

**Guidelines for the Technical Committees and Working Groups  
of the PROFIBUS Nutzerorganisation e.V. (PNO)  
(TC/WG Guidelines)**

**Preamble:**

**The objectives of the Technical Committees (hereinafter referred to as TC) and Working Groups (hereinafter referred to as WG) of the PNO are to develop, standardize and propagate PNO technologies.**

**WG** are established to complete long-term, current and primarily technical tasks concerning a defined area of interest. **Ad-hoc WG** are established to handle temporary projects and tasks. WG of one subject area are organized into **TC**.  
§ 6 applies for financing projects.

WG are responsible for the following tasks:

- Developing and maintaining documents (technical specifications, guidelines, profiles, test and certification specifications)
- Developing common software to be used by members and test labs
- Developing quality assurance tools (e.g., testing tools and procedures)
- Ensure results by integrating end users (use cases)
- Introducing the results to international standardization organizations such as ISO and IEC
- Organizing technical conferences, workshops and roadshows in cooperation with the Marketing WG

TC are responsible for the following main tasks:

- Coordinating the assigned WG
- Organizing and coordinating topics that comprehend more than one WG and TC
- Formulating topics that comprehend more than one WG and TC
- Organizing reports for the Board of Directors, Management and Advisory Board

## **§ 1 Setting up TC and WG**

### *Working Groups (WG)*

1. The Board of Directors makes the decision to set up WG that the Advisory Board will ratify. The chairman of a WG is appointed, based on a recommendation from the Board of Directors or the respective TC chairman, from the Advisory Board.
2. WG can work together with working groups from other technical or scientific institutions and form Joint Working Groups (hereinafter referred to as JWG). The Board of Directors makes the decision to set up such a JWG together with the associated chairman of the

respective TC. The decision has to be ratified by the Advisory Board. In advance, an agreement will be made by the PNO Board of Directors together with the partner institution with regard to the JWG's task and work procedures, industrial property rights, publication of results, etc., otherwise these guidelines also apply to the JWG.

3. Ad-hoc WG are established by the Board of Directors outside routine procedures in order to handle temporary projects and tasks. These guidelines apply to ad-hoc WG, too.
4. WG may independently form temporary teams as necessary to handle specific matters and dissolve them once their job is completed. The WG chairman names a team spokesman. These guidelines apply to teams.

#### *Technical Committees (TC)*

5. TC are established by the Advisory Board upon recommendation of the Board of Directors and have to be ratified at the Members Assembly. The chairman of a TC is appointed by the Advisory Board upon recommendation of the Board of Directors

## **§ 2 Participants**

### *Working Groups (WG)*

1. Members of the WG are employees of PNO member companies or member companies in associated regional organizations (RPA). They are named by the chairman of the respective WG, who will strive to put together a well-balanced team.
2. To ensure capacity to work and efficiency in WG, the WG chairman can limit the number of participants and exclude members for businesslike reasons; these decisions are subject to ratification by the Board of Directors.
3. In special cases and if ratified by the Board of Directors, experts may be appointed who are not employees of the PNO member companies or other RPA.
4. The chairman of a WG may invite guests (e.g., end users) to the meetings. The invited guests have no voting rights.
5. The WG chairman has the right to exclude members from further participation if they were not present at three consecutive meetings.

