



The Companies Act 2006

**A PRIVATE COMPANY LIMITED BY  
GUARANTEE AND NOT HAVING A SHARE CAPITAL**

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**ARTICLES OF ASSOCIATION**

**of**

**“GLOBAL CERTIFICATION FORUM (GCF) LIMITED”**

**Approved at AGM#11 11 December 2019**

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1. Preliminary
2. Statement of Objects
3. Liability of Members
4. No Distribution of Profits to Members
5. Membership and participation in the Company
  - Membership Criteria
  - Application
  - Change of Control of Members
  - Cessation
6. General Meetings
7. Notice of General Meetings
8. Proceedings at General Meetings
  - Chair
  - Quorum
  - Adjournment
  - Amendment to Resolutions
  - Written Resolutions
9. Decision-making of the General Meeting
  - Demand for Poll
  - Procedure on a Poll
10. Votes of Members
  - Restriction on Voting in Particular Circumstances
  - Validity and Result of Vote
11. Qualified majorities and reserved matters
12. Proxies
13. Corporations acting by representatives
14. Board of Directors
  - Number of Directors
  - Director's Qualification
15. Appointment of Directors
  - Appointment of Executive Directors
  - Appointment of Non-Executive Directors
  - Retirement of Directors
16. Removal and resignation of Directors
17. Powers and duties of the Board of Executive Directors
  - Delegation of Powers
18. Proceedings of Directors
  - Quorum
  - Chair
  - Voting
  - Meetings Using Electronic
  - Validity of Proceedings
  - Minutes
19. Directors' Interests
20. Remuneration of Directors
21. General Manager
22. Alternate Directors
23. Steering Group
24. Secretary
25. Members' contributions
26. Accounts
27. Auditors
28. Notices
29. Dissolution, Winding-Up
30. Indemnity
31. Directors' Loans

## 1. PRELIMINARY

### 1.1. In these Articles:

<b>“3GPP”</b>	means 3rd Generation Partnership Project;
<b>“3GPP2”</b>	means 3rd Generation Partnership Project 2;
<b>"Act"</b>	means the Companies Act 2006 including any statutory modification or re-enactment thereof for the time being in force;
<b>"Affiliate"</b>	means in relation to any person any company which is a direct or indirect subsidiary or holding company of that person and any company which is a direct or indirect subsidiary of such holding company (“holding company” and “subsidiary company” as defined in section 1159 of the Companies Act 2006);
<b>“Agreement Group”</b>	means a working group established by the Steering Group as described in the Company’s Principles Document;
<b>"Articles"</b>	means these articles of association of the Company as amended from time to time;
<b>“Associate Manufacturer Member”</b>	means any legal entity that manufactures Products, not qualifying or not choosing to become a Manufacturer Member;
<b>“Associate Operator Member”</b>	means a company providing mobile telecommunication services to the public owning or controlling all the elements necessary to provide services to the end-user including in particular radio spectrum license and wireless network infrastructure based on 3GPP and/or 3GPP2 standards who may decide they do not need full membership;
<b>“Board”</b>	means the board of Executive Directors of the Company from time to time;
<b>"Control"</b>	as defined in section 840 of the Income and Corporation Taxes Act 1988 and "controlled" shall be construed accordingly;
<b>"Corporate Representative"</b>	means a person appointed by a Member to represent that Member at any meeting of the Members in accordance with Article 10;

<b>“Declaration of Participation”</b>	means the application form to be delivered by a proposed Member pursuant to Article 5.6 and which shall be in such form and contain such obligations as the Steering Group may, in their absolute discretion, from time to time require or determine;
<b>"Director"</b>	means any person appointed from time to time as a director of the Company;
<b>"document"</b>	includes, unless otherwise specified, any document sent or supplied in electronic form;
<b>"Electronic"</b>	means actuated by electric, magnetic, electro-magnetic, electro-chemical or electro-mechanical energy and "by electronic means" means by any manner only capable of being so actuated;
<b>"electronic form"</b>	has the meaning given in section 1168 of the Companies Act 2006;
<b>“Executive Director”</b>	means any Director appointed from time to time as an executive director of the Company;
<b>"Founder Member"</b>	means any one of the following: (a) NTT DoCoMo (b) Orange France (c) Telefonica Moviles Espana SA (d) TeliaSonera (e) Vodafone D2 GmbH (f) Telecom Italia (g) Ericsson (h) SonyEricsson (i) Motorola (j) NEC (k) Nokia (l) Panasonic (m) RIM (n) Cetecom GmbH (o) Qualcomm (p) IOT & Approval Solutions Ltd (IOTAS) (q) Flander OY (r) TesTime (s) P3 Solutions GmbH
<b>“Full Member”</b>	means either an Operator Member or a Manufacturer Member of the Company;
<b>“General Meeting”</b>	means any general meeting of the Members of the Company;
<b>“General Manager"</b>	means the General Manager of the Company appointed in accordance with Article 21;

<b>“Manufacturer Member”</b>	means any legal entity responsible for the development, manufacturing and supply of Products, taking full responsibility for the accuracy and integrity of both the device certification and the ongoing maintenance of the certification;
<b>"Member"</b>	means any member of the Company registered as such in the Company’s Register of Members;
<b>“Membership Fee”</b>	means the annual membership fee payable by Members in respect of each financial year of the Company in accordance with Articles 5.8;
<b>“Membership Category”</b>	means the category as a member, for example Operator Member;
<b>“Mission Critical Communications Operator Member”</b>	means a company providing mission critical communications services who are utilising, but may not be owning or controlling, a 3GPP radio network and/or spectrum license;
<b>“Non-Executive Director”</b>	means any Director appointed from time to time as a non-executive director of the Company;
<b>“Non-Full Member”</b>	means any Member of the Company which is not a Full Member
<b>“Observer Member”</b>	means an interested third party involved in the design, development, manufacturing, testing, service provisioning, standards and/or requirements development, etc, of 3GPP and/or 3GPP2 system capable devices, not being any other member.
<b>"Office"</b>	means the registered office of the Company from time to time;
<b>“Operator Member”</b>	means a company providing mobile telecommunication services to the public owning or controlling all the elements necessary to provide services to the end-user including in particular radio spectrum license and wireless network infrastructure based on 3GPP and/or 3GPP2 standards;
<b>"Participate"</b>	in relation to a directors’ meeting shall be construed in accordance with Article 18.9;
<b>"person"</b>	includes any partnership, firm, company, organisation or other entity whether incorporated or not;

<b>“Principles Document”</b>	means the document owned by the Company which details, <i>inter alia</i> , the process and procedures for the initiation and development of the deliverables aimed at the achievement of the Company’s objectives;
<b>“Products”</b>	means any 3GPP and/or 3GPP2 system capable device, or client application software for such a device, or other wireless products as decided by the Steering Group;
<b>“Virtual Operator Member”</b>	means a company providing mobile telecommunication services who are utilising, but not owning or controlling, a 3GPP/3GPP2 radio network and/or spectrum license;
<b>"proxy notice"</b>	has the meaning given in Article 12.2;
<b>“Registered Participants”</b>	means all companies which have been registered with GCF until the date of incorporation of the Company;
<b>"Secretary"</b>	means the secretary of the Company from time to time;
<b>“Steering Group”</b>	means the Steering Group as described in the Company’s Principles Document amended from time to time by the Company;
<b>"Statutes"</b>	means the Act and every other legislative act or regulation in force from time to time which concerns companies and which affects the Company;
<b>"writing"</b>	means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent to supplied in electronic form or otherwise.

## **2. Statement of Objects**

- 2.1. The objects for which the Company is established (“the Objects”) are:
- 2.1.1. to provide common means for documenting and assessing compliance, with requirements established by GCF, in Products for all interested industry players, and
  - 2.1.2. to capture global recognition and acceptance of the assessed compliance in avoidance of multiple testing and cost efficiencies.

## **3. LIABILITY OF MEMBERS**

- 3.1. The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the company in the event of its being wound up while their membership is current or within one year after their membership ceases, for:
- 3.1.1. payment of the Company’s debts and liabilities contracted before their membership ceases,
  - 3.1.2. payment of the costs, charges and expenses of winding up, and
  - 3.1.3. adjustment of the rights of the contributories among themselves.

## **4. NO DISTRIBUTION OF PROFITS TO MEMBERS**

- 4.1. The income and property of the Company shall be applied solely towards the promotion of its objects as set out at Article 2.1 and no part of such property and income may be or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to members of the Company.
- 4.2. Nothing in this Article 4 prevents any payment in good faith by the Company:
- 4.2.1. of reasonable remuneration to any member who is an officer or employee of the Company or who otherwise provides any services to the Company;
  - 4.2.2. of interest on money lent by any member of the Company at a reasonable and proper rate per annum;
  - 4.2.3. of reasonable rent for premises demised or let by any member of the Company;
  - 4.2.4. to any director (or alternate director) of expenses under Article 20.3; or
  - 4.2.5. of any premium in respect of any such insurance as is permitted by Article 31.

## **5. MEMBERSHIP AND PARTICIPATION IN THE COMPANY**

### **Membership Criteria**

- 5.1. The Founder Members, being the subscribers to the memorandum of association, shall be the initial Members of the Company and entered in the Company’s Register of Members as such.

- 5.2. All Registered Participants duly registered for the activities of the GCF at the date of incorporation of the Company shall be Members of the Company and entered in the Company's Register of Members, unless they have objected in writing to such membership at any time prior to the incorporation of the Company.
- 5.3. The Members shall admit any person as a Member who has applied to become a Member (in accordance with Article 5.6) and satisfies the membership criteria set out in Article 5.4.
- 5.4. Membership is open to all mobile telecommunications network operators, to all manufacturers of Products and to interested third parties. Network operators may wish to become either Operator Member or Associate Operator Member. Manufacturers may wish to become either Manufacturer Member or Associate Manufacturer Member.
- 5.5. Full Membership rights are only granted to Operator and Manufacturer Members; all other members have only limited rights as expressed by these Articles.

No person shall be admissible as a Full Member if neither that person nor one or more of its Affiliates qualifies as an Operator Member or a Manufacturer Member.

#### **Declaration of Participation**

- 5.6. Each prospective Member shall execute and deliver to the Company a Declaration of Participation as defined by the Company from time to time thereby agreeing to observe and perform the obligations contained in such Declaration of Participation (including the payment of fees).

Upon receipt of the duly completed and signed Declaration of Participation, transfer of the applicable Membership Fee (as advised by the Company to the proposed Member) in cleared funds and upon acceptance by the Steering Group the Company shall notify the proposed Member of acceptance of the Declaration of Participation.

The Board of Directors shall enter such applicant in the Company's Register of Members as a Member. The Membership Fee shall not be refundable in the event of the resignation or expulsion of a Member.

- 5.7. No amendments shall be made to any section of the Declaration of Participation (including any Schedule to that Declaration of Participation Form) unless the Steering Group resolves to approve such amendments by a simple majority of both the Operator and the Manufacturer Members ("Double Majority") present and entitled to vote on such a resolution.
- 5.8. Every Member shall pay an annual Membership Fee to the Company of such amount(s) and on such date(s) as shall be determined by the Steering Group pursuant to Article 23 and Article 25 and such Membership Fee shall not be refundable in the event of the resignation or expulsion of a Member.
- 5.9. Membership of the Company and the privileges, rights and obligations of such membership in each Membership Category shall be personal and not transferable.



- 5.10. Any Member shall be entitled to participate in any Steering Group and any Agreement Group meeting. For the avoidance of doubt, participation within the Steering Group as well as within the Agreement Groups shall not result in a Member becoming liable to pay any fee in addition to payment of the annual Membership Fee. However, the Steering Group may agree to ask for meeting cost contributions.
- 5.11. Copyright in all documentation shall be vested equally in all Members. On withdrawal from the Company, all rights of the resigning participants shall automatically revert to the remaining participants.
- 5.12. With the exception of Clause 5.11, no Intellectual Property Rights shall pass to the Members through the operation and participation in the Company.

### **Change of Control of Members**

- 5.13. Any Member which is subject to a change of Control shall notify the Company in writing of such change of Control within 7 days of the change of Control taking effect.

