

i3forum Work Group and Support Group Procedures

Review of the document

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Validation

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1 Abstract

This document describes the structure and procedures of the i3forum Work Groups and Support Groups. If any item below is in conflict with the Bylaws of International IP Interconnection Forum (i3forum), the Bylaws will supersede this document on the conflicting point.

2 i3forum Work Groups

2.1 Scope

Work Groups are responsible for a set of work defined by their particular Work Group charter approved by the Board. The Work Group charters set and limit the scope of the Work Groups. Work Group charters should set an expectation of how long the Work Group lives (permanent or specific accomplishment) and whether it plans to spawn additional work groups in the future. Generally, Work Groups are launched to manage a well-defined piece of the overall agenda of the forum for an on-going period of time. Short-term projects or other activities with a shorter duration would not require a Work Group, but could be performed as a team within an existing group or within a Support Group (SG).

2.2 Responsibilities

Each Work Group has the following responsibilities:

- It creates the initial Work Group Charter, secures its approval by the Board, and keeps it updated at least on a yearly basis
- It responds to requests from the Board of Directors
- It makes requests to the Board of Directors, for instance
 - Raising important decisions (e.g. release of a new Deliverable)
 - Requesting a change of scope for the Work Group
 - Requesting a change in schedule or deliverables from the Work Group
 - Raising major risks and other issues.
- It makes regular status reports to the Board of Directors
- It delivers its accepted meeting minutes to the membership
- It is also responsible for defining, scheduling and completing deliverables necessary to accomplish its charter.

In general each Work Group will define and schedule its deliverables, and these plans are to be approved or rejected with feedback from the Board of Directors. Within its assigned charter, a group has the freedom to launch projects or short-term teams to tackle specific issues and to explore a particular need. These projects or teams are expected to be short-term in nature, with specific milestones and deliverables. The outcome of a project or team is for discussion and approval within the work group. Generally, rules that apply to the group for participation, decision making, and so forth also apply also within the project or team.

In all their undertakings, and as much as possible and relevant, all Work Groups shall ensure vendor & carrier neutrality. Specific vendor or carrier solution/service shall not be promoted or given unfair advantages. The Chairperson has a specific role to play in ensuring this.

In order to keep the membership (and the general public as deemed relevant by the Board) informed of Work Groups' activity, progress, topics being discussed etc..., the Chairperson of each Work Group (or any other participant duly mandated by the Work Group shall proactively provide such information on a regular, and shall respond to requests for such information made by the Board (or any duly mandated person)

2.3 Membership

Unless otherwise specified by the Board of Directors, i3forum Full, Observer and Partner Members may join the Work Groups by registering with the Work Group Chair. Registered Members may attend the Work Group meetings, contribute to works in progress and subscribe to the Work Group mailing list. Only Full Members may vote on Work Group decisions. In keeping with the spirit of openness and collaboration, voting will only be used to approve final deliverables or in situation where a consensus cannot be reached. If the member company lapses in its membership to the i3forum, then that company will be removed from the roster of all Work Groups for which it has registered.

2.4 Chair and Other Positions

When a Work Group is formed, the Board of Directors shall appoint the Chair or Co-Chairs, optionally a Vice Chair, and, optionally, a Secretary. Each officer will hold a one year term. At the end of the first term, or when the Chair (or Co-Chair) resigns, the Full Members participating in the WG will vote to confirm the incumbent Chair (or Co-Chair or other officers) or elect a new Chair (or Co-Chair and other officers). The Board of Directors will confirm the Chair (or Co-Chair other officers) for the next term, or call for new elections. If no candidate can be elected by the WG or confirmed by the Board, the Board will appoint a Chair.

The Vice Chair is responsible for performing Chair duties in the absence of the Chair. The Secretary is responsible for recording the minutes of all meetings. It is acceptable for the Chair or Vice Chair to also act as the Secretary. Attendance at all meetings shall be kept in the minutes.

