

# SECA Policies

**October 7, 2022**  
**Rev. 7**

## Revision History

Revision	Date	Reason
0	August 18, 1993	Initial release.
1	April 24, 1997	Vendor Name; Meeting Attendance
2	January 8, 2007	Revise all Policies
3	January 7, 2008	Added Cyber Security Policy and Working Group Policy
4	July 21, 2008: Ratified by BOD	Revised Working Group Policy to remove outdated timeline. Reformatted document.
5	April 23, 2013	Siemens update of entire document
6	July 11, 2017	Added verbiage usage of cameras in the Security Policy section.
7	October 7, 2022	Modifications to change from spring and fall conferences to a single annual conference.

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## **Policy 1 – Meeting Attendance by Non-members (Visitors)**

Attendance of all visitors to SECA meetings must be approved by a majority vote of the Board of Directors. Visitors may be limited as to the sessions that they may attend and participate in. Visitors are excluded from all voting.

## **Policy 2 – Proprietary Information**

SECA activities frequently require that proprietary information be made available to SECA members. The protection and use of this information must be carefully controlled. Proprietary information will be identified as such and from time to time Siemens may require a non-disclosure agreement from each participant prior to divulgence. All information disclosed in a SECA conference is considered property of the Board of Directors and as such is considered proprietary in nature.

All information shall be considered proprietary in nature when dealing with personnel outside of the membership.

## **Policy 3 – Smoking Policy**

Smoking is not allowed in SECA meetings. Local smoking-related laws will be followed.

## **Policy 4 – Sales**

The Board of Directors will monitor and rule (by majority vote) on the appropriateness of any “sales” related issues.

The SECA meetings are not to provide a forum for Siemens to sell their products or services. It is acceptable to discuss products and services.

## **Policy 5 – Cell phones**

In order to minimize disruptions, all cell phones and pagers will be placed on vibrate and answered outside the meeting room.

## **Policy 6 – Conference Materials and Information**

Member attendees at SECA conference are entitled to access all authorized conference information. The Board of Directors shall have the authority to grant or deny access by majority vote to this information on a case-by-case basis. Information that is security related or deemed sensitive by its owner shall not be distributed to any attendee.

## **Policy 7 – Document Review**

The Board of Directors will review and update as deemed necessary, the Policies and By-Laws at least every two years.

## **Policy 8 – Policy Violations**

Violation of any of these policies will be considered grounds for removal from membership as defined in the By-Laws.

## **Policy 9 – Cyber Security Policy**

SECA is committed to preventing any dissemination, publication, or public disclosure of cyber security related information pertaining to Siemens products. This promotes the safeguarding of information regarding operational systems from public access by potential hackers/intruders.

Specifically, this means:

Security presentations will not be included in the SECA Electronic notebook.

Security presentations will not be distributed electronically.

Because of this security policy there shall be no picture taking of presentations during the SECA Working Group sessions or during the SECA conference.

## **Policy 10 – Working Group Policy**

### **INTRODUCTION**

This policy was submitted to the SECA Board of Directors as a proposal intended to improve the overall productivity and value of the SECA Working Groups. Although this policy places more responsibility on the chairpersons to create, maintain, and submit documentation, it also provides a mechanism by which individual Working Group progress can be observed effectively by the Vice President and the Board of Directors as a whole.

The proposal on which this policy is based was approved by the SECA Board of Directors on Thursday, May 5, 2007.

### **COMMON WORKING GROUP MATERIALS**

Part of the effort to improve WG performance will include the standardization of work materials (primarily documents) produced by each WG. The following common WG materials will be created and maintained by each WG:

### **Working Group Charter**

The Working Group Charter will form the basis for a WG's existence. WG's will review these charters yearly and submit revisions to the Vice President as necessary. The Charter document will contain the following information:

- Primary areas of focus – what topics, components, subsystems, technologies does the WG focus on
- Objectives and goals – what is the purpose of the WG, why does this WG exist?
- Standard meeting frequency and duration – does the WG meet twice a year? Does it only need to meet once a year? How long do meetings need to be?
- Descriptions of other primary work materials to be produced – describe the format and content of the other work materials the WG will produce.
  - Mandatory materials to be described:
    - WG One Year Work Plan
    - Meeting Agendas
    - Meeting Minutes
  - Issues and Enhancements List– in addition to describing the format, include a description of the categorization system used by the WG (e.g. Cat 1: Effects all customers, Cat 2: Effects >5 customers, Cat 3: Effects <5 customers, etc.) Each work group is free to start with their own system. The Board of Directors may wish to standardize.

### **Working Group One Year Work Plan**

The WG One Year Plan document lays out a plan for what the WG will accomplish in the coming year. Chairpersons will submit this document to the Vice President and present their WG One Year Work Plans to the SECA Board of Directors once per year following the conference.

The document should include:

- Identification of what the WG intends to accomplish for the year – including description of any need for additional third-party involvement
- Changes to meeting frequency or duration – including any plans for additional meetings or conference calls

### **Meeting Agenda**

Every WG chairperson will create a meeting agenda prior to WG meetings. Agendas for the meetings held at the SECA Conferences shall be submitted to the Vice President at least 30 days in advance of the conference. All Agendas should include time for the participants to review and update the Issues and Enhancement Lists. The document should include:

- All meeting topics with presenters and timelines identified

### **Meeting Minutes**

Every WG chairperson will have minutes taken for each WG meeting. Meeting Minutes shall be submitted to the Vice President no more than 30 days following WG meetings. Chairpersons will present a summary of their past meetings and progress to the SECA Board of Directors once per year at their assigned conference. The document should include:

- Full list of meeting participants
- Summary of topics discussed

### **Issues and Enhancements List**

Every WG will maintain an Issues and Enhancements List which contains both issues and product enhancement requests identified by the participants. This list will be updated each meeting to close resolved or implemented items, add new items, and assign action items for resolution. All items on the list should be identified as either an issue or enhancement and categorized in a manner that allows for easy differentiation of severity/ priority (method described in the WG Charter document). All items on the list should have the date they were added, the customer(s) who raised the issue – including name of individual, a description, a target date for resolution, and the person it's assigned to. Issues and Enhancements lists shall be submitted to the Vice President no more than 30 days following WG meetings.

### **CHAIRPERSON RESPONSIBILITIES**

- Plan and lead all WG meetings including facilitation of discussions, document reviews, etc.
- Create meeting agendas and minutes and submit to the Vice President of the SECA Board of Directors
- Submit other work materials as previously described
- Present One Year Work Plans and summary of Meeting Minutes for previous meetings to the SECA Board of Directors at each Working Group's assigned conference