### **Resignations**

- 5.14. Resignations must be received by written notice to the Company prior to 1st September in any budget year. In the event that the resignation is submitted after 1st September of any year, the Member will still be liable for payment of the Membership Fee for the following budget year, notwithstanding such resignation.

A Member shall be deemed to have given written notice to the Board of Directors to withdraw from the Company with immediate effect and shall be removed from the Register of Members in the event that

- 5.14.1. the relevant Member is wound up, dissolved, ceases to trade, becomes or is declared insolvent, has an administrator, receiver or liquidator appointed in respect of all or any part of its undertaking or otherwise ceases to exist;
- 5.14.2. the relevant Member fails to pay any sums due by it to the Company within 105 days from the date upon which it became payable;
- 5.14.3. the relevant Member materially breaches any of the terms of these Articles or the Member Application Form and fails to remedy such breach within 30 days of receiving notice from the Company requiring it so to do (such notice from the Company to be absolutely and finally determinative with respect to whether any breach is considered material);
- 5.14.4. the relevant Member breaches (whether materially or not) any of its obligations (whether owed to the Company, any Member or any third party) relating to the confidentiality of information supplied by any person in connection with the activities of the Company; or
- 5.14.5. the relevant Member ceases to meet the criterion for Membership as set out in Article 5.

- 5.15. The Steering Group shall be entitled to suspend or expel from membership of the Company any Member on the grounds of misconduct, in relation either to the Company, its property or its Members, or of conduct likely to prove prejudicial to the good standing of the Company or to the attainment of its objects. A Member whose suspension or expulsion is to be decided upon at a meeting of the Steering Group shall be entitled to not less than 7 clear days' notice (excluding the days on which the notice is served or is deemed to be served and for which it is given) of that meeting, stating the case made against such Member. Such Member shall be entitled to attend and speak at that meeting at any time during which its membership is discussed but shall withdraw prior to voting. A resolution under this Article shall not be effective unless passed by a majority of not less than two thirds of the Members present and voting.

## **6. GENERAL MEETINGS**

- 6.1. The Company shall in each year hold a General Meeting as its annual general meeting ("Annual General Meeting") in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it. The Annual General Meeting of the Company shall be held at such time and place as the Board of Directors shall appoint in order to approve the budget for the next financial year and provided that each Annual General Meeting shall be held not more than 15 months following the date of the previous Annual General Meeting
- 6.2. All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings.
- 6.3. The Board of Directors may, whenever they think fit, convene an Extraordinary General Meeting or, in default, such a meeting may be convened by such requisition as provided by the Act.

## **7. NOTICE OF GENERAL MEETINGS**

- 7.1. An Annual General Meeting or an Extraordinary General Meeting shall be called by at least 14 clear days' notice but may be called by shorter notice if it is so agreed by such majority in number of the Members having a right to attend and vote being a majority together holding not less than 90% of the total voting rights at the meeting of all Members.
- 7.2. Every notice convening a general meeting of the Company must comply with the provisions of:-
- 7.2.1. section 311 of the Act as to the provision of information regarding the time, date and place of the meeting and the general nature of the business to be dealt with at the meeting; and
- 7.2.2. section 325 (1) of the Act as to the giving of information to members regarding their right to appoint proxies;
- 7.3. Every notice of, or other communication relating to, any general meeting which any member is entitled to receive must be sent to each of the directors and to the auditors (if any) for the time being of the Company.

## **8. PROCEEDINGS AT GENERAL MEETINGS**

### **Chair**

- 8.1. The General Manager shall chair each General Meeting and shall have the right to speak at such meetings.
- 8.2. Where the General Manager is not present within fifteen minutes after the time appointed for holding the meeting or is otherwise unable to act as the chair of any General Meeting, the Members present and entitled to vote (whether in person or by proxy) shall choose one of their number (by simple majority vote) to be the chair of the meeting.

### **Quorum**

- 8.3. No business shall be transacted in any General Meeting unless persons representing not less than five (5) Operator Members and five (5) Manufacturer Members are present (in person or by proxy) at the time when the meeting proceeds to business, save the appointment of a chair of the meeting.

### **Adjournment**

- 8.4. If within one hour from the time appointed for a meeting a quorum is not present, the meeting, if convened upon the requisition of Members, shall be dissolved; in any other case it shall stand adjourned to the next day, at the same time and place, or to such other time and place as the Board of Directors may determine, and if at the adjourned meeting a quorum is not present within one hour from the time appointed for the meeting the Members present shall be a quorum.
- 8.5. The chair may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time (or indefinitely, to no fixed time) and/or another place.
- 8.6. No business shall be transacted at any adjourned meeting other than business which might lawfully have been transacted at the meeting from which the adjournment took place.
- 8.7. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.

### **Amendment to Resolutions**

- 8.8. If an amendment is proposed to any resolution under consideration but in good faith is ruled out of order by any chair of the meeting, the proceedings on the main resolution shall not be invalidated by any error in such ruling. No amendment to a resolution (other than a mere clerical amendment to correct a patent error) may in any event be considered or voted upon.

## **Resolutions in Writing of Members**

- 8.9. A resolution in writing is passed:
- 8.9.1. as an ordinary resolution if it is passed by Members representing a simple majority of the total voting rights of those Members who would have been entitled to vote on the resolution on the date on which copies of it are sent or submitted to Members in accordance with the Act (or if copies are sent or submitted to Members on different days, on the first of these days); and
  - 8.9.2. as a special resolution if it is passed by Members representing not less than 75% of the total voting rights of those Members who would have been entitled to vote on the resolution on the date on which copies of it are sent or submitted to Members in accordance with the Act (or if copies are sent or submitted to Members on different days, on the first of these days);

and shall be valid and effective as if it had been duly passed at a general meeting of the Company duly convened and held and may consist of several instruments in like form each executed by or on behalf of one or more Members.

## **9. DECISION-MAKING OF THE GENERAL MEETING**

- 9.1. Unless otherwise provided in these Articles, resolutions of the Members in a General Meeting shall be adopted by a simple majority of both the Operator Members and the Manufacturer Members (“Double Majority”) present and entitled to vote in each vote.

### **Demand for Poll**

- 9.2. At any General Meeting a resolution put to the vote of the meeting shall be decided by a simple majority of both the Operator Members and the Manufacturer Members (“Double Majority”) present and entitled to vote on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by:
- 9.2.1. the chair of the meeting; or
  - 9.2.2. at least three Members present in person or by proxy and having the right to vote at the meeting; or
  - 9.2.3. a Member or Members present in person or by proxy and representing not less than one-tenth of the total voting rights of all the Members having the right to vote at the meeting.
- 9.3. A demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the chair. A demand so withdrawn shall not invalidate the result of a show of hands declared before the demand was made.

## **Procedure on a Poll**

- 9.4. A poll shall be taken in such manner (including the use of ballot or voting papers or tickets) as the chair of the meeting may direct. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. The chair of the meeting may (and if so directed by the meeting shall) appoint scrutineers (who need not be Members) and may adjourn the meeting to some place and time fixed by them for the purpose of declaring the result of the poll.
- 9.5. On a poll, votes may be given either personally or by proxy. A person entitled to more than one vote need not use all their votes or cast all the votes they use in the same way.
- 9.6. A poll demanded on the choice of a chair or on a question of adjournment shall be taken immediately. A poll demanded on any other question shall be taken either immediately or at such subsequent time (within a period of 30 days from the date of the meeting) and place as the chair may direct. No notice need be given of a poll not taken immediately. The demand for a poll shall not prevent the continuance of the meeting for the transaction of any business other than the question on which the poll has been demanded.

## **10. VOTES OF FULL MEMBERS IN GENERAL MEETINGS**

- 10.1. Except provided in these Articles, on a show of hands or on a poll every Full Member who is present in person or by proxy shall have one vote.

### **Restriction on Voting etc in Particular Circumstances**

- 10.2. If any monies payable by a Full Member to the Company (whether pursuant to these Articles or to the conditions on which such Member agreed to become a Member of the Company or otherwise) shall be outstanding and overdue, such Member shall not, unless the Directors otherwise determine, be entitled to:
  - 10.2.1. vote either personally or by proxy at a General Meeting;
  - 10.2.2. exercise any other right conferred by membership in relation to General Meetings;
  - 10.2.3. exercise any rights or powers conferred by these Articles on such Member to nominate, elect or appoint any Director; or
  - 10.2.4. exercise any other right or privilege conferred by membership as may be determined by the Directors in their absolute discretion.

### **Validity and Result of Vote**

- 10.3. No objection shall be raised as to the admissibility of any vote except at the meeting or adjourned meeting at which the vote objected to is or may be given or tendered. Every vote not disallowed at such meeting shall be valid for all purposes. Any such objection shall be referred to the chair of the meeting whose decision shall be final and conclusive.

10.4. Unless a poll is taken, a declaration by the chair of the meeting that a resolution has been carried, or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the minute book, shall be conclusive evidence of that fact without proof of the number or proportion of the votes recorded for or against such resolution.

## **11. QUALIFIED MAJORITIES AND RESERVED MATTERS**

11.1. The following matters shall be reserved to the Full Members for decision by special resolution vote both of the Operator Members and the Manufacturer Members:

11.1.1. Amending these Articles including without limitation amendments to the process of election of Directors;

11.1.2. Winding-up the Company;

11.1.3. Imposition of or charging any extraordinary levies on Members, including but not limited to any additional funding, other than Membership Fees, or the request of any loan, advance, or the granting of any guarantee or indemnity in favour of the Company;

11.1.4. Creation of any security, charge, lien or other encumbrances whatsoever over any of the Company's assets;

11.1.5. Sale of any part of the business of the Company or the acquisition of any part of the business of any other company.

## **12. PROXIES**

12.1. Any Member may appoint another person as their proxy to attend any general meeting and to vote instead of them at general meetings. A proxy must be a Member of the Company or the chair of the General Meeting.

12.2. Proxies may only validly be appointed by a notice in writing (a "proxy notice") which:

12.2.1. states the name and address of the member appointing the proxy;

12.2.2. identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;

12.2.3. is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and

12.2.4. is delivered to the company in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate.

12.3. The company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.

12.4. Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.

- 12.5. Unless a proxy notice indicates otherwise, it must be treated as
- (a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and
  - (b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

#### **Delivery of proxy notices**

- 12.6. A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the company by or on behalf of that person.
- 12.7. An appointment under a proxy notice may be revoked by delivering to the company a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- 12.8. A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- 12.9. If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointer's behalf

### **13. CORPORATIONS ACTING BY REPRESENTATIVES**

- 13.1. Any corporation which is a Member of the Company may, by resolution of its directors or other governing body, authorise such person as it thinks fit to act as its "Corporate Representative" at any General Meeting.
- 13.2. The person so authorised shall be entitled to exercise the same powers on behalf of such corporation as the corporation could exercise if it were an individual Member of the Company.
- 13.3. Such corporation shall, for the purposes of these Articles, be deemed to be present in person at any such meeting if a person so authorised is present at that meeting.

### **14. BOARD OF DIRECTORS**

- 14.1. The Company shall be managed by a Board of Executive Directors that shall be responsible for the management and administration of the Company and acting together shall be authorised to sign on behalf of and otherwise represent the Company.
- 14.2. In addition to the Executive Directors the Board will have Non-Executive Directors which shall give advice and support to the Board as specified from time to time. For the avoidance of doubt the Non-Executive Directors have no voting rights.
- 14.3. By way of simple majority of the Executive Directors both of the Operator Members and the Manufacturer Members ("Double Majority") present and entitled to vote the Board of Executive Directors may adopt regulations governing its decision-making process, any internal division of its duties among the Executive Directors and the formation and operation of any Working Group.

- 14.4. The Board of Executive Directors shall keep a written record of all resolutions of the Board. Such records will be held available for inspection by the Executive Directors at the Office of the Company. Copies or extracts of such records will be provided to the Directors upon request, free of charge.

