

MOST

Media Oriented Systems Transport

Multimedia and Control
Networking Technology

MOST Cooperation

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Document History

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3.0-00	2001-02-05	-	First version
3.1-00	2001-04-09	8	Added
		9	Added
3.1-01	2001-07-16	-	MOST Cooperation address changed
3.1-02	2001-10-23	5.2	"Partners" section revised
3.2-01	2004-07-21	All	Language improvements by HB Lawyer Role of Technical Coordinator integrated Document release process re-defined General update – please read carefully
3.2-02	2004-08-26	5.5	Minor change due to typo. Currency changed to EURO
3.2-03	2005-06-15	9.5.1; 9.5.2	General update – please read carefully

3.5-01	2007-02-29		Addition of the possibility to install TCGs and WGs for non-automotive market representatives to work on market specific extensions of the MOST specifications
3.5-2	2013-02-25	5.2	"Partners" section revised
3.5-3	2015-04-24	-	New address
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3.5-4	2015-11-19	3	Terms sorted alphabetically and aligned with definitions in MOST Agreement, MLFA and Compliance Document
		1	Adapted introduction
		5.8 7.5.2	Exempt released specs from confidential material Administrator tasks
3.5-5	2016-01-27	5.5	Annual membership fee
		5.7.	Section revised.
3.5-6	2018-02-21	1, 3	SC partners adapted.
		5.5	Annual membership fee

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1 Introduction

MOST Technology provides a network for multimedia applications. It includes the specification of several hardware and software layers up to the application layer, as well as software libraries and standard tools to implement this technology into products.

The basic principles of the MOST Technology were developed by Bayerische Motoren Werke AG, Daimler Benz AG (today Daimler AG), Becker GmbH (today Harman Becker Automotive Systems GmbH) and OASIS Silicon Systems AG (today Microchip Technology Germany GmbH), as part of a joint project and are being further developed and enhanced by the MOST Cooperation. These companies founded the MOST Cooperation in 1998. Audi AG joined the MOST Cooperation as a Partner under the terms of para 7 (1) of the MOST Cooperation Agreement in 2000. Bayerische Motoren Werke AG terminated its membership in the MOST Cooperation by December 31, 2017. The Cooperation has since its foundation expanded into a worldwide organization that comprises car manufactures, set makers, system architects, key component suppliers and the IT industry. Its goal is to jointly develop the MOST Technology and promote it as global standard for multimedia networking.

The MOST Cooperation Agreement contains the Cooperation's goals, a framework for its structure and rules of participation, as well as rules for management and operations, proprietary information, intellectual property, disputes, the term of the agreement, liability and indemnification. The founding members executed the Cooperation Agreement. New members execute Side Letters wherein they agree to the regulations of the Cooperation Agreement.

The Cooperation Agreement is supplemented and, in part, superseded by the MOST License and Framework Agreement, which the founding members of MOST Cooperation executed in September 2000.

This Organizational Procedures document is designed to describe the MOST Cooperation's management and organizational procedures. These procedures are necessary to advance the objectives of the Cooperation in accordance with the provisions of the Cooperation Agreement and MOST License and Framework Agreement.

Nothing in this document is intended to conflict with or supersede any of the stipulations of the Cooperation Agreement or the MOST License and Framework Agreement, the provisions of which control the MOST Cooperation.

2 Validity of this document

The Organizational Procedures described in this document were jointly decided on by the Steering Committee. They will remain valid until a new version of this document is issued by the Steering Committee.

3 Terms and Abbreviations

- **Administrator (also MOSTCO Administrator):** The person appointed by the MOST Cooperation Steering Committee in accordance with clause 3.5 of the MOST Cooperation Agreement. The responsibilities of the Administrator are defined in Section 7.5 of this document.
- **All Members Meeting:** Meeting of all Members of MOST Cooperation.
- **Associated Partners:** Organizations, who have executed the MLFA and MOST Side Letter. For the efficient organization of the MOST Cooperation activities the MOST Cooperation distinguishes among the Associated Partners
 - (MOST) System Integrators (e.g. car makers) and
 - Suppliers (set makers, system architects, key suppliers and IT industry etc.)
- **Initial Partners:** The Initial Partners of the MOST Cooperation are, Becker GmbH (today Harman Becker Automotive Systems GmbH), Daimler Benz AG (today Daimler AG), and OASIS Silicon Systems AG (today Microchip Technology Germany GmbH), who have signed the MOST Cooperation Agreement with effect of 14. August 1998. Bayerische Motoren Werke AG was an Initial Partner but terminated its membership in the MOST Cooperation by December 31, 2017.
- **Members:** Any organization that has executed the respective MOST Agreements. Members are either Partners or Associated Partners.
- **MOST:** Media Oriented Systems Transport
- **MOST Cooperation (MOSTCO):** Cooperation organization that develops the MOST (Network) Technology.
- **MOST Cooperation Agreement:** Legal framework for the formation and operation of MOST Cooperation as signed by the Initial Partners (“AGREEMENT” dated 14. August 1998”).
- **MOST Cooperation Agreements:** MOST Cooperation Agreement, MOST License and Framework Agreement, and Side Letter.
- **MOST License and Framework Agreement:** Legal framework that supplements and, in part, supersedes the Cooperation Agreement and contains rules for use of MOST Technology.
- **MOST Side Letter:** Document with which MOST Cooperation invites Associated Partners. With the execution of Side Letter and MLFA, Organizations become Associated Partners.
- **MOST System Integrator:** Organization that realizes a MOST System and markets it. The MOST System Integrator takes responsibility for the functionality, interoperability and overall quality of the whole MOST System product. For automotive applications, the MOST System Integrator in the sense as it is meant here, needs to be a vehicle manufacturer.
- **MOST (Network) Technology:** The technology described in the MOST Specifications.
- **Partners:** Partners of the MOST Cooperation are the Initial Partners and Audi. New Partners may be admitted in accordance with clause 7 section 1 of the MOST Cooperation Agreement. The Partners are shareholders of MOST Cooperation and represent the Steering Committee.
- **Technical Coordination Group - Automotive (TCG-A):** Team consisting of representatives from Partners, Associated Partners (system integrators) and invited Associated Partners (suppliers) that sets and reviews the technical direction of the MOST Cooperation’s standardization work with regard to automotive. The group creates WGs, sets their objectives and reviews their progress.
- **Technical Coordination Meeting – Automotive (TCM-A):** Meeting of the Technical Coordination Group - Automotive.

