

ADDENDUM

Updated by Secretariat Office with WGs on September 12, 2011
Approved by WG Chairpersons on September 21, 2011
Approved by Steering Committee on September 26, 2011
Approved by General Meeting on October 19, 2011

Followings are major rules and agreements to be referenced for office administration and document handlings.

Document 1 WORKING GROUP ADMINISTRATIVE RULES

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STATEMETNS TO OTHER ENTITIES**

Document 1

WORKING GROUP ADMINISTRATIVE RULES

1. Purpose

This Working Group administrative rules (“Rules”) is made as a supplement of Article 10 of The Agreement of XGP Forum to specify detailed rules for the administration of the Technical Working Group (“TWG”) and had been approved by General Meeting to extend this Rules to all of relevant WGs.

2. Function

WG shall have the following functions to achieve the purpose stated in Article 10 of The Agreement of XGP Forum.

- 2.1. To make / change / delete working items of the WG.
- 2.2. To make / change / delete XGP specification.
- 2.3. To investigate / research XGP related technology.
- 2.4. To carry out other matters necessary to achieve the purpose.

3. Member

- 3.1. It allows registering multiple persons from one entity as the Members of the relevant WG (“Members”), but counted as a single voting right in case of voting.
- 3.2. The Members assigned as the Chairperson of WG (“WG Chairperson”), Vice – chairpersons of WG (“WG Vice Chairpersons”) or Chairpersons of Sub Working Groups (“SWG Chairpersons”) may invite someone outside of the Members to the relevant WG.

4. WG Chairperson and Vice Chairperson

- 4.1. Candidate of Chairperson nominated by each WG registered Members shall be elected by the majority of relevant WG Members.
- 4.2. Vice Chairperson(s) shall be appointed by the relevant Chairperson.
- 4.3. Chairperson can be dismissed for appropriate reasons by more than two thirds of the relevant WG Members or more than half of Steering Committee Members.

5. Meeting

- 1.1. The meeting of the WG (“Meeting”) shall be convened, and chaired by the WG Chairperson.
- 1.2. The WG Vice Chairpersons shall perform the duties of the WG Chairperson in the event of absence of the WG Chairperson.
- 1.3. As the registered Member is obligated to attend the Meeting, yet in the absence of the Meeting shall transfer the right of proxy to WG Chairperson automatically unless otherwise

mentioned.

- 1.4. The Meeting becomes official when more than half of registered Members carrying the right of voting including the proxy attend.
- 1.5. When the Members can not attend the Meeting for any considerable reason, the Members may make their deputy attend the Meeting by the advance notice in writing.
- 1.6. If necessary, the WG Chairperson is entitled to permit persons other than the Members attend the Meeting under the condition without the right of voting.
- 1.7. If necessary, the Members may make their companion attend the Meeting by the prior consent of WG Chairperson, however such companion has no right for voting.

6. Right to vote

The Members who belong to XGP Forum signatory organizations stated in Article 2 of RULES OF XGP Forum (“Signatory Members”) shall have one (1) vote each.

7. Voting

- 7.1. Resolutions in the Meeting shall, unless otherwise stated herein, pass by a majority of the Signatory Members present at the Meeting excluding the Signatory Members abstaining stated in Article 7 of the Rules (the “Valid Signatory Members”). In the event of tie in voting, the WG Chairperson shall have a casting vote.
- 7.2. Resolutions of Article 2 Item 2.1 and Item 2.2 shall pass by all the Valid Signatory Members in principle. When the resolutions can not pass by all the Valid Signatory Members even after enough discussion, the resolutions may pass by not less than two of thirds of the Valid Signatory Members. The Members who have a complaint may appeal against the passed resolutions in writing to the Chairperson of XGP Forum.

8. Attitudes for voting

- 8.1. Attitudes for voting shall be among the followings.
 - 8.1.1. For
 - 8.1.2. Against
 - 8.1.3. Abstentions
- 8.2. In case of “against”, reason(s) or concrete counterproposal(s) shall be submitted in writing to the WG Chairperson.
- 8.3. Abstentions shall include “against” at which neither reason(s) nor concrete counterproposal(s) are submitted in writing to the WG Chairperson.

9. Voting by Mail

- 9.1. With the approval of the Meeting, voting by mail may be conducted
- 9.2. When the WG Chairperson recognizes voting by mail necessary by the reason of urgency, the WG Chairperson may conduct voting by mail.

10. Sub Working Group

- 10.1. With the approval of the Meeting, Sub Working Groups (“SWGs”) shall be established to perform certain working items of the WG.

10.2. The WG Chairperson shall nominate the SWG Chairperson of each SWG.

10.3. SWGs shall in principle be composed of experts who belong to the Member Organizations.

10.4. In principle, the rule of Sub Working Group is same as the rule of Working Group except the one not suitable for Sub Working Group.

11. Amendment of the Rules

The rules may be revised or amended by the resolutions of not less than two of thirds of the Valid Signatory Members.

Document 2

DOCUMENT ADMINISTRATIVE RULES

This is to streamline “Document Administrative Rules” originally set forth on July 03, 1996, amended on April 2, 2009, and added some other necessities for updating on September 12, 2011.

1. Classifications and definitions of Documents

1.1. Based on the Chapter18 Documents of “Rules of XGP Forum”, Documents created by General Meeting, Steering Committee, Working Groups or WGs, and Secretariat Office (“Documents”) shall be classified as either Public Documents or Non-Public Documents.

1.2. Following Documents shall be classified as Public Documents.

1.2.1. Regulations, general policy, or basic marketing strategy which may bind or be influential to the public as well as Members of XGP Forum, such as, but not limited to PSID Application Procedures, IPR guidelines, and Road Map.