#### **Directors of the Board: Number of Directors**

- 14.5. The Board shall have a maximum of fourteen Executive Directors at any time, including minimum four and up to six Directors representing the Operator Members and minimum four and up to six Directors representing the Manufacturer Members. Any Full Member can only have one Executive Director at any time. Notwithstanding the above, the Chair and the Vice-Chair of the Steering Group shall be additionally appointed as Executive Directors representing their membership category.
- 14.6. In addition to the Executive Directors as set out in Section 14.1, the Board shall have up to seven Non-Executive Directors.
- 14.7. The Company may by special resolution both of the Operator Members and the Manufacturer Members from time to time set and/or vary the number of either Executive or Non-Executive Directors.

#### **Director's Qualification**

- 14.8. Except as provided in Article 14.9, no person shall be appointed as a Director unless they are an employee or officer or director of a Full Member or of an Affiliate of a Full Member or otherwise explicitly appointed by or contractually obliged to a Full Member.
- 14.9. Notwithstanding Article 14.8 (but subject to Article 16 regarding the removal and resignation of Directors), the Executive Directors may nominate candidates for election as Non-Executive Directors of the Company for any period of appointment of Directors.

### **15. APPOINTMENT OF DIRECTORS**

#### **Election of Executive Directors**

- 15.1. At a General Meeting of the Company, the Members shall, by simple majority both of the Operator Members and the Manufacturer Members, vote on the election of all Executive Directors on the Board. Thereafter, at successive General Meetings each year, three Executive Directors of the Operator and the Manufacturer Membership category will be re-elected.



- 15.2. If, following such re-election process there are less than the minimum number of Directors representing either the Operator Members and/or the Manufacturer Members (as set out in Article 14.5 or any subsequent re-election both of the Operator Members and the Manufacturer Members passed pursuant to Article 14.7 which remains in effect) on the Board, subject always to Article 14.7 or a special resolution both of the Operator Members and the Manufacturer Members passed pursuant to Article 14.7 which remains in effect (if any), the Members shall resolve to appoint new Executive Directors to the Board in accordance with the method set out in Articles 15.3 to 15.13, for the period to the next General Meeting when the re-election of Executive Directors will occur as set out in Article 15.1.
- 15.3. No Executive Director may be appointed unless they have been nominated or otherwise appointed in accordance with the procedure set out in the following provisions of Article 15.4 to Article 15.9.
- 15.4. Subject to the remainder of this Article 15.4, each Full Member may nominate one person for appointment as an Executive Director. For any Member to nominate a candidate for the Board, that Member must have attended at least two Steering Group meetings or Agreement Group meetings during the twelve months prior to the date in which such nomination is made. At least one of the two meetings attended must be a Steering Group meeting.
- 15.5. Any such nomination shall be made on a nomination form supplied by the Company. Such form must be lodged at the Office by the time specified on the relevant form (the "Closing Date"), and, if not so returned, shall not be valid. The form must stipulate the category to which such candidate is being nominated (ie Operator Member or Manufacturer Member category). Such form must also include, or be accompanied by a notice in writing signed by the person so nominated indicating their willingness to be appointed as an Executive Director and the particulars which would, if such person were to be so appointed, be required to be included in the Company's statutory books. If the nomination form does not include or is not accompanied by such consent and/or particulars, the nomination will not be treated as valid.
- 15.6. The nomination form shall be in such form as the Board of Executive Directors may from time to time specify.
- 15.7. After the Closing Date, the Company shall confirm that each person nominated satisfies the requirements set out in Article 15.5. The Company shall then compile a list of the persons nominated in accordance with the nomination procedure set out above. A copy of the list of nominees shall be sent to each Member no later than 7 days after the Closing Date.
- 15.8. Voting will be conducted as a secret vote by the Full Members present at the General Meeting called for the purpose.
  - 15.8.1. Companies eligible to vote must be Full Members, physically present at the General Meeting.
  - 15.8.2. Voting is conducted within each Member category only; an Operator Member may not cast votes for candidates nominated in the Manufacturer Membership category and vice versa.
  - 15.8.3. Each company is to nominate a representative who is entitled to cast votes. Only one representative of each Full Member may cast votes. Proxy voting will not be possible. A Full Member may vote for its own candidate.

- 15.8.4. Each company is to place one vote per position up for election.
- 15.8.5. The nominees receiving the highest number of votes within each Membership category shall be elected and appointed as Directors to the vacant positions on the Board. A maximum of two successive rounds of voting will be instigated affecting only those candidates with equal votes. During these rounds, each company is to place their vote for one of the tied nominees only. If equal votes still exist after the second round of voting, the chair of the General Meeting will conduct a random draw to decide on the nominee(s) to be appointed.
- 15.9. If, at any time following the election of Executive Directors at the beginning of each successive period pursuant to Article 15.1, the number of Executive Directors is less than the minimum number of Executive Directors of the Company as specified in Article 14.5, the remaining Executive Directors shall call a General Meeting in order to fill such vacancy or vacancies. Until the vacancy or vacancies (as appropriate) have been filled the Executive Directors shall not, without the consent of the Members, be entitled to take any steps other than those required to bring into effect any resolutions validly passed prior to the vacancy (or vacancies) occurring or to effect the appointment of the new Executive Director(s).

#### **Election of Non-Executive Directors**

- 15.10. The Executive Directors of the Board may propose candidates for appointment by the Board as Non-Executive Directors. Such candidates must be willing to be appointed as Non-Executive Director. The proposed candidates may represent any Non-Full Member or organisation.
- 15.11. A proposed candidate is elected by simple majority of the Executive Directors present at the Meeting of the Board.
- 15.12. Non-Executive Directors are appointed for a period of office determined by the Executive Directors

### **16. REMOVAL AND RESIGNATION OF DIRECTORS**

- 16.1. Without restricting or limiting in any way the provisions of Article 14, a Director shall cease to be a Director if:
- 16.1.1. they deliver a signed, written resignation to the Office or if they offer in writing to resign and the Directors resolve to accept such resignation;
  - 16.1.2. they cease to be a Director by virtue of any provision of the Act or they become prohibited by law from being a Director;
  - 16.1.3. they have a bankruptcy order made against them or settle or agree terms with their creditors generally or apply to the court for an interim order under section 253 of the Insolvency Act 1986 in connection with a voluntary arrangement under that legislative act or any similar action or proceedings in any other jurisdiction occur;
  - 16.1.4. in England or elsewhere an order is made by any court having the right so to do, on grounds (however formulated) of mental disorder, for their detention or for the appointment of a guardian or for the appointment of a receiver or other person (by whatever name called) to exercise powers with respect to their property or affairs;
  - 16.1.5. in case of Executive Directors, they cease to be an employee or officer or director of the Full Member or of an Affiliate of the Full Member or otherwise contractually obliged to a Member or to an Affiliate of the Full Member; or
  - 16.1.6. in case of Non-Executive Directors, they cease to be an employee or officer or director of the non-member organisation or non Full Member.

16.2. Notwithstanding any agreement between the Company and the relevant Executive Director (but without limiting or restricting any claim they may have for damages for breach of any such agreement), the Company may in accordance with and subject to the provisions of the Statutes by a special resolution both of the Operator Members and the Manufacturer Members remove any Executive Director from office provided that Article 15.9 shall apply.

## **17. POWERS AND DUTIES OF THE BOARD OF EXECUTIVE DIRECTORS**

17.1. Subject to the provisions of the Statutes, the memorandum of association and these Articles and to any directions given by special resolution, the business of the Company shall be managed by the Board of Executive Directors who may exercise all the powers of the Company, which are not, by the Statutes or by these Articles required to be exercised by the Company in a General Meeting. No alteration of the memorandum or these Articles and no direction given by special resolution both of the Operator Members and the Manufacturer Members shall invalidate any prior act of the Board of Executive Directors which would have been valid if that alteration had not been made or that direction had not been given. The powers given by this Article shall not be limited or restricted by any special power given to Board of Executive Directors by any other Article.

17.2. All cheques, promissory notes, drafts, bills of exchange, and other negotiable or transferable instruments, and all receipts for moneys paid to the Company, shall be signed, drawn, accepted, endorsed, or otherwise executed, as the case may be, in such manner as the Board of Executive Directors shall from time to time by resolution determine.

17.3. Subject to the provisions of the Statutes, the Board of Executive Directors may exercise all the powers of the Company to borrow money, and to mortgage or charge all or any part or parts of its undertaking, property, assets (present or future) and to issue any debentures and other securities, whether outright or as collateral security for any debt, liability or obligation of the Company or of any third party, subject to Article 11.

### **Delegation of Powers**

17.4. The Board of Executive Directors may from time to time, by power of attorney or otherwise as admitted by law, appoint any Executive Director or the General Manager to be the attorney or agent of the Company for such purposes and with such powers, authorities and discretions (not exceeding those vested in or exercisable by the Board of Executive Directors under these Articles) and for such period and subject to such conditions as they may think fit. The Board of Executive Directors may also authorise any such attorney or agent to sub-delegate all or any of the powers, authorities and discretions vested in them.

- 17.5. The Board of Executive Directors may delegate any of its powers to any committee consisting of three or more Executive Directors of both the Operator Members and of the Manufacturer Members, provided that neither the Steering Group nor an Agreement Group shall constitute such a committee. Any such delegation may be made subject to any conditions the Board of Executive Directors may impose and either collaterally with or to the exclusion of their own powers and may be revoked or altered. Subject to any such conditions, the proceedings of a committee with three or more Executive Directors shall be governed by these Articles regulating the proceedings of the Board of Executive Directors so far as they are capable of applying.

## **18. PROCEEDINGS OF THE BOARD OF EXECUTIVE DIRECTORS**

- 18.1. Subject to the provisions of these Articles, the Executive Directors may meet together and regulate their proceedings as they think fit. At any time an Executive Director may, and the Secretary or the General Manager at the request of an Executive Director shall, call a meeting of the Executive Directors. Reasonable notice (being at least one month or such shorter period as all Directors may agree at the time) of a meeting of Directors must be given to all Directors (including those resident outside and/or absent from the United Kingdom and including the Non-Executive Directors). Any Director may waive notice of any meeting and any such waiver may be retroactive.
- 18.2. The General Manager may attend and speak at any meeting of the Executive Directors (except where the Executive Directors resolve otherwise), but shall not be entitled to vote.

### **Quorum**

- 18.3. The quorum necessary for the transaction of business shall be three of the Executive Directors representing the Operator Members and three of the Executive Directors representing the Manufacturer Members, in each case present throughout the meeting. A person, who holds office only as an alternate director shall, if their appointer is not present, be counted in the quorum.
- 18.4. A meeting of the Executive Directors at which a quorum is present shall be competent to exercise all the powers and discretions for the time being exercisable by the Executive Directors.

### **Chair**

- 18.5. The Executive Directors shall appoint a chair for any Board meeting from among their number.

### **Voting**

- 18.6. Except as otherwise provided in these Articles, resolutions proposed for consideration or other questions arising at any meeting of the Executive Directors shall be determined by a simple majority of Executive Directors both of the Operator Members and the Manufacturer Members ("Double Majority") present and entitled to vote. In the case of a deadlocked resolution, the chair shall not have a second, casting vote.

- 18.7. An Executive Director who is also an alternate director shall be entitled in the absence of their appointer to a separate vote on behalf of their appointer in addition to their own vote.
- 18.8. On any contract, arrangement or matter in which an Executive Director is in any way interested, directly or indirectly, such Executive Director may not vote and may not be counted in the quorum present at any meeting at which such contract, arrangement or matter is being considered.

### **Participation in Directors Meetings**

- 18.9. Directors participate in a Directors' meeting, or part of a Directors' meeting, when:
- 18.9.1. the meeting has been called and takes place in accordance with the articles, and
- 18.9.2. they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- In determining whether directors are participating in a directors' meeting, it is irrelevant where any director is or how they communicate with each other.
- 18.10. If all the directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

### **Resolutions of Executive Directors in Writing**

- 18.11. A resolution in writing signed by all the Executive Directors entitled to receive notice of a meeting of the Board of Executive Directors or of a committee of Executive Directors shall be as valid and effectual as if it had been passed at a meeting of the Board of Executive Directors or (as the case may be) a committee of Executive Directors duly convened and held and may consist of several documents in the like form each signed by one or more Executive Directors; but a resolution signed by an alternate director need not also be signed by their appointer and, if it is signed by an Executive Director who has appointed an alternate director, it need not be signed by the alternate director in that capacity.

