

EIUF-SEC 21/04/91 0001

CHARTER

FOR

EUROPEAN ISDN USERS FORUM
(EIUF)

DRAI- I

[EIUFCHA]

Article 1: Introduction

- 1) A forum called European ISDN User Forum (called hereafter EIUF or *Forum*) is established upon a proposal of the Commission.
- 2) EIUF is an open forum wherein existing and potential Users of ISDN in Europe can meet to define their requirements in particular for transfrontier ISDN applications and work together with network operators and suppliers to devise recommended solutions for User requirements.
- 3) The *Forum* is independent and non-profit oriented.
- 4) The *Forum* focuses on the requirements of Users of ISDN in Europe; hence the name.
- 5) Participation in the *Forum* is open to anyone who is willing to contribute towards the objectives of the *Forum* as set out in the present charter.

Article 2: Objectives

The EIUF was formed to address two principal objectives:

- i) to promote ISDN in Europe and to provide Users with the opportunity to influence the development of ISDN to better reflect their needs;
- ii) to identify ISDN applications, verify the feasibility of proposed applications in technical and commercial respect, agree on vendor independent solutions, and to facilitate their timely and harmonized implementation.
- iii) to introduce Users requirements to ETSI, ETNO and other organisations and to liaise with those organisations

Article 3: Structure

The EIUF is composed of four entities, plus the Plenary Meeting and the Secretariat.

Figure 1 depicts the structure of the *Forum*.

(see next page)

(Article 6 describes the organisation in detail)

PLENARY MEETING

USW

JOINT WORK GROUPS

OSW

ESC

SEC.

Abbreviations:

USW = User Work Shop

JWG = Joint Work Group

WG = Working Group

OSW = Operators & Suppliers Workshop

ESC = Executive Steering Committee

Sec. = Secretariat

Article 4: Role of the CEC

- 1) The CEC, represented by DG XIII is the chairman of the ESC. The CEC, DG XIII exercises final arbitration over the following activities of the *Forum*:
 - i) publishing of EIUF documents
 - ii) scheduling of Plenary, ESC and Joint Work Groups meetings in connection with the Plenary Meeting
 - iii) changes to the Charter and appending documents
 - iv) ensuring the integrity of the process
- 2) The Commission may consult the *Forum* on all matters related to the objectives of EIUF.
- 3) The Commission, DG XIII, assumes the role of the EIUF secretariat.
- 4) References of *EIUF application documents*(¹) approved by the Plenary Meeting will be published in the Official Journal (OJ) of the European Communities (EC).

Article 5: Work process

- 1) To assure that the objectives defined in Article 2 can be achieved, the cooperation of Users and the Operators & Suppliers is vital.
- 2) Given the nature of the *Forum*, in a first phase of the work process, EIUF relies on the input from the Users identifying their application requirements.
- 3) Identified requirements will then be evaluated in respect to their feasibility.
- 4) The Joint Works Groups meetings are the body for the work process as described in Article 5, § 1)-3).
- 5) Requirements which have passed the process as described in § 1)-3) will be submitted by the USW to the Plenary Meeting for approval (see also Article 4, § 4) as *EIUF application documents*.
- 6) If for the implementation of approved applications amendments to existing infrastructures are required, the *EIUF application document* and related material will be submitted to the organisations concerned for appropriate action.

Note: Document EIUF SEC 17 (refer to attachement) gives an overview of the principal flow of the Work Process in EIUF

(1) see Article 5, § 4

Article 6: Organisation

- 1) The ESC will call a Plenary Meeting of the EIUF at least twice a year. The Plenary Meeting is chaired by the USW Chairman.
The Plenary Meeting will be presented with reports from the JWG, the ESC, USW and OSW and approves the application documents.
- 2) The JWG meetings will be organised in conjunction with the Plenary Meeting. The JWG consists of a number of WG's which are established by the Plenary Meeting, upon proposal of the ESC.

Additional meetings of individual WG's may be organised by the WG's according to their individual needs.

- 3) The USW is open to participants which are:

Users or potential Users

Representatives of Users or Users organisations

- the OSW Chairman or his representative as observer

EIUF participants which are within their organisation directly involved in the development, offering or marketing of ISDN products and services do not qualify as Users.

