

## **Data Society Alliance Operating Regulations**

History

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## **1 Terms**

### **1.1 Articles of Incorporation**

The Articles of Incorporation of the Data Society Alliance (hereinafter “Alliance” or “DSA”) refers to the Data Society Alliance Articles of Incorporation<sup>1</sup>.

### **1.2 Members**

Members of the Alliance shall consist of three categories (Regular Members, Supporting Members and Special Members). Regular Members shall be deemed members under the Act on General Incorporated Associations and General Incorporated Foundations (hereinafter “General Incorporated Associations Act”).

### **1.3 Regular Members**

Regular Members are individuals or organizations that support the purpose of the Alliance and became members thereof, and are divided into Regular Members A and Regular Members B.

### **1.4 Regular Members A**

Regular Members A are Regular Members who use demonstration environment equipment operated by the Alliance.

### **1.5 Regular Members B**

Regular Members A are Regular Members who do not use demonstration environment equipment operated by the Alliance.

### **1.6 Supporting Members**

Supporting Members are individuals or organizations that support the purpose of the Alliance and cooperate with its businesses.

### **1.7 Special Members**

Special Members are administrative institutions, nonprofit organizations, experts (individuals), etc. that have declared their support for the activities of the Alliance and have been approved by the Board of Directors as Special Members (liaising members).

### **1.8 Observers**

Observers are non-member individuals or organizations that fulfill certain requirements and observe meetings of committees, etc. only for Members.

### **1.9 Decision-Making Bodies**

For decision-making bodies, the following are established as internal bodies with the authority to form consensus and make necessary decisions with respect to operation and activities in accordance with laws, regulations and voluntary provisions regarding general incorporated foundations.

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<sup>1</sup> <https://data-society-alliance.org/about/association/>



General Employees' Meeting

Board of Directors

Executive Committees

#### **1.10 Advisory Bodies**

For advisory bodies, the following are established as internal bodies that are consulted with from the decision-making bodies and report appropriate opinions.

-Operation Committee

-Advisory Board

-Regulations Review Board

#### **1.11 Chairperson**

The Chairperson is an expert (individual) elected by a resolution of the Board of Directors that serves as an advisory body of that Board and does not have the authority of representation of the Alliance. The Chairperson does not have occupational authority or responsibility pertaining to the operation of the Alliance, but may serve as Chair of the Advisory Board as well as report opinions regarding the overall activities of the Alliance.

#### **1.12 Directors**

Directors are officers elected by a resolution of the General Employees' Meeting. Directors make up the Board of Directors and execute duties pursuant to the provisions of laws, regulations and the Articles of Incorporation.

#### **1.13 Auditors**

Auditors are officers elected by a resolution of the General Employees' Meeting. Auditors audit the execution of duties by Directors and investigate the operations and property status of the Alliance pursuant to the provisions of laws and regulations.

#### **1.14 Board of Directors**

The Board of Directors is comprised of all Directors and performs duties that include deciding on business execution, overseeing the execution of duties by Directors, and selecting and dismissing the Representative Director.

#### **1.15 Chair of Board of Directors**

The Representative Director shall be designated as the Chair of the Board of Directors. In cases where two or more Representative Directors have been elected, one of them shall be designated as the Chair of the Board of Directors by a resolution of the Board of Directors. The Chair of the Board of Directors is elected by the Board of Directors and performs the execution of business.

#### **1.16 Executive Director**

An Executive Director may be elected from among the Directors by a resolution of the Board of Directors. The Executive Director assists the Chair of the Board of Directors and performs the execution of business.

For the “order set forth by the Board of Directors in advance when the Chair of the Board of Directors is absent or an accident befalls on the Chair of the Board of Directors,” stipulated in the Articles of Incorporation of the Alliance, the Executive Director shall be first in the order.

#### **1.17 Secretariat**

The Secretariat processes administrative affairs of the Alliance. A Secretariat head and necessary personnel shall be placed in the Secretariat, with one Director who is not the Chair of the Board of Directors to be designated as the Secretariat head. In cases where an Executive Director has been elected, the Executive Director shall be designated as the Secretariat head.

#### **1.18 Committees**

The Alliance shall establish the following committees.

- (1) Operation Committee
- (2) Utilization Promotion Committee
- (3) Academic Collaboration Committee
- (4) Technical Standards Reviewing Committee
- (5) Operational Criteria Reviewing Committee
- (6) Accreditation Examination Committee
- (7) International Standardization Promotion Committee
- (8) External Collaboration Committee
- (9) Proof-of-Concept Promotion Committee
- (10) Local Government Cooperation Promotion Committee

Necessary matters regarding the duties, composition and operation of each committee shall be separately stipulated by a resolution of the Board of Directors. Note that the Board of Directors, should it deem it to be necessary, may add new committees or abolish existing ones by a resolution of the Board.

#### **1.19 General Employees’ Meeting**

The General Employees’ Meeting shall consist of all employees and shall resolve the removal of Members, the election or dismissal of Directors and Auditors, the amount of remuneration, etc. of Directors and Auditors, the approval of the Balance Sheet and Statement of Income (Statement of Increase or Decrease in Net Assets) as well as the supplementary schedules thereof, changes to the Articles of Incorporation, dissolutions and disposals of remaining property, and other matters set forth in laws, regulations or the Articles of Incorporation as those to be resolved by the General Employees’ Meeting.

#### **1.20 DSA Member Systems**

DSA Member Systems are operating support systems for DSA Members that use an integrated member management platform (SmartCore). The systems are used for resolutions, the convening

of committee meetings and meeting bodies and the distribution of minutes for the Executive Committees/Advisory Board and the Board of Directors.

### **1.21 Mailing List (ML)**

The ML is used to provide information from the Executive Committees, Secretariat, etc. For example, the ML is used to provide information on the holding of meetings, the commencement of Member reviews, events, and matters registered in the Member system.

Note that the ML must not be used as a substitute means for the likes of resolutions using a DSA Member System as prescribed in the Operating Regulations.

## **2 Application**

These Operating Regulations concern the operation of the Alliance.

Matters not expressly stipulated in these Operating Regulations shall be in accordance with the Articles of Incorporation set forth by the Alliance, the Member Rules, and the General Incorporated Associations Act.

## **3 Revisions and Abolitions**

Revisions and abolitions of these Operating Regulations shall be conducted through resolutions of the Board of Directors. Members of the Alliance (Regular Members, Supporting Members and Special Members) may request a motion for revisions and abolitions of these Operating Regulations to Directors of the Alliance. Resolutions of revision and abolition proposals must be approved by the Board of Directors based on motions by Directors.

Directors who have been requested to make such motions may not refuse that request unless there is good reason to do so.

## **4 Execution**

These Operating Regulations shall be executed following approval by the Board of Directors of the Alliance and based on their thorough dissemination among Members by the Secretariat.

## **5 Preface**

### **5.1 Purpose of Establishment**

As social issues around the world become increasingly complex, Japan is being called upon to do its part for both within and outside its borders by having all people equally resolve worldwide and region-specific challenges using data-driven models and great innovation (the democratization of innovation). This led to the founding of the Data Society Alliance as a cooperative organization that facilitates a digital transformation (DX) across society as a whole by ensuring the safe distribution and utilizing the value asset of data, further a safe, secure and happy “Society 5.0”

centered on humans, and promoting the unified distribution and utilization of data across industry, the government and academia.

