



## **SDR Forum Procedure on Participation by Non-members on the Group Portal Version 1.1 13 May 2009**

In accordance with SDR Forum Policy 014, non members may be permitted access to group portal areas in certain circumstances. This procedure describes the staff procedures for granting such access.

A. Access to portal areas may be granted to individuals who, with specific permission of the Project Approval Committee (PAC), are participating on specific projects.

1. The PAC will advise the COO of the approval for a specific individual to participate on a specific project with a group.
2. The office staff will add the individual to the group list as a guest, and so notify the individual.
3. The group leader will advise the COO when the project is completed or when the project no longer requires the participation of the individual
4. The office staff will query the group leaders quarterly regarding guest participants and will remove the unnecessary individuals from the authorized list of participants

B. Access to portal areas may be granted to individuals who, with the approval of the Board of Directors, are supporting committee activities.

1. The Board will advise the COO of the approval for a specific individual to support a committee
2. The cognizant committee chair will tell the COO to which groups the individual will require access.
3. The office staff will add the individual to the groups as a guest, and so notify the individual.
4. The committee chair will advise the COO when the individual no longer requires access to the groups.
5. The office staff will query the committee chairs quarterly regarding guest participants and will remove the unnecessary individuals from the authorized list of participants

C. Access to portal areas may be granted to representatives of organizations which are considering membership in the Forum and have submitted a membership application.

1. The CEO will advise the COO of the approval for up to five specific individuals (principal representative, alternate representative, technical representative, markets representative, and regulatory representative) from an organization which is considering membership in the Forum, and he will specify the length of time for which access will be allowed.
2. The office staff will add those individuals to the group list as guests, and so notify the individuals.
3. The office staff will remove the individuals from the authorized list of participants at the end of the specified time.