In order to allow the Work Groups to meet and work in parallel, it is preferred that no individual will chair more than one Work Group.

The i3forum may create a new role that must be provided by one or all Work Groups. At that time the Board of Directors will specify the process for filling that role.

2.5 Voting

The Work Groups follow the same basic voting rules as defined for the Board in the i3forum Bylaws, Sections 4.10, 4.11 and 4.20. Full Members registered with a given Work Group may cast a single vote within the Work Group, regardless of the number of representatives of the Full Member participate in the Work Group.

A consensus model of decision making is preferred, and is the normal mode of operation of the Work Groups, though any decision cannot be reached, even by consensus, in the absence of a Quorum. Voting is used only when needed to break deadlocks or to approve draft deliverables for Board approval.

2.6 Raising Decisions

All major decisions, policy questions and issues that go beyond the scope of the Work Group will be raised to the Board of Directors.

2.7 Mailing Lists

Work Groups may do business on-line using their mailing lists and forum provided collaboration tools. Each Work Group will also have a mailing list. i3forum member companies with participation rights in respective Work Groups may join the Work Group mailing lists for those Work Groups in which it is registered.

In the case that company membership in a Work Group changes, the company representative is

responsible to contact the Chair and ensure that changes in the mailing list or group roster are made.

2.8 Meetings

i3forum member companies with participation rights in Work Groups and who have registered to participate in a Work Group may attend the Work Group meetings. Notices for meetings of a Work Group shall be sent not less than six (six) days prior to the scheduled date of the meeting.

Work Groups may call phone and videoconference meetings at the discretion of the Chair.

For physical Work Group meetings, whenever possible and practical, a host company will be chosen from those who volunteer. Normally, each company with Work Group membership will rotate hosting responsibilities; however, any i3forum member company participating in the Work Group may volunteer to host. The host will be responsible for organizing meeting facilities, providing wireless internet, and arranging for such equipment as videoconferencing equipment, conference phones, projectors, white boards and extension cords for laptop computers. The host will also send invitations, hotel information and directions to the Work Group mailing lists associated with the meeting. The host will also organize lunch, snacks and beverages. The host will determine whether costs can be covered by the host or whether a fee should be charged. In no cases should a host attempt to make a profit on the event.

Work Groups will also meet at forum sponsored All Member Meetings. Expenses for meeting space, rented equipment, lunch, snacks and beverages associated with Work Group meetings will be paid by i3forum, upon approval by the Board of Directors. An attendance fee may be charged by i3forum to cover these costs. The amount of the attendance fee shall be set by the Board of Directors for each meeting. i3forum is not responsible for any transportation or lodging costs associated with the meetings.

When possible, physical Work Group meetings will be held during the same week and location of the All Member Meetings. In such a case a plenary meeting will start the sessions. The Work Groups will then have their individual meetings. Whenever possible, Work Groups should report progress to the Board during the member meeting. Ideally, Board meetings will be held soon after at the same location, at which status reports are given, and decisions are raised.

Physical Work Group meetings will typically be held during the same week as i3forum member meetings. In such a case the scheduling of meetings may vary from the above paragraph in order to coordinate with other meetings planned by the Board.

2.9 Work Group Procedures

2.9.1 Work Group Formation

One or more Full or Observer members may submit a concept proposal to the Board of Directors to form a Work Group, or the Board of Directors may determine (for instance as a result of membership or industry surveys) to form a Work Group and draft the corresponding concept proposal.

A concept proposal should be a brief presentation or document that describes the purpose of the proposed Work Group and why members and the industry would benefit from the initiative. It should also outline the minimum requirements in terms of number of participants, their desired availability, expertise and skills, leadership, support and resources and generally any factor seen as contributing to the success of the proposal. Upon receiving and approving such a concept proposal, the Board shall submit it to the membership, and request that they confirm if they are willing to participate and support the initiative, and how they pledge to contribute (e.g. chairmanship, expertise, editorial support, logistics etc.).

