

GRIFS

Building the Global RFID Standards Forum

GRIFS Memorandum of Understanding

Version 1.1

26 August 2009

MEMORANDUM OF UNDERSTANDING BETWEEN GRIFS FORUM PARTICIPANTS CONCERNING STANDARDIZATION IN THE FIELD OF RADIO FREQUENCY IDENTIFICATION (RFID)

The scope of this Memorandum of Understanding (MoU) is to establish a framework to promote global cooperation between Organizations involved in RFID standardization. The GRIFS Forum will not engage directly in standards development.

All Participants in the GRIFS Forum must agree to the methods of working contained in this MoU;

The terms of reference for the GRIFS Forum are listed in Annex A
GRIFS Forum- Terms of Reference

Whereas the Participants recognise

- the need to ensure consistent and interoperable RFID related standards;
- the risk of divergent and competitive approaches to standardization;
- the need to avoid duplication of efforts;
- the need to avoid confusion amongst users, and
- the need to ensure intersectoral coherence in the field of RFID;

The Participants agree to the following principles to govern their co-operation in the field of RFID

1. The Participants agree to promote collaboration between standards organisations and thereby to maximise the global consistency of RFID standards to meet the needs of the user community as expressed by user companies, international user groups and other organisations.
2. No changes to the procedures of any of the Participants result from this MoU and standards will continue to be developed and published according to the respective procedures of each Participant.
3. It is recognised that it is the policy of Participants to encourage their own internal efforts to provide standards which meet the needs of their respective users. Each Participant recognizes that coordinated standardization is highly desirable in the interests of interoperability.
4. The Participants will make available relevant details of those aspects of their standard development plans which will contribute to the aims of the GRIFS Forum as specified in this MoU.
5. The Participants agree to the organisational structure, decision making processes and other methods of working defined in the annexes to this MoU and as revised by mutual agreement of the Participants.

Annex A: GRIFS Forum - Terms of Reference

The GRIFS Forum shall promote synergy in RFID related standardization through encouraging cooperation among Participants and others and by the timely identification of divergences and overlaps.

1 GRIFS Forum Activities

- a) Preparing and promoting recommendations to Participants on how cooperation and co-ordination can be achieved in resolving issues of divergence or overlap in RFID standards and in monitoring the implementation of the Forum's recommendations by the Participants and others.
- b) Deciding on applications from organisations wishing to participate in the GRIFS Forum.
- c) Making available a list of participating organisations.
- d) Reviewing the organisation of the GRIFS Forum as required.

2 GRIFS Forum Organisation

- a) The GRIFS Forum is made up of the organisations which have signed the MoU, referred to as the Participants.
- b) Participants may resign from the Forum by giving one months notice in writing to the Secretariat.
- c) The Forum may be dissolved by mutual agreement of the Participants.
- d) The GRIFS Forum Chairman will be provided by the Participants for a two year term in rotation.
- e) The GRIFS Forum secretariat responsibility will be decided by the Participants by consensus.
- f) Each Participant shall designate one named Representative who is able to participate in the decisions of the Forum. Representatives may designate an alternate to participate in the decisions of the Forum where necessary.
- g) Representatives may, with the agreement of the Chairman, invite colleagues or others to attend any Forum meeting or teleconference.
- h) Forum decisions shall be taken by consensus.
- i) Organisations seeking to participate in the GRIFS Forum should make their request to the GRIFS Forum Secretariat stating how their organisation meets the criteria for participation in the GRIFS Forum.
- j) Participants will carry their own costs for participating in the GRIFS Forum; there will be no cost sharing.

3 Criteria for Participation in the GRIFS Forum

Organisations wishing to participate in the GRIFS Forum should ideally meet the following criteria:

- a) Be international in scope or impact.
- b) A major objective of the organisation should be to develop standards or specifications including those related to RFID.
- c) Be open to new members.

- d) Be willing and able to participate in the GRIFS Forum meetings and other activities as may be agreed.

4 Operating Principles of the GRIFS Forum

The detailed operating procedures (to be agreed by the Forum) will respect the following principles:

- a) The GRIFS Forum shall not add layers of control or approval to existing standardization processes. Where appropriate Participants should facilitate co-ordination of their work programmes through sharing information, joint meetings and other actions. Such co-ordination to be organised between the interested Participants
- b) The GRIFS Forum shall endeavour to use electronic communications to minimize the need for physical meetings.

5 GRIFS Forum Deliverables

5.1 Meetings and Reporting

The GRIFS Forum will meet at least once a year, taking account of meeting dates of the Participants and the issues to be covered.

The GRIFS Forum will issue minutes of its meetings and will also publish an annual statement describing its activities and achievements and highlighting issues which still need to be resolved

5.2 Issue Identification

Participants should raise relevant issues as they arise. In addition at least two weeks prior to each GRIFS Forum meeting or teleconference Participants should write to the Secretariat outlining any plans they have for new standards activity and raising any relevant issues about existing standards or lack of them. The Secretariat, in consultation with the Chairman and others, will use this information to help set meeting or teleconference agendas.

5.3 GRIFS Forum Action Items

Progress on any action items agreed by the Forum will be reported back to the Forum by a co-ordinator or rapporteur to be appointed by the GRIFS Forum. These reports should be sent to the Secretariat for circulation at least two weeks prior to each meeting or teleconference.

Annex B: GRIFS Forum – Standards database

The GRIFS project that started in January 2008 and will finish in December 2009 developed the concept of a sustainable GRIFS Forum. It also developed and implemented a comprehensive online database providing short descriptions and status information of RFID related standards. It has been suggested that the responsibility for maintaining the database be transferred to the GRIFS Forum after December 2009. The decision to engage into this effort will be taken by the GRIFS Forum participants not later than by the end of December 2009.