Purpose of the USW is:

to provide an opportunity where Users can discuss amongst themselves

to prepare the identification of User requirements in view of Joint Work Groups meetings

to elect a Chairman and a Vice-Chairman out of its member⁽²⁾ body

to nominate two delegates to the ESC

Also the Chairman and the Vice-Chairman of the USW are members of the ESC.

⁽²⁾ see Article 7: Membership

- 4) The OSW is open to any EIUF participant which is not a USW member.

The USW Chairman or his representative assists as observer.

Purpose of the OSW is:

to provide an opportunity where Operators & Suppliers can discuss amongst themselves

to prepare the evaluation of the feasibility of User requirements in view of Joint Work Group meetings

to elect a Chairman and a Vice-Chairman out of its member⁽²⁾ body

to nominate two delegates to the ESC

Also the Chairman and the Vice-Chairman of the OSW are members of the ESC.

Further organisational aspects may be decided by the USW.

- 5) The ESC is responsible for:

establishment and implementation of the policies of the EIUF

coordination and scheduling of EIUF meetings

proposal for establishment of JWG's

liaison to all external organisations (incl. media)

approval process of implementation agreements

decision on membership matters

Members of the ESC are the:

ESC Chairman

- USW and OSW Chairmen and Vice-Chairmen

two further members from both the USW and OSW

The ESC determines its internal rules of procedure.

The ESC may invite other EIUF members to attend ESC meetings as observers.

Article 7: Participation and Membership

- 1) Participation in the EIUF is open to anybody who is willing to contribute to the objectives of the *Forum*.
- 2) Membership is eligible to single participants or participants representing their organisation of at least one previous Plenary Meeting within the last 12 months and requires registration as a member.
- 3) With the exception of the Chairman of the ESC, any EIUF member is either a member of the USW or the OSW. This will be registered. No individual member or member representing his organisation may change its affiliation between USW and OSW.
- 4) The ESC decides upon all issues related to membership; in particular the ESC will decide an membership issues during an interim period (up to the third Plenary Meeting).

Article 8: Voting

- 1) Voting is used in the Plenary Meeting for approval of *EIUF applications documents*. Voting may be used in the USW and OSW (for further study).
- 2) A successful vote is constituted by an absolute majority of the present Members.
- 3) Voting is restricted to EIUF members (c/f Article 7).
- 4) For the purpose of any voting, no organisation can have more than two registered members and one in either Workshop.
- 5) The Chairman of the ESC does not participate in the voting in the Plenary Meeting.

Article 9: Terms of office

- 1) The CEC, DG XIII representative is the permanent chairman of the ESC.
 - 2) The terms of office of all other chairmen is **12** months. Re-election is possible.
 - 3) All elections will be notified to the EIUF Secretariat.
 - 4) The chairpersons are responsible for the good conduct of meetings.
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Article 10: Documentation

All working papers and outputs of EIUF are in the public domain. No propriety right may be claimed.

Outputs are notably all documents related to the definition of applications.

Internal documents are not considered as outputs.

Distribution of documents within entities shall be organised by the entities. Each entity shall send a clean copy to the EIUF-Secretariat without delay, which maintains a general register and a complete set of all EIUF documents.

The EIUF Secretariat is responsible for the distribution of all Plenary Meeting, ESC and SEC-documents. The EIUF Secretariat is responsible for the distribution of documents to outside organisations.

All documents will be numbered.

The numbering scheme is as follows:

EIUF xyz rn dd-mm-yy

xyz: respective entity(e.g.: ESC, OSW, SEC, etc.)

rn: consecutive running number allocated by each entity

Article 11: Language

The language in EIUF is the English language

Article 12: Minutes and Reporting

Minutes of all regular EIUF-activities are to be taken. The Chairmen of the entities are responsible for the minutes. The Chairmen of the entities are also responsible for reporting to the Plenary Meeting or to other meetings according to need or as defined in the present Charter.

The EIUF Secretariat is responsible for the minutes of the ESC and the Plenary Meetings.

Any discussion and contribution in all EIUF meetings is considered as in the public domain.

Article 13: Liaison

EIUF may establish liaison with other organisations as appropriate. The ESC is the entity for the initiation of liaisonship.

Article 14: Issues arising:

Other issues arising shall be handled by the ESC.

Article 15: Transitional arrangements

As long as chairpersons have not been elected, chairpersons may be appointed on a transitional basis.