The purpose of the Alliance is to realize a rich society through impartial and free data utilization across sectors through industry-government-academia collaboration (hereinafter “Data-Driven Society”).

## **5.2 Vision**

World of data-driven innovation

What we are striving for is a world where innovation occurs continuously through data utilization.

## **5.3 Mission**

In order to create the world of data-driven innovation indicated in our vision, we shall carry out the following mission.

i. Establish Data-Driven Society with democracy of innovation

We shall establish a Data-Driven Society and realize the democratization of innovation.

ii. Develop data-distribution infrastructure for the world

We shall develop data-distribution infrastructure that can be utilized on a worldwide scale.

iii. Accelerate social implementation with technology and service development

We shall promote social implementation through the development of technology and services.

iv. Collaboration and contribution to the world

We shall collaborate with the world and make contributions to it.

## **5.4 Overview of Businesses**

As set forth in Article 3 of its Articles of Incorporation, the purpose of the Alliance is to realize a rich society through impartial and free data utilization across sectors through industry-government-academia collaboration (hereinafter “Data-Driven Society”). It shall engage in the following businesses in order to contribute to that purpose.

(1) Provision of collaborative services to realize a Data-Driven Society

(2) Promotion of academic research that contributes to a Data-Driven Society

(3) Promotion of industry-government-academia collaboration that contributes to a Data-Driven Society

(4) Formulation of operation standards for related business operators, etc. that underpin a Data-Driven Society

(5) Formulation of technical standards that underpin a Data-Driven Society

(6) Certification and disclosure based on operation standards and technical standards for business operators, etc. that underpin a Data-Driven Society

(7) Creation of data utilization for invigorating a Data-Driven Society

(8) Investigation, research and promotion related to legal issues, international collaboration/standardization, etc. surrounding a Data-Driven Society

(9) Policy recommendations to government ministries and agencies related to a Data-Driven Society and collaboration with associated organizations

(10) Businesses other than those listed in the above items as well as activities needed for the sound growth of a Data-Driven Society

## **5.5 Operating Guidelines**

The operation of the Alliance shall be conducted in accordance the following guidelines.

### **5.5.1 Transparency**

Minutes, meeting materials, etc. shall all be disclosed to Members in principle.

### **5.5.2 Impartiality**

All Members shall be able to attend meetings of decision-making bodies and advisory bodies.

The right to speak and voting rights at said meetings shall follow these Operating Regulations.

### **5.5.3 Legal Compliance**

Consensus-forming and decision-making shall be in adequate compliance with laws and regulations as well as the Articles of Incorporation and various regulations set forth by the Alliance.

### **5.5.4 Clarification of Liability**

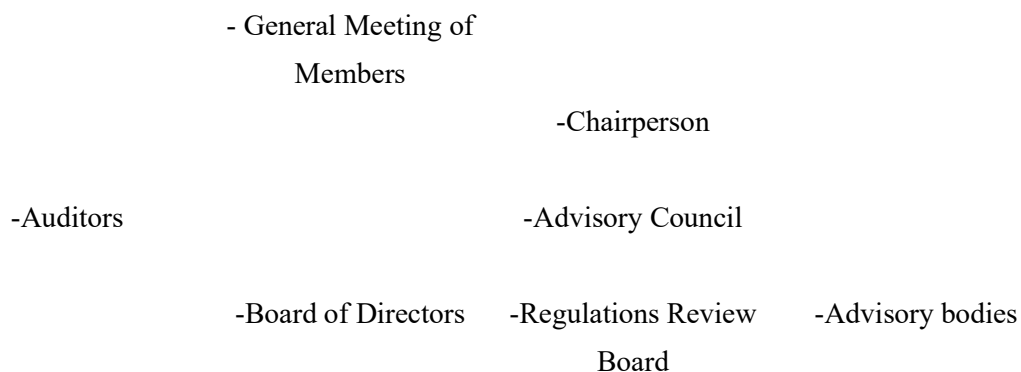
Operation shall be conducted with clarity on jurisdiction over occupational authority (including that of the Chair of the Board of Directors, the Executive Director, Directors, Committee Chairpersons, Auditors, etc.) and on where liability lies.

### **5.5.5 Rights of Members**

With the exception of cases stipulated under laws, regulations, etc., Members shall equally have the right to raise an objection to the results of any consensus-forming or decision-making.

## **6 Organizational Structure**

The Alliance shall be operated based on the organizational structure set forth in the Articles of Incorporation that is indicated in the diagram below.



-Secretariat

-Operation  
Committee

-External  
Collaboration  
Committee

-Utilization  
Promotion  
Committee

-Academic  
Collaboration  
Committee

-Executive  
Committees

-Technical Standards  
Reviewing  
Committee

-Operational Criteria  
Reviewing  
Committee

-Accreditation  
Examination  
Committee

-International  
Standardization  
Promotion  
Committee

-Proof-of-Concept  
Promotion  
Committee

-Local Government

Collab Promotion  
Committee

**7 General Employees' Meeting**

General Employees' Meetings of the Alliance shall be operated in accordance with the stipulations of laws and regulations as well as those of the Articles of Incorporation.

Note that Regular Members shall be deemed members under the General Incorporated Associations Act.

**8 Chairperson**

The Chairperson is an expert (individual) elected by a resolution of the Board of Directors that serves as an advisory body of that Board and does not have the authority of representation of the Alliance. The Chairperson does not have occupational authority or responsibility pertaining to the operation of the Alliance, but may serve as chair of the Advisory Board as well as report opinions regarding the overall activities of the Alliance.

**9 Board of Directors**

The Board of Directors is a decision-making body established in accordance with the stipulations of Chapter 5 of the Articles of Incorporation. Matters regarding the Board of Directors and officers who attend meetings of the Board of Directors (the Chair of the Board of Directors, the Executive Director, Directors and Auditors) shall follow the stipulations of laws, regulations and the Articles of Incorporation.

**10 Auditors**

Matters regarding Auditors of the Alliance shall follow the stipulations of laws, regulations and the Articles of Incorporation.

**11 Secretariat**

Matters regarding the Secretariat shall follow the stipulations of the Articles of Incorporation.

**12 Advisory Board**

**12.1 Purpose**

The Advisory Board is an advisory body that reports its opinions to requests for consultation and advice by decision-making bodies regarding the overall activities of the Alliance.

**12.2 Members**

The members of the Advisory Board are made up of the external experts (individuals) and the

Chairperson and Directors elected and delegated by the Board of Directors as advisors.

Note that the attendance of members by proxy is not permitted.

### **12.3 Advisors**

Advisors may participate in meeting bodies held by the Alliance in order to understand the overall activities of the Alliance.

### **12.4 Chair**

The Chairperson shall be designated as the Chair of the Advisory Board. However, in cases where the Chairperson is unable to attend meetings of the Advisory Board, the Chair may be substituted by mutual election by the Advisors in attendance.

### **12.5 Transcriber**

The Secretariat shall serve as the Transcriber for meetings of the Advisory Board.

### **12.6 Convenor**

The Chair shall convene meetings of the Advisory Board at the request of its members.

### **12.7 Requirements for Establishment**

Meetings of the Advisory Board shall be established with at least two Advisors, the Chair or acting Chair, and at least two Directors in attendance.

### **12.8 Voting Rights**

The Chairperson and Advisors in attendance at meetings of the Advisory Board shall have voting rights at said meetings.