Technical Coordination Group - X (Market X) (TCG-X): Teams consisting of representatives from member companies that set and review the technical direction of MOST Cooperation standardization work for extensions of the specifications that are specific to the respective market. The group creates WGs, sets their objectives and reviews their progress.

No TCG-X exists as of the release date of this document. Once there is enough interest from members that represent other markets to work out specific extensions to the specifications, such a TCG-X will be founded. It will then be defined who should participate. Tentatively, it will be set up similar to the TCG-A (carmakers) which consists of system integrators.

- **Technical Coordination Meeting – X (TCM-X):** Meeting of the Technical Coordination Group X.
- **Technical Coordinator (TC):** Person that chairs the TCG and supervises the work of the WGs and organizes the information flow between the different WGs and between the WGs and the TCG. He is responsible for a seamless flow of the technical work of MOST Cooperation.
- **Working Group (WG):** Project team dedicated to working out a part of the specifications of MOST Technology.

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4 Scope of MOST Cooperation

The MOST Cooperation undertakes a number of activities based around the development and promotion of the MOST Technology.

Activities:

Within the scope mentioned above, the following activities are carried out:

- Release of MOST Technology Specifications defining technology on different network and application layers;
- Release of specification of optical and electrical interfaces and connectors;
- Definition of network management and transport layers;
- Definition of streaming models and classes – i.e. sound processing objects with source data input/output capability;
- Supply framework for network independent hierarchical application modeling;
- Definition of device classes – i.e. media devices, communication devices, etc.;
- Release of Function Catalog (network independent APIs) for functions on application level – i.e. media player, radio, etc.;
- Definition of drivers for devices such as audio, video, data networking and communication;
- Release of High level packet transfer protocol definition;
- Definition of compliance requirements and procedures;
- Verification of specification in simulation and emulation;
- Demonstration of system with audio/video, network drivers and telecommunication access;
- Release of specification of tools in hard and software for development, production and service; and,
- Encourage the proliferation of highly integrated solutions on silicon;
- And others.

Additional Responsibilities:

Additional responsibilities of the Cooperation are:

- Documentation;
- MOST Internet and Intranet;
- Organization of meetings, meeting reports, web site, etc.;
- Management of project and working groups;
- Management of information for members and general public;
- PR activities and press releases;
- Creation of marketing brochures and presentation material;
- Event management (conferences, exhibitions, information and PR meetings, etc.);
- Provision of a communication platform for members with common technical goals;
- Representation of the common interests of its members towards key suppliers and other companies;
- Promotion of MOST Technology, as well as cooperating with other organizations such as ISO, IDB, ITS, etc.;
- Definition, subcontracting and control of joint projects;
- And others.

5 Legal Organization

5.1 Joining MOST Cooperation

The MOST Cooperation is open to any company. Therefore no properly filed application for membership will be rejected if there are no material reasons.

New members can join MOST Cooperation by written request. The Steering Committee will review each membership application and ask the Administrator to execute the Side Letter. The Cooperation Administration will then send a copy of the Cooperation Agreement, MOST License and Framework Agreement and a Side Letter for the applicant's consideration. The executed Side Letter and MOST License and Framework Agreement contain the agreement between the applicant and the Cooperation. All members thereby agree to the same Cooperation Agreement outlining the purpose, provisions, and powers of the MOST Cooperation.

5.2 Membership

The philosophy of MOST Cooperation is openness to any company and swift progress of definitions. In order for the Cooperation to meet the commitment of the definition work and still maintain productive teamwork, the members are divided into two categories. These categories are Partners and Associated Partners.

Partners:

- Implementers and strong promoters of the MOST Technology with a strong interest in standardization. Members with a representative in the Steering Committee. (Other members that have a major contribution to the implementation of the MOST Technology may also become Partners.) The Partners are the shareholders of MOST Cooperation.

Associated Partners:

- Other system integrators – their interest is the integration of the entire system (e.g. into the vehicle).
- Other suppliers (set makers, system architects, key component suppliers and IT industry) – their interest is mostly in the components of the system.

The Technical Coordination Groups (TCG-A and TCG-X), with the approval of the Steering Committee, define and review the technical direction of MOST Cooperation. This ensures that further definition work on MOST is as efficient as possible.

For automotive, the Partners together with the carmakers make up the TCG-A are responsible for initiating WGs to develop detailed specifications of the MOST Technology. All members of the Cooperation contribute their work. They agree to bear their share of the common administrative costs.

The carmakers and the Partners automatically have the right to join all Technical Coordination Meetings - Automotive (TCM-A) and WGs that report to TCG-A. The suppliers may, on invitation, participate in the TCM-As and respective WGs.

NOTE: The rules for participation in TCG-X meetings and meetings of the WGs that report to TCG-X will be defined once a TCG-X is formed. However, the Partners have the right to join all meetings of Technical Coordination Groups (TCG-X) and their WGs.

However, all members of the MOST Cooperation have the same rights with respect to the usage of the MOST Technology. All Partners and Associated Partners have access to the specifications, information database, user forums and compliance tests.