Based on the responses and the minimum requirements set out in the proposal, the Board shall determine if the proposed initiative has gathered sufficient support from the membership and, consequently, whether or not to install a new Work Group and approve its initial membership.

The Board shall then request a detailed charter of the proposed Work Group (“Work Group Charter”) for approval by the Board. If a draft Work Group Charter is not delivered within two (2) months after its installation, the proposed Work Group will be rejected.

The initial Work Group Charter shall include at a minimum the following information:

- Proposed name of the Work Group
- Detailed definition of the scope of the Work Group
- Objective of the Work Group
- Intended Deliverables of the Work Group, and whether or not they are intended for public release
- Timeframe for the Deliverables
- Initial participants
- Proposed initial Chair, Vice Chair, and Secretary
- Method of working, meetings (i.e., virtual, face-to-face, or both)
- Any specific rules regarding participation in the WG, organization, confidentiality, logistics etc...
- Any other relevant aspect.

Upon receipt of the draft Work Group Charter, the Board of Directors shall, within thirty (30) days, approve, modify, or reject the Work Group Charter.

All members that join or make a Contribution to a Work Group shall be bound by the i3forum IPR Policy.

2.9.2 Work Group Process

The Board of Directors shall supervise the ongoing work of the Work Groups.

The Work Groups shall receive contributions from Work Group members and distribute such contributions to other participating members of that Work Group for consideration. The Work Group will be responsible for implementing a process to create meeting minutes and any other contemporaneous written records to identify all Contributions, the contributor, and any disclosed Necessary Claims that relate to Contributions or Draft Specifications.

The Work Group Secretary shall share or post all contributions and Draft Deliverables to a location where they may be viewed by all Work Group participants.

When a Work Group agrees by consensus (or by simple majority vote of all Full Members of the Work Group) to advance a Draft Deliverable for review and approval by the Board of Directors, the Work Group Chair shall inform the Board and shall request a review of the Draft Deliverable created by the Work Group prior to approval as a Deliverable.

The Board of Directors will be responsible for maintaining and publishing a current list of all Work Groups, including the Chair, Work Group members and a detailed definition of the scope of the Work Group, and any Draft Deliverables.

2.9.3 Member Review of Draft Specifications

Upon receipt of a Draft Specification, the Board of Directors shall, within fourteen (14) days, make a preliminary assessment of the Draft Specification, including, but not limited to, whether the Draft

Specification conforms to the approved scope of the Work Group.

Prior to approval by the Board of Directors, the Draft Specification shall be distributed to all Full and Observer Members for a review and comment period of not less than twenty-one (21) days.

The Full and Observer Members shall use commercially reasonable efforts to disclose, in writing to the Board of Directors, the existence of any claims of any of its patents or patent applications that may be Necessary Claims that are personally known to the representative acting on behalf of such Member with respect to the Organization. Such disclosure must occur within twenty-one (21) days of the distribution of the Draft Specification to the individual acting on behalf of the Member. The disclosure should also include information known to the representative of the Member including: patent owner; patent number and claims; publication number for published patent applications; and for non-published patent applications, the affected portions of the Draft Specification. With respect to unpublished patent applications, the individuals acting on behalf of Member shall be obligated to disclose the existence of the unpublished application and identify the area of the Draft Specification where the patent may apply, if issued. When such application is published, the individuals acting on behalf of Member shall update its disclosure with additional specific information concerning the potential Necessary Claim. Members (collectively or individually) or their representatives are not obligated to perform or conduct patent searches. Members may also disclose any other known intellectual property encumbrances and any related prior art information.