### **12.9 Operating Affairs**

The Secretariat shall be in charge of affairs pertaining to the operation of the Advisory Board.

- i. Provision of information on the holding of meetings, etc.
- ii. Maintenance and management of Advisory Board-related groups and the Advisory Board ML within DSA Member Systems
- iii. Maintenance and management of the file server
- iv. Other matters of operation unique to the Advisory Board

## **13 Regulations Review Board**

### **13.1 Purpose**

The Regulations Review Board is an advisory body that drafts and examines regulations overall based on requests for advice by the Board of Directors regarding the various regulations of the Alliance.

### **13.2 Members**

The members of the Regulations Review Board shall be the delegated Committee Members and Directors following open solicitation from among Regular Members and approval by the Board of Directors.



### **13.3 Chair**

The Chair of the Board of Directors shall be designated as the Chair of the Regulations Review Board. However, the Executive Director may be designated as the Chair of the Regulations Review Board in cases where the Chair of the Board of Directors is unable to attend meetings of the Regulations Review Board or when nominated by the Chair of the Board of Directors. If neither the Chair of the Board of Directors nor the Executive Director is able to attend meetings of the Regulations Review Board, the Chair may be substituted by mutual election by the Directors in attendance.

### **13.4 Convenor**

The Chair shall convene meetings of the Regulations Review Board at the request of its members.

### **13.5 Requirements for Establishment**

Meetings of the Regulations Review Board shall be established with at least two Committee Members, the Chair or acting Chair, and at least two Directors in attendance.

### **13.6 Voting Rights**

The members in attendance at meetings of the Regulations Review Board shall have voting rights at said meetings.

### **13.7 Operating Affairs**

The Secretariat shall be in charge of affairs pertaining to the operation of the Regulations Review Board.

- i. Provision of information on the holding of meetings, etc.
- ii. Maintenance and management of Regulations Review Board groups and the Regulations Review Board ML within DSA Member Systems
- iii. Maintenance and management of the file server
- iv. Other matters of operation unique to the Regulations Review Board

## **14 Operation Committee**

### **14.1 Purpose**

The Operation Committee is an advisory body that coordinates the various Business Executive Committees and provides opinions to the Board of Directors regarding business execution by the Alliance.

### **14.2 Members**

The heads of the various Business Executive Committees shall be designated as the members of the Operation Committee. However, in cases where the heads of the various Business Executive Committees are unable to attend meetings of the Operation Committee, persons designated by the Committee Chairperson or elected by the various Business Executive Committees may attend as a proxy.

Additionally, any Regular Member other than Operation Committee Members may attend meetings of the Committee and state their opinion there.

#### **14.3 Chair**

The Chair of the Board of Directors shall be designated as the Chair of the Operation Committee. However, the Executive Director may be designated as the Chair of the Operation Committee in cases where the Chair of the Board of Directors is unable to attend meetings of the Operation Committee or when nominated by the Chair of the Board of Directors. If neither the Chair of the Board of Directors nor the Executive Director is able to attend meetings of the Operation Committee, the Chair may be substituted by mutual election by the Directors in attendance.

#### **14.4 Convenor**

The members or Chair shall convene meetings of the Operation Committee.

#### **14.5 Requirements for Establishment**

Meetings of the Operation Committee shall be established with at least two members and the Chair or acting Chair in attendance.

#### **14.6 Voting Rights**

The members in attendance at meetings of the Operation Committee shall have voting rights at said meetings.

#### **14.7 Operating Affairs**

The Secretariat shall be in charge of affairs pertaining to the operation of the Operation Committee.

- i. Provision of information on the holding of meetings, etc.
- ii. Maintenance and management of Operation Committee groups and the Operation Committee ML within DSA Member Systems
- iii. Maintenance and management of the file server
- iv. Other matters of operation unique to the Operation Committee

### **15 External Collaboration Committee**

#### **15.1 Purpose**

The External Collaboration Committee is an advisory body that widely conducts exchanges of opinions regarding collaboration between the Alliance and external organizations and bodies and provides opinions to the Board of Directors with respect to collaboration aimed at realizing a Data-Driven Society.

The purpose of the External Collaboration Committee is to establish human networks and help foster trust among organizations and promote inter-organizational collaboration as well as intra-sector and inter-sector data collaboration by providing a forum for the open exchange of information on an equal footing to organizations that engage in data collaboration in various sectors.

## **15.2 Members**

The External Collaboration Committee is made up of the Chairperson, Directors, Auditors, and Members and participants from the external organizations and bodies that they engage in discussion with.

## **15.3. Chair**

The Chairperson shall be designated as the Chair of the External Collaboration Committee. However, in cases where the Chairperson is unable to attend meetings of the External Collaboration Committee, the Chair may be substituted by election by mutual vote by Committee members.

## **15.4 Convenor**

The Chairperson shall convene meetings of the External Collaboration Committee at the request of its members.

## **15.5 Requirements for Establishment**

Meetings of the External Collaboration Committee shall be established with at least two members and the Chair or acting Chair in attendance.

## **15.6 Voting Rights**

The members in attendance at meetings of the External Collaboration Committee shall have voting rights at said meetings.

## **15.7 Operating Affairs**

The Secretariat shall be in charge of affairs pertaining to the operation of the External Collaboration Committee

- i. Arrangements for meeting room, etc.
- ii. Provision of information on the holding of meetings, etc.
- iii. Maintenance and management of External Collaboration Committee groups and the External Collaboration Committee ML within DSA Member Systems
- iv. Maintenance and management of the file server
- v. Other matters of operation unique to the External Collaboration Committee

## **16 Executive Committees**

Executive Committees refer to decision-making bodies for executing the business of the Alliance and is a collective name for the following committees.

- (1) Utilization Promotion Committee
- (2) Academic Collaboration Committee
- (3) Technical Standards Reviewing Committee
- (4) Operational Criteria Reviewing Committee
- (5) Accreditation Examination Committee

- (6) International Standardization Promotion Committee
- (7) Proof-of-Concept Promotion Committee
- (8) Local Government Cooperation Promotion Committee

These committees shall be operated in accordance with shared operating regulations indicated in this Chapter.

## **16.1 Purpose of Executive Committees**

The purpose of each Executive Committee is as follows.

### **16.1.1 Utilization Promotion Committee**

The purpose of the Utilization Promotion Committee is to conduct activities that widely contribute to popularization and enlightenment for the sake of improving industrial competitiveness and creating innovation through the invigoration of a Data-Driven Society. These activities include mutual collaboration among business operators involved in a Data-Driven Society, investigations and research pertaining to the promotion of collaboration with data holders and parties with utilization needs, Alliance Member support, communication with related stakeholders, award recognitions, and policy recommendations.

### **16.1.2 Academic Collaboration Committee**

The purpose of the Academic Collaboration Committee is to share information on challenges and needs in industry and resources held by academia (researchers, data, systems, etc.) and assist with matching between corporations and research institutions for the sake of promoting industry-academia collaboration.

### **16.1.3 Technical Standards Reviewing Committee**

The purpose of the Technical Standards Reviewing Committee is to examine technical elements concerning data catalogs, API, data quality, etc. in a Data-Driven Society and formulate guidelines, etc. for collaboration between Data-Driven Society platforms and users/providers.

