

This text received its final approved by the INCITS Executive Board on January 15, 2008. This new policy will be incorporated in to the INCITS/RD-1, Policies and Guidelines.

3.2 Policy Regarding Document Access and Membership Benefits

For the purpose of access to INCITS internal information, and to enhance the value of INCITS membership, the following three access categories are defined as of December 1, 2007:

- a) INCITS Member organization
- b) “Friends of the Committee” (FoC) – any non-INCITS Member organization as defined and approved by an INCITS Technical Committee
- c) Public – any organization not in the above two categories

Access to INCITS internal information and certain membership benefits are authorized as shown in the following list. Document types not shown in this list are for internal INCITS use only and may not be distributed to non-Members.

- a) Public
 - 1. Organization structure
 - 2. Program of work
 - 3. Membership list (by organization only)
 - 4. press releases
 - 5. Notification of new work, when approved
 - 6. public TC home pages
 - 7. draft proposed American National Standards (dpANS) for purchase
 - 8. meeting calendar
- b) Friends of the Committee (for TC outreach activity – it is not mandatory to establish any FoC)
 - 1. Draft proposed American National Standards (dpANS) to them at no charge (milestone 4, may be iterative)
 - 2. Notice of new work same time it is submitted to ANSI for Standards Action
 - 3. Access to public information as described above
 - 4. Information, as noted above (item B1 and B2), “pushed” from the TC Chair or designee via the IT system’s reflector
- c) Members
 - 1. Access to all documents and information for their specific committees
 - 2. Eligible to attend or participate at meetings
 - 3. Representatives of voting members may serve as delegates to international meetings
 - 4. Representatives of voting members may hold national and international offices

TCs wishing to identify any external organization as a FoC shall do so by a valid TC motion, recorded in the meeting minutes, and shall notify the INCITS Secretariat of any such action. There is no requirement for any TC to establish a FoC. TCs may begin to use this new FoC distribution mechanism as of December 1, 2007.