



*For Next Gen API App ATMs*



## **CONSORTIUM FOR NEXT GENERATION ATMs**

### **Guidelines for Standards Development**

**2019-2020**

#### **1. Purpose**

The Consortium is committed to ensuring due process and development of consensus for the approval of standards developed for the operation of Next Gen ATMs, technical specifications, and unique standards for users for purposes of self-certification.

ATMIA shall serve as the secretariat of the Consortium and shall oversee the Consortium's compliance with these procedures.

#### **2. Governance**

##### **2.1. Steering Committee**

The Standards & Technical & Governance Committee shall serve as the Steering Committee tasked with approving technical specifications and standards on behalf of the Consortium. This body shall also be responsible for ensuring compliance with these procedures and processes and those contained in the concomitant document entitled "Plan for Implementing Procedures for Consortium Consensus", including voting procedures.

##### **2.1. Roster of Members**

A roster of all members, representing all sectors of the value chain of the ATM industry shall be made available yearly and posted on the website.

##### **2.2. Recruitment and Admission of Members**

Membership of the Consortium for Next Gen ATMs is open to any *bona fide* registered company operating in the value chain of the worldwide ATM industry, irrespective of whether they are members of ATMIA or not. To keep the barriers to entry as low as possible, there will be no fee for joining or participating in the Consortium and its committee work. Participation is voluntary at all times.

The Chairperson shall ensure that all sectors of the industry are fairly represented and that no opportunity exists for any sector or any company to exert dominance in the processes, structures and decision-making of the Consortium.

### 2.3. Procedures for Committee Work

All committees which are part of the Consortium for Next Gen ATMs shall have scheduled meetings on a quarterly basis via conference call or webinar. In addition, extraordinary meetings may be convened for resolving relevant issues as and when they arise.

Each committee shall have a chairperson to draw up the agenda and distribute meetings for all meetings. Agendas shall be distributed at least 30 days prior to the meeting. There is a limit of 24 hour deadline for all minutes to be distributed after the end of the meeting. The minutes are to be approved at the start of each subsequent meeting of the committee.

Membership of committees is unrestricted and non-members of ATMIA are also welcome to join as long as they represent a legitimate company within the ATM industry.

Any attendee is welcome to provide feedback during the meeting on any discussion items relevant to the meeting.

### 2.4. Procedures for Complaints & Appeals

Any participating member of the Consortium for Next Gen ATMs is entitled to register written complaints or appeals to the Chairperson of the Consortium, CEO Mike Lee ([mike@atmia.com](mailto:mike@atmia.com)) at any time.

Upon receipt of the complaint or appeal, Mike Lee will forward the written communication to the Standards & Technical & Governance Committee and record the item in a record on an Excel spreadsheet entitled “Record of Complaints and Appeals for Next Gen ATMs”.

He will also seek advice from technical experts when required.

Each item recorded shall be addressed at the next scheduled meeting.

A formal response in writing will be sent to the originator of the complaint or appeal by the Chairperson within 24 hours following the conclusion reached at the meeting. The date-stamped response shall be recorded in the Excel spreadsheet entitled “Record of Complaints and Appeals for Next Gen ATMs”.

### **3. Procedures & Processes for Next Gen ATM Standards Development**

3.1. There are procedures for developing, adopting, publishing and maintaining next gen ATM standards.

#### 3.1.1. Standards Roadmap

The key activities for Next Gen ATM standards will be recorded in the Next Gen ATM Standards Roadmap. This Standards Roadmap will be approved, monitored and updated by the steering committee. The notification of standards work will be published on the ATMIA website, during ATMIA events and at Next Gen ATM committee meetings.

#### 3.1.2. Transparency

The Next Gen ATM standards activities will be transparent for all stakeholders in the working groups and committees. Minutes will record all the recommendations, key decisions and conclusions from the meetings. There will be plenty of opportunities for participants in the committees and working groups to review each version of a Next Gen ATM standard document.

#### 3.1.3. Drafting of Standards

The standards will be drafted by three working-groups;

- a) Functional Working Group - drafting of all functional specifications;
- b) Technical Working Group - drafting of the technical specifications for these functionalities defined in (a) above;
- c) Certification Working Group – drafting the test/certification specifications which contain the industry expertise to co-create the draft standards.

#### 3.1.4. Review of draft standards

The review of standards documents is performed using a review document/template to register each submitted written review, topic and the name of the review-provider. The review document/template will be discussed during the relevant Next Gen ATM meeting. The decision on how to process each registered review topic will be registered on the review document/template, too and then processed in the next version of the corresponding standards document.

### 3.1.5. Submission of draft standard

A draft standard needs to be approved by the steering committee before being published on the ATMIA NextGen ATM website / portal for public and wider industry review.

### 3.1.6. Voting in Approval Process for Standards

An Approval Committee will be formed, composed of vendors who develop ATM software and deployers. No software vendors or deployers will be refused membership in the approval committee. Best efforts will be made to ensure the split of vendors and deployers be 50-50.

In addition, a voluntary Advisory Committee be formed composed of any Consortium Members not qualifying for membership in the Approval Committee but with an interest in the committee's work. No Consortium Members will be refused membership in the Advisory committee. Advisory committee members will fully participate in all committee activities except voting for approvals.

Approval of the standard by the Approval Committee will be by super-majority, with a minimum of 67% of members voting in favor. Each company member of the Approval committee will have one vote.

### 3.1.7. Adoption and publication of standards

After processing the received public review comments in the relevant working groups, the final version needs to be approved by the steering committee before being published on the ATMIA website / NextGen ATM portal.

### 3.1.8. Interpretation of standards and official position of the Consortium

Any questions regarding interpretation of the draft standards can be requested via email to the chairman, which will then be discussed and answered by the relevant committee/working group, in a clarification statement. This clarification statement will then be added to the online FAQ list.

### 3.1.9. Voluntary nature of standard, i.e. no obligation to comply

Standards developed or adopted by the Consortium for Next Gen ATMs will be voluntary in nature. Each stakeholder (FI/Deployer, Software/Hardware Vendors, Suppliers, etc) has the freedom to comply or not with NextGen ATM standards. There will be no mandates by ATMIA or the consortium to comply. This is up to the market deployers (demand) and vendors (supply) to define.

### 3.1.10. Lifespan of the standards

The standards will be updated annually, by a review session with clarifications, through the Steering Committee, and improvements and to leverage on the latest relevant industry standards.

- 3.2. Partnership with other standards bodies. The Consortium intends to partner with standards bodies such as CEN XFS and nexo to leverage existing standards wherever possible.
- 3.2. There are procedures for retaining records. A roster or list of approved standards shall be maintained and posted on the public section of the portal.

Queries: Mike Lee, CEO, ATMIA [mike@atmia.com](mailto:mike@atmia.com)