### **16.1.4 Operational Criteria Reviewing Committee**

The purpose of the Operational Criteria Reviewing Committee is to promote collaboration by business operators involved in a Data-Driven Society and business operators related thereto and formulate “operation standards” for businesses that pertain to a Data-Driven Society in order to work towards ensuring adequate operation.

### **16.1.5 Accreditation Examination Committee**

The purpose of the Accreditation Examination Committee is to perform a certification review for business operators involved in a Data-Driven Society based on the standards formulated by the Operational Criteria Reviewing Committee or Technical Standards Reviewing Committee and approved by the Board of Directors.

To ensure no conflict of interest, the act of certification review is performed by third parties with

no conflict of interest with the business operators subject to certification review.

The Accreditation Examination Committee can request to the Board of Directors that it establish a Certification Advisory Committee as a third party independent from the Alliance. In doing so, the Accreditation Examination Committee must include the names of the members of the Certification Advisory Committee, the reason for their election, proof that they are independent from the Committee, their term and matters to request advice for in the relevant proposal to be reviewed by the Board of Directors. Members of the Accreditation Examination Committee may participate in meeting bodies held by the Alliance in order to promote the understanding of the Alliance's matters to request advice for.

#### **16.1.6 International Standardization Promotion Committee**

The purpose of the International Standardization Promotion Committee is to engage in activities such as 1) contributing to international Standards Developing Organizations (SDOs) associated with a Data-Driven Society and 2) investigate trends at those SDOs and various organizations in order to promote international standards development that pertains to a Data-Driven Society.

#### **16.1.7 Proof-of-Concept Promotion Committee**

The purpose of the Proof-of-Concept Promotion Committee is to conduct the likes of 1) the establishment of a demonstration environment required for demonstration, 2) the formulation, implementation and reporting of demonstration experiment plans and 3) the deployment of positive outcomes in order to perform demonstrations of advanced technology that contributes to a Data-Driven Society, their application, etc.

#### **16.1.8 Local Government Cooperation Promotion Committee**

The purpose of the Local Government Cooperation Promotion Committee is to promote collaboration with municipalities that work towards the establishment of a Data-Driven Society and implement 1) a consultation counter for municipality Members, 2) exchanges of opinions with municipality Members, 3) the sharing of case examples at municipal Members, 4) assistance with the establishment of data collaboration infrastructure in municipalities, 5) the sorting of municipal data needs, and 6) other operations that contribute to the promotion of a Data-Driven Society in municipalities.

### **16.2 Members**

The members of each Executive Committee shall be Members (Regular Members, Supporting Members and Special Members) of the Alliance.

### **16.3 Committee Chairperson**

A Committee Chairperson with responsibility for operation of the Committee as well as for reporting to the Board of Directors and each advisory body shall be placed in each Executive Committee.

In principle, one Director of the Alliance is appointed as Committee Chairperson by nomination

by the Board of Directors.

However, in cases that the Board of Directors find to be reasonable, an expert, etc. shall be appointed as the Committee Chairperson and granted voting rights at Committee meetings regardless of their membership eligibility. In such cases, one Director shall be designated as the Director supervising the committee in question. Said Director shall provide oversight pertaining to attendance at meetings of the Committee and the operation thereof.

#### **16.4 Vice-Committee Chairperson**

Each Executive Committee may place a Vice-Committee Chairperson by mutual election by Committee members as necessary.

Note that the Committee may place multiple Vice-Committee Chairpersons provided that it can clarify the segregation of duties among them.

In cases where Vice-Committee Chairpersons are elected, the Committee Chairperson shall promptly report such to the Board of Directors.

#### **16.5 Transcriber**

Each Executive Committee may place a Transcriber to prepare minutes, manage voting rights and conduct other duties required in the operation of the Committee by mutual election by Committee members as necessary.

Note that the Committee may place multiple Transcribers provided that it can clarify the segregation of duties among them.

In cases where Transcribers are elected, the Committee Chairperson shall promptly report such to the Board of Directors.

#### **16.6 Convenor**

The Committee Chairperson of each Executive Committee shall convene meetings of that Committee at the request of its members. Note that in cases where the Committee Chairperson is unable to convene meetings for any reason, a Vice-Committee Chairperson may convene meetings.

#### **16.7 Chair**

The Committee Chairperson or a Vice-Committee Chairperson of each Executive Committee shall serve as the Chair of that Committee.

#### **16.8 Requirements for Establishment**

Each Executive Committee shall be established with at least two members and the Committee Chairperson or a Vice-Committee Chairperson and a Transcriber in attendance.

#### **16.9 Voting Rights**

Members in attendance at meetings of each Executive Committee who are Regular Members of the Alliance shall have voting rights at said meetings.

#### **16.10 Term of Service of Titled Members of Executive Committees**

The term of service of titled members of each Executive Committee shall be until the business year that ends within two years following their election.

Should a titled member be absent, the Board of Directors or Committee must promptly elect a new titled member to fill that absence. Until that absence is filled, the duties of the titled member in question shall be conducted by the Committee Chairperson. Note that the term of titled members elected to fill an absence shall be until the end of the term of the previously appointed

member.

### **16.11 Working Groups**

Each Executive Committee may establish a working group after clearly setting forth the purpose, schedule and budget thereof in order to share the implementation of actual duties in the execution of business by that Committee.

In establishing a working group, each Committee must first seek the advice of the Operation Committee and verify that there is no discrepancy or overlap with other Executive Committees. Additionally, in cases where a Committee has established a working group, its Committee Chairperson shall promptly report the details thereof to the Board of Directors.

The working group must be operated in accordance with these Operating Regulations unless expressly specified otherwise.

### **16.12 Task Groups**

Each Executive Committee may establish a task group after clearly setting forth the purpose, schedule and budget thereof in order to share the implementation of actual duties in the execution of business undertaken on commission or business with an established time limit.

In establishing a task group, each Committee must first seek the advice of the Operation Committee and verify that there is no discrepancy or overlap with other Executive Committees. Additionally, in cases where a Committee has established a task group, its Committee Chairperson shall promptly report the details thereof to the Board of Directors.

The task group must be operated in accordance with these Operating Regulations unless expressly specified otherwise.

### **16.13 Operating Affairs**

Out of affairs pertaining to operation of Executive Committees, in principle, each Committee is in charge of matters i. through iv. and the Secretariat is in charge of v. through vii.

- i. Arrangements for meeting room, etc.
- ii. Provision of information on the holding of meetings, etc.
- iii. Maintenance and management of the DSA Member System and ML assigned to each committee
- iv. Maintenance and management of the file server assigned to each committee
- v. Maintenance and management of the shared DSA Member System and ML assigned to all committees
- vi. Maintenance and management of the shared file servers assigned to all committees
- vii. Other matters of operation unique to each committee that necessitate coordination with other committees and/or bodies

## **17 Shared Matters of Operation**

Excluding cases otherwise specified under laws or regulations, the operation of Executive



Committees and advisory bodies shall follow the following shared matters of operation.

### **17.1 Principle of Consensus-Forming**

Consensus-forming and agenda operation required in the operation of decision-making bodies and advisory bodies must be operated with respect to Robert's Rules of Order unless expressly specified otherwise.

At decision-making bodies and advisory bodies, consensus shall be formed at meetings or in electronic document form following the sufficient explanation and review of proposals. At that time, if unanimous consensus cannot be formed, a vote shall be taken using one of the following resolutions to reach a consensus.

