

Leonardo Academy Observer Policy
for ANSI Standards Development Committee Meetings and Conference Calls
Updated: June 25, 2009

Observers are welcome to participate in meetings and teleconferences of Leonardo Academy ANSI Standards Committees, Subcommittees, and Task Forces, subject to the following provisions:

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. Code of Conduct for Observers to Standards Committee Meetings and Teleconferences
 - i. Observers may not participate in discussions of the Standards Committee 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. Code of Conduct for Observers to Subcommittee and Task Force Meetings and Teleconferences
 - i. Observers are invited to participate fully in the Subcommittee and Task Force discussions to ensure transparency and inclusiveness.
 - ii. Observers must demonstrate cooperative behavior during Subcommittee and Task Force meetings and must agree to leave the meeting or conference call if the Subcommittee or Task Force Chair or the Secretariat finds the observer's behavior disruptive.
 - iii. Observers shall respect the work of the Subcommittees and 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 teleconferences.
3. For in-person 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 Standards Committee, Subcommittee and 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 of Standards Committee, Subcommittee, and Task Forces meetings or teleconferences, must submit a signed application for observer status to Leonardo Academy ([WORD](#)) ([PDF](#)).
6. Observers will be provided with the standard development materials provided to the Standards Committee members.