

GUIDELINES FOR ENGAGEMENT IN ATIS ACTIVITIES

ATIS is committed to conducting business with the utmost integrity and in accordance with the highest ethical standards. ATIS has established these guidelines, which apply to all ATIS Forums, Committees, and other initiatives (hereinafter referred to as Forums), to assist ATIS Participants and Leaders with participating in and running fair, productive, and courteous meetings. These guidelines supplement and build upon other policies and procedures, including the [ATIS Operating Procedures for ATIS Forums and Committees](#) (OP) and [ATIS' Legal Training for Forum Leaders](#). Violations of these guidelines may impact an individual's continued participation in a Forum.

1. Professionalism

The work of ATIS relies on cooperation among a diverse group of Participants with different ideas, personalities, and communication styles. ATIS strives to create and maintain an environment in which every person is treated with dignity, decency, and respect, without regard to age, gender, religion, etc.

All Participants and Leaders must:

- Act honestly, in good faith and with the highest professional standards.
- Always be respectful and courteous to others (e.g., name calling), whether during a meeting or on a distribution list, is never acceptable, nor is the dissemination of false or misleading information.
- Communicate clearly and concisely and avoid unnecessary duplication and repetition.

Participants have a responsibility to follow the directions of the leadership and ATIS staff as it pertains to compliance with ATIS' OP and the effective management of the meeting. Participants also should actively contribute to the work of ATIS; this includes participating in meetings, making contributions, and keeping up to date on Forum discussions.

Leaders have a responsibility for running fair and effective meetings. This responsibility includes treating Participants with respect and promoting an environment in which Participants are encouraged to provide relevant input. Leaders should treat all persons fairly and should not offer or appear to offer preferential treatment to any person or group.

2. Openness

a. Meeting Schedules

ATIS' OP generally requires 30 days' advance notice of face-to-face meetings and 14 days' notice of virtual meetings. While last-minute changes may be necessary from time to time, Leaders should strive to provide notice of any changes to the meeting schedule in advance and to begin and end all meetings on time.

Should there be a need to reduce or extend the meeting schedule, the Participants should be immediately informed. If a schedule change is made after the meeting announcement has been sent, Participants have the right to request that voting/consensus decision-making be limited to the originally scheduled meeting dates/times.

b. Meeting Agendas

The ATIS OP also requires the approval of a meeting agenda and publication of objective and unbiased meeting notes. Once an agenda has been distributed, any modifications should be announced in a timely manner. Changes to an agenda that affect the timing of votes or consensus decision-making should be announced in advance of a meeting. Substantively modifying the subject and/or timing of a vote or consensus decision-making should only be done if necessary. Other changes to meeting agendas may be proposed by Participants or Leaders during the meeting (typically at the beginning). Changes to the agenda must be approved by consensus.

Any concerns with proposed meeting agendas should be raised with Leaders and ATIS staff in a timely manner, preferably before the meeting has taken place.

c. Issue Statements

As explained in the ATIS OP, an Issue Statement is how work is progressed in ATIS Forums. An Issue Statement must contain certain key pieces of information, including a description of the problem, the suggested solution, and timeline (if known). ATIS exists to meet industry strategic, technical, and business needs; solutions that cannot or will not be implemented by the industry do not satisfy these needs.

For initiatives that do not use the [ATIS Issue Form](#), the same basic principles apply.

d. Contributions

As noted in the ATIS OP, ATIS generally will not consider contributions that are subject to any confidentiality requirement or other restriction on its dissemination. ATIS encourages Participants to post contributions for review as soon as possible before a scheduled meeting. Participants should aim to submit contributions sufficiently in advance of meeting to allow other Participants and the Leaders the opportunity to review the contribution prior to the meeting. Should a contribution be posted without sufficient time to review the contribution, a Participant or Leader may request that the Forum defer making decisions related to that contribution until sufficient review time is permitted. The decision whether to defer this matter to another meeting will be made via the consensus of the group.

