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**INCITS**  
**InterNational Committee for Information Technology Standards**  
INCITS Secretariat, Information Technology Industry Council (ITI)  
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Date: December 27, 2007  
Reply to: Lynn Barra  
Phone: 202.626.5739  
Email: lbarra@itic.org

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To:	INCITS Technical Committee Chairs
Subject:	<b>Transmittal to INCITS Technical Committee and Task Group Chairs of the Executive Board Request for Confirmation of Liaisons</b> - Action Item a07.147 from the September 2007 INCITS EB Meeting
From:	Lynn Barra, INCITS Secretariat

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**Background Information**

At the September 2007 INCITS Executive Board meeting, it was noted that in preparation for the new IT infrastructure, the INCITS Secretariat would be asking the TCs and TGs to review their liaisons and to vote (meeting vote or letter ballot) to confirm the existing liaisons that are active and to terminate the inactive liaisons. Liaison contact information will be provided to the Secretariat for incorporation into updated TC and TG membership rosters. Once this information is received, the Secretariat will maintain a master list of liaisons to be available to the EB members in a password protected portion of the web site.

The following action item was assigned to the INCITS Secretariat:

Action Item (a07.147): In preparation for the new IT infrastructure, the INCITS Secretariat will ask the TCs and TGs to review their liaisons and to vote (meeting vote or letter ballot) to confirm the existing liaisons that are active and to terminate the inactive liaisons. Liaison contact information will be provided to the Secretariat for incorporation into updated TC and TG membership rosters.

**Requested Action**

Technical Committee chairs are requested to review their list of liaisons (for both the TC and TGs) and conduct a vote to confirm that your existing liaisons (organization and assigned representative) are active and to terminate those liaisons that are no longer active. The vote may be conducted via 30-day letter ballot or meeting vote with a majority criteria.

The TC vote and the active liaison information should be forwarded to Lynn Barra ([lbarra@itic.org](mailto:lbarra@itic.org)) at the INCITS Secretariat by **Friday, March 14, 2008**.

If you have any questions regarding the above information, please contact the Secretariat.

Regards-  
Lynn

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