



# PCI Security Standards Council

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## Working Groups Rules of Procedure Version 6.0

February 2025

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## Document Changes

Date	Version	Description
April 2016	1.0	Initial Release
December 2018	2.0	Revision to align RoP with current business practices, such as WG Charters approved by MgmtCom and not MgmtCom and ExCo.
December 2019	3.0	Revision to align MgmtCom RoP with WG RoP. Updates to titles.
December 2020	4.0	Revision to align RoP with current business practices, such as nomination to WG representatives, Operational WG representatives and Standards Development, Maintenance and Withdrawal.
June 2023	5.0	Revision to align with governance changes.
February 2025	6.0	Revision to address use of AI

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## 1 Introduction

This document describes the operation of technical Working Groups of the PCI Security Standards Council (the Council or PCI SSC), including their formation, activities and dissolution, and responsibilities and obligations of PCI SSC Working Group (Working Group) participants.

Meetings and related activities of Working Groups play an important part in PCI SSC success, providing an effective forum to discuss viewpoints in an orderly, respectful, and fair manner. All meetings and related activities of Working Groups should be run as a positive exchange of ideas with the aim of achieving consensus. The Council has adopted Operating Principles for its Working Groups meetings, attached as [Appendix A](#), which are intended to encourage an inclusive, supportive, and collaborative environment.

This document should be read in conjunction with the Council's [Antitrust Policy](#), [Privacy Policy](#), and [Intellectual Property Rights \(IPR\) Policy](#), each as from time to time amended. However, in no case will this document overrule such policies, and in the case of any conflict between the terms of this document and the aforementioned policies, the terms of the latter shall control.

Rules of Procedure for Operational Working Groups are documented within the Management Committee Rules of Procedure.

## 2 Definitions

Capitalized terms used but not otherwise defined in this document have the meanings ascribed to them in the Glossary attached as [Appendix B](#).

## 3 Working Groups

A Working Group is created by the Executive Committee to perform a specific range of work, such as the development and/or maintenance of a Standard and supporting materials of that Standard, as defined in its Management Committee-approved Terms of Reference (TOR). Working Groups operate under the direction of the Management Committee.

### 3.1 Formation and TOR

The TOR for each new Working Group shall be defined and approved by the Management Committee, and include the following items:

- a) The scope of the work to be done and the deliverables to be produced; and
- b) The composition and eligibility requirements for the Working Group, or the process by which the Working Group participants will be selected.

The Management Committee will be requested to ballot each Working Group TOR within thirty (30) days after receipt, in accordance with its standard ballot rules. Further progress cannot be made until a unanimous vote of all Management Committee members is received.

A TOR may be amended from time to time by following the approval process above.

## 3.2 First Meeting

The first meeting of a Working Group shall be held no sooner than:

- a) Fourteen (14) days after approval of the applicable TOR by the Management Committee;
- b) The minimum number of Working Group participants have been recruited; and
- c) Sufficient notice has been given to each Working Group participant in advance of the meeting, which shall be not less than fourteen (14) days in the case of a teleconference or other electronic meeting and thirty (30) days in the case of a face-to-face meeting.

## 3.3 Participation

Participation in Working Groups (exclusive of Council staff) is limited to Founding Members, Strategic Members and Affiliate Members. Each such organization may appoint one (1) primary and one (1) alternate representative with expertise relevant to the scope of the Working Group. There is no limit to the number of additional representatives a Founding Member, Strategic Member or Affiliate Member may appoint.

Working Group attendance is essential for the ongoing awareness and approval of key Working Group initiatives. Should the applicable Working Group Chair determine that lack of attendance is impacting the Working Group's deliverables, the issue will be brought to the attention of the Management Committee.

Working Group participants are expected to:

- a) Ensure their organization has sufficient representation to ensure quorum for the duration of each Working Group meeting, and advise the Working Group Chair in advance if their organization will not have representation for the duration of a meeting.
- b) Review agenda and pre-reads in advance and be prepared to discuss during the meeting.
- d) Contribute to the completion of Working Group deliverables.
- e) Comply with the Operating Principles for PCI SSC Meetings set forth in Appendix A in connection with all Working Group activities.

## 3.4 Chair

All Working Groups are chaired by a full-time employee of PCI SSC (each a Chair). PCI SSC management shall appoint the Chair subject to review by the Management Committee at its discretion. It is the responsibility of each Chair to provide periodic reports to the Management Committee and to forward any issues that are unable to be resolved in the Working Group.

Chairs are expected to:

- a) Provide meeting agendas, pre-read materials and minutes in a timely manner.
- b) Remind participants of the Council's anti-trust policy at the start of each meeting.