### **Validity of Proceedings**

- 18.12. All acts done by a meeting of the Board of Executive Directors, or of a committee of the Board of Executive Directors, or by a person acting as an Executive Director shall, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any Executive Director or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be an Executive Director and had been entitled to vote.

### **Minutes**

- 18.13. The Board of Executive Directors shall cause minutes to be made in books kept for the purpose of recording:
- 18.13.1. all appointments of officers made by the Board of Executive Directors; and

- 18.13.2. all proceedings at meetings of the Company and of the Board of Executive Directors, and of committees of the Board of Executive Directors, including the names of the Executive Directors present at each such meeting.

## **19. DIRECTORS' INTERESTS**

- 19.1. Subject to the provisions of the Act and provided that they have disclosed to the other Directors the nature and extent of any material interest of theirs, a Director notwithstanding their office:
- 19.1.1. may be a party to, or otherwise interested in, any transaction or arrangement with the Company or in which the Company is otherwise interested;
- 19.1.2. may be a Director or other officer of, or employed by, or act in a professional capacity for (and be remunerated for so acting), or a party to any transaction or arrangement with, or otherwise interested in, any body corporate promoted by the Company or in which the Company is otherwise interested; and
- 19.1.3. shall not, by reason of their office, be accountable to the Company for any profit, benefit or advantage which they derive or receive, directly or indirectly, from or as a result of any such transaction or arrangement or any such office or employment or from any interest in any such body corporate and no such transaction or arrangement shall be liable to be avoided on the ground of any such interest or benefit.
- 19.2. For the purposes of this Article:
- 19.2.1. a general notice given to the Board of Directors that a Director is to be regarded as having an interest of the nature and extent specified in the notice in any transaction or arrangement in which a specified person or class of persons is interested shall be deemed to be a disclosure that the Director has an interest in any such transaction of the nature and extent so specified; and
- 19.2.2. An interest of which a Director has no knowledge and of which it is unreasonable to expect them to have knowledge shall not be treated as an interest of theirs.

## **20. REMUNERATION OF DIRECTORS**

- 20.1. Neither Executive Directors nor Non-Executive Directors shall be entitled to any ordinary remuneration or fees, unless and until determined by the Company by special resolution both of the Operator Members and the Manufacturer Members.
- 20.2. No gratuities, pensions or other retirement, superannuation, death or disability benefits shall be payable to (or to any person in respect of) any Director or ex-Director unless and until determined by special resolution both of the Operator Members and the Manufacturer Members. If any such gratuities, pension or other benefits are so approved, the Directors shall have the power to pay and agree to pay the same and, for the purpose of providing any such gratuities, pensions or other benefits, to contribute to any scheme or fund or to pay premiums.

- 20.3. The Directors may agree to repay to any Director all such reasonable expenses as they may incur in attending and returning from meetings of the Directors or of any committee of the Directors or Members' meetings or otherwise in connection with or about the business of the Company.

## **21. GENERAL MANAGER**

- 21.1. The Board of Executive Directors may from time to time appoint a General Manager on such terms and for such period as they may (subject to the provisions of the Statutes) determine. The Board of Executive Directors may, without limiting or prejudicing in any way the terms of any contract entered into in any particular case, at any time revoke or vary the terms of any such appointment.
- 21.2. The Board of Executive Directors is authorized to decide to remunerate the General Manager by way of salary, commission or other means or may provide such other benefits as they may determine by a simple majority of Executive Directors both of the Operator Members and the Manufacturer Members ("Double Majority") present and entitled to vote at that meeting.
- 21.3. The Board of Executive Directors may entrust to and confer upon the General Manager any of the powers exercisable by them as Executive Directors upon such terms and conditions and with such restrictions as they think fit, and either collaterally with or to the exclusion of their own powers. The Board of Executive Directors may from time to time revoke, withdraw, alter or vary all or any of such powers.

## **22. ALTERNATE DIRECTORS**

- 22.1. Any Executive Director (other than an alternate director) may appoint any other Executive Director, or any other person willing to act, to be an alternate director and may remove from office an alternate director so appointed by them. The nomination must be in line with the procedure and conditions approved by the Board.
- 22.2. An alternate director shall be entitled to receive notice of all meetings of the Board of Directors, to attend and note at any such meeting at which the Executive Director appointing them is not personally present, and generally to perform all the functions of their appointer as an Executive Director in their absence but shall not be entitled to receive any remuneration from the Company for his services as an alternate director. The alternate director may only attend a Board Meeting when the Executive Director is not able to attend the Board Meeting.
- 22.3. An alternate director shall cease to be an alternate director if their appointer ceases to be an Executive Director.
- 22.4. Any appointment or removal of an alternate director shall be by notice to the Company signed by the Executive Director making or revoking the appointment or in any other manner approved by the Board of Executive Directors.

22.5. Save as otherwise provided in these Articles, an alternate director shall be deemed for all purposes to be an Executive Director and shall alone be responsible for their own acts and defaults and they shall not be deemed to be the agent of the Executive Director appointing them.

### **23. STEERING GROUP**

23.1. All Members of the Company are members of the Steering Group. The Steering Group tasks include amongst others the following decisions:

- Approval of the annual budget and work plan, and
- Membership matters.

23.2. The Steering Group shall meet minimum two and maximum five times per year. Other Steering Group meetings may be called by the Chair or Vice Chair of the Steering Group on an ad hoc basis. Invitations to all Members shall be sent by the chair in writing at least two weeks in advance

23.3. Subject to the provisions of these Articles, the Steering Group will meet and regulate its proceedings in the Principles Document.

### **24. COMPANY SECRETARY**

24.1. Subject to the provisions of the Act, the Secretary shall be appointed by the Board of Directors for such term, at such remuneration and upon such conditions as they may think fit and any Secretary so appointed may be removed by them. Any such removal shall not, of itself, limit or restrict any claim for damages which they may have for breach of any contract of service between them and the Company.

24.2. The Board of Executive Directors may, if they think fit, appoint two or more persons as joint Secretaries. The Board of Executive Directors may also appoint from time to time on such terms as they may think fit, one or more deputy and/or assistant Secretaries.

### **25. MEMBERS' CONTRIBUTIONS**

25.1. On the basis of the budget of the Company for the relevant financial year, such budget to be prepared by the Steering Group for presentation at each Annual General Meeting of the Company pursuant to Article 6.1, and adopted by a simple majority of both the Operator Members and the Manufacturer Members – with or without amendments - the Steering Group shall determine the Membership Fee payable by each category of Member by resolution, adopted with a simple majority of both the Operator Members as well as the Manufacturer Members.. The Membership Fees for the forthcoming financial year shall be reflective of the costs and requirements of the Company for that year, as determined in the budget, and shall be notified to the Members prior to the Annual General Meeting.



- 25.2. If the Board of Executive Directors determines at any time during a financial year that additional funds in excess of the Membership Fees, are required by the Company, it may call a General Meeting at which a special resolution both of the Operator Members and the Manufacturer Members pursuant to Article 11.1.3 shall be proposed. If the aforementioned special resolution is adopted by both the Operator Members and the Manufacturer Members, the requirement to provide the approved additional funding shall be apportioned equally between all Members.
- 25.3. The Membership Fees and any additional funds requested and duly approved in accordance with these Articles shall be paid by each Member, as appropriate, within 60 days or otherwise agreed with a Member on receipt of notification thereof from the Board of Executive Directors.
- 25.4. Non-compliance with its payment obligation within the period referred to above shall constitute a material breach of the relevant Member's obligations, and in such case all rights pertaining to membership of the Company (but for the avoidance of doubt not the obligations under the memorandum of association and Articles) shall be suspended in respect of such Member following the expiry of a further period of 30 days.
- 25.5. The Membership Fee and any amounts payable by the Members shall be applied by the Company for the purposes specified in the budget of the Company, as the same is annually approved by a resolution of the Steering Group.

## **26. ACCOUNTS**

A Full Member shall only have the right to inspect the accounting records or other books or documents of the Company if so authorised by the Board of Executive Directors or by an ordinary resolution of the Company.

## **27. AUDITORS**

- 27.1. Subject to the provisions of the Statutes, all acts done by any person acting as an auditor shall, as regards all persons acting in good faith with the Company, be valid, notwithstanding that there was some defect in their appointment or that they were at the time of their appointment not qualified for appointment or subsequently became disqualified.
- 27.2. An auditor shall be entitled to attend any General Meeting and to receive notice of, and other communications relating to, any General Meeting which any Member is entitled to receive, and to be heard at any General Meeting on any part of the business of the meeting which concerns them as auditor.

## **28. NOTICES**

- 28.1. Any notice to be given to or by any person pursuant to the Articles shall be in writing (or produced by any substitute for writing or partly one and partly another) except that a notice calling a meeting of the Board of Executive Directors need not be in writing.

- 28.2. Any notice or document may be served on or delivered to any Member by the Company either at, or by sending it by post in a prepaid cover addressed to such Member at their registered address. Any notice may also be served on a Member by electronic mail or facsimile transmission.
- 28.3. Where any such notice is served or sent by post, service or delivery shall be deemed to be effected at the expiry of twenty-four hours (or, where second class mail is employed, forty-eight hours or where air mail is employed, seventy-two hours) after the time when the cover containing the same is posted. In proving such delivery or service, it shall be sufficient to prove that such cover was properly addressed, stamped and posted. Any service by electronic mail shall be deemed to have been served upon mailing provided that a valid report has been received within twenty-four hours after mailing. Any notice served by facsimile transmission shall be deemed to have been served twelve hours after the time of dispatch provided that a valid receipt report has been received within that time.
- 28.4. The accidental failure to send, or the non-receipt by any person entitled to, any notice of or any document relating to any meeting or other proceeding shall not invalidate the relevant meeting or other proceeding.
- 28.5. Nothing in any of this Article 28 shall affect any requirement of the Statutes that any particular offer, notice or other document be served in any particular manner.

## **29. DISSOLUTION; WINDING UP**

- 29.1. The Board of Executive Directors shall have the power, in the name and on behalf of the Company, to present a petition to the court for the winding up of the Company.
- 29.2. On winding up, any surplus of assets shall be distributed between the Members in proportion to their overall financial contributions to the Company since incorporation of the Company.

## **30. INDEMNITY**

- 30.1. Subject to the provisions of and so far as may be consistent with the Statutes, but without prejudice to any indemnity to which a Director may otherwise be entitled, every Director or other officer or auditor of the Company shall be indemnified by the Company out of its own funds against, and/or exempted by the Company from, all costs, charges, losses, expenses and liabilities incurred by them in the actual or purported execution and/or discharge of their duties and/or the exercise or purported exercise of their powers and/or other wise in relation to or in connection with their duties, powers or office. Such indemnity or exemption may relate (without limitation) to any liability incurred by them in defending any proceedings, whether civil or criminal, which relate to anything done or omitted by them as officer or employee of the Company and in which judgment is given in their favour (or otherwise disposed of without any finding or admission of any material breach of duty on their part) or in which they are acquitted or in connection with any application in which relief is granted to them by the court

- 30.2. Without restricting or reducing in any way the scope of this Article 30, the Board of Executive Directors shall have the power to purchase and maintain insurance for, or for the benefit of, any persons who are or were at any time Directors, officers, employees or auditors of the Company or who are or were at any time trustee of any pension fund or employees' share scheme in which employees of the Company are interested, (including, without limitation, insurance against any liability incurred by such persons in respect of any act or omission in the actual or purported exercise of their powers and/or otherwise in relation to their duties, powers or offices in relation to the Company, or any such pension fund or employees' share scheme).

### **31. DIRECTORS' LOANS**

- 31.1. Without prejudice to the indemnity provisions set out in Article 30 and under the Companies Act, the Company may not at any time make a loan or quasi-loan to a Director or enter into any guarantee or provide any security in connection with a loan or quasi-loan made by any person to a Director or persons connected with them.