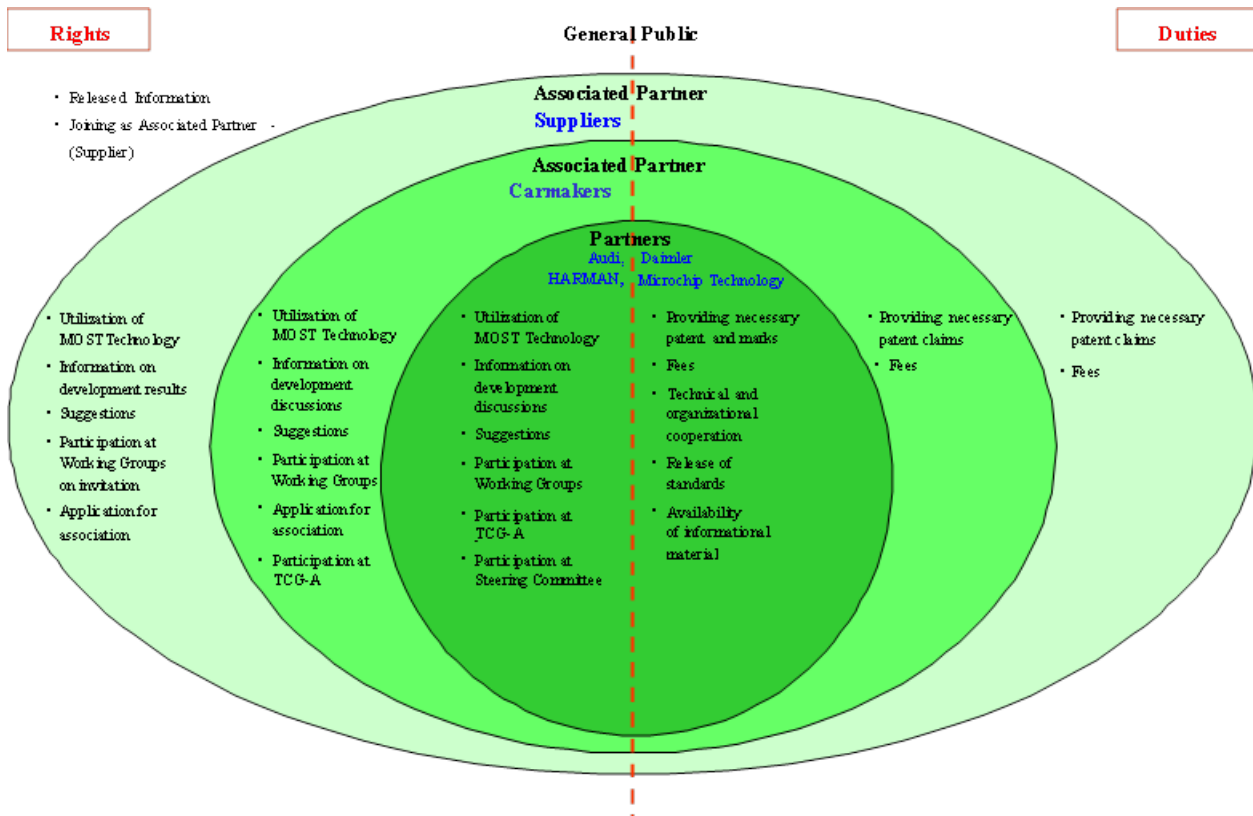


Figure 5-1: Rights and duties of the different kinds of members

5.3 How MOST Cooperation Works

All organizational activities of the MOST Cooperation are managed by the Steering Committee. The Steering Committee is responsible for the contracts and strategic relations with other organizations. It organizes PR events and conferences. The Steering Committee makes final decisions on publication of documents. It appoints an administrator for the Cooperation for a one-year term.

The Steering Committee delegates control of the technical work for the MOST Cooperation to the Technical Coordination Groups (TCGs). The TCGs set up and coordinate the WGs who work on detailed specifications of the MOST Technology. Areas of common interest are identified in the TCMs and defined as projects for the respective WGs.

All members of the Cooperation contribute their work at their own expense.

5.4 Contribution to Technical Work

Contribution to the technical work is on a volunteer basis for Associated Partners and is highly welcomed and valued.

Partners must contribute to both the technical and organizational work.

Associated Partners system integrators), who significantly contribute to the Cooperation, may become Partners.

5.5 Cost and Payment

Every Partner and Associated Partner will cover his own expenses, unless otherwise agreed. They will equally share the administration cost of MOST Cooperation.

Each member pays an annual membership fee of EURO 10,000.00. These funds are used for administrative purposes. The Cooperation does not operate for profit and redistributes all excess over expenses at the end of each fiscal year either directly or indirectly, by using it for the next fiscal year.

At least three months before the end of a calendar year, the Steering Committee decides upon and announces the amount of the next calendar year's fee.

Regardless of when an Associated Partner becomes a member, he is required to pay the full amount of the membership fee for the calendar year in which he is admitted.

In case the MOST standard will be used by other markets with a different structure, e.g. with a lot of small companies, the Steering Committee might create a basic cost membership.

5.6 Confidentiality

All confidential information provided by the Partners and Associated Partners for the purpose of the Cooperation will remain confidential, unless otherwise agreed.

5.7 IP-Policy

The major aspects of the MOST Cooperation's intellectual property ("IP") policy under the MOST License and Framework Agreement are:

- **Equal Treatment:** Each Partner and Associated Partner has the same rights and duties with respect to IP and the use of the MOST Technology.
- **Intellectual Property:** Each member of the Cooperation retains his rights to any IP created before, or arising out of the scope of this project.
- **Non-Assertion:** Each member will grant the other members a non-exclusive, non-transferable, irrevocable, royalty-free right for the specific use of those IP rights, which are necessary to implement the MOST Technology as described in the MOST Specifications. Each member agrees not to assert any of such IP rights against other members.
- Inventions made by individual and multiple members that are not within the scope of the MOST Cooperation's project belong exclusively to those members.

5.8 Termination of Membership

Termination of membership is possible upon written notice to the Administrator four weeks before the end of a calendar year.

- No membership fees are refundable.
- No further expenses will arise from termination.
- All open invoices with the MOST Cooperation must be paid in full. Regardless of when a Member leaves MOST Cooperation he is required to pay the full amount of the membership fee for the calendar year.
- Confidential material other than released MOST documents must be returned to the MOST Cooperation.