Participants should review other contributions on the Issue and should avoid, to the extent possible, making duplicative contributions.

Participants are reminded that, by contributing, every contributor is granting ATIS the rights to adapt, copy and distribute the contribution for the purposes of developing standards. It is the contributor's responsibility to ensure that he/she can grant this right. When in doubt, a contributor should contact his/her legal counsel or ATIS staff prior to making the contribution.

3. Transparency

a. Company Affiliation and Voting

Unless a special exception is made (see *Invited SMEs and Guests*), ATIS does not permit individuals that are unaffiliated with ATIS member companies to participate in ATIS Forums. Each participant must identify the organization(s) he/she is representing. Participants who have been retained to represent multiple organizations must declare those interests. For example, a contractor participating on behalf of a specific company should identify his/her affiliation with that company.

A Leader and/or ATIS staff may ask that a Participant clarify which organization he/she is representing. A Participant that does not identify his/her affiliation will not be permitted to vote or participate in consensus decision-making and may be asked to leave the meeting.

b. Leader Direction vs. Forum Input

As explained in the ATIS OP, Leaders are responsible for ensuring that the ATIS OP is followed and that meetings are conducted in a fair and efficient manner. This includes remaining neutral in all discussions. Leaders may provide input expressing his/her organization's view but must clearly indicate that is what he/she is doing. One way to accomplish this is for the Leader to indicate he/she is taking "off the leadership hat." This should be done clearly and before the input is provided.

Another Leader for that Forum (or, in their absence, ATIS staff) should manage the meeting while the other Leader is providing his/her organization's input and while this input is being discussed. The Leader(s) should clearly indicate when he/she is done providing this input and therefore when "his or her Leader hat is being put back on." If a Participant is unclear regarding whether a statement is leadership direction or Forum input, he/she should ask the Leader to clarify.

c. Meeting Notes

Meeting notes are not intended to be verbatim transcripts. They focus on action items and agreements reached and provide a high-level summary of discussions. Notes must fairly represent the discussion and all agreements and action items. If meeting notes are unclear or incomplete because the underlying discussion was unclear or incomplete, administrative notes may be added. However, meeting notes may not be modified to reflect discussions or proposals made after the meeting that differ from the discussion held or agreements reached during the meeting.

Participants should review meeting notes in a timely manner and provide specific input and/or alternative text, as needed. Proposals for changes that would inaccurately reflect the previous meeting's discussions will be rejected.

d. Invited SMEs and Guests

At times, ATIS permits non-member Subject Matter Experts (SMEs) and Guests to attend ATIS Forum meetings when expertise is needed on a given topic or when a prospective member is interested in learning more about ATIS' activities. Such attendance is typically for a limited period of time (e.g., one meeting for Guests). All ATIS meeting attendees, including SMEs and Guests, are required to abide by the ATIS OP, which includes the [ATIS Intellectual Property Rights \(IPR\) policy](#).

SMEs and Guests may not have direct access to written documents and information maintained in ATIS Workspace unless expressly agreed by the Forum and may not participate in voting or consensus decision-making. The SME or Guest may provide oral or written contributions to the group with the permission of the Leaders.

e. Communications and Liaisons

ATIS Forums may agree to communicate with third parties including government agencies. The information contained in these communications must be agreed upon by the Forum. The ATIS General Counsel must review, prior to distribution, all proposed written communications to regulatory, legislative, or governmental bodies, as well as any other sensitive material.

Any Forum may designate a participant(s) to act as a liaison to any other ATIS Forum(s) or external organizations. The liaison must reflect the consensus positions of the Forum. Each time a liaison attends a meeting representing the originating Forum, a report must be given to the originating Forum. The report should contain any significant Issues discussed or resolved, or those that are expected to arise, any conflicts, questions coming back to the originating Forum, and views expressed.

