

# Governance Model

## RECIIF

*Red de Colaboración para la I+D+i en  
Internet del Futuro en Colombia*

Colombian Technology Platform in Future Internet  
Latin American Technology Platform  
[www.latin-american-technology-platforms.eu](http://www.latin-american-technology-platforms.eu)

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*“Internet is already an essential part of our society, each day more present in our daily life. It has changed our life but it has the potential to transform it even more. In this new scenario, the differences between real world and the virtual world accessed by internet will not be clear. We shall have access to products and information that are not close to where we live and, perhaps more important, we shall be able to experiment a different way of life. Internet demands are also continuously increasing, and research is becoming essential to achieve necessary improvements to satisfy these demands in terms of ubiquity, reliability, mobility, efficiency or security.*

*Nonetheless, the Future Internet is not a prediction but a goal to be attained in response to the current limits of the Internet to meet complexity and sufficient quality standards. And the stakeholders of this research effort are responsible for enabling the technologies, the standards and the methodologies. From the technical point of view, this future Internet should be global, ubiquitous, accessible, trustable, sustainable, omni-media, scalable, adaptable, and personalized... It is time of thinking in a Future Internet...”*

*Antonio Alfaro,  
Rose Vision CTO  
FIRST Project coordinator<sup>1</sup>*

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<sup>1</sup> FIRST is a Support Action that intends to foster International Cooperation in the areas of Future Internet and ICT Components and systems between Europe and Latin America.

### List of Acronyms

ETP	European Technology Platform
FI	Future Internet
GA	General Assembly
IPR	Intellectual Property Rights
LATP	Latin American Technology Platform
SC	Steering Council
SME	Small and Medium Enterprises
SRA	Strategic Research Agenda
RECIIF	Collaborative Network for R&D&I in Future Internet in Colombia <i>Red de Colaboración para la Investigación en Internet en Futuro en Colombia</i>
R&D&I	Research, Development and Innovation
TP	Technology Platform
WG	Working Group

## 1. RECIIF Governance Model

**RECIIF** is the Collaborative Network for R&D&I in Future Internet in Colombia. It is Colombian Community for R&D&I in Future Internet, a community that gathers representatives from the industry (Large companies and SMEs) and the Academia in order to foster and promote a consistent approach to R&D&I activities in Future Internet in Colombia.

This document describes the governance rules used in **RECIIF**. The objective of the Governance Model is to provide a clear and simple management structure, which allows the effective operation of the RECIIF community and permits that the majority of the effort is devoted to the development and promotion of **RECIIF**'s activities. This document sets out the governance framework of **RECIIF**. It sets the parameters and provides guidance for coordinating its activities.

### 1.1 RECIIF Scope

The intended scope of the **RECIIF** community is to:

- F*- provide a unified view for research in the field of Future Internet;
- F*- identify a shared strategic research agenda based on the technological and economic considerations of the country;
- F*- continuously analyse available state-of-the-art technologies and the appearance of new models;
- F*- identify the needs of the market and future developments
- F*- continuously analyse the state of the Future Internet industry and the economic impact of the undertaken research;
- F*- demonstrate the potential application of research results to existing business processes as well as in new products and services;
- F*- establish the strategies to speed up the realization of the objectives of RECIIF, including the support to public policies;
- F*- ensure that RECIIF members have a well-structured way of interaction;
- F*- act as a facilitator to establish complementary and cooperative research projects and related activities.

### 1.2 Principles of RECIIF Community

**RECIIF** is based on the following principles:

- F*- **Awareness-raising:** The objectives and activities of the Community will be disseminated to all stakeholders including policy makers, regulators, the business sector and consumers, as the community focuses also on the identification of future market needs and future developments.