Note that when the Members have an objection in the process of any review or resolution or at another time, they may raise an objection with the Board of Directors, which may review the nature of that objection and request a re-deliberation of the applicable body as necessary.

Also note that Auditors shall take the same action in response to objections raised to resolutions of the Board of Directors.

#### **17.1.1 General Resolutions**

The progression of agenda, the performance of businesses in accordance to approved business plans or budgets, and other matters shall be resolved with a majority of members with voting rights in attendance.

#### **17.1.2 Special Resolutions**

The approval of separately stipulated technical documents, the disclosure of external documents, changes to business plans, or the execution of extrabudgetary businesses, and so forth shall be resolved with two-thirds of members with voting rights in attendance.

### **17.2 Procedures for Resolutions Using DSA Member Systems**

For the sake of expediting discussion and the deployment of positive effects, Executive Committees, advisory bodies and the Board of Directors may conduct discussion required for operation and adoption for resolutions at any time over the bulletin board in DSA Member Systems for each Executive Committee, advisory body and the Board of Directors set up by the Secretariat. However, the proposal of reviews, questions, motions, voting, etc. must be conducted in accordance with the following procedures.

Note that DSA Member Systems may be substituted with electromagnetic means approved by the Board of Directors.

#### **17.2.1 Commencement of Review**

Members proposing reviews shall state [Review Commenced: No.: Name] in the subject heading and post the details of their review on the bulletin board in a DSA Member System.

Ex: [Review Commenced: 0001 :xx Meeting Minutes]

#### **17.2.2 Motions**

After the review has commenced, should a new question-and-answer session from each member not be conducted up to the business day after the day of the previous question-and-answer session, or at the time that three business days has elapsed from the day that the review commenced, the person submitting (making) a motion for a vote shall state [Motion: Motion No.: Name] and reply to the post on motion commencement asking for supporters for the motion.

Ex: [Motion: 0001: Approval of xx Meeting Minutes]

### **17.2.3 Support for Motions**

Those who supports the motion shall state [Motion Support: Motion No.: Name] and reply to the post on the motion citing support for it. At this point in time, the motion in question becomes valid. From that point onward, revisions, etc. to the content of the motion shall require procedures for a secondary motion.

Ex: [Motion Support: 0001: Approval of xx Meeting Minutes]

### **17.2.4 Commencement of Motions, Discussion and Voting**

After a motion and support is obtained, at the time persons participating in the Committee meeting or meeting body in question stage their opinion for or against the content of the motion made and once this discussion has been sufficiently carried out, the Chair shall state [Voting Commenced: Motion No.: Name: Voting Deadline] on the first line, submit a reply to the post on motion support containing the following content in the main text, and declare that voting on that motion shall be conducted.

However, the voting deadline shall be one or more business days from the time that the voting commencement email is posted.

Note that in order to expedite the review, if the Chair is unable to commence voting, at the time that one business day or more elapses following support for the motion, the person making the motion may commence voting.

Ex: [Voting Commenced: 0001: Approval of xx Meeting Minutes: 2017/12/25/17:00 JST]

Motion: 0001: Approval of xx Meeting Minutes

xxx (body) approves the zz meeting minutes presented to xxx

Proponent: Name of person, Company AAA

Motion supporters: Name of person, Company BBB

### **17.2.5 Voting**

After voting has commenced, for posts indicated as “[Voting Commenced: Motion No.: Name: Voting Deadline]” on the first line, each member may exercise their right to vote in the voting on the motion in question by posting a reply clearly expressing their approval, disapproval or abstention in the main text.

Note that votes made after the voting deadline has elapsed shall be invalid.

Ex.:

[Voting Commenced: 0001: Approval of xx Meeting Minutes: 2017/12/25/17:00 JST]

Approve/Disapprove/Abstain (Example of case of approval)

Name of member

### **17.2.6 Adoption**

Once the voting deadline elapses, the Chair shall promptly state [Voting Results: Motion No.: Name: Results] on the first line, state voting results as stated in the Supplementary Provisions, and make a report on voting on the bulletin board.

Adoption shall follow the principle of consensus-forming under 17.1.

Note that in order to expedite the review, if the Committee Chairperson, Chief Director, Executive Director or Chair is unable to tally votes or report on voting, at the time that one business day or more elapses following the voting deadline, the Transcriber may tally votes and report on voting.

Ex.:

[Voting Results: 0001: Approval of xx Meeting Minutes: Approved] (Example of case of approval)

### **17.2.7 Abbreviated Postings**

In order to expedite the review, in cases where the proposer of the review has the intention to request a motion following the review, the series of procedures encompassing review, motion, motion support, voting commencement and the setting of the voting deadline may be conducted using a single post on the bulletin board.

In such cases, in principle, once the business day after the day of the applicable posting has elapsed and motion supporters have posted their support, voting shall be considered to have commenced.

Note that in such cases, indications of the intent to approve, disapprove or abstain prior to the commencement of voting shall be valid.

Additionally, abbreviated postings shall be conducted by the member proposing the review. Normally, only the Chair can determine the commencement of voting, however, in abbreviated postings, the proposer of the review may commence voting in place of the Chair. The voting deadline may be set to one business day or later after voting has commenced.

Ex.:

Subject heading

[Review/Motion/Voting Commenced: 0001: Approval of xx Meeting Minutes: 2017/12/25/17:00 JST]

Main text

Motion: 0001: Approval of xx Meeting Minutes

xxx (body) approves the zz meeting minutes presented to xxx

Proponent: Name of person, Company AAA

Motion supporters: The first supporter shall be indicated as the motion supporter.

Voting shall automatically commence on 2017/12/26/17:00 JST after a motion supporter has been gained.

Note that indications of the intent to approve, disapprove or abstain prior to the commencement of voting shall be valid.

The voting deadline shall be set to 2017/12/27/17:00 JST.

### **17.3 Convocation**

For the convocation of Committee meetings and meeting bodies, the convener shall disclose the meeting agenda no later than two weeks prior to the meeting date in principle and convene the meeting over a DSA Member System.

### **17.4 Minutes**

After Committee meetings and meeting bodies have been held, the Transcriber shall prepare draft minutes within one week in principle and disclose them on the DSA Member System for the Committee meeting or meeting body.

The disclosed draft minutes shall be subject to an approval vote at a meeting to be held following disclosure or over the DSA Member System.

Note that minutes on DSA Member Systems shall be minutes in the form of electromagnetic records on the DSA Member System.

#### **17.4.1 Statement of Participants**

The name of participants, names of the members and member categories shall be stated in minutes.

#### **17.4.2 Statement of Persons with Voting Rights**

When resolutions pertaining to standard documents indicated in 22.1 were made at Committee meetings or meeting bodies, the member's names of participants with voting rights for the resolutions pertaining to standard documents indicated in 22.1.1 shall be stated in the minutes.

#### **17.4.3 Statement of Motion Results**

When proposals of reviews, motions or resolutions were conducted at Committee meetings or meeting bodies, a description of said proposals of reviews or motions, the proponent, motion supporters and the results (number of votes in approval/disapproval/abstained votes or whether votes were unanimous) shall be stated in the minutes.

Note that whether or not to disclose voter names shall be determined in accordance with the voting system selected in the course of the proceedings.

