1　General

The policy and procedure mentioned in the document shall govern the operation of the International Open Forum on Data Society (IOFDS).
Revisions to these policies and procedures will be prepared at the request and with the agreement of IOFDS members.

These policies and procedures will come into effect with the agreement of IOFDS members.

2　Name

The name of this forum is the International Open Forum on Data Society, and the abbreviation is IOFDS.

3　Purpose of IOFDS

At IOFDS, we are dedicated to realizing a prosperous society through the free flow of data across borders along with responsible use of such shared data. The forum provides a dynamic environment for cooperation amongst the stakeholders of the forum who collaborate freely while respecting each other's sovereignty across nations and regions.

4 Membership

4.1 Type of member

IOFDS has two types of members, namely, Entity and Individual members.

4.1.1 Entity member

An entity member is a membership qualification granted to an organization.
An organization refers to a company, NGO, NPO, etc.,
Entity members shall allocate a representative person accountable for all the party activity.
Corporations controlled and managed by the same capital are considered one corporate member and cannot obtain multiple membership qualifications.

4.1.2 Individual Membership

Individual membership is granted to natural persons.
An individual member is an individual who is responsible for their activities, regardless of their employment or affiliation.
An individual under the control of a corporate member cannot be an individual member.

4.2 Application for Membership

Those wishing to join the IOFDS shall email the administration office with details of the type of membership they want to apply for and, in the case of corporate membership, the name and contact details of the representative.
The IOFDS will approve new membership applications unless any objections are raised on the membership mailing list and will notify the applicant of their membership.

4.3 Application for withdrawal

Members who wish to withdraw from the IOFDS shall notify the
Administration office.
When the IOFDS Administration office receives an application for
withdrawal, it shall notify the membership mailing list and delete the
member (in the case of corporate members, all members affiliated with that
company).

5 Member's Rights

IOFDS members have the following rights regarding IOFDS and its activities

5.1 Mailing List and participation in meetings

IOFDS members have the right to participate in all conferences and mailing
lists organized, co-organized, or supported by IOFDS.

5.2 Use of the IOFDS Logo

All IOFDS members have the right to use the IOFDS logo on their own HP,
Business cards, and promotion materials.
Every member shall report the use of the IOFDS logo to the IOFDS mailing
list as soon as they start using it.
IOFDS recommends adding this logo to members' relevant materials, such
as the website, brochures, etc.
IOFDS recommends announcing with "A member of IOFDS" to introduce
the member by itself.

6 Member Obligations

Every entity member shall provide their logo (black and white), which will be
displayed on the official IOFDS website to promote their affiliation with the
organization.

The member shall also provide a status report on activity related to data space technology, operation, and relevant actions at the IOFDS meeting.

7 Organization

The IOFDS comprises mailing lists, meetings, and the admin office.

7.1 RoundTable Mailing List

This mailing list is for all members of the IOFDS.
Anyone can discuss data space and collaboration-related content on this mailing list if it does not violate the law.
However, advertising for specific products or services is prohibited.

In the case of entity membership, multiple individuals can be registered on this mailing list by requesting it from the administration office.
All individual members are automatically registered on this mailing list.

7.2 Task Force Mailing List

This mailing list is for Alignment Task Force members of the IOFDS.
IOFDS members can join this mailing list by requesting it from the administration office.

Anyone can be registered on this mailing list by requesting it from the administration office, regardless of whether they are a corporate or individual member.

Anyone can discuss data space and collaboration-related content on this mailing list if it does not violate the law.
However, advertising for specific products or services is prohibited.

7.3 Administration Office

The administration office is responsible for administrative tasks related to the operation of the IOFDS, including website management.
The administration office is run by IOFDS members who volunteer their time.

8 Meetings

IOFDS has the following meeting bodies.

8.1 In-Person Meeting

The IOFDS In-person meeting is held for all members and related parties to exchange information and opinions for mutual understanding and cooperation.
IOFDS In-person meetings are held at least once every six months
The members' mutual agreement will decide upon the venue and organizer of the meeting.

8.2 Alignment Task Force Meeting

IOFDS TF meetings discuss issues necessary for exchanging the latest status of members and promoting collaborative work among members.
IOFDS TF meetings are held at least once a month.
IOFDS TF meetings are held remotely in principle.

9 Meeting Operation

IOFDS meetings, whether in-person or remote, shall be conducted by the following rules of procedure.

9.1.1 Meeting Operation

Unless otherwise specified, all meetings shall be run by Robert's Rules of Order.

9.1.2 Chairperson

At each in-person meeting, a chairperson is elected by the participants. Until a chairperson is elected, the previous chairperson will act as a chair Pro-Tem to facilitate proceedings.

The term of the chairperson shall be from the day of the end of the meeting at which he/she was elected to the day of the end of the next meeting.

The chairperson shall preside over all alignment task force meeting held during his/her term.

9.1.3 Secretary

At each in-person meeting, a secretary is elected by the participants. Until a secretary is elected, the previous secretary will act as a secretary Pro-Tem.

The term of the secretary shall be from the day of the end of the meeting at which he/she was elected to the day of the end of the next meeting. The secretary shall be in charge of secretary over all alignment task force meeting held during his/her term..

After the meeting, the secretary will upload the minutes to the shared server and ask the participants to review them.

9.1.4 Voting

Consensus-making at meetings is carried out by voting. The participants' agreement selects the voting method and resolution requirements.

Voting rights are given to each member participating in the meeting. Corporate members are given one vote each.

9.1.5 Openness

The contents of this meeting's statements, presentation materials, and minutes shall be disclosed to the TF's Mailing List of participants. Suppose a member of TF would like to provide all the materials and information of this meeting to outside TF. In that case, the member shall report to the TF Mailing list in advance.

However, the scope of disclosure may be limited under exceptional circumstances and with the agreement of the meeting participants.

9.1.6 Procedure of meeting

- All participants have the right to propose agenda items for the meeting.
- The proposer of the agenda item shall provide the title and abstract at least four days before the meeting.
- The chairman or secretary shall notify the agenda three days before the meeting.

9.1.7 Operation tool

- Meeting tools
- Data Society Alliance will provide Zoom.
- Document server
- The Data Society Alliance will provide the document server.

10 IPR

Participants aware that any proposal or material provided to this Meeting may infringe upon certain intellectual property rights must declare this at the Meeting. Upon receiving such a declaration, the meeting shall discuss and agree on treating such intellectual property rights.

11 Treasury account

In principle, IOFDS activities are carried out with each member's financial support. However, if activities are restricted, conference organizers can seek funding from outside sources.

12 Effective Date

This policy and Procedure of IOFDS will come into effect on 2025 Apr 9th.