- F-* **Industry-driven:** The RECIIF community is driven by the industry and market needs according to Colombia's current and foreseen situation.
- F-* **Collaboration:** The RECIIF community is aimed at aligning R&D&I efforts of different stakeholders toward the promotion of collaborative R&D&I topics and projects that impact on the development of its members and Colombian society.
- F-* **Openness:** participation in the RECIIF community is open to all Colombian entities that are willing to contribute to the activities of this community.
- F-* **Transparency:** In order to ensure transparency in the RECIIF community, the following actions will be performed:
  - Rotation of the Steering Council
  - Regular stakeholder meetings
  - Openness to the participation of new stakeholders
  - Setting up a Community Website
- F-* **Coherence:** The actions and initiatives in the framework of RECIIF must be aligned with the Vision document and the objectives of the Strategic Research Agenda.
- F-* **Internationalization:** the RECIIF community is aimed at establishing stronger bounds for cooperation with equivalent Latin-American and international communities.

### 1.3 RECIIF Stakeholders

The RECIIF is open to all R&D&I stakeholders of the Future Internet field of the ICT Community, in particular:

- F-* Academic and research institutions (Universities, educational centres, SENA)
- F-* Research Centres
- F-* Application Developers
- F-* Associations of the ICT industry
- F-* Regional Centres for Productivity
- F-* Broadcasting organizations
- F-* Chambers of Commerce
- F-* Commercial Technology Providers
- F-* Content providers
- F-* Equipment suppliers
- F-* Industrial users
- F-* Integrators
- F-* Operators
- F-* Public Institutions (Colciencias, Ministries, National Planning Department)
- F-* R&D&I Funding Agencies
- F-* R&D Centres
- F-* Service providers
- F-* SMEs
- F-* Solution providers

RECIIF stakeholders are classified into four categories according to their nature:

- F*- Large Enterprises
- F*- SMEs
- F*- Research Domain (Universities, R&D centres)
- F*- Observers (associations, chambers, R&D agencies, Ministries, etc)

#### 1.4 RECIIF Guideline documents

In order to establish a well founded R&D&I framework in Future Internet for the following years and to orient Colombian R&D&I endeavours, RECIIF embodies its guidelines in three documents:

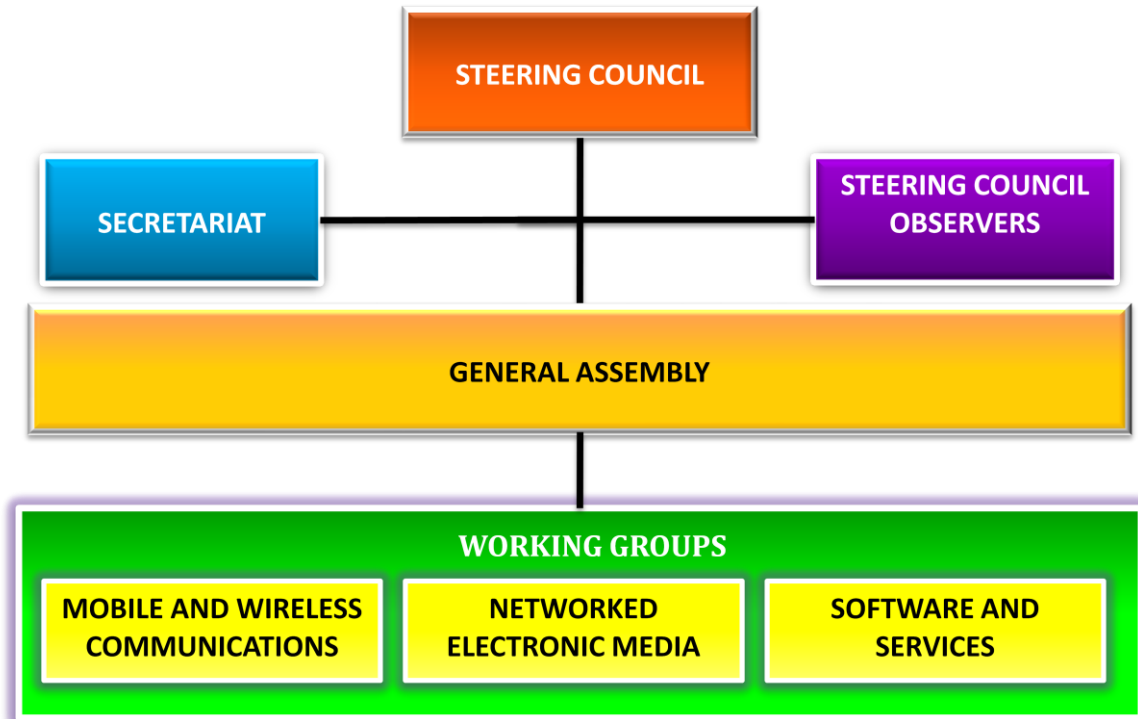
- F*- **Governance Model Document:** It establishes and regulates the principles of operation of the RECIIF community.
- F*- **RECIIF Vision 2020 Document:** It comprises the vision of the RECIIF community, establishing the goals and challenges of the community. It is developed by the Steering Council and endorsed by the General Assembly. It is reviewed and updated every two years.
- F*- **RECIIF Strategic Research Agenda:** The Strategic Research Agenda reflects the main challenges in achieving RECIIF Vision 2020 and identifies specific research priorities, their importance and time-relevance.

