

# Document 1

## ADMINISTRATIVE RULES OF WORKING GROUP

### 1. Purpose

This administrative rules (the “Rules”) have been adopted on the basis of Article 6 of the Gist of Establishment of the WG (the “Gist”) to specify detailed rules for the administration of the technical Working Group (the “WG”) and approved by General Meeting to extend this Rules to all of relevant WG.

### 2. Function

The WG shall have the following functions to achieve the purpose stated in Article 1 of the Gist.

- 2.1 To make / change / delete working items of the WG.
- 2.2 To make / change / delete XGP Forum 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 The member organizations of the WG (the “Member Organizations”) shall register one (1) person as the members of the WG (the “Members”).
- 3.2 The Members assigned as the Chairperson of the WG (the “WG Chairperson”), Vice - chairpersons of the WG (the “WG Vice-Chairpersons”) or Chairpersons of Sub Working Groups ( the “SWG Chairpersons”) may nominate another person as the Member from their Member Organizations and they shall lose the right of the Members.

### 4. Meeting

- 4.1 The meeting of the WG (the “Meeting”) shall be convened by , and chaired by the WG Chairperson.
- 4.2 The WG Vice-Chairpersons shall perform the duties of the WG Chairperson in the event of absence of the WG Chairperson.
- 4.3 At least half the total number of the Members shall be present when the Meeting opens.
- 4.4 If necessary, the WG Chairperson may make persons other than the Members attend the Meeting.
- 4.5 When the Members can not attend the Meeting by the justified reason, the Members

may make their deputy attend the Meeting by the advance notice in writing.

4.6 If necessary, the Members may make their companion attend the Meeting by the advance notice in writing.

## **5. Right to vote**

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

## **6. Voting**

6.1 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.

6.2 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.

## **7. Attitudes for voting**

7.1 Attitudes for voting shall be among the followings.

7.1.1 for

7.1.2 against

7.1.3 abstentions

7.2 In case of “against”, reason(s) or concrete counterproposal(s) shall be submitted in writing to the WG Chairperson.

7.3 Abstentions shall include “against” at which neither reason(s) nor concrete counterproposal(s) are submitted in writing to the WG Chairperson.

## **8. Voting by Mail**

8.1 With the approval of the Meeting, voting by mail may be conducted

8.2 When the WG Chairperson recognizes voting by mail necessary by the reason of urgency, the WG Chairperson may conduct voting by mail.

## **9 Sub Working Group**

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

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

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

## **10 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.



## **XGP Forum**

Office Address: 11F. Nittochi Bldg., 1-4-1 Kasumigaseki,  
Chiyodaku, Tokyo, 100-0013, Japan  
TEL: 81-03-5510-8599