If comments and/or IP disclosures are received by the Board of Directors, these comments and disclosures shall be sent to the originating Work Group who will consolidate and consider the comments and disclosures received from all Members and will then prepare a final Draft Specification for submission to the Board of Directors. The Work Group shall review with the Board of Directors the comments and any proposed changes incorporated into the final Draft Specification resulting from Member comments or intellectual property disclosures and highlight any proposed changes made to address intellectual property disclosures.

The Board of Directors will review the final Draft Specification, along with any disclosed Necessary Claims, Member comments, and other information provided by the Members to determine whether there are any known or identified intellectual property claims that could impede adoption of the final Draft Specification. Should the final draft involve any intellectual property changes resulting from member review comments, the Work Group Chair will highlight those changes and ask member companies to reassess the changes per the requirements of section 2.9.3 hereof and Section 5.1(b) of the IPR Policy and distribute the final Draft Specification for incremental review. Such disclosure must occur within twenty days (20) days of the distribution of the final Draft Specification for this incremental review of the final Draft Specification by the individual acting on behalf of the Member. If there are no content changes involving patents or after all disclosure reviews are complete, then the Work Group Chair may proceed to request Board of Director approval.

2.9.4 Board Approval of Draft Specification

The final Draft Specification and any identified Necessary Claims and other disclosed information shall be submitted to the Board for approval. The Board shall consider the quality of the Draft Specification and its conformance with the stated purpose of the Corporation and approved technical scope of the Work Group. The Board, when considering approval of a Draft Specification that is subject to a Necessary Claim, may consider all disclosed information regarding the Necessary Claims, and the importance of the function in the Draft Specification subject to the Necessary Claims.

Upon approval of a Draft Specification by the Board, the Work Group will create the Specification, which will be disseminated to the Members. When the Specification is subject to a disclosure of a Necessary Claim, the Work Group shall place a notation on the Specification or related documentation, indicating the

existence of a disclosure of a Necessary Claim. This notation will include the patent number, if available, the publication number for patent applications that have been published, and the owner of the Necessary Claims.

The Board will be responsible for implementing a process to record all Specifications, any notations indicating the existence of a disclosure concerning Necessary Claim, and the members of the relevant Work Group.

2.9.5 Board Approval of Draft Deliverables other than Draft Specifications

If a Work Group Chair has notified the Board of Directors that the Work Group has agreed that a Draft Deliverable other than a Draft Specification is ready for Board review and approval, then the Board of Directors shall act on the request within thirty (30) days of the notification. The Board shall consider the quality of the Draft Deliverable and its conformance with the stated purpose of the Corporation and approved technical scope of the Work Group.

Upon approval of a Draft Deliverable by the Board, the Work Group shall put the Deliverable into its final form and publish the Deliverable according to the publishing plan approved by the Board of Directors.

The Board will be responsible for implementing a process to record all Deliverables and the members of the relevant Work Group.

2.9.6 Work Group – Scope Modification or Renewal

Work Group Charter shall be reviewed, updated and approved by the Board at least once a year. At any point in time a Work Group may submit a request to Board of Directors to modify the existing scope of work of the Work Group or to renew the Work Group based on an updated scope of work. The request will set forth a detailed definition of the proposed modification of the scope of the current Work Group Draft Deliverables or a detailed definition of the proposed updated scope of the Work Group, including any proposed additional Work Group Draft Deliverables. Requests to renew a Work Group also will include the proposed updated schedule, chairperson, and anticipated outputs of the Work Group.

The Board of Directors shall within thirty (30) days from receipt of the request approve, modify or reject the request.

Upon approval of the request by the Board, the Work Group Chair shall notify all i3forum members of the modified scope of the Work Group, or the renewal of the Work Group and a description of the updated scope of work, and invite participation of qualifying members.

2.9.7 Dissolving an Existing Work Group

A Work Group may be dissolved, based on the following criteria:

- The Work Group has completed its assigned goals, and no new goals are to be assigned, or
- After numerous requests, it still does not have enough support to complete its goals, as judged by the Work Group Chair and the Board of Directors,
- Due to changes in the current situation, its goals are no longer valid, as judged by the Board of Directors, or
- At the discretion of the Board of Directors.

