All participants shall be treated with respect and consideration.

All meetings shall be conducted according to the anti-trust and competition compliance policies set forth in the Anti-trust and Competition Compliance Policy (FCG PD10015) and subject to the Intellectual Property Policy (FCG PL10016)

Participants shall not engage in job recruiting, commercial promotion or other behaviour that would interfere with the technical development process.

10.3.3   Confidentiality

According to the Intellectual Property Policy, "No work or proceedings of any such FieldComm Group committee shall be disclosed to any outside third party of any other Member prior to the publication of such work"

A Working Group may deal with sensitive/confidential information as determined by President, Working Group Leader or TWG chairperson. All participants with access to sensitive/confidential information shall execute a separate Working Group Non-Disclosure Agreement (PL10035).

10.3.4   Convener substitutions

If the TWG chairperson is not available to convene a meeting (e.g. illness, unexpected event), the meeting may be convened by the Working Group Leader. If the Working Group Leader is not available to convene the meeting in place of the TWG chairperson, the meeting shall be cancelled.

If the PG leader is not available to convene a meeting (e.g. illness, unexpected event), the meeting may be convened by another member of the Project Group with approval of the PG leader and TWG chairperson. Otherwise, the meeting shall be cancelled.

10.3.5   Recordings

A meeting may be recorded with unanimous consent by meeting participants at the start of the meeting. Meeting recordings shall be made part of the meeting minutes.

Private electronic recording of meetings by participants it not permitted.

10.3.6   Quorum

Meetings should be scheduled to maximize meeting participation. The meeting convener shall assure that appropriate interest group representation is present for consensus decision-making.

10.3.7   FieldComm Anti-trust and IP Policy Review

Prior to the start of any technical discussions, the convener shall remind participants of the policies set forth in the FieldComm Group Intellectual Property Policy (FCG PD10016) and Anti-trust and Competition Compliance Policy (FCG PD10015). If there is any doubt to compliance on a specific discussion, the convener should immediate halt discussion on that topic until such doubt can been resolved.

10.3.8   Approval of the agenda

The convener shall ask for approval to the published agenda. The agenda may be clarified with consensus of the participants, however substantially new or different topics not referenced in the original agenda shall not be added. Items may be removed from the agenda.

10.3.9   Approval of prior minutes

The convener shall ask for approval to the published minutes from the prior meeting, if applicable.

10.3.10 Decision-making

The convener of the meeting shall use consensus (4.5) for decision-making.

10.3.11   Meeting minutes

Meeting minutes shall use the standard template as provided by FieldComm Group. Minutes are not intended to be a word for word dialog of a given meeting but shall capture essential elements.   Minutes shall include:

- Meeting date, time and duration
- Participant List
- Approved agenda
- Key decisions
- Action Items
- All attachments, including but not limited to draft specifications, working documents, white papers, etc.

Attachments may be incorporated as part of the meeting minutes or may be incorporated by reference if the attachment is publically accessible (e.g. website) or accessible in the membership portal.

Meeting minutes shall be published to the membership portal no later than 2 weeks after the conclusion of the meeting.

While the convener is responsible for the meeting minutes, this activity may be delegated to another participant.

10.4   Cancelling meetings

The convener shall make all efforts to avoid cancelling a meeting. Meetings may be re-scheduled according to the rules in 10.2.

Under extreme circumstances, a meeting may be cancelled by a Working Group Leader with approval of President/Chief Executive Officer.

11   Appeals

11.1   General

Participants have the right to appeal decisions

- To the parent working group of a Project Team decision;
- To the Change Control Committee for a Working Group decision;
- To the President/Chief Executive Officer for a Change Control Committee decision.

All appeals must be submitted within 1 month of the decision in question.

Appeals must start at the designated appellate level. For example, an appeal to a Project Team decision shall first go to the parent Working Group, and shall not be submitted to the Change Control Committee or President/Chief Executive Officer.

An appeal based on due process shall document where the participant considers the actions (or inactions) violate the policies of FieldComm Group.

An appeal based on technical merits shall document why the decision is not in the best interest of the broad FieldComm Group membership, such as interoperability, usability, health, safety or environment.

Work shall continue during an appeal. All appeals should be resolved within 1 month on reception of a valid appeal.

11.2   Appealing a Project Group decision

A participant in a Project Group can appeal a decision of the Project Group to the parent Working Group. For Technical Working Group, the appeal shall be sent to the TWG chairperson with a copy provided to the Working Group Leader. For the Marketing Working Group, the appeal shall be sent to the Director of Marketing.