5.9 Termination of MOST Cooperation

The Cooperation Agreement originally specified a termination date for the MOST Cooperation of December 31st, 2001. Pursuant to the MOST License and Framework Agreement, the MOST Cooperation no longer has a defined termination date. The MOST Cooperation will continue until its termination is determined by the Steering Committee. Please note that for those members who executed the Side Letter for the Cooperation Agreement, but not the MOST License and Framework Agreement, their membership terminated on December 31, 2001.

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6 Communication

6.1 Main Contact

A representative is assigned from each member's company to be the "main contact" for the MOST Cooperation. The main contact is the person who receives all the documentation and information from the Cooperation and attends the yearly All Members Meeting. He is responsible for the information flow within his company.

6.2 E-mail

E-mail is the designated means of communication for the MOST Cooperation. All members must have e-mail access. Input and questions regarding the MOST Cooperation should be sent to:

contact@mostcooperation.com

6.3 Public Web Site

MOST Cooperation's web site can be found at

www.mostcooperation.com

It represents the Cooperation's organization and goals.

6.4 MOST-Intranet Web Site (for members only)

A password protected web site has been installed for members only. It ensures the members access to current management, administrative and technical information. The password protected site is called MOST-Intranet. It is accessible from the MOST Cooperation public web site.

The MOST-Intranet contains the following different access levels:

All Member Access:

- Organizational Procedures Document
- Official Specifications
- Work Plan
- Minutes of All Members Meetings
- MOST Cooperation Position Papers
- Information on Existing WGs
- Schedules and Agendas of Coming Meetings
- Compliance Verification Process and Documents

Working Group Access:

- All Member Access
- Draft Specifications from the Designated WGs
- Meeting Minutes from the Designated WGs

Associated Partner Access (system integrators):

- WG Access (all WGs in context of TCG-X)
- Technical Coordination Group (TCG-X) Meeting Minutes (TCG representatives only)

Steering Committee Access:

- Associated Partner Access (system integrators)
- SC Meeting Minutes

6.5 Standard Software

The standard software to be used for communicating and sharing information among members of the MOST Cooperation is:

- Microsoft Office 2000 and later (Word, Excel, PowerPoint, Access)
- Microsoft Visio
- WinZip
- Microsoft Project 98 and later
- Adobe Acrobat Reader

7 Working Organization

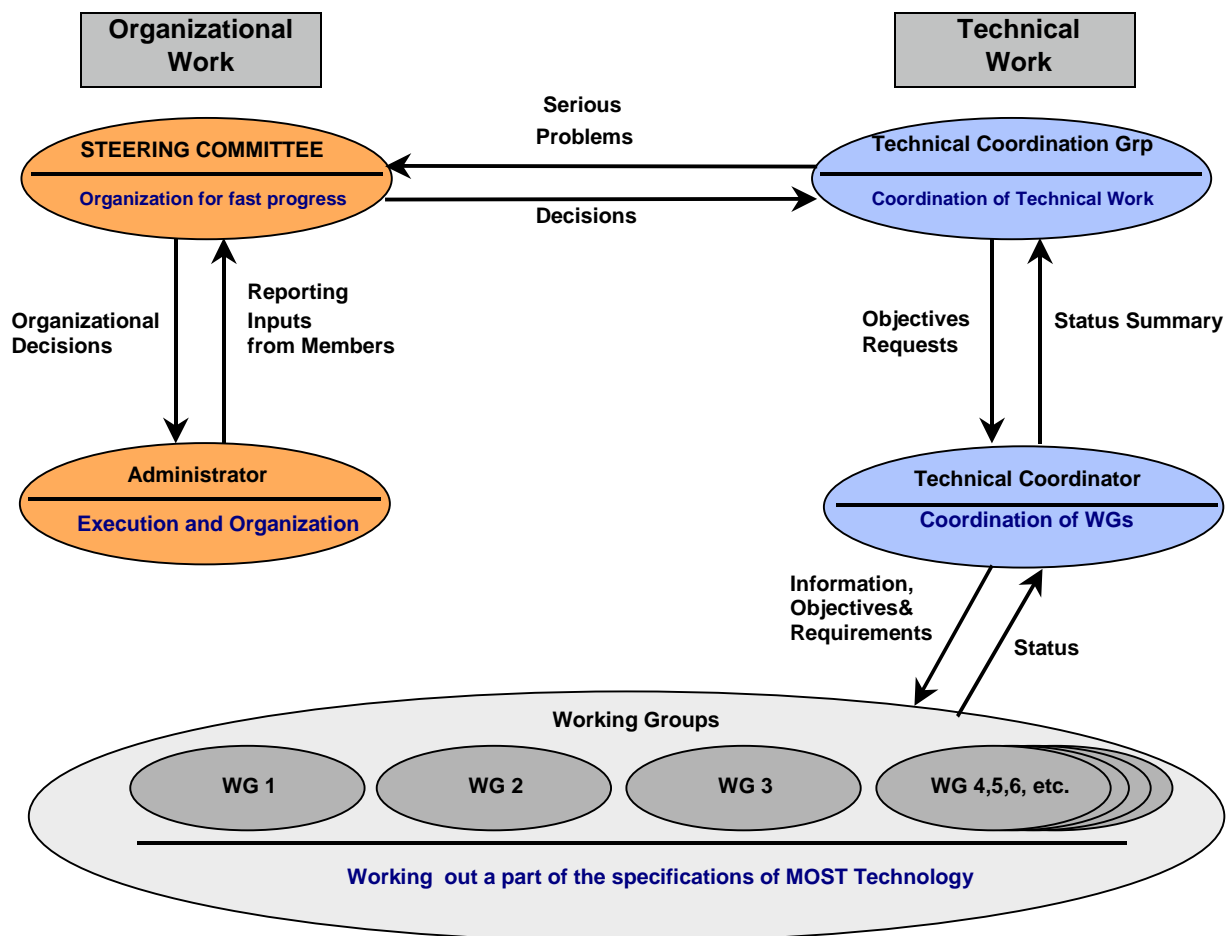


Figure 7-1: Working Organization of MOST Cooperation.