### **17.5 Use of Unified Slides for Announcement**

For the purpose of unifying information notified by each Committee and sharing matters common to Members, in holding Committee meetings or meeting bodies, the Chair shall use "unified slides (under 24.6)" that indicate agenda operation rules, membership eligibility and the handling of industrial property rights that should be announced. However, the content of the slides may be

revised in line with revision to the Operating Regulations, Articles of Incorporation, etc.

## **17.6 Ad Hoc Meetings**

Executive Committees and advisory bodies at the Alliance may hold an ad hoc meetings from time to time. Ad hoc meetings are meetings where consultation upon decision-making does not take place. These are used as a forum for participants to engage in the free and easy exchange of opinions. Accordingly, consensus reached at ad hoc meetings must not be used as consensus reached at Executive Committee or advisory body meetings. 17.1 through 17.5 of these Operating Regulations do not apply to ad hoc meetings.

## **18 Participation of Non-Members in Committee Meetings and Meeting Bodies**

Individuals or corporations that are not Members of the Alliance but participate in and observe Committee meetings or meeting bodies of the Alliance shall be “observers.” The Alliance may have persons other than Members participate in Committee meetings or meeting bodies only for Members in the capacity of “observers.” Persons who will participate as observers must meet all the following conditions.

- i. At least one Director shall verify that the non-member in question is considering joining the Alliance;
- ii. Approved by the Chair of the Committee meeting or meeting body that they shall participate in;
- iii. Have the consent of the members of the Committee or meeting body in question over whether or not non-members can observe or speak with respect to individual agenda at the Committee meeting or meeting body that they shall participate in; and
- iv. Has sworn in advance to comply with the Operating Regulations, the Basic Guidelines on Handling of Industrial Property Rights, Etc. and the Detailed Operation Provisions on Handling of Industrial Property Rights, Etc., as an observer.

## **19 Invitation of Outside Lecturers**

The Alliance may request to outside experts and other parties to perform lectures, etc. at Committee meetings, meeting bodies and events as needed. In such cases, rewards for outside lecturers shall be handled according to the following steps.

### **19.1.1.1 Determination of Invitation**

The requesting Committee, meeting body or event organizer shall closely examine the budget, requestee and nature of the request and determine whether or not to pay a reward and the rank of reward as indicated in the Reward Regulations.

### **19.1.1.2 Verification of Acceptance of Reward**

In cases where they have decided to pay a reward, the requesting Committee, meeting body or event organizer shall indicate their intent to pay a reward based on the Reward Regulations of the Alliance to the requestee and verify with the requestee whether or not they accepted the reward.

#### **19.1.1.3 Clerical Processing of Reward Payment Procedures**

When the requesting Committee, meeting body or event organizer has verified that the requestee shall accept the reward, they shall notify the Secretariat of the requestee's contact information, etc. The Secretariat shall then perform the necessary clerical processing for payment.

### **20 Presentations, Lectures and Writings Regarding the Alliance**

When conducting presentations, lectures or writings externally with regard to Alliance activities, Alliance Members or persons belonging to Member organizations shall take the following actions in principle.

However, cases involving special circumstances shall be individually consulted over by the Board of Directors.

#### **20.1 Cases Where Members Undertake Requests and Cases Based on Members' Own Desire**

Cases in which Alliance Members or persons belonging to member organizations conducts presentations, lectures or writings based on the agreement of the Alliance by undertaking a request from a third party or based on their own desire shall be handled in the following manner.

##### **20.1.1 Agreement**

In cases where the presentations, lectures or writings are limited to individual Committees or limited to a scope already disclosed by the Alliance, the foregoing shall be conducted with the agreement of the Committee, and a report after the fact on the content thereof shall be made at a meeting of the Operating Board.

In cases where the presentations, lectures or writings are not limited to specific Committees and are limited to a scope already disclosed by the Alliance, the foregoing shall be conducted with the agreement of the Operating Board, and a report after the fact on the content thereof shall be made at a meeting of the Board of Directors.

In cases where the presentations, lectures or writings cover matters that have not yet been disclosed by the Alliance or the foregoing acts may cause the Alliance to incur obligations or responsibilities in some form, the foregoing shall be individually consulted over by the Board of Directors.

##### **20.1.2 Expenses**

Expenses necessitated by presentations, lectures or writings shall be borne by the Member in question.

##### **20.1.3 Rewards**

Rewards or other economic benefits obtained from presentations, lectures or writings shall be received by the Member in question.

#### **20.1.4 Copyrights and Other Rights**

Copyrights and other rights for disclosed materials by the Alliance shall belong to the Alliance. Additionally, in cases where said materials shall be partially or entirely reused and clearly indicate sources for materials quoted therein, copyrights, etc. for the quoted materials shall belong to the Member in question.

#### **20.2 Cases Where the Alliance Undertakes Requests**

Cases in which the Alliance nominates related parties of the Alliance to conduct presentations, lectures or writings by undertaking a request from a third party shall be handled in the following manner.

##### **20.2.1 Agreement**

In cases where the presentations, lectures or writings are limited to individual Committees or limited to a scope already disclosed by the Alliance, the foregoing shall be conducted with the agreement of the Committee, and a report after the fact on the content thereof shall be made at a meeting of the Operating Board.

In cases where the presentations, lectures or writings are not limited to specific Committees and are limited to a scope already disclosed by the Alliance, the foregoing shall be conducted with the agreement of the Operating Board, and a report after the fact on the content thereof shall be made at a meeting of the Board of Directors.

In cases where the presentations, lectures or writings cover matters that have not yet been disclosed by the Alliance or the foregoing acts may cause the Alliance to incur obligations or responsibilities in some form, the foregoing shall be individually consulted over by the Board of Directors.

##### **20.2.2 Expenses**

Expenses necessitated by presentations, lectures or writings shall be burdened by the Alliance.

##### **20.2.3 Rewards**

Rewards or other economic benefits obtained from presentations, lectures or writings may be paid as a fixed percentage to the implementer following consultation by the Board of Directors.

##### **20.2.4 Copyrights and Other Rights**

Copyrights and other rights for disclosed materials by the Alliance shall belong to the Alliance. Additionally, in cases where said materials shall be partially or entirely reused and clearly indicate sources for materials quoted therein, copyrights, etc. for the quoted materials shall belong to the Member in question.

#### **21 Liaising in International Standards Developing**

##### **21.1.1 Means of Promotion**

In promoting international standards developing such as contributions to Standard Developing Organizations, the Alliance shall proactively participate in developing organizations that formulate related technical standard, operation standards, etc., related industry organizations, industry-government-academia consortiums, and so forth.

#### **21.1.2 Selection of Developing Organizations Participated In**

Developing organizations that the Alliance will participate in shall be determined by the Board of Directors based on recommendations by the International Standardization Promotion Committee.

#### **21.1.3 Election of Liaison**

In participating in Standardization Organizations, whose unit of membership eligibility is corporations, the Alliance shall elect a Liaison to serve as its representative. The Liaison shall be determined by the Board of Directors based on recommendations by the International Standardization Promotion Committee.

#### **21.1.4 Participation in Task Subcommittee**

At Standardization Organizations, whose unit of membership eligibility is corporations, participation in task subcommittees, etc. established at said organizations shall be determined by the International Standardization Promotion Committee.