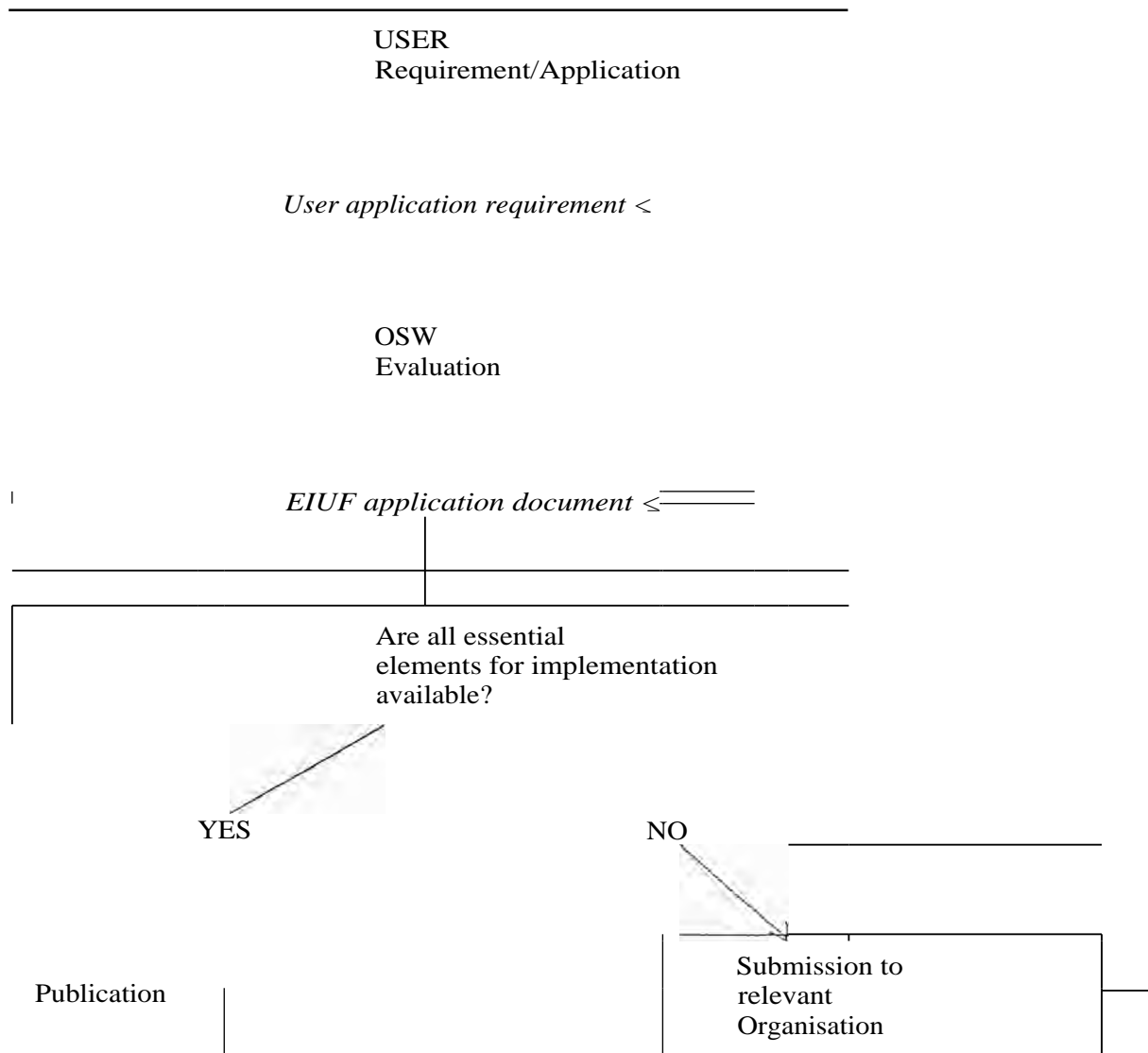
Article 16: Modification of Charter

The ESC shall decide on modifications to the charter in taking utmost account of the views expressed in the Plenary Meeting.

Article 17: Enforcement of the Charter

This Charter will be enforced when submitted by a Plenary Meeting and adopted by the ESC. The enforcement of this charter is subject to endorsement by the CEC, DG XIII and will subsequently be published in the Official Journal of the EC.

Principal flow of Work Process in EIUF



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