

Hong Kong Public Key Infrastructure Forum (HKPKIF) Charter

Article 1 – Name of Organisation

The name of this organisation is “Hong Kong Public Key Infrastructure Forum” (hereinafter “the Forum”)

Article 2 – Objectives

The objective of the Forum shall be :-

- (1) To enhance public and industry awareness of the importance of PKI products and services in addressing the issues of authenticity, integrity, confidentiality and non-repudiation as well as resolving issues regarding security of open network, PKI interoperability and ease of use;
- (2) To promote the adoption of PKI products and services for the promotion of secure e-commerce activities both locally and globally;
- (3) To recommend globally accepted technology standards and guidelines for use of PKI in business applications; and
- (4) To represent Hong Kong, China, at international forums including the Asia PKI Forum and to foster regional and international cooperation in PKI related matters such as cross-certification, application development, and interoperability arrangements.

Article 3 – Fundamental Principles

The members of the Forum shall observe the following fundamental principles for achieving the objectives as specified in Article 2 :-

- (1) The Forum will coordinate member’s cooperative actions toward promoting the adoption of PKI products and services for the mutual benefits of all the members and the community.
- (2) In all its activities, the Forum will make every effort with full support of all the members to help resolve issues regarding security of open network, PKI interoperability and ease of use
- (3) All of the Forum’s activities will be implemented through the voluntary efforts and initiatives of the members.

Article 4 – Activities

The Forum will implement the following activities necessary to achieve the objectives as specified in Article 2, as well as to observe the fundamental principles as specified in Article 3.

- (1) Hold forums and promote information exchange with the aim of enhancing public and industry awareness of the importance of PKI products and services.
- (2) Conduct necessary studies, surveys and pilot experiments to develop PKI related applications.
- (3) Collaborate effectively with various activities regarding the promotion of secure e-commerce activities both locally and globally.
- (4) Participate in technology standardisation of PKI and promote PKI interoperability among the Forum members and other countries.
- (5) Participate in Asia PKI Forum and other relevant organisations.
- (6) Promote friendly relations among the Forum members.
- (7) Undertake any necessary and appropriate activities to achieve the goals set forth in Article 2.

Article 5 – Membership

Membership is open to organisations that are in PKI related activities or IT industry including but not limited to application developers, system vendors, and PKI users.

- (1) Membership Class

The Forum shall have three classes of membership: Founding Members, Ordinary Members, and Associate Members.

- (a) Founding Members are members of the Preparatory Committee formed prior to the establishment of the Forum. Founding Members shall have the choice to become Ordinary Members or Associate Members.
- (b) Ordinary Members shall be eligible for election to the Steering Committee in addition to all the privileges of Associate Members and may have one vote in each matter submitted to a vote in the General Meeting.
- (c) Associate Members shall not be eligible for election to the Steering Committee and have no voting rights. Associate Members shall receive all information and publications on the activities of the Forum and participate in all activities of the Forum.

(2) Resignation of Membership

A Member may resign from the Forum at any time without giving any reason.

Any fees already paid shall not be refundable.

(3) Termination of Membership

The Steering Committee shall have the right to terminate any membership at any time without giving any reason, subject to endorsement in the General Meeting.

Any membership fees already paid shall be refundable on a pro-rata basis.

Article 6 – Organisation

(1) General Meeting

(a) A General Meeting shall be held once a year. Each Member is to send one representative.

(b) The General Meeting shall decide on the recommendations and resolutions made by the Steering Committee.

(2) Steering Committee

(a) The members of the Steering Committee shall be elected at the General Meeting among the members of the Forum for the term of one year. Steering Committee members must be Ordinary Members.

(b) For the first fiscal year, each Founding Member shall be entitled to one seat on the Steering Committee if they so choose.

(c) For the first five fiscal years, at least half (50%) of the Steering Committee Members shall be elected from amongst the Founding Members.

(d) The number of Steering Committee members shall be decided at the General Meeting. The number of Steering Committee members shall not be less than five and not more than 16.

(e) The Steering Committee will study and decide policies on the activities and management of the Forum and member eligibility, and seek General Meeting's approval of these decisions.

(3) Chairperson and Vice-Chairperson

(a) The Chairperson and the Vice-Chairperson shall be elected at the General Meeting among the Ordinary Members. The term of service shall be one year. The Chairperson and the Vice-Chairperson may be re-elected for a second consecutive year. In any event, the term of the Chairperson and the

Vice-Chairperson shall not exceed two consecutive years.

- (b) There shall be one Chairperson and one Vice-Chairperson.
- (c) The Chairperson and Vice-Chairperson shall take a leadership role in the activities and management of the Forum and shall chair the meetings of Steering Committee and the General Meeting.
- (d) The Chairperson and Vice-Chairperson shall participate in the Forum on a personal basis.
- (e) In the absence of the Chairperson, the Vice-Chairperson should assume the role, function and responsibility of the Chairperson.
- (f) Should the Chairperson or Vice-Chairperson become unable to execute his or her duties for any reason, then election will be held amongst the Steering Committee Members for a new Chairperson or Vice-Chairperson for the rest of the office term. In such event, the Secretariat responsibilities will be transferred to the newly elected Chairperson or Vice-Chairperson..

(4) Secretariat

A Secretariat shall be set up to administrate the operation of the Forum and perform the required tasks.

(5) Others

Working Groups and other subordinate organisations shall be formed as and when necessary.

Article 7 – Membership Fees

Membership fees shall be collected at the beginning of each calendar year and members shall pay their fees according to the resolution, which shall be approved at the General Meeting.

Founding Members failing to pay the prescribed fee for any class of membership will cease to be a member of the Forum. However, the Founding Member may, at any time, notify the Secretariat for the payment of fees and resume membership to the Forum.

Table 1 outlines membership fees for every membership class.

Table 1 - Annual Membership Fees

Membership Class	Annual Fee (HKD)
-------------------------	-------------------------

Ordinary	\$8,000
Associate	\$4,000

Professional bodies and academic institutions will be eligible for joining at 25% of the annual membership fee for the respective membership class.

Article 8 – Miscellaneous

Other rules / bylaws and matters necessary for the operation of the Forum shall be determined by the Steering Committee and / or other Committee and shall be approved at the General Meeting.

Organisational Structure of HKPKIF