On receipt of the Technical appeal, TWG chairperson shall consult with Working Group Leader to verify the appeal is valid according to 11.1. On receipt of a Marketing appeal, the Director of Marketing shall verify the appeal is valid according to 11.1.

Valid appeals shall be considered by the Working Group by correspondence or at the next available Working Group meeting. The appeal decision shall be documented.

The participant that initiated the appeal can either accept the decision of the Working Group or for Technical Working Groups, appeal the decision to the Change Control Committee according to 11.3. Marketing Working Group appeals are directed to the President/Chief Executive Officer as described in 11.4.

11.3   Appealing a Working Group decision

A participant in a Working Group can appeal a decision of the Working Group to the Change Control Committee. The appeal shall be sent to the CCC chairperson, with a copy provider to the President/Chief Executive Officer.

On receipt of the appeal, the CCC chairperson shall consult with the members of the Change Control Committee to verify the appeal is valid according to 11.1.

Valid appeals shall be considered by the Change Control Committee by correspondence or at the next Change Control Committee Meeting. The appeal decision shall be documented.

The participant that initiated the appeal can either accept the decision of the Change Control Committee or appeal the decision to the President/Chief Executive Officer according to 11.4.

11.4   Appealing a Change Control Committee decision

A participant can appeal a decision of the Change Control Committee if the participant believes the decision violates due process and would irreparably harm the reputation of FieldComm Group.

The appeal shall be send to the President/Chief Executive Officer and shall be supported by at least 2 other contacts from the participant's member company. One participant shall be the primary voting contact of the participant's member company, and the other contact should be an executive level contact of the participant's member company.

The President/Chief Executive officer shall following whatever consultations he deems appropriate to resolve the appeal. The decision of the President/Chief Executive Officer is final.

Annex A
(normative)

Liaisons

A.1   Establishing a new liaison

All liaisons shall be established by the President/Chief Executive Officer.

A.2   Acceptance criteria

The liaison shall be an international or broadly based region organization with goals aligned with those of FieldComm Group.

A.3   Responsibilities of a liaison

A liaison shall agree to the FieldComm Group policies related to Working Groups and Technical Development.

For effective decision-making, a liaison delegate shall be empowered to make technical decisions on behalf of the liaison.

A.4   Dual roles

It is possible that a liaison delegate is also employed by a FieldComm Group member. For the purposes of decision-making, the delegate is considered a liaison delegate and not a member delegate.

For example, liaison M provides a delegate that is employed by company C. Company C is also a member of FieldComm Group. In the case of decision-making, the liaison M delegate and different Company C delegate both participate in consensus decisions.

Annex B
(normative)

Working Group charter

B.1   General guidelines

The Working Group charter is composed of a purpose, scope, and set of publications.

The scope and purpose shall be written as a narrative. The scope and purpose shall not be solely composed as a set of bullet points, however bullet points can be used in the construction.

B.2   Charter elements

B.2.1   Purpose

The purpose is a declarative statement that summarizes why the Working Group exists and how it relates to the strategic vision of FieldComm Group.

B.2.2   Scope

The scope defines the boundaries and parameters that constrain the Working Group activities.

B.2.3   Publications

The publications are a list of specifications, standards and other artefacts that are under the development or maintenance of the Working Group.

Annex C
(normative)

Project Group charter

C.1   General guidelines

The Project Group charter is composed of a purpose, scope, set of objectives and schedule.

The scope and purpose shall be written as a narrative. The scope and purpose shall not be solely composed as a set of bullet points, however bullet points can be used in the construction.

C.2   Charter elements

C.2.1   Purpose

The purpose is a declarative statement that summarizes why the Project Group exists and how it relates to the parent Working Group charter.

C.2.2   Scope

The scope defines the boundaries and parameters that constrain the Project Group activities.

C.2.3   Objectives

The objectives specify the list of tasks and deliverables by the Project Group.

C.2.4   Schedule

The schedule defines a macro-schedule view of the Project Group milestone objectives with anticipated completion dates.

Annex D
(informative)

Document History

Edition	History
1.0	Initial release
1.1	Added Marketing Working Groups
1.2	New Section 10.3.3 related to confidentiality of sensitive materials.
	New Section 6.5, Added Steering Team as an optional management structure
	Technology Directors renamed to Working Group Leaders
	Working Group dealing with sensitive information may require additional qualifications
	Updated CCC pre-ballot approvals to Interpretation Resolutions to match language in PD 10014 Technical Development ed. 1.1
	Minor Editorial Corrections