If at any time the Chair of a Work Group feels that a Work Group should be dissolved, based on the above criteria, that Work Group Chair may present their request to the Chairman of the Board of Directors. The

Board of Directors will then take a vote to dissolve the Work Group in question. If approved, the Chairman of the Board of Directors will notify the Work Group Chair, who will notify all members of the decision to dissolve.

3 i3forum Support Groups

3.1 Scope

Support Groups are responsible for a set of work defined by the Board of Directors that may be defined by their particular Support Group charter approved by the Board. The Support Group charters set and limit the scope of the Support Groups. Support Group charters should set an expectation of how long the Support Group lives (permanent or specific accomplishment) and whether it plans to spawn additional Support Groups or Work Groups in the future. Generally, Support Groups are launched to provide support to the Board of Directors or to one or more Work Groups.

Support Groups shall not produce Draft Specifications or make revisions to existing Specifications.

3.2 Responsibilities

Each Support Group has the following responsibilities:

- It may create an initial Support Group Charter, secure its approval by the Board, and keep it updated at least on a yearly basis
- It responds to requests from the Board of Directors
- It makes requests to the Board of Directors, for instance
 - Raising important decisions (e.g. release of a new Deliverable)
 - Requesting a change of scope for the Support Group
 - Requesting a change in schedule or deliverables from the Support Group
 - Raising major risks and other issues.
- It makes regular status reports to the Board of Directors
- It delivers its accepted meeting minutes to the membership
- It is also responsible for defining, scheduling and completing deliverables necessary to accomplish its charter.

In general, the Board of Directors will define scope and schedule its Deliverables. Within its assigned charter, a Support Group has the freedom to launch projects or short-term teams to tackle specific issues and to explore a particular need. These projects or teams are expected to be short-term in nature, with specific milestones and deliverables. The outcome of a project or team is for discussion and approval within the Support Group. Generally, rules that apply to the Support Group for participation, decision making, and so forth also apply also within the project or team.

In all their undertakings, and as much as possible and relevant, all Support Groups shall ensure vendor & carrier neutrality. Specific vendor or carrier solution/service shall not be promoted or given unfair advantages. The Chairperson has a specific role to play in ensuring this.

In order to keep the membership (and the general public as deemed relevant by the Board) informed of Support Groups' activity, progress, topics being discussed etc..., the Chairperson of each Support Group (or any other participant duly mandated by the Work Group shall proactively provide such information on a regular, and shall respond to requests for such information made by the Board (or any duly mandated person)

3.3 Membership

Unless otherwise specified by the Board of Directors, i3forum Members may join the Support Groups by

registering with the Support Group Chair. The Board of Directors may also direct certain members to participate in a Support Group. Registered Members may attend the Support Group meetings, contribute to works in progress and subscribe to the Support Group mailing list. Only Full Members may vote on Support Group decisions. In keeping with the spirit of openness and collaboration, voting will only be used to approve final deliverables or in situation where a consensus cannot be reached. If the member company lapses in its membership to the i3forum, then that company will be removed from the roster of all Support Groups for which it has registered.

3.4 Chair and Other Positions

When a Support Group is formed, the Board of Directors shall appoint the Chair or Co-Chairs, optionally a Vice Chair, and, optionally, a Secretary. Each officer will hold a one year term. At the end of the first term, or when the Chair (or Co-Chair) resigns, the Full Members participating in the Support Group will vote to confirm the incumbent Chair (or Co-Chair or other officers) or elect a new Chair (or Co-Chair and other officers). The Board of Directors will confirm the Chair (or Co-Chair other officers) for the next term, or call for new elections. If no candidate can be elected by the Support Group or confirmed by the Board, the Board will appoint a Chair.