- c) Keep meetings on track and to time.
- d) Facilitate discussions to meet meeting objectives.
- e) Monitor progress of work and completion of deliverables.
- f) Communicate Working Group progress, recommendations, completed deliverables for approval, new work proposals, changes to project timelines, and issues requiring escalation, to Management Committee and/or Executive Committee, as appropriate.
- g) Ensure all attendees are aware of the Operating Principles for Working Group meetings, attached as Appendix A.

### 3.5 Secretariat

The Council Secretariat is expected to:

- a) Facilitate technical aspects of Working Group meetings and provide support for use of collaboration technologies (e.g., WebEx, conference bridge).
- b) Facilitate onsite logistics during Working Group face-to-face meetings.
- c) Take and draft minutes for approval by the Working Group Chair (unless the Chair designates such responsibility to other Council staff) and distribute approved minutes to the Working Group.

### 3.6 Meetings

- a) *Frequency*. A Working Group shall meet on a schedule it determines to be appropriate, but not less frequently than monthly.
- b) *Notice*. Working Group meetings shall be called by email notice and (other than the initial Working Group meeting) scheduled at least seven (7) business days in advance (in the case of a telephonic meeting) and thirty (30) business days (in the case of a face-to-face meeting). A meeting agenda should be made available no later than two (2) business days prior to the meeting.
- c) *Quorum*. A majority of all Founding Members and Strategic Members (counted together) is required for the Working Group to conduct business. In the absence of a quorum, the meeting will be postponed until quorum can be reached.
- d) *Voting*. Working Group approval of an action is achieved through consensus.
- e) *Minutes*. Meeting minutes shall be recorded. Minutes will be distributed and posted in the applicable Working Group document repository, with e-mail notice to all Working Group Member representatives.

### 3.7 Intellectual Property

All Working Group activities are conducted under, and all Working Group participants agree to abide by, the terms of the Council's IPR Policy.

### 3.8 Deliverables

A Working Group is responsible for producing the deliverables as defined in its TOR. Such deliverables may include, but are not limited to: Draft Standards, Revised Draft Standards,

proposed Final Standards, Errata, and supporting Work Products such as FAQs, reporting templates, program documents, and guidance documents.

Each Working Group is also responsible for reviewing the work of SIGs and Task Forces associated with the Working Group and their respective Standard(s), reviewing associated materials for RFCs, and approving any such work prior to submission to the Management Committee.

### 3.9 Standards and Draft Standards

Development of Standards work items is managed by an applicable Working Group and proceeds in accordance with the PCI SSC Standards Development Policy (Standards Development Policy), the Management Committee Rules of Procedures, these Working Group Rules of Procedure, and the applicable Working Group TOR.

#### a) *Working Drafts.*

1. For each Standard or Standard initiative, the applicable Working Group is responsible for maintaining such Standard and any current draft versions thereof.
2. The Working Group manages the development of technical content, reviewing updates and proposing changes as appropriate throughout the development process. Updates and changes are discussed by the Working Group with the overall aim of achieving consensus for the completed Draft Standard.
3. When all updates and changes have been made, the updated Draft Standard is submitted for final review and approval by the Working Group.
4. Upon approval by the Working Group for the Draft Standard to be published, the Draft Standard is sent to the Management Committee, and then to Executive Committee, for review and approval.

#### b) *Requests for Comments (RFCs).*

At applicable points in the development process, PCI SSC may initiate a Request for Comments (RFC) for stakeholders to review the Draft Standard and provide feedback and suggestions for improvements.

The PCI SSC Request for Comment (RFC) Process Guide outlines the process for systematic consideration and dissemination of stakeholder feedback.

Drafts of new Standards, i.e., Standards never previously released, require Executive Committee approval prior to sharing for RFC.

Draft updates to previously released Standards require Management Committee approval prior to sharing for RFC.

Depending on the RFC, eligible RFC participants may include PCI Participants, assessors and labs, the Board of Advisors, Task Forces, and others.

#### c) *Working Group Revision and Updates.*

Upon conclusion of the RFC process, the Working Group reviews, addresses, and resolves the RFC feedback, and updates the Draft Standard as appropriate. Once the

Working Group has reached consensus on the resolution of RFC feedback, the Draft Standard undergoes final Working Group review and approval.

Upon approval by the Working Group, the Draft Standard is sent to the Management Committee, and then to Executive Committee, for final review and approval in accordance with the PCI SSC Standards Development Policy.

Major Standards Work Items (defined in the Standards Development Policy) are subject to an additional approval by BOA, as described in the Standards Development Policy.

### **3.10 Consensus**

Working Groups are conducted on a consensus basis. For this purpose, "consensus" shall mean general agreement after all participants have had an opportunity for their concerns to be heard and responded to. However, consensus shall not be understood to require unanimity, and the Chair shall have authority to determine when sufficient consensus has been achieved in any given case in order to ensure that the technical process is not unduly impeded.

### **3.11 Closing and Inactive**

A Working Group may suspend work and become inactive. Inactive Working Groups are still approved but will not have any work or deliverables assigned to them until reactivated by ExCo or Management Committee.