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# GLOBAL CERTIFICATION FORUM

## Principles Document

Reference: GCF-PD  
Version: 3.79.0  
Date: 12 December 2019  
Document Type: Structural

This GCF Permanent Reference Document may contain text highlighted in grey, indicating that the change has not yet been implemented in some GCF IT or other system. Such changes may or may not be enforceable prior to the actual implementation. If in doubt, please contact the GCF Office.

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## Table of Contents

1	Scope .....	4
2	References .....	4
2.1	Structural Documents .....	4
2.2	Procedural Documents .....	5
2.3	Technical Documents .....	5
2.4	Mixed Procedural and Technical Documents .....	5
3	Abbreviations and definitions .....	5
4	Organisational Structure.....	5
4.1	Participation .....	5
4.1.1	Membership.....	5
4.1.2	GCF Membership Application Process .....	5
4.1.3	Membership details .....	6
4.1.4	GCF Meetings .....	6
4.1.5	Liaison Agreements with Other Organisations .....	6
4.2	Annual Review of Membership Status .....	7
4.3	Voting and Certification Rights.....	7
4.4	Resignation from GCF .....	7
4.5	Guests .....	8
4.6	Steering Group Chair and Vice-Chair .....	8
4.6.1	Election .....	8
4.6.2	Duties .....	9
4.7	Steering Group.....	9
4.7.1	Scope .....	9
4.7.2	Meetings .....	10
4.7.3	Decision making process .....	10
4.7.4	Quorum.....	10
4.7.5	Applicants .....	10
4.8	GCF Office .....	10
4.9	Agreement groups .....	10
4.9.1	Establishment.....	10
4.9.2	Membership.....	11
4.10	GCF Board .....	14
4.10.1	Purpose .....	14
4.10.2	Scope .....	14
4.10.3	Board Nomination Procedure .....	14
4.11	Task Forces .....	14
4.12	Approval of the Minutes .....	15
4.13	GCF Work Plan .....	15
5	Financial arrangements .....	15
6	Document Management .....	15
6.1	Copyright.....	15
6.2	Intellectual Property Rights .....	16
6.3	Documentation Change Control.....	16
6.3.1	Permanent Reference Documents (PRD).....	16
6.3.2	Administrative Reference Documents (ARD) .....	16
7	Development of Criteria and Tests.....	16
8	Operator Support for Field Trial Activities .....	17
9	Legal Matters.....	17

10	Issue Resolution .....	17
11	Promotion Policy.....	19
Annex A:	London Agreement .....	20
Annex B:	GCF Membership Application .....	21
Annex C:	Declaration of Participation .....	22
Annex D:	Task Force Proposal Template .....	23
Annex E:	Meeting minutes.....	24
	Document Change Record .....	25

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## 1 Scope

This document provides an overview of the structure and scope of the Global Certification Forum (GCF). The GCF has been developed in co-operation and through partnership between the GSM Association representing the 3GPP operator community and device manufacturers to ensure the interoperability of Devices globally. Since 15<sup>th</sup> May 2008, the GCF has been a legal entity, registered as a company limited by guarantee in the United Kingdom (Company No. 06594830).

The Global Certification Forum provides for the verification of Products against the GCF's Technical requirements, with global recognition and acceptance of results; and the avoidance of multiple testing with resulting cost efficiencies. The maxim of GCF is "Test once, use anywhere".

The GCF certification programme embraces all device types which operate in the 3GPP and 3GPP2 frequency bands, and which include agreed associated technologies and Application Enablers. Furthermore, Client Applications for GCF recognised services, as defined in GCF-CP, can become GCF certified. The GCF Certification Programme is intended to have the flexibility to adapt as mobile communication technology evolves and to encompass future technologies as required to meet industry needs.

GCF certification is complementary to all regulatory regimes. Participation is on a voluntary basis; it is not intended to be a market access barrier or a regulatory requirement. The GCF Certification Programme does not cover commercial or quality aspects of a Product and any such testing shall remain a part of the commercial agreement between the customer and the manufacturer.

Recognising industry needs, the GCF may also reference methods for assessing non-interoperability related aspects of the Product performance. This assessment of the key performance criteria for a Product is an optional part of GCF, complementary to GCF certification with the aim of avoiding duplication of testing from multiple, uncoordinated Operators' acceptance schemes. GCF Operator Members are committed to the principle of accepting Performance Criteria test results in lieu of company specific Product acceptance testing and have committed to suspending equivalent Product acceptance testing.

This Principles Document sets forth the basic principles and framework for GCF as initially agreed between the GSM Association and device manufacturers on 24<sup>th</sup> of August 1999 in London, England (so-called London Agreement) and as amended later by respective Steering Group Meetings and subsequently incorporated into this PRD. Additional details of the functioning of GCF are contained in the structural, procedural and technical GCF Permanent Reference Documents, which conform to the fundamental principles as contained in this Principles Document.

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## 2 References

The following may be cited or referenced in this document.

### 2.1 Structural Documents

GCF-AD	Global Certification Forum - Abbreviations and Definitions
GCF-CV	Global Certification Forum – PRD Change Record and Version Control
GCF-OB	Global Certification Forum - Operating Budget
GCF-AT	Global Certification Forum – Anti Trust Guidelines Manual
GCF-CI	Global Certification Forum – Copyright, IPR and Confidentiality

## 2.2 Procedural Documents

GCF-AP	Global Certification Forum - Application Procedures
GCF-FTP	Global Certification Forum - Field Trial Procedures
GCF-VP	Global Certification Forum – Validation Procedures
GCF-OP	Global Certification Forum - Organisation Procedures

## 2.3 Technical Documents

GCF-CC	Global Certification Forum - Certification Criteria
GCF-CC2	Global Certification Forum - Certification Criteria 2

## 2.4 Mixed Procedural and Technical Documents

GCF-PC	Global Certification Forum - Performance Criteria
GCF-CP	Global Certification Forum – Client Application Certification Procedures and Criteria

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## 3 Abbreviations and definitions

Abbreviations and definitions relevant to this document may be found in GCF-AD.

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## 4 Organisational Structure

The GCF shall consist of a Board, a Steering Group (SG) and one or more Agreement Groups (AG).

### 4.1 Participation

#### 4.1.1 Membership

Participation in GCF is voluntary and open to the following membership classes:

- Operators
- Mission Critical Communications Operators
- Virtual Operators
- Associate Operators
- Manufacturers
- Associate Manufacturers
- Client Vendors
- Observers
- Other Organisations (by GCF invitation)

Definitions and details of all membership classes are provided in the PRD GCF-AD.

#### 4.1.2 GCF Membership Application Process

a) The applicant for GCF membership must complete a GCF Membership Application form.



In particular, the applicant is requested to provide information about:

- Nature, type and extent of activity (networks, products, test facilities, corporate structure).
- Trading address, location of activity, Website address.
- Brand names/trade names belonging to the applicant used in mobile communications.

Where insufficient details are provided, or where an application is incomplete, the GCF Office may refuse the application.

b) Applications for membership will be reviewed by the GCF Office who shall check the provided documentation for completeness and identify any possible inconsistencies. If none are foreseen, the GCF Office will ask the prospective member to complete the Declaration of Participation (DoP) appropriate to the category of membership it has been applied for and pay the applicable membership fee.

Manufacturer membership application must be accompanied by a completed Quality Qualified and Assessment Capable Declarations (which are included in the Manufacturer's DoP).

Associate Manufacturer and Client Vendor membership applications must be accompanied by a completed Quality Assurance Declaration (which is included in the relevant DoP).

c) The membership applications will then be sent to the Official Contacts reflector list for approval, in accordance with the Articles of Association, by way of a 7-day e-vote process.

d) Only upon receipt of the approval, the prospective member is considered to be a Member of GCF and be able to join with the membership rights associated with their approved Membership category.

For rejected applications, the membership fee received will be returned to the applicant.

A list of approved Members will be presented to each BoD and Steering Group meetings.

### **4.1.3 Membership details**

The GCF Office will keep an updated list of contact details of the membership. This list will be available via the private website.

### **4.1.4 GCF Meetings**

A GCF meeting consists of a number of delegates simultaneously attending the same GCF meeting, web conference or teleconference, either physically or remotely. A GCF meeting shall close at the end time announced in the meeting invitation and after that time the meeting shall not approve any CRs, proposals or decisions. However, during a meeting, the end time of that meeting, as originally shown in the approved agenda, may be either curtailed or extended by the unanimous decision of all GCF members present at the meeting.

Each GCF meeting must have minutes issued which meets the requirements given in Annex E.

### **4.1.5 Liaison Agreements with Other Organisations**

#### **4.1.5.1 Liaisons with Other Organisations**

GCF may, from time to time, identify organisations with which it is considered beneficial to have a formal liaison.

These organisations may include, for example, Standards Organisations, trade organisations and other organisations involved in requirements setting for the development of mobile devices.

In most cases the liaison will be defined through a Liaison Agreement which, as a minimum, will detail the nature of the liaison and a confidentiality and non-disclosure clause.

In addition, where appropriate to the proposed liaison, it may also include information on the GCF meetings open to the organisation, applicable access rights to the private website of the Company and the exchange of liaison statements.

#### **4.1.5.2 Liaison statements**

As a general rule, a liaison statement (LS, here after) to be sent to another organisation, needs to be approved by the SG. In such case, the LS shall be sent by the GCF Office on behalf of GCF. However, where the subject of the LS is within the responsibility of an AG, and provided a de facto or formal Liaison exists with that other organisation, the approval of the SG is not required and the LS may be approved by the AG. The GCF Office person in support of the AG shall ensure the LS is sent on behalf of the AG.

## **4.2 Annual Review of Membership Status**

An annual review of members' membership status shall be conducted by the GCF Office. It shall be verified that individual members continuously fulfil the grounds on which their membership is based; i.e. that the membership class can remain unchanged according to the definitions of GCF-AD. Members shall indicate any changes that may impact their membership status. The review shall take place in parallel with the date by which the number of members liable to pay next year's fee is established.

## **4.3 Voting and Certification Rights**

Only Full Members, i.e. Operator Members and Manufacturer Members, are entitled to vote. Client Vendor members have limited voting rights, i.e. they can only vote on Client Certification Processes and Technical Criteria for Client Certification. Other Members, i.e. Mission Critical Communications Operators, Associate Operator Members, Virtual Operators Members, Associate Manufacturer Members and Observer Members, do not have voting rights.

Manufacturer Members may certify any product within the scope of the GCF certification scheme. Associate Manufacturers may certify products based on 3GPP and/or 3GPP2 technology as described in GCF-AD but may not certify Modules, Platforms or IoT Chipsets.

The membership fees for Members is depending on the rights of the membership category and are outlined in GCF-OB.

## **4.4 Resignation from GCF**

A resigning Member in good standing will be entitled to maintain its GCF certification on the GCF website and for use on materials relating of those models certified.

For any further details regarding resignation from GCF, please refer to the Articles of Association.

Should a Member who is a Test Platform provider resign or be expelled, the following actions should happen:

- The GCF Office should contact RTOs to establish whether any organisation requires that the Test Platform continue to be listed in the DCC.
- If there is no requirement to continue to list the Test Platform in the DCC, the GCF Office should submit a DCC CR at the following Agreement Group meeting to remove the Test Platform.
- If there is a requirement to continue to list the Test Platform in the DCC, it should be announced at the following Agreement Group meeting by the GCF Office.
- No further initial test case validations or revalidations could be approved for a Test Platform provider who is no longer a GCF Member.
- At Periodic Review Points (PRP) the GCF Office should contact RTOs to establish whether any organisation requires that the Test Platform continue to be listed in the DCC. The

recommended PRP for Test Platforms is 12 months after the initial review and every 12 months thereafter.

## **4.5 Guests**

The Chair and Vice-Chair may invite guests to attend GCF Meetings on an occasional basis. Guest(s) will have to sign a Non-Disclosure Agreement (NDA) for the purpose of the meeting(s) they are attending and the documents and/or other information they have access to, related to the part of the meeting they are invited to. The GCF Office will hold a general NDA for this purpose.

Guests will not be granted access to any information outside the meeting documents, nor will they have access to the private GCF web site.