### *Technical Committees (TC)*

6. TC members include the chairman of the TC, the chairman of the assigned WG and the PNO Executive Director.

### § 3 Procedures

#### *Working Groups (WG)*

1. The respective WG chairman plans and organizes the WG's work. This includes:
  - Preparing a Call for Experts before starting a new task
  - Working on the formulation of a task
  - Formal reconciliation of the completed documents with the PNO Business Office
  - Provision of the documents for approval by the Board of Directors and Advisory Board
2. Members of a WG take part in the meetings, work together constructively and compile the contributions.
3. The members of a WG agree on the meeting language. If there are members who do not speak German, these participants must expressly agree to allow the meetings to be conducted in German, otherwise the meetings shall be held in English.
4. Members of a WG each represent their own professional opinion. They aim to come to an agreement with the opinion of the delegating PNO member.
5. The WG chairman keeps a list of members, makes sure the results of each meeting are recorded in writing and distributes this to a distribution list agreed with the PNO Business Office.
6. The WG chairman creates project plans for the group's work and coordinates these plans with the respective TC chairman.
7. The WG chairman reports to the respective TC chairman and helps him create reports.
8. Teams report at the WG meetings and upon request from the WG chairman.
9. Ad-hoc WGs report directly to the Board of Directors and Advisory Board.
10. Documents should be created in MS Word format and in English, and should be in compliance with the current IEC/ISO directives. The PNO Business Office provides up-to-date templates in each case.
11. To document the change requests of WG members, the PNO "PROFIBUS-Projects" project database is to be used when creating new versions of a document.
12. The Board of Directors must approve technical publications about WG topics.
13. Internal work papers should be treated confidentially and marked with "PNO Confidential". They should only be distributed to members of the respective WG, and to the appropriate expanded group in the case of topics that involve more than one TC/WG. If necessary, internal documents should also be distributed to the Board of Directors and Advisory Board.
14. WG chairmen who are no longer able to fulfill their duties must notify the Board of Directors or the chairman of the respective TC.

### *Technical Committees (TC)*

15. TC meet at least twice per year. The TC chairman organizes the meetings.
16. The TC chairmen are required to report to the Board of Directors, Executive Directors and Advisory Board. Furthermore, reports on results must be created for distribution to the members and forwarded to the Business Office no later than four weeks after the reporting period (normally the end of the year). The Business Office provides a standardized template for the reports.
17. TC chairmen who are no longer able to fulfill their duties must notify the Board of Directors. A successor will be named according to § 1.

### **§ 4 Intellectual Property**

The handling of intellectual property in WG and TC is governed by the document "Intellectual Property Rights (IPR) Policy of the PROFIBUS Nutzerorganisation e.V. (PNO)".

### **§ 5 Decisions**

1. WG and TC are competent to make a decision if the following requirements are met:
  - Compliance with the invitation period of two weeks
  - Presentation of an agenda with the invitation.
2. As a rule, decisions should be made by mutual agreement. In case of voting, a decision is made having a simple majority of present members.
3. All named members of the TC and WC present at voting have voting rights.

### **§ 6 Business rules for project financing**

1. Participation in the WG and TC is voluntary.
2. For cases in which the WG must employ external support to create or prepare documents, develop commonly usable hardware or software, expertises or for other projects, the following rules apply.
3. The WG formulates the scope of the project and forms a consortium of members, who agree to financing. The Business Office offers support in consultation and negotiation, if necessary.
4. The consortium compiles a recommendation in coordination with the WG on how the results should be used, which has to be approved by the Board of Directors and Advisory Board.
5. With the help of the Business Office, the WG calls for offers for the considered project. The WG provides a sufficiently detailed requirement specification. The Business Office keeps

ready a list of potential suppliers. Regardless of this list, the WG can select other suppliers where justified or make a public call for offers over general information paths.

6. The consortium evaluates the offers, which include sufficiently detailed solution specifications together with a schedule and approval conditions.
7. After a contractor and a financing model have been determined and the Advisory Board has agreed, the Business Office issues the order. If necessary, a written contract is concluded between the PNO and the contractor.
8. The technical and scheduled controlling will be handled by the consortium or the WG itself. The Business Office handles the financial controlling. The consortium and the Business Office manage the approval.
9. The Business Office delivers the project result to the consortium and/or the defined group at the defined price and under conditions recommended by the consortium and ratified by the Advisory Board.
10. The Business Office will refinance the project according to consortium agreements.

## **§ 7 Quality control**

1. The quality of the documents and their publication is controlled by complying with the PNO "Document Management" rules.
2. The test specifications and test instructions (test cases) are developed and reviewed under the direction of the TC responsible for quality control together with the respective WG.
3. The accredited test labs and the PNO Certification Office will be in charge of the quality control of the projects.

## **§ 8 Dissolution**

### *Working Groups (WG)*

1. WG are dissolved by a Board of Directors decision that is ratified by the Advisory Board.

### *Technical Committees (TC)*

2. TC are dissolved on recommendation of the Board of Directors by decision of the Advisory Board that is ratified at the Members Assembly.

This document, which is titled "Guidelines for the Technical Committees and Working Groups of the PROFIBUS Nutzerorganisation e.V. (PNO)", was issued by the Advisory Board of PROFIBUS Nutzerorganisation e.V., Karlsruhe, Federal Republic of Germany, on March 2, 2007 and was ratified at the General Assembly Meeting, on April 16, 2007.