A Working Group will be closed (a) at such time as the Standard for which it is responsible is retired, (b) as otherwise specified in its TOR, or (c) at such earlier time as may be declared by the Executive Committee.

# Appendix A: Operating Principles for PCI SSC Meetings

## 1 Meeting Etiquette

PCI SSC meeting participants are expected to adhere to the following etiquette practices:

- Be on time.
- Be attentive and focused on the meeting discussion.
- Avoid the temptation to do other work while attending the meeting.
- Stay on the topic being discussed.
- Respect the Chair and the views and opinions of all attendees.
- Wherever possible, do not make or accept calls during the meeting.
- Refrain from recording or using AI to transcribe meetings.

### 1.1 Conference calls and online meetings

- Aim to dial-in 1-3 minutes before the scheduled start time to ensure the meeting starts on time.
- Announce your arrival. Announce your departure if leaving a meeting while in progress and your absence results in a lack of representation for your organization.
- Mute your line when not speaking.
- If dialing in on a phone line, do not put meeting calls on hold.
- Do not use any computer or phone features that would disrupt the meeting.

### 1.2 Face to face (in-person) meetings

- Aim to arrive at the meeting at least 10 minutes prior to the scheduled start time to allow time to set up before the meeting starts.
- If needed, introduce yourself to the attendees giving your name, company, and position.
- Set your mobile phone to silent.
- Where possible, avoid leaving the meeting room during discussion.

### 1.3 Hybrid meetings

- Follow the rules above corresponding to your means of attendance at the meeting.

## 2 Meeting Behavior

All meeting participants are expected to comply with the following while attending PCI SSC meetings and related activities.

### 2.1 Equality and Assignment of Work

- All meeting participants, regardless of company represented, are professionals in their field. Participants are expected to treat each other as peers working together to accomplish a common goal.
- A meeting participant should not assign work to another participant or participant company. The assignment of work is determined by the Chair and agreed to by consensus.

### 2.2 Expected Behavior

- Attend meetings with a collaborative attitude and maintain positivity throughout the meeting.
- Communicate constructively and professionally. Use words and tone that support an atmosphere of collaboration.
- Do not use or engage in demeaning, aggressive, or insulting behavior or language.
- Treat all meeting participants with respect and consideration, valuing a diversity of views and opinions.
- Be patient and courteous while others are speaking and do not interrupt.
- Do not engage in personal attacks directed toward other participants.
- When expressing disagreement, focus any critique on the idea rather than the individual.
- Do not allow an individual or personal issue or dispute to affect conduct within the meeting. All such issues and disputes should be resolved separately and outside of the meeting.

### 2.3 Discussions and Disagreements

Healthy debate and discussion are often necessary to reach a consensus. It is understood that differences in opinion, ranging from mild to strong, are a natural part of the Working Group discussion process.

When such disagreements arise, participants are expected to comply with the rules specified herein and the instructions of the applicable Chair, and to remain respectful to all participants, including those with whom they disagree.

## Appendix B: Glossary

**Affiliate Member:** A regional or national organization that (a) defines standards and influences adoption by its constituents who process, store or transmit cardholder data and (b) has been and remains accepted as an Affiliate Member of the Council.

**Draft Standard:** A technical standard, and any other work product containing IPR (defined in the IPR Policy) that is produced by a “Work Group” (as defined in the IPR Policy), that has not yet been formally adopted by the Council. Unless the context otherwise requires, any reference to a Draft Standard shall also be deemed to apply to an amendment to a Standard until such amendment has been formally adopted by the Council.

**Founding Member:** A Member that shares equally in the Council’s governance, operations and ownership.

**IPR Policy:** The then current version of the “*Intellectual Property Rights Policy*” adopted by the Council’s Executive Committee.

**Member:** A member and signatory of the Council’s LLC Agreement. For the avoidance of doubt, Affiliate Members and PCI Participants are not considered “Members” for purposes of this definition or these Working Groups Rules of Procedure.

**Standard:** A Draft Standard that has been formally adopted by the Council. Unless the context otherwise requires, any reference to the adoption of a Standard shall also be deemed to apply to the adoption of an amendment to a Standard as well.

**Strategic Member:** A multinational acceptance mark (a) with demonstrated commitment to PCI Security Standards and (b) that has been and remains accepted as a Strategic Member of the Council.

**Terms of Reference:** A statement of the scope, objectives (such as deliverables), meeting logistics and participants for a designated Working Group or project. The Working Group TOR defines the Working Group participant’s responsibilities, outlines the intended objectives, and defines the authority of the various roles such as the Chair. It serves as the reference of authority for the future of the Working Group.

**Work Product:** any work created by the Council, including but not limited to, Standards, Draft Standards, Standard Requirements and Testing Procedures, FAQs, Information Supplements, email communications, Guidance documents.