Note: Once one or more TCGs for other markets is formed, this graphic needs to be revised. There will then be several TCGs that create and supervise their respective WGs. In order to harmonize the work between all existing MOST Cooperation WGs, the Technical Coordinator will supervise the day-to-day work of all WGs, no matter what TCG they belong to. He will also participate in the meetings of all TCGs.

7.1 Working Groups

The following rules have been established and agreed upon by the Technical Coordination Group - Automotive. They will most likely also apply for other TCGs and their WGs:

7.1.1 Initialization

The Technical Coordination Group (TCG) on request of at least two TCG members will set up new WGs. The TCG establishes the overall goals of the WG.

The TCG appoints a Coordinator to preside over the WG. The Coordinator has to be an employee of a TCG member.

7.1.2 Participation

The TCG determines the participants of a WG. However, in special cases, the Coordinator can invite additional participants on request of a TCG member. These participants have to be accepted by the TCG in the following TCM.

Participants of WGs can be employees of TCG members and/or employees of Associated Partners (suppliers) invited by at least one TCG member. In order to reach the defined goals rapidly, the participants must be experts in the field of the specific WG.

As a rule, only one person per company is assigned and is the contact person for his respective company. This is largely due to the fact that WGs are meant to be small and efficient. Substitutes are accepted; additional experts can be invited on a case-by-case basis.

In rare situations, participating companies can also send a subcontracted person, provided that the person has adequate obligations concerning IP and Confidentiality as the company's own employees.

A WG Coordinator may divide his WG into sub-groups for effectiveness. The TCM has to be notified of this change in his regular report.

WG members must contribute to the work.

If participants are not working within the established rules and/or goals of the WG, they can be excluded upon the decision of the Coordinator and the TCG.

7.1.3 Organization

A Coordinator heads the WG. A Coordinator is responsible for the organization and the goal oriented work of his WG. He invites the participants to the meetings upon agreement of the TCG.

Upon request of the TCG, a Coordinator can participate in the TCMs to update the TCG on the status of his WG. He may also be invited to the All Members Meetings, in order to present the status of his WG.

7.1.4 Objectives

The TCG defines the initial objectives of the WG. In the kickoff meeting of the WG, the objectives will be detailed. Requirements, tasks, schedules and task assignments will be determined. The WG Objectives template should be used. The Coordinator or the TC will present the WG Objectives to the TCG for approval. Further on, the WG Objectives are updated from time to time.

7.1.5 Operation Rules

The organization of the way of operation of the WG is left to the WG Coordinator and the WG (self organization). For some WGs it is more practical to have frequent face-to-face meetings while others handle a lot of their work via email. There are only some rules that need to be obeyed:

- The Coordinator sends the first invitation, along with the Working Rules to each participant of the WG. However, participation is based upon the acceptance of the Working Rules.
- The Coordinator has to inform the TC and TCG when changing the objectives and schedules using the WG Status Reporting document (see below).
- The Coordinator must make the TC and TCG aware of any major problems and deadlocks.
- Each TCG member has to manage the Associated Partners (suppliers) that he has invited.
- The Coordinator must make the meeting minutes (in English) available within one week after each WG meeting. The MOST Cooperation Meeting Minutes template is to be used. The meeting minutes and the other WG documents must be loaded on the MOST Cooperation Intranet.
- All draft specifications discussed by the WGs should be marked "Copyright MOST Cooperation" and "Confidential". The MOST Specification template is to be used!

7.1.6 WG Status Reporting

The TC will keep in close contact to the WG Coordinator and from time to time attend WG meetings. The WG Coordinator needs to keep the TC informed on the detailed status of the WG and bring any issues and requests to his attention that can increase the speed of progress of the WG.

Furthermore once per quarter and more than one week before the next TCM, the WG Coordinator summarizes the status of the work within his WG using the WG Status Report template. The report states:

- Changes in the participation to the WG
- Status of technical work
- Last achievements
- Next milestones
- Issues and requests to TCG
- Requests for change of the Objectives

7.2 Technical Coordination Group (TCG)

In mid 1999, the Steering Committee delegated the control of the technical work of MOST Cooperation to the TCGs. The TCGs bring only “Standstill Issues” (defined below) to the Steering Committee for decision. So far the Steering Committee only has initiated one TCG for automotive standardization work (TCG-A). Upon need, the Steering Committee will launch other TCGs for different markets.

7.2.1 Participants

The TCG-A consists of the Partners and Associated Partners (system integrators = carmakers) and invited Associated Partners (suppliers). Each participating company appoints one representative and one alternate to the TCG. Either the representative or the alternate are required to attend each TCG meeting. Only under special circumstances, may additional members participate at the TCG meetings.

Note: The rules for participation in non-automotive TCGs (TCG-X) will be defined once a TCG-X is formed. However, it can be assumed that, similar to automotive, system integrators form the TCG-X.

7.2.2 Chair

The Technical Coordinator chairs the TCGs.

7.2.3 Definition of Role

The TCG is responsible for the overall coordination of the technical work of MOST Cooperation. The WGs and Sub-WGs do the technical work. The TCG is responsible for the following:

- Setting up the WGs by defining objectives and time frame and appointing a Coordinator
- Determining the participants of a WG
- Reviewing the status of the WGs and correcting the technical direction, when necessary
- Promoting measures that result in quick progress of the technical work (e.g., employment of a WG Coordinator, joint actions towards third party as DVD Forum, extra budget, etc.)

7.2.4 Decisions

Decisions on matters assigned to the TCG are approved with a two-thirds qualifying majority. Nonetheless, the goal is to reach a consensus.

7.2.5 Standstill Issues

Standstill Issues are serious issues that cannot be resolved by the TCG. They are decided by the Steering Committee.

7.2.6 Meeting Minutes

The Technical Coordinator is responsible for the meeting minutes from the TCM. The meeting minutes can be found on the MOST-Intranet. The Partners and the TCG participants have access to the minutes.