## **4.6 Steering Group Chair and Vice-Chair**

### **4.6.1 Election**

An Election Committee comprising members of the GCF Office only (to avoid any potential conflict of interest) will be convened annually in order to run and manage the Steering Group election process. It is empowered to make executive decisions but in the case of the refusal to accept (a) nomination(s), it will refer to the SG Chair and Vice-Chair first to seek confirmation of such refusal, and/or to agree any further steps.

At the second Steering Group meeting of even numbered calendar years (e.g. 2012, 2014, 2016...) the Election Committee shall put out a call for nominations to the Operator Members only for the position of Steering Group Vice-Chair for the following calendar year.

At the second Steering Group meeting of odd numbered calendar years (e.g. 2013, 2015, 2017...) the Election Committee shall put out a call for nominations to the Manufacturer Members only for the position of Steering Group Vice-Chair for the following calendar year.

A call for nominations should inform the candidates of the proposed timetable and processes for the election.

Eligible candidates must have participated in two meetings of the Steering Group during the twelve months prior to the date in which the nomination is made.

The person elected to be the Steering Group Vice-Chair shall be elected for a period of two years, serving the first calendar year as the Steering Group Vice-Chair and the second calendar year as the Steering Group Chair. Accordingly, the Steering Group Chair and Vice-Chair shall rotate annually between an Operator elected among the Operator Members and a Manufacturer elected among the Manufacturer Members.

Should a representative leave the position of Steering Group Chair or Vice-Chair for whatever reason during the two year period of office, a new representative from the same Membership category shall be elected at the following Steering Group meeting in accordance with the procedures set out in this section, by the Membership grouping which they represent, providing that such Steering Group Meeting is not within two weeks of the date of resignation, in which case the election will take place at the following Steering Group meeting. This new representative will serve out the remainder of the original candidates' term, simply taking the place of the candidate that has departed.

There is no limit on the number of times a person may be elected to represent their Membership category as Steering Group Vice-Chair and/or Chair.

A representative from other membership classes cannot be elected Chair or Vice-Chair of the Steering Group.

The election of the Steering Group Vice-Chair shall take place at the third Steering Group meeting of the calendar year, and, in any case, prior to 30 September of the relevant calendar year.

Candidates may be nominated by their own company. Nominations shall be in the form provided for by the Election Committee and shall specify:

[www.globalcertificationforum.org](http://www.globalcertificationforum.org)

- The name and company of the candidate.
- The support of the Company.
- The consent of the candidate and the confirmation of their willingness to meet the duties as Vice Chair and subsequent Chair if elected.

The Election Committee shall receive nominations and shall confirm that:

- The companies of the proposed candidates have paid their GCF membership fees.
- There is no conflict of interest.
- The candidates have the correct Membership status.
- The confirmed list of candidate will be made available one month prior to the elections.

Voting for the Operator representative will be conducted at the Operator Steering Group pre-meeting and for the Manufacturer representative at the Manufacturer Steering Group pre-meeting as a secret vote by the Operator and the Manufacturer Members present at the meeting in electing the Operator and the Manufacturer representative respectively. Each company can only vote once. Proxy voting will not be possible. A Member may vote for its own candidate. The GCF Office shall provide support as appropriate to manage the election process.

The term of the elected candidates shall start on January 1 following the election process.

#### **4.6.2 Duties**

The Chair and Vice-Chair shall act in continuous consultation and co-ordination with each other. The Vice-Chair shall deputise for the Chair in case of absence.

The duties of the Chair include, inter alia:

- Formal invitation and chairing of Steering Group meetings in accordance with this Principles Document.
- Formal representation of the agreed views of the Certification Forum to third parties upon request of and in compliance with Steering Group decisions.
- Everyday direction and supervision of the GCF Office.

### **4.7 Steering Group**

#### **4.7.1 Scope**

All members of the Certification Forum are members of the Steering Group which is the decision making body of the Certification Forum. The SG scope includes:

- Approval of the annual budget and work plan.
- Membership and observer matters.
- All policy matters.
- Approval of the technical requirements, criteria and tests.
- Approval of any modification in the scope of GCF.
- Selection of relevant technologies to be included in GCF.
- Recognition of the relevant Standards Organisation (SO) specifying selected technologies.
- Appointment of GCF Office.

- Appointment of Agreement groups for designated tasks.
- All other tasks in this Principles Document designated to the Steering Group.

#### **4.7.2 Meetings**

The Steering Group shall meet minimum two and maximum five times per year. Other Steering Group meetings may be called by the Chair or Vice-Chair on an ad-hoc basis. Invitations to all Members shall be sent by the Chair in writing at least two weeks in advance, referencing all decisions to be taken in the meeting.

#### **4.7.3 Decision making process**

Decisions of the Steering Group shall be reached by consensus in the first instance. In the event that the Steering Group cannot reach consensus, matters shall be put to a vote. There shall be equal (50/50) voting power shared between representatives of Manufacturer Members and Operator Members with voting done on a Double Majority Basis. A decision shall be deemed to have been taken when greater than fifty percent (50%) of the Manufacturer Member votes cast and greater than fifty percent (50%) of the Operator Members votes cast for an issue which has been put before the Steering Group for a vote. An Associate Manufacturer Member type AMMI shall have voting rights and their votes shall be counted as Manufacturer Member votes. Where Client Vendor Members have voting rights, their votes shall be counted as Manufacturer Member votes. The Chair and Vice-Chair shall have no decisive vote in case of a tie in Steering Group decisions.

At the discretion of the Chair, a matter may be decided by the Steering Group without holding a meeting. In such a case, the procedure for urgent changes to PRDs as outlined in GCF-OP shall be used.

#### **4.7.4 Quorum**

A quorum consisting of a minimum of five (5) representatives each of both Operator Members and Manufacturer Members or Associate Manufacturer (Type AMMI) shall be present at all meetings of the Steering Group. Manufacturer Member representatives shall be allocated one vote each. Participating Operator Member representatives shall have the total sum of the votes allocated to the attending Manufacturer Member representatives.

#### **4.7.5 Applicants**

In addition to existing Members, applicants to GCF who have submitted an application form may attend Steering Group meetings provided an NDA is signed.

### **4.8 GCF Office**

The GCF Office shall work at the direction of the Chair / Vice-Chair.

The duties of the GCF Office shall include:

- Managing the day-to-day operation and activities of the Certification Forum under the direction of the Chair / Vice-Chair and in compliance with this Principles Document.

The GCF Office shall, on an individual basis, be employed or contracted through GCF.

### **4.9 Agreement groups**

#### **4.9.1 Establishment**

Agreement Groups shall be established by the Steering Group for designated tasks and shall be responsible for the detailed implementation of policy as directed by the Steering Group. Such activities shall include, inter alia, the development and validation of the technical requirements of the Forum. The Agreement groups shall establish proposals with consensus and submit those for approval to the

Steering Group. Each Agreement Group shall elect a chairperson who shall represent the Working Group, and who shall formally extend invitations and chair the sessions of the Agreement Group.

## **4.9.2 Membership**

The Agreement Groups shall be open to all Members. Agreement Groups might arrange meeting sessions open also to non-GCF Members who wish to participate. Agreement Group meeting sessions that are open to non-GCF Members also, shall be indicated in the relevant Agreement Group meeting invitation and meeting agenda. All participants of Agreement Group sessions shall register for the meetings beforehand.

### **4.9.2.1 Election of Chair and Vice-Chair**

The election process is handled by the Election Committee defined in section 4.6.1.

For an individual Agreement Group one person shall be elected as Chair and one person shall be elected as Vice-Chair.

When a new Agreement Group has been established, the Agreement Group must at their initial meeting determine whether the Chair and Vice-Chair election will take place in an even or odd calendar year. Until the term of elected candidates starts, the convenors appointed by the Steering Group will act and be referred to as Chair and Vice-Chair.

At the first third quarter meeting of each group in the election year, the Election Committee shall put out a call for nominations for the position of Chair and Vice-Chair of that Agreement Group. This call for nominations should inform the candidates of the proposed timetable and processes for the election.

Eligible candidates must have participated in two meetings of the Agreement Group during the twelve months prior to the date in which the nomination is made, except for the initial election of the Agreement Group.

There is a preference that the Chair and Vice-Chair shall not both be representatives of Operator Members, Manufacturer Members or Observer Members. Each position shall be held for a two-year term. For the avoidance of doubt, there is no requirement for the Chair and Vice-Chair positions to rotate.

An Associate Operator Member, Virtual Operators Member or Associate Manufacturer Member cannot be elected Chair or Vice-Chair of an Agreement Group.

Should a Chair leave his position of the Agreement Group for whatever reason, the Vice-Chair will take the position as Chair of the Agreement Group for the remainder of the term.

Should a Vice-Chair take the position as Chair or leave his position of the Agreement Group for whatever reason a new representative can be elected as Vice-Chair at a following Agreement Group meeting to serve out the remainder of the term. Nomination for such election shall be submitted directly to the Agreement Group meeting where the election is taking place and must be submitted two weeks prior to the meeting. The Election Committee shall confirm that the nominations received meet the requirements in this section.

Where the remainder of term is less than one year the Agreement Group may decide to complete the term without a Vice-Chair.

There is no limit on the number of times a person may be elected as Agreement Group Chair and/or Vice-Chair.

The election shall take place at the first fourth quarter Agreement Group meeting of the relevant calendar year.

Candidates may be nominated by their own company. Nominations shall be in the form provided for by the Election Committee and shall specify:

- The name and company of the candidate.
- Whether the candidate is being proposed for the position of Chair or Vice-Chair.

- The support of the Company.
- The consent of the candidate and the confirmation of their willingness to meet the duties as Chair or Vice-Chair if elected.

The Election Committee shall receive nominations and shall confirm that:

- The companies of the proposed candidates have paid their GCF membership fees.
- There is no conflict of interest.
- The candidates have the correct Membership status.
- The confirmed list of candidates will be made available one month prior to the elections.

Voting will be conducted at the Agreement Group meeting as a secret vote by all Members eligible to nominate. Each company can only vote once. Proxy voting will not be possible. A Member may vote for its own candidate. The GCF Office shall provide support as appropriate to manage the election process.

**NOTE:** The process may typically involve the GCF Office issuing a ballot paper to a representative of each Member and then collecting a completed ballot paper from the representative. For Agreement Groups held via web-conferencing the GCF Office may issue an electronic ballot paper via email to a representative of each Member registered and present at the Web-conference and request that the Member returns the completed electronic ballot paper via a direct email to the GCF Office.

The term of the elected candidates shall start on January 1 following the election process.

#### **4.9.2.2 List of GCF Agreement Groups**

The following Agreement Groups are established in the Global Certification Forum:

- GCF Conformance Agreement Group (CAG)
- GCF CDMA Conformance Agreement Group (CAG2)
- GCF Field Trial & Interoperability Agreement Group (FTAG)
- GCF Performance Criteria Agreement Group (PAG)
- GCF IoT Agreement Group (IAG)

#### **4.9.2.3 Terms of Reference**

The following shall be the Terms of Reference of the individual Agreement Groups in the scope of GCF Certification:

- Conformance Agreement Group (CAG) develops and maintains Conformance criteria and tests for existing and new services and features for 3GPP system capable devices and Client Applications, according to the Work Item oriented process. The CAG is responsible for the maintenance of relevant GCF Conformance documentation (GCF-CC).
- Field Trial Agreement Group (FTAG) develops and maintains criteria for Field Trials and Interoperability criteria for features covered by the GCF and according to the Work Item oriented process. Requirements included within the scope of FTAG shall cover Network, Application Enablers and Client Applications interworking/interoperability for 3GPP and 3GPP2 (Field Trials only) system capable devices. The scope of the FTAG is not to expand into areas not covered by the GCF Work Plan. FTAG is responsible for the maintenance of the relevant GCF Field Trial and Interoperability documentation (GCF-CC, GCF-CC2, GCF-CP and GCF-FTP).
- To maintain a liaison to other relevant organisations, e.g. a Standards Organisation recognised by the GCF.