**RECIIF Roadmap:** The SRA Roadmap contains a list of future research topics, defining their objectives and scope, expected impact, estimated budget and duration, as well as project ideas toward the implementation of RECIIF SRA.

## 2. RECIIF Governance Structure

The RECIIF governance is based on the following structure:

**Figure 1 RECIIF Governance Structure**



*F-* The **RECIIF General Assembly (GA)** brings together all interested stakeholders that participate in the RECIIF community. Membership is open to all organizations that meet the requirements described in section 3. **Membership of RECIIF.** RECIIF members will be encouraged to actively participate in RECIIF events and to contribute to its activities (e.g. updating the RECIIF Strategic Research Agenda). General Assembly members elect the RECIIF Steering Council; they endorse the Strategic Research Agenda as well as the policies of the community. All members are welcome to participate in the GA meetings.

*F-* The **RECIIF Steering Council (SC)** is composed of a set of representative of the Colombian industrial and academic domains of the Future Internet field. They define the strategic vision and the key orientations of the RECIIF community, with the objective of converting the RECIIF vision into a Strategic Agenda and to

establish the operational goals for achieving this agenda. The Steering Council is chaired by **RECIIF's Chairperson**, a senior person from the RECIIF community capable of interacting at senior level with other industry players and key representatives from the International and National Public Authorities, and International equivalent Communities.

- F*- The **RECIIF Secretariat** provides the working infrastructure for the RECIIF community. This includes managing the communications, document support, meeting support, handling publications, and representing RECIIF where appropriate. The activities of the RECIIF Secretariat will be supported by the project FIRST<sup>2</sup> until December 2011. After this, the RECIIF community must be self-managed and self-supported by its own members.
- F*- **Steering Council Observers** are additional parties, who will be invited to participate in the activities of the Steering Council to facilitate the synchronisation of RECIIF activities with their organisations. Public institutions such as Colciencias, Ministries, National Planning Department and Associations can be observers of RECIIF activities.
- F*- **RECIIF Working Groups** are created by the Steering Council in order to facilitate the internal organisation, build a complete Research Agenda, liaise with established research activities contributing to the RECIIF vision and gather input from specific Communities or specific industry segments. Their work plan is defined by the Steering Council and endorsed by the General Assembly. Each working group is managed by a **Group coordinator**.

The coordination of the thematic group will be managed ideally by a representative of the Industry. However, in order to enhance the communication between Industry and the Academia, Group Coordination will be supported by a representative of the academic field.

## 2.1 RECIIF General Assembly

The General Assembly should widely represent all stakeholders in order to take into account in the activities, opinions and interests of all active players of the sector.

Each member of the General assembly may present its contributions to the Strategic Research Agenda, the Vision of the community and the Roadmap of RECIIF for review by the Steering Council.

The General Assembly may review the work done by the Steering Council and the Working Groups.

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<sup>2</sup> FIRST is a Support Action that intends to foster International Cooperation in the areas of Future Internet and ICT Components and systems between Europe and Latin America.

