Leonardo Academy Observer Policy on Participation in ANSI Standards Committee Meetings and Conference Calls
Updated: January 13, 2009

Observers are welcome to participate in Leonardo Academy ANSI Standards Committee and Task Force meetings and conference calls, subject to the following procedures:

1. Observers will be accommodated on a first-come first-serve basis, subject to the availability of space or capacity.

2. Observers must follow the Code of Conduct for Observers:
   a. Provisions of Code of Conduct for Observers to Standards Committee Meetings
      i. Observers may not participate in the Standards Committee’s discussions unless invited to speak by the Standards Committee Chair.
      ii. Observers may not disrupt Committee meetings and must agree to leave the meeting or conference call if the Committee Chair or the Secretariat finds the observer’s behavior disruptive.
      iii. Observers shall respect the work of the Standards Committee.
   b. Provisions of Code of Conduct for Observers to Task Force Meetings
      i. Observers are invited to participate fully in Task Force discussions to ensure transparency and inclusiveness.
      ii. Observers must demonstrate cooperative behavior during Task Force meetings and must agree to leave the meeting or conference call if the Task Force Chair or the Secretariat finds the observer’s behavior disruptive.
      iii. Observers shall respect the work of the Task Forces.
   c. Observers that fail to follow this Code of Conduct will not be allowed Observer status for one or more subsequent meetings or conference calls.

3. For meetings of the Standards Committee, observers are responsible for all of their own travel and accommodation expenses and any applicable participation fees, as estimated by Leonardo Academy. Leonardo Academy will make all attempts to notify observers of participation fees in advance of each Standards Committee meeting.
   a. All participation fees will be waived for:
      i. Government representatives
      ii. Representatives of charitable (501c3) nonprofit organizations
   b. These fees may be waived for others where they would cause a hardship.
   c. All other observers must pay in advance any applicable fees, as determined by Leonardo Academy.

4. The cost of participation in Task Force teleconferences will be waived for Observers in order to ensure inclusiveness by all interested parties.

5. Individuals that would like to participate as an Observer in Standards Committee meetings or conference calls, or in Task Force meetings and teleconferences, must submit a signed application for observer status to Leonardo Academy.
   a. Components of request for observer status:
      i. Name
      ii. Contact information
      iii. Name of organization represented
      iv. Signed agreement to follow the code of Leonardo Academy Code of Conduct for Observers.

6. Observers will be provided with the standard development materials provided to the Standards Committee members.