The Vice Chair is responsible for performing Chair duties in the absence of the Chair. The Secretary is responsible for recording the minutes of all meetings. It is acceptable for the Chair or Vice Chair to also act as the Secretary. Attendance at all meetings shall be kept in the minutes.

In order to allow the Support Groups to meet and work in parallel, it is preferred that no individual will chair more than one Support Group.

The i3forum may create a new role that must be provided by one or all Support Groups. At that time the Board of Directors will specify the process for filling that role.

3.5 Voting

The Support Groups follow the same basic voting rules as defined for the Board in the i3forum Bylaws, Sections 4.10, 4.11 and 4.20. Full Members registered with a given Support Group may cast a single vote within the Support Group, regardless of the number of representatives of the Full Member participate in the Support Group.

A consensus model of decision making is preferred, and is the normal mode of operation of the Support Groups, though any decision cannot be reached, even by consensus, in the absence of a Quorum. Voting is used only when needed to break deadlocks or to approve draft deliverables for Board approval.

3.6 Raising Decisions

All major decisions, policy questions and issues that go beyond the scope of the Support Group will be raised to the Board of Directors.

3.7 Mailing Lists

Support Groups may do business on-line using their mailing lists and forum provided collaboration tools. Each Support Group will also have a mailing list. i3forum member companies with participation rights in respective Support Groups may join the Support Group mailing lists for those Support Groups in which it is registered.

In the case that company membership in a Support Group changes, the company representative is

responsible to contact the Chair and ensure that changes in the mailing list or group roster are made.

3.8 Meetings

i3forum member companies with participation rights in Support Groups and who have registered to participate in a Support Group may attend the Support Group meetings. Notices for meetings of a Support Group shall be sent not less than six (six) days prior to the scheduled date of the meeting.

Work Groups may call phone and videoconference meetings at the discretion of the Chair.

For physical Support Group meetings, whenever possible and practical, a host company will be chosen from those who volunteer. Normally, each company with Support Group membership will rotate hosting responsibilities; however, any i3forum member company participating in the Work Group may volunteer to host. The host will be responsible for organizing meeting facilities, providing wireless internet, and arranging for such equipment as videoconferencing equipment, conference phones, projectors, white boards and extension cords for laptop computers. The host will also send invitations, hotel information and directions to the Support Group mailing lists associated with the meeting. The host will also organize lunch, snacks and beverages. The host will determine whether costs can be covered by the host or whether a fee should be charged. In no cases should a host attempt to make a profit on the event.

Support Groups may also meet at forum sponsored All Member Meetings. Expenses for meeting space, rented equipment, lunch, snacks and beverages associated with Support Group meetings will be paid by i3forum, upon approval by the Board of Directors. An attendance fee may be charged by i3forum to cover these costs. The amount of the attendance fee shall be set by the Board of Directors for each meeting. i3forum is not responsible for any transportation or lodging costs associated with the meetings.

When possible, physical Support Group meetings will be held during the same week and location of the All Member Meetings. In such a case a plenary meeting will start the sessions. The Support Groups will then have their individual meetings. Whenever possible, Support Groups should report progress to the Board during the member meeting. Ideally, Board meetings will be held soon after at the same location, at which status reports are given, and decisions are raised.

Physical Support Group meetings will typically be held during the same week as i3forum member meetings. In such a case the scheduling of meetings may vary from the above paragraph in order to coordinate with other meetings planned by the Board.

3.9 Support Group Procedures

3.9.1 Support Group Formation

The Board of Directors may decide to form a new Support Group based on a charter defining the intended scope of work, intended output, and intended duration of the Support Group.

Alternatively, one or more Full or Observer members may bring a concept proposal of a proposed Support Group and why members and the industry would benefit from the initiative. The concept proposal shall contain similar information as is defined in Section 2.9.1. The Board of Directors shall consider the concept proposal and either request a formal Support Group Charter; immediately approve the Support Group, appoint its leadership, and make the membership aware of the new Support group; or deny the proposal for the Support Group.

