

Document 2

ADDITION TO THE PROCEDURAL REGULATION (DOCUMENT ADMINISTRATION RULES)

The Steering Committee proposes the following regulations as addition to the Procedural Regulation which was established at the first General Meeting on July 3, 1996. The following is related section quoted from the original one.

Additional regulations

(Documents)

1. Classification of documents

- 1.1 Based on the Article 18 (Documents) of “Rules of XGP Forum”, documents created by General Meeting, Steering Committee, Working Groups and Secretarial office (“Document”) shall be classified as either public documents or non-public documents.
- 1.2 The following documents shall be classified as public documents.
 - 1.2.1 Regulations which may bind or be influential to the public as well as members of XGP Forum, such as ID Application Procedures, IPR guidelines and so on
 - 1.2.2 Technical Specifications
 - 1.2.3 Documents which are created only to provide information to the public such as newsletter, technical reports, promotional materials and so on
- 1.3 Documents created for internal use only within General Meeting, Steering Committee, Working Groups or Secretarial office may be classified as non-public documents.

2. Approval for public documents

- 2.1 Public documents mentioned at the clause 1.2.1 and 1.2.2 of this regulations, unless otherwise stated in “Rules of XGP Forum”, shall be approved at General Meeting.
- 2.2 Public documents mentioned at the clause 1.2.3 of this regulation, unless otherwise stated in “Rules of XGP Forum”, may be approved finally at the party which creates the documents.
- 2.3 Partial revision of public documents mentioned at the clause 1.2.2 of this regulation, unless otherwise stated in “Rules of XGP Forum” or concerning the change of document title, shall be approved by the Working Group and be reported to the General Meeting later.

3. Approval procedures for Technical Specification

- 3.1 Considering the characteristic of Technical Specification, the following approval procedures shall be taken before proposing to General Meeting.

- 3.2 Secretarial office shall distribute XGP Forum Technical Specification (draft) to all XGP Forum members for comment before General Meeting.
- 3.3 More than three (3) weeks shall be given for submission of comment.
- 3.4 Replies to comment shall be sent to all members before General Meeting.

4. Letter voting instead of voting at General Meeting

- 4.1 To enable swift approval of Technical Specifications or Public documents, letter voting can be conducted instead of voting at General Meeting by the following procedures.
- 4.2 Secretarial office shall first get the approval on letter voting from the Steering Committee members before the start of letter voting procedure.
- 4.3 Secretarial office shall distribute draft Technical Specification or Public documents to all XGP Forum members for comment after the approval of the Steering Committee members.
- 4.4 More than three (3) weeks shall be given for submission of comment.
- 4.5 Voting papers shall be delivered to members eligible to vote along with replies to comment.
- 4.6 Voting papers shall be sent back to the Secretarial office within one (1) week.
- 4.7 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 effective at letter voting.

5. Pricing of public documents

- 5.1 In general, public documents except Technical Specifications may be free of charge.
- 5.2 In case of being chargeable, Secretarial office shall decide reasonable prices on cost base.



XGP Forum

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