## Responsibilities of the General Assembly members

The main responsibilities of the GA members are:

- F*- Election of Chairperson and Vice-Chairpersons of the General Assembly.
- F*- Election of the members of the Steering Council and the Working Groups coordinators.
- F*- Decision on accepting, suspending or expelling members of the community.
- F*- Contribution to the Strategic Research Agenda, reports and recommendations.
- F*- Contribution to the work plan of the Working Groups and the preparation of project proposals.

## General Assembly Meetings

RECIIF must hold at least one GA meeting per year. Every RECIIF member registered in the General Assembly has the right to participate in the meeting and to vote on the issues presented. Each RECIIF member organisation has one vote.

The Chairperson of the RECIIF Steering Council is responsible for calling, convening and chairing the General Assembly meetings. The notice for a GA meeting should go out with at least fifteen days in advance. The final agenda must be available not later than two weeks before the meeting.

Extraordinary GA meetings may be called at any time by 25% of the RECIIF GA members or 50% of the RECIIF Steering Council members.

## 2.2 RECIIF Steering Council

The Steering Council is the governing body of the RECIIF Community. It may have up to 20 members.

The constitution of the Steering Council shall reflect the adequate representation of all industry sectors and stakeholders, including Large Enterprises, SMEs and Academia of the country. Steering Council members should be key actors in the Colombia's Future Internet sector.

### Steering Council composition

The RECIIF Steering Council must always have a balanced composition from the industrial and academic sectors as well as observers as deemed appropriate by the Steering Council. The ideal balance of the RECIIF Steering Council may have the following structure:

- F*- Large industry: Minimum of 3 members
- F*- SMEs: Minimum of 6 entities

- F*- Academia and Research Centres: Minimum of 6 entities
- F*- Observers: No restrictions

This balance is subject to review by the Steering Council. The Steering Council has the right to introduce new categories and to delete existing ones if they are no longer appropriate.

Companies being proposed for the Steering Council must select which category they wish to represent and demonstrate suitable competence and activities to justify their suitability to represent this sector.

The number of observers must be identified according to the appropriateness of their participation at the Steering Council. Their participation should be oriented to complement RECIIF activities.

Organizations that participate in RECIIF's Secretariat, CINTEL in this case, are honorary members of the Steering Council, and therefore participate in the SC meetings.

### **Election of the Steering Council**

RECIIF's Steering Council is to be elected by RECIIF's General Assembly. Elections for available positions must be notified to the General Assembly at least one month in advance of the meeting. The elections at the meeting will be performed by simple majority of the votes of the attending members. There is only one vote per member.

Steering Council members are elected for a two-year term. The term begins at the General Assembly where they are elected and ends at the corresponding General Assembly two years later. At the end of the term the position becomes vacant. The members may be re-elected by the General Assembly if they wish to continue on the Steering Council.

### **Eligibility for Steering Council membership**

Any registered RECIIF member may propose his/her organisation as a candidate for a Steering Council membership. It is required that the organisation appoints a specific person to participate in the Steering Council on a regular basis.

No member may nominate another member without the written consent by the nominated organisation and approval by the Council.

### **Chairperson and Vice-Chairperson of the Steering Council**

The members of the Steering Council will elect a Chairperson and, if appropriate, a number of Vice-Chairpersons (Each Vice-Chairperson shall have a concrete role such as VC for Public relations, or VC for venture capital for research activities, etc.). They will serve for a two-year period to coincide with the Steering Council elections. They may be re-

appointed for several terms. If more than 50% of the Steering Council has been re-elected at a General Assembly, a new election could be held if deemed appropriate.

### **Responsibilities of the Steering Council**

The Steering Council has the ultimate responsibility for the development and dissemination of RECIIF's Strategic Research Agenda. It is also responsible for ensuring that RECIIF is operated in an open and effective manner.

The RECIIF Steering Council will meet as required. Two/three times per year is seen today as the appropriate periodicity.

The Steering Council may decide on the creation of new thematic working groups open to all members of RECIIF GA, with the specific objective of moving forward on the Strategic Research Agenda of RECIIF or in other work elements.