Upon receipt of the draft Support Group Charter, the Board of Directors shall, within thirty (30) days,

approve, modify, or reject the draft Support Group Charter. Upon approval by the Board, the Board shall appoint a Support Group Chair who will invite qualifying members to participate.

If the Board requests a detailed charter of the proposed Support Group (“Support Group Charter”) it shall contain information similar to that required for a Work Group as defined in Section 2.9.1. If a draft Work Group Charter is not delivered within two (2) months after its request, the proposed Support Group will be rejected.

Upon receipt of the draft Support Group Charter, the Board of Directors shall, within thirty (30) days, approve, modify, or reject the Support Group Charter.

3.9.2 Support Group Process

The Board of Directors shall supervise the ongoing work of the Support Groups.

The Support Groups shall receive contributions from Support Group members and distribute such contributions to other participating members of that Support Group for consideration. The Support Group will be responsible for implementing a process to create meeting minutes..

The Support Group Chair, or an appointed Secretary, shall share or post all Contributions and Draft Deliverables to a location where they may be viewed by all Support Group participants.

When a Support Group agrees by consensus (or by simple majority vote of all members of the Support Group) to advance a Draft Deliverable for review and approval by the Board of Directors, the Support Group Chair shall inform the Board and shall request a review of the Draft Deliverable created by the Support Group prior to approval as a Deliverable.

The Board of Directors will be responsible for maintaining and publishing a current list of all Support Groups, including the Chair, Support Group members and a detailed definition of the scope of the Support Group, and any Draft Deliverables.

3.9.3 Board Approval of Draft Deliverables

If a Support Group Chair has notified the Board of Directors that the Support Group has agreed that a Draft Deliverable is ready for Board review and approval, then the Board of Directors shall act on the request within thirty (30) days of the notification. The Board shall consider the quality of the Draft Deliverable and its conformance with the stated purpose of the Corporation and approved scope of the Support Group.

Upon approval of a Draft Deliverable by the Board, the Support Group shall put the Deliverable into its final form and may publish the Deliverable according to the publishing plan approved by the Board of Directors.

The Board will be responsible for implementing a process to record all Deliverables and the members of the relevant Support Group.

3.9.4 Support Group – Scope Modification or Renewal

A Support Group Charter shall be reviewed, updated and approved by the Board at least once a year. At any point in time a Support Group may submit a request to Board of Directors to modify the existing scope of work of the Support Group or to renew the Support Group based on an updated scope of work. The request will set forth a detailed definition of the proposed modification of the scope of the current Support Group Draft Deliverables or a detailed definition of the proposed updated scope of the Support Group,

including any proposed additional Support Group Draft Deliverables. Requests to renew a Support Group also will include the proposed updated schedule, Chair, and anticipated outputs of the Support Group.

The Board of Directors shall within thirty (30) days from receipt of the request approve, modify or reject the request.

Upon approval of the request by the Board, the Support Group Chair shall notify all i3forum members of the modified scope of the Support Group or the renewal of the Support Group and a description of the updated scope of work, and invite participation of qualifying members.

3.9.5 Dissolving an Existing Support Group

A Support Group may be dissolved, based on the following criteria:

- The Support Group has completed its assigned goals, and no new goals are to be assigned, or
- After numerous requests, it still does not have enough support to complete its goals, as judged by the Support Group Chairman and the Board of Directors,
- Due to changes in the current situation, its goals are no longer valid, as judged by the Board of Directors, or
- At the discretion of the Board of Directors.

If at any time the Chair of a Support Group feels that a Support Group should be dissolved, based on the above criteria, that Support Group Chair shall present their request to the Chairman of the Board of Directors. The Board of Directors will then take a vote to dissolve the Support Group in question. If approved, the Chairman of the Board of Directors will notify the Support Group Chair, who may notify all members of the decision to dissolve.