#### **21.1.5 Exercise of Voting Rights at Standardization Organizations**

##### **21.1.5.1 Exercise of Voting Rights for Conventional Issues**

The Liaison shall be entrusted with decision-making upon the exercise of voting rights. However, the Liaison must make a report to the International Standardization Promotion Committee after the fact. Note that in cases where the need to make corrections to decision-making that was exercised is found after the fact, the Liaison shall endeavor to make those corrections to the extent possible.

##### **21.1.5.2 Exercise of Voting Rights for Significant Issues**

The Liaison must seek the advice of the International Standardization Promotion Committee with regard to the nature of exercising voting rights as necessary.

Additionally, should it be necessary to coordinate with other Committees, the Liaison must seek the advice of the Operation Committee as appropriate.

#### **21.1.6 Resignation of Liaison**

At the time of their resignation, the Liaison may resign by issuing a request to the International Standardization Promotion Committee.

##### **21.1.6.1 Selection of Successor**

Within one month of the Liaison's request to resign, the International Standardization Promotion Committee must select a successor and recommend them to the Board of Directors. If it is not possible for it to do so within the time limit, the Committee must seek the advice of the Board of Directors with regard to withdrawing from the Standardizing Organization in question.



### **21.1.7 Dismissal of Liaison**

Should it be determined that the Liaison is conducting activities that run contrary to the interests of the Alliance as a whole, including but not limited to exercising voting rights in an appropriate nature, the International Standardization Promotion Committee may dismiss the Liaison. Any motion to dismiss the Liaison must include the appointment of a successor. The result of associated voting must be promptly reported to and be approved by the Board of Directors.

## **22 Formulation of Standards**

The formulation of standards by the Alliance shall be conducted in accordance with the following steps.

### **22.1 Resolutions Pertaining to Standard Documents, Etc.**

The adoption of standard documents prepared by committees shall be in accordance with a special resolution under 17.1.2.

Standard documents, etc. shall be the following documents that necessitate a certain level of stability.

- 1) Standard documents formulated by the Operational Criteria Reviewing Committee
- 2) Standard documents formulated by the Technical Standards Reviewing Committee
- 3) Standard documents formulated by the Accreditation Examination Committee
- 4) Other documents agreed upon as standard documents by Committees

#### **22.1.1 Right to Vote for Resolutions Pertaining to Standard Documents, Etc.**

For the right to vote for resolutions of committees, one regular member per company shall be granted one vote based on the standards under 22.1.1.1 or 22.1.1.2.

##### **22.1.1.1 Granting of Right to Vote for Resolutions Pertaining to Standard Documents, Etc.**

The right to vote is granted by participating at least twice in the last three consecutively held committee meetings. The right to vote may be exercised from the next committee meeting.

However, upon the new establishment of a committee, the right to vote is granted by participating in the initial committee meeting.

##### **22.1.1.2 Extinguishment of Right to Vote for Resolutions Pertaining to Standard Documents, Etc.**

Failure to participate at least twice in the last three consecutively held committee meetings shall result in the loss of the right to vote at the next and subsequent committee meetings. Additionally, failure to exercise the right to vote at least twice for the last three member reviews or committee reviews shall result in the loss of the right to vote following the end of the review.

### **22.2 Types and Definitions of Standard Documents**

Types of standard documents are defined below. Note that while "white papers" do not fall under

standard documents, they are clearly stated herein due to their significant nature.

#### **22.2.1 Standard Specifications, Operation Standards, Technical Standards, Certification Standards and Evaluation Standards**

Documents that set forth matters that persons using the pertinent specifications or standards must strictly adhere to.

#### **22.2.2 Guidelines**

Documents that set forth recommended methods of use when using standard specifications and standards. These contain combinations of selectable options, etc. in standard specifications and standards.

#### **22.2.3 Guides and Manuals**

Documents that explain standard specifications, standards, guidelines, etc. These also include documents in slide format.

#### **22.2.4 White Papers**

Documents that explain the development background, purpose and other aspects of standard documents such as standard specifications, standards, guidelines, guides, and manuals in an easy-to-understand fashion. White papers can be formulated with the approval of the pertinent Committee. This does not preclude the preparation of white papers prior to the formulation of standard documents.

However, when disclosing white papers to parties other than Alliance Members, the approval of the Board of Directors shall be required.

### **22.3 Approval of Formulation of Standards**

The formulation of standard documents can be commenced by the preparer of an application form containing the joint names of at least three Regular Members submitting that application form to the Board of Directors. Within 30 days calculated from the day that the Board of Directors received the application form, the Board shall review the content of the form, vote on the commencement of formulation, etc., and disclose the voting results and the content of the application form to Regular Members, after which it must request the commencement of formulation, etc. to the Committee to which that formulation, etc. shall be referred to.

### **22.4 Application to Commence Formulation of Standards**

The following matters must be stated on application forms for formulation, etc.

#### **22.4.1 Shared Matters**

- i. Estimated period required for formulation, etc.
- ii. Configuration of document, etc. for which formulation is desired
- iii. Budget required for formulation, etc.
- iv. Designation of Committee to request referral of formulation, etc. to

#### **22.4.2 Cases Involving Certification Standards**

i. Target business configuration under certification system

What kind of business configuration related to data society are the certification standards for?

ii. Need for certification system

Why is the certification system necessary?

iii. Effects of certification system

What effects shall the certification system bring?

iv. Uniqueness of certification system

Is there anything unique about the Alliance formulating the certification system?

What is unique about the system relative to other existing certification systems?

### 22.4.3 Cases Involving Technical Standards

i. Target business configuration under technical standards

What kind of business configuration related to data society are the technical standards for?

ii. Need for technical standards

Why is the technical standards necessary?

iii. Effects of technical standards

What effects shall the technical standards bring?

iv. Uniqueness of technical standards

Is there anything unique about the Alliance formulating the technical standards?

What is unique about the standards relative to other existing technical standards?

## 22.5 Steps for Formulating Standards

### 22.5.1 Steps for Formulating Certification Standards

Committee	Board of Directors	Committee	Board of Directors	Members	Board of Directors	Committee
Proposal of standard formulation	Approval of commencement of tasks for standard formulation	Approval of standard formulation	Approval of commencement of Member review	Member review	Approval of standards	Commencement of certification duties
At least 3 corporate Members	1/2 of Directors in attendance	2/3 of Committee members in attendance	1/2 of Directors in attendance	2/3 of Members voting + response to all comments	2/3 of Directors in attendance	

## 22.5.2 Steps for Formulating Technical Standards

Committee	Board of Directors	Committee	Board of Directors	Members	Board of Directors	Committee
Proposal of standard formulation	Approval of commencement of tasks for standard formulation	Approval of standard formulation	Approval of commencement of Member review	Member review	Approval of standards	Disclosure of standards
At least 3 corporate Members	1/2 of Directors in attendance	2/3 of Committee members in attendance	1/2 of Directors in attendance	2/3 of Members voting + response to all comments	2/3 of Directors in attendance	
Committee	Board of Directors	Committee	Committee	Members	Board of Directors	Committee
Formulation of test method	Approval of commencement of tasks	Approval of formulation of test method	Implementation of connection test	Member review	Approval of test method	Commencement of duties
Expected participation of at least 3 corporate Members	1/2 of Directors in attendance	2/3 of Committee members in attendance	Implementation by at least 3 corporate Members	2/3 of Members voting + response to all comments	2/3 of Directors in attendance	

## 22.6 Member Reviews

Eligibility for participating in Member reviews conducted in accordance with the standard formulation steps indicated in 22.5 and the steps therefor are as follows.