In summary, the main responsibilities of the Steering Council are:

- F*- Election of the SC Chairperson and Vice-Chairpersons. The Chairperson will also chair the General Assembly and must be approved by the GA.
- F*- Definition and Implementation of the RECIIF Vision.
- F*- Timely initiation of the elections of SC members at the GA meeting.
- F*- Guidance on strategic direction, conflict resolution and the related proposals for the General Assembly.
- F*- Decision on changes in the organisational structure of RECIIF.
- F*- Development and approval of the Strategic Research Agenda, reports and recommendations.
- F*- Development and approval of the work plan for the establishment of Working Groups and the preparation of project proposals.
- F*- Launching of complementary and cooperative project proposals by taking into account the contributions made by the General Assembly.
- F*- Handling of membership issues such as acceptance, suspension, expulsion of members in the RECIIF Community.
- F*- Proposals for suspension, exclusion or expulsion of members in the RECIIF Community.
- F*- Organisation of General Assembly meetings with the support of RECIIF's Secretariat.
- F*- Organisation of voting procedures in the General Assembly.
- F*- Decision on the Community's name, Logo and Letterhead.

### **Voting at the Steering Council**

Each Council member has one vote per organization. All decisions, except those related with RECIIF's budget, are approved by majority. Decisions on the budget (and any decision with financial implications) require an approval by more than 75% of the members

of the Steering Council. During the time the FIRST project supports the community, financial support of the project shall be subject to rules of the FIRST project, budget and procedures for the management of funds.

Organizations that participate in RECIIF’s Secretariat have no formal vote. However, these entities may also be elected as members of the Steering Council and obtain voting rights.

Observers have no right to vote in the decisions of the Steering Council.

### **Leaving the Steering Council**

Any Steering Council member may resign from the Steering Council at any time but their liability will conclude at the end of their official term, if it continues as a member of the community.

Steering Council members who do not attend to two consecutive meetings will be deemed to have resigned from the Steering Council. Their position will be made available for election at the next General Assembly.

It is expected that the representative appointed by each organization for the Steering Council may act on behalf of the organization in making decisions. The appointment of a substitute is possible

### **Official term of the first RECIIF Steering Council**

The first RECIIF Steering Council was a recommendation made by the promoters of the community with the support and advice of the project FIRST. For functional reasons, this initial Steering Council will be considered as valid until the first General Assembly takes place, when all the positions will be elected.

### **2.3 RECIIF Secretariat**

RECIIF’s Secretariat provides support to administrative activities to RECIIF Community. This includes managing the communications, document support, meeting support, handling publications, and representing RECIIF where appropriate. The activities of the RECIIF Secretariat will be supported by the Support Action project, FIRST, until December 2011. After this project, the RECIIF community must be self-managed and self-supported by its own members.

Operational decisions will be made on the basis of Steering Council decisions. RECIIF’s Secretariat will have a representative from each of the entities that compose it.

The Secretariat reports its activities to RECIIF’s Chairperson and the Steering Council.

## Secretariat Responsibilities

The main responsibilities of the Secretariat are to:

- F-* ensure that RECIIF’s meetings are properly prepared, organised and managed.
- F-* ensure that meeting reports are produced, approved and disseminated promptly, and that action points are followed up.
- F-* manage, edit and disseminate major documents produced by RECIIF

## 2.4 RECIIF Working Groups

RECIIF uses a structure of Working Groups to perform specific tasks. These thematic working groups are:

- F-* **Mobile and Wireless Communications**
- F-* **Networked Electronic Media**
- F-* **Software and Services**

These Working Groups are created by the Steering Council. No Working Group can start operating prior to this decision.

In general, Working Groups are open to all RECIIF members.

The lifetime of each working group is determined on its scope and its contribution to the Strategic Research Agenda. The Steering Council decides on continuation at the end of this period and sets a date for subsequent review.

Each Working group is directed by a Working Group coordinator, elected by the General Assembly. Each Working Group Coordinator shall be assisted by a Working Group Vice-Coordinator, also elected by the General Assembly. Working Group Coordinators will be elected every two years.

Each Working Group Coordinator will report annually the activities and future plans of their Working Group to the General Assembly.

