

BIBA Working principles

As approved by the BIBA Platform on April 30th, 2003

This document defines the working principles of the BIBA Platform and has to be read in conjunction with the MoU signed by each member of the Platform.

Each new member endorses these working principles automatically by signing the MoU.

1. The qualification of the members

BIBA distinguishes 2 qualifications: Executing members and participating members.

- Executing members are members that are able to contribute to a BIBA project in a technological way.
- Participating members don't have the ability to technologically support a project. However they can contribute on the content of a project or on the promotion of a project to the outside world.

Typically one would find an ICT or end-user application related company in the executing members. Federations, Non-profit organisations, ... would be participating members.

Members will be represented by one representative (and one substitute) who will be the contact person for this member (company, federation, organisation, ...)

The promotion of BIBA or any of the projects it endorses is subject to the rules concerning external communication as defined in the MoU

2. The projects

a. Qualification for a project

In order to be endorsed by BIBA, a project needs to:

- be repeatable, this means not been a niche project or a restricted one (due to patent, copyright, ...)
- use existing technology
- target a wide audience and more specifically the citizens and SME's
- be measurable
- be realistic
- be 'low budget'
- ...

b. Submission

Any member can submit a project to BIBA, whatever the current status of that project is. However, in order to be evaluated, a template as proposed in exhibit 1 needs to be filled in. If any information is lacking (for instance because the project is still in a very early stage), the Board can help the submitter in filling the blanks.

c. Endorsement

Based on the template, the Board will unanimously decide on the endorsement of a project. The decision is based only on the parameters defined in paragraph a. and on the technological feasibility of the project. The endorsement labels a project as a BIBA-project and such projects will actively be supported by BIBA on non-technological issues.

d. Implementation

A project will be initiated by establishing a project group, among the members (and eventual third parties) that support the project. If need be, the members in that project

group will sign an NDA regarding that project. The project group will appoint a project manager. First task of the project group is to establish a proof of concept, preferably coupled to a pilot project. For that purpose, the project will define the key elements that mark the project as a success, these key elements will be mentioned in the project file when submitted to the Board.

e. Evaluation

The project manager reports to the Board *once a month* on the progress made and, if institutional (covers also EU, ...) funding has been granted, on the financial status of the project. When the pilot is over, the project manager will submit, in respect of the NDA, the findings of the pilot to the Board.

f. Promotion

When a project is deemed successful, the Board will actively promote it so that it will be repeated or so that others will build their technology on the existing project.

3. The Board

a. Purpose

i. Strategy

The Board is responsible for implementing the strategy as defined by the General Assembly. As such, the Board decides on endorsing projects whose scope or characteristics has been defined by the General Assembly.

ii. Support

The Board is responsible for providing assistance to the BIBA projects on any but the technological issues. These issues might have a financial, legal, partnering, communication, networking, ... character.

iii. Communication

The Board is sole responsible for opening and maintaining communication channels with the members and with the outside world. No member can speak on behalf of BIBA without the prior consent of the Board.

iv. Promotion

The Board makes the passive and active promotion of the BIBA projects. The passive promotion can be done, for instance, by organizing the findings of the projects so that any other project can bank on it or, for instance, by responding to requests by an outsider. The active promotion can be done, for instance, by publishing press releases, sending memo's to the representatives of the Belgian (Federal, Regions, Communities) governments.

v. Bookkeeping

The Board keeps the financial status of BIBA.
The Board proposes a scheme for membership fees to the General Assembly.

b. Composition of the Board

The following competences need to be represented on the Board by at least one company:

- Infrastructure
- Internet Provider
- Integrator
- End- users

In the Board there should be at least 2 persons coming from the Executing members and at least 2 persons coming from the Participating members.

The purpose hereof, is that when the Board has to make any decision on the feasibility of a project, that all the parameters are on hand to decide swiftly.

The Board will have no more than 5 members. Upon instalment, the Board members will distribute the following tasks amongst themselves: Chairman, Secretary, Treasury, Communication, Funding, Partnership, Government Networking.

The 5 members of the Board can also be part of an Inter-governmental Workgroup, if such a workgroup is established.

c. Selection of the Board

The Board members are elected by the General Assembly on the basis of their competence as described under b.

d. Term

The Board members are elected for a period of 2 years. The members coming at the end of their term can resubmit their candidacy for a new term. Board member activity is without remuneration. Any individual Board member that leaves the company or organisation he represents is assumed to resign from the Board. The open position in the Board will be decided by the General Assembly if no other suitable candidate from the same company or organisation can be assigned in the 2 weeks of his resignation.

e. Accountability

The Board reports to the members in a General Assembly. The General Assembly will be held on a regular basis and at least once a year. A General Assembly can also be summoned when asked so by at least 50% of the members. The General Assembly will either discharge or dismiss (some of) the Board members.

f. Experts

The Board can call in the help of experts on some topic, be it in a decision making process or in supporting the BIBA projects.

g. Decision taking

All decisions are taken unanimously. As such, all the Board members endorse the decisions taken by the Board.