

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 Chapter 18 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 TR 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.

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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. Secretarial 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. E-Mail 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 E-Mail voting can be conducted instead of voting at General Meeting by the following procedures.

- 5.1. Secretarial Office shall first get the approval on carrying E-Mail voting procedure from the Steering Committee Members before commencing.
- 5.2. Secretarial 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. Secretarial Office shall distribute draft public Documents specified at Chapter 1.2.1 and 1.2.2 of this regulation to all XGP Forum Members eligible to vote along with replies to comment.

5.5. More than one (1) week shall be given for submission of comment by Members.

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 E-Mail voting procedure.

History of Revision

Ver.	Date	Description	Reason
1.0	Apr.2, 2009	The first edition as XGP Forum	Newly established.
2.0	Nov.29, 2017	“mail”-> “e-mail”	Correction
2.0	Nov.29, 2017	“Secretariat Office” -> “Secretarial Office”	Correction
2.0	Nov.29, 2017	<p>5.4 Old Version Voting papers shall be delivered to Members eligible to vote along with replies to comment.</p> <p>5.4 New Version Secretarial Office shall distribute draft public Documents specified at Chapter 1.2.1 and 1.2.2 of this regulation to all XGP Forum Members eligible to vote along with replies to comment.</p>	Correction
2.0	Nov.29, 2017	<p>5.5. Old Version Voting papers shall be sent back to the Secretariat Office within one (1) week.</p> <p>5.5 New Version More than one (1) week shall be given for submission of comment by Members.</p>	Correction