### 22.6.1 Purpose of Member Reviews

The purpose of Member reviews is to impartially grant opportunities for consensus-building among Members as a whole and proposing revisions, etc. upon the approval of standard documents formulated by the pertinent Committee as deliverables by the Alliance.

#### **22.6.2 Voting for Member Reviews**

Regular Members can cast the votes described below for the approval of the applicable documents in Member reviews.

**Approve:** Approve the standard documents in question and request a review by the Board of Directors of whether or not to disclose them to the public.

**Disapprove:** Disapprove of the standard documents in question and request that they be returned for review by the Committee that formulated the original plan for them.

**Abstain:** Exercise voting rights as a Regular Member without indicating being for or against the standard documents in question.

#### **22.6.3 Results of Member Reviews and Submission to Board of Directors for Review**

Should two-thirds or more of the total between votes for approval and disapproval be votes for approval following voting in the member review, the standard documents in question shall be approved. The committee chairperson of the committee that formulated the original plan for the standard documents, acting on behalf of the committee, shall request to the Board of Directors that it review whether or not to disclose them to the public accompanied with the results of the Member review.

Should the number of votes for approval be less than two-thirds of the total between votes for approval and disapproval following voting in the Member review, the chairperson of the committee that formulated the original plan for the standard documents shall hold a meeting of that committee to report the results of the Member review and consult over and decide on future actions in the form of whether to continue formulating the standards or scrap the proposal.

#### **22.6.4 Comment Submissions by Regular Members and Special Members**

At Member reviews, Regular Members and Special Members may submit comments requesting that additions or revisions be made to the documents in question.

Comments shall include the following content and be submitted using the form designated by the committee that formulated the original plan.

**Applicable areas:** Clearly indicate what part of the documents in question the comments apply to.

**Comments:** Indicate comments for the applicable areas of the documents in question.

**Proposed additions/revisions:** Indicate proposed additions/revisions for resolving the content pointed out in the comments.

#### **22.6.5 Comment Submissions by Supporting Members**

At Member reviews, Supporting Members may submit comments regarding the documents in question, but they may not request that additions or revision be made. Comments shall include

the following content and be submitted using the form designated by the committee that formulated the original plan for the standard documents.

Applicable areas: Clearly indicate what part of the documents in question the comments apply to.

Comments: Indicate comments for the applicable areas of the documents in question.

#### **22.6.6 Resolution of Comments in Member Reviews**

In cases where the decision is made to approve the original plan and continue formulation following the Member review, the Committee that formulated the original plan shall take the following actions.

Adopt: Accept the submitted proposal for revisions as is. Revise the original plan and respond to the comment submitter.

Not adopt: Respond to the comment submitter accompanied with the reason why the submitted proposal for revisions shall not be adopted. Note that proposed revisions not being indicated can be cited as a reason to not adopt the proposal.

Adopt with conditions: Based on the submitted proposal for revisions, the committee that formulated the original plan shall perform an ongoing review, decide on a proposal for revisions, and respond to the comment submitter.

#### **22.7 Updating of Standard Documents**

Following the adoption of new proposed additions or revisions as a result of a member review, the committee that formulated the original plan for the standard documents shall continue to conduct a series of standard formulations and member reviews in accordance with the steps for formulating standards indicated in 22.5.

As a result of member reviews, should the updated documents in question be approved without the submission of any new proposed additions or revisions and there is no need whatsoever to update the standard documents in question, the formulation of said documents is complete.

### **23 Intellectual Property**

#### **23.1 Disclosure**

In principle, documents, minutes, etc. contributed by Members to Committees or meeting bodies are to be disclosed to all Alliance Members.

However, in cases where Members request that disclosure be restricted due to circumstances on their end, the handling of such cases shall be determined based on consultation by the Committee or meeting body prior to the provision of the information in question.

#### **23.2 Declaration**

Upon meetings of Committees or meeting bodies, the Chair presents regulations on intellectual property separately stipulated by the Alliance (“Basic Guidelines for the Handling of Industrial Property Rights, Etc.” and “Detailed Regulations for the Handling of Industrial Property Rights,

Etc.”) and ensures to declare that meeting participants must consent to said regulations.

## **24 Reference Links**

### **24.1 Articles of Incorporation**

Data Society Alliance Articles of Incorporation

Posted here: <https://data-society-alliance.org/about/association/>

### **24.2 Membership Terms**

Data Society Alliance Membership Terms

Posted here: <https://data-society-alliance.org/about/association/>

### **24.3 Regulations on Intellectual Property**

Basic Guidelines for the Handling of Industrial Property Rights, Etc.

Detailed Regulations for the Handling of Industrial Property Rights, Etc.

Posted here: <https://data-society-alliance.org/about/association/>

### **24.4 Robert’s Rules of Order**

<http://www.robertsrules.com/>

Given that Robert’s Rules of Order undergo necessary revisions to accommodate the times, the latest version should be referred to. Note that while Japanese translations of the rules have been prepared by the likes of Junior Chamber International Japan, each meeting body has prepared agenda operation rules with the latest English version of Robert’s Rules of Order as the model.

### **24.5 Laws and Regulations Regarding General Incorporated Associations**

Act on General Incorporated Associations and General Incorporated Foundations

Reference URL: <https://elaws.e-gov.go.jp/>

### **24.6 Standardized Slides to Use When Making Announcements upon Holding of Committee Meetings**

Documents from Operating Regulations Document ID [OR-21-0001-00] should be used.

## 25 Supplementary Provisions

### 25.1 Example of Recording Voting Results

Illustrated below are items recorded for voting results and accompanying descriptions. In such instances, records of the exercise of the right to vote for each member are required in order to manage those rights.

This example is not meant to designate a specific application or item title location or other format elements.

Name of Motion	Approval of 21st Proposer Meeting Minutes
Description of Motion	Approval of 21st Proposer Meeting Minutes The Proposer Meeting approves the following 21st Proposer Meeting Minutes.  <a href="https://1drv.ms/w/s!Ak4cwk9Jt1gihQU7grU2AdeGGz6l">https://1drv.ms/w/s!Ak4cwk9Jt1gihQU7grU2AdeGGz6l</a>
Motion Commenced On	November 29, 2017
Motion Drafter	Hiroshi MANO
Voting Commenced On	November 29, 2017
Proponent	Murakami (OMRON)
Motion Supporter(s)	Ueda (DNP)
Voting Conducted On	
Approve	9
Disapprove	0
Abstain	0
Not yet voted	6
INTAGE Inc.	Approve
INTEC Inc.	Approve
Uhuru Corporation	Approve
EverySense, Inc.	Not yet voted
OMRON Corporation	Not yet voted
Dai Nippon Printing Co., Ltd. (DNP)	Approve
Konica Minolta, Inc.	Approve
SAKURA Internet Inc.	Approve
D.A. Consortium Holdings	Not yet voted
Japan Data Exchange Inc. (JDEX)	Approve
NEC Corporation	Not yet voted



Hitachi, Ltd.	Approve
Fujitsu Limited	Approve
Yoichiro ITAKURA	Not yet voted
Takafumi OCHIAI	Not yet voted

## **25.2 Effective Date**

These Operating Regulations shall come into force on July 1, 2022.