7.3 Technical Coordinator

The Technical Coordinator (TC) is an employee of MOST Cooperation. He coordinates the technical work of MOST Cooperation on a day-to-day basis. The TC's responsibility is that the specification work is done at maximum speed and quality. His deliverables are the Specifications. His main tools are processes and communication.

7.3.1 Definition of Role

- “Glue logic” between the different WGs and between the WGs and the TCGs
- “Glue logic” between the different TCGs and their work
- Act as process master and information platform
- Installation of effective harmonized procedures and structures

- Drive the process of WG Objectives sign off and status reporting
- Keep close contact and good relations to the WG Coordinators
- Attend all WGs from time to time
- Keep an overview of the WG status
- Inquire about problems of the WGs and either solve them or forward them to the TCG for escalation
- Supervise the generation of meeting minutes and their availability on the intranet
- Inform WGs about issues of other WGs that are important for their work to avoid duplicate work or wrong directions
- Steer the direction of the WGs in the sense given by the TCGs
- Drive the sign off process of specifications
- Define and drive a cyclic review process of the Specifications after termination of initial work (even if WG might be inactive meanwhile)

- Set up the agenda for the TCMs and send out the invitations
- Chair the TCMs and do the minutes
- Make sure that all status reports of the WGs are available in time for the meeting
- Report the status of the WGs to the TCGs using these status reports but give additional information, act as competent discussion partner and protect the standpoints of the respective WG
- Invite selected WG leaders to discuss even deeper into the issues of their WG (not more than 1 per TCM)
- Invite selected MOSTCO members to present the status of their MOST related products
- Issue the meeting minutes of the TCM not later than 1 week after the meeting

7.4 Steering Committee

7.4.1 Participants

The Partners form the Steering Committee. They are the only shareholders of MOST Cooperation. Each Partner appoints one representative and one alternate to the Steering Committee. Either the representative or the alternate are required to attend each Steering Committee meeting. Only under special circumstances, may additional members participate at the Steering Committee meetings.

7.4.2 Chair

The Administrator.

7.4.3 Definition of Role

The Steering Committee is responsible for the organization of the MOST Cooperation. Its responsibilities are the following:

- Policy (membership, intellectual property, licensing, etc.)
- Contracts (Cooperation Agreement, MOST License and Framework Agreement, etc.)
- Consulting and negotiating with potential new members
- Budget
- Organization of MOST Cooperation (structure, bodies, etc.)
- Internal information flow (MOST-Intranet, specifications and documents, meetings, etc.)
- Questions and concerns from members
- All Members Meetings (invitation and organization)
- External information and public relations (web site, PR consultant, brochures, informational material, press releases, exhibitions, conferences, etc.)
- Relationship towards other organizations (AMI-C, ERTICO, IDB, SAE, ISO, ITS, Forum, etc.)
- Decision about founding TCGs
- Decision on "Standstill Issues" from the TCGs
- Formal release of new or amended Specifications of MOST Technology as liable shareholders of MOST Cooperation
- Definition of the MOST Compliance Verification Process
- Formal release of new or amended MOST Compliance Test Specifications as liable shareholders of MOST Cooperation

7.4.4 Decisions

Unless otherwise defined in the MOST Cooperation Agreement or the MOST License and Framework Agreement, most decisions of the Steering Committee are effective with a two-thirds majority, and certain decisions require unanimity. Nonetheless, the Steering Committee should in any case strive to reach consensus.

7.4.5 Meeting Minutes

The Administrator is responsible for preparing the minutes of Steering Committee meetings. The minutes can be found on the MOST Cooperation Intranet. The Partners have access.

The minutes of the SC meetings are confidential. The representative of each company has to take care that this is granted.

7.5 Administrator

7.5.1 Organization

The Administrator is appointed by the Steering Committee for a one-year term.

The Administrator may have a dual role in the MOST Cooperation as both a Partner and the Administrator. In such a case, the interests of the two roles must remain distinctly separate.

7.5.2 Definition of Role

The Administrator executes the decisions of the Steering Committee. He does not act on his own. The Steering Committee sees the following tasks with the Administrator:

- **MOSTCO Intranet:** Set up, access passwords for members, general maintenance, updating information, specifications, meeting minutes, etc.
- **Public MOSTCO Website:** General maintenance.
- **Specifications:** Harmonization of the form, translation, loading on web site, distribution, access control, etc.
- **Potential New Members:** Send out contract and related documents, answer questions, negotiate, etc.
- **Member Communication:** Newsletter, invitations to conferences, notification of changes, general assistance, etc.
- **Conferences:** Organize and send out invitations
- **Hotline:** Answer questions from members and general public
- **All Members Meetings:** Organize and send out invitations
- **Steering Committee Meetings:** Participate and prepare meeting minutes
- **Technical Coordination Meetings (TCM):** Participate
- **Exhibitions:** Organize and participate
- **Promotional & Informational Material:** Design, write, print, distribute, etc.
- **Press Releases:** Draft and send out after approval from Steering Committee
- **Staff:** Employ and supervise staff of MOST Cooperation
- **Accounting:** Bookkeeping (budget, invoicing membership fees, paying invoices, etc. on behalf of MOST Cooperation)

8 Voting Procedures

The objective of the MOST Cooperation on all issues is to reach a consensus. Each organizational body, especially its leader/chair, shall make a concerted effort to reach a consensus. Voting or escalation only becomes necessary if a consensus cannot be reached.

8.1 Quorum

- 75% of the members of an organizational body (WG, TCG, SC, etc.) represent a quorum.
- Normally, all members (organizations, not individuals) of an organizational body have a vote. Though, there are cases where not all members have a vote. These cases are defined individually.
- Affiliated companies have only one vote.
- If there is no quorum at the voting meeting, the leader of the voting body may call for a second meeting. In this meeting, the present votes represent a quorum. The second meeting can take place 1 hour after the beginning of the first, if this has been announced in the invitation (at least 3 weeks in advance).