Each Working Group will identify projects to implement the Strategic Research Agenda.

## Participation in Working Groups

- F-* RECIIF Members are encouraged to express their interest in joining one or more Working Groups, according to their interests, capacities and future expectations.

- F*- Industry associations are welcome to participate in RECIIF but will not be selected to join Working Groups.
- F*- All the entities that participate in a WG must be capable of performing R&D&I activities and join R&D&I projects.
- F*- Any external organization interested in joining a Working Group is required to become RECIIF Member.

Notwithstanding the above criteria, the candidates will be selected based on their motivation to the objectives of the RECIIF and their ability and commitment to contribute to the Working Group. Previous participation in RECIIF activities and other International research projects will be taken in consideration as key indicators of the above. The overall balance and efficiency of the Working Group will be periodically assessed as well.

## 2.5 RECIIF Observers

RECIIF observers are additional entities, mainly associations, chambers of commerce, R&D agencies, Colciencias and Ministries, invited to participate in the activities of the Steering Council and the General Assembly. The Steering Council observers will be required to sign RECIIF's 'Letter of interest'. Their participation is mainly oriented to facilitate the synchronisation of RECIIF activities with their organisations and to keep them informed about the activities of the Community.

## 3. RECIIF Membership

Membership of the **RECIIF** is open to all by registering by filling out the form "RECIIF Membership" or via the webpage of the FIRST project ([www.latin-american-technology-platforms.eu](http://www.latin-american-technology-platforms.eu)). Once the FIRST project finalises, the Community will develop its own website, where online registration will be available.

A particular focus of the initiative is to ensure that SMEs are well represented, to maximise the benefits of the community to the economy of Colombia.

Any legally established corporation and individual firm, partnership, university and research institute, government body or international organisation, that meets the following requirements, can apply for membership in the RECIIF General Assembly:

- F*- based in Colombia,
- F*- supports the mission and vision of the RECIIF Community and
- F*- confirms to be committed to the active participation in the ongoing and future framework programmes

Each organisation should declare in its membership application, to which Stakeholder Group it belongs to.

#### **4. RECIIF's Working practice**

RECIIF will develop the Vision and the Strategic Research Agenda together with position papers, opinions, recommendations and reports as necessary. These documents will be communicated to the country government, international institutions (including ETPs and European Commission), the relevant non-governmental organisations and all stakeholders. Copies of these documents will be made available to the public (e.g. by web site) or upon request.

RECIIF will endeavour to contact consulting firms and high level interest groups for relevant issues of Future Internet research.

On RECIIF advice and request, the Steering Council may set up additional Working Groups of limited duration to deal with particular issues of special concern for achieving RECIIF's mission.

RECIIF will promote and maintain an awareness programme to improve the profile and perception of RECIIF worldwide.

#### **5. RECIIF's Strategic Research Agenda - SRA**

The Steering Council must define the community's vision. The SRA will reflect the key challenges to achieve the RECIIF's Vision and in doing so, it will identify the main research areas to be addressed.

The RECIIF Steering Council will establish the process of preparation and later updates of the Strategic Research Agenda. The first version of the SRA must be completed before April 2011.

The Strategic Research Agenda will not be a detailed research work programme. The SRA contains a statement of research priorities, including a half-page description per topic, its importance, expected impact and time-relevance. The content of the Strategic Research Agenda will be presented in an agreed format. The SRA will be reviewed on an annual-basis.

The selection of priorities, carried out on the basis of objective criteria established by RECIIF, will take into account relevant policies (e.g. competition, trade, information society, industry, IPR, environment, safety, employment, education, etc).

RECIIF will propose a SRA Roadmap towards the implementation of RECIIF's SRA and Vision. This roadmap must contain a list of future research topics, defining their objectives

and scope, expected results, estimated budget and duration, specific research activities and projects.

## **6. RECIIF Consensus and voting rules**

### **Consensus**

As a matter of principle, all the governance bodies of the Community seek to take decisions by unanimous consent. The Chairperson and the Secretariat shall make every reasonable effort to facilitate consensus amongst the members of the General Assembly.