- For CAG only: To conduct of a Status Change Review (SCR) on tests indicated as "validation completed" and "Commercially available", for which there is a proposal that their status be changed from Provisional to Full. Guidelines for the SCR are included in Annex D of GCF-OP.
- Each individual Group is closely liaising with the other AGs to ensure the close interaction in terms of certification criteria.
- Performance Criteria Agreement Group (PAG) works according to the principles and procedures specified in GCF-PC. PAG develops and maintains criteria for Performance testing for features covered by the GCF and according to the Performance Item oriented process with a view to replace individual operator test methods and requirements. PAG is responsible for the maintenance of relevant GCF Performance Criteria documentation (GCF-PC).
- CDMA Conformance Agreement Group (CAG2) develops and maintains conformance criteria and tests for existing and new services and features for 3GPP2 system capable devices, according to the Work Item oriented process. The CAG2 is responsible for the maintenance of 3GPP2 aspects of relevant conformance documentation and for the development and maintenance of CDMA specific certification processes (GCF-CC2). CAG2 may also, in collaboration with industry participants, develop and maintain test specifications for 3GPP2 system capable devices according to the Test Item oriented process where no test cases or test specifications from external standards organisations are available. CAG2 is required to ensure that there is adequate separation between the activities of test specification development and the establishment of the 3GPP2 Certification Criteria, and that participation in the development of 3GPP2 based test specifications are open to industry. CAG2 is responsible for the maintenance of the content of the GCF-TCD.
- IoT Agreement Group (IAG) develops and maintains Certification Criteria, and tests (when not available from GCF recognised SOs), for existing and new services and features for IoT devices and applications. This should be done in coordination with the other Agreement Groups. IAG may bring proposals for changes of PRDs or development of new PRDs related to certification of IoT Devices and applications to the SG for approval. SG is responsible for principles and working procedures for IAG.

#### **4.9.2.4 Activities and reporting**

The Agreement Groups shall agree on changes to the GCF technical documents under their responsibility as necessary, in accordance with the procedures of clause 7 of this document.

The Agreement Groups shall meet as often as necessary to fulfil their duties. It is recommended that the individual Agreement Group meetings would be co-located when possible and meaningful. It is recommended that as many as possible of the routine activities of the Agreement Groups are carried out by correspondence.

The Agreement Groups Chairs shall make a written report to each Steering Group on the activities of the Agreement Groups.

Where possible, and within the procedures defined in GCF-OP, the Agreement Groups shall work by consensus. The Chair, with the advice of the GCF Office, shall be responsible for ensuring that the procedures defined in GCF-OP (and in GCF PC for PAG) are followed.

All decisions in respect to changes to PRDs, except as specified in GCF-OP, shall be forwarded to the Steering Group for approval.

Any matter for which agreement cannot be reached in the Agreement Group may be referred to the Steering Group for decision.

Agreement Groups can conclude consensus decision when there is majority of present Full Member companies supporting the decision, and no more than two independent Full Member companies objecting. An Associate Manufacturer Member type AMMI shall be allowed to support or object to decisions and their support or objections shall be counted as Manufacturer Member support or objections. On matters related to Client Certification processes and Technical Criteria for Client Certification, Agreement Groups can conclude consensus decision when there is majority of Full Member companies and Client Vendor Member companies present supporting the decision. No more



than two independent Full Member companies, two Client Vendor Member companies or one of each shall be objecting. Objections shall be included in meeting minutes and reported to SG.

## **4.10 GCF Board**

### **4.10.1 Purpose**

GCF is managed by a Board of Directors that shall be responsible for the management and administration of the Company and acting together shall be authorised to sign on behalf of and otherwise represent GCF as described in the Articles of Association.

The GCF Board's additional purpose is to act on behalf of the SG membership on operational and non-operational matters in those areas delegated to it by the SG, in order to:

- provide guidance in the strategic/long term planning of GCF activities; and to
- make executive decisions defined in the Articles of Association;
- develop recommendations to the SG for approval/endorsement;

as appropriate.

### **4.10.2 Scope**

The GCF Board is entitled to make executive decisions in the following areas: Its scope will include, but is not limited to, operational and non-operational matters such as:

- the promotion of the GCF;
- resourcing issues;
- financial matters within the yearly budget as approved by the SG;
- relations with other certification forums;
- membership issues other than applications; and
- long-term planning.

The SG may decide to delegate further areas to the Board as appropriate.

The Board is not entitled to approve WI proposals, procedural CRs to PRDs, yearly budget and membership applications; these require SG approval.

### **4.10.3 Board Nomination Procedure**

The process of the election of GCF Board is described in the GCF Articles of Association.

## **4.11 Task Forces**

A Task Force may be established by the Steering Group, as the need arises, to carry out a specified task at the completion of which it automatically ceases to exist.

A Task Force shall be responsible for making recommendations to the Steering Group on the well-defined subjects for which they have been constituted.

A Task Force may include liaison with, or other working with an external body or other non-GCF member(s).

The Steering Group will nominate up to two convenors (if two, one appointed by the Operator Member representatives, the other one appointed by the Manufacturer Member representatives), who will be representing the Task Force. Alternatively, or in addition, the Steering Group may appoint representative of another membership category or a member of the GCF Office as Convenor.

The Task Force's terms of reference subject to Steering Group approval must include:

- Supporting/contributing companies
- Convenor(s)
- List of milestones
- List of deliverables
- Closing date
- An analysis of what is done elsewhere
- delegated authority

A Task Force must have a minimum of 4 members as supporting companies. Once a Task Force has been established, any GCF member can participate and contribute to the work of the Task Force.

A Task Force may include liaison with, or other working with an external body or other non-GCF member(s).

As Task Forces are not intended to become permanent groups, their lifetime shall be limited to a maximum of 18 months except if explicitly extended by a SG decision. The Task Force convenor(s) assisted by the GCF Office should report progress and requests to update the terms of reference to Steering Group and resource matters to the Board.

The Task Force is responsible for providing the GCF body to which the Task Force is accountable, or to which the decision relates, with a set of clear and unambiguous decisions and actions to be confirmed.

Regardless of the outcome of the decisions, subsequent discussions (to review rejected decisions/actions or move forward after confirmed decisions/actions) shall take place within the scope of the Task Force.

## **4.12 Approval of the Minutes**

A transcript of the meeting shall be available at the meeting server immediately after the meeting. The draft meeting minutes shall be provided to membership within 14 days after the meeting. The meeting minutes shall be approved in the following meeting.

## **4.13 GCF Work Plan**

GCF has a yearly work plan. The work plan is used for planning the future activities and to follow-up on progress made by the scheme. GCF Steering Group has the overall responsibility for the GCF Work Plan. There may be nominated a work plan owner who maintains the work plan. The work plan shall be updated when required and approved in each SG meeting.

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# **5 Financial arrangements**

Funding of the Forum, as agreed up-front in the annual budget, shall be on cost share basis between all Members. Manufacturer Members and Operator Members will contribute an equal amount. For further details please see GCF-OB.

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# **6 Document Management**

## **6.1 Copyright**

Copyright in all documentation shall be vested equally in all members. On withdrawal from the Forum, all rights of the resigning participants shall automatically revert to the remaining participants.

## 6.2 Intellectual Property Rights

With the exception of Clause 6.1 above, no Intellectual Property Rights shall pass to Declared Participants through the operation and participation in the Certification Forum.

## 6.3 Documentation Change Control

### 6.3.1 Permanent Reference Documents (PRD)

Permanent Reference Documents shall be maintained by the GCF Office, kept under revision control, and changed as necessary when approved by the Steering Group or the relevant Agreement Group.

### 6.3.2 Administrative Reference Documents (ARD)

Administrative Reference Documents shall be maintained by the Board, kept under revision control and changed as necessary when approved by the Board. The Board may delegate the maintenance of the documents. All ARDs shall be available to the overall membership via the private part of the GCF Website. Input and/or contributions from the overall membership to these documents shall be raised with the GCF Operations Manager.

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## 7 Development of Criteria and Tests

Agreement groups shall approve the certification criteria to be included within GCF, following the Steering Group decision to create a work item for that feature according to work item process (GCF-OP). Any requirement in an appropriate Standards Organisation may be included. There shall be a separation of regulatory tests and voluntary tests in the GCF Permanent Reference Documentation. Those tests that were included within the European Regulatory Approval process (TTE Directive 98/13/EC) and subsequently are no longer required after the R&TTE directive 99/5/EC came into effect in April 2000, have been merged back into the voluntary technical requirements of the GCF.

Conformance test cases to be considered for inclusion in GCF shall be published by a Standards Organisation and implemented on commercially available test equipment, which has been validated. Changes in Certification Criteria and tests shall be recorded in the respective GCF PRDs capturing conformance criteria or DCC database.

The GCF certification programme for cellular technologies includes all frequency bands covered by 3GPP and 3GPP2. As a principle, for frequency bands which are explicitly covered by other certification schemes GCF may, in the interests of industry harmonisation, recognise non-GCF test case validations as a substitute for GCF test case validations for GCF certification requirements.

Currently, GCF recognises test case validations from the PTCRB scheme for the purposes of GCF conformity assessment in the following technologies/bands: GSM 850, GSM 1900, UTRA FDDII, UTRA FDDIV, UTRA FDDV, E-UTRA FDD 17, E-UTRA FDD 30 and E-UTRA TDD 43. Test case validations for all other bands and test areas are under GCF rules. For multi-mode devices supporting GSM it is acceptable to demonstrate compliance for either GSM 850 or GSM 1900 as part of the GCF certification requirements.

Where there is agreement in principle that a new requirement should be included, but the Steering Group considers that not all of the necessary material is available (e.g. Methods of Test, Means of Test and available Field Trial Networks, there shall be co-operation between Operator Members, Manufacturer and where applicable Client Vendor Members to develop agreed test cases which will be given Provisional Status until formal Methods of Test, Means of Test and FT Networks are available and the Provisional Status may then be removed. A requirement shall not be moved from Provisional Status to Full Status unless its associated tests have been specified by an appropriate Standards Organisation and validated on commercially available test equipment.

Notwithstanding the above, a Certifying Organisation may self-certify provisional tests on a bi-lateral basis with interested Operators on a shared risk basis. Such self-certification is outside the scope of the GCF.

The Performance Criteria Agreement Groups shall approve performance criteria to be included within GCF as optional part complementary to GCF certification, following the Steering Group decision to create a performance item and in accordance to the performance item process defined in GCF-PC.

The IoT Agreement Group may develop test cases and test methodologies for functional areas under its purview, and when appropriate test cases are not available from a recognised Standards Organisation.

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## 8 Operator Support for Field Trial Activities

Part of the GCF Programme involves field trials of Products. Operators, i.e. Operator Members, Mission Critical Communications Operator and Associate Operator Members, may encourage the use of their networks for the purpose of Field Trials. In order to do this, Operators shall undertake to provide certain facilities/information to Certifying Organisation on a non-discriminatory basis. In order to become a so-called Field Trial Qualified Operator, a FT Declaration needs to be completed via the GCF website and provided to the GCF Office.

Subsequently this Field Trial Qualified (FTQ) Declaration (completed GCF-FTP Annex A and Annex B.x) will be available to Certifying Organisations via the GCF website.

This Field Trial Qualified (FTQ) Declaration shall also be available via the GCF website to Observer Member Field Trial Recognised Test Organisations (FT-RTO). An RTO Officer belonging to an Observer Member FT-RTO which has a current and valid RTO Declaration shall have access to the FTQ Declaration. Access to the FTQ Declarations shall be removed for an FT-RTO which has a withdrawn, expired or contested RTO Declaration.

This Field Trial Qualified (FTQ) Declaration shall also be available via the GCF website to the contact persons for a Third-Party Assessment Capable Entity (ACE) that meets the mandatory FTAG attendance requirements for FT-RTOs in support of their TP-ACE activities.

A Field Trial Qualified Operator shall appoint a Field Trial Officer to act as a central point of contact for information. The Field Trial Officer provides information concerning the network, including the network infrastructure configurations, the mobile station features supported by the network, the geographical location of different examples of infrastructure suitable for field trial, how and where SIMs suitable for field trial may be obtained. Additional information may be provided under a non-disclosure agreement.

As a matter of principle, it is desirable that the Operator's relevant technical departments, who wish to become Field Trial Qualified, meet the requirements of ISO-9000 or equivalent.