8.2 Voting

- The leader/chair of an organizational body determines when voting is necessary, and calls for a vote.
- He will announce the voting at least 3 weeks in advance and invite the voting members. Members of the body without a vote may attend the voting as observers (public voting).
- Voting is accomplished with a 2/3 majority.
- If a member is unable to attend the meeting in person, he may vote by written form or by telephone or by sending another member with written authorization to vote for him.

8.3 Non Face-to-Face Voting

- Upon the decision of the coordinator of an organizational body, voting can alternatively be achieved by a conference call or exclusively by written form.

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9 Documents

9.1 Form

Documents in this context are officially released MOST Specifications, Organizational Documents, presentation slides, WG documents, meeting minutes, proposals of a member to a WG, etc.

Each document shall bear the MOST Cooperation Logo and be marked “Copyright MOST Cooperation” and “Confidential”, where it is applicable.

All documents, especially presentation slides, meeting minutes and specifications should always be prepared in the same format. The Administrator provides templates for each type of document. They are accessible via the MOST-Intranet. Examples for such templates are:

- MOST Document Template
- Meeting Minutes Template
- MOST Cooperation Presentation Template (on request)
- WG Objectives Template
- WG Status Report Template
- WG Proposal Template

9.2 Versioning

The following scheme needs to be applied for versioning MOST specifications:

- Version number < 1.0: Draft, no released specification available yet, specification not ready for volume development
- Version number 1.0: First official version, specification can be used for volume development (complete, proven and verified), standardization is achieved (all have agreed to this specification)
- Version number 1.1, 1.2, ... 2.1, 2.2 etc: Consecutive official versions. Minor step of specification - small changes
- Version number 2.0, 3.0 etc: Next major official steps of specification - big changes

9.3 Terms and their Definitions

In specifications terms are used that describe a certain grade of binding. All MOST specifications must use these terms in the same sense. Therefore the following terms are to be used according to the definition:

1. **MUST** - This word or the terms "REQUIRED" or "SHALL", mean that the definition is an absolute requirement of the specification.
2. **MUST NOT** - This phrase or the phrase "SHALL NOT", mean that the definition is an absolute prohibition of the specification.
3. **SHOULD** - This word or the adjective "RECOMMENDED", mean that there may exist valid reasons in particular circumstances to ignore a particular item, but the full implications must be understood and carefully weighed before choosing a different course.
4. **SHOULD NOT** - This phrase or the phrase "NOT RECOMMENDED" mean that there may exist valid reasons in particular circumstances when the particular behavior is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behavior described with this label.
5. **MAY** - This word or the adjective "OPTIONAL", mean that an item is truly optional. One implementer may choose to include the item because a particular marketplace requires it or because the implementer feels that it enhances the product while another implementer may omit the same item. An implementation which does not include a particular option **MUST** be prepared to interoperate with another implementation which does include the option, though perhaps with reduced functionality. In the same vein an implementation which does include a particular option **MUST** be prepared to interoperate with another implementation which does not include the option (except, of course, for the feature the option provides.)

9.4 Organizational Documents

The SC makes sure that the MOST Cooperation is organized for fast progress. For this reason, the SC releases Organizational Documents. The Organizational Documents augment the MOST Cooperation Contract by further specifying the work of MOST Cooperation. Examples are these MOST Cooperation Organizational Procedures and the MOST Compliance Requirements.

9.4.1 Release Procedure

The SC strives to reach consensus. Only when this is not possible, does the SC vote on the release of an Organizational Document. The voting is done according to the rules described in "Section 8 - Voting Procedures".

9.4.2 Change of Procedures

Completely new revisions of these Organizational Procedures shall not be released more often than annually.

9.5 Engineering Specifications

Engineering specifications are technical documents that describe a part of the MOST Technology (the MOST Compliance Test Specifications are not Engineering Specifications). MOST Specifications are worked out in a WG and are formally released by the Steering Committee. The release process for an engineering specification is a 3-step process:

- WG Signoff
- MOSTCO Review
- SC Release

9.5.1 WG Signoff

The respective WG signs off its specifications. The Release Procedure consists of several phases:

- One or more WG Reviews
- WG DA Clearance
- WG Signoff

WG Review:

- The WG decides about proposed changes to the specification(s) the WG is responsible for.
- Those changes that have been decided are incorporated into a version of the specification document that is labeled “draft” and shall be accessible only to the WG itself and the TCG and SC members.
- The members of the WG shall review the draft revision of a specification before signoff. During the review, the members verify that all decisions that have been taken have been incorporated into the specification correctly.
- The WG Coordinator clearly states the beginning and the end of the review phase when sending out the draft to the members. During the review phase, any proposals or other open items that address the content of the specification shall be postponed until the revision that is currently reviewed is signed off. In other words: Once the review period started, the content of this revision is frozen and all new decisions will be incorporated into the next version of the specification. The only allowed changes during the review phase are formal issues like wording, readability, errors, omissions, etc.
- A review phase should last at least 3 weeks. The ultimate decision for the duration is the responsibility of the WG Coordinator.

- The type of the review is determined by the WG. Nonetheless, it is highly recommended that a very formal review be done. One approach could be the following:

The WG appoints a Review Coordinator (RC) responsible for the review.

- The RC issues a review form to all members and collects all review comments.
 - After the review phase the RC evaluates the comments.
They are divided in 3 categories:
 - Accepted
 - Rejected
 - To be discussed
 - All accepted items are worked into the specification without further discussion.
 - All rejected and to be discussed items are placed on the review meeting agenda which is held after the review phase.
 - In preparation for the review, the RC sends back the review contributions to their submitters with his comments and the categorization.
 - At the review meeting, all the items are discussed for a specified period, after which a decision is made. The voting procedures described in “Section 8 - Voting Procedures” can be used if necessary.
 - It is recommended to apply strict timing for each item on the review meeting agenda.
 - Decided issues are not re-discussed.
 - It might be necessary to do a second or even a third review before the specification can enter the release procedure. This decision is up to the WG Coordinator. He can exclude comments from members that did not participate in the first review, as well as comments that have nothing to do with the issues raised in the first review.
- At the beginning of the last scheduled review phase, the WG Coordinator issues a document version labeled “pre-release” for review. This version shall be accessible by all MOSTCO members.
 - While it is still possible for the WG to change the document in this review phase within the scope defined above, it should be avoided in order not to affect the MOSTCO Review procedure (see 9.5.2). If changes cannot be avoided, the TC must be notified and an updated version must be distributed as soon as possible to the MOSTCO members.