1.2.2. Technical Specification (TS) which definition is specified separately.

1.2.3. Documents which are created only to provide non confidential information in public such as, but not limited to newsletter, technology reports, promotional materials.

1.3. Following Documents shall be classified as Non-Public Documents.

1.3.1. Documents such as, but not limited to Technical Report (TR), and Technical Information (TI) created by relevant WGs for internal use only within XGP Forum Members.

1.3.2. Although Non-Public Documents are all for internal use, they can be open to public in case the relevant WGs make such decision.

1.4. The definition of Technical Specification (TS)

This refers to documents including standardized material and technical specifications. Technical Specification (TS) is drafted by WGs such as TWG, and promulgated directly from XGP Forum or from other related organization along with the adequate transposing work after the consent of the General Meeting of XGP Forum principally. TS itself could be referred to the one standardized by entities other than XGP Forum.

1.5. The definition of Technical Report (TR)

There are two different types of Technical Report (TR) provided by the relevant WGs. One is the report of survey or research provided by WGs, and the report is used for a reference.

The other is the entry stage of TS as to receive member’s comment widely but internally for finding any possibility to make the particular TR to upgrade to TS. This type of TR document is open to XGP Forum members only unless otherwise specified.

1.6. The definition of Technical Information (TI)

Technical Information (TI) provided by the relevant WGs are defined as the Document that an organization wishing to make public the technology or know-how relating to XGP proposes and prepares, or the Document that an organization holding the technology or know-how relating to XGP is asked to make public and prepare. TI may be upgraded to TR or TS as necessary. TI documents are open to XGP Forum members only unless otherwise specified.

2. Subtitle of Documents

The definitions of subtitles when upgrading are the following;

2.1. Version:

A major change such as changing of basic specifications or adding new sections that would be unable to achieve only with existing technologies, or methods, written into the previous version and this shall be only authorized by General Meeting.

2.2. Revision:

A minor change such as partial small changing, or adding some words which shall be not affected to the basics and this shall be authorized by each WG. Further change but not reached to the version amendment shall be authorized by General Meeting.

2.3. Release:

A further minor change such as the correction of typographical errors, and the change of the way of expression in a better way which would not be affected to contents itself at all, and this shall be authorized by each WG.

3. Limited Liability in Document

All documents made by XGP Forum are handled according to the policies stated below.

3.1. Copyright

The XGP Forum, unless otherwise having agreements about rights of documents, reserves all rights including copyrights in the XGP Forum Documents.

3.2. Disclaimer, Limitation of Liability:

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4. Approval procedures of Public Documents

- 4.1. On Public Documents specified at Chapter 1.2.1 and 1.2.2 of this regulation, unless otherwise stated in “Rules of XGP Forum”, the following approval procedures shall be taken before proposing to General Meeting, and shall be approved at General Meeting.
 - 4.1.1. Secretariat Office shall distribute the draft of Public Documents specified at Chapter 1.2.1 and 1.2.2 to all XGP Forum Members for comment before General Meeting.
 - 4.1.2. More than three (3) weeks shall be given for submission of comment.
 - 4.1.3. Replies to comment shall be sent to all Members before General Meeting.
- 4.2. Public Documents specified at Chapter 1.2.3 of this regulation, unless otherwise stated in “Rules of XGP Forum”, shall be approved at the party which initially creates the Documents, and reported to General Meeting afterwards.
- 4.3. Partial revision, or concerning the change of Document title of public Documents specified at Chapter 1.2.2 of this regulation, unless otherwise stated in “Rules of XGP Forum”, shall be approved by the initiated Working Group and be reported to General Meeting afterwards.

5. Letter voting for Public Documents specified at Chapter 1.2.1 and 1.2.2

To enable agile approval of Public Documents specified at Chapter 1.2.1 and 1.2.2 of this regulation which the consent of General Meeting is required, the method of letter voting can be conducted instead of voting at General Meeting by the following procedures.

- 5.1. Secretariat Office shall first get the approval on carrying out letter voting procedure from the Steering Committee Members before commencing.
- 5.2. Secretariat Office shall distribute draft public Documents specified at Chapter 1.2.1 and 1.2.2 of this regulation to all XGP Forum Members for receiving comment.
- 5.3. More than three (3) weeks shall be given for submission of comment by Members.
- 5.4. Voting papers shall be delivered to Members eligible to vote along with replies to comment.
- 5.5. Voting papers shall be sent back to the Secretariat Office within one (1) week.
- 5.6. Terms of resolutions (the article 5.5 of “Rules of XGP Forum”) and voting (the article 8 of “Rules of XGP Forum”) at General Meeting shall be also adopted to be effective at this letter voting procedure.

Document 3

PROCEDURES TO SEND OUT OFFICIAL LETTERS OR STATEMENTS TO OTHER ENTITIES

1. On behalf of XGP Forum, Technical Working Group (TWG) is responsible for making decisions, taking corrective actions, and guiding XGP Forum toward the most preferable conclusion in connection with responses between international standard-setting organizations such as ITU-R.
2. Official responding letters or liaison statements shall be forwarded upon requests with the signature of Chairperson of XGP Forum after the approval by the Chairperson of TWG.
3. This activity shall be reported to XGP Forum Signatory Members at the earliest General Meeting right after the event.
4. These procedures shall be applied case by case for other Working Groups when the similar case is raised, and Secretarial Office shall always coordinate with such relevant Working Group for the benefit of XGP Forum.
5. This note shall be kept in the Rule Book of XGP Forum as a general procedure.



XGP Forum

Office Address: 11F. Nittochi Bldg., 1-4-1 Kasumigaseki,
Chiyodaku, Tokyo, 100-0013, Japan