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## 9 Legal Matters

The GCF is intended to be a global programme. It is intended to secure continuing confidence in the 3GPP, 3GPP2 or any other standardisation requirements referenced by GCF, by ensuring interoperability. This shall enhance supra-national competition by enabling any Certifying Organisation to meet globally recognised levels of interoperability between Products and networks and thus helping to prevent the segmentation of the global market.

The GCF shall not interfere with the commercial relationships between any of the parties.

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## 10 Issue Resolution

It can be presumed that in most instances of interoperability problems, the parties involved will solve them immediately through bilateral dialogue based upon their commercial agreements.

If an unresolved problem related to a validated test exists, either the Operator Member/Mission Critical Communications Operator, or the Certifying Organisation may call for testing by an accredited test facility agreed by both parties. Any other third-party involvement requires mutual agreement by both parties. Either party may challenge the third-party results and call for a retest within seven (7) days with the losing party to pay the cost of testing. It is of utmost importance that independence and confidentiality are maintained.

If no agreement is reached and the resolution process is blocked during twenty-eight (28) days, any of the parties is allowed to call for an arbitration process. Then an accredited test facility will be designated by the GCF Office based on reasonable cost and delivery. The test facility will be tasked to perform the test on the challenged issue(s) and the losing party will pay the cost of testing.

Only the validated tests identified by the declared versions of the GCF Certification Criteria are relevant for the Issue Resolution. Due to limited repeatability, Interoperability test results and Field Trial test results are excluded from the Issue Resolution process for 3GPP and/or 3GPP2 based devices. For IoT application and service layer tests however, Interoperability test results are part of the Issue Resolution process.

In addition, tests indicated as valid in the declared version of the GCF Certification Criteria, but downgraded at the date of declaration are not relevant for the Issue Resolution.

Downgraded tests that are re-integrated less than 30 calendar days before the date of a Certifying Organisation product certification declaration are also not relevant for the Issue Resolution process.

A test failure shall be immediately notified by the Certifying Organisation to the GCF Office who shall then indicate this test failure on the Certification Web Site. The GCF Office shall be notified through a new or revised Declaration by the Certifying Organisation if the issue has been resolved and the test failure notice is to be removed from the Certification Web Site.

For a voluntary test in the GCF Certification Criteria, if the matter is not resolved within ninety (90) days from the date of the third-party confirmation of the test failure, Certification is automatically withdrawn and a notice to this effect is posted on the Certification Web Site.

For regulatory tests in the GCF Certification Criteria, the Certifying Organisation shall, within the 90 days, either provide a revised declaration fixing the problem, or shall notify the GCF Office of the involvement of one or more regulatory bodies (e.g. by providing a copy of a letter from a regulator)

- If a regulator withdraws regulatory approval, then Certification is also cancelled, unless the Certifying Organisation notifies the GCF that a legal appeal is being undertaken. In this case, the information on the GCF website shall be updated, to indicate that type approval has been withdrawn, and that a legal challenge is proceeding.
- If the regulator defines an action plan for corrections that will bring the Product back into compliance with the GCF Certification Criteria regulatory requirement, then the Certifying Organisation shall notify the GCF Office of the action plan decided. The revised declaration shall be made to the GCF Office within the timescale specified in the regulator's action plan.
- If the regulator does not specify a timescale, then the action shall take place either within 90 days of the original notification of the test failure, or within 30 days of the definition of the regulator's action plan, whichever is later.
- If the regulator decides to take no action, then the test failure is treated as a non-regulatory matter, and the Certifying Organisation shall provide a revised declaration either within 90 days of the original notification of the test failure, or within 30 days of the decision by the regulator to take no action, whichever is later.

If the Certifying Organisation does not notify the GCF Office of the involvement of a regulatory body within 90 days, and does not provide a revised declaration within 90 days, then Certification is cancelled.

If there is a conflict between a regulatory requirement and a GCF requirement, such that it is not possible to meet both requirements at the same time, then the regulatory requirement shall take precedence, and Certification shall not be withdrawn because of a failure against the GCF requirement.

If the parties consider issues to require a specific resolution process, this shall be carried out by mutual co-operation between the parties involved. Technical expertise of either the test specification owners or the validation groups may be utilised to assist the discussions.

The parties concerned may find that there is a need to suggest clarifications to the core standard or test standard to avoid the issue from occurring again.

In case of commercial disputes, the dispute resolution mechanism agreed by the relevant parties in their commercial agreement remains unaffected.

A Certifying Organisation may voluntarily withdraw a Certification Declaration at any time, using the online certification tool on the GCF website.

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## 11 Promotion Policy

Any Member using or mentioning GCF in whatever way or format needs to adhere to the below rules:

- **Public statements**  
Any public statement made on behalf of GCF or suggesting to represent GCF by any means (newspapers, television broadcast, internet, participation in conferences, uploading on GCF website, etc.) is subject to prior authorisation from the SG Chair and Vice-Chair. It is also requested that the final version of the document be sent to the GCF Office for filing and eventual uploading on the GCF public website.
- **Logo usage**  
The usage of GCF's logos shall follow the GCF Brand Guideline, noting that certain logos are subject to a logo licence agreement.  
  
NOTE: use of the oneM2M "Certified by TTA" logo on a product is outside the scope of GCF and is subject to the terms and conditions as specified by the TTA oneM2M logo program.
- **GCF relationship**  
Where products or related entities are promoted as being linked in some way to GCF certification or similar GCF processes, the precise status of the relationship must be stated in order that it made totally clear whether a product has or has not been formally certified by the GCF and may not be used to simply claim general corporate affiliation with GCF.
- **Artwork**  
Members must use the official digital artwork, which is provided by the GCF Office for reproduction purposes only.
- **Modifications**  
Members may not re-type or modify the GCF name contained in the artwork, change the colours or design of the artwork, or otherwise modify the artwork in any way.

These rules apply to any Member and/or to any person irrespective of their function.

Failing to respect this rule may lead to the expulsion of the Member. The final decision will be taken by the Steering Group on recommendation from the SG Chair and Vice-Chair.

If GCF's logos are used for the purpose as given by the Brand Guidelines only (and no statement is made on behalf of GCF or suggesting to represent GCF) no prior authorisation from the SG Chair and Vice-Chair is required (or to supply copies of the relevant documentation for approval).

## Annex A: London Agreement

TERMINAL CERTIFICATION MEETING - Participant List						
NAME	SURNAME	COMPANY	TITLE	TELEPHONE	FAX	EMAIL
Heikki	Ahava	Nokia	Vice President, New System Technologies	358 10 5051	358 10 5055 707	heikki.ahava@nokia.com
Hannu	Pirila	Nokia	Manager New Systems Technologies	358 10 5051	358 10 5055 032	hannu.l.pirila@nokia.com
Heinz	Blankenfeld	ECTEL TMS	Chairman ECTEL TMS	49 89 722 26655	49 89 722 27546	heinz.blankenfeld@icn.siemens.de
Frank	Lloyd	Motorola Inc	Senior VP & GM PCS Eur/Mid East + Africa	44 1256 790 290	44 1256 790 567	epta01@email.mot.com
Per	Malmbak	Motorola Inc	Director of Advanced Technologies	49 611 3611 410	49 611 260 439	tres01@email.mot.com
Stan	Willemsen	Siemens	Senior Manager-Standardization & Regulation	49 287 191 2231	49 287 191 3387	stan.willemsen@bch.siemens.de
Klaus	Estenfeld	Siemens	Vice President, Business Relations	49 89 722 34970	49 89 722 34971	klaus.estenfeld@mch.siemens.de
Joakim	Nelson	Ericsson	Director, Strategic Product Management	46 46 193 015	46 46 190 810	joakim.nelson@ecs.ericsson.se
Jeffrey	Suff	Panasonic	Senior Director	44 1635 875 501	44 1635 870 471	jeff.suff@mci.co.uk
Daniel	Jones	Panasonic	Legal Affairs & Contracts Officer	44 1635 871 466	44 1635 873 638	daniel.jones@mci.co.uk
Valerie	Townsend	Panasonic	Senior Regulatory & Approvals Engineer	44 1635 875 527	44 1635 876 059	valerie.townsend@mci.co.uk
Oluf	Kristensen	Bosch	Regulatory Affairs Manager	45 96 738 310	45 96 738 002	oluf.kristensen@dk.bosch.com
Klaus	Ahlbeck	Bosch	Director of R&D	45 9673 8300	45 96 738 002	klaus.ahlbeck@dk.bosch.com
Radi	Kar	Mitsubishi	Vice President, Technology Strategy	33 1 55 685 660	33 1 55 685 741	rkar@csi.com
Frederic	Vasnier	Alcatel	Technical Platforms Manager	33 1 55 66 32 47	33 1 55 66 78 26	frederic.vasnier@bsf.alcatel.fr
Etienne	Lepetit	Alcatel	Validation Department Manager	33 1 55 66 3558	33 1 55 66 6402	etienne.lepetit@bsf.alcatel.fr
Shane	O'Toole	BT Cellnet	Acting Chairman TWG	44 1753 565 243	44 1753 565 138	shane.otoole@btcellnet.co.uk
David	Hackett	GSM Association	Assistant Legal Counsel	353 1 209 1813	353 1 269 5958	dhackett@gsm.org
Jonathan	West	GSM Association	VCS Technical Manager	44 1923 825 464	44 1923 825 464	iis_technical@csi.com
Rob	Conway	GSM Association	Director General	353 1 209 1847	353 1 269 5958	rconway@gsm.org
Roland	Mahler	DeTeMobil	EC Member	49 228 936 7100	49 228 936 7109	roland.mahler@t-mobil.de
John	Hoffman	GSM Association	VCS Project Manager	1 704 896 9397	1 704 896 0694	johnman@aol.com
George	Schmitt	Omnipoint	EC Member	1 973 290 2405	1 973 290 2542	gschmitt@omnipoint-pcs.com
Philip	Ainsworth	Jersey Telecoms	EC Member	44 1534 882271	44 1534 882434	philipainsworth@cinergy.co.uk
Michael	Stocks	MTN Ltd.	Chairman GSM Association	27 11 301 6229	27 11 301 6483	stocks_m@mtn.co.za
Richard	Midgett	HongKong Telecom	EC Member	852 2883 8688	852 2962 5456	richard.midgett@cwhkt.com
Kari	Marttinen	Sonera Ltd.	EC Member	358 2040 3969	358 2040 63388	kari.marttinen@sonera.fi
Scott	Fox	BellSouth Mobility DCS	EC Member	1 858 450 7346	1 858 450 7368	scott.fox@wfinet.com
Robert	Vass	Ericsson	Senior Manager - Systems Co-ordination	46 46 193 720	46 46 193 810	robert.vass@ecs.ericsson.se
Jim	Healy	Cook Inlet Western	EC Member	1 425 586 8043	1 425 586 8666	jim.healy@voicestream.com
Toni	Stadelmann	Swisscom	EC Member	41 31 342 76 93	41 31 342 9319	toni.stadelmann@swisscom.com

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## **Annex B: GCF Membership Application**

See associated PDF file (which may also be downloaded from the GCF web site).



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## **Annex C: Declaration of Participation**

See associated PDF file (which may also be downloaded from the GCF web site).

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## **Annex D: Task Force Proposal Template**

The New Task Force Proposal Template can be found in the GCF Templates folder.

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## Annex E: Meeting minutes

GCF shall publish fair, objective, and unbiased meeting minutes developed by consensus and ensure they accurately reflect the activities, decisions, and action items that result from meetings. All meeting minutes shall be published in a timely manner.

Meeting minutes shall include at a minimum:

- Date(s), type of meeting (i.e., virtual meeting, conference call, face-to-face), leadership, person taking the minutes;
- Attendance list;
- Approved agenda;
- Identification of issues discussed at the meeting and their status;
- Notation of corrections/additions made to a previous meeting record;
- Points noted/alternatives discussed including opposing viewpoints;
- Agreements reached;
- Action items indicating responsible party and due date;
- Participants' contributions and presentations with reference to where those documents are available on the GCF website; and
- Text specifically requested to be included by a participant with attribution.