WG DA Clearance:

WG DA is the central WG that “owns” all technical MOST Specifications. It makes sure that the different documents fit together and have the same look and feel. In order to keep the MOST Specifications consistent, there will only be one WG DA, even if non-automotive TCGs and respective WGs are created later on. WG DA will also be in charge of clearance for their specifications.

- A Specification to be signed off is sent to the WG DA Coordinator with notice to the TC. It is recommended to issue the “pre-release” version of the specification for WG DA signoff.
- The WG DA Coordinator distributes the document to the WG members.
- They check the document for its conformance with the modeling rules and whether the specification fits together with all other specifications. They do not review the document from a content side.
- Within 6 weeks, the WG DA either approves the draft or makes change requests. The change requests should be in written detailed form.
- The WG DA Coordinator passes them to the releasing WG Coordinator.
- The WG can sign off its specification as is, if there is no feedback from the WG DA within 6 weeks (ok, change or please wait).
- The WG either changes its specification according to the request of WG DA or attempts to compromise with WG DA.
- If issues cannot be solved, they are forwarded to the TCG via the TC for resolution.
- The TC makes sure that the whole process is passed as fast as possible.
- For specifications that are maintained by the WG DA itself, such as the MOST Specification, the clearance does not need to be given explicitly but can be considered part of the WG Review and signoff procedures.

WG Signoff:

- In general, a specification is signed off by the WG. During the formal review process, most disputes are solved. The TC is to be informed of the successful sign off.
- As soon as the specification is signed off, a document version labeled "Final Release" is uploaded to the MOSTCO Intranet and the MOSTCO Website. The final release is accessible also by non-members of MOSTCO.

9.5.2 MOSTCO Review

Each engineering specification that has been successfully reviewed by the respective WG and has been issued as pre-release needs to undergo a MOSTCO-public (Members only) review process. The following rules apply to this:

- The TC places the pre-release of the specification in a review folder on the MOSTCO intranet and informs all main contacts of the Members via email of the beginning of the review. This information shall also contain a remark about the scope of the review (see below).
- The first review takes 8 weeks.
- During the MOSTCO review, members that do not participate in the WG have the chance to bring up issues related to severe formal matters, such as violations of confidentiality or misuse of intellectual property. However, comments about other issues related to the specification are welcome and will be collected by the WG Coordinator to be addressed at the earliest possible point in time **after** the current revision has been signed off.
- Member comments are sent to the WG Coordinator.
- The WG solves the upcoming issues by discussing with the commenting Member and/or by modification of the specification.
- If a modification was necessary, the specification is again signed off by the WG (a new clearance by WG DA should not be required) and fed into a MOSTCO review.
- The second and any further review takes only 4 weeks.
- Issues that cannot be solved by the WG are forwarded to the respective TCG via the TC.
- The TC makes sure that this process is passed as fast as possible.

9.5.3 SC Release

A specification that has successfully passed MOSTCO review, is ready for formal release by the SC. The TC informs the SC about the status of the specification and the SC at one of its meetings decides on the formal release of the specification. This decision is documented in the SC meeting minutes. Usually the SC follows in its decision the recommendation for release by the WG.

The TC maintains a list with all specifications of MOST Cooperation and their status (under construction, in WG Signoff, in MOSTCO Review, to be released, released, public). At each meeting of TCGs and the SC he presents this list and informs about changes that have happened recently or will happen in the next couple of weeks.

9.6 MOST Compliance Test Specifications

MOST Compliance Test Specifications are formally released by the MCSB. The WG that works them out is the MCTG. MOST Compliance Test Specifications undergo the following steps for release:

- MCTG Signoff: the same rules apply as for WG Signoff. A clearance by WG DA is NOT required.
- MCSB Release: the same rules apply as for SC Signoff.

A MOSTCO review is NOT necessary for MOST Compliance Test Specifications.

9.7 Change Procedure

A major goal of the MOST Cooperation is to set a stable standard for interoperability. To achieve this, several rules for changes to the specifications are required. These changes will result in a new official release.

The rules are as follows:

- A new release of a specification can only be issued annually. Only the SC can make exceptions.
- Within the MOST Cooperation, working drafts can and should exist that are frequently updated. All working documents should be kept as current as possible (e.g., Function Catalog).
- All changes shall be clearly marked and/or documented in detail. This applies to official specification releases, as well as to working drafts. Each WG should have a detailed change list.
- Changes shall be kept to a required minimum.
- For official releases, it is absolutely necessary to maintain maximum backward-compatibility in order to not jeopardize ongoing implementations. This means that existing interfaces shall not be changed. It is better to extend them or to release additional solutions. For example, an improved API model of a telephone book should be added to the existing one and not replace it.
- New releases of a specification are issued according to the procedure described in "Section 9.2.3 - Release Procedure".

Changes are not only initiated from a WG. Change requests can also be submitted to a WG from a third party (e.g., an implementer) in the following method:

- A change request must be submitted to the WG with a WG Proposal Form. A template is available on the MOST-Intranet.
- The change request should detail the supporting arguments for the change.
- The WG Proposal Form should be sent to the Coordinator of the responsible WG. In the case the submitter doesn't know either the responsible WG or its Coordinator, the WG Proposal Form should be sent to the Technical Coordinator.
- The WG has the authority to decide on change requests.
- Within 8 weeks after receiving the WG Proposal Form, the Coordinator of the responsible WG must answer it.
- If no consensus can be reached between the submitter of the WG Proposal Form and the WG, the case can be escalated to the respective TCG for resolution. It is to the sole decision of the WG Coordinator to escalate such a case.
- If the responsible WG has ceased to exist, a change request can be sent to the TC.

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