4. Fairness

a. Consensus/Decision-Making

Except for those issues for which voting is required under the ATIS OP (elections, approval of American National Standards), most decisions in ATIS Forums are made by consensus. Consensus is established when substantial agreement (something more than simple majority) has been reached among the Participants.

Consensus also requires that all voices be heard; this includes a reasonable opportunity for those with differing viewpoints to be heard. However, consensus does not require "allowing multiple bites at the apple." If an opinion is heard and discussed, further attempts to make this same point do not have to be considered. If input has been received, appropriately discussed, and consensus has been reached, this input should be considered resolved unless or until there is new information or circumstances that warrant additional discussion. The contributor is responsible for clearly explaining why a "resolved" issue is being raised again for discussion. A Leader may properly dismiss this matter without discussion should the contributor fail to clearly explain the need to revisit the matter.

It is appropriate for a Leader to consider a Participant's silence as the Participant's agreement to what is being proposed. A consensus-based decision therefore will not be revisited if a Participant fails to

indicate his/her disagreement in a timely manner. Participants are encouraged to voice opposition, abstention or concern related to a proposal during the discussion. If a Participant wishes to abstain, they must clearly indicate so in response to the call for consensus.

Consensus has been reached when each person involved can honestly say to the others:

- I believe that you understand my point;
- I believe that I understand your point; and
- I can support that consensus has been reached because I believe it was arrived at in a fair and open manner, whether or not it is my first choice, and whether or not my company agrees with it.

When there are questions or disputes, the Leader may take a poll of Voting Members' views on a proposal. This poll is not a vote but rather is a tool to help the Leader determine whether consensus has been reached.

b. Objections

If a Participant objects to a decision, the objecting Participant(s) must state a rationale. An opportunity should be provided for discussion aimed at achieving full understanding and consideration of the objection. It is not acceptable for a Participant to say he/she objects without stating the rationale. Objections without a rationale should not be considered.

c. Resolving Differences

Disagreements should be addressed and resolved through full presentation and discussion of all information and points of view. Participants should dispute ideas using reasoned argument rather than intimidation or personal attack and should provide sufficient relevant data and facts to support his/her view so that other Participants can form an opinion. This includes explaining the strategic, technical, or business value to the industry.

Although Participants may forcefully advocate their views or positions, they should be candid and forthcoming about any weaknesses in their position. Participants should never attempt to withhold or prohibit the sharing of information or points of view, particularly on the grounds that the Participant disagrees with the information or points of view.

In all discussion, debate, and deliberation, Participants should confine their comments to the merits of the issues under review.

d. Antitrust

ATIS has an industry role in bringing together competitors to create broad industry solutions. Participants and Leaders must comply with all applicable antitrust laws and regulations. Participants and Leaders should avoid sensitive topics, such as cost, price information, or any competitively sensitive information. Any breach or suspected breach of ATIS' antitrust policy will be taken very seriously and may lead to the termination of the organization's membership.

Please consult ATIS or your organization's legal counsel if you have any antitrust-related questions or concerns.

5. Concerns or Questions

A Participant should notify Leaders and/or ATIS staff if he/she believes that these guidelines or the ATIS OP are not being followed or if there are other process-related concerns. The specific cause of the concern and all relevant facts should be provided; if a specific action is requested, this should also be stated.

A Participant may raise a procedural issue regarding how the meeting is being managed with the Forum by raising his/her hand (or otherwise asking to be recognized) and clearly explaining the issue. A Participant may also wait for a break in the meeting and raise this matter for discussion with the Leaders and/or ATIS staff at that time. ATIS staff and the Leaders will determine what, if any, action is necessary to address the issue and can inform the Forum upon the meeting's resumption.

ATIS encourages Participants and Leaders to raise issues in a timely manner so that matters may be resolved quickly. Ideally, any issues should be raised before the Forum has moved on to other agenda items.

If you have any questions about these guidelines or ATIS' OP, please contact:

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