



BYLAWS (“NEBENORDNUNG”)

FOR THE OSPT REGARDING THE
ORGANIZATION OF WORKING GROUPS

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1. Definitions

“**OSPT**” means the OSPT – Open Standard for Public Transportation Alliance e.V.

“**Articles of Association**” means the Articles of Association of the OSPT, as amended from time to time.

“**Bylaws**” means the bylaws for the OSPT regarding the procedures for the resolution of disagreements and Expert Determination, regarding the procedures in case of Non-availability of licenses in Essential IPR, regarding the licensing of Contributions and Released Specifications, regarding the use and the licensing of trade marks and regarding the organisation of Working Groups.

“**Board**” means the Board of the OSPT.

“**Management**” means the Management as defined in § 10 of the Articles of Association.

“**Member**” or “**Associate Member**” means Member or Associate Member of the OSPT as defined in § 3.1 of the Articles of Association.

“**Working Group**” or “**WG**” means Working Group of the OSPT as defined in § 11 of the Articles of Association.

“**Working Group Chairperson**” or “**WG Chairperson**” means the person leading the respective WG.

“**Sub-Working Group**” or “**Sub WG**” means Working Group for a specific purpose that reports to a referral Working Group instead of reporting to the Board.

2. OSPT Working Groups

2.1 Following Working Groups have been established by the Board:

- Marketing WG
- Technical WG
- Certification WG

2.2 If deemed necessary towards the fulfilment of the objectives of OSPT the Board may decide in its discretion to close existing WG or establish further Working Groups.

2.3 For each WG and if required for the resolution of specific topics Sub-Working Groups to a Working Group may be established.

2.4 The tasks of the Sub-WG will be defined by the WG Chairperson. The results of the Sub-Working Groups will be reported to the WG Chairperson.

3. WG Participation

3.1 The WGs are open to all Members.

3.2 Associate Members may apply for participation in WGs. The Board may but shall not be obliged to invite Associate Members to participate in Working Groups.

3.3 Participation to the WG is voluntary.

3.4 Each Member and invited Associate Member willing to participate in a WG will nominate each a person representing the Member or invited Associate Member in the WG and a substitute thereto.

3.5 Active participation and contribution, accuracy and compliance with given commitments is of essence for participation in WGs. In case of in-activeness of Members in a WG and upon request of the WG Chairperson the Board may decide on exclusion of Members from WGs.

3.5 The Management may participate in WGs for coaching purposes, but shall have no rights for voting in the WGs.

4. WG Chairperson

4.1 The WG Chairperson of each WG will be elected with ordinary resolution by the Members participating in the WG for periods of one year.

4.2 The responsibilities of the WG Chairperson are:

- Invite for WG meetings or conference calls reasonable in advance. For face to face meetings the notification period shall not be less than two weeks in advance of the planned meeting date.
- To lead the respective WG and report the results of the WG to the Board,
- To maintain the review of objectives defined by the Board,
- If necessary for specific topics initiation of Sub-WGs,
- To keep records and provide meeting minutes after each session and control of agreed schedules,
- Preparation of documents to be presented to the Board in alignment with the Management,
- Monitor the active participation of Members in the WGs

5. WG decision process

5.1 The decision process for WG shall be as follows:

- Decision needs to be debated in first instance with the objective to reach consensus.

- Each Member shall have the opportunity to express its position.
- Reasonable time allocation shall be dedicated in case of disagreement.
- In case consensus cannot be achieved, the WG Chairperson may call the Members for vote. Each Member has one vote. In case no majority can be reached for a topic the WG Chairperson will take the final decision.
- Once a result or deliverable has been validated by the WG, a decision document will be worked out by the WG and the WG Chairperson will present such documents to the Board for their decision.

6. WG meetings

- 6.1 Each WG shall maintain a regular call for alignment purpose according to the requirements of the Working Group. Depending on current subjects, other calls or face to face meetings can be organised by the WG Chairperson.
- 6.2 The members of Working Groups shall inform the WG Chairperson reasonable in advance if they will be able to participate. In case of the absence of a member to the WG such member shall ask its substitute to participate.