If unanimity is not achievable, then consensus is an acceptable basis for agreement on a specific topic. Members undertake to only sustain opposition to a broad majority in situations where, in their view, their own interest is threatened. If a vote shall be held, the results shall be recorded even when consensus has been reached.

### **Voting rules**

Routine operational decisions are taken by consensus; voting is reserved for significant decisions, where traceable evidence is required, or if required by any voting member. Vote in the various governance bodies is to be done on a per organization basis, with one vote per eligible organization.

Organizations shall specifically designate one representative per entity to vote in the General Assembly and the Steering Council; if the organisation is part of the SC. Organisations may temporarily or permanently replace the voting member by a substitute, who is another member of their organization, after notification to the Chairperson of the Steering Council and the Secretariat.

Voting is done on a 75% majority basis, as determined by either total number of members eligible to vote or the number of voting attending members. Simple majority voting shall not be used to take decisions in RECIIF.

Votes shall be cast by secret ballot in the case of election of officers of the Steering Council, in disciplinary matters, or when requested by two or more members of the voting community. All other votes shall be done by show of hands.

## **7. RECIIF R&D&I Projects**

### **7.1 RECIIF R&D&I Projects Conception**

One of the main tasks of the RECIIF community is to become a meeting point for different stakeholders, public and private organizations, in Colombia, interested in undertaking collaboratively R&D&I projects in the Future Internet field.

Thus, RECIIF aims to facilitate the space for R&D&I project conceptions among RECIIF members and the equivalent international communities that have a common interest to share efforts and collaborate in multinational projects. In this context, RECIIF encourages the public - private partnership and interaction between industry, universities and research centres.

The RECIIF community will develop a plan of activities aimed at fulfilling this purpose, through Brokerage Events, announcements and/or forums on the website, among others activities to be defined.

The RECIIF promotes, as a general rule, the search for sources of public and private funding for the initiatives of R&D&I projects, whether they are local or international funding schemes.

The RECIIF community will provide a standardized format for project proposals.

It is not concern of the RECIIF community the merits or content of specific R&D&I projects generated amongst its members. The RECIIF community will keep a record of the R&D&I projects generated within the communities, with a general description of the project, in order to measure impact indicators regarding the actions of RECIIF.

- F*- Project Name
- F*- SRA topic the project is aimed to
- F*- Executive Summary
- F*- General Objectives
- F*- Organization Project Coordinator
- F*- Project organizations
- F*- Budget
- F*- Time or Duration of project
- F*- Non-confidential results
- F*- Pending or existing Patents
- F*- Project Progress Status

## **7.2. RECIIF Development of R&D&I projects**

The RECIIF community is only a promoter of R&D&I projects amongst its members. Coordination and management of the projects rely solely on the organisations that participate in the project, not on the RECIIF Community.

Nonetheless, the RECIIF community will disseminate knowledge, experiences and best practices resulting from the R&D&I projects, only if explicitly authorized by their project managers, coordinators and organisations.

The RECIIF community is not responsible of potential difficulties arising directly or indirectly from the R&D&I projects made by its members.

### **Endorsement of project proposals and projects**

If an institution or a consortium expresses its intention to submit to an R&D&I funding source an R&D&I proposal with the RECIIF brand, or to use the RECIIF brand in an ongoing project, the Steering Council shall approve it.

### **8. Economic support of the RECIIF**

Economic support is expected to come from the following sources:

- F*- Investment by RECIIF
- F*- Public support by local, regional and national authorities in Colombia, if agreed.

### **9. Use of the RECIIF brand**

The RECIIF brand (including the acronym and logo) shall be associated with all publications approved for release by the Steering Council. The RECIIF Secretariat shall have the right to use the RECIIF letterhead to conduct regular Community activities and accomplish its assigned mission.

The RECIIF brand may be used on the public RECIIF website managed on behalf of the Steering Council. The RECIIF brand may be used on banners, displays, and printed material associated with events organized or sponsored by the RECIIF. As a matter of principle, the RECIIF brand shall never be used as a point of focus in the promotion of any organization or party.

Partners are authorized to mention their partner status and use the RECIIF logo in commercial documentation, providing the RECIIF brand if it is not a point of focus in the promotional message.

All other usage of RECIIF brand is subject to approval of the Steering Council.

### **10. Dissemination Policy**

RECIIF should pay special attention to the disclosure of their activities, both nationally and internationally.

The public dissemination of the RECIIF activities will be done using all means and tools available, such as newspapers and journals, specific publications, conferences, mass mailings, newsletters, among others.

The RECIIF community will develop an official website for the diffusion of the activities of the community and to allow better internal communication among its members.

## **11. RECIIF Intellectual Property and Confidentiality Policy**

Intellectual property of tools, processes and products that an R&D&I project would result in belong to the participants of the project, the consortium created for it, or their authors, as appropriate.

For R&D&I projects under public programmes such as the Seventh Framework Programme, intergovernmental, national or regional programmes, the IPR will be managed by the guidelines provided by each programme and the specific consortium agreement.

Public RECIIF documents (Vision, SRA and Recommendations) are property of RECIIF and shall be copyrighted as such.

Anyone seeking to use all or part of the RECIIF documentation in any form must seek permission from the RECIIF Steering Council.

The documents and discussions of the RECIIF SC Meetings are confidential and cannot be distributed outside of this group without the appropriate permission, except for the Steering Council report to the General Assembly. RECIIF's Chairperson has the authority to decide to share some information externally if he/she believes it is in the interest of RECIIF.

The confidentiality rules apply for three years from receipt of any information and remain valid even if any individual or company leaves RECIIF.

## **12. Leaving the RECIIF**

Members may resign at any time by sending a letter to the RECIIF Secretariat. The resignation becomes effective at the end of the calendar year of reception of the letter, except for letters received after the 30th November, which will become effective at the end of the following year.

## **13. RECIIF Discipline Procedures**

If a RECIIF member is considered to be acting against the interests of RECIIF, the Chairperson will contact the member and ask for an explanation and a complete stop of the offending behaviour.

If the problem persists, the Chairperson has the right to suspend the offending member until the next Steering Council meeting, where the issue must be discussed. The offending

member has the right to be invited to be part of the Steering Council meeting to present his/her explanation.

If the Steering Council decides that the member should not be allowed to continue in the RECIIF Community, it must present a recommendation to the next General Assembly to withdraw membership of the offending member. The offending member will remain suspended during this time.

The Steering Council and the member must present their views at the next General Assembly and the forum must decide if the member will be removed from the community. A two-thirds majority of members attending to the General Assembly is necessary for such a decision to be approved.

An excluded member must wait at least 18 months before re-applying for membership.

#### **14. Validity of these rules for the RECIIF**

These rules enter into force on adoption by the Steering Council and approval by the General Assembly and they will remain valid until the Steering Council or the General Assembly decides to end RECIIF.

Discussions on amendments to these rules may be started at any time on request of more than two Steering Council members.

The adoption of amendments to these rules requires a two-thirds majority of the Steering Council.

## Glossary

**Brokerage events:** This type of event aims at being a facilitator for RECIIF members to create agreements between two or more organizations for undertaking joint and collaborative R&D&I projects.

**Future Internet:** The Future Internet is a major federating research theme that includes different areas associate to traditional sector such as the networks, contents and services, as well as ICT components and systems as enabling technologies. Areas under this concept are: Mobile and Wireless Communications, Satellite Communications, Networked Electronic, Software and services, Photonics, Nanoelectronics, Smart Systems Integration and Embedded Intelligence and Systems.

**Networked Electronic Media:** Is the term used to “address the convergence of media, communications, consumer electronics, and IT as a wide opportunity for future growth, by taking advantage of generalized broadband access, increased mobility, availability of richer media formats and contents, as well as new home networks and communications platforms.”<sup>3</sup>

**Technology Platform:** It is private-public partnership aimed at fostering R&D activities, projects and programs in a more rapid and effective way.

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<sup>3</